



# NFI Working Group Workshop

Jacaranda Hotel, Nairobi. 7 – 9 December 2016



# **GLOBAL SHELTER CLUSTER**

December 10, 2016 Authored by: Shelter Cluster

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#### I. INTRODUCTION

The purpose of the workshop was to discuss and make recommendations on how to best gather and disseminate good practices on NFIs and look at good practices for meeting household needs. In the course of the workshop, an effort was made to collect resources such as good practice documents and examples of tools used in the field as they became apparent. The workshop which was supported by ECHO funding was convened in Nairobi at the Jacaranda Hotel from 7 to 9 December. 26 participants from 11 agencies (including 1 government official) covering 11 countries (and 2 with global responsibilities) and was jointly facilitated by the two focal point agencies for the NFI Working group, IFRC and UNHCR.

#### The workshop had 5 main themes:

- 1- Good/bad practices to be gathered and shared NFI fairs, NFI scorecard, assessments, distribution methods, quality control
- 2- NFIs classification; What is specifically shelter related, what is household related, inclusion of specific needs, rural/urban needs, seasonal/climatic needs, process to contextualise
- 3- Software; IEC guidance, minimum standards guidance (context specific), post distribution monitoring with a focus on outcomes and usability of NFIs
- 4- Procurement; Common pipeline guidelines, tool for market analysis, contextualisation, cash methodologies, environmental impact, quality assurance, testing in the field and tools for local procurement
- 5- Advocacy for shelter & settlements; Ensuring that shelter activities are genuine and not grouped within NFI programming by default in situations where NFIs are the predominate response.

#### Expectations of the Participants.

- Differentiate between Working Groups and communities of Practice
- Learn more about NFI programs in different programs
- Gather information on to improve NFI distribution & tracking
- Learn about good practices
- How to deal with NFI across different clusters (WASH, Shelter etc.)
- Harmonising NFI specifications and standards
- Learning more about quality control and testing
- Better understanding of available "software" to support NFI programs
- Learn more about the Shelter Cluster and the Working Group
- Share experience of using cash to support NFI programs
- Production of a short report and annexes with material guidance
- Durable solutions & linkages to NFIs
- NFI classifications
- Discuss rapid response mechanisms

#### II. SUMMARY OF RECOMMENDATIONS & OUTPUTS

A number of recommendations and outputs were proposed during the meeting and a summary of these are presented in this section. Further details are provided under the summary of each presentation/group work. The recommendations can be split into two components: recommended advocacy issues and recommended activities.

#### Advocacy

- ➤ The NFI WG advocates for the GSC to ensure that commensurate attention is paid to NFI issues relative to shelter. It is recognised that NFI programs around the world currently serve 6.8million people compared to shelter programs which have reached 1.7m¹. It is recommended that any policies developed by GSC are through the lens of NFI programs as well as shelter.
- The outputs and recommendations from this workshop will require dedicated resources to a) collect, review and disseminate NFI resources and b) develop good practice documents and studies. With this in mind, the working group recommends that GSC team including the technical coordinators/advisors dedicate time to the NFI Community of Practice and have this activity as part of their key deliverables in 2017.

#### Activities/Outputs

- Present a proposed NFI Working Group (WG) work plan for 2017 to the GCS Strategic Advisory Group for ratification. During the workshop, there was an attempt to identify potential agencies and personnel to assist with the work plan activities. However, it was recognised that these activities are subject to ratification and there may be other resources available outside of the workshop. Therefore, once activities and outputs are ratified, the work plan would be published to the wider group and the focal points for the WG will solicit assistance from cluster partners.
- Propose that a dedicated resource person be identified to focus on knowledge management (resource compilation) and moderate a Community of Practice (to create networks and promote linkages of practitioners). Alternatively, ensure that the members of the GSC team including the Technical Advisors allocate time to the NFI working group (see above).
- Presentations will be compiled and shared with the participants as well as the wider Working Group members.
- The workshop in Nairobi was very focused around shelter and NFI programs in Central and East Africa and it is recommended to convene a similar workshop in another region (Asia) to get additional perspectives on NFI issues and to help in widening the linkages between NFI practitioners.

