



Ministry of Urban Development



CAMP COORDINATION AND CAMP MANAGEMENT (CCCM)

Simulation Guidelines
November 2018

About this Guide

This Simulation Exercise was conceived as part of IOM Nepal's efforts to build the capacity of its partners in the Nepali Security Forces to support CCCM coordination and camp management, in response to a rapid onset natural disaster, in this case, a major earthquake scenario.

This document is intended to guide simulation administrators (in this simulation known as "the SIMCON TEAM") through the preparation and implementation of the simulation briefing, exercise and follow-up debriefing.

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SIMULATION ADMINISTRATOR'S GUIDE

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Simulation Purpose

During the simulation, participants will play roles requiring them to participate, coordinate and or interact with the camp coordination and camp management cluster and humanitarian emergency response to persons affected and displaced temporarily due to an earthquake. The simulation action starts a couple of days after the earthquake, though we will not simulate any search, rescue, rubble clearing or evacuation efforts. The focus of the action is on responding to the displacement in camps and the ensuing humanitarian needs, as well as the coordination and application of standards of this response, avoiding disparities between the camps, addressing gaps and duplication of services, addressing SGBVT and Child Trafficking issues, etc.

This simulation serves as a capstone learning experience following the Nepali Security Forces participation in the IOM CCCM training. Its purpose is to enhance the capacity and ability of Nepali Security Forces to:

- describe CCCM structures, activities, roles and responsibilities
- set-up and improve planned and spontaneous IDP camp sites and serve as temporary camp managers
- coordinate with other government, NGO and international actors in camp coordination, camp management and humanitarian response
- Identify needs and gaps through a field assessment and interaction with affected population
- apply basic minimum Sphere emergency standards/indicators for shelter, potable water and sanitation (toilets/latrines).
- Monitor, address, refer protection related issues in IDP camps and camp like settings (including SGBV and child trafficking concerns)

Simulation CCCM Scenario

The exercise scenario will model one district or area affected by an earthquake resulting in tens of thousands displaced. The central scenario for this exercise will be massive displacement to temporary camps caused by an earthquake affecting Kathmandu Valley and surrounding districts.

The simulation focuses on coordinating needs assessment, camp management and humanitarian response to three physical sites in this simulation:

- **Site 1:** Tundikhel (Planned site). Designated open (planned) site – open field (urban setting).
- **Site 2:** Bhouda Area (urban street/plot/with nearby school setting). Spontaneous site (urban)– local affected displaced in tarps/tents near their damaged or destroyed buildings. IDPs also settling at neighborhood school and schoolyard that was not destroyed.
- **Site 3:** Sankhu (more rural field setting). spontaneous site in remote Kathmandu Valley village type location. People displaced from their homes to fields near their homes.

To simulate each site, SIMCON team needs to designate a distinct location/space representing each site, direct security forces to set-up 3-5 tents at each site. SIMCON team should also post photos, and

site data information sheets, as well as place 8-10 volunteers acting as IDPs at each site.

Although some of the roles will be providing basic relief assistance in the simulation, the simulation exercise is not designed to focus on, nor evaluate sectoral response. The focus is on setting up CCCM at district/local level, camp management, coordination among actors, information exchange, identify basic humanitarian and protection needs/gaps.

The simulation scenario is an earthquake affecting several provinces, though the simulation only focuses on camp management and coordination at three sites within one district. So, the locus of the coordination and response in this simulation is primarily district/local (not provincial or national).

Participants will be receiving information about these sites, including the area available (in square meters or hectares), the number of IDPs at the site, which changes throughout the day, and some basic data or indicators related to water/food/shelter/sanitation/health conditions. Based on this information, those in NGO/service provider roles will calculate needs and gaps.

The simulation dynamic is driven by the following inputs and factors:

1. Day 1 presentation featuring the starting scenario details and dynamic (earthquake and displacement) and Day 1 initial injects.
2. Numerous injects and instructions that the simulation administrators continue to inject into the exercise on Day 2.
3. Participants acting out their roles and interacting with, and making demands on other roles.
4. The participants acting and implementing their own CCCM training, knowledge, and response experience
5. Corrections that will be determined as needed by the SIMCON Leader on the day of the simulation.

Assigning participants to simulation roles

The simulation is written for 45 participants from the Security Forces, each of whom will assume one of the following roles (some roles have 2-3 people in that role, representing the head of the agency and their staff or assistants). Annex 1 includes a table providing a brief description of each role and can be used to assign participants to these roles. The role guides for each of these roles can be found in the folder named "SF Participant Role Guides".

Participants may or may not play roles which are equivalent to what they play in real life, given that the purpose of this exercise is to serve as a capstone training experiential exercise to increase awareness of CCCM structure, dynamics, and systems, and to apply what they learned in the CCCM, and not a functional test of their ability related to their functional level or authority. Depending on training and learning objectives, we recommend that some participants opt to play roles that are different from what they play in real life, to experience and learn from this experience, and to better relate to that role in the future. For example, someone at the national level, may be assigned to be the camp manager, or vice versa. For simulation purposes, we propose to simulate two levels: headquarters (national) and field.

1. MOHA (NEOC Director) and assistant
2. Nepali Army National Director
3. Nepali Armed Police Forces National Director
4. Nepali Police National Director
5. Nepali Army District Officer and Staff (who will be deployed as a camp management team)
6. Nepali Armed Police Forces District Officer and Staff (who will be deployed as a camp management team)
7. Nepali Police District Officer and Staff (who will be deployed as a camp management team)
8. Ministry of Women Children and Senior Citizen (MWCSC). Head and Staff.
9. Ministry of Health and Population (MOHP). Head and Staff.
10. Nepali Red Cross Society. National Director.
11. Nepali Red Cross Society. District Head and local staff.
12. Chief District Officer (CDO) and Assistant.
13. DUDBC serving as CCCM Lead. Head and Staff.
14. IOM (played by IOM staff) serving as CCCM co-leads, Camp Management advisors and Information management advisors in support of the camp coordination and camp management efforts.
15. Humanitarian Aid and Development International (HADI)- International NGO. Primary sector is WASH, though also active in other sectors. Head and Staff.
16. Cooperative Aid and Relief International (CARI)- International NGO. Primary Shelter sector, though also active in other sectors. Head and Staff.
17. Nepal Water and Health (NWAH). Nepalese NGO. Head and Staff.
18. Nepal Shelter for All (NSA). Nepalese NGO. Head and Staff.
19. Ward President – Site 1. Is part of displaced community at Site 1.
20. Ward President – Site 2. Is part of displaced community at Site 2.
21. Rural Municipality President – Site 3. Is part of displaced community at Site 3.
22. Journalist / Videographer*
23. Private philanthropist*
24. Donor*
25. Bazaar/ Marketplace*

*If there are insufficient Security Forces to play the above roles, then IOM can fill these asterisked * roles with IOM staff or other volunteer actors.

List of acting roles

The simulation is supported by another 35 people who are required to play acting roles, including those listed below. Annex 2 includes a table providing a brief description of each acting role and can be used to assign staff or volunteers to these roles.

1. Site 1 IDPs (8-10 people, including mix of females and males, playing different ages)
2. Site 2 IDPs (8-10 people, including mix of females and males, playing different ages)
3. Site 3 IDPs (8-10 people, including mix of females and males, playing different ages)
4. Humanitarian Coordinator
5. Owner of Site 2 Bhouda Lot (land) where IDPs are settled spontaneously
6. Owner of Site 2 Phula Bagica Private School where some IDPs are settled spontaneously

7. Owner of Site 3 open field at Sankhu

Note: Roles E, F and G can all be played by one person.

8. Orphanage Friends and Kids Everywhere (OFAKE) Director. This is a child trafficker masquerading as an NGO to gain access to children in the camps.
9. Manna Aid and Shelter Services (MASS). This is a newly arrived religious NGO providing shelter and food assistance, while at the same time using the opportunity to proselytize in the camps.
10. Uplifting Women and Children (UWC). This is a human rights NGO advocating for the rights of women and children.
11. Mayor for Sites 1-3. This person advocates on behalf of their constituents, including IDPs at sites 1-3. He/she also uses it as an opportunity to gain visibility and press coverage.

Simulation Control Team (SIMCON)

The simulation is managed, controlled and run by a simulation control team consisting of the lead simulation designer and director (SIMCON Lead), four SIMCON assistants and a number of other support roles. Prior to the event, the SIMCON team members advise and help to tailor refine and finalize the simulation package materials, agenda and injects. During the event, they help with setting up the venue, sending out injects, and running the simulation, including: delivery of messages, delivering messages, controlling and monitoring actions and outputs, coaching certain roles, trouble-shooting and debriefing the exercise.

The SIMCON Lead should be someone who is knowledgeable about the simulation design, contents and procedures. Ideally, this should be someone from the SIMCON team who worked closely with this designer during the design, development and piloting of this exercise.

The SIMCON team members should have knowledge of and/or experience in the CCCM cluster, as

well as with specific camp coordination and camp management activities, and GBV/CT/Protection issues and guidelines. It is also helpful if the team members are experienced trainers and facilitators, and are able to work calmly under stressful conditions.

Refer to Annex 3 checklist to review and assign the various tasks required of the SIMCON team during the design, preparatory and delivery phases. See Annex 4 for a checklist of SIMCON support roles. These checklists can be used to assign SIMCON Team member responsibilities. The letter "L" designates the lead for any given tasks, while the letter "S" indicates a support role. It is advisable for the SIMCON to review and assign the responsibilities together with all team members present. **Refer to Annex 5 to anticipate, plan and schedule the various preparatory tasks.**

One or two days before the simulation, the SIMCON Team will need to hold separate 1-hour briefing meetings with the IDP volunteers, the actors and the logistics and support team.

Briefing IDPs and Actors

The SIMCON team will need to schedule two 1-hour briefings to coach and provide instructions to the IDPs and actors, respectively. Power Point slides are available to support these briefings. See the relevant power points to support these briefings. The following points should be emphasized.

Play Your Role

Individuals playing IDPs and Actors in the simulation should read their role description and play the role convincingly and seriously. As they interact with the participants in their roles, it is important to stay in role. Don't make jokes about the role, don't go "in and out" of the role, don't comment on simulation design, i.e. how realistic or unrealistic it may be. Play the role. Be in the role.

Be Creative

The role guide provides specific information for the actor which should be presented during interviews with visiting teams. Actors should feel free though to make up additional information to provide the team as long as these additions are reasonably in line with the role guidance. For instance, a young girl in an IDP site would be able to speak about her family, but would not

be able to answer questions about how many IDPs are at the site. Be creative – but be realistic.

Stay in Your Assigned Location

Each location has information, observations, and photos to guide the visiting District team. The team may ask the actor questions that arise from the observations or photos; actors should be prepared to comment (realistically) on the question/situation.

Observe Interviewers Closely

Pay close attention to how participants approach you and pose their questions. Some actors may be asked during the debriefing to comment on particularly effective approaches or techniques that participants used to gather information.

Keep Scenarios Under Control

While most actor roles are written to create pressure or tension with the simulation roles, actors should monitor the situation and control their acting to not let a tense situation escalate to the point where it gets out of hand. If tensions escalate uncomfortably with any other role or actor, step away and take a short 5-minute break, to avoid a scenario from getting out of hand.

