



PASSA participants with chief guest Leveni Aho (NEMO) and Kelela Tonga (MOI) after the certificate presentation and closing ceremony at Toutaimana Catholic Centre, Vaololoa Nukualofa, Tonga.


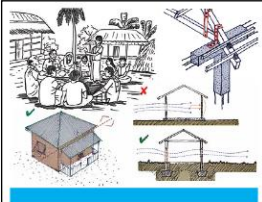

Photo: IFRC.

Training report
PASSA Training of Trainers
Nuku'alofa, TONGA
7th – 11th May 2018

Activity Name	Participatory Approach for Safe Shelter Awareness (PASSA)
Activity Type	Training of trainers
Implementation Team	Habitat for Humanity Fiji (HFHF): Tasianna Lulu and Alusio Beramai Habitat for Humanity New Zealand (HFHF NZ): Lou Maea Tonga Shelter Cluster Co-Lead International Federation of Red Cross and Red Crescent Societies (IFRC): Subesh Prasad (1 female, 3 male facilitators)
Dates of Implementation	7 -11 th May 2018 (5 days)
Background and Context	<p>This training was completed as a part of the TC Gita Shelter response, to inform recovery programming of shelter cluster partners.</p> <p>Shelter risks and vulnerabilities are on the increase due to changes in disaster trends but sufficient funding is not always generated for the required reconstruction and recovery needs of affected communities.</p> <p>PASSA is a participatory approach preparedness tool that helps develop local capacity to reduce shelter related risk by raising awareness and developing skills in joint analysis, learning and decision-making at community level. The application of PASSA is particularly useful for gender mainstreaming where shelter risks are often viewed through different lenses by men and women. Thus, a more holistic picture of shelter risk is obtained and can in turn be addressed. Furthermore, PASSA by its nature can enhance social capital, reinforcing/strengthening community resilience to disaster.</p> <p>PASSA draws upon the well-established practice of community action planning, and the participatory tools or approaches depending on the context of the community.</p> <p>After the impact of TC Winston on shelter and settlements in Fiji, it was also realized from the Shelter Cluster the need for communities to re-build back better which is one of the strategies or approaches PASSA use. The aim of the PASSA is to build a resilient community.</p>
Objectives and Outcomes	<p>This training contributes to the following objectives:</p> <ol style="list-style-type: none"> 1. Continued capacity building of Tonga Shelter Cluster partners, in support of ongoing work of partners. 2. IFRC (as convener of the Pacific Shelter Cluster) 2018 CCST Pacific Operational Plan, Outcome 2.1: Communities in disaster and crisis affected areas restore and strengthen their safety, well-being and longer-term recovery through shelter and settlement solutions, and Outcome 2.1: Effective and coordinated international disaster response is ensured, Output 2.1.1 Effective response preparedness and surge capacity mechanism is maintained (# of Pacific shelter clusters supported with preparedness activities relevant to in-country needs) 3. HFH: The global objective of the training was to achieve the goals developed for the roll out of PASSA 2012-2014 strategy. The operational and regional objectives were to develop a pool of trained PASSA