#### Prioritisation

In the final session of the workshop, 6 groups from the workshop reviewed all the proposed activities for the WG and ranked them in order of importance AND achievability. The scores of all the groups were analysed and the following 4 activities were recommended for the NFI WG to undertake as a priority in 2017:

- a) Collect, review and publish resources/documents and disseminate or share via the NFI website:
  - O Distribution & Assessment documents
  - O Post Distribution Monitoring tools and guidelines
  - O Common Pipeline resources
  - o IEC materials
  - NFI distribution training resources (incl. simulation)
- b) NFI Vulnerability Scorecards carry out detailed evaluation of suitability of the scorecards and potentially develop a 'build your own' kit. Build off experience from S. Sudan, DRC and Somalia. Also, potentially link this into a 2 country (Somalia + 1) pilot study to look at ranking of NFIs for different disaster contexts and climate. Possibly engage with Oxford Brookes University to assist with statistical analysis.
- c) NFI Fairs Support NFI/Shelter cluster in DRC (UNICEF) to finalise NFI fairs manual detailing good practices, SOPs and example documents. Assistance required to translate document into English in 2017, publish and disseminate.
- d) Quality Control Develop guidance on key QC equipment, how to use and potential suppliers. Publish and disseminate.

 $<sup>^1\</sup> Global\ Shelter\ Cluster\ Dashboard,\ retrieved\ 7\ December\ 2016):\ http://www.sheltercluster.org/$ 

#### III. PRESENTATIONS

#### a) NFI DISTRIBUTION SIMULATION (IOM)

The NFI distribution simulation which split the participants into two groups: beneficiaries and distribution team; was well received by the participants of the workshop. The exercise was purposefully arranged to be a little chaotic and challenging which stimulated plenty of discussion about distributions in general. The feedback from the two groups can be found in Annex 1.

The feedback session also highlighted that a number of country-level clusters had already developed cluster documents and resources related to assessments and distributions. It was decided to collect and compile those resources for review and to make them available to the wider GSC membership on the GSC website.

#### **RECOMMENDATION/OUTPUT**

- Compile and collate guidelines and forms relating to NFI distributions; review and post to the NFI
  Working Group website. Documents were received from a number workshop participants to initiate
  this process.
- 2. Share NFI distribution training material and simulation exercises.

#### b) NFI FAIRS & VOUCHERS (UNICEF)

UNICEF cluster coordinator presented a photo essay and video on NFI fairs in Democratic Republic of Congo (DRC). The presentation referenced the scale-up and adoption by multiple agencies of the NFI fair model and how fairs are surpassing in-kind distributions in numbers of beneficiaries in DRC. The NFIs not only supported the replacement of lost or damaged household items but also had the potential to promote livelihood recovery.

#### **RECOMMENDATION/OUTPUT**

- 3. Assist UNICEF in 2017 to translate NFI fair manual/guidelines (work in progress) into English and disseminate.
- 4. Promote the sharing of NFI fair experience across the different countries which are implementing NFI fairs

#### c) RRMP - Rapid Response for Population Movement (UNICEF)

The DRC model of RRRMP was presented highlighting the methodology, the participating agencies and impact of the program. The NFI scorecard was also presented and it was explained that a methodology had been developed with the RRMP partners to calculate a score per household and across selected area on NFI vulnerability (pre and post distribution).

#### RECOMMENDATION/OUTPUT

5. NFI Vulnerability Scorecards: Carry out detailed evaluation of suitability of the scorecards and potentially develop a 'build your own' kit. Combine experience from S. Sudan, DRC and Somalia

#### d) REMOTE MONITORING (IMC)

This presentation provided examples of challenges to provide humanitarian assistance in hard to reach / besieged areas in Syria. Large numbers of the population require NFIs and to some extent, many of the NFIs are available in some areas so in-kind distributions can be replaced with cash or voucher programs. Different forms of monitoring were discussed: self-monitoring by implementing agency, Third party monitoring and peer-to-peer monitoring.