Simulation schedule and structure

This simulation package supports a three-day training event, comprised of the simulation exercise occurring on Day 2, the CCCM preparedness and standards review and simulation briefing occurring on Day 1, and the debriefing and handover discussion occurring on Day 3. The proposed agendas for each day are outline below. The power point slide deck provides additional explanation and instructions of these agenda items. (Need to make sure the slide deck structure includes section headings per agenda below)

Day 1: CCCM Preparedness and Simulation Briefing

Day 1 consists of presentations and groupwork to accomplish the following:

- Participants review CCCM cluster coordination objectives, roles and activities.
- Review key camp management roles, responsibilities, and standards.
- Prepare for multi-sectoral assessment by reviewing key standards (Sphere) related to camp set up and sectoral service provision
- Assign simulation exercise roles
- Review the simulation exercise instructions, structure and rules

Time	Session activity
0830-0945	Opening Ceremony / Group Photo
0945-1115	Introduction to the three-day CCCM Event
1140-1225	CCCM Preparedness Task 1: CCCM Roles and Activities
1225-1320	Simulation Briefing A: Assigning Roles
1320-1415	Lunch
1415-1545	CCCM Preparedness Task 2: Protection and Standards
1545-1600	Break
1600-1645	CCCM Preparedness Task 3: Information and Telecommunications Check
1645-1745	Simulation Briefing B: Resources, rules and reporting
1745-1830	Wrap-up

Day 2: Simulation Exercise

Day 2 consists of a dynamic simulation exercise simulating displacement and associated humanitarian and protection issues, camp set-up, camp coordination, camp management, humanitarian assistance,

assessment and reporting based on response to three IDP camp sites, occurring over the course of 4 weeks after the earthquake strikes. Annex 5 includes an expanded multi-faceted day 2 agenda.

Time	Session Activity
0800-0845	Telecommunications Check and Final Briefing
0840-0900	Go to your starting positions and offices. Prepare. Camp set-up. IDPs arrive. CM teams go to their assigned sites.
0900-1000	Simulation begins. CCCM Coordination Meeting called by DUDBC. Others visit the sites and deliver assistance. Assess situation. Some stay to monitor injects and report.
1000-1100	Interagency multi-sectoral assessment mission to the camp sites
1100-1115	Visit the camp sites on your own or with partners
1115-1200	Boxlunch.
1200-1300	Coordinate. Raise funds. Obtain and deliver assistance.
1300-1400	Solve problems. Forge partnerships.
1400-1500	Coordinate. Deliver assistance. Solve problems as they emerge.
1500-1600	Assess needs and situation. Report.
1600-1700	CCCM Plan: Three-month CCCM strategy and sector strategies
1700-1800	Initial debrief

Day 3: Simulation debriefing

Day 3 consists of presentations and groupwork to debrief lessons learned and discuss requirements for camp handover to civilian, Red Cross or NGO camp managers.

Time	Session Activity
0830 -0915	Results and Assistance Gaps: By the numbers
0915-1000	1st reflection: Accomplishments & Set-backs
1000-1020	Break
1020-1200	2nd reflection: Coordination & Standards.
1200-1300	Ceremony
1300-1330	Lunch
1330-1500	3 rd reflection: Handover Priorities
1500-1530	Closing and evaluation

Facilitating the three-day event

The presentations and instructions for each day are supported by the following slide decks, found in the folder named "PPT_Brief_Debrief":

- Day 1 Briefing_final
- Day 2 Briefing_final
- Day 3 Debriefing_final

These presentations and the notes below suggest the structure, groupwork activities and key messages to deliver. They should be modified and tailored to meet the specific requirements of this simulation each time it is run.

Day 1 Facilitation

Refer to the agenda and power points for Day 1.

Opening Ceremony / Group Photo

IOM and key security force partners open the event. A group photo is taken.

Introduction to the three-day CCCM Event

The SIMCON facilitator introduces the objectives and general schedule for the three-day event, and emphasizes that the focus of the first day is on CCCM preparedness, simulation assignments and first briefing.

CCCM Preparedness Task 1: Review CCCM purpose, roles and stakeholders

If it has been more than 2-weeks since participants attended the CCCM training, this session serves as a review of key CCCM principles, stages and activities.

Simulation Briefing A: Assigning Roles

In this session, the SIMCON team introduces the simulation exercise and assigns the simulation roles. As roles are assigned, SIMCON team should give each role their role guide and resources.

Right before lunch, participants are asked to join a "role briefing" group A-E as per their respective roles. In these groups, the respective SIMCON team member will brief them and answer questions about their roles.

A	B	C	D
Pooja (& Sushant)	Dipina	Anup (& Asis)	Charles
MOHA NA NP APF CDO Ward Presidents Rural Municipal President	HADI CARI NWAH NSA NRCS MWCSC MOHP	DUDBC/ IOM (review DUDBC role and proposed 9-10 agenda)	Journalist Donor Private Philanthropist Bazaar / Marketplace

Preparedness Task 2: Protection and Standards

If it has been more than 2-weeks since participants attended a training where they learned about Sphere minimum standards and Protection principles, this session will serve as a refresher of key minimum standards and protection guidelines, which they will be expected to apply during the simulation exercise on Day 2.

Groupwork

After the review of standards, participants are asked to join their agency groups, after which they are asked to join one of the following six groups to complete a preparedness task.

Group 1-3			Group 4	Group 5	Group 6
Multi-Sector Assessment Checklist			Site Planning exercise	Camp Management Team & Reporting	IM / ICT for simulation
G1: Shelter & NFIs, Food	G2: WASH & Health	G3: IDP data, Protection & Site Security			
(Spread yourselves out) CARI, HADI, NSA, NWAH, NRCS MWCSC, MOHP SF(NA, NP, APF N/P/D) CDO Assistant Donor Private philanthropist Bazaar/ Marketplace			NA, PA, APF Ward Presidents Rural Ward Presidents NGOs NRCS	Camp Managers from NA, NP, APF DUDBC CCCM lead and coordinator CDO lead MOHA	DUDBC & IOM Information officers (Asis) Any one else who wants to join
Plenary Room (Tent)			Plenary room / Tent	Conference Hall	Secretariat
Charles			Dipina	Sushant (& Anup)	Pooja/ Sanjay/ Komal

Groups 1-3: Multi-Sectoral Assessment Checklist

For your assigned sectors, review and refine your multi-sectoral assessment checklist (See Annex 6, adding 2-3 key standards and questions to guide your rapid assessment tomorrow. Share electronic version of your refined checklist to the IM group to compile all into one final multi-sector rapid assessment checklist

Group 4: Site Planning Exercise

As a group, review the Shanka Park open space data and map, and the following instructions to design a basic site plan for this area:

1. For this site, determine how many people can fit on this site based on Sphere standards (35 m² for urban area with infrastructure)
2. Design a simple plan for this site to accommodate the number of people calculated in question 1 above. Specify the location and number of the following:
 - Location and number of tents
 - # and location of latrine/ toilets
 - # and location of potable water points
 - # and location of washing facilities / shower
 - Location of Food / NFI distribution point
 - Location of registration location
 - Location of camp management tent
 - Location of nearby hospital, or mobile clinic
 - Firebreaks, Roads and pathways
 - Child friendly space
 - Any other features that you think are important to feature in this design
3. Use the flip-chart, colored markers and post-it notes to draw this design and capture your answers to the questions in number 2 above.

Group 5: Camp Management Teams and Reporting

Form the three camp management teams

1. Distribute the camp management role guides.
2. Review key camp manager responsibilities and reporting requirements
3. Prepare for tomorrow

Group 6: Information Management and Telecommunications

1. Use the contact list template to prepare a contact list with contact details for each participant and role (role, real name, mobile phone #, skype address, assigned email, etc.).
2. Gather the sector assessment checklist outputs from groups 1-3, and combine into one final rapid assessment tool for use during Day 2 simulation
3. Share these two with everyone electronically and via a simple google site for the simulation.
4. Telecoms: Prepare to lead the next session: Preparedness Exercise #3: Information & Telecommunications Check

CCCM Preparedness 3: Information & Telecommunications Check

Group 6 from the previous exercise leads a briefing to check the various ICT equipment and protocols that will be in use on Day 2. They will review and check:

- Email addresses.
- Participant receipt of a sample inject
- List of mobile numbers
- High frequency radios
- Internet access to the forms and templates on the Google Site

Simulation Briefing B: Resources, rules and reporting

SIMCON Team leads a briefing to review the humanitarian assistance resource cards, rules in their use and transport, and the purpose and function of the marketplace role. There are several brief exercises requiring participants to calculate how much assistance

is required based on needs, Sphere minimum standards and value of the resource cards. This will help them to do similar calculations on the actual day of the simulation exercise on Day 2.

In addition, the SIMCON team introduces the simulation reporting forms available for use on the Google Site.

Day 2 Facilitation

Refer to the agenda and power points for Day 2.

Telecommunications Check and Final Briefing

After welcome and greetings, check to make sure participants received and read the email injects sent the previous night.

Email injects and communication

Instruct participants that the best way for them to communicate with each other is as follows:

- Walk around
- Face-to-face
- Go directly to meet the person
- Mobile phone or radio
- If email fails, write message to SIMCON / DUDBC on paper and hand deliver

Expected activities and performance

Present the key messages reflected on the slides related to their activities and expected performance during the simulation.

Simulation Map

Present the simulation map and distribute to all participants. The map designate an office and or starting point for each role. When the simulation begins they are each to report to their starting point. After which they are free to move about and meet with anyone they require.

Simulation Exercise (0900 – 1530)

The simulation begins and participants begin playing their roles and completing tasks as per their role guide, and as per injects they receive. The simulation ends at 1530.

CCCM Plan: Three-month CCCM strategy and sector strategies

All participants gather in the CCCM Conference room. DUDBC (with IOM support) presents CCCM 3-month strategy. At the conclusion of the DUDBC presentation, camp management teams are each asked to provide a 3-minute report on the situation and conditions at their camps. Finally, other key agencies are each asked to give a 1-minute briefing on their top priorities for the coming 3 months, and what thing they will do to support effective and coordinated CCCM response.

Initial Debrief

Use the slides to facilitate a debrief of the simulation exercise. Start with those involved in leading the CCCM cluster. Next, continue on to the camp management teams. Lastly, pose debriefing questions to the others in their roles (NGOs, NRCS, Philanthropist, etc.).

Conclude the day by asking each participant to take out a sheet of paper and respond to the following lessons learned/reflection questions:

- What were your 2-3 accomplishments? What did you achieve?
- What was your main challenge or source of frustration?
- What is the main thing you learned about your role, or about responding to displacement in camps?
- Rate your agency's success in meeting its objectives?

Day 3 Facilitation

Refer to the agenda and power points for Day 3.

Results and Assistance Gaps: by the numbers

Begin the simulation debriefing by presenting the following data and information.

- Number of IDPs at each site.
- Amount of assistance delivered to each site.
- Calculation of need based on these numbers and data provided in the injects, using Sphere standards for water/per person/day, square meter of covered living area/per person, number of people per latrine, etc.

Use the excel calculator file "Debrief Results", found in the folder, Debrief Results, to calculate how well they identified and responded to the needs at each site. Alternately, these calculations can be done on a flip-chart or white board.

First reflection: Accomplishments and Set-Backs

30 minutes: Participants in groups should share their responses to their reflection worksheet.

15 minutes: Invite three IDP representatives, one from each site to share what they learned about being an IDP, and what they considered to be the most helpful action or communication from camp managers, NGOs and other service providers.

Second reflection: Information management and coordination

In groups, participants are to share their responses to the following two questions:

1. What information, tools, reports and/or coordination did you find most useful for camp management, camp coordination and providing assistance?
2. What is the main lesson you have learned about the importance of humanitarian standards including site planning, shelter, water, sanitation in camps and camp-like settings?

After each group reports back, then the SIMCON team shares their own feedback on participant performance related to:

- Reporting, information flow, communication
- Performance, accomplishments and challenges of the three camp management teams.
- Performance, accomplishments and challenges of the DUDBC/CCCM function
- Performance, accomplishments and challenges in addressing and responding to IDP needs

3rd Reflection: Handover Priorities

Form four groups, and ask them to respond to the following questions:

1. What are the components of a handover and improvement plan for camps 1?
 - a) What are the goals of the handover? What are the specific activities and responsibilities that are being handed over?
 - b) What about SGBV, child trafficking concerns?
 - c) What data and information will SF camp managers handover to new camp management agency?

d) What kinds of materials, infrastructure, staff will continue to be part of the handover? (Example: who owns the tents? Will they still be used?)

