

shelter

training

06b



**notes to inform the Shelter Training workshop
at Shelter Meeting 06b, 15th November 2006**

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new booklet reporting format for SM06b

Beginning with Shelter Module 06b, participants will receive a booklet similar to this one for each Shelter Centre Programme output under review. At each Shelter Meeting, Shelter Centre will distribute a new booklet, superseding the previous edition.

Each booklet offers reviewers an overview of progress on each output, including planned activities and timelines, as well as capturing consensus reached at each meeting.

More information on the Shelter Centre Programme 2006 – 2011 can be found at www.sheltercentre.org.

1 Shelter Training workshop agenda, venue and attendance

This booklet contains notes to inform the Shelter Training workshop to be held Wednesday 15th November 2006 at Shelter Meeting 06b. Booklets will be produced at subsequent Shelter Meetings which will supersede this edition.

1.1 agenda proposed

time	activity
09:30 – 10:00	<i>arrival and coffee</i>
10:00 – 10:15	welcome, agenda and housekeeping
10:15 – 10:45	Operational field training on shelter , Raghuram Srinivasa Rao, NRC
10:45 – 11:15	IFRC, shelter and training , Graham Saunders, IFRC
11:15 – 11:30	<i>coffee</i>
11:30 – 13:00	Achieving consensus on a policy and strategy for collaborative Shelter Training , discussion chaired by Shelter Centre
13:00 – 14:00	<i>lunch</i>
14:00 – 15:00	Developing coordinated modular training for the sector , discussion chaired by Shelter Centre
15:00	<i>close</i>
15:30 – 18:30	<i>open house at Shelter Centre Geneva</i>

1.2 venue and organisers

The workshop is hosted jointly by UN-Habitat and CARE International:

International Environment House II
1219 Châtelaine
Geneva, Switzerland

The workshop is organised by Shelter Centre:

Shelter Centre Geneva
Chemin des Crêts, 17
Petit-Saxonnex
Geneva, Switzerland

1.3 attendance

The following Shelter Meeting participant organisations have confirmed the attendance of the following representatives.

workshop attendance

organisation	name
CARITAS	Thomas Preindl
CHF	Raymond Lynch
COHRE	Nathalie Mivelaz
EURONAIID	Richard Lorenz
IFRC	Graham Saunders
IOM	Koky Rincon
Muslim Aid	Mujeeb Akhtar
Muslim Aid	Hamid Azad
NRC	Raghuram Srinivasa Rao
ProVention	Ian O'Donnell
Oxfam GB	Jake Zarins
RedR-IHE	Toby Gould
NRC	Subhan Ahmadov
NRC	Chris Bleers
NRC	Øyvind Nordlie
Sphere Project	Veronica Foubert
UN-Habitat	Esteban León
UNHCR	Ingar Falck-Olsen
UNHCR	Bobby Lambert
UNHCR	Manoucher Lolachi
UNHCR	John Telford
World Vision	Joyati Das
World Vision	Steffen Mittasch
observer	
Braunschweig University	Nicole Henerichs

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proceedings prior to SM06b

This section contains a record of decisions made by review panel members at previous Shelter Meetings. In addition, training on shelter has been developed and delivered annually by RedR in collaboration with Shelter Centre. Other training has been developed and delivered by other agencies, including by the Norwegian Refugee Council for the modules of its Camp Management toolkit.

