IASC Emergency Shelter Cluster

Guidelines for Assessment in Emergencies

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Technical Support Section - UNHCR

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Foreword

In the context of the Emergency Shelter Cluster Working Group, the issue of tools and procedures to carry out the initial rapid assessment of needs and resources in emergency situations has been defined as an element of the Cluster's implementation plan. As a result, we first compiled and distributed to the Working Group the gist of existing procedures and tools for initial assessment, in one single document, as developed by a number of humanitarian actors (see attached bibliography). In this second document we have merged the essence of those different inputs as a further step to ultimately come up with the Working Group's own recommended guidelines for initial rapid assessment.

In drafting this second document, we have aimed at producing an output as succinct and user friendly as possible, focusing on portraying the key elements of an initial assessment.

Our approach has taken into consideration that following the onset of an emergency situation, the initial assessment of needs and resources must prioritize life-saving sectors altogether. This explains why the shelter sector cannot be dissociated from the other life-saving sectors. Accordingly, in this document, the shelter sector has been taken into consideration as part of the whole assessment, albeit with some emphasis, in order to meet the concerns of the Emergency Shelter Cluster. Thus, general guidelines/ tools for initial assessment, and particularly the related methodology, are being proposed hereunder to assess the shelter sector, the latter being but one aspect of emergency needs to be covered.

The checklist annexed to the document follows the same approach as above and consolidates checklists from a number of sources, including two UNHCR sources and the Sphere Humanitarian Charter and Minimum Standards in Disaster Response.

Acknowledgements
I take this opportunity to acknowledge, with thanks, the special efforts made in the preparation of these guidelines by the members of the Emergency Shelter Working Group.

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Chairperson
IASC Emergency Shelter Cluster

INITIAL ASSESSMENT, IMMEDIATE RESPONSE

Introduction

After a major change has occurred (e.g. an earthquake) or is occurring (e.g. a sudden population displacement) and an emergency situation has been declared, an initial rapid assessment must be carried to predict its evolution in the short run and determine the needs and resources of the affected population. Collected information will allow for the planning of the appropriate response which will include immediate protection and assistance to cover urgent survival needs. Experience shows that initial assessments are carried out by emergency response teams which, simultaneously, provide the initial response to meet vital needs.

As the emergency evolves, more detailed assessments will follow to determine similarly evolving needs.

These guidelines provide advice on the organization of initial rapid assessments and, to the extent possible, attempt to spotlight the emergency shelter intervention. The sequence of sections corresponds to the order in which tasks could be carried out – planning, fieldwork, analysis and reporting. However, assessment is not a linear process and most of these tasks overlap. The user of the guidelines is therefore likely to move backwards and forwards through the document in order to make the best use of it in view of the situation.

1) Organizing the Assessment

The initial assessment must be carried out on the spot as soon as an emergency has been declared.

The assessment should ideally be an IASC Country Team initiative under the overall coordination of the Humanitarian Coordinator. The assessment team, involving the government, staff from UN and intergovernmental agencies, the Red Cross/ Red Crescent Movement and NGOs should be multifunctional: it is not meant to consist of representatives of separate sectors of assistance, but should rather focus on the joint capacities and skills of its members to carry out its task. The information it seeks refers to different but related needs and resources and not solely to specific sectors like shelter. Needs and resources will therefore be assessed altogether and not separately.

Preferably the inter-agency body used for contingency planning should provide the basis for the group carrying out the assessment while the contingency plan is activated.

Planning the assessment involves setting the objectives, establishing the way forward and selecting the assessment team members. If it appears that the emergency, whether

resulting from a sudden or slow onset, has a shelter needs component, the Emergency Shelter Cluster must be represented in the team or, at least, a shelter person should be part of it. Overall coordination arrangements within the team should be established.

The objectives of the assessment must be clearly defined, taking into consideration what is known about the general situation and any particular issues that need to be addressed. Based on these objectives, the way forward for the team and its members must be decided upon in a realistic and focused manner specifying the methods to be used, the topics to be covered and the timeframe.