2. What are your lessons and recommendations for the Security Forces supporting camp coordination and camp management functions in the future?
3. What additional capacity building and training support can IOM provide?

Evaluation

Distribute the evaluation forms and ask participants to note their feedback on these forms.

Closing ceremony

Thank participants for their valiant efforts and close the event.

Sector standards relevant to this simulation

The following minimum standards are the only ones relevant to this simulation and planning response:

- Water: 15 liters/pp/day (one water system coupon provides 10 cubic meters of water daily)
- Toilets/Latrines: 1 latrine/20 people (one latrine coupon is equivalent to 10 latrines)
- Covered shelter (e.g. tents): 3.5 m²/person (One tent coupon is equivalent to 10 tents)
- Food: (for simulation purposes only) Sufficient food coupons for one month. (One food coupon meets food needs for 100 families for one week).

- Medical/health: (Assume for simulation purposes that this represents sufficient medical/health professionals and services for the given population number (One health/medical coupon provides adequate health professionals, mobile clinic and health services for 1000 people)

No other relief assistance standards are relevant for this simulation. We want to keep this aspect of the simulation simple and easy to calculate, rather than going into much more complex sectoral response. Although part of what the participants need to do is to plan for IDPs to remain at sites for 3 months, and

to begin planning to support return and more durable solutions.

Some participants will be asked to draft a site plan on a flip-chart, using site planning technical standards handout that they receive from IOM. The site planning standards to consider include: 35-45 m² for site

planning, for roads and pathways, distance to water access points, number of latrines, distance to latrines, lighting and latrines separated by sex, drainage, and distance from refuse container to living space. Where spontaneous sites arise, then site improvement strategies and plans are requested.

Simulation resources and rules

Humanitarian Assistance Resource Cards

Though this simulation does not focus on sectoral relief assistance, nor the set-up of relief distribution and logistics channels, we do simulate this dimension by the

use of Resource Cards and Transportation Envelopes. Assistance is simulated using the following coupons that participants either have in stock or can purchase on the simulated "marketplace".



For the purposes of this simulation, participants don't need to worry about:

- Type or kind of food (this is assumed to be factored in to the coupons)
- Nutritional value (they are to assume that this is already factored into)
- Disaggregation or distribution points (Assistance is handed to the camp managers)
- Type or kind of medical assistance

- Type or kind of hygiene kit or NFI
- They are only to worry about quantity of food as per food coupon value and numbers of displaced requiring food assistance
- CBI (Cash Based Initiatives)

In addition to the relief assistance coupons, there are also coupons representing money/cash that can be provided to IDPs or can be used to purchase items in the marketplace.

Transporting and delivering assistance to the sites

Relief items must be transported in truck (truck envelope), illustrated by the image below.

If participants come only with the assistance coupons, they cannot deliver them. They must locate a truck envelope in which to place them, and then deliver the truck envelope to the camp managers.

The SIMCON field site manager will need to make sure that camp managers also understand these instructions. Camp management teams are to keep records and report on what has been delivered, against the total quantity required for the size of population at the camp. The size of the population is sent to them in a memo inject, and it will increase throughout the day.

- **Capacity of 1 truck:** Each truck can transport & deliver 10 cards at a time, of any type of assistance, excepting cash coupons. For this simulation, there is no limit to the number of cash coupons that can be transported and delivered by the truck envelope.
- Participants deliver assistance by taking cards out of truck and giving them to camp managers.
- Once assistance is delivered it is “used” and cannot be redelivered somewhere else. Once a card is played, it is being used (it is not available to solve other needs or problem) – placed by CM in resources used envelope. Camp managers count, record and report on the assistance, then place it in “resources used” envelope.
- The truck envelope is returned to the assistance provider to be used once again for transporting resources.
- Once truck delivers assistance, (the envelope is emptied), it can return and transport more relief items.



Site access and removing rubble

Participants have access to Site 1 immediately. They only have access to Sites 2 and 3 if they manage to clear the rubble from the roads. To clear rubble from the road, they must give the SIMCON field site manager a “rubble removal equipment card”. A rubble removal card can only be used once, after which it is out of service for the entire simulation and can’t be used to clear rubble elsewhere. It is up to the participants to contact each other and to figure out who has these cards and how to obtain them.

Access due to rubble in the road is restricted as follows:

- Site 1: No rubble restrictions. Participants have immediate access to Site 1. No rubble removal card required.
- Site 2: Rubble blocking the road. To access Site 2 participants must provide 1 rubble removal equipment card to the SIMCON field site manager.
- Site 3: Tons of rubble blocking the road. To access Site 3, participants must provide 2 rubble removal equipment card to the SIMCON field site manager.

Simulation Logistics

Refer to Annex 8-11 to review the logistics requirements to run this simulation.

Annex 1: Assigning Participant Simulation Roles

The Security Force participants will be assigned to play one of the following roles.

CCCM Roles	Participant Name	Email	Mobile/text	Radio handle	Main activity	# in each role	Starting location/office	Starting Resources
1. MOHA/NEOC Roles: • Head • Assistant					<p>Top government authority in the role play. Donor/ UN (SIMCON) relations. Coordinate SF response national and local level.</p> <p>Serve as national level disaster response coordinator for all three security forces: NA-NP-APF.</p> <p>Release SF national stocks: water treatment system, Tents, some latrines, food, mobile medical</p>	1	Own Office / NEOC	50,000 NPR Radio
2. Nepal Army. National/ Provincial Director					<p>Oversees NA response. Part of National Emergency Operations Center.</p> <p>Has some emergency stocks: water treatment system, Tents, some latrines, food, mobile medical</p>	1	Own Office / NEOC	1 radio 2 trucks 1 rubble removal equipment 1 emergency water system: 10,000 liters/water/day 20 latrines 100 tents Food for 200 families (for 1 week) 1 rubble removal card 1 Mobile Health Services to treat injured and sick 50,000 NPR (~\$500 USD)
3. National Police Force. National/ Provincial Director.					<p>Oversees NP response. Part of National Emergency Operations Center.</p>	1	Own Office / NEOC	1 radio 1000 liters of bottled water. 50,000 NPR (~\$500 USD)
4. Armed Police Force. National/ Provincial Director					<p>Oversees APF response. Part of National Emergency Operations Center.</p> <p>Has some emergency stocks to release: tents and an emergency water treatment system, some latrines.</p>	1	Own Office / NEOC	1 truck 1000 liters of bottled water 10 latrines. Food for 100 families (for 1 week) 40 tents 50,000 NPR (~\$500 USD)

CCCM Roles	Participant Name	Email	Mobile/text	Radio handle	Main activity	# in each role	Starting location/ office	Starting Resources
5. Nepal Army: District/local Roles: <ul style="list-style-type: none"> District Head Officer Staff 1 Staff 2 Staff 3 					Can request emergency stocks from national NA. Staff 1, 2 and 3 will get deployed as camp site management team for Site 1.	4	Table or desk at main staging area, in the big tent, for the district heat. Meanwhile the 3 staff are to be deployed to the field to serve as camp site management team.	1 radio for head 1 radio for Camp Management Team 1 truck 1000 liters of bottled water. Food for 100 families (for 1 week) 20 tents 1 Mobile Health Services to treat injured and sick 20,000 NPR (~\$200 USD)
6. Nepal Police: District/Local Roles: <ul style="list-style-type: none"> District Head Officer Staff 1 Staff 2 Staff 3 					Can request emergency stocks from national Nepali Police. Staff 1, 2 and 3 will get deployed as camp site management team for Site 2.	4	Table or desk at main staging area, in the big tent, for the district heat. Meanwhile the 3 staff are to be deployed to the field to serve as camp site management team.	1 radio for head 1 radio for Camp Management Team 1000 liters of bottled water. None None 20,000 NPR (~\$200 USD)
7. Armed Police Force: District / Local Roles: <ul style="list-style-type: none"> District Head Officer Staff 1 Staff 2 Staff 3 					Can request emergency stocks from national Nepali Armed Forces Staff 1, 2 and 3 will get deployed as camp site management team for Site 3.	4	Table or desk at main staging area, in the big tent, for the district heat. Meanwhile the 3 staff are to be deployed to the field to serve as camp site management team.	1 radio for head 1 radio for Camp Management Team 1 Truck 500 liters of bottled water. Food for 100 families (for 1 week) 10 tents 20,000 NPR (~\$200 USD)
8. Ministry of Women Children and Senior Citizen (MoWCSC) Roles: <ul style="list-style-type: none"> District/local Head Staff 					SGBV and Child Trafficking (CT)	2	Table or desk at main staging area, in the big tent. After starting location, can deploy at will.	1 radio.

CCCM Roles	Participant Name	Email	Mobile/text	Radio handle	Main activity	# in each role	Starting location/office	Starting Resources
9. Ministry of Health and Population (MHP) Roles: <ul style="list-style-type: none"> • District/local Head • Staff 					Monitoring and prevention of disease outbreak and spreading	2	Table or desk at main staging area, in the big tent. After starting location, can deploy at will.	1 radio. 1000 liters of bottled water 1 Medical/Health Facility-Services
10. Nepali Red Cross Society (NRCS): National/ Provincial Head					Food, tents, medical care, unaccompanied children, preventing child trafficking (receives resources from national/provincial, ICRC, IFRC)	1	Own Office.	1 radio. 1 Truck 10,000 liters of bottled water Food for 500 families for 1 week. NFI Kits for 1000 families 40 tents 20 tarps 100,000 NPR (~\$1000 USD) 1 Mobile Health Facility / Services to treat injured and sick
11. Nepali Red Cross Society (NRCS) – Roles: <ul style="list-style-type: none"> • District/Local Head • Staff 1 • Staff 2 					Can request emergency stocks from National NP. Assessments. Deliver assistance.	3	Table or desk at main staging area, in the big tent. After starting location, can deploy at will.	2 radios 1 Truck 10,000 liters of bottled water Food for 100 families for 1 week. 50,000 NPR (~\$500 USD)
12. Chief District Officer (CDO) Roles: <ul style="list-style-type: none"> • CDO (head) • CDO Assistant 					Overall government authority for disaster response in the district. Coordinates government-led response. Produce district SitReps.	2	Own office	1 radio. 1 Truck 1 rubble removal equipment Food for 200 families for 1 week. 250,000 NPR (~\$2,500 USD)

CCCM Roles	Participant Name	Email	Mobile/text	Radio handle	Main activity	# in each role	Starting location/office	Starting Resources
<p>13. DUDBC</p> <p>Roles:</p> <ul style="list-style-type: none"> • DUDBC Director/ & CCCM Lead) • DUDBC Deputy/ Camp 					Government CCCM lead for coordinating and overseeing all efforts in the camps, including CCCM standards. Also lead for Shelter. Draft 3-month CCCM strategy.	3	District Emergency Coordination Center (EOC)	1 radio.
<p>14. IOM*</p> <p>Roles:</p> <ul style="list-style-type: none"> • IOM CCCM Co-Lead. • Coach/ adviser to camp 					*Played by IOM Staff. Co-lead the CCCM cluster. Support DUDBC. Support Camp Management teams. Tabulate DTM/ Info reports in support of DUDBC.	3	District EOC and at the camp sites.	2 radios.
<p>15. Humanitarian Aid and Development International (HADI). District</p> <p>Roles:</p> <ul style="list-style-type: none"> • Head • Staff 					WASH (primary), shelter, food and also a candidate to take over site management after SF handover. SGBV/women.	2	Table or desk at main staging area, in the big tent. After starting location, can deploy at will.	<p>1 radio</p> <p>1 Truck</p> <p>1 water system providing 10,000 liters potable water/ day.</p> <p>20 latrines</p> <p>Food for 200 families (for 1 week)</p> <p>NFI/Hygiene Kits for 200 families</p> <p>20 tarps</p> <p>1,000,000 NPR (~\$10,000 USD)</p>
<p>16. Cooperative Aid and Relief International (CARI). District.</p> <p>Roles:</p> <ul style="list-style-type: none"> • Head • Staff 					Shelter (primary), WASH, food and also a candidate to take over site management after SF handover. Children's concerns.	2	Table or desk at main staging area, in the big tent. After starting location, can deploy at will.	<p>1 radio</p> <p>1 Truck</p> <p>Food for 200 families (for 1 week)</p> <p>5 CGI Kits</p> <p>1,000,000 NPR (~\$10,000 USD)</p>
<p>17. Nepal Water and Health (NWAH) (Nepalese NGO)</p> <p>Roles:</p> <ul style="list-style-type: none"> • Head • Staff 					WASH, SGBV, gender issues and also a candidate to take over site management after SF handover	2	Table or desk at main staging area, in the big tent. After starting location, can deploy at will.	<p>1 radio</p> <p>1000 1 liters of bottled water</p> <p>10 latrines</p> <p>NFI Kits for 100 families</p> <p>20,000 NPR (~\$200 USD)</p>