	<p>facilitators within the Asia Pacific region who can be called upon to implement PASSA as part of:</p> <ul style="list-style-type: none"> • preparedness programmes where PASSA can be used as a tool for shelter risk reduction; or • recovery programmes where PASSA can be used to provide a framework for creating long-lasting shelter solutions by integrating risk knowledge at community level (site mitigation measures, disaster-resistant techniques, etc.). <p>Specifically, this training aims to:</p> <ol style="list-style-type: none"> 1. Introduce PASSA to Tonga Shelter Cluster partners and Samoa counterparts by explaining the purpose of PASSA and its place in shelter programs and describe how it works at community level 2. Describe PASSA methodology, including the purpose of process of each activity and links between activities 3. Explain essential shelter safety principles and their application in local context 4. Outline steps in each of the 8 PASSA activities and materials required 5. Demonstrate skills required to facilitate PASSA activities 6. Define and discuss the implementation plan for PASSA. For this training, Habitat for HFH NZ, IFRC and HFHF will support both countries as they implement PASSA. 7. Strengthen and build relationships with all partners attended the training. <p>At the end of the training, participants are expected to:</p> <ol style="list-style-type: none"> a. Be familiar with the PASSA approach and be ready to implement PASSA in target communities. b. Develop a community implementation plan for PASSA, integrating it into existing programme/projects. c. Be able to train a PASSA ToT to increase the pool of PASSA trained personnel for the Pacific for greater outreach at provincial and community levels. <p>Outcomes Achieved: HFHF, HFH NZ and IFRC trained 11 participants, six (6) female and five (5) male, nine (9) from Tonga Shelter Cluster partners and two (2) participants from ADRA Samoa. Two (2) participants from MORDI did not complete the course, missing four days in total.</p> <p>At the end of the training, participants developed PASSA implementation plans; one by Caritas Tonga and one by ADRA Samoa as implementing agencies. HFH NZ will be supporting the implementation of the pilot and long term PASSA programming in both the countries respectively. <i>(Please see Annex 5: Implementation Plan)</i></p>
<p>Participants</p>	<p>The trained PASSA facilitators consisted of nine (9) from Tonga Shelter Cluster and two (2) from ADRA Samoa:</p> <ul style="list-style-type: none"> • National Emergency Management Office (1) • Caritas Tonga (4)

	<ul style="list-style-type: none"> • Tonga Red Cross (2) • Ministry of Infrastructure (2) • ADRA Samoa (2) <p>The participants were selected by their respective organisations based on their likelihood of working with PASSA, as managers or officers working on disaster-management or shelter projects and programmes, and as potential future trainers of PASSA facilitators. The group was diverse, not only in terms of organisational profiles, but also in terms of professional background and position. <i>(Refer annex 2: Full list of participants)</i></p>
<p>Activities and Methodology</p>	<p>HFHF, HFH NZ and IFRC attended the PASSA ToT that was facilitated by HFH International and IFRC Pacific in September 2015. Tonga Shelter Cluster is the first in the Pacific to receive this training as cluster activity.</p> <p>The training was officially opened by Olivina Tuiono, of Caritas Tonga.</p> <p>The training consists of the 8 core PASSA activities, and other sessions which reinforce cross-cutting, technical, facilitation and planning considerations (refer see annex 3 for agenda):</p> <ol style="list-style-type: none"> 1. Historical profile 2. Community mapping 3. Frequency and impact of hazards 4. Safe and unsafe shelter 5. Options for solutions 6. Planning for change 7. Problem box 8. Monitoring plan <p>The other sessions were;</p> <ol style="list-style-type: none"> 1. Introduction of PASSA 2. PASSA and participation ladder 3. Gender and Diversity: Aina Kavaliku, Coordinator, Gender and Protection, Women Affairs Division, MIA (Ministry of Internal Affairs) 4. Participatory methods and facilitation skills for PASSA 5. Important points on shelter safety I 6. Important points on shelter safety II 7. Important points on shelter safety III 8. Field visit to Halovave, Kolomotua District and Popua, Kolofo’ou District. 9. PASSA toolkits and the artist 10. PASSA Implementation Plan <p>The training concluded with presentation of certificates by Mr. Leveni (Director, National Emergency Management Office), and Tasianna Lulu (HFHF) and closed with a prayer by Rev Father Lotoviko Finau (Parish Priest Archdiocese of Tonga). Kelela Tonga Actg. Chief Executive Officer, Ministry of Infrastructure also attended the closing of the workshop.</p> <p>Methodology</p> <p>The delivery of the trained was based on standards package developed by HFH</p>