The size of the team should be decided in relation to the number of sites to be visited, their location and the timeframe. Sub-teams may have to be formed to visit different sites simultaneously, in which case sub-teams should have a reasonable mix of skills as well as gender balance.

To decide which sites should be visited first, the level of reported risks to the survival of the affected population and the number of people at each site will be taken into consideration.

Immediate access to the area where the affected population is located is a prerequisite. A presence must be established at or near the affected population site(s) for first hand information, and to mobilize local expertise and resources. Women and men affected by the displacement should be called upon to help organize the assessment and support should be provided to them to allow them to do so.

Time must not be lost if the desired expertise is not immediately available. Initial urgent action must not be delayed pending the arrival of staff with more expertise. Note that generalists play a crucial role in emergency assessments, i.e. when a broad analysis is needed to decide what the main problems are and who is affected by them. The use of generalists increases flexibility and reduces time and expense, but does not eliminate the need for specialists. The results of the initial assessment could also provide the basis for a subsequent focused deployment of specialists.

2) Information gathering and data collection (i.e. fieldwork)

In order to determine needs and resources, the initial assessment should:

- Provide a full picture of the scope of the emergency, rather than focus on a limited sector, and also capture the life threatening problems which are usually in the sectors of protection, water, food, sanitation, shelter and health.

- Use appropriate and agreed standards against which problems, needs and resources can be measured. In other words, the actual condition of the affected population should be compared and contrasted with what is needed for their survival and immediate well-being;

- Involve the affected population, i.e. women, girls, boys and men, from the outset in organizing the assessment, giving and receiving information. Get to know them, understand their condition and their concerns. They are an

essential source of information and they need to obtain information from you: information gathering is an interactive process. Thus, by actively involving the affected population itself, the assessment is "participatory", which can provide a better insight into the situation, open channels of communication from the outset with different community members and groups and, ultimately, allow for better targeted assistance;

- Describe the people affected by the emergency (a simple demographic profile);

- Identify the coping ability of the affected population (e.g. if houses have been destroyed by floods, people buy building materials, salvage material from their wrecked houses and look for material at rubbish dumps);

- Identify locally available resources (i.e. human resources and material goods, including those of the affected population, the government and humanitarian agencies) ;

- Cross-check information, not relying on only one tool (e.g. aerial surveys cross checked by on the ground observation and discussions); note that although information from locals is valuable, it needs to be cross checked as locals may not know the magnitude of overall events and thus the extent to which these affect the population as a whole.

Participatory assessment: steps and methods

The assessment should aim to begin building partnerships with the affected population by holding separate discussions with women, girls, boys and men, in order to gather accurate information on their needs, including specific protection problems and risks they face, and the underlying causes, to understand their resources and capacities and to hear their proposed solutions.

Host populations should be included in the assessment as well as in actions that will follow.

The assessment is carried out through the following steps and methods (a combination of methods is normally used in order to cross-check the conclusions):

i.   Reviewing existing information
ii.   Mapping diversity (i.e. population estimates)
iii.   Methods of enquiry
iv.   Selecting themes and facilitating discussion
v.   Systematizing information

i) Reviewing existing information
The assessment should start with a review of the existing *background information* (mission and situation reports, media articles, census reports, materials inventories, local maps, satellite images, meteorological records). Where possible, assessment

data should be evaluated against baseline information in order to differentiate between chronic and emergency needs. The contingency plan, if prepared and kept updated, would provide input for both the assessment and the immediate response. UNHCR, UNOSAT and OCHA Headquarters can provide maps and geographical information from a computerized database. Maps and information can be tailored to the specific requirements of the assessment.

ii) Mapping diversity
To map diversity, i.e. to make population estimates, inter-agency multifunctional teams should identify the various social groups according to age, sex, ethnicity, power structures, and specific needs.
The following methods can be used to estimate the population: counting; administrative records; lists compiled by the displaced population's leaders; extrapolation and Global Positioning System (GPS); and aerial photography.

iii) Methods of enquiry
Methods to engage with persons of concern are: observation and spot checks, semi-structured discussions and focus group discussions. Teams should choose which methods to use when and to ask questions to women, girls, boys, and men about their difficulties in order to get understanding of protection problems and needs and about how services and assistance should be designed. These discussions need not take much time and they will reveal deep-seated protection, assistance and other concerns. Usually a combination of these methods will be selected.