SM06a	Shelter Training debate
summary	<p>The following topics were discussed very briefly at a session at SM06a chaired jointly by NRC, RedR/IHE and Shelter Centre:</p> <ul style="list-style-type: none"> • the objectives of training for sector • the need for GPS/GIS training • the need for and practicality of accreditation • the main audiences for the training, in terms of skills and level • the main learning points envisaged
SM05b	Shelter Training activity launch, 2006-2009
summary	<p>Shelter Centre introduced its Shelter Training activity, 2006-2009, presenting the objectives of the activity, including offering:</p> <ul style="list-style-type: none"> • online and CD access to free training materials for local adaptation • modular incremental expansion • an operational training capacity
SM05a	Shelter Training proof-of-concept update
summary	<p>The proof-of-concept training resource launched in SM04b was included on a CD-ROM, distributed with the guidelines '<i>Transitional settlement: displaced populations</i>' (Oxfam, 2005), which were launched at the Meeting.</p>
SM04b	Shelter Training proof-of-concept launch
summary	<p>'Shelter Training' was launched, a proof-of-concept online training resource developed by the 2004 Shelter Centre summer intern team. The free service is still hosted on the Shelter Centre website, and offers a package of materials required to develop and deliver training, including:</p> <ul style="list-style-type: none"> • training session outlines for varying course lengths • lecture sessions in PDF and PowerPoint • exercises • handouts

3 Shelter Training overview

The aim of Shelter Training is to build capacity in the humanitarian shelter sector through the delivery to humanitarian organisations of inter-agency training, both at headquarters and as part of operations.

3.1 Shelter Training consortium and review

Humanitarian organisations have agreed to review the development of Shelter Training through three mechanisms: a consortium, and the six-monthly sector forum the Shelter Meeting.

3.1.1 mechanism A: consortium for review and agreement

The following international humanitarian organisations have agreed to participate in the development and delivery of Shelter Training, contributing skills, expertise and experience in specific topics.

organisation	name of point of contact
COHRE	Nathalie Mivelaz
IFRC	Graham Saunders
NRC	Øyvind Nordlie
RedR-IHE	Toby Gould
UN-Habitat	Esteban León

The purpose of having a consortium is to bring together key stakeholders to agreement of consistent training tools for the sector. Participation in the consortium is a commitment to develop and deliver sessions, however it does not currently constitute any commitment to integrate Shelter Training into the training of each organisation.

3.1.2 mechanism B: working group

Shelter Training is also reviewed by a working group of the Shelter Meeting, however unlike the consortium, this group will not commit to develop and deliver sessions of Shelter Training.

Organisations wishing to join the working group should email training@sheltercentre.org.

The Shelter Training Working Group currently includes:

- CARITAS Austria
- COHRE
- IFRC
- MSF-B
- MSF-NL
- NLRK
- NRC
- Oxfam GB
- ProVention Consortium
- RedR-IHE
- Sphere Project
- UN-Habitat
- *BHRC*

Both review mechanisms, the consortium and working group, convene every six months at the Shelter Meeting.

3.1.3 mechanism C: Shelter Meetings

Shelter Training will be reviewed every six months at the Shelter Meeting. Shelter Meeting is a sector forum service organised by Shelter Centre every six months in Geneva. The purpose of the Shelter Meeting is to facilitate participant organisations to discuss, coordinate and agree initiatives, policy, good practice and technical specifications relating to the transitional settlement and shelter needs of populations affected by conflict and natural disasters.

participants of previous Shelter Meetings include the following organisations

government		
Government of Maharashtra, India		
Humanitarian bi-lateral and multi-lateral donors		
DFID CHAT-OT	JICA	USAID/OFDA
ECHO	SDC/HA	Swiss Solidarity
United Nations bodies		
UN-Habitat	UNEP	UN/OCHA
UNDP	UNHCR	UNOPS
international organisations		
ICRC	IFRC	IOM
non-governmental organisations		
AMURT	GOAL	Oxfam GB
CAFOD	MSF-B	ProVention Consortium

CARE	MSF-CH	RedR
CARITAS Austria	MSF-NL	SFL
COHRE	MSF-INT	The Sphere Project
CRS	NRC	World Vision

3.2 aim, objectives and rationale

Shelter Training will be consistent with and complementary to other sector training initiatives, such as that under development by the 'Clusters' of the Inter Agency Standing Committee.

Shelter Training will elicit the sector training requirements of agency stakeholders, including in support of training of coordinators and generalists.

3.2.1 aim of Shelter Training

The aim of Shelter Training is to build capacity in the humanitarian shelter sector through the delivery to humanitarian organisations of inter-agency training, both at headquarters and as part of operations.