	<p>and IFRC.</p> <p>The training methodology utilized a participatory approach providing for maximum involvement through interactive sessions. The different methods used included:</p> <ol style="list-style-type: none"> Individual practice Pair practice – presentation/facilitation of modules Group activities <p>Most of the sessions involved group discussions, offering participants the opportunity to share their experiences from their respective organizations. Presentations were done using flipcharts, with very little usage of PowerPoint.</p> <p>The participants themselves were tasked with facilitating the eight PASSA activities detailed in the PASSA handbook. They were divided into groups to guide other participants through each activity with the support of the facilitators.</p> <p>The other sessions were presented by the training facilitators.</p> <p>The main reference materials used (and provided to participants) include:</p> <ul style="list-style-type: none"> IFRC PASSA Handbook IFRC Shelter Safety Handbook IFRC Minimum Standard Commitments to Gender and Diversity in Emergency Programming <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div data-bbox="453 1160 708 1541" style="text-align: center;">  <p>PASSA Participatory Approach for Safe Shelter Awareness</p> <p><small>www.ifrc.org Saving lives, changing minds. IFRC International Federation of Red Cross and Red Crescent Societies</small></p> </div> <div data-bbox="778 1160 1040 1541" style="text-align: center;">  <p>Shelter safety handbook Some important information on how to build safer</p> <p><small>www.ifrc.org Saving lives, changing minds. IFRC International Federation of Red Cross and Red Crescent Societies</small></p> </div> <div data-bbox="1107 1160 1394 1541" style="text-align: center;">  <p>Minimum standard commitments to gender and diversity in emergency programming Pilot Version</p> <p><small>www.ifrc.org Saving lives, changing minds. IFRC International Federation of Red Cross and Red Crescent Societies</small></p> </div> </div>
<p>Budget/Expenditure</p>	<p>This training was fully funded by International Federation of Red Cross and Red Crescent Societies, with the support of Australian Red Cross / DFAT. The total cost was CHF 11,826.09 (approx.)</p>
<p>Best Practice & Challenges/Lessons Learned</p>	<p>Best Practices:</p> <ul style="list-style-type: none"> An artist was engaged for 4 days during the training to develop drawings suited to the context, to be used in future trainings. These drawings will be scanned and shared with the training group for reference during future projects. <p>Challenges/Lessons Learned:</p> <ul style="list-style-type: none"> Several of the drawings used for exercises were not relevant to the Tonga/Pacific context so created confusion among participants, but this

