IRAQ CCCM Cluster IM TRANSITION STRATEGY

Update: August 2022

Background

This document outlines the CCCM information management transition strategy for formal camps and informal sites in the context of ongoing humanitarian transition and Cluster phase out by end of 2022. The Humanitarian Coordinator notes that the Government of Iraq is functional, and the responsibility lies with them to step in and provide services for camp and out of camp populations. The CCCM Cluster's overarching aim for IM transition is to transfer critical knowledge, documents, data collection, analysis, tools, and products to cluster lead agencies.

The two cluster lead agencies - UNHCR, and IOM will take the lead for the transition of camps and informal sites respectively, though in different capacities. UNHCR will continue to support the remaining 25 camps that are administered by KRG authorities, while IOM will focus on one camp under federal Iraq and the informal sites with CCCM presence across the country.

Objective

CCCM Cluster Information Management (IM) serves as a foundation of the Cluster strategy and is critical component for effective coordination, planning, designing, implementing, and evaluating CCCM humanitarian interventions. CCCM IM team produces, maintains, and updates quality information products for camps and informal sites.

The objective of the strategy document is to outline the main IM products, tools, and process to handover to respective stakeholders.

CCCM Information Management Tools and Products:

1. Contact list

CCCM Cluster uses MailChimp to manage Cluster contacts and disseminate IM products, assessments, reports, and information to stakeholders including partners, donors, and other clusters. There are 700 people subscribed to CCCM mailing list. Interested colleagues can subscribe to the MailChimp mailing list through the disseminated Mailchimp mail, signature of cluster team or cluster web portal.

2. HRP Monitoring and reporting

CCCM IM team sends reminders to camp managers on monthly submission for camp population flow. Camp managers submit data through a customized Kobo toolbox from the IM team, redeveloped in 2022. Partners are requested to submit every month before the deadline, however, when issues arise follow-up is needed. Data received through the Kobo toolbox is verified and cleaned.

Excel template is used to collect informal site monthly data from partners. IM team cleans both sets of data and combines them in a format suitable for Activity Info reporting.

Activity Info platform is an online web-based database managed by OCHA which is used by Iraq clusters to monitor and report HRP indicators. The cluster is supposed to submit data to AI by the 10th of every month.

The two main outputs:

a) OCHA ActivityInfo Reporting – deadline 10th of every month
b) Humanitarian Response Overview – deadline 10th of every month

3. Monthly Camp Population Products

An online tool is used to collect camp population flow updates submitted on monthly basis by camp managers. The monthly population figures contain a breakdown by gender and population changes including number of arrivals and departures. The deadline to submit update is 2nd of every month. Note that the questions in the reporting tool are for internal analysis to partners and focal points for accountability purposes.

The main outputs:

a) Camp Population Flow Masterlist: This is spreadsheet-based master list showing geographic admin locations, camp population, demographic breakdown, arrivals, departure population flow in the camps. In addition, # of vulnerable households, and births and deaths for the reporting period.
b) Camp Population Comparison One Pager: The comparison between the population flow in camps shows the change between current month and previous months reporting. Information on closed camps and camp population movements along with population trend covering period of the last 12 months.
c) Camp Population Interactive Dashboard: The Camp Population Flow Masterlist contents are shown in an interactive dashboard for CCCM stakeholders to filter and see information on particular details.
d) Narrative: is prepared to provide an overview of the camp context and interpret population changes in the reporting month.

4. FSMT (Formal Site Monitoring Tool)

FSMT (Formal Site Monitoring Tool) is conducted twice last year in the 26 remaining formal camps in Iraq. However, due to ongoing transition of the cluster, and based on a review of data quality and relevance, we have not conducted the assessment in 2022. The purpose of the assessment is to monitor service standards in the camps and highlight needs and gaps.

The two main outputs:

a) Anonymized FSMT Dataset
b) Overview (traffic light) Dashboard

5. Informal Sites Masterlist

Informal Sites Masterlist encompasses the informal sites identified in the IOM-DTM Integrated Location Assessment (ILA) VI and sites reported by CCCM partners. As stipulated in CCCM technical guidance note on informal sites, a site which hosts more than five households, living together in a sub-standard shelter who were displaced post-2014. Extensive work by the Cluster and partners has taken place with the aim to produce a single, joint DTM and CCCM Cluster Masterlist that adequately captures CCCM reported locations. After ILA VII data collection is completed in mid 2022 it will be determined whether separate Masterlists are required or whether a single cohesive list will suffice, the latter being the ideal scenario given for the sake of clarity and in the context of Cluster phase out.

In 2021, CCCM IM team produced two rounds of informal sites master list in May and September.