A sectoral training capacity will be developed by incorporating training from other organisations and developing new courses. All training will be downloadable free from the web site www.sheltertraining.org.

3.2.2 objectives of Shelter Training

Shelter Training will be developed between 2006 and 2009 into a modular course for the international humanitarian community supporting:

- training of personnel from different organisations together, reinforcing coordination and communications
- training of trainers, achieving a capacity for operational deployment to disseminate settlement and shelter strategies
- training of non-specialist personnel and of personnel from other sectors who make significant contributions to the design and implementation of settlement and shelter strategies

3.2.3 rationale for Shelter Training

Shelter Training was conceived jointly by the organisations participating in the Shelter Meeting, which expressed an urgent need to support consistency, expertise, coordination and learning in the response to settlement and shelter needs following conflicts and natural disasters.

Shelter Training will be developed, delivered and received by a consortium of humanitarian organisations, working together in order to:

- achieve consensus between stakeholders on sector terminology
- support coordination through training in operations, including of government, and international representatives together
- support sectoral coordination through disseminating consensus good practice
- support policy coordination by presenting a consistent approach to strategic planning and implementation
- provide the foundation to accredited modules, recognising levels and skills from strategic planning to site construction

3.3 audience and scope

Neither the audience nor the scope of the first module of Shelter Training have been finalised. Provisional descriptions are presented below, as a basis for discussion and revision.

3.3.1 audience for Shelter Training

Consistent and complementary training is required by all operational humanitarian stakeholders, including:

- governments, line ministries, and emergency services
- Community-Based Organisations
- Local and International Non-Governmental Organisations
- International Organisations
- United Nations bodies
- donors

Within these organisations, training is required by:

- coordinators and generalist managers
- strategic planners
- sector specialists
- specialists from other sectors

Within this matrix of organisations and roles, training is required for:

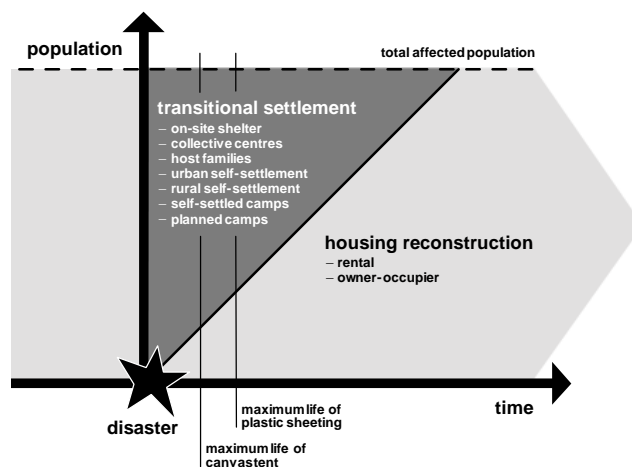
- different training environments and durations, from half-hour overviews to in-depth modules on specific climates or disasters
- operational contexts, as an integrated part of participation and sensitisation in the implementation of strategies

3.3.2 scope for Shelter Training

Shelter Training will consider support to all stakeholders in responding to transitional settlement and reconstruction following conflicts and natural disasters, involving refugees and internally displaced persons.

Transitional settlement categorise all of the options open to families displaced, or remaining on the site when their home is damaged. The scope of training assumes that a number of these categories, or transitional settlement options, will occur in parallel with reconstruction as part of durable solutions.

This scope was summarised by Shelter Centre in a diagram published in *'Exploring key changes and developments in post-disaster settlement, shelter and housing, 1982-2006'* (UN/OCHA, 2006).



3.4 activities and timeline

The activities and timeline for the development and delivery of Shelter Training is dependent upon the commitment and requirement of the organisations participating, and upon necessary coordination with parallel initiatives.

3.4.1 activities of Shelter Training

Shelter Training activities will be undertaken in four phases.

***phase 1* training development**

Forming a consensus within the stakeholders represented at the Shelter Meeting of on objectives and scope, coordination, including coordination with existing and emerging sector training initiatives.

Forming a consortium of stakeholders represented at the Shelter Meeting for developing and delivering Shelter Training.