- Observation and spot checks (or visual inspection) allow to gather quickly an enormous amount of information. It gives a "feel" for the situation – sounds and smells and visual impressions, whether noting the condition of people, their belongings, characteristics of the surrounding landscape, or the interactions among the displaced population, the local population etc. It is a good idea to start the assessment with a walk around the location, looking around and talking to people to find out how they use different services. The atmosphere is informal and questions are prompted by things one sees. What do different groups of gender and age do during the day? Where are older persons? Disabled? Walking and observing are excellent ways to come upon unexpected information (issues that were not predicted). Observation is the most straightforward approach to assessing infrastructure and logistics and can put into context data from more systematic assessments.

Though discretion is required, *photographs and videos* are often valuable in documenting the first stages of emergency situations.

- Semi-structured[1] and focus groups[2] discussions allow affected women, girls, boys and men to analyze their situation and propose solutions. As they examine their problems with teams, they can also discuss the capacities they have to cope with the

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[1] Semi-structured discussions involve not more than four people and imply a few targeted questions on a specific topic which could be sensitive in nature and, as such, may not be appropriately dealt with in a larger group.

[2] Focus group discussions involve not more than ten people and cover a more general theme.

emergency and propose solutions. By encouraging an informal atmosphere of constructive debate, information can be cross-checked and issues probed.

Discussions may be conducted with groups (e.g. livelihood[3] discussions, household[4] discussions) or individuals (e.g. health workers, government officials). Household visits are essential as they provide an opportunity to witness living conditions (whether people live in makeshift accommodation or in houses damaged by recent events, e.g. earthquake, floods) and to talk to women and children.

Individual discussions can be used when seeking technical information, in addressing sensitive issues, or when there is not enough time to organize a group discussion. When seeking technical information, individual discussions are also known as sector discussions for which sector checklists can be used (e.g. see shelter checklist, Annex 1).

iv) Select themes and facilitate discussions
Considering the issues at stake, especially shelter and other problems, teams can determine themes for discussion with women, girls, boys, and men of all backgrounds in order to understand how they see their situation in terms of protection problems and needs (food, water, sanitation, shelter, health etc.), coping mechanisms, and possible solutions. Teams then meet and discuss in separate groups of different gender, age and backgrounds per theme identified. Some examples of themes in relation to shelter are: security, physical lay-out of the site, shelter design, building support, communal and play space, access to resources.

v) Systematizing information
Review the information so gathered and discuss it in the multifunctional team filling out a systematization form (Annex 4) in order, ultimately, to formulate an emergency Plan of Action...

Collected information, particularly in conflict situations, may be sensitive, could be misused and could compromise agencies' own ability to operate. Therefore it must be treated with utmost care and confidentiality must be ensured.

Other methods

a) Checklists;
b) Questionnaires
c) On-site surveillance

Checklists (see Annex 1) are useful because they standardize the approach and force the assessors to plan ahead and decide which information needs to be collected.

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[3] A "livelihood" refers to the capabilities, assets, and strategies that people use to make a living, i.e. to achieve food and income security. Livelihood groups (for discussions) are groups of people living within a community whose livelihoods are similar.
[4] Household visits are extremely important in rapid assessments. It is essential that you visit people living in makeshift accommodation (e.g. camps) or in houses damaged by recent events (e.g. floods, earthquake).

Questionnaires.   They are not very useful in rapid assessments as emergency situations are highly uncertain and a flexible process of assessment is required. Moreover, using questionnaires to examine complex and/or sensitive information can produce misleading information. Questionnaires can supplement information from semi-structured discussions and observation (particularly in technical sectors such as water, sanitation, health and shelter). Such a questionnaire should be designed by a specialist in the relevant sector who has a good understanding of the specific emergency context.