CCCM Roles	Participant Name	Email	Mobile/text	Radio handle	Main activity	# in each role	Starting location/office	Starting Resources
18. Nepal Shelter for All (NSA) (Nepalese NGO) Roles: • Head • Staff					Shelter, children, protection and also a candidate to take over site management after SF handover	2	Table or desk at main staging area, in the big tent. After starting location, can deploy at will.	10 tents 20 tarps 20,000 NPR (~\$200 USD)
19. Ward President at Site 1					Represents local population, some at site 1, some living outside their collapsed buildings	1	Site 1 – as part of displaced community.	None
20. Ward President at Site 2					Represents local population, living outside their collapsed buildings at “site 2”, some are in the school.	1	Site 2 - as part of displaced community.	None
21. Rural Municipality President at Site 3					Represents local population, site 3, some living at the site, some outside their collapsed buildings	1	Site 3 - as part of displaced community.	None
22. Journalist / Videographer*					Interview people. Submit two news stories. One video tape for showing during debriefing	1	District - as part of displaced community.	1 radio SUV/Access card to go anywhere
23. Private philanthropist*					Nepali philanthropist Entrepreneurial. Approaches CDO or site management teams about what they can provide.	1	Own desk with access to laptop and printer. After start, can deploy anywhere.	1 Truck 1 rubble removal equipment Food for 400 families for 1 week 1 building for 25 families for 1 month 6,000,000 NPR (~\$60,000 USD)
24. Donor*					Disburses donor funds.	1	Own office at national level. Can go on district or field visit.	Food for 400 families for 1 week 10 CGI shelter kits 2,250,000 NPR (~\$22,500 USD)

CCCM Roles	Participant Name	Email	Mobile/text	Radio handle	Main activity	# in each role	Starting location/office	Starting Resources
25. Bazaar/ Marketplace*					Represents the marketplace. Sells any kind of resource (cards)	1	Main Staging Area. Big tent.	See the resources box.
TOTAL					<i>(If don't have sufficient participants, journalist, philanthropist, donor, marketplace, and CARI or HADI, can be played by IOM)</i>	48	*3 of these are played by IOM staff	

Annex 2: Assigning Actor Roles

The SIMCON team will need to assign the following actor roles, as outlined in the table below. The roles with an asterik * also are accompanied by a role guide found in the respective folder.

ACTOR	Who	What is their role? Responsibility?	Where	When Day 2
Site 1 IDPs	Volunteers	8-10 people needed to play IDPs at each site.	Site 1	All Day 2
Site 2 IDPs	Volunteers	8-10 people needed to play IDPs at each site.	Site 2	All Day 2
Site 3 IDPs	Volunteers	8-10 people needed to play IDPs at each site.	Site 3	All Day 2
HUMANITARIAN COORDINATOR. (representative of the UN system in Nepal) The HC /UN system is played by two people: One person is required to read and reply to incoming email and requests. The other is required to complete an actual field visit to the sites.	Pooja on the injects. Replying email. Jitendra for coordination meetings and for the MOHA VIP site visit 1130-1230.	Pooja: Responds to emails directed to the UN for support. Jitendra: May attend coordination meeting on behalf of UN system. (0900-1000 and 1200-1300) Joins VIP field visit organized by MOHA.	Simcon Secretariat-Pooja MOHA site visit – Jitendra 1130-1230	ALL Day 2 (Pooja) MOHA site visit – Jitendra 1130-1230
*BOUDHA LAND OWNER (HOTEL)	Indra (Dipina will brief)	Negotiating use of Boudha site with Ward President and camp managers. Had plans to build hotel and wants to evict IDPs. Start with 100,000 NRS/month but be willing to settle for 20,000 NRS/month, and clean-up. See role guide.	Site 2	0930-1000 first month payment 1500-1530 2 nd month payment
*Owner of PHULA BAGICA PRIVATE SCHOOL. Near Site 2	Indra (Dipina will brief) – has to look different from Boudha Land owner role.	Approaches camp manager site 2, and DUDBC about IDPs living at school. You own the school property. You are willing to allow displaced to stay there, however you want them out by the end of the month. Also you expect CDO to sign an agreement that stipulates that government will pay for repair of any damages caused by the displaced occupying the building.	Site 2	1300-1400

ACTOR	Who	What is their role? Responsibility?	Where	When Day 2
*Site 3 Landowner of open field lot at Site 3	Indra (Dipina will brief)	You are the owner of private land on which about 200 IDPs are settled in Site 3. You should approach the camp manager and CDO to request reimbursement for use and cleanup of this site. Negotiating use of extra agricultural lots with Ward President and camp managers. Start with 100,000 NRS/month but be willing to settle for 20,000 NRS/month, and clean-up. See role guide.	Site 3	1400-1430
Orphanage Friends and Kids Everywhere (OFAKE)	Prajwal (Anup)	Pretends to be legitimate NGO, but in reality is part of a link in child trafficking ring. Goes to sites to talk to IDPs, promise that they can take care of orphan children. We want to see if CM, Service Providers and CCCM pick up on it?	Site 1 Site 2 Site 3	1100 - 1400
“Manna Aid and Shelter Services International.” (MASS) providing food and shelter assistance. Newly arrived international Christian NGO	Santosh	You want to spread God’s abundant love and spread the faith. Works outside the CCCM cluster. Is completely independent and doesn’t coordinate with anyone or adhere to Sphere standards, also does not work through camp managers, but goes directly to IDPs. Visits sites and hands out food and shelter assistance, proselytizes attempting to convert IDPs to Christianity. Tries to set up bible discussion groups in the camps.	Site 1 Site 2 Site 3	1300-1500
Uplifting Women & Children (UWC) – HR NGO	Amrita (Sushant)	Meet and develop partnership with MWCSC. Visit the sites, talk to IDPs, report to journalist on conditions of women and children, advocate for their rights. Advocate with service providers, DUDBC, CDO, SF, etc. Join protection cluster and help MWCSC develop 3-month protection plan for sites 1-3. Go to CCCM coordination meetings. Make sure that women and children issues are addressed in the response and in the 3-month plan.	Sites HSA Coordination meeting	1200-1500 1230-1330 CCCM coordination meeting
Mayor (plays mayor responsible for sites 1, 2 and 3)	Subigya (Dipina will brief)	Concern for constituents and overall response. Opportunity to gain visibility with the media. Visit each site once in the morning, and once in the afternoon. Talk to IDPs, Rural ward president their situation, about how NGOs are helping them. What gaps. Goes to distribute food coupons and water bottles, with journalist – make sure Distributes some food coupons and takes photograph. Meet with DUDBC/CDO to request more assistance for Sites 1, 2 and 3. If you want, you can also invite ward presidents/rural municipal president	Site 1 Site 2 Site 3 Then go meet with DUDBC/CDO	0930 – 1030 first visit to all sites. 1400-1500 second visit to all sites.

Annex 3: SIMCON Team Assignment Checklist

<i>SIMCON Team Tasks</i>	SIMCON Lead/ Charles	SIMCON TM 1/ Pooja	SIMCON TM 2 / Anup	SIMCON TM 3 Dipina	SIMCON TM 4 Sushant	SIMCON Other
General Roles						
SIMCON LEADER. Lead design. Lead simulation controller. Lead the debrief.	L					
SIMCON DESIGN TEAM. Provide input to design. Support SIMCON Lead. Support the debrief.		S	S	S	S	
Advance Preparation						
IOM: Brief SF counterparts on the simulation						
IOM: Confirm SIMCON Team members						
IOM: Assign SF participants to roles.						
IOM: Recruit and assign actor roles (see list), including 24 IDPs.						
IOM: Design, prepare for the extra SF+ Set-up activity (setting up tents, site plan/placards & other site set-up activities)						
IOM: Create injects for some or all of the IDP roles.						
IOM: Go through injects, roles, outputs.						
IOM: Two vehicle standby for Day 2.						
IOM: Produce participant role title caps and actor caps, Tshirts for camp managers, SIMCON Team, caps or t-shirts.						
IOM: Prepare Camp Manager Kit: Site # and name signs, table, 3 chairs, Laptop, 1 printer, Site Set-up kit for SF+, Bulleting board, water for Camp managers.						
IOM: Create email accounts for all the roles (Gmail) & SIMCON, and UN, and other key actors. Test injects.						
IOM: Create a SIMCON email account (Gmail). Test .						
IOM: Set up rehearsal meeting with IOM roles and SIMCON on ?						
IOM: Set up rehearsal meeting with DSP NP (1), Major/Capt NA (1), DSP APF (1) and SIMCON on ?						
IOM: Set up rehearsal meeting with actors and SIMCON on Monday October 2						
IOM: Set up rehearsal meeting with IDPs and SIMCON on Monday October 2						
IOM: Secure 2 printers, internet/wireless, mobiles, radios, laptops, projectors, flip-charts, markers. Set up Secretariat office for SIMCON.						
IOM: Send participants InfoLogNote to participants and participant guide (Tuesday).						

SIMCON TeamTasks	SIMCON Lead/ Charles	SIMCON TM 1/ Pooja	SIMCON TM 2 / Anup	SIMCON TM 3 Dipina	SIMCON TM 4 Sushant	SIMCON Other
IOM: Send out email to WFP venue host/organization to notify all personnel where event is taking place, that there will be a simulation going on. If you have concerns or questions call: _____?						
IOM: Make & post signs at simulation venue and at simulated sites to notify all passerbys' that there is a training simulation occurring.						
IOM: Load simulation email injects once finalized in SIMCON computer						
IOM: Print materials (photos, actor/issue guides/role guides/ name tags, etc. See print list)						
IOM: Create 12-15 images illustrating IDPs and life in camps during first couple of weeks for Sites 1, 2 and 3. Put inside of plastic to protect from rain.						
IOM: Set up mock the 3 mock IDP sites. Post the photos. Post the site information sheets.						
Preparation & brief SIMCON Team. (2 days).						
Brief site monitors. (2 hours)						
Brief humanitarian actors, Sector tech advisors (1.5 hours)						
Brief IDP actors (1.5 hours)						
Brief SF counterpart/partner (1.5 hours)						
Brief mock "drivers" bringing teams on field assessment at 1000 and 1400 on Day 2. (15 minutes)						
Set up conference room						
Day 1 Preparation: CCCM and Briefing						
Welcome and introduction	L					
Agenda /Objectives	L					
Preparedness 1: CCCM Review	L					
Preparedness 2: Protection & standards						?
Simulation Briefing I: Overview	L					
Simulation Briefing II: Roles (need help distributing)	L	S	S			
Preparedness 3: Multi-sector assessment	L					
Preparedness 4: IM and Telecommunications						?
Simulation Briefing III: Resources & final instructions	L					
Role Assignment Briefing: Group A (see briefing slide deck)		L			S	