#### e) NFI SCORECARD (UNICEF + UNHCR)

This presentation was a follow-on from the DRC NFI fair presentation with additional input from the Somali Shelter Cluster. After an initial presentation of the NFI vulnerability scorecard, groups were invited to carry out an exercise to rank NFI needs according to type of the disaster (drought/floods/conflict) and climate (cold /hot)

#### **RECOMMENDATION/OUTPUT**

6. NFI Scorecard: Pilot study in 2 countries to look at ranking of NFIs for different disaster context and climate. Possibly engage with Oxford Brookes University to assist with statistical analysis. (*Note that this activity could be run simultaneously and complement the activity under recommendation 5*)

#### f) KNOWLEDGE MANAGEMENT (GSC Facilitator)

The objective of this session was to discuss and propose tools and resources that are needed to capture all the discussions, guidance and collective best practices that are available to the NFI Working Group. Initially the group looked at non-IT and IT based knowledge management tools/resources and the lists can be found in Annex 2. The workshop was then split into 3 groups to discuss what methods and activities, tools etc. can be used to capture the knowledge to make us more knowledge-able. The main recommendations are given below:

#### **RECOMMENDATION/OUTPUT**

- 7. Create a formal Community of Practice for the NFI working group under the GSC.
- 8. Harness IT solutions such as Linked-In, Slack.com and (open-sourced) knowledge management software to enhance the Community of Practice both in terms of:
  - a. References, resources and documentation management
  - b. Linking practitioners (by maintaining a database of expertise by technical competence and geographical experience)

So that the members of the CoP gain working knowledge, know where to look and know who to contact.

#### g) LAST MILE MOBILE SOLUTIONS (WVI)

An example of technology based registration tools was presented by WVI. The LMMS software can be used upon any Android compatible device and the tool is relatively user friendly with training possible on-site. Training in the use of LMMS is offered by WVI. The data can be shared easily across a number of software platforms. WVI promoted the use of LMMS with the ability to carry out a single registration for multiple interventions.

#### **RECOMMENDATION/OUTPUT**

9. Harnessing (new) technology for registration and assessments - Compile information about software such as LMMS, Scope and Red Rose and develop guidance for dissemination.

#### h) COMMON PIPELINE (IOM S. Sudan)

This presentation took from examples of common pipeline examples in Haiti, Nepal, Pakistan and S. Sudan and demonstrated work flows, standard forms and standard operating procedures. The sharing of responsibilities amongst cluster partners was highlighted but the expectation that a single organisation, NOT the cluster coordination team, were ultimately answerable to the donors. In addition to these points, advantages and challenges were discussed and also the differences in setting up pipelines in protracted emergencies and rapid onset emergencies.

#### **RECOMMENDATION/OUTPUT**

- 16. Develop Common Pipeline tool kit with recommended SOPs and examples of forms used.
- 17. Share resources and lessons learned already available S. Sudan / Pakistan / Haiti etc.

#### i) PROCUREMENT & QUALITY CONTROL (ICRC)

ICRC presented a comprehensive PowerPoint on procurement and testing of NFI both from global sources and local vendors. The importance of specifications was discussed and how to verify and carry out quality control against these specifications. Degrees of conformity were presented with guidance to what extent degrees of conformity lead to rejection of goods. The presenters also stressed the importance of combining existing catalogues of NFIs (e.g. IFRC/ICRC Emergency Relief Item Catalogue ERIC) with international (ISO) standards and national standards (if available). A brief demonstration of testing equipment was given.

#### **RECOMMENDATION/OUTPUT**

- 12. Request GSC to explore the possibility of prepositioning quality control equipment and through cluster partners (ICRC?), offer training on key tests on common items such as CGI.
- 13. At minimum, provide details of QC tools and potential suppliers.

#### j) NFI CLASSIFICATION (GSC Facilitator)

The workshop was split into 3 groups and asked to refer to the IASC publication "Selecting NFIs for Shelter" The following questions were asked:

- O Which items should the shelter/NFI cluster track?
- Which items are the Shelter and NFI cluster responsible for creating any technical specification for? (e.g. Plastic sheets vs mosquito nets)
- O What is 'shelter' NFIs
- O What is 'household' NFIs
- What other categories should there be (keep it simple)

Ultimately, the objective is to provide non prescriptive guidance list to country clusters, but allow the country level clusters to take 'ownership' of NFIs in collaboration with other clusters. See Annex 3 for group feedback.