On-site surveillance. It is standard practice of many public service agencies (such as public health, water supply, civil works, etc.) to maintain monitoring or surveillance records that can often be useful indicators or early warning signs during an emergency. Such records can also be useful as a before-and-after point of reference during emergency situations.

3) Survival needs and immediate response

In carrying out the initial assessment, special emphasis must be placed on gathering critical information regarding the immediate survival and well-being of the affected population. In order to minimize mortality and undue suffering, urgent action must be taken, with whatever local material and organizational resources are available, even if the assessment is underway and the information at hand is incomplete.[5]

Urgent survival needs must be met in the following sectors: protection, food, water, emergency shelter, health and sanitation. Environmental concerns should be taken into consideration from the start.

i.   *Protection.* Till more systematic action can be taken, the presence of UNHCR, OHCHR, ICRC, UNICEF and other actors, in communication with the main office and Headquarters, will be instrumental in ensuring the safety of the affected population and the respect of their fundamental human rights against possible arbitrary actions.

Assessing teams can also think preventively by identifying groups "at risk" (unaccompanied girls and boys, women, girls, boys, child-headed and single-headed households, disable, older persons, minorities etc.) and can begin the community mobilization process of those affected by displacement. To the extent possible, teams may make appropriate referrals, share information, attend to urgent cases including problems of violence etc.

ii.   *Food.* Ensure that at least the minimum need for energy is met. Set up special feeding programmes if there are clear indications of malnutrition. Ensure that women and children have access to food. Make sure women get involved to the

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5 In earthquakes, in particular, search and rescue and early emergency medical care must rely substantially on local resources. To give any useful benefit, external help must involve delivery of very specific packages of aid to reinforce existing activity. The first external assessment teams should deliver additional emergency stocks of critical items. E.g. hand-tools and gloves for local people engaged in search and rescue and specific medical support for local hospitals and clinics [UNDP/DHA, Disaster Assessment, Disaster Management Training Programme, 2nd edition, 1994, pages 24-25].

same extent as men in planning, organizing and implementing food distributions. Establish storage facilities;

iii.   *Water.* Protect existing water sources from pollution and establish maximum storage capacity with the simplest available means. Ensure that women, girls and boys have access to clean water and discuss how water collection should be organized. Transport water to the site if needs cannot otherwise be met;

iv.   *Emergency shelter.* Meet the need for roofing and other materials from local sources if possible. Request outside supplies (e.g. plastic sheeting) if necessary and discuss with the population how support should be provided to those who require assistance in building their shelters;

v.   *Health.* Provide the necessary organizational assistance, health personnel and basic drugs and equipment in close consultation with the national health authorities. Although the immediate need and demand may be for curative care, do not neglect preventive and particularly environmental health measures;

vi.   *Sanitation.* Isolate human excreta and other pollutants from sources of water and accommodation;

vii. *Environment.* Ensure from the start that response action does not cause undue environmental harm which may have serious negative impacts on the health and livelihoods of both affected and local populations.

In addressing survival needs, involve the affected population and ensure that women, girls, boys and men participate which serves to promote their self-reliance from the start. Encourage them to participate in programmes in different ways. Regarding efforts to meet shelter needs, individual family initiatives should be encouraged as much as possible, e.g. through the provision of basic materials, guidance for self-help programmes, food-for-work programmes, etc.

This will help reduce their sense of dependency and reinforce their sense of dignity and hope. It can also cut costs considerably. If this is not done the effectiveness of the emergency assistance will be severely diminished and an early opportunity to help the affected population recover from the psychological effects of their ordeal may be missed.

Early involvement of the affected population will also make easier to devise an exit strategy and to hand over completed activities to beneficiaries or to those in charge of early recovery.

Response programmes should be designed to build upon local capacity, including local services and institutions, and avoid creating dependencies by undermining people's own coping strategies. Programmes should be sustainable after external assistance stops.