<i>SIMCON TeamTasks</i>	SIMCON Lead/ Charles	SIMCON TM 1/ Pooja	SIMCON TM 2 / Anup	SIMCON TM 3 Dipina	SIMCON TM 4 Sushant	SIMCON Other
Role Assignment Briefing: Group B (see briefing slide deck)				L		
Role Assignment Briefing: Group C (see briefing slide deck)			L			S:Asish
Role Assignment Briefing: Group D (see briefing slide deck)	L					
Coach Groups 1-3: Multisector Assessment	L					
Coach Group 4: Site Planning Exercise				L		
Coach Group 5: Camp management & reporting			L		S	
Coach Group 6: IM/ICT for simulation.		L				SS:anjay
Day 2: Simulation Exercise						
SIMCON Leader. Oversee all simulation roles and stations. Support and trouble-shoot throughout the day.	L					
Send out injects per timetable. Virtual HC/UN system. Track on tracking sheet. Monitor incoming SIMCON emails. Respond as necessary. Track required outputs (sitreps, DTM, etc.) from participants. Also monitors and replies to incoming emails, especially those directed to HC or UN system.		L				
Serve as IOM CCCM Co-Lead. Support overall cluster coordination. Support overall cluster coordination. Coach/advise DUDBC. Ensuring gaps are addressed and Sphere standards upheld. Help develop 3-month strategy. Help organize multisector interagency assessment teams. Make sure camp managers sending reports. Location: CCCM Coordination Center.			L			
SIMCON Camp Site Controller. Coach the IDPs and the actors at the sites. Control early access to site 2 and 3 (rubble card). Control delivery of assistance (Truck limits). Advise IDPs.				L		
(IOM) Camp coordinator assistant to DUDBC. Advisor to camp management teams. Support DUDBC Camp Coordinator who supports the camp managers in their function. Coach, advise camp managers. Make sure camp managers sending reports. Splits time between CCCM coordination center and visiting the site management teams.					L	
Telecomm support.						Komal
IOM CCCM IM Support. Support DUDBC information management. Google site management for templates/forms and upload of reports, etc.						Ashis.
IT support. Help with injects						Sanjay
Distribute and manage laptops to participants						Amrita
Manage visiting VIPs and observers (so that they don't disturb the action or dynamics)						Ruchi/ Santosh

<i>SIMCON TeamTasks</i>	SIMCON Lead/ Charles	SIMCON TM 1/ Pooja	SIMCON TM 2 / Anup	SIMCON TM 3 Dipina	SIMCON TM 4 Sushant	SIMCON Other
Control and schedule vehicles between HSA and sites						Sachin
Food: Make sure coffee/tea is served. Lunch. Etc.						
Support and manage photocopying needs.						Shantu
Set up and troubleshoot audio-visual / projector needs						Ashis
Photographer						Prasidha
Opening Ceremony Master of Ceremonies						Ruchi
Other General support						Tripti. Subigyta. Kabita
Day 3: Simulation Debrief						
2 IDP reps from each site should join the debriefing. Prefer 1 female and 1 male.						
SF disaster and camp expert (must be SF). Debrief 1-4						
Lead Debrief #2: CCCM system and 3-month strategy. Lessons about CCCM.	L					
CCCM cluster technical expert						
Lead Debrief #3: Camp management Role. Lessons about SF as camp managers.	L					
Security Forces & Camp Management technical expert.						
Lead Debrief #4: Assistance & protection response / gaps / lessons	L					
Humanitarian standards & protection technical expert.						
Lead Debrief #5: Handover	L					
Handover technical expert						
Lead Closing/Evaluations	L					

Annex 4: IOM SIMCON Support Role Assignments

What	Who	Where	Remarks
Printing and Copying	Shantu	HSA	Sangita will help shantu for the photocopying, printing
Vehicle Arrangement	Sachinji	HSA	vehicle for the participant , No vehicle use for other Sachinji to decide on use of vehicles - MOHA, DUDBC can use the vehicle 10:00-11:30 Assessment for 3 assessment team - 1:30 PM multi sector assessment No observer shall be provided vehicle for the visit to HSA or Tinkune

What	Who	Where	Remarks
Catering	Shantu	HSA/TINKUNE	As usual for other days , for day 2 ensure box lunch and short tea /coffee break for half n hour from 3:30 – 4:00 Pm
Opening and Closing Ceremony	Tripti	HSA	Support from Kabita and Subigya For sitting arrangement to consult with SIMCON team
Photographs/twitter/ Facebook	Tripti	HSA/Tinkune	Prasiddha will support for the photographs, short videos of the exercise, Prepared the collage for 3 day f0 10-12 minutes , to be presented in the plenary
Laptops	Ashish/Sanjay	HSA	Amrita ji to support for allocation of laptops for each actor, Masking tapes could be used for writing the name of agency
Telecoms/Radio	Komal	HSA/Tinkune	Pooja to brief Komal for radio checks on the first day for both site. Allocate same frequency for Shantu and SIMCON team.
Site Support	Santosh	Tinkune	Indra will support Santosh for site support and upon the request of SIMCON team.
General support	Sachin	HSA/Tinkune	Kabita and Subigya to support Sachin ji as when requested from SIMCON team and Actors At HSA and Tinkune
Stationery and Visibility	Sachin		Distribution of caps and t-shirt to the actors 16:20- 17-45

Annex 5: SIMCON Team Implementation Checklist

This section provides guidance on planning and organizing the IOM CCCM Simulation. Tasks are logically sequenced to assist your planning.

Four months Before the Exercise

Design and SIMCON Team

- Identify a local simulation focal point to work closely with the lead designer (if consultant)
- Nominate the other SIMCON Team members.
- Identify and prioritize any modifications to be made to the simulation
- Assign and work on the tasks required to modify the simulation

Venue and participation

- Agree with simulation focal point on venue, room, technology and equipment needs.
- Secure a venue which meets all the venue requirements.
- Develop - and agree on - criteria for those who will participate in the simulation.

Two-three months Before the Exercise

Participants

- Invite participants.

Six-to-Eight Weeks Before the Exercise

Objectives & Focal Point

- Identify 24 people to play the IDP roles.
- Identify 6-8 people to play the Actor Roles.

Audience & Participation

- Confirm final list of participants. Start a waiting list if necessary, in case anyone drops out.

Catering and breaks

- Ask simulation focal point to arrange with the training venue for a box/sack lunch and coffee break for participants for the day of the exercise

1-2 weeks before the simulation exercise

- Assign participants to their roles.
- Ensure the local simulation focal point informs venue about room setup needs.
- Update presentation briefing and debriefing overheads if needed.
- Re-confirm with simulation focal point that there will be two computers and a printer available throughout the exercise and debriefing for the SIMCON Team office.

A Few Days Before the Exercise

- SIMCON Team meets for final review, preparation and modification of the simulation.
- With the SIMCON Team, agree on the division of tasks and then complete the SIMCON Team Responsibilities Matrix including in this guide.
- Print materials.
- Meet with those who are in acting roles. Distribute their Actor scripts and coach them on what is expected.
- Meet with those who are acting as IDPs. Distribute their IDP role scripts and coach them on what is expected.
- One or two days before the simulation, the SIMCON Team should schedule a 1-hour briefing with the SIMCON logistics and support team. Power Point slides are available to support this briefing.
- Get – and verify – all the email addresses and cell phone numbers of the participants, actors, organizers and facilitation team members.
- IOM Load the emails into the SIMCON Team Office computer that will be used for sending emails. Be sure to set up the correct “delayed delivery” time for each email – i.e. the day, hour, and minute when each is to be sent. (“Delayed Delivery” in Microsoft Office Outlook can be accessed when you click “New Email” to send an email. From the menu at the top of the Outlook window, select “Options” then “Delayed Delivery”. Set up the date and hour/minute of the email.)

The Day Before the Exercise

- Send around an email to all personnel in the simulation venue/building to inform them that there will be a simulation tomorrow, and not to be alarmed by people running around . If they have a concern, give them a name of whom they should contact to verify whether indeed the strange occurrence is part of the simulation or not.

- Put up signs notifying passerbys' that a simulation is being conducted so that they don't become concerned.
- Visit the venue as well as the space to be used as camp sites. Ensure conference room, actor stations, site visit breakout rooms, and SIMCON Team office are set up as planned.
- Post photos and any site information sheets to the wall for stage 4 station site visits. Alternatively, set up a laptop at each station with photos on automatic loop play mode.
- Ensure flip charts, paper, markers are available.
- Ensure equipment – laptop, LCD projector, printer, etc. – is functioning as expected: test all equipment!
- Verify with venue organizer that the box/sack lunch and the post-exercise coffee break are arranged for the next day.
- Tape several copies of the simulation calendar on the walls: in the conference room, near the SIMCON Team Office, in the Site Visit rooms, in the “observation” computers, etc.

The Day of the Exercise

- Test all equipment once again.
- At least once every 15 minutes, check to ensure that emails are being delivered to designated recipients at designated times
- During every stage, check to ensure that outputs are being produced as required
- Several times each hour review the teams' expected outputs and update the “NEPALEX INJECT OUTPUT TRACKING LOG” accordingly, checking off when each team has completed a required task.
- Be on the lookout for unintended levels of tensions should they arise, especially at coordination meetings and at IDP sites. Before the situation gets out of hand, the SIMCON should help defuse tensions by asking roles or actors to step away for 5 minutes, or redeploy them to different stations or roles. We don't want people to get so emotional and angry in their roles that they derail the simulation or risk escalating conflict between participants.

Email the Night before, or Morning of

- Day 1 emails. Earthquake alert. Send everyone the first sets of emails as per timing on the tracking log.
- Remind everyone to be sitting and ready to go on day 2 at 0900 AM.

¹ You can enter any hour and minute into the “Do not deliver before” space: you are not restricted to the thirty minute increments listed in the drop-down menu.

Annex 6: Multi-Sectoral Assessment Checklist Template

(for Day 1 preparation exercise Groups 1-3)

Assessment Topic & Questions	List 2-3 relevant standards, indicators, guidelines
Site Type: Planned or Spontaneously Settled? Dimensions of site? Add 3-4 questions here.	
Shelter / NFIs How many with shelter? How many without? Add 3-4 questions here.	
Security What are main security and safety concerns at the site?	
IDP Data / Demographics Total site Population? % Male; % Female? No. of Households? Add 3-4 questions here.	
Protection/SGBV/Child Trafficking Registration is ongoing? Add 3-4 questions here.	
Food Security, Frequency of distribution of food (or cash/vouchers)? Service provider at site?? Add 3-4 questions here.	
Water Sources of potable water? Add 3-4 questions here.	
Sanitation / Hygiene No. of functioning toilets or latrines available on-site.? Add 3-4 questions here.	
Medical and Health Service provider at or near site? Mobile health facilities at site? Add 3-4 questions here.	