The three main outputs:

a) Informal sites masterlist
b) Informal sites Overview
c) Dynamic dashboard

6. HNO/ HRP

Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP) are the two main documents in the HPC process. There is not yet an HCT position on the status of HRP for 2023, this should be confirmed in July 2022.

The main outputs:

a) People In Need
b) Target calculation
c) Context and Analysis in HNO
d) Objective, indicators and costing in HRP

7. Exit Survey

Camp Exit Survey is a tool which collects simplified data from families departing in formal camps on their intended destination. It is neither comprehensive nor complete as there are a number of camps who don't collect exit survey data. The output products were discontinued last year however anonymized data summary is shared back with reporting partners.

8. REACH Products

REACH in partnership with CCCM Cluster have conducted rounds of the camp profiling and intentions assessments throughout formal camps as well as informal sites analysis and profiling across the country. Surveys are a household level and cover all sectors.

The main outputs:

a) Camp Directory – Individual Camp Profiles
b) Camp Infrastructure Maps
c) Camp Intentions - Area of Origin
d) Camp Intentions - Governorate of displacement

e) Camp profiling analysis and Situation Overview
f) Informal Site Assessment analysis, profiles and dashboard

9. Data Protection

CCCM Information Sharing Protocol (ISP) is designed to support data responsibility for safe, ethical, and effective management of data for personal and non-personal operational response. This includes data asset registry, data sharing guidelines for partners, and Information Sharing Sensitivity level and Classification for Iraq CCCM Cluster.

Handover Roles and Responsibilities Matrix

Product/Tool	Handover To	Frequency
Camp population flow - Masterlist - Dashboard - Kobo tool form	UNHCR Kobo tool to be adapted with UNHCR. UNHCR to consider whether to include/adapt questions on monitoring camp management activities. Products to be adapted with UNHCR IM / CCCM for handover.	Monthly Updated MailChimp contacts list to be handed over to UNHCR
FSMT - Dataset - Dashboard	UNHCR	Twice a year
Contact list - Mailchimp contact (*pending subscriber consent*) end Nov. - Excel partner list - Camp managers list - Reporting Focal point	UNHCR	As needed
HRP Monitoring and reporting - OCHA Reporting - Response Overview	Discontinue end 2022, with end of HRP	
Informal Sites Masterlist	IOM-DTM (for 2022) / CCCM partners at local level for 2023	IOM-DTM ILA will not be run in 2023, therefore no informal sites assessment will be conducted, or dataset published. Demand for this data in 2023 to be discussed between Cluster, IOM-DTM, CCCM partners, Durable Solutions coordination at end 2022 to establish any continued demand for data at local level. Given low rate of site & population change each year, 2022 data could be used by ABCs in 2023, with updates made by humanitarian / DS actors at local level.

Exit Survey - Kobo Form - Anonymized dataset - Departure dashboard - Closure dashboard	UNHCR, after consultation with UNHCR Field Offices on continued use	
REACH Products – camps - Camp Directory – Individual Camp Profiles - Camp Infrastructure Maps - Camp Intentions - Area of Origin - Camp Intentions - Governorate of displacement - Camp profiling analysis and Situation Overview	UNHCR (KRI camps)	Annually. Continuation in 2023 to be discussed between Cluster, UNHCR, REACH to continue monitoring of camp conditions, but with potentially scaled-down assessment questionnaire
REACH products – informal sites - Informal Site Assessment analysis and profiles	REACH	2022-23 assessment to go ahead with inputs from Cluster in late 2022. Continuation in 2023-24 unlikely, as will depend on demand for data. To be discussed between Cluster, REACH, CCCM partners, Durable Solutions at end 2022. Alternative assessment could be an option if some data still needed.
Data Protection	UNHCR	
Area of Origin Data	UNHCR	Ad-hoc
All CCCM Datasets - Archive OneDrive data - Consult with respective units for archiving website contents a) UNHCR CCCM portal b) HR.info page c) Global CCCM cluster site	UNHCR	

NEXT Steps

- UNHCR to continue camp population flow monthly data collection while using existing mechanism
- UNHCR to agree with BCF that they will continue to compile camp data
- UNHCR and IOM to agree camp data circulation by including Jedah 5 camp
- Periodic update of camp Area of Origin data which is important for operational purposes
- UNHCR to decide which products to either maintain or cease after cluster deactivation
- UNHCR to decide to either continue or discontinue FSMT multi-sector needs assessment
- The Cluster decided not to update informal sites masterlist and rely on ILA informal sites dataset for 2022
- Discuss with REACH to either continue or discontinue formal camps and informal site assessments
- Consult with respective units for archiving CCCM websites to avoid loss of important guidance documents and IM products