4) Analysis

The analysis and interpretation of information and data gathered should provide the basis for an organized, prioritized response. Annex 2 is a S*ystematization Form* for information to be gathered in a sub-group discussion. Different similar forms can be used to systematize information from sub-groups addressing different problems (e.g. protection, shelter, sanitation etc). Information from all sub-groups can then be synthesized in one or more other such forms in order to be analyzed.

Information will particularly have to be systematized and analyzed according to an age, gender and diversity perspective. For example, what have women said about their problems? What have girls said? And boys, and men? Even if women, girls, boys and men share similar problems and needs, how do these problems and needs impact differently on them? What women, girls, boys and men have to say about their situation, the capacities they cite for coping and the solutions they propose should form the basis of the response to the emergency.

Analysis should not be left till the end of the assessment: information should be analyzed continuously throughout the assessment. The one exception concerns analysis of sector information. If the team doesn't include a sector specialist, this information is analyzed after the assessment by the relevant specialist. For this purpose, i.e. in order to avoid misinterpretations, sector information should not be summarized: copies of all completed sector checklists should be attached to the assessment report. This will help in the preparation and development of the more specific shelter technical assessment.

5) Reporting

The assessment report, which will be the compiled findings of team members, should be timely, concise, factual, and should focus on the core problems of the affected population. The report should promote a basic but sound understanding of the emergency situation and should support decision-making for those not at the site of the emergency.

While there might not be a unique format for reporting, the Systematization Form (Annex 2) constitutes an easy way of reporting and prioritizing the findings. It is the basis of the report. In all cases, hereunder is a list of key elements constituting any assessment report:
Operating environment and situation trends;
Affected population (location, description, number, condition);
Needs;
Coping capacities, resources and community proposed solutions;
Assistance;
Do coping strategies and assistance cover needs?
Percentage of needs covered by coping strategies (A);
Percentage of needs covered by assistance (B);
Percentage gap in need coverage (100-A-B);
Recommendations.

Recommendations for immediate action (i.e. an initial plan of action), should be specific and practical and should indicate the resources needed to implement them. They should set priorities on actions and resources needed. The necessity of sector assessments should be specified as well as the need for and the extent of the involvement of the Emergency Shelter Cluster. The identification of information gaps or contradictions should be a priority and form a core part of any recommendations for follow-up. Note that whilst good information does not guarantee a good response, poor information almost certainly guarantees a bad one.

6) Follow-up

Mechanisms to monitor the situation should be put in place from the outset of an emergency. Further assessments must be performed as part of the ongoing assessment process. An initial rapid assessment should not be seen as an end in itself, but rather as a first step of a continuing process of re-assessing needs and appropriateness of responses to the disaster situation.

Follow-up lets women, girls, boys and men affected by displacement know that their views are being taken into consideration.

II

MINIMUM STANDARDS IN SHELTER AND NON-FOOD ITEMS

1) Rights and principles

Shelter is a critical determinant for survival in the initial stages of an emergency. In a humanitarian response, shelter and non-food items are terms that fall within the scope of the right to an adequate standard of living, which includes adequate housing, as enshrined in human rights law (e.g., Article 11 of the International Covenant on Economic, Social and Cultural Rights).

This right includes the right to live in peace, privacy, dignity, and with security of tenure. It also includes cultural appropriateness. It is instrumental to sustain family and community life. The right to housing extends to goods and services, such as sustainable access to natural and common resources; safe drinking water; energy for cooking, heating and lighting; sanitation and washing facilities; means of food storage; waste disposal; and site drainage.

In practice, people should have adequate space to live and protection from cold, damp, heat, rain, wind and other threats to health, structural hazards and disease vectors.

The quality of shelter depends also on the site where it is located: the appropriate site should provide access to health-care services, schools, recreational areas, child-care centres, markets, community centres and other social facilities as well as to livelihood opportunities.

2) Shelter

Shelter is one of the most important determinants of general living conditions. Although the basic need for shelter is similar in most emergencies, considerations such as the kind of housing needed, the design used, what materials are available, who constructs the housing, and how long it must last will differ significantly in each situation. More particularly, materials and design should meet the minimum technical standards for the different climatic conditions.