***phase 2* training at Shelter Meeting**

Through the consortium, collaborating in the development of the first Shelter Training module.

Through the consortium, collaborating in the delivery of Shelter Training at a Shelter Meeting in Geneva, and including a Training of Trainers component.

***phase 3* training as part of operations**

Through the consortium, achieve an operational training capacity, able to develop and deliver appropriate training modules in support of participatory programme development and implementation.

Through the consortium, deliver Shelter Training as an integral part of an operation.

***phase 4* development of additional modules**

With the organisations participating in the Shelter Meeting, working group and consortium, achieve consensus on describing and prioritising further modules for later development.

Through the consortium, develop an additional module, offering direction for the later development of the resource and service.

3.4.2 timeline for Shelter Training

Activities 2006 – 2009 for phases 1 to 4 of the Shelter Training are summarised below. Three review mechanisms (see section 3.1) centre around the Shelter Meeting, held every six months.

year	Shelter Meetings are held every May & November	06	07	08	09	10	11
phase 1	training development						
	consensus on objectives and scope, coordination		□				
	formation of a consortium for development and delivery		□				
phase 2	training at Shelter Meeting						
	collaborative development of Shelter Training module			□			
	delivery of Shelter Training at Shelter Meetings			□	□		
phase 3	training as part of operations						
	collaborative development, operational training capacity			□			
	delivery of Shelter Training during operations			□			
phase 4	development of additional modules						
	consensus on describing and prioritising modules				□		
	collaborative development of additional module				□		

3.5 delivery mechanisms

Shelter Training is intended to be delivered consistently through as many different platforms, or delivery mechanisms, as can be achieved over the programme period with the consortium organisations.

The design of the training will be optimised to aid integration into different mechanisms. Access to the training will also be optimised, using online, CD, and published media, in addition to the updateable offline tool 'Shelter Base' that is currently under development by Shelter Centre.

3.5.1 Shelter Training at Shelter Meeting (*phase 2*)

Biannual or annual training immediately prior to the sector forum the Shelter Meeting between 2007 and 2009, held in Geneva every six months in May and November.

3.5.2 Shelter Training as part of operations (*phase 3*)

Through consortium organisations, a capacity will be development to project Shelter Training to support operations.

Many successful recent strategies for implementation include participation, public information, and workshop training mechanisms, involving governmental, local and international stakeholder organisations in order to improve understanding, coordination, cooperation and capacity.

The development of training for specific operations requires modular resources, supported both by a course design framework, and by Shelter Trainers trained specifically.

3.5.3 Shelter Training by Shelter Trainers (*phases 2 and 3*)

Training by accredited Shelter Trainers who have attended the Training of Trainers module, delivered initially as part of Shelter Meetings (3.5.1). This Training may later also occur operationally, as part of a strategy for implementation, or within stakeholder organisations such as governments and NGOs.

3.5.4 Shelter Training online

E-learning through the downloading of module sessions and exercises for personal learning, as part of a strategy for implementation, or within stakeholder organisations. Reference to online and offline materials will be encouraged and supported.

3.5.5 Shelter Training development

Shelter Training will be developed through an inter-agency consortium that includes COHRE, IFRC, NRC, RedR-IHE and UN-Habitat. These contributors will each develop sessions related to their core expertise, and additionally ensure that the training module contents are appropriate to the training needs of their organisations and partners.

This consortium process will itself be a delivery mechanism, supporting dissemination within participant organisations and the organisations that they collaborate with. Uniquely, it will offer the opportunity to engage organisational departments that might not otherwise interact with sector or training initiatives.

3.6 Shelter Training proof-of-concept

'Shelter Training' was launched at Shelter Meeting 04b as a proof-of-concept online training resource, developed by the 2004 Shelter Centre summer intern team.

The free service is still hosted on the Shelter Centre website, and offers an exploration of the development and delivery of sector training materials. This section presents an overview.

