On-the-spot Registration Training

**Beneficiary Registration**

**Preparation and questions to be answered ahead of time**

* Same distribution package for everyone or some get one package and others get two?
* Is the goal to conduct registration and distribute tokens at same time?
* Registration ledgers prepared
* Tokens prepared, if possible and appropriate

**Objectives: PPT slide or on flip chart**

* To be capable of implementing transparent, accountable beneficiary registration.
* To be familiar with the registration form and distribution token

**Key Messages:**

* Transparency and information sharing with the community is critical to effective and accountable registration and distributions.
* Registration processes are required for any effective distribution and should be done directly, not based on secondary (government/army) data.
* Each beneficiary (head of household) must have a distribution token before the day of the distribution. (Distribution token is often the term used for simple tokens redeemable for a single distribution. When there are multiple rounds, the term “beneficiary card” may be used instead.)
* The serial number on the distribution token must match the serial number on the family registration form held by the NGO.
* Only collect information that will be useful. What is useful depends on your distribution strategy. A food ration may be the same for everyone or it may change according to family size and number of pregnant and lactating women; going-to-school kits may require information about number of children of primary school age; shelter kits may require categorization of level of damage to the house; etc.
* Registration of beneficiaries and distribution of tokens can be done on separate days, for additional checks and controls. However, if it is urgent, they can be done at the same time.

**Materials:**

* Prepared Registration Ledger and Token
* Prepared guidelines and Key Messages handout
* Flipchart

**Facilitation:**

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| **Time** | **Method** | **Message and Content** |
| 10 min  5 min  10 min | Introduction  Instructions  Group work | a) The facilitator introduces the session: Overview of the emergency that has occurred; what needs assessment have been done and what they tell us; and the need to do a distribution.  Ask the following questions and note ideas on flip chart  What are the next steps to organise a distribution?   * **identify location for distribution** * **targeting criteria – who should receive** * **register the beneficiaries** * **distribute tokens** * **procurement** * **warehousing** * **transportation**   What is a registration process?   * **beneficiaries identified according to criteria** * **beneficiaries detail recorded** * **tokens provided**   What type of information is collected?   * **name** * **location of residence** * **unique ID #** * **immediate family members names** * **# of children** * **vulnerabilities** * **type of damage/aid entitled to**   Registration exercise  If Scenario for type of distribution understood then set up the scenario accordingly.  Is everyone getting the same package or are some getting only 1 of 2 packages (e.g. hygiene kit, but not shelter kit). This should already be determined in preparing registration ledger and tokens before this training  Otherwise use this sample scenario:  *Sample scenario: The distribution will consist of two packages, a general package of food, water and hygiene items for every affected family, and a shelter package of plastic sheeting for families with destroyed houses.* **Write on flip chart.** *It is the first time your field team is doing relief distributions and you have to train them on beneficiary registration, token and distribution systems.*  In preparing for the training, provide five simple guidelines to ensure the identification of beneficiaries (registration and token distribution) is conducted in a dignified, equitable, accountable and secure way. Ask groups to write their guidelines down.  Possible Guidelines -  - Develop and discuss selection criteria in a community meeting  - During registration, collect only information that you will use  - Tokens should be managed in the same way as cash  - Large families can receive two or three tokens (e.g. 2 kits for 9-15 family members, 3 for 16+ members)  - Information on distribution location, date and time, as well as package content, can be given at time of token distribution.  - Establish rules to deal with “exceptions” (persons who register late; persons with no IDs, etc.)  - Do your own registration  - Spot check the process  -Communication, communication, communication!  In plenary, capture guidelines on flip chart. Have groups copy as you do, so they have their own copy of guidelines or give a prepared handout that other suggestions could be added to |
| 25 min  10 min | Group work  Plenary  with Q & A if appropriate | Ask each group to nominate an aid worker who will register the other members of his group as if they were beneficiaries. Conduct the registration exercise  Possible beneficiary profiles:   * Mother HH with husband and 3 children * Single elderly man * Single person living w/ HIV/AIDS * Community leader with family * Mother HH who is traumatized with husband and 3 children   If two distinct packages for groups, beneficiaries should distinguish what they need (Hygiene and/or shelter kit) whether they actually need it or not.  Throw anticipated and realistic challenges at those registering the beneficiaries  Facilitator asks participants what were the challenges during the beneficiary registration activity.  The facilitator asks the participants:   * “What can we do to make sure that the beneficiaries registered are the ones who actually receive the assistance?” The participants should identify that it’s necessary to have a token or some type of ID card * “What other information should be on the token card?” If time to edit token   Discuss anticipated problems or obstacles  What might be done to circumvent/take advantage of the registration system?  What role can community leaders play?   * Identify other community leaders * Verification at registration * Identifying the most vulnerable * Verification of registration ledger * Verification at distribution   Conclude with a question and answer discussion to understand why a registration form is essential:  - it is a planning tool (it tells you the total number of households and individuals requiring each type of package)  - if required (e.g. for later programming) it can indicate gender / age breakdown or vulnerabilities (PLW, disabilities, <5s)  - it is a control – to check the name of head of household and serial number of beneficiary tokens/ID cards when they come to the distribution.  - a copy can be used as the distribution master roll, which beneficiaries sign to show they have received their ration.  **Key Messages: Slides 3-5 or review on handout** |