

# Camp Coordination and Camp Management Information Flow Framework

## What Information Is Needed for Effective CCCM?

- Information on camp residents (IDPs and their profiles)
- Information on humanitarian services and gaps in a camp (multi-sectoral operational data)
- Information on humanitarian actors in a camp
- Information on camp governance structures (IDP leadership)

### CAMP SERVICE PROVIDERS, IDP LEADERSHIP & CAMP ADMINISTRATOR

#### Key Tasks:

- 1. Data Collection**
  - Collect data specific to their areas of concern.
  - Act as a primary source of data to the Camp Management Agency.
- 2. Data Analysis**
  - Use maps, charts, statistics and reports from the Camp Management Agency in camp-level planning and decision-making.
- 3. Information Dissemination**
  - Provide report forms of data that have been as completely and accurately filled out as possible (i.e. primary data collection, such as school attendance, health clinic admissions, etc.) to the Camp Management Agency.

### CAMP MANAGEMENT AGENCY

#### Key Tasks:

- 1. Data collection**
  - Collect information from Camp Service Providers, IDP Leadership, Camp Administrator and through direct observation.
  - Act as first point of contact for stakeholders wishing to collect additional information in a camp.
  - Undertake needs assessments.
  - Comply with data standards agreed with the CCCM Cluster Coordinator.
  - Assist Camp Coordinator in defining indicators to be applied.
- 2. Data Analysis**
  - Receive maps, charts, statistics and reports from the CCCM Cluster Coordinator demonstrating identified gaps within the CCCM cluster and other clusters.
  - Perform gap analysis at the camp level.
  - Use data for local level programmatic decision-making.
- 3. Information Dissemination**
  - Convey data to the CCCM Cluster Coordinator for compilation and analysis.
  - Share received data with camp residents, service providers and other actors in the camp.
  - Disseminate to camp population information, including maps, charts and other visual tools, that indicate the humanitarian situation in the camp.
  - Disseminate to the camp administrator information on humanitarian actors, services and gaps.

### CCCM CLUSTER COORDINATOR

Responsible for the establishment of common CCCM Cluster information systems, including IDP Profiling and community-level monitoring systems.

#### Key Tasks:

- 1. Data Collection**
  - Negotiate common data standards (indicators, methodology, tools) with OCHA and CCCM Cluster Members. Disseminate these data standards to Camp Managers.
  - Ensure the appointment of a CCCM IM focal point for technical issues for the operation.
  - Provide necessary technical and staff capacity to manage information and to organize training for CCCM members and Camp Management Agencies on data collection.
  - In cooperation with Cluster members, identify key datasets needed to support needs assessments, analysis, planning, advocacy, monitoring, reporting, etc.
  - Conduct monitoring and impact assessment on behalf of CCCM Cluster.
- 2. Data Storage**
  - Collate, compile and store data from each camp.
  - Monitor and ensure data security, including:
    - Data Confidentiality
    - Physical file protection
    - Hardcopy (flood, fire, theft)
    - Electronic (file copying, passwords, backups)
- 3. Data Analysis**
  - Perform gap analyses across camps.
  - Coordinate the analysis of IDP Profiling data.
  - Liaise with other clusters to analyze multi-sectoral data pertaining to camps.
  - Support Camp Management Agencies in data analysis for individual camps (e.g. provide tools, advice, etc.)
- 4. Information Dissemination**
  - Coordinate data sharing within CCCM cluster.
  - Feed back data from other clusters and OCHA to the Camp Managers and vice versa.
  - In cooperation with OCHA, establish the systems needed for information sharing with cluster partners related to inter-cluster coordination and programming.
  - Provide cluster data for OCHA IM tools, including OCHA's 3W database.
  - Inform the Humanitarian Coordinator, the government, the CCCM Global Cluster and others requiring data on the humanitarian situation of IDP camps.

### HUMANITARIAN COORDINATOR

#### OCHA

- Facilitate inter-cluster information sharing.
- Help CCCM partners link to Government and military focal points and data sources.
- Provide cross-cluster reports and analysis.
- Provide highly technical information management expertise, if required (e.g. GIS).
- Provide a "Who What Where" ("3W") database service.
- Act as a link to the Humanitarian Coordinator.

Please see the IASC Inter-Cluster Information Management Framework diagram for further information.

#### OTHER CLUSTERS

- Share information with OCHA and CCCM Cluster.
- Common and collaborative use of OCHA IM Tools.
- Communicate sector-specific indicators that the Cluster requires from camps to the CCCM Cluster Coordinator.

#### CCCM GLOBAL CLUSTER

When requested by the CCCM Cluster Coordinator, the CCCM Global Cluster can offer data management support such as:

- Provide CCCM information management tools
- Deploy technical support missions to the operation
- Provide information management training materials

Host communities

Host Governments

Donors