Annex 7: Day 2 Expanded Agenda

Location of ACTIVITY	CAMPS	DISTRICT OPERATIONS / COORDINATION CENTER	NATIONAL OPERATIONS / COORDINATION CENTER	OTHER
0800	Final Simulation Briefing and Instructions (WFP HSA STAGING AREA)			
0840	IDPs arrive / set-up at sites. Participants go to their starting positions. CM Teams go to sites 1, 2 and 3.			
Roles: Starting positions	CAMP MANAGEMENT TEAMS (3 TEAMS: 1NA, 1NP, 1APF) NRCS AT SITE 2 AND 3 WARD/RURAL MUN. PRESIDENTS IDPS (ACTORS)	CDO, DUDBC, IOM NA, NP, APF, NRCS MWCSC, MOH CARI, HADI, NSA, NWA UN HC/UNICEF/WFP (SIMCON) FOR COORDINATION	MOHA (MoUD/DUDBC Nat'l?) DONOR NATIONAL HEAD: NA, NP, APF UN HC/UNICEF/WFP (SIMCON) FOR COORDINATION	PHILANTHROPIST JOURNALIST BAZAAR / MARKETPLACE ACTORS (4-6)
0900	Simulation Begins.			
0900	Camp Management Teams arrive Ward/Rural Mun. Pres. Arrive Camp set-up Registration	DUDBC calls CCCM coordination meeting. Organize multi-sectoral assessment teams 1, 2 and 3 to visit each of the sites.	Injects requesting reports. Agencies submit reports.	Free to do whatever they need to do per role guides.
1000	Same as above. Host Multi-sectoral assessment Teams	Set up HIC. Sector coordination Multi-sector assessment mission to camps. (10-1130) Deliver assistance	Request information & reports / Inform CDO / DUDBC of policy, guidelines. Request updates. Provide funds based on funding requests.	Wild cards: Free to do whatever they need to do per role guides.
1100	Solve problems Situation Report Site improvements	Situation Reports DTM 1 Report Information exchange Coordination meetings Obtain funds/resources & deliver assistance Multi-sector assessment mission to camps. (10-1130)	Plans and organizes visit to the field (to Sites 1, 2 and 3) and then to CDO and DUDBC. Request updates. Provide funds based on funding requests.	Free to do whatever they need to do per role guides.
1200	Host high level MOHA/donor field mission Solve problems: Overcrowding, landowner issues site 2. Situation Report Site improvements	CCCM/ response coordination meeting Obtain funds/resources & deliver assistance HIC	Field Visit All are on high-level official field visit to the field (to Sites 1, 2 and 3) and then to CDO and DUDBC.	Free to do whatever they need to do per role guides.
1300	Solve problems: SGBV, CT, other Landowner issues site 3 Situation Report Site improvements Site governance committee	Situation Reports DTM 2 Report Information exchange. HIC. Coordination meetings Obtain funds/resources & deliver assistance Develop Sector Strategies Second Assessments (Car: 1-230)	Field Visit All are on high-level official field visit to the field (to Sites 1, 2 and 3) and then to CDO and DUDBC.	Wild cards: Free to do whatever they need to do per role guides.

Location of ACTIVITY	CAMPS	DISTRICT OPERATIONS / COORDINATION CENTER	NATIONAL OPERATIONS / COORDINATION CENTER	OTHER
1400	Solve problems: SGBV, CT, other Situation Report Site improvements	Second Assessments (Car: 1-230) HIC	Put pressure on CDO, DUDBC, SF, IOM and other providers to escalate their efforts. Request updates. Provide funds based on funding requests.	Wild cards: Free to do whatever they need to do per role guides.
1430	Solve problems: Different shelter assistance: tarps vs. CGI kits. IDPs upset not getting CGI kits. Situation Report Prepare 3-month site plan. Identify handover CM agency.	HIC. Start on 3-month CCCM/ Camp response plan	Put pressure on CDO, DUDBC, SF, IOM and other providers to escalate their efforts. Request updates. Provide funds based on funding requests.	Wild cards: Free to do whatever they need to do per role guides.
1500	Solve problems: Different shelter assistance: tarps vs. CGI kits. IDPs upset not getting CGI kits. Situation Report Prepare 3-month site plan. Identify handover CM agency.	Plan for new sites to accommodate or move IDPs to avoid overcrowding. HIC. Start on 3-month CCCM/ Camp response plan	Put pressure on CDO, DUDBC, SF, IOM and other providers to escalate their efforts. Request updates. Provide funds based on funding requests.	Wild cards: Free to do whatever they need to do per role guides.
1530	END	END	END	END
1600	DUDBC LEADS PRESENTATION ON CCCM 3-MONTH STRATEGY.			
1700	FIRST DEBRIEFING RUN BY SIMCON TEAM			
1800	END DAY 2			

Annex 8: Venue requirements

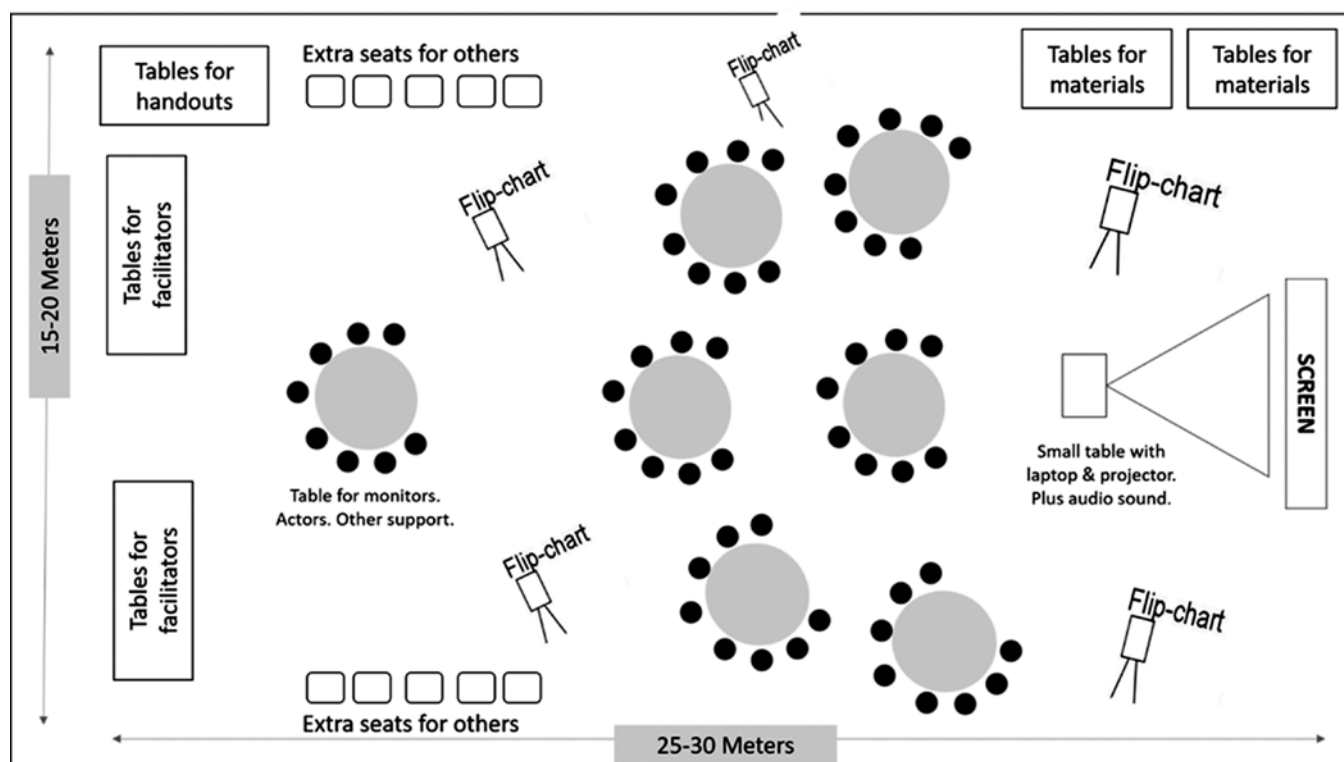
(for Day 1 preparation exercise Groups 1-3)

Venue requirements	
	24/7 Wireless connection to ensure that email injects works without interruption. 24/7 mobile phone calling and texting connection. Power point projector, audio system and screen
	1 large plenary room (with movable tables/island/banquet seating) to serve as both plenary room for briefing/debriefing and to represent the HQ/capital offices during day 2 of the simulation. On the day 2, this room can also represent the location for Kathmandu capital offices. Requires about 4-5 sq. m. per participant for banquet style seating with 7-8 people around movable tables. So if 60 people (including participants, trainers, actors), then minimum of 240 -300 square meters for the size of the plenary room. Set-up five-six island tables. 7-8 people per table, with a usable wall or a mobile wall to post a chart of dimensions ~1.25 meters X ~2.25 meters long.
	A second room (40-50 square meters) in another nearby building, to represent the District CCCM Coordination Hub, or if that is not possible, then it can be in the same building as the plenary room, though it should be on another floor, or require a 3-4 minute walk, to be separate from the plenary room which represents HQ/capital. Big enough to accommodate 10-12 participants.
	A Secretariat office (10-15 square meters) next to the plenary room for the simulation administration secretariat, to include immediate access to printer, copier, internet access, etc.
	4 break out rooms. Rooms (10-15 square meters each room) split between a couple of buildings in close proximity, within 2-5 minutes walking distance. Some will serve as offices in HQ, some as offices in the field.

Venue requirements	
	Field open space to simulate IDP Site 1: New Road/Tundikhel/Ratna Park: Large open area or field enough to set up 20-40 tents that you mentioned you would like the soldiers to set-up (1,000 – 2,000 square meters? For 40 tents at approx. 30m2/person for site design) if IOM is planning to have soldiers setup a camp site with tents in parallel to our table-top exercise. Even if this doesn't happen, part of the preparedness exercise could be to send a team out to measure an open area and then use Sphere standards to figure out how many people can be accommodated there and to then design the site. Also will have 6-8 actors playing IDPs at this site.
	Field open space to simulate IDP Site 2: Bouddha urban spontaneous camp & a nearby school. An open area next to a building to serve as Bouddha spontaneous urban neighborhood camp. Will set up 5-10 tents here with 6-8 actors playing IDPs. If also planning on nearby school as temporary shelter, then it would be good to also designate a building (warehouse or another building) which we pretend is the school. Doesn't matter if building is empty or not, as long as they don't mind a group of our participants walking through it making noise, taking measurements, etc. Site planners can then measure, and pretend that they have that building and apply Sphere standards. A warehouse or building that can represent an emergency shelter option such as a school.
	Field open space to simulate IDP Site 3: Sankhu fields in Shankarapur Village Council An open area to serve as this site and where we can set up 5-10 tents and have 6-8 actors playing IDPs hanging out.
	Water supply
	Electricity
	Washrooms
	Catering

Annex 9: Conference plenary room set-up

The diagram below suggests the layout of the plenary room that will be used for the Day 1 and Day 3 presentations and groupwork, and as offices for some of the roles during Day 2.



Annex 10: Technology, equipment and supplies

The simulation is designed to be supported with the following technology, equipment and supplies.

Equipment & Supplies	Venue requirements
24/7 Wireless connection to ensure that email injects works without interruption.	Day 1, 2 and 3
24/7 mobile phone calling and texting connection. Participants should be instructed to bring their mobile phones.	Day 1, 2 and 3
Power point projector, audio system and screen	Day 1, 2 and 3
Everyone will need access to email on a laptop or on a smart phone, and ability to receive and send.	Day 1 and Day 2.
Everyone must have immediate access to email and an assigned email address. Injects are sent via email.	Day 1 and Day 2.
High frequency radios for back-up communication.	Day 1 and Day 2.
2 laptops for SIMCON with Microsoft Office Suite. One for injects. One for presentation/briefing.	Before & during simulation/debriefing
25 laptops to be assigned to participants. One laptop per agency. One laptop per camp management team.	To be distributed to participants.
2 laser printers	1 for use exclusively by SIMCON
1 for use by Participants.	
6 flip charts, flip chart paper, 20 markers (black, blue, green)	During simulation/debriefing
3 red markers – thick point, one per group	For stage 3 revisions to plans.
2 reams of A4 paper	Before & during simulation/debriefing
2-3 extension cords	During simulation/debriefing
1 pad & pen per participant	During simulation/debriefing
2-3 roles of masking tape	During simulation/debriefing
2 pair of scissors	During simulation/debriefing
Photos representing the site conditions and IDPs at Sites 1, 2 and 3	During simulation on Day 2. Posted near each site.

Annex 11: Printing and photocopying requirements

The following files need to be printed and photocopied.

What?	Document/File Name	# of copies	Special instructions	For whom?
Guidelines and instructions for the Simulation Control Team	SIMCON GUIDE_FINAL.doc	5	Double-sided. Stapled.	1 for each of the main SIMCON Team.
Participant role assignments and contact list	Participant Role Assignments_Contact_List.doc	60	Double-sided. Stapled.	1 for each SIMCON Team member. 1 for each SF participant.

