



UN-HABITAT Sri Lanka

United Nations Human Settlements Programme

COMMUNITY ACTION PLANNING GUIDELINES FOR REBUILDING OF TSUNAMI AFFECTED COMMUNITIES Sri Lanka



UN-HABITAT

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1. Introduction:

Tsunami affected communities identified under the project will be assisted in identifying their immediate needs and actions required to meet these needs. These communities will implement their plans with the support of the local authorities, NGOs and UN HABITAT with the resources provided by the Project and others. Community Action Planning, which develops the capacity of the communities to take appropriate action for their own development will be the framework for the implementation of actions decided by the communities. It is important that the community prepares the Community Action Plans themselves. This would help in the communities in internalising the plans and taking responsibility for their implementation and maintenance. This will be carried out in the form of workshop with the CDC members and their support organisations .

The identification of needs should not be viewed as making a 'wish list` of what they want to be provided as an entitlement, but as a process of understanding their present situation and what they need to do to overcome their present situation in the shortest possible time. The emphasis is on the process of understanding and reacting to rebuild their lives rather than physical products like a house, a water tap or a toilet, although they may be out puts of a process. The Community Action Plans should not be predetermined on the basis of what the project resources can provide but the plans should identify actions required to overcome the trauma bring back normal life.

2. Preparation for the Workshop

The size and representation of the community at the workshop is of critical importance. Ideally the number of participants at the workshop should be about 25. If the membership of the CDC is about 25, it would be ideal. If the CDC's membership is less than 25, some community members can be co-opted. It is also important that female members are well represented.

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It is always a good idea to hold a mass meeting of all the members of the settlement a few days before the workshop. This can also be done at the time of forming the CDCs. It gives an opportunity to explain to the whole community, what is going to happen, decide on a date, a venue and arrangements for refreshments. Announce the point that mothers can bring their babies to the workshop.

3 Venue: Ideally the venue could be a community hall, a classroom or any public building within the settlement or very close to it. If a suitable building cannot be found, an open space where people can sit on the ground is also fine during daylight hours and if no rain is anticipated. Make sure that there is space for smaller groups of 6 to 8 to sit around and discuss.

4 Refreshments: Since the workshop is conducted over a day and it could take up to 6 hours, it is always a good idea to have a break after two sessions and have something to eat and drink. Make sure that the meal is not grand.

5 Material to be used in the Workshop:

- i) 1 Dozen Flip Chart Paper;
- ii) 8 Marker Pens (Black, Blue, Red & Green);
- iii) 1 Masking Tape;
- iv) 1 Scissor;
- v) 1 Measuring Tape;
- vi) 1 String to hang flip charts
- vii) 1 stapler

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Guiding Principles:

- Community Action Planning is a process for action and not a blueprint for future development;
- Solutions to problems are with the people and the role of the facilitator is to extract the solutions from the people;
- Community Action Plans should not be predetermined but be generated by the affected communities;
- Refrain from lecturing to the community; rather conduct the workshop as a discussion;
- Ensure the participation of all interest groups, especially women and people engaged in different vocations;
- Facilitate inputs of all groups and do not allow one group or the leadership to dominate the discussion; remember that an issue that may seem unimportant to one group may be critical to another;
- Refrain from drawing and writing too much; it is easier to absorb and remember a few points rather than a long list;
- Use simple language and avoid complicated terminology;
- Keep it as simple as possible.

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Workshop has nine sessions as follows:

- (1). **OPENING:** *What is the Workshop is about?*
15 minutes General session
- (2). **SOCIAL MAPPING:** *What we lost what we have now?*
30 minutes General session
- (3). **IDENTIFICATION:** *What are the problems?*
30 minutes Group session
- (4). **PRIORITIZATION:** *What are the priority problems?*
30 minutes General session
- (5). **STRATEGIES:** *What are the approaches to solve the problems?*
30 minutes Group session

LUNCH

- (6). **OPTIONS AND TRADEOFFS:** *What are the practical actions?*
30 minutes General session
- (7). **PLANNING FOR IMPLEMENTATION:** *Who does what, when and how?*
30 minutes Group session
- (8). **IMPLEMENTATION AND MONITORING:** *How and who will follow up and monitor?*
30 minutes General session

TEA

- (9). **PRESENTATION:** *Presentation of the Plan to the whole community.*
45 minutes Whole Community session

COMMUNITY ACTION PLANNING

SESSION 1: OPENING: What the Workshop is about? 15 Minutes

What is the Task?