#### **RECOMMENDATION/OUTPUT**

- 14. NFI Classification, typology and responsibility for tracking items Continue work commenced in NFI WG workshop to refine the list of NFIs by typology and use the list to advocate, at GSC level, for engagement with other global clusters to agree on a common understanding of roles and responsibilities vis a vis NFIs across the different sectors.
- 15. "Selecting NFI for Shelter" Guidelines Review publication and consider whether to produce a new edition or promote existing edition.

#### k) CASH FOR NFIs (DCA)

A presentation / group work was facilitated to explore opportunities and risks of using cash as an alternative to NFI distributions. Cash modalities were discussed along with the different manners in which cash can be injected into the local community (unconditional cash, conditional cash, bank cards, vouchers etc.). Market survey tools were also discussed. The workshop participants were reminded that there is a separate working group for cash for shelter/NFI interventions.

#### 1) FIRE SAFETY – (WV / IMC) NFIs, Behaviour change and IECs

The fire safety presentation took from examples of good practices developed in Lebanon's Baqaa Valley (temporary, sub-standard settlements) along with challenges that a fire safety and fire extinguisher distribution program encountered. The presentation not only explored behavior change (better understanding of fire safety and mitigation), the topic also covered themes such as the shortcomings of IEC materials without appropriate community training or sensitisation. The use of PDMs were discussed and how the findings helped refine the program.

#### **RECOMMENDATION/OUTPUT**

16. Fire Safety Check List - Develop generic check list or consideration matrix to facilitate the development of fire safety programming and messaging. Share resources and lessons learned from Lebanon, Jordan Iraq, etc.

#### m) IEC MATERIALS

Group work:

- What minimum IEC guidance should be provided with NFIs during distributions?
- How to ensure that practical guidance is accessible to everyone and appropriate?
- Which IEC material /format/ means of communication is the most appropriate?
- Which key NFIs require IEC materials (identify gaps)?

See annex 4 for responses from the group.

#### **RECOMMENDATION/OUTPUT**

- 17. Repository of IEC materials Collect and share via WG web page good examples of IEC materials for NFIs
- 18. Cross-cluster messaging /materials In collaboration with other global clusters, GSC to promote the integration of health and WASH (hygiene) messages and IEC materials with NFI IEC materials.

#### n) ADVOCACY – Bridging the Shelter / NFI divide (GSC Focal Point)

The groups were asked to explore the following questions in different contexts – rapid onset and protracted emergency settings:

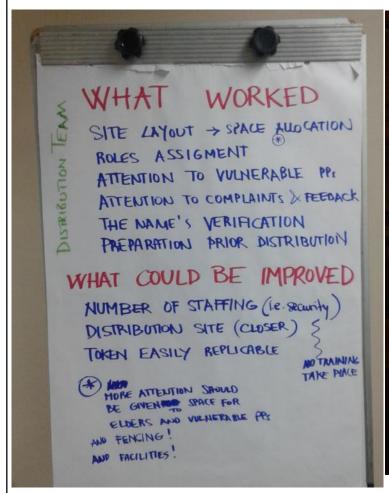
- What are the key shortcomings in promoting 'ownership' of NFIs within the shelter cluster?
- How do we ensure both NFIs and Shelter receive the required attention in different contexts?
- NFI dominated context Are shelter interventions 'genuine'?
- Shelter dominated context Are NFIs 'fit for purpose'?

The list of responses and comments provided by the groups are Annex 5

#### **RECOMMENDATION/OUTPUT**

19. Post Distribution Monitoring of use of plastic sheeting (PS): A lot of the group discussion centred on the various uses of plastic sheeting and what constitutes a shelter response. The resulting recommendation is to develop and roll out across 4 - 5 countries a PDM that specifically looks at the use of PS provided as part of NFI kit and analyses how PS is actually used and reported.

