# (Definition of the coordination body; example: Emergency Shelter Sector)

# (Type of emergency) – (Month and year)

# (Country)

# Handover UNHCR to (Agency to which the handover is made):

# Emergency Shelter Coordination to Early Recovery Shelter Coordination

**Purpose:**

# *The purpose is the description of the transfer of coordination responsibilities from UNHCR to another organization. This could be written as follows:*

# This document aims to describe the transfer of coordination responsibilities of the (Definition of the coordination body; example: Emergency Shelter Sector) established for the response to the (Name of the operation) from the United Nations High Commissioner for Refugees (UNHCR) to the (Name of the organization taking over the coordination). The activity of the (Definition of the coordination body; example: Emergency Shelter Sector) has been in accordance with the IASC “Guidance note on using the Cluster approach to strengthen humanitarian response” and acknowledges the mandate of UNHCR as being limited solely to the emergency shelter phase.

**Background:**

*Issues to be included:*

1. *The objective data available from the disaster: date, description, impact on physical infrastructures, geographic areas affected, description and quantification of victims. Mention the sources.*
2. *Describe the coordination structures activated, the decision process to deploy the coordination team and the dates of the deployment.*

**Description of the Coordination process so far:**

*Issues to be included:*

1. *Describe the main tasks implemented and the achievements of the coordination team (Drafting and approval of a shelter sector strategy, joint assessments, SAGs, TWiGs and its results, etc.)*
2. *Enumerate the tools created by the team (Website, IM sheets, establishment of a performance system of the shelter sector, etc.)*
3. *Flag issues that require special attention and / or need a follow up (on going TWiG).*

**Handover Process:**

*Issues to be included:*

1. *A mention to the organizations with which the handover process has been agreed (Resident Coordinator, OCHA, UN-HABITAT…), as well as the dates the agreement was reached.*
2. *Description one by one of the different steps taken (or to be taken) in the hand over process. See example:*

*UNHCR recognises the importance of an effective handover period to ensure a smooth transition of information and continuation of current strategies. In consequence and in accordance to the Resident Coordinator, the OCHA Representative and the UN-HABITAT Programme Manager in Burkina Faso, a hand over process was agreed on October the 15th, to be implemented from October the 26th to November the 6th. The process consists in the following steps:*

1. *Request to the UN-HABITA Head Quarters, to reinforce the present Human Resources in country with a dedicated Shelter Coordinator, to be deployed as soon as possible. Done the 27-10-09.*
2. *Identification of the UN-HABITAT Programme Manager as the interim Shelter Coordinator. Done the 27-10-09.*
3. *Briefing and hand over of all the documents follow up tools and consolidated data from the UNHCR seconded Shelter Coordinator (Gustavo DOMATO) to the new UN-HABITAT Interim Shelter Coordinator (Basilisa SANOU). Done from the 26-30/10/09.*
4. *Presentation of the new UN-HABITAT Interim Shelter Coordinator to the Shelter Sector Members Done the 29-10-09.*
5. *Elaboration and signature of the present hand-over document. Done the 30-10-09.*
6. *Remote support from the former UNHCR Shelter Coordinator to the new UN-HABITAT Interim Shelter Coordinator. To be done from November the 2nd to the 6th.*
7. *Description of the HR of the UNHCR shelter coordination team and the shelter coordination team from the handed over organization. Include: Name, family name, title and contract period. In case some of the team members are not yet contracted, indicate estimate date of deployment.*
8. *Description of the materials and equipments to be handed over, including vehicles rental contracts, office space, website.*
9. *If the mission requires it, specific points can be made for certain issues like field coordination or information management issues.*

**Rationale**

*Issues to be included:*

1. *A reference to the mandate of the UNHCR as ‘Cluster Lead’ within the IASC humanitarian reform process limited solely to ‘Emergency Shelter’ and not post-emergency transitional housing and settlements solutions.*
2. *A list of the different indicators showing that the emergency phase of the shelter recovery is ending and the focus is shifted to early recovery and reconstruction efforts. Examples of indicators may be:*
3. *The coordination mechanisms are clear and well established.*
4. *The shelter sector strategy is agreed by the group and authorities and includes not only emergency shelter but also early recovery and / or permanent shelter results.*
5. *The indicators of the emergency shelter needs are basically covered.*
6. *The activity is focusing on early recovery and / or permanent shelter (this can be shown also by the thematic of the TWiGs).*
7. *Include that “It is assumed that in the event of future conflict-related IDP crises UNHCR will take on the responsibility for coordinating the shelter sector for the emergency phase unless otherwise agreed with UNHCR”.*

**Place and Signature**

The signature should take place at the end of the handover process. The document captures the process post facto and the signatures of both organizations represent an agreement to the description done in all the points.

Name, title, organization and date of signature should be included. Stamp as well would be ideal.