3.6.1 Shelter Training proof-of-concept website

The resources are provided, both as downloads in a choice of formats (MS Word, MS PowerPoint or Adobe PDF files), and as online previews suitable for use on a low bandwidth internet connection.

online preview options

links to other shelter products

search Shelter Training

training modules

download resources options



The website structure offers the opportunity to include the modules in other languages.

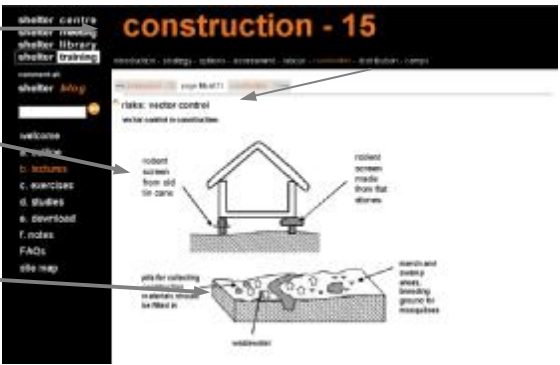
3.6.2 Shelter Training proof-of-concept lecture materials

Lecture materials are offered as MS PowerPoint files, available to download from www.sheltertraining.org. These files are not locked in any way, so that text and images can be copied from them for use in other training materials.

lecture title —————

core information —————

diagrams used extensively —————

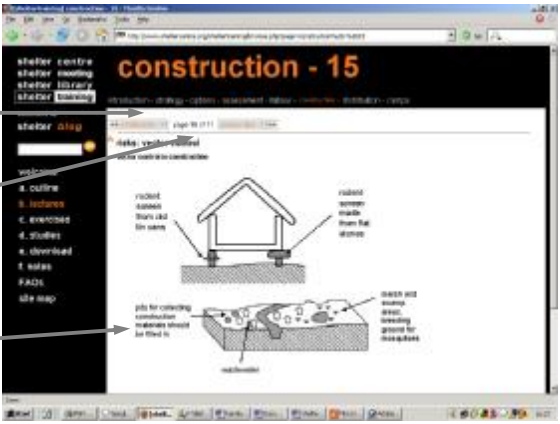


As with all the resources provided online by shelter training, the lecture slides are also available to view online without downloading them. These previews are suitable for low bandwidth internet connections.

links to other lectures —————

links to successive slides —————

core lecture information —————



3.6.3 Shelter Training proof-of-concept notes for trainers

Advice and guidance for people giving shelter training is provided at www.sheltertraining.org. This includes advice on presentation skills and preparing material to use in training sessions.

3.6.4 Shelter Training proof-of-concept exercises

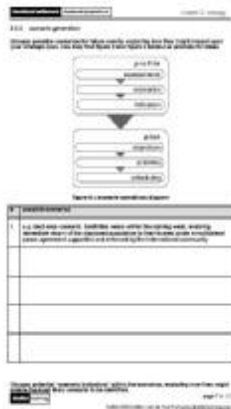
The exercises provided by Shelter Training offer participants and trainers the opportunity to deepen their understanding of the main learning objectives in each lecture. Each exercise handout consists of an exercise scenario, followed by a selection of exercises based on this scenario.

Trainers can choose which exercises to set, according to the needs of participants. Trainers are also welcome to adopt exercises for their own training sessions independent of the sheltertraining.org lectures.

scenario descriptions



interactive exercises



appendices

A sample agendas for a 3-day Shelter Training event

The 3-day Shelter Training event below combines a 1-day training of Shelter Trainers event with a 2-day Shelter Training event. The training of Shelter Trainers event includes sessions specific to the sector and generic to training of operational trainers.