Although the general perception is that shelter must be available before other services can be developed properly, the proposed way forward would be to install other services concurrently with shelter.

The best way to meet emergency shelter needs is to provide materials similar to those used by the displaced population or the local population. Only if such materials

cannot be adequately acquired locally should emergency shelter material be brought into the country.

If possible, materials should be provided which can be reused later in permanent reconstruction. Whenever practical, maximum use should also be made of materials which can be salvaged from damaged buildings.

Highest priority should be given to roofing and poles. Possibly, walls can be made of earth or other materials found onsite or locally available.

"Temporary housing" (usually prefabricated) is to be avoided. These units are often very expensive, involve transport problems and absorb resources which might be better directed towards permanent reconstruction. Such units and/or the sites chosen for them have often been found unsuitable for local patterns of family life and cultural traditions. Moreover, prefabricated units tend not to be replaced.

Tents (e.g. light-weight emergency tents, LWET, which are easy to store and handle) may address emergency shelter needs, especially when local materials are not available, but provide no long-term solution either. When used in cold climatic conditions, provision for insulation such as simple blankets should be foreseen to be placed on the inner tent (between the outer shell and the inner tent).

In case of natural disasters, only the necessary minimum time, efforts and resources should be committed to temporary emergency shelter. Permanent reconstruction should be promoted as soon as possible.

3) Non-food items

Disaster-affected households and those displaced from their dwellings often possess only what they can salvage or carry, and the provision of appropriate non-food items may be required to meet their personal hygiene needs, to prepare and eat food, and to provide the necessary thermal comfort.

The most individual level of response to the need for shelter is the provision of bedding (blankets, mats) and clothing. When tents are used, adequate bedding and clothing helps mitigate health hazards in cold climates.

4) Standards and indicators

While the definition and usage of the words *standards* and *indicators* may vary amongst different organizations and agencies, in emergency situations the prescribed shelter standards are those hereunder:

Standards for Emergency Shelter
(IASC Emergency Shelter Cluster)

Indicators	Standards	
	UNHCR	**Sphere**
Average camp area per person	≥ 45 sq metres[6]	
Average floor area of shelter per person in camps	≥ 3.5 sq metres in warm climates (cooking will take place outside)[7]	
	≥ 4.5 sq metres in cold climates (this figure includes area for in-house services such as bathing facilities or toilets, depending on socio-cultural habits)	
Percentage of households with "adequate" dwellings	100%[8]	

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[6] [1]It is necessary to ensure there is sufficient overall camp space per person. This includes having sufficient space for all services (water, sanitation etc) while providing enough space for dignified living.
- The recommended standard for surface area in a refugee camp is 45 square metres per person, including kitchen gardening space. The minimum standard is at least 30 square metres per person, excluding kitchen gardening space.
- In a camp situation, it may be a disadvantage to have areas greatly in excess of 45 sq m per person as this will mean increased distances to services such as water, basic health unit, education etc.

[7] In addition to provision of physical protection against the elements, it is also necessary to provide sufficient floor space per person for dignified living.
- To avoid sexual and gender-based violence (SGBV), dwellings should allow for partitioning within the shelter to facilitate privacy. Also if entrance to shelters is opened to a common area (open space/area) to allow for visibility, it would be an added value for safety as blind spots are avoided.

[8] Because of variations in climate, local building customs and cultural values or concerns, universally "adequate" shelters are difficult to define. However, adequacy may be assessed by bearing in mind the following factors. An ideal shelter should:
  ▪ provide a covered area that provides dignified living space with a degree of privacy;
  ▪ have sufficient thermal comfort with ventilation for air circulation;
  ▪ provide protection from the elements and natural hazards;
  ▪ ensure that inhabitants, especially women or groups with specific needs are not disadvantaged by poor accommodation design; shelter design is in line with customs, cultural values or concerns.
  ▪ physical safety should be a prime concern during the planning and construction.