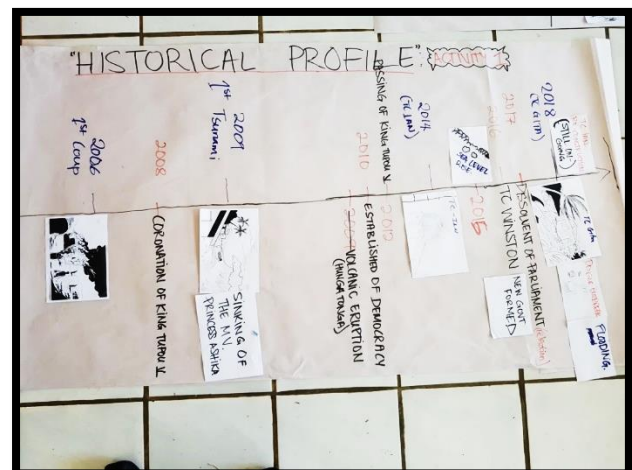
	<p>was further explained to the participants.</p> <ul style="list-style-type: none"> On day 4 the training moved to a different venue which disturbed flow of activities and consumed training time. It is recommended that such training be held at one place to ensure that both participants and trainers do not lose track of the linkage of the 8 activities. Looking at the participants list, there was no representative from a disabled persons organization to stimulate discussion to make sure that every decision made in a community is disability inclusiveness. Town Officers should have been invited as community focal point for them to understand the PASSA concept and for follow up with the implementing communities. 														
Evaluation	<p>On the first day of the workshop, participants were asked to write three expectations they had of the training. Below is a summary of the recurrent themes:</p> <ul style="list-style-type: none"> To learn about PASSA and how it is relevant to the work we do. To gain knowledge on how PASSA can benefit communities and reduce dependencies. To be prepared when the disaster strikes. To understand how PASSA fits into existing programs in the organization. To see how the methodology is presented. Demonstrate that communities can lead in resilience and preparedness programmes alongside government and NGO's. <p>To close the activities in the training, a post-training evaluation form was given out to the participants for their individual feedback on the training. Provided below is summary of the feedback from the training.</p> <table border="1" data-bbox="446 1299 1428 1601"> <thead> <tr> <th>Question</th> <th>Strongly Agree (%)</th> </tr> </thead> <tbody> <tr> <td>I feel prepared to help my community create a Community Action Plan</td> <td>100%</td> </tr> <tr> <td>I can facilitate trainings well in the community</td> <td>100%</td> </tr> <tr> <td>Objectives of the training were clear</td> <td>100%</td> </tr> <tr> <td>The topics covered were relevant</td> <td>100%</td> </tr> <tr> <td>The trainer was knowledgeable about the training topics</td> <td>100%</td> </tr> <tr> <td>The time allocated for the training was sufficient</td> <td>100%</td> </tr> </tbody> </table> <p>The table above represents the feedback from questions 1 – 6. All participants STRONGLY AGREED that they each learnt a lot from the teaching. They feel positive enough and confident to facilitate the PASSA trainings in communities. (Refer Annex 4: Evaluation)</p>	Question	Strongly Agree (%)	I feel prepared to help my community create a Community Action Plan	100%	I can facilitate trainings well in the community	100%	Objectives of the training were clear	100%	The topics covered were relevant	100%	The trainer was knowledgeable about the training topics	100%	The time allocated for the training was sufficient	100%
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The topics covered were relevant	100%														
The trainer was knowledgeable about the training topics	100%														
The time allocated for the training was sufficient	100%														
Recommendations	<ul style="list-style-type: none"> For PASSA training in the community there is a need for a Community Liaison (Town Officers) together with a Technical person to go side by side when it comes to implementation of the 8 PASSA activities. Consider implementing future such trainings inside a community to further increase participant's understanding of PASSA and how the eight activities are linked together in practice. 														

- Participants should also be encouraged to study the Shelter Safety Handbook in preparation for their field work. This can be further reinforced by ongoing technical support from the HFHF and IFRC.
- The shelter sector is often overlooked even though a large number of houses have been destroyed during past disasters. Going forward, PASSA may be best integrated in Tonga and Samoa as part of ongoing Disaster Risk Reduction and Disaster Preparedness work. PASSA will be piloted in Tonga by Caritas and ADRA in Samoa.
- The two (2) participants from MORDI who missed four full days should complete the modules before being considered for future PASSA facilitation support role.
- For future trainings, some participants have requested the inclusion of videos from PASSA programmes happening in the Pacific.
- An artist to be selected through the PASSA ToT to draw pictures relevant to the context. These drawings are a guide and essential part of PASSA process they stimulate discussion and empower both literate and illiterate people to speak out in a group session. For this reason, the development of the drawings requires careful work with an artist.
- For any further PASSA implementation participants can share their experience using the Facebook page; PASSA Global Network or PASSA Pacific page for any knowledge and learnings.

