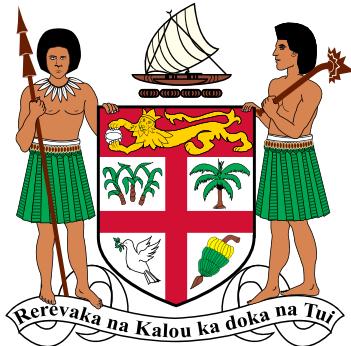




Standard Operating Procedures for Planned Relocation in the Republic of Fiji





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March 2023

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The Standard Operating Procedures for Planned Relocation is a “living” document and the information expressed in this publication represents the Fiji Government’s commitment to build a climate resilient nation. The document will be periodically updated to ensure validity, effectiveness, and relevance over time.

The Standard Operating Procedures for Planned Relocation was developed under the guidance of the Fijian Taskforce on Relocation and Displacement (FTRD) and its technical working group.

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Implemented by



FOREWORD

The ravaging impacts of climate change are increasingly driving the displacement of communities around the world. Fiji is one of the countries that is most vulnerable to the impacts of climate change, including sea level rise, flooding, and more frequent and severe cyclones. As a result, the government of Fiji has been at the forefront of efforts to develop policies and strategies for adapting to these challenges, including the planned relocation of communities as an option of last resort.

Studies unequivocally show us that the displacement of families and communities will increase with the intensification of rainfall and associated flooding, tropical cyclones, droughts, and increasingly, sea level rise. The Government of Fiji places a high priority in keeping at-risk communities safe and in strengthening their resilience against the impacts of climate change.

The Standard Operating Procedures for Planned Relocation (SOP) reflects the Government of Fiji's commitment to effectively respond to the increasing need for the relocation of its communities, driven by the impacts of climate change. The SOP requires a human-centred and human rights approach where genuine participatory and all-inclusive processes are followed. This human-centred and all-inclusive approach is at the core of government's operations, where the empowerment of local communities is placed at the centre of all development.

A community relocating is a sensitive issue as we are dealing with people's lives and identity. When a community relocates, it is not simply about moving to a new place, to a new house. When a community relocates, they take with them their culture, their history, and their expectations for a better life. Therefore, a decision taken to relocate should never be taken lightly. It should be based on the participation of all community members and informed by science and on all social, economic, and ecological aspects. These principles are embedded in the SOP. Furthermore, in recognising that relocation can be a traumatic experience, all efforts will be undertaken to exhaust all climate change adaptation and disaster mitigation options before the ultimate decision is made for a community to move.

I would like to acknowledge the active engagