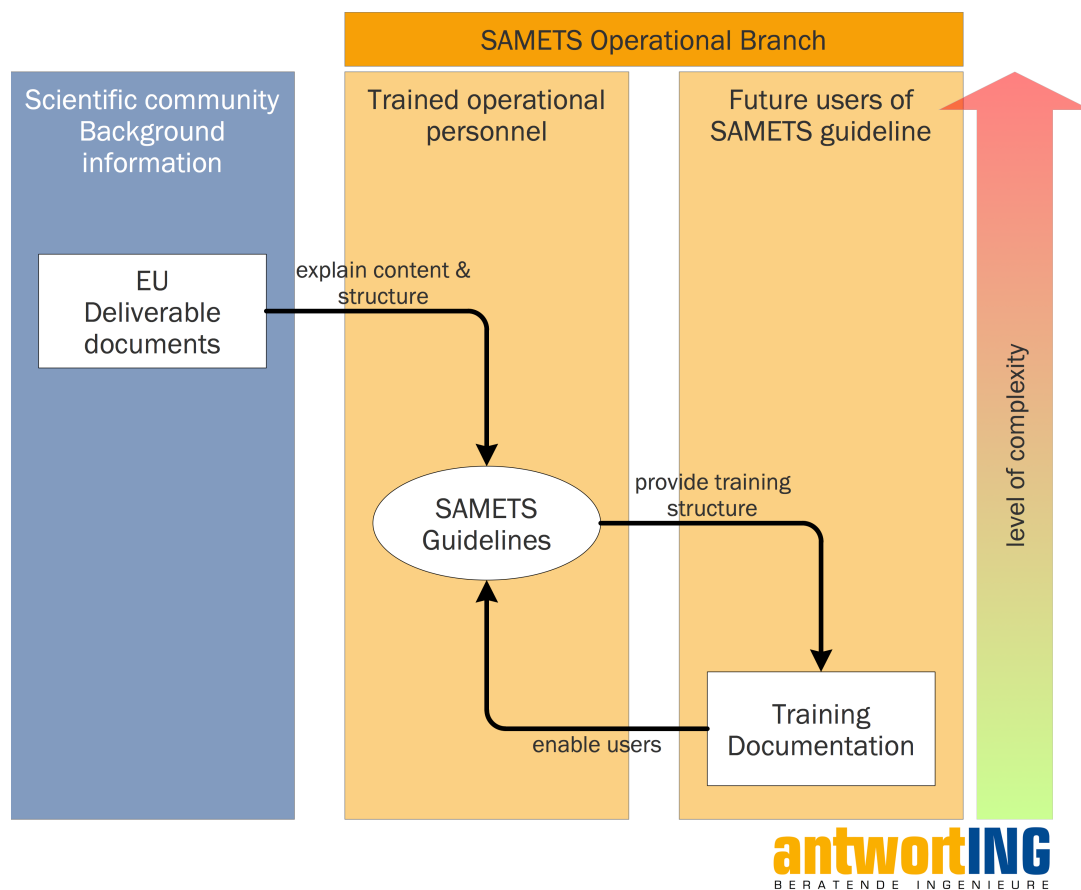


Project SAMETS - Workshop 4, Guidelines

The goal of the fourth SAMETS Workshop is the creation of the SAMETS guidelines. These guidelines are the core result of the SAMETS Project.

1. The different SAMETS document types

The project SAMETS addresses various kinds of groups and people who are interested in the project results. First of all there is the operational personnel, whose goal is to use the SAMETS guideline to improve performance during an ETS situation. Following this goal the content of the guideline needs to be taught to future users of the guidelines. In addition to all that there is also a scientific community, which is interested in the background of the creation and content of the guideline. The following figure summarized the different document types.



1.1.Goals of the SAMETS guidelines

The SAMETS project deals with a lot of information about emergency temporary shelters (ETS) in different contexts and timeframes (e.g. training and operation). As a core of the project the SAMETS guidelines will represent the results of the SAMETS project for ETS operational personnel in an ETS situation.

Given this precondition the guidelines need to be structured in a useful way for use in an operational environment. This especially means they need to have condensed content and a layout that support the different phases of an ETS operation.

1.2. Additional documents and goals

Of course the SAMETS guidelines need to be supported by a couple of other documents to achieve all goals of the SAMETS project.

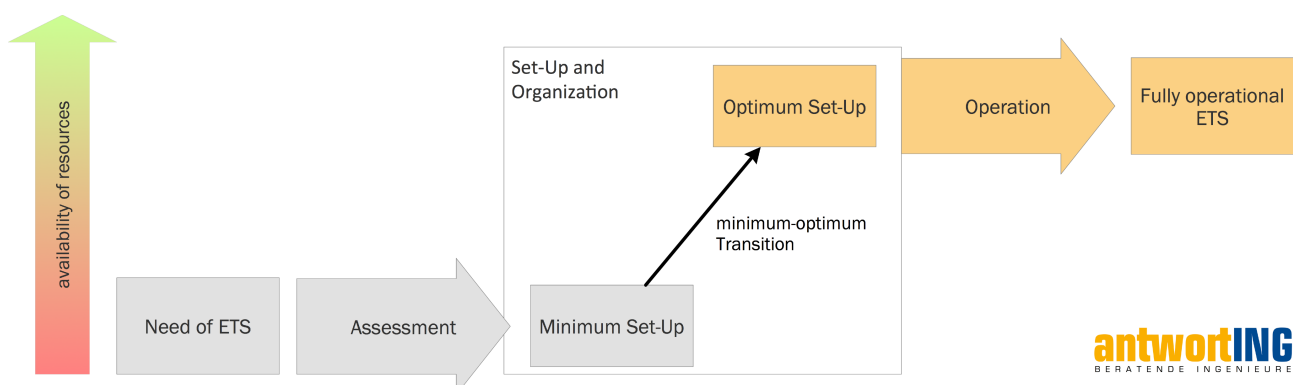
First of all the project also considers training of ETS personnel as relevant. The SAMETS guidelines are meant to be used by already trained personnel during an operation. For that reason additional training documentation of the SAMETS guidelines will be created in order to provide comprehensive training to use the SAMETS guidelines.