Annexes

Annex 1: Photos

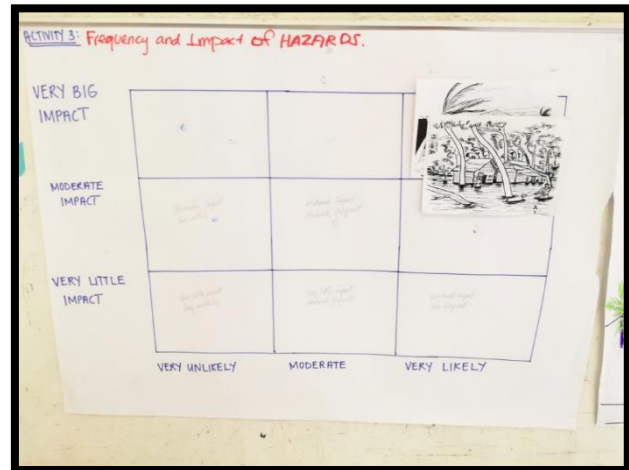
ACTIVITY 1: HISTORICAL PROFILE



ACTIVITY 2: COMMUNITY MAPPING AND VISIT



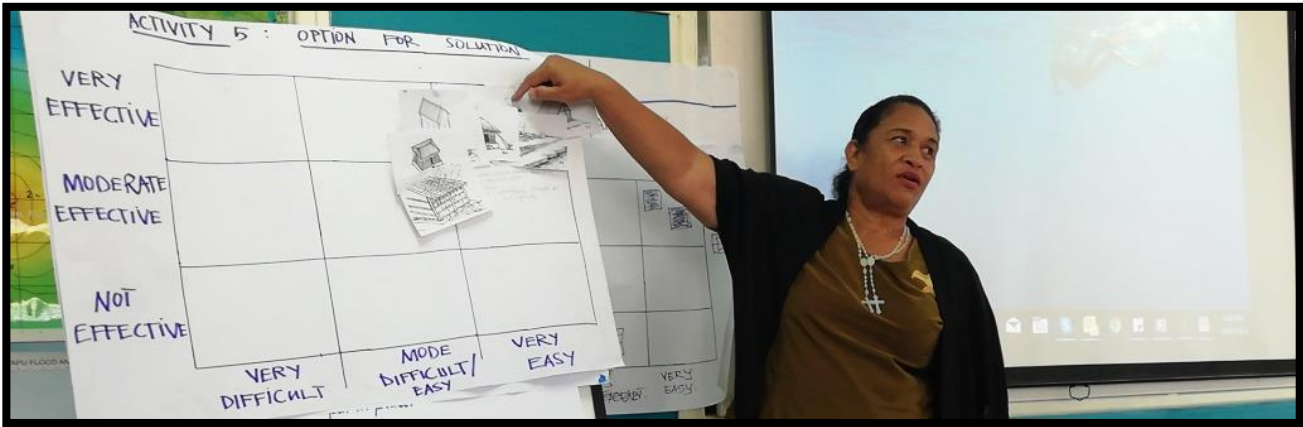
ACTIVITY 3: FREQUENCY AND IMPACT OF HAZARDS



ACTIVITY 4: SAFE AND UNSAFE SHELTER



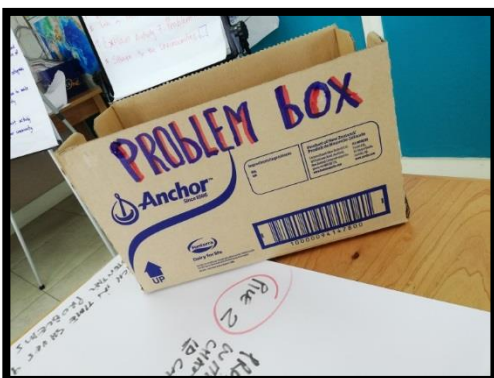
ACTIVITY 5: OPTIONS FOR SOLUTIONS



ACTIVITY 6: PLANNING FOR CHANGE



ACTIVITY 7: PROBLEM BOX



ACTIVITY 8: MONITORING PLAN



Goals (Shelter)	How many (Number)	Indicator (What to Measure)	How to Measure	Frequency of MEASURE	Who will MEASURE	COMPLETION TIME
Activity 8: MONITORING PLAN Flooding Cyclone	7	SITE PREPARATION (SELECTION) - BENEFICIARIES LIST - VULNERABILITY SELECTION CRITERIA - MATERIALS AVAILABILITY - MATERIALS LIST	MEETING WITH CHIEF FOR LAND CONFESSIONS - Vulnerability Selection Criteria - Material List - Check list (Inventory, delivery documents, site checks)	Twice/week 2 weeks 2 weeks Daily (every day)	TOWN OFFICER + 2 WEEKS TOWN OFFICER + 2 WEEKS TOWN OFFICER + 2 WEEKS TOWN OFFICER + 2 WEEKS	1 MONTH 6 WEEKS 1 MONTH 2 WEEKS As supplied 6 months 6 months 2 months
	2	PROGRESS REPORT CONSTRUCTION MONITORING/RECORDING OF CONSTRUCTION	Check list (Inventory, delivery documents, site checks) Check list (Inventory, delivery documents, site checks) Check list (Inventory, delivery documents, site checks)	As supplied As supplied As supplied	As supplied As supplied As supplied	As supplied As supplied As supplied