sample agenda for 1-day training of trainers session

	session	learning points
09:00 – 09:15	registration, opening welcome, introductions	<ul style="list-style-type: none"> • introduction to RedR and Shelter Centre
09:15 – 09:30	orientation, objectives, agenda	<ul style="list-style-type: none"> • what is hoped will be gained from this training session
specific to transitional settlement and reconstruction		
09:30 – 10:00	transitional settlement: impacts and context	<ul style="list-style-type: none"> • the transitional settlement sector • the context of shelter training • the need for training
10:00 – 10:30	terminology terms brainstorm	<ul style="list-style-type: none"> • introduction to terminology • explanation of terminology • sector differences in terminology and the need for standard, agreed terms
10:30 – 11:00	training as coordination, assessment, dissemination, consensus -building	<ul style="list-style-type: none"> • training at an operational and headquarters level – why these are both necessary • the differences between operational and headquarters training • how to achieve optimal results from training
11:00 – 11:15	<i>coffee break</i>	
11:15 – 13:00		<i>content to be developed by RedR - IHE</i>
13:00 – 14:00	<i>lunch</i>	
14:00 – 15:30		<i>content to be developed by RedR - IHE</i>
15:30 – 15:45	<i>coffee break</i>	
15:45 – 17:30		<i>content to be developed by RedR - IHE</i>

sample agenda for 2-day Shelter Training session		
day 1	strategies and displacement	session learning points
09:00 – 09:15	registration, opening welcome, introductions	<ul style="list-style-type: none"> • introduction to contributing agencies
09:15 – 09:30	orientation, objectives, agenda	<ul style="list-style-type: none"> • what will be gained from this training session
strategies		
09:30 – 10:00	transitional settlement and reconstruction: impacts and context	<ul style="list-style-type: none"> • the causes and effects of transitional settlement • the impacts of transitional settlement on the host population • the impacts of transitional settlement on natural resources and the environment • the links between transitional settlement and reconstruction • barriers to reconstruction
10:00 – 10:30	terminology terms brainstorm	<ul style="list-style-type: none"> • different agencies using different words to describe the same things • distinguishing between different terms for similar issues • agree clear definition of terminology between agencies • the use of agreed terminology to improve co-ordination and communication between agencies • encouraging the use of agreed terminology • which terms are most relevant to transitional settlement?
10:30 – 11:00	coordination by stakeholders and clusters	<ul style="list-style-type: none"> • identifying the relevant stakeholders • coordination of stakeholders • involving members of the effected population in the decision making processes • improving cluster co-ordination
11.00 – 11:15	<i>coffee break</i>	
11:15 – 11:45	planning a strategy	<ul style="list-style-type: none"> • the steps involved in planning a strategy • useful tools in planning a strategy • considerations to make when planning a strategy • ensuring a strategy is relevant and appropriate to a situation
11:45– 12:15	implementing a strategy	<ul style="list-style-type: none"> • the steps involved in implementing a strategy • useful tools in implementing a strategy • considerations to make when implementing a strategy • the need for continual assessment, monitoring and evaluation
12:15 – 13:00	guidelines and standards to be run by the Sphere Project	<ul style="list-style-type: none"> • what are guidelines and standards? • the key differences between guidelines and standards • the appropriate use and relevance of guidelines and standards • different types of guidelines and standards • differences between agencies' standards

		<ul style="list-style-type: none"> • identifying the most relevant and useful guidelines and standards
13:00 – 14:00	<i>lunch</i>	
	displacement	
14:00 – 14:15	displacement introduction	<ul style="list-style-type: none"> • the process of displacement and return • supporting the decisions of communities displaced by conflict and natural disasters • consequences of transitional settlement beyond the displaced population
14:15 – 14:30	transit and influx management	<ul style="list-style-type: none"> • managing and supporting transit and influx • assessing, monitoring and evaluating the displaced population and the influx • preparing for an influx and keeping ahead of the arrivals • way stations, transit centres and reception centres
14:30 – 15:00	displacement options operations mapping brainstorm	<ul style="list-style-type: none"> • the 6 transitional settlement options • dispersed and grouped options • planned and self settled options • camps are not the only option in a transitional settlement situation • appropriateness of options for specific situation
15:00 – 15:30	camp planning	<ul style="list-style-type: none"> • camps are not the only solution in a transitional settlement situation • planned and self settled camps • the phases and timescale of a camp • important considerations in site selection • upgrading and extending camps • assessment monitoring and evaluation of camps
15:30 – 15:45	<i>coffee break</i>	
15:45 – 16:30	camp management to be run by NRC	<ul style="list-style-type: none"> • the camp management team and its responsibilities • community participation and camp committees • maintenance of camps • registration and data collection • protection and security • distribution of food and non-food items • camp closure
16:30 – 17:15	exercise: host families support	<ul style="list-style-type: none"> • important considerations in host family situations • camps are not the only solution in a transitional settlement situation • how to manage a population that is dispersed • supporting host families during the programme • supporting the livelihoods of the displaced and host populations
17:15 – 17:30	<i>exercise feedback</i>	