The goal is for all the participants to understand what the workshop is about and what is going to be achieved at the end of it, get to know each other and establish workshop norms.

How to go about doing it?

This is a general session with all the participants and should ideally be chaired by the leader of the Community Development Committee. The chair should welcome the participants and open the workshop with few words of encouragement.

Next the workshop facilitators should introduce themselves and call the participants to introduce themselves. In the introduction the participants can say a few words about themselves e.g. how long they have been living in the settlement, how they have been affected by the tsunami, what he/she is doing etc. This should be done to create an open and congenial atmosphere for the workshop.

Then the workshop facilitator should explain the purpose of the workshop briefly but very precisely. Explain what is going to be achieved at the end of the workshop but do not in anyway pre-empt the solutions to the problems. E.g. do not say that they should build houses, toilets or establish a micro-credit fund. Do not try to explain all the sessions of the workshop at this stage. Each session has to be explained at the beginning of each session. The facilitator has to take the group through a process of realization of their present condition following the tsunami, how they are coping with the situation. Finally use this session to establish some workshop norms. These norms should be set by the participants.

Things to consider

- Emphasize that the solutions to problems are with the people and that they need to identify them and act for their own development. (one may repeat this)
- The group should think about as to why they have settled down in the present location? Specific advantages and opportunities?
- The group should reflect (think about) on their present situation considering everything from livelihood, health, education, services etc.
- Emphasize that the project or the authorities are not there to “provide” for them but will support them to achieve what they need.
- The Facilitators of this session has to be well acquainted with the goals, objectives of the Project.

What is the outcome?

A shared understanding of what the workshop is going to achieve and set of workshop norms.

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SESSION 2: Social Mapping: What have lost and what do we now?

30 minutes

What is the task?

At the end of the session the participants will draw a diagram of their settlement and have an understanding of what they is left in the settlement and also what they have lost for the tsunami.

How to go about doing it?

- Explain the objective of the session; draw the area and direction of the map (East, west, north, south) with the seaside marked.
- Draw it on a flip chart paper.
- Don't direct the people, in fact it is better to leave them to do it on their own.
- Tell them to draw the houses, roads, drains, latrines, tube wells, schools, educational Institutions, temples, mosques, and mark what as been destroyed and what remains.
- After they have finished, ask them to explain the maps.
- If possible collect other peoples opinion for the confirmation of the validity of the map.

Things to consider

The facilitators have to be very careful about everyone's participation during the drawing of the map of the settlement.

Outcome of the session:

A social map of the settlement with destroyed and damaged buildings and what remains.

SESSION 3: IDENTIFICATION: What are the problems? 30 Minutes

What is the task?

Participants working in groups should identify the problems that they face; economic, physical, social, health and others.

How to go about doing it?

For this Session participants have to be divided into four to five groups. The division into groups could be done by participants saying one, two three four starting from one side. The persons who said one will be group one and who said two will be group two and so on. This would ensure a gender balance since it is likely that at the general session all the males would be sitting together and the females together.

The Facilitator should explain that each group should make a list of what they consider as the problems that the people are facing and to whom is it a problem. Do not give examples of problems because then the participants tend to think only on that line.

The groups should sit at the four corners of the room or different places in a manner that will not disturb each other. They should have a flip chart paper and colored pens. Each group should appoint a scribe and spokesperson to do the presentation. The Facilitator should move around the groups and make sure that all the group members have a chance to contribute their ideas. They should consider to whom is it a problem and why?

Things to consider?

The problems can be what is affecting them immediately: living in the camp, rebuilding their homes, education, health, family, social, economic. Participants should go through a process of realization of their present situation. Since the general problems like rebuilding their homes and means of income are obvious, there are particular problems faced by different groups that need attention.

What is the outcome?

A list of the problems with to whom it is a problem?

SESSION 4: PRIORITISATION: What are priority problems? 30 Minutes

What is the task?

To get the groups to present what they have identified as problems and discuss to whom is it a problem and why? Problems can be endless but there are some things that can be addressed and it is necessary to prioritise them.

How to go about doing it?

This is a general Session where each group will present the list of problems. The flip chart paper that the groups used to write the problems have to be put up close to each other and the spokesperson from the group should do the presentation. It is important to put up all the charts and not one by one. This facilitates the comparison and to see the problems that all the groups or majority of the groups have in common.

During the presentation, the Facilitator should allow others to ask questions in order that everyone understands the problem. In this manner a discussion around the problem will be generated but it should not veer off to discussing solutions at this stage.