Site visit to Halovave Community to examine risk, vulnerability and capacity and differentiate the safe and unsafe structures



Annex 2: Participants list

#	Name	Occupation	Agencies	M/F	Email
1	Amelia Ma'afu	Director	Caritas Tonga	F	ameliamafu05@gmail.com
2	Salote Sakalia	Admin Assistant	Caritas Tonga	F	salotesakalia@gmail.com
3	Paulo Ovaleni	Volunteer	Tonga Red Cross	M	pauloovaleni@gmail.com
4	Ofa Niutei	Volunteer	Tonga Red Cross	F	oniutei@gmail.com
5	Maliyasa Tapueluelu	Staff	Caritas Tonga	F	Stapueluelu86@gmail.com
6	Oliniva Tuiono	Staff	Caritas Tonga	F	ritatuiono@gmail.com
7	Victoria Palu lager	Civil Engineer	MOI	F	weinapalu@gmail.com
8	Potesio Veatufunga	Draftsman	MOI	M	PotesioVeatufunga@gmail.com
9	Paula Finau	Staff	NEMO	M	Paulafinau26@gmail.com
10	Tofa Masiu	Staff	MORDI	M	Did not complete
11	Afu Topeuleulu	Staff	MORDI	M	Did not complete
12	Pulou Tau Kap	Operations	ADRA Samoa	M	Kaptau1@gmail.com
13	Emailaine Tuese	Finance	ADRA Samoa	F	etuese@adra.org.ws

Annex 3: Program

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
8.30- 9:00	Introduce participants and facilitators and hopes for the course	Opening of the day and Logistics	Opening of the day (Group Picture)	Opening of the day and Logistics	Opening of the day and Logistics
9:00-9:30		Participatory methods and facilitation skills for PASSA	Important points on shelter III - Alusio	PASSA Activity 5: Options for solutions	PASSA Activity 8: Monitoring and Evaluation
9.30-10:30	Fiji Experience with PASSA What is PASSA? Group Presentation	PASSA Activity 2: Community Mapping	PASSA Activity 4: Safe and Unsafe Shelter		
10.30-11:00	Morning Tea break				
11:00 - 1:00	PASSA Activity 1: Historical Profile Group Presentation	PASSA Activity 3: Frequency and Impact of Hazards	Community Visit	PASSA Activity 6: Planning for change	Presentation of implementation plans by organization PASSA Game
1:00 - 2.00	Lunch				
2.00 - 3.00	Facilitation skills - Lulu	Important points on shelter I - Lou	Group Presentation on Community visit BBS Video Exercise	PASSA Activity 7: Problem box	Evaluation: Closing of workshop and presentation of certificates
3:00-3.15	Afternoon Tea				
3.15-4.30	Gender Specialist to talk Closing	Important points on shelter II - Subesh	Facilitators for Act 4-7 to meet and discuss	Group Activity	ENDS

Annex 4: Evaluation

Provided below are the open-ended questions with its discrete responses.