Since the project SAMETS is a project funded by the European Union, it is necessary to provide further information about the projects context and about the way the SAMETS guidelines were created. This goal will be fulfilled by the creation of comprehensive project deliverable reports. The project deliverable reports are the place to present background information, additional details and other content considered relevant, but possibly misplaced in the guidelines.

Both the training documentation as well as the project deliverable reports support the SAMETS guidelines from different angles. Of course content for these two documents will overlap since for example training will need background information. It is useful to consider these two types of documents as a different view on one supportive collection of knowledge.

2. The SAMETS guideline structure: Instructions for the workshop preparation

The next sections represent the suggested structure of the SAMETS guidelines for emergency temporary shelters (ETS). The sections consist of headings representing the headings of the corresponding guidelines sections as well as explanatory text written in blue. The explanatory text aims to help each individual project partner to fill the corresponding section with content.



The SAMETS guideline follows the process of assessment, set-up and organization and operation that is used to describe how an ETS will be set up and brought to an operative state, illustrated in the figure above. Although the SAMETS guideline follows this process, the operational phase is the most important phase for the SAMETS project, thus the layout of the guideline will address the different process phases the other way round. By following this approach it is also ensured that the later sections of the SAMETS guideline address more specific tasks (set-up and assessment).

The structure of the guideline is marked in grey.

This sections need to be filled with content from the individual project partners. It is understood that the guideline workshop will serve as a discussion platform. thus the provided content does not need to be in final form.

Explanatory text is written in italic.

- SAMETS GUIDELINE STRUCTURE -

A. INTRODUCTION

The Introduction is the place to put general information about the guidelines, their goals and an introduction to the structure of the guidelines.

B. OPERATION

The Operation section is the core of the SAMETS guidelines. Here all relevant information to operate an ETS with regards to the target groups will be put in a short and comprehensive way.

B.1 Managing <TARGET GROUP> in ETS

This section describes how each target group will be managed in an ETS and what the corresponding needs of the specific target groups are. Needs that are similar in different target groups will be marked with a small symbol to show intersections.

B.1.1 Problem description

In order to guide the reader into the situation each target group will be introduced by a problem description which describes the challenges and special requirements that come with the corresponding target group.

B.1.2 Logistics

This subsection will describe the logistics needed to handle the specific target group. It is aimed to summarize the technical and supply needs linked to the target group.

B.1.3 Psychosocial care

The psychosocial care subsection will describe the psychosocial needs of the different target groups in an operative ETS. This section is repressible for summarizing how people will be treated in the ETS.

B.1.4 Summary of Intersections

Each Target group section will contain a summary of intersections of needs at the end in order to provide an overview of synergies. It will cover a summary of the intersection symbols as described above. This subsection is aimed to assist the user in organizing the ETS in the most efficient way.

C. ETS SETUP AND ORGANISATION

This section deals with getting from the first moment of an ETS set up to a operational ETS with all facilities necessary. Once an ETS needs to be set up there are two main parts to be considered.

C.1 Material and staff logistics

The material and staff logistics subsection will cover all aspects related to resources in the set-up phase of an ETS. Since most ETS start with a lack of resources the process from getting from a minimum set-up to the optimum set-up (fully operational) needs to be described.

C.1.1 Minimum requirements and set up

This subsection will describe the minimum that is required in terms of resources to accommodate the corresponding target group.

C.1.2 Optimum set up

The optimum set-up will describe how a full operational ETS will look like in terms of resources (material and staff) for the given target-group.

C.1.3 Getting from minimum to optimum

This section will cover the transition from minimum to optimum set-up. Here it is necessary to describe which resources will first be scaled up and which later in order to get to the operational state effectively.

C.2 Affected people management

Next to the management of resources also affected people will come to the ETS at the first moment it is set-up. It is thus necessary to describe how to handle these people (by target-group) in the set-up phase of the ETS. It is necessary to understand that the following subsections will create requirements for the logistics parts of the guidelines.

C.2.1 Registration

This subsection will describe the registration process for the given target-group.

C.2.2 Definition of concrete needs

This subsection will describe how concrete needs of the given target group will be defined and translated into requirements for logistics.

C.2.3 Care

This subsection describes how basic catering will be done for people from the given target group. It will also cover how this catering will be transformed from a basic version into the operational (or optimal) version.

D. ASSESSMENT

The Assessment section will cover all information relevant to assess the given ETS situation. Since this a highly specialized task it will serve as the backbone to train specialized ETS managers that will also serve as contact persons for operational personnel with basic training. Please provide information relevant for assessment in this section.

E. APPENDIX

The SAMETS guideline will have to reference to various sources and other guidelines for ETS management. In order to provide a comprehensive reference list these sources and guidelines will be referenced in this appendix. Please put all references that you use for your part of the guideline in this appendix.