B glossary of terms

logistics	the management of both inbound and outbound materials	(wikipedia.org)
modularity	dividing a system into chunks or modules of equal size	(wikipedia.org)
redundancy	the ability of a system to keep functioning normally in the event of a component failure, by having backup components that perform duplicate functions.	(wikipedia.org)
shelter	a habitable covered living space, providing a secure healthy living environment with privacy and dignity to those within it	(OCHA, 2004)
Sphere	Humanitarian Charter and Minimum Standards in Disaster Response (The Sphere Project, 2004)	(OCHA, 2004)
tent	a self-contained shelter, normally consisting of poles, pegs, ropes and tailored material	(OCHA, 2004)
transitional settlement	settlement and shelter resulting from conflict and natural disasters, ranging from emergency response to durable solutions	(Corsellis, T. and Vitale, A., 2005)
transitional shelter	shelter which provides a habitable covered living space, and a secure, healthy, living environment with privacy and dignity to those within it, over the period between a conflict or natural disaster and achieving a durable shelter solution	(Corsellis, T. and Vitale, A., 2005)

C. acronyms and initialisations

AMURT	Ananda Marga Universal Relief Team
ASF	Architecture Sans Frontières
CAFOD	Catholic Agency for Overseas Development
COHRE	Centre On Housing Rights and Evictions
CRS	Catholic Relief Services
DFID	Department for International Development
DFID OT	DFID Operations Team
ECHO	European Commission Humanitarian aid Office
EWB	Engineers Without Borders
ICRC	International Committee of the Red Cross
IFRC	International Federation of Red Cross and Red Crescent Societies
IOM	International Organization for Migration
JICA	Japanese International Co-operation Agency
MSF-B	Médecins Sans Frontières – Belgium
MSF-I	Médecins Sans Frontières – International
NRC	Norwegian Refugee Council
OCHA	Office for the Coordination of Humanitarian Affairs
ODI	Overseas Development Institute
RedR	Registered Engineers for Disaster Relief
SDC/HA	Swiss Agency for Development and Cooperation/Swiss Humanitarian Aid Unit
SFL	Shelter For Life
SM	Shelter Meeting
UN-Habitat	United Nations Human Settlements Programme
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNHCR	United Nations High Commissioner for Refugees
UN/OCHA	United Nations Office for the Coordination of Humanitarian Affairs
UNOPS	United Nation Office for Project Services
USAID	United States Agency for International Development
USAID/OFDA	USAID Office of Foreign Disaster Assistance

D

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This booklet contains notes to inform the review of Shelter Training workshop to be held on Wednesday 15th November 2006. It contains the session agenda, programme overview and an overview of decisions made at previous

Shelter Training timeline



shelter meeting 06b

- achieve consensus on objectives, scope and coordination
- form a consortium for the development of Shelter Training modules

year	Shelter Meetings are held every May & November	06	07	08	09	10	11
phase 1		training development					
	consensus on objectives, scope and coordination	█					
	formation of a consortium of agencies for training	█					
phase 2		training at Shelter Meeting					
	collaborative development of Shelter Training module		█				
	delivery of Shelter Training at Shelter Meetings		█	█			
phase 3		training as part of operations					
	collaborative development, operational training capacity		█				
	delivery of Shelter Training during operations		█				
phase 4		development of additional modules					
	consensus on describing and prioritising modules				█		
	collaborative development of additional module				█		

Updated Shelter Training booklets will be produced for each Shelter Meeting. The latest information on Shelter Training can be found at www.sheltercentre.org.