Checklist for Initial Assessment

(IASC Emergency Shelter Cluster)

This checklist for initial assessment can be modified in the light of the actual nature of the emergency.

Who are the affected people, their numbers, and pattern of arrival?
- ❑ Approximately how many affected people are there? How many women, girls, boys, and men?
- ❑ Where have the affected people come from? Why? (if applicable)
- ❑ What is the rate of arrival? Is it likely to increase or decrease?
- ❑ What is the total number likely to arrive?
- ❑ What is the location of the arrival points and of the sites where people are settling (latitude and longitude)?
- ❑ Are the affected people arriving as individuals or in groups? Are these family, clans, tribal, ethnic or village groups?
- ❑ Are families, village groups and communities intact?
- ❑ How many people comprise a typical household or family?
- ❑ How are the affected people organized? What social structures exist within the community (leadership, socio-economic structures)? Do women have access to decision-making?
- ❑ What are roles and responsibilities of men? Of women? Of girls? Of boys?
- ❑ How many single-headed households are there and of what ages?
- ❑ How are the affected people travelling – on foot, in vehicles? (if applicable)
- ❑ What is the statistical breakdown/ ration female to male?
- ❑ What is the age profile of the affected population? Can a breakdown in age be given – under five's, age 5 to 17 years, 18 years and over?
- ❑ How many unaccompanied minors are there? What is their condition?
- ❑ What was the social and economic situation of the affected people prior to the emergency?
- ❑ What is their ethnic and cultural background? What are their skills and languages?
- ❑ Are there individuals or groups with specific problems or protection risks? Are there particular groups made more vulnerable by the situation? (e.g. the disabled, separated minors or elderly people in need of support, child-headed households, elderly headed-households with small children).
- ❑ What are the basic diet, shelter requirements and sanitation practices of the affected population?
- ❑ What is the security situation within the population – is there a need for separation between different groups, are there armed groups within the population?
- ❑ What is the formal legal status of the affected people?

Characteristics of the location; host community and environmental impact
- ❑ What are the physical characteristics of the area where the affected people are located?
- ❑ Is sufficient water available at the site or can it be made available? Is it potable?
- ❑ What are the soil, topography and drainage?
- ❑ Is there enough space for those there and those likely to arrive (30 -45 m2)/ person)?
- ❑ Is there all season accessibility to the location?(situation of roads and bridges)

- ❑ Can the affected population access relief assistance from where they are located?
- ❑ What is the vegetation cover of the location?
- ❑ Will the affected population need to use wood for fuel and shelter?
- ❑ Approximately how many people already live in the local area?
- ❑ Who owns (or has usage rights on) the land?
- ❑ Is there grazing land and are there potential areas for cultivation?
- ❑ What is the actual or likely impact on the local population and what is their attitude and that of the local authorities towards the affected population?
- ❑ Are there security problems? Is the site located far enough away from the border so the population is not subjected to raids of armed groups?
- ❑ What environmental factors must be taken into account (e.g. fragility of the local environment and extent to which local community relies on it; how rapidly might it be degraded by the affected population's proximity to protected areas)?
- ❑ What is the condition of the local population? If assistance is provided to the affected population, should the local population also be assisted?

Protection
- ❑ Reasons for flight (if applicable)
- ❑ Mandate: applicability; legal status of affected people
- ❑ Structures, authorities dealing with the affected people
- ❑ Points of access to the area; routes taken by the affected people to present location (if applicable). Are arrival points open, perilous? Are military/ armed groups present? What are the potential protection risks?
- ❑ Access/admission problems for the affected population to the area
- ❑ Policies/actions of government related to admission
- ❑ Rights the affected population benefits from in current situation (access to UNHCR, status, freedom of movement, access to employment, land, education, legal system, adequate housing).
- ❑ Plans for/need to transfer from current location
- ❑ Potential alternative locations: capacity; logistics of move
- ❑ Threats to physical safety and security, with particular attention to: women, children, other groups with specific needs and more at risk of abuse, discrimination, violence and/or exploitation within affected population or within the local population
- ❑ Degree of risk at current locations
- ❑ UNHCR access: restrictions on movement, presence
- ❑ Affected population's attitudes towards durable solutions