What?	Document/File Name	# of copies	Special instructions	For whom?
SIMCON Team Roles & Responsibilities	SIMCON Team Roles_Responsibilities.doc		Single-sided	1 for each SIMCON Team member and support staff.
SIMEX SF Participant Role Guides.	In the folder: SF SIMEX Role Guides	5	5 copies of each role. Double-sided, and stapled, if necessary.	1 copy per SF participant, per assigned role. 1 copy for each SIMCON Team member.
SIMEX SF Participant Role Badges.	In the sub-folder : SF SIMEX Role Guides/Envelope_Badges_RoleTentCards	1	1 of each, inserted in to a role badge lanyard.	1 role tag per SF participant, per assigned role.
Role Envelopes for Resources	EnvelopeLabels.doc	1	This file is used to print labels to place on envelopes in which the resources for each role will be placed.	Distribute envelopes to each respective role on Day 1, when roles are assigned.
Table for assigning actors	Table of Actor Roles.doc	15	Double-sided. Stapled.	1 copy distributed to each actor. 1 copy for each SIMCON team member.
Multi-sector assessment checklist (Template for Day 1)	In the sub-folder: Google_Forms_Templates_CCCM/ Day 1 Multi-Sector Rapid Assessment Checklist	24	Double-sided. Stapled if necessary.	1 copy for SIMCON Team. One copy for each participant in groups 1-3, Day 1.
Multi-sector assessment checklist (Completed)	This document is created by compiling the results of Groups 1-3, for the multi-sectoral assessment groupwork on Day 1	24	Double-sided. Stapled if necessary. Electronic version also to be added to the Google Site.	1 copy for SIMCON Team. Remaining for DUDBC/IOM to distribute at Day 2 morning coordination meeting to those joining the multi-sectoral assessment teams.
Stations 1-3 site information and photos.	SITE 1 TUNDIKHEL.doc SITE 2 BOUDDHA AREA.doc SITE 3 SANKHU.doc Plus the photos that IOM Nepal created for posting at each site.	3 of each	Single sided. To be posted at/near each respective site.	1 copy for SIMCON leader. 1 copy for SIMCON member supporting Camp Managers. 1 copy to be posted at each site for reference by camp managers and visiting responders, assessment teams.
IDP Role Guides for Sites 1, 2 and 3	In the folder: IDP Role Guides Final	2	Single sided.	1 for the SIMCON member supporting the IDPs at the site. 1 different role guide to be assigned to each volunteer playing an IDP.

What?	Document/File Name	# of copies	Special instructions	For whom?
SIMEX CCCM Guidelines	In the sub-folder: Google_Forms_Templates_CCCM/CCCM_Site Plan Tools	50	Double-sided.	1 for SIMCON Team. Remainder to be distributed at the beginning of Day 1. One each to every participant.
Site Planning Guidelines and Minimum Standards	In the sub-folder: Google_Forms_Templates_CCCM/CCCM_Site Plan Tools	15	Double-sided.	1 for SIMCON team member supporting Group 4: Site Planning on day 1. The remainder to be distributed to the participants in Group 4 Site Planning team.
Table-ten cards for each SIMEX agency role office	TableTents.doc	1	Single-sided on card stock	These are used to designate the offices / desks for each SIMEX agency role.
Resource Cards (food, water systems, tents, etc.)	In the folder: Resources	See instructions	To know how many to print, you will need to add up all resource needs as stipulated in the role guides, and then add another 50% of each to supply the marketplace role.	These are distributed in envelopes to each respective role. The remaining resource cards are placed in a box and used to supply the marketplace role.
Map showing the starting location for each role	If the simulation is held at the HSA, then this file can be used: OFFICES STARTING MAP.doc	60	If the event is held elsewhere, a new map of starting positions will need to be created.	1 for each SIMCON Team member, support and 1 for each participant in the role play.
Back-up paper copies of all the injects	DAY 1 NEPALEX INJECTS_FINAL.doc DAY 2 NEPALEX INJECTS_FINAL MASTER.doc DUDBC Briefing_Meeting Agenda.doc	5	Single-sided. Five separate sets. These are to be used in case the email inject system fails. They will have to be distributed by hand.	For the SIMCON Team to distribute if the email inject system fails.
Evaluation Form	CCCM Evaluation Form.doc	45	Single-sided.	To be distributed to participants on Day 3, for final evaluation of the simulation.

Expected Performance: DUDBC and Camp Management Teams

The following accomplishments or activities would indicate successful performance during this simulation for the following roles: DUDBC and Camp Management Teams.

Role	Measure of success
DUDBC	<p>Lead and coordinate the CCCM cluster. Organise and facilitate CCCM cluster meeting(s) at 0900, 1200 and 1500.</p> <p>Support and coach SF in performing their camp management roles. Work with CDO and heads of security forces in the simulation to ensure that in the immediate term, that Security Forces (SF) serve as camp site managers for camps and camp-like settings. Advise and coach the security forces on their camp management role and responsibilities, as well as on the reports they must produce during the simulation.</p>

Role	Measure of success
	<p>Help organize two interagency multi-sectoral assessments – Support and facilitate other agencies in organizing two interagency multi-sector assessment teams, comprising security forces, NGOs and NRCS, visiting the affected sites to assess conditions and identify needs of the displaced. SIMCON suggests that the first one happen at 1000AM, and the second at 1330. Assign lead agency for each multi-sector assessment team.</p> <p>Gather data to populate the DTM report for three sites. Request reports from camp managers, cluster members, service providers, assessment teams to gather the data necessary to produce and share DTM reports for the sites.</p> <p>Produce other useful information products to support effective camp response and coordination. Contact list. 3W for each site. DTM. Google Site hosting the NEPALEX Simulation Toolkit and various reports generated during the simulation: Sitreps, Multi-Sectoral Assessment Report, etc.</p>
Camp Managers	<p>Ensure effective camp management: communicate with IDPs, involve them in governance and management of the site, identify needs and gaps and recruit service providers (SF, NRC, NGOs, others) to address these needs.</p> <p>Monitor and report on the situation, numbers and needs at the camp site (information provided in the injects and site condition reports). Report using both the Site Camp Management Report and/or the Site DTM report as required.</p> <p>Register and open two-way communication with the IDP (actors) who are at your site. At your site there will be 6-10 people playing the roles of IDPs. Use the registration template to register IDPs.</p> <p>Host and meet with agencies and service providers who visit the site.</p> <p>Help mediate and manage tensions or conflicts which may arise at the camp site.</p>

Expected Performance: Service Providers

The following accomplishments or activities would indicate successful performance during this simulation for the following roles: CARI, HADI, NSA, NWA, NRSC, MWSC, MOHP, NA, NP, APF.

	CARI	HADI	NSA	NWA	NRSC	MWSC	MOHP	NA	NP	APF
Fixing the number of IDPs at each site										
Using minimum standards to determine need and calculate gaps (water, latrines, Tents, etc.)										
Visiting the field. Organized and sent teams out to sites to conduct interagency multi-sectoral assessments.										
Meeting and interacting with the IDPs. Collecting information.										
Meeting and interacting with the camp management teams. Collecting information.										
Collecting and sharing information for use in planning, prioritizing and coordinating response										
Delivering assistance (resource cards) according to greatest need. Addressing and filling gaps.										
Delivering assistance (resource cards) according to greatest need. Addressing and filling gaps.										

	CARI	HADI	NSA	NWA	NRSC	MWSC	MOHP	NA	NP	APF
Learning and applying the game rules: <ul style="list-style-type: none"> • Requesting funds from donor or MOHA • Seeking and acquiring necessary information and IDP data • Acquiring and transporting assistance to camps • Calculating needs and gaps 										
Learning who's who in the simulation										
Setting up useful sector coordination mechanisms										
Using the CCCM Information Services										

Expected Performance: Others

The following accomplishments or activities would indicate successful performance during this simulation for the following roles: Security Forces, Donor, MOHA, Ward Presidents, MWCS, MOHP, Philanthropist, Journalist, Marketplace.

Role	Measure of success
Security Forces' Roles: NA, APF, NP	Organizing staff to serve as temporary camp management teams. Fixing the IDP population. Coordinating, logging and reporting on the incoming relief assistance. Setting up governing committees in the camps. Reporting and managing information flow.
Donor	Release all funds. Requested and obtained additional funds from SIMCON Lead.
MOHA	Established national level coordination center with other ministries, donor, IOM, etc. Organized a high level VIP visit to field. Asked questions demonstrating knowledge of protection principles and minimum Sphere standards. Released funds and assistance based on needs.
Ward Presidents	Participates on the camp governance committee. Advocates and serves as a spokesperson for affected community and IDPs. Successfully receives assistance.
MWCSP	Organizes a protection sector group with other actors. Identifies and responds to SGBV and child trafficking incidents.
MOHP	Identified, monitored and reported on illnesses and potential disease outbreak risks in the camps.
Journalist	Interviews key actors in the simulation. Produces at least two one-page news stories.
Marketplace	Money earned from sales.
CDO	Got agencies to sign-up sector leads. Established coordination and communication link with DUDBC, ward presidents.



PARTICIPANT GUIDE

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Camp Coordination and
Camp Management

IIM MIGRANT

IIM MIGRANT

Manager

Camp Manager

Simulation Purpose

During the simulation, you and other participants will play roles requiring you to participate in the camp coordination and camp management cluster and coordinate with other actors involved in the humanitarian emergency response to persons affected and displaced temporarily due to an earthquake.

The simulation action starts a couple of days after the earthquake, though we will not simulate any search, rescue, rubble clearing or evacuation efforts. The focus of the action is on responding to the displacement in camps and the ensuing humanitarian needs, as well as the coordination and application of standards of this response, avoiding disparities between the camps, addressing gaps and duplication of services, addressing SGBVT and Child Trafficking issues, etc.

This simulation serves as a capstone learning experience following your participation in the IOM

CCCM training. This simulation will enhance your capacity to:

- describe CCCM structures, activities, roles and responsibilities
- set-up and improve planned and spontaneous IDP camp sites and serve as temporary camp managers
- coordinate with other government, NGO and international actors in camp coordination, camp management and humanitarian response
- Identify needs and gaps through a field assessment and interaction with affected population
- apply basic minimum Sphere emergency standards/indicators for shelter, potable water and sanitation (toilets/latrines).
- Monitor, address, refer protection related issues in IDP camps and camp like settings (including SGBV and child trafficking concerns)

Simulation CCCM Scenario

The exercise scenario will model one district or area affected by an earthquake resulting in tens of thousands displaced. The central scenario for this exercise will be massive displacement to temporary camps caused by an earthquake affecting Kathmandu Valley and surrounding districts. The simulation scenario is an earthquake affecting several provinces, though the simulation only focuses on camp management and coordination at three sites within one district. So, the locus of the coordination and response in this simulation is primarily district/local (not provincial or national).

The simulation focuses on coordinating needs assessment, camp management and humanitarian response to three physical sites in this simulation:

- Site 1: Tundikhel (Planned site). Designated open (planned) site – open field (urban setting).
- Site 2: Bhouda Area (urban street/plot/with nearby school setting). Spontaneous site (urban)– local affected displaced in tarps/tents near their damaged or destroyed buildings. IDPs also settling at neighborhood school and schoolyard that was not destroyed.
- Site 3: Sankhu (more rural field setting). spontaneous site in remote Kathmandu Valley village type location. People displaced from their homes to fields near their homes.

During the simulation each site will be simulated by a

specific location including a few tents and individuals acting as IDPs.

During the simulation you will be receiving information about these sites, including the area available (in square meters or hectares), the number of IDPs at the site, which changes throughout the day, and some basic data or indicators related to water/food/shelter/sanitation/health conditions. Based on this information, those of you playing camp manager, NGO or other provider roles can calculate needs and gaps using minimum sphere standards.