#### **ANNEX 1 – Distribution Simulation**



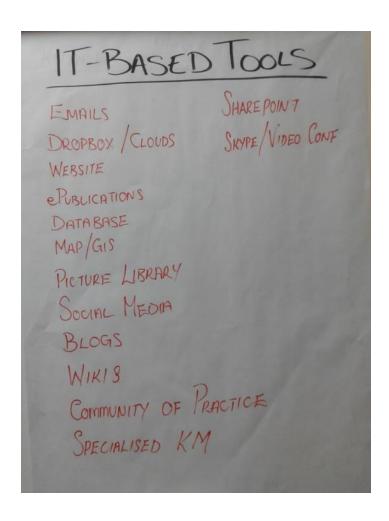


#### ANNEX 2 - Knowledge Management

#### **Non-IT Based Resources**

- Manuals & Guidelines paper copy Books
- Community of Practice
- Trainings & Workshops
- Mentoring
- Storytelling

#### **IT Based Resources**



# ANNEX 3 – NFI Classification

Shelter NFI's shelter, NFIs	Household NFIs	WASH NFIs (WASH cluster)	
cluster	Basin/bucket/jerry cans		
	Chairs, sitting equipment, furniture	Hygiene kits (sanitary towel,	
Bamboo/poles/sticks timber	Curtains	toothbrush, underwear)	
framing materials	Bedsheets	Soap	
Iron sheet	Beds	Other cleaning, detergents	
Thatch and grasses	Radio	Aqua taps, filters	
Safety equipment (gloves boots)  Locks	Solar panel (for phone, lamp) Graining materials	Cups	
Machine for making bricks, SSB	Firewood/charcoal	Child potties	
Nails, tools	Lighting	Baby wash basin	
Timber	Stove	Water bottles	
Doors windows	Sleeping mat	Washing product	
Family tent	Blankets		
Salt	Solar lamp		
Ropes, binding wire	Jerry cans		
Plastic sheeting	Plastic container		
Insulation	Mosquito net (health for technical)		
Tools	Cooking set kitchen set		
Fixing materials	Blankets	!	
Elderly disable fixtures	Safety security protection		
Shade nets	(protection) e.g. extinguishers,		
	torches, locks, lamps		
Personal NFIs shelter NFIs	Livelihood NFIs (EFSL cluster)	Protection cluster	
Personal NFIs shelter NFIs cluster tracking	Fishing nets, hocks	Dignity kit	
	Fishing nets, hocks Agricultural tools (shovel, seeds,	Dignity kit Clothes	
cluster tracking	Fishing nets, hocks Agricultural tools (shovel, seeds, water can, hoe)	Dignity kit Clothes Sewing kits	
cluster tracking Clothing Bags Shoes/sandals/socks	Fishing nets, hocks Agricultural tools (shovel, seeds, water can, hoe) Sewing machine, kits	Dignity kit Clothes Sewing kits Curtains materials	
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cluster tracking Clothing Bags Shoes/sandals/socks	Fishing nets, hocks Agricultural tools (shovel, seeds, water can, hoe) Sewing machine, kits Bike cycle Shoes making materials	Dignity kit Clothes Sewing kits Curtains materials Street lighting Solar lamp	
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#### ANNEX 4 - IEC Materials

#### Which min IEC guidance should be provided to complement NFIs distribution?

Explanation on use / usability / storage / maintenance

Hazards / risk / safety

Upcoming distributions

Plastic Sheeting fixing (use of item, proper)

Mosquito nets (public health in Malaria prevention WHY? -Fixing them-how?)

Hand washing (why? Links to jerry cans, soap, basin)

Jerry can / Safe storage

Menstrua Hygiene (sensitivity issues, when, where, how – regional/local culture differences)

Whistle (protection, use)

Solar lamps (use, disposal of batteries, durability protection messaging)

BP-5 high protein biscuits (use for whom etc)

Stoves and Cooking (fire safety, fuel usage and efficiency)

KAP

DISPOSAL of some NFIs (how to)

\*targeting criteria, day/night/place of distribution (or fair) etc.