Health, food, sanitation shelter status and basic problems
- ❑ Are there significant numbers of sick or injured persons ? What is the mortality rate?
- ❑ Are there signs of malnutrition?
- ❑ Does the affected population have access to sufficient quantities of safe water?
- ❑ Does the affected population have food stocks, for how long will they last?
- ❑ Does the affected population have sufficient covered space to provide dignified/adequate accommodation? (reasons for inadequacy, e.g. earthquake damage)
- ❑ In case of natural disaster, describe damage to private and public buildings. How many buildings (private and public) have been damaged or destroyed?
- ❑ Can essential household activities be satisfactorily undertaken, and livelihood support activities be pursued as required? As women and girls bear the brunt of household chores, are facilities and services within proximity? Is lighting provided for night time?
- ❑ Are adequate sanitary facilities available?

- ❑ How can water points/toilettes/washing areas be placed so as to reduce risks for women and girls and ensure their privacy / intimacy?
- ❑ Does the affected population have sufficient domestic items to ensure their dignity, safety and well-being?
- ❑ Is there sufficient fuel for cooking and heating? How can firewood collection be arranged so as to reduce risks of sexual violence and assault?

Resources, spontaneous arrangements and assistance being delivered
- ❑ What type and quantity of possessions have the affected people brought with them?
- ❑ What arrangements has the affected population already made to meet its most immediate needs (including shelter)?
- ❑ What assistance (including shelter) is already being provided by the local population, the government, UN and other organizations? Is the assistance adequate, sustainable?
- ❑ Is the present assistance likely to increase, continue or decrease?
- ❑ What is the government's policy on assistance to the affected population?
- ❑ Are there any major constraints likely to affect an assistance operation?
- ❑ Has contingency planning for this type of emergency been undertaken?
- ❑ What coordination arrangements are required?

Means to deliver protection and assistance
- ❑ Can effective implementing arrangements be made quickly and locally, if not, what are the alternatives?
- ❑ What structures already exist within the community with whom to discuss and coordinate the delivery of protection and assistance?
- ❑ What are the logistical needs and how can they will be met?
- ❑ Where will the necessary supplies come from?
- ❑ How will they reach the affected population?
- ❑ What storage is needed, where and how?
- ❑ Are there essential items which can only be obtained outside the region and whose early supply will be of critical importance (e.g. food, trucks, shelter materials?)
- ❑ What are the needs in terms of staff support for UNHCR and implementing partner staff?

Shelter materials and design
- ❑ Has participatory assessment been undertaken with women, girls, boys, and men to determine an acceptable design of shelter?
- ❑ Does shelter provide sufficient thermal comfort, fresh air and protection from the climate to ensure their dignity, health, safety and well-being?
- ❑ How can personal intimacy/privacy be ensured so women, girls, boys, and men be housed in dignity?
- ❑ What existing materials can be salvaged from the damaged sites (if applicable) for use in the reconstruction of shelters?
- ❑ Is there enough lighting?
- ❑ What are the traditional building practices of the affected and host populations? Who builds structures in the community? More particularly, what are the different materials that are used to provide the structural frame and roof and external wall enclosures?
- ❑ What alternative design or materials solutions are potentially available and familiar or acceptable to the affected population?
- ❑ How can the potential shelter solutions identified accommodate appropriate single and multiple disaster prevention and mitigation concerns?

A<small>NNEX</small> 2**:** S<small>YSTEMATIZATION</small> <small>FORM FOR EACH SUB-GROUP DISCUSSION</small> *(S<small>OURCE:</small> UNHCR CDGECS S<small>ection</small>)*

Group: _____ subgroup: (Sex:_____ Age group:_____) No. of people:_____
Facilitators:_____
Date: _____ Location:_____ Country: _____

Problems/risks	Causes	Capacities within the community	Solutions proposed by subgroups	Most important issues to address as expressed by people of concern	Urgent follow-up action / objectives

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