



Tool

Access to services Action plans Advocacy Authority engagement Exit strategy
Monitoring and coaching Protection analysis Protection monitoring Referrals
Selection of volunteers Sensitisation

 Democratic Republic of Congo

Community protection structure (CPS) meetings and coaching by facilitators

By Oxfam's protection team

Activities and meetings of CPS members that do not concern training

Even if we often highlight CPS members' training in order to encourage the sustainability of CPSs and their activities, actions undertaken outside of training are equally important. These include:

- Exchanges between CPSs, authorities and community leaders (mixed meetings) and authority engagement in general;
- Engagement with care services;
- Monitoring trends in protection incidents;
- Community sensitisation
- Meetings between CPSs in order to evaluate their actions and plan activities;
- Meetings for updating the community protection plan (CPP), contingency plan and care service mapping;
- Meetings with other structures or community groups - young people's groups, women's groups, etc.

In order to encourage the sustainability of CPS activities, it is helpful to draw up a timetable of regular meetings, outside of training sessions, where the structures can plan their activities, review progress, and discuss different issues or concerns with the facilitators.¹ Likewise, it is useful to draw up, together with the CPSs, typical agendas for each type of meeting, with the points to be covered, to help them to organise these meetings after the project has come to an end.

¹ The facilitator is a member of staff of Oxfam or of the partner in charge of the project, or someone from the community who has been recruited to lead the project.

There are normally two types of meeting between CPS members:

Weekly meetings

- Separate meetings of community protection committees (CPCs), women's forums (WFs) and sometimes Agents of Change (AoCs), which make it possible to:
 - refresh training topics;
 - have informal discussions;
 - evaluate and plan activities for the following week;
 - centralise protection incidents identified in the communities.

Monthly meetings

- WF meeting to discuss and identify the most problematic protection threats for women and girls;
- Mixed meetings of all CPSs to draw up and update the CPP and plan activities for the following month, as well as evaluating the extent to which the planned activities have been carried out.

This timetable is not fixed, and should be defined with the CPS members at the start of the project.

Coaching by facilitators

Facilitators have an important role in terms of support during these meetings, as well as for the other CPS activities outside of training, such as sensitisation. However, the role of facilitators is often perceived as that of a trainer. In order to avoid this, it may be useful to draw up a matrix (see Annex 1) with them in order to clarify their role in terms of support for all the different activities. These actions should also be reflected in their job descriptions. As the project progresses, the CPS members should take on more and more responsibility and the facilitator should increasingly become a coach, then an observer.

Organise a session at the start of the project to fill out the matrix. At the start of the next phase of a project or during a mid-project learning workshop, carry out a review, using the matrix to define the current coaching actions and those that can be added.

Annex 1: Matrix for facilitators coaching CPSs (example)

Activity of the structure	Frequency of the activity	Current coaching by facilitators
<p>Weekly or monthly meeting of CPCs</p> <p>Weekly or monthly meeting of WFs</p>	<p>Weekly/monthly</p> <p>Weekly/monthly before the CPC meeting</p>	<ul style="list-style-type: none"> ● Participation in meeting preparation. ● Co-facilitation/guidance of the first meetings, then facilitation by CPS members. ● Guidance of activity planning. ● Support for refreshing of training topics. ● Guide CPS members in good management and use of running fees. ● Discourage the perception of running fees as a bonus. ● Make a model for meeting agendas. ● Ensure that facilitation of meetings alternates between different WF members. ● Keep documentation about actions specific to women.
Community sensitisation	Regular	<ul style="list-style-type: none"> ● Support for identification of sensitisation themes and messages. ● Support for identification of targets and sites. ● Support for the constitution of sensitisation groups (two-person teams). ● Organisation of a model sensitisation session as an example for CPS members. ● Strengthen the organisation of model sessions and participation in sensitisation sessions. ● Negotiate with community structures in order to hold sensitisation sessions that allow facilitators to participate from time to time – taking into account the fact that the sessions must also maximise the number of people reached. ● Evaluation/collection of questions asked during sensitisation sessions. ● Teaching preparation for some sessions. ● Participation in some sensitisation sessions, particularly at church and school and healthcare establishments. ● Train CPS members or theatre troupes in interactive and legislative theatre. ● Organise sensitisation sessions by bringing together other community structures (peasant farmer organisations (PFOs), women's or young people's associations, etc.).
Monitoring trends in protection incidents	Regular	<ul style="list-style-type: none"> ● Individual feedback for each CPS member and each focal point of the warning systems concerning their work in terms of monitoring, particularly the collection and analysis of protection data. ● Phone credit support for warnings (warning system). ● Sharing incident types. ● Support the definition of incidents that are pertinent to the warning system. ● Training for warning system focal points in risk analysis and the types of information to collect, as well as secure data sharing.