Then the Facilitator should put up a blank sheet of flip chart paper. Through the discussion she/he should start listing the problems in one chart.

How to prioritise the problems?

The priority of a problem can vary with the individual. Collectively there may be some agreement on the priority of the problems. Some like housing and income earning opportunities may be obvious but there may be others that may not be apparent.

Things to consider

Facilitator also should ask pertinent questions like “why is it a problem?” or “to whom is it a problem?”

Problems that all feel that they are affected. Problems that may be felt by certain families, especially children and women.

What is the outcome?

A list of prioritised problems.

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SESSION: 5 STRATEGIES: What are the approaches to solve the problems?

30 Minutes

What is the task?

The goal is to identify different ways of tackling the prioritized problems and prepare a list.

How to go about doing it?

The participants form into groups again and they should be given the prioritised problems and requested to identify the actions required to address the problems.

Things to consider

It is necessary to remind them that any problem may have different solutions and that they need to consider as many options as possible.

What is the outcome?

A list prepared by each group of the different approaches to solving the problems.

SESSION 6: OPTIONS AND TRADEOFFS: What are the actions? 30

Minutes

What is the task?

The goal is to identify from all the approaches, actions that can be realistically undertaken by the community to solve their immediate and long term problems.

How to go about doing it?

The spokesperson from the group will present the list of solutions that the group had identified to a session of all the participants. The facilitator plays an important role in this session to articulate the tradeoffs for all the options presented, considering time, cost and practicality. Having articulated the tradeoffs the facilitator then should allow the participants to discuss amongst themselves and come to agreement on the option that they would wish to implement. The facilitator should put up a blank sheet and start writing the options or the actions that the participants wish to implement.

Things to consider

The practicality of the option to be implemented considering cost, availability of space, time that it would take to implement and the implications and the benefit and to whom?

What is the outcome?

A list of agreed actions that the community would implement with the support of the project and the authorities to address their immediate and long term problems.

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SESSION 7: PLANNING FOR IMPLEMENTATION: Who does what? Where?

When?

30 Minutes

What is the task?

The goal is to prepare a step-by-step plan of action in implementing the priority actions. Action plans should address who does what? where? and when?

How to go about doing it?

First, recall what you did the previous sessions and go through the list of actions that have been agreed. Form into four groups and each group would take three or four actions depending on the number of actions agreed in the previous session. The Facilitator should allocate the actions to the different groups and related actions to could be allocated one group.

Things to consider?

For each agreed action (option) what are the step-by-step actions necessary to implement.

Who will do the task? The who? should not be general but be very specific. Whether it is the community, local authority or other organization? If it is the community, whether it is the CDC or a specific primary group. What kind of skills and training is required? What kind of tools will be needed? When will the actions start and how long it will take.

What is the outcome?

A chart filled out with step-by step actions necessary to implement the agreed action/option. A map locating different facilities to be established.

SESSION 8: IMPLEMENTATION AND MONITORING: How to organize the implementation? how to check?

What is the task?

The goal here is discuss and agree on how to organize the implementation (how things are going work?) and who is going to check? How will the checking be done? What kind of information will be gathered?

How to go about doing it?

The groups will present the step-by-step action necessary to implement the agreed actions. An in depth discussion has to take place and everybody should have a sound understanding of how different things are going to take place. The Facilitator should take the discussion to a conclusion and write on the flipchart paper all the decision taken. Funding arrangements and monitoring systems should be discussed in detail.

Things to consider

Institutional arrangements for the flow of funds for community work. Assignment of different tasks groups. Information required? how to do it? Recording mechanisms for money, material etc.

What is the outcome?

A detail plan of the institutional arrangements to implement the actions and the mechanisms of monitoring and control.

SESSION 9: PRESENTATION

30 Minutes

What is the task?

The outcome of the exercise is presented to the whole community by the members who participated in the workshop. The goal is for the community to be informed of the decisions made regarding their development, to have the comments of the wider community and to ascertain their agreement.

How to go about doing it?

The community representatives who took part in the workshop put up both the map and the sheets of session 6, 7 and 8 and take turns to explain each of the actions planned. The Facilitator should invite comments and observe whether there is general approval for the ideas. If ideas for improvement come from the floor they should be incorporated.

Things to consider

A large enough place to accommodate the crowd. It can be an open space outside. Try to have the local authority officials to be present for this session. Keep it short since by this time everybody is probably tired.

What is the outcome?

Community Action Plan accepted by the community for implementation.