

## HLP WG Work Plan for 2025

#	Activities	Target	Target Achieved	Status	# of units/ participants/ deliverables			Planned		On Track		Slightly behind the deadline		Behind																				
						2023																												
						JAN			FEB			MAR			APR			MAY			JUN			JUL			AUG			SEP			OCT	
1	COORDINATION																																	
1.1	Coordination																																	
a	Organise monthly HLP WG meeting (xxx of Month)	12	2		Monthly (12)																													
b	Attend SCCCM sector monthly meetings	12	3		Monthly (12)																													
c	Attend Protection sector monthly meetings	12	4		Monthly (12)																													
d	Attend meetings/consultations/workshop involving Shelter and other Sectors				Adhoc																													
e	Attend quarterly Global HLP AOR Coordinators meeting	4	1		Quarterly (4)																													
2	POLICY AND ADVOCACY																																	
2.1	Policy and Advocacy																																	
a	Produce HLP Factsheets	2			2 documents																													
b	Produce Advocacy notes on HLP issues	2			2 documents																													
c	Produce Guidline on Relocation of Refugees within Camps (with support of SCCCM)	1			1 document																													
d	Produce Rental Practice Guideline	1			1 document																													
3	RESEARCH AND NEEDS ASSESSMENT																																	
3.1	Assessment on Access to HLP Among New Arrivals																																	
a	Develop assesment tools	1			1 document																													
b	Train data collectors																																	
b	Conduct the assessment	1			1 report																													
4	HLP MONITORING																																	
4.1	HLP Monitoring																																	
a	Developing/reviwing HLP monitoring tools																																	
b	Establishing monitoring teams (in coordinaiton with the JPM teams)																																	
c	conduct HLP monitoring on monthly basis	6			1 document																													
5	CAPACITY DEVELOPMENT																																	
5.1	General HLP Training																																	
a	Review/update training modules on HLP	3			3 modules																													
b	Develop HLP training handbook	1			1 handbook																													
c	Organise training sessions on HLP for sectors' partners (including GBV and CP partners)	5	2		1 training/25 people																													
5.2	HLP Due Diligence Workshop																																	
a	Develop HLP Due Diligence module	1			1 document																													
b	Conduct half-day HLP Due Diligence Workshop for Protection Sector partners	2			1 workshop																													
c	Conduct half-day HLP Due Diligence Workshop to SCCCM partners	2			1 workshop																													
5.3	HLP Case Management Training																																	
a	Review/develop of HLP case management and referral forms	1			1 document																													
b	Review the existing HLP tracking database	1			1 database																													
c	Support addressing of HLP issues through management and referral				# of cases received																													
d	Organise 1x half day HLP Case Management training to NRC ICLA staff	1			1 training/25 people																													
e	Organise 1 x half day training on how to use the HLP referral form to 20 HLP WG partners	1			1 training/25 people																													
5.4	HLP Workshop with CICs																																	
a	Conducting second round of HLP workshop with CICs	2			2 workshops																													