\*\*not every item needs explanation. People know how to use many items we are providing

#### How to ensure that practical guidance are accessible for all and appropriate?

Cultural sensitivity

Using community committees, leaders, health outreach workers to assist in messaging before, during and after Local languages / graphics

Posters and other community engagement methodologies at community centres

Radio messages

Songs for children

Theatre/skits

Mobile phone SMS

Leaflets

Banners/pictures of kit contents, key messages

Key info on packaging

Megaphone/sound system before/during distribution

Take into account specific target group and adapt the messages to them e.g. persons with disabilities, elderly, children.

#### Which IEC material / format / means of communication is the most appropriate?

Consult with and use local community members (incl leaders) on appropriate messaging to deliver them (local language)

Pictures preferred in areas of low literacy

Use captive audience of distribution sites

Make it fun - Storytelling

Videos

Make it easy to read/see/understand not too much info (succinct)

Be consistent

Local languages, simple messages

Use focus groups (testing)

Use various formats

#### For key items/kits describe which IEC material is required?

See Number one
Framing materials (engineering/technical advice)
Blankets – storage, cleaning
Mosquito net, explain health benefits
Be realistic about behaviour change potential of one-off humanitarian assistance
Links on messaging content with other sectors
Aqua Tabs – storytelling, posters, demonstrations, sensitisation
Dignity kits, demonstrations, leaflets

### Which thematic should cover IEC material e.g. usability?

FSL (stoves, fuel) Health (mosquito net) Protection (lamps flashlights) WASH (WASH NFIs)

\*its not rocket science, NFI teams can be trained to provide key messages OR invite specialists to come to distributions to do the messaging component (DR Congo Red Cross Cholera messaging)

#### ANNEX 5 – Bridging the NFI and Shelter divide

#### What are the diff in sudden onset vs protracted situations?

In sudden onset emergencies:

- Look at every family, every beneficiary
- NFIs easier priority
- Temporary shelter
- Cash based responses difficult
- PDM more difficult in sudden onset
- Influx of experts
- Various methods
- No cohesion
- Cost high
- Limited info
- Life saving

#### In protracted emergencies:

- Assessment of needs for NFI complex distribution
- Transitional shelters
- Cash based response planning easier

#### How do we ensure measure emergency outcomes ensure they are adequate?

- PDM supported with statistical data
- Encourage tarpaulin/plastic sheeting as a shelter solution only if training is provided (use/maintenance)
- Tarpaulin/plastic sheeting should be recorded as shelter only if it is used for shelter intervention (roof, floor) define a list in term of use.
- Is a mat a shelter?? An improvement of the shelter but not a shelter
- Is a partition in a shelter? Is an improvement of a shelter but not a shelter
- PDM's outcome
- In another way we can advocate to donor shelter improvement / shelter
- Maybe come to PDM tools e.g. partition, floor mat, and develop with a common tool
- Seasonal impact in term of uses
- Field data to define and present to donors
- The field data would provide info on the use
- Need to create a PDM tool look at commitment from agencies

#### How do we provide remote support?

- Partners at local level well trained for intervention in remote areas
- Donor advocacy for unique protracted projects (emergency, rehabilitation, recovery)
- Mobile technology to monitor
- Context (camp, rural, urban) to be looked at
- · Provide livelihood opportunities to protracted IDPs toward shelter solutions
- Cash market assessment, methodology
- Understand local building culture
- HLP ensure synergies crucial for protracted crisis
- Capacity building led by experts

#### M&E the difference for shelter vs NFIs

- Difficult as it aligns two different issues
- Are you better sheltering? Focus on usage are you sleeping better? Cooking better? Water and hygiene access.
- Quality appropriation satisfaction of beneficiaries.
- $\hbox{-} \quad UNICEF include shelter/NFIs under heath improvement-livelihood improvement}$
- NFI cross sectorial
- Shelter PCM (post construction monitoring)/ NFIs PDM
- Shelter occupation & use / NFIs use & retention
- Shelter ES, TS, permanent house / NFIs complementary of a shelter response

### Next steps

- Impact evaluations looking at NFIs – look at wellbeing indicators

#### **RESOURCES**

#### Web-based Resources

Compiled resources from the participants have been uploaded to the link below. Ultimately these will be reviewed, classified and the best examples will be uploaded to the NFI Working Group page on the GSC website (<a href="http://www.sheltercluster.org/working-group/working-group-nfi-practices">http://www.sheltercluster.org/working-group/working-group-nfi-practices</a>).