The simulation dynamic is driven by the following inputs and factors:

1. A briefing on day 1 on the disaster scenario details and dynamic (earthquake and displacement).
2. Numerous injects and instructions that the simulation administrators will inject into the simulation and which you will receive by email.
3. You, the participant, acting out your role and applying the knowledge you have gained you're your own disaster response experience and from participating in the CCCM training.
4. Interactions, requests and demands that participants make on each other during the simulation.
5. Interventions made by the SIMCON Team during

Participant simulation roles

The simulation is written for 44-48 participants from the Security Forces, each of whom will assume one of the following roles (some roles have 2-3 people in that role, representing the head of the agency and their staff or assistants). For your assigned role, you will be given a role guide describing your role, objectives and key activities during the simulation.

You may or may not play a role which are equivalent to what you do in real life, given that the purpose of this exercise serves as an experiential learning exercise to increase your awareness of CCCM and to apply what they learned in the CCCM. For simulation purposes, only two administrative levels will be simulation: 1. National/Provincial (combined) and 2. District/Local. You will be assigned to one of the following roles:

1. MOHA (NEOC Director) and assistant
2. Nepali Army National Director
3. Nepali Armed Police Forces National Director
4. Nepali Police National Director
5. Nepali Army District Officer and Staff (who will be deployed as a camp management team)
6. Nepali Armed Police Forces District Officer and Staff (who will be deployed as a camp management team)
7. Nepali Police District Officer and Staff (who will be deployed as a camp management team)
8. Ministry of Women Children and Senior Citizen (MWCSC). Head and Staff.
9. Ministry of Health and Population (MOHP). Head and Staff.

List of acting roles

The simulation is supported by another 35-40 people who will play acting roles, including those listed below.

1. Site 1 IDPs (8-10 people, including mix of females and males, playing different ages)
2. Site 2 IDPs (8-10 people, including mix of females and males, playing different ages)
3. Site 3 IDPs (8-10 people, including mix of females and males, playing different ages)
4. Humanitarian Coordinator
5. Owner of Site 2 Bhouda Lot (land) where IDPs are settled spontaneously

10. Nepali Red Cross Society. National Director.
11. Nepali Red Cross Society. District Head and local staff.
12. Chief District Officer (CDO) and Assistant.
13. DUDBC serving as CCCM Lead. Head and Staff.
14. IOM (played by IOM staff) serving as CCCM co-leads, Camp Management advisors and Information management advisors in support of the camp coordination and camp management efforts.
15. Humanitarian Aid and Development International (HADI)- International NGO. Primary sector is WASH, though also active in other sectors. Head and Staff.
16. Cooperative Aid and Relief International (CARI)- International NGO. Primary Shelter sector, though also active in other sectors. Head and Staff.
17. Nepal Water and Health (NWAH). Nepalese NGO. Head and Staff.
18. Nepal Shelter for All (NSA). Nepalese NGO. Head and Staff.
19. Ward President – Site 1. Is part of displaced community at Site 1.
20. Ward President – Site 2. Is part of displaced community at Site 2.
21. Rural Municipality President – Site 3. Is part of displaced community at Site 3.
22. Journalist / Videographer*
23. Private philanthropist*
24. Donor*
25. Bazaar/ Marketplace*

6. Owner of Site 2 Phula Bagica Private School where some IDPs are settled spontaneously
7. Owner of Site 3 open field at Sankhu
8. Orphanage Friends and Kids Everywhere (OFAKE) Director.
9. Manna Aid and Shelter Services (MASS). This is a newly arrived NGO providing shelter and food assistance
10. Uplifting Women and Children (UWC). This is a human rights NGO advocating for the rights of women and children
11. Mayor

Simulation Control Team (SIMCON)

The simulation is managed, controlled and run by a simulation control team consisting of the lead simulation designer and director (SIMCON Lead), four SIMCON assistants and a number of other support roles. Prior to the event, the SIMCON team members advise and help to tailor refine and finalize the simulation package

materials, agenda and injects. During the event, they help with setting up the venue, sending out injects, and running the simulation, including: delivery of messages, delivering messages, controlling and monitoring actions and outputs, coaching certain roles, trouble-shooting and debriefing the exercise.

Simulation schedule and structure

The simulation event occurs over a three-day period. On Day 1, you will review CCCM and camp management objectives, activities and sectoral standards, and receive an initial simulation briefing. On Day 2 you will participate in the simulation exercise playing one of the

forementioned roles. On Day 3, you will reflect and discuss your lessons learned and identify handover priorities. The following are indicative agendas for each day. They may be modified further before the event begins.

Day 1: CCCM Preparedness and Simulation Briefing

Day 1 consists of presentations and groupwork to accomplish the following:

- Participants review CCCM cluster coordination objectives, roles and activities.
- Review key camp management roles, responsibilities, and standards.
- Prepare for multi-sectoral assessment by reviewing key standards (Sphere) related to camp set up and sectoral service provision
- Assign simulation exercise roles
- Review the simulation exercise instructions, structure and rules

Time	Session activity
0830-0945	Opening Ceremony / Group Photo
0945-1115	Introduction to the three-day CCCM Event
1140-1225	CCCM Preparedness Task 1: CCCM Roles and Activities
1225-1320	Simulation Briefing A: Assigning Roles
1320-1415	Lunch
1415-1545	CCCM Preparedness Task 2: Protection and Standards
1545-1600	Break
1600-1645	CCCM Preparedness Task 3: Information and Telecommunications Check
1645-1745	Simulation Briefing B: Resources, rules and reporting
1745-1830	Wrap-up

Day 2: Simulation Exercise

Day 2 consists of a dynamic simulation exercise simulating displacement and associated humanitarian and protection issues, camp set-up, camp coordination, camp management, humanitarian assistance,

assessment and reporting based on response to three IDP camp sites, from right after the earthquake to 4 weeks after the earthquake.

Time	Session Activity
0800-0845	Telecommunications Check and Final Briefing
0840-0900	Go to your starting positions and offices. Prepare. Camp set-up. IDPs arrive. CM teams go to their assigned sites.
0900-1000	Simulation begins. CCCM Coordination Meeting called by DUDBC. Others visit the sites and deliver assistance. Assess situation. Some stay to monitor injects and report.
1000-1100	Interagency multi-sectoral assessment mission to the camp sites
1100-1115	
1115-1200	Boxlunch.
1200-1300	Coordinate. Raise funds. Obtain and deliver assistance.
1300-1400	Solve problems. Forge partnerships.
1400-1500	Coordinate. Deliver assistance. Solve problems as they emerge.
1500-1600	Assess needs and situation. Report.
1600-1700	CCCM Plan: Three-month CCCM strategy and sector strategies
1700-1800	Initial debrief

Day 3: Simulation debriefing

Day 3 consists of presentations and groupwork to debrief lessons learned and discuss requirements for camp handover to civilian, Red Cross or NGO camp managers.

Time	Session Activity
0830 -0915	Results and Assistance Gaps: By the numbers
0915-1000	1st reflection: Accomplishments & Set-backs
1000-1020	Break
1020-1200	2nd reflection: Coordination & Standards.
1200-1300	Ceremony
1300-1330	Lunch
1330-1500	3 rd reflection: Handover Priorities
1500-1530	Closing and evaluation

Sector standards relevant to this simulation

The following minimum standards are the only ones relevant to this simulation and planning YOUR response:

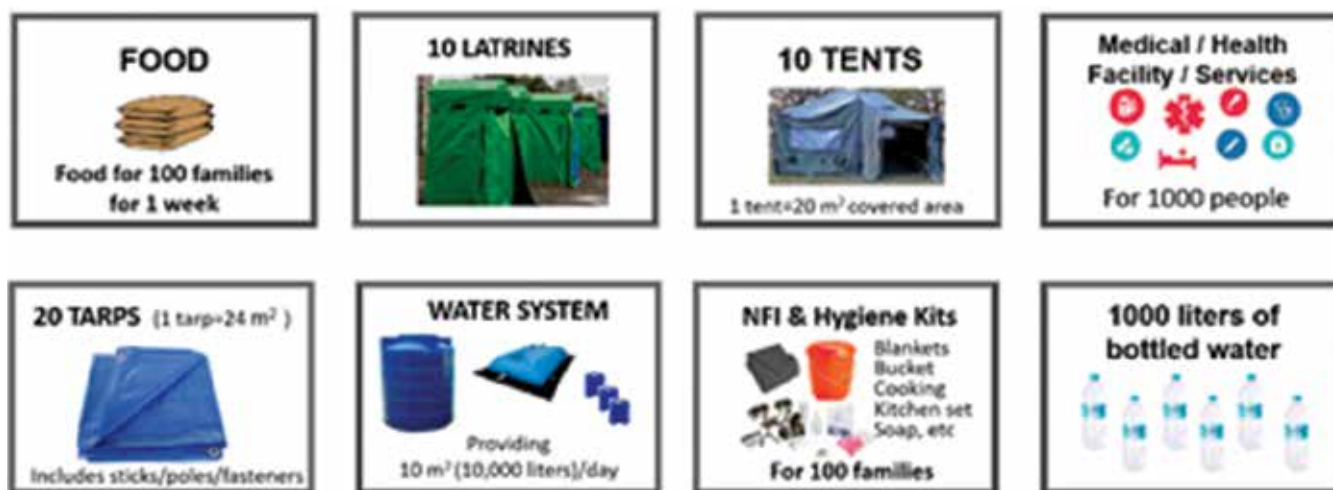
- Water: 15 liters/pp/day (one water system coupon provides 10 cubic meters of water daily)
- Toilets/Latrines: 1 latrine/20 people (one latrine coupon is equivalent to 10 latrines)
- Covered shelter (e.g. tents): 3.5 m²/person (One tent coupon is equivalent to 10 tents)
- Food: (for simulation purposes only) Sufficient food coupons for one month. (One food coupon meets food needs for 100 families for one week).
- Medical/health: (Assume for simulation purposes that this represents sufficient medical/health professionals and services for the given population number (One health/medical coupon provides adequate health professionals, mobile clinic and health services for 1000 people)
- Site planning standard: 35-45 m² for site planning, for roads and pathways, distance to water access points, number of latrines, distance to latrines, lighting and latrines separated by sex, drainage, and distance from refuse container to living space. Where spontaneous sites arise, then site improvement strategies and plans are requested.

Simulation resources and rules

Humanitarian Assistance Resource Cards

During the simulation, we simulate relief assistance and transport through the use of Resource Cards and Transportation Envelopes. Assistance is simulated

using the following resource cards that participants either have in stock or can purchase at the simulation "marketplace".



For the purposes of this simulation, participants don't need to worry about:

- Type or kind of food (this is assumed to be factored in to the coupons)
- Nutritional value (they are to assume that this is already factored into)
- Disaggregation or distribution points (Assistance is handed to the camp managers)
- Type or kind of medical assistance

- Type or kind of hygiene kit or NFI
- They are only to worry about quantity of food as per food coupon value and numbers of displaced requiring food assistance
- CBI (Cash Based Initiatives)

In addition to the relief assistance coupons, there are also coupons representing money/cash that can be provided to IDPs or can be used to purchase items in the marketplace.

Transporting and delivering assistance to the sites

Relief items must be transported in truck (truck envelope), illustrated by the image below.

Camp management teams are to keep records and report on what has been delivered, against the total quantity required for the size of population at the camp. The size of the population is sent to them in a memo inject, and it will increase throughout the day.

Transport rules

- **Capacity of 1 truck:** Each truck can transport & deliver 10 cards at a time, of any type of assistance, excepting cash coupons. For this simulation, there is no limit to the number of cash coupons that can be transported and delivered by the truck envelope.
- Participants deliver assistance by taking cards out of truck and giving them to camp managers.
- Once assistance is delivered it is “used” and cannot be redelivered somewhere else. Once a card is played, it is being used (it is not available to solve other needs or problem) – placed by CM in resources used envelope. Camp managers count, record and report on the assistance, then place it in “resources used” envelope.
- The truck envelope is returned to the assistance provider to be used once again for transporting resources.
- Once truck delivers assistance, (the envelope is emptied), it can return and transport more relief items.





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