I. The most important and helpful things that I learnt from this class were?

- The activities that makes the unsafe house goes to be a safe house
- Relevancy of the training to the level of the community
- Well organized: time, facilitators, inclusion of trainees in facilitating, etc.
- Resources well prepared and available to every trainee
- The realization that reaching out into the community is crucial, having ample resources to facilitate and the value of community/total involvement in the program to create that sense of ownership/accountability/responsibility
- Involving the community in decision making
- Educating people on the technical part to safe shelter
- Creating the action plan and monitoring plan for the communities
- Having a better understanding and how to apply to my real community
- Well pre-prepared for community training
- Important to have safe shelter
- Key factors/indicators for monitoring plan
- By so far, I walked in on the first day not knowing much about safe shelter. Now I've learnt that to have a safe house in my community, I must apply all the things that we have learnt so far from the training
- PASSA training helped me realize life in a community and how to improve the standard of living into a safer community

II. What can be improved in the training?


- Activities goes with the time required
- The participants must confirm their attendance as others relevant personnel could have participated instead
- Training was well organized, resources provided, perhaps coloured drawings will make it more fascinating and exciting
- More technical support
- Allow more time for each activity during trainings
- Enforcement member from reliable ministry to attend the training. E.g. Fire department


III. Any other comments you would like to make?

- I am so happy to be part of this training because it is very useful
- Helpful, relevant and successful training
- Malo 'aupito, vinaka vakalevu and faafetai lele lara to the facilitators and organizers for this informative/insightful and exciting learning experience
- This has been an awesome training, fun experience and good facilitators we have here with us
- Thank you PASSA- thanks to the facilitators for the such great efforts that enabled me to carry on, regarding safe shelter

- Thanks to HFH and PASSA trainers for the great effort and introductory such important training or approach to Tonga
- I like the workshop and can I join training like PASSA.

Annex 5 : Action Plans

PASSA Implementation Plan - Samoa				
<p>Note: This plan was developed by ADRA participants during PASSA TOT in Tonga which needs further input and planning with in-country Programme Team as implementing agency and HFH NZ.</p>				
Activities	Target # of communities	Timeline	Inputs required & Resources	Budget \$ TBC
1. Planning at the national level.	3	3 weeks	Programmes Manager/ Finance/Communications Officers/ Samoa RC/Disaster Management office/Govt. Ministries & Stakeholders	
2. Site Selection - Identify target communities	3	2 weeks	Disaster Management Office and key stakeholders	
3. Initial Community Visit to introduce PASSA and form PASSA group members.				
4. Training of Trainers (TOT) conducted at the ADRA HQ level.	3	1 week	PASSA Facilitators. Selected communities and Artists	
5. Implement PASSA Activities -in the community	3	4-6 weeks	PASSA Facilitators, selected communities	
6. Follow-Up with PASSA group on implementation plan.		3 follow ups per community	ADRA PASSA facilitators, PASSA group	
7. Monitoring & Evaluation -Ongoing monitoring by PASSA group in the communities and Implementing Agency (ADRA).		On-going	ADRA PASSA facilitators, PASSA groups	
8. Reporting - activity based final narrative and financial report		Activity based and final report	ADRA PASSA facilitators, Programme Team, Finance, PASSA group	

PASSA Implementation Plan - Tonga					
<p>Note: This plan was developed by Caritas Tonga participants, NEMO, MOI and Tonga RC, participants during PASSA TOT in Tonga which need further input from Management Caritas Tonga as implementing agency and HFH NZ.</p>					
Actions	Target # of communities	Timeline	Input Required	Resources	Budget TBC
1. Planning- at the national level	Target is 15	1 week	Local Authorities & Stakeholders.	PASSA to kit, and training materials	
2. Select Community- identify the most vulnerable village	Confirmed 5	1 week	Local Authorities- to identify most vulnerable	Damage assessment report- TC Gita	

			villages.		
3. Initial Community meeting- to introduce/brief PASSA activity and form PASSA group members.	5		Town Officers and Community		
4. Training of Trainers (TOT)	5		PASSA Facilitators, PASSA group and communities	Training materials and local artist.	
5. Implementation PASSA activities in the community	5		PASSA group and communities		
6. Monitoring & Evaluation- <i>Ongoing monitoring by PASSA group in the communities and Implementing Agency (Caritas Tonga).</i>			Caritas Facilitators, PASSA group		
7. Reporting- <i>activity based final narrative and financial report</i>			Caritas Facilitators, Finance, PASSA group		