Currently the resources compiled at the workshop can be found here:

https://www.dropbox.com/sh/6z0ysz6bwhpufyz/AABUR0IJ4WG3qF--A-agUp9Qa?dl=0

In addition, there are many NFI related resources at the following links:

• IOM Guidance Documents and Tools for Shelter and NFI

https://emergencymanual.iom.int/entry/40490/guidance-documents-and-tools-for-shelter-and-nfi

• GSC Technical Guidance Template

 $http://sheltercluster.org/sites/default/files/docs/150122\_guidance\_notes\_technical\_guidance\_for\_emergency\_shelter\_assistanc.docx$ 

• Standardised Tools - Somalia

http://www.sheltercluster.org/working-group/standardized-tools

• Library of Links to Shelter and NFI technical documents:

http://sheltercluster.org/sites/default/files/docs/150213 library list technical guidance for emergency she lter assistance.xlsx

• Do's and Don'ts of Distributions – Sumatra EQ response 2009

https://groups.google.com/forum/#!topic/sum09/00wv TjvlwA

• IFRC emergency relief items catalogue.

http://procurement.ifrc.org/catalogue/

NFI Distribution Video: In English but also available in Spanish and French.

https://www.youtube.com/watch?v= y35Er-uCtU

#### Presentations

Presentations have been compiled and are available here:

https://www.dropbox.com/sh/f3sihcm2aqfislk/AAAeqGxppbeAAg9yoV20w7SKa?dl=0

The intention is to move the presentations to the NFI WG web page at the GSC site.

(http://www.sheltercluster.org/working-group/working-group-nfi-practices).

# **PARTICIPANTS & FACILITATORS**

First name	Family name	Email Address	Country
Ibrahim	Mustapha	Ibmustapha44@gmail.com	NG – Nigeria
Graham	Eastmond	eastmond@unhcr.org	JO – Jordan
Doa'a	Abdel-Rahman	abdelrdo@unhcr.org	Sudan
Chiara	Vaccaro	c.jasna@drchoa.org	SO - Somalia
ALOYS	NGARUKO	angaruko@iom.int	BI - Burundi
Nick	Waithaka	nicholas_waithaka@wvi.org	KE - Kenya
Corinne	Treherne	corinne.treherne@ifrc.org	Switzerland
Nurta	Mohamed Adan	Adan@unhcr.org	SO - Somalia
Anne	Kittony	akittony@iom.int	KE - Kenya
Joel	Andersson	Anderssj@unhcr.org	SY – Syria
Nevins	Saeed	saeedn@unhcr.org	SD – Sudan
Lorena	Dos Santos	ldossantos@iom.int	SD – Sudan
Jorge	Roman	jroman@internationalmedic alcorps.org.uk	GB - United Kingdom
Joseph	Ashmore	jashmore@iom.int	Switzerland
TSEGAYE	ASRAT Buli	TASRAT@iom.int	ET - Ethiopia
Martijn	Goddeeris	goddeeri@unhcr.org	SO - Somalia
Steven	Michel	smichel@unicef.org	CD – DRC
Felix	Muhigana	muhigana@unhcr.org	TD - Chad
Elizabeth	Mayer	Elizabeth_Mayer@wvi.org	South Sudan
Thomas	KOJA	tkoja@iom.int	South Sudan
Naima	TAHIR	ntahir@iom.int	South Sudan
Rainer	GONZALEZ PALAU	rpalau@iom.int	South Sudan
Padmore	Okal	okal@unhcr.org	SO - Somalia
Sheiknoor	Hassan	shassan@iom.int	ET - Ethiopia
Glenn	Hughson	glhu@dca.dk	Kenya
Gregg	McDonald	mcdonalg@unhcr.org	Switzerland