		<ul style="list-style-type: none"> ● Ensure the triangulation of the information obtained by warning system focal points or community members. ● Train structure members and warning system focal points in data collection, particularly with regard to which types of information to collect, confidentiality and data management. ● Identify the authorities to which protection incidents should be reported for any actions to be taken. ● Ensure that the sources of information are not exposed to risks, especially when sharing information with the authorities.
Identification of care services	Quarterly	<ul style="list-style-type: none"> ● Help and guide members in identifying care services, especially at the start of the project's implementation, so as to facilitate good updates. ● Based on an appropriate tool, facilitate discussions about this activity.
Visits to care services	Weekly/monthly	<ul style="list-style-type: none"> ● Participation in the preparation of visits to and information to be collected from care services. ● Participation in visit planning. ● Participation in certain visits to care services. ● Participation and guidance on mapping implementation. ● Evaluate services provided to the community. ● Take contact details of service providers and ensure that they are up to speed concerning the implementation of mapping and the dissemination of information about them.
Mixed meeting with local authorities	Monthly	<ul style="list-style-type: none"> ● Participation in the identification of threats to be covered during the mixed meeting. ● Support with the identification of local authorities and preparation. ● Guide the CPS members in charge of advocacy (advocacy focal points) so that they can successfully carry out advocacy with the authorities and give feedback on the actions they have carried out. ● Draw up a document stating the commitments made as a result of the meeting. ● Share the commitments with the authorities. ● Set up a mixed monitoring committee with CPS members and authorities to evaluate the implementation of the commitments agreed during the mixed meetings. ● Guide CPS members in facilitating meetings. ● Ensure that all meetings are validated by a meeting report and make it available to the others. ● Ensure that advocacy actions are carried out on time and based on a thorough risk analysis. ● Ensure and support the sharing of commitments with the highest level of hierarchy. ● Encourage taking turns at facilitating mixed meetings, while making sure that the meeting agenda remains focused on protection issues. This will enable most CPSs to be in contact with the authorities, but also to be prepared for facilitating mixed meetings.

Drawing up and reviewing the CPP and contingency plan	At the start/ half-yearly/mid- project	<ul style="list-style-type: none"> ● Guide structure members in analysing the community context (identification of priority threats facing communities and the threats that may arise). ● Support CPSs in defining activities to carry out. ● Ensure that the name of the author is removed from the CPP and contingency plan before presenting them to local authorities. ● Refer to the map of key actors when planning an advocacy action. ● Continuous training in combined use of the CPP and contingency plan and the map of key actors for each activity (sensitisation, advocacy). ● Ensure that the contingency plan focuses on actions that the population can take/events that affect them, rather than those concerning the military - the humanitarian impact rather than the actions of the armed forces. ● Support the definition of thresholds that can trigger both preventive and response actions.
Mapping key actors	Update promptly (when there is a change)	<ul style="list-style-type: none"> ● Help/guide CPS members in identifying local authorities. ● Guide/reframe discussions based on the analysis of the aforementioned authorities. ● Draw up a matrix of importance and influence. ● Identify targets for the actions. ● Refer to the map of key actors when planning an advocacy action and when drawing up the CPP and contingency plan.
General meetings	At the start Then at least once a year At the end of the project	<ul style="list-style-type: none"> ● Help community members to set eligibility criteria. ● Observe unfolding and reframing. ● Explain the roles and responsibilities of the members to be elected. ● Evaluate the performance of CPS members and replace them if necessary. ● Reinforce the notion of voluntary work during general meetings. ● During the first CPS meeting, emphasise (define) financial aspects in order to make the actions sustainable. ● Clearly explain the project at the start. ● Speak publicly (if possible) about the successes and challenges at the end of the project. ● Highlight the successes of CPS members and thank them by giving them certificates of merit for their achievements. ● Present exit plans at general meetings, emphasising the respective roles and responsibilities of everyone involved, and ensure that said plan is adopted with the signature of all stakeholders.
Conception and updating of the exit plan	Annual	<ul style="list-style-type: none"> ● Guide CPS members on the issues to be discussed. ● Make suggestions about the measures to be implemented. ● Document discussions. ● Initiate discussions from the start of the project. ● Organise discussions with all segments of the communities. ● Support the communities or CPSs to start with, then put the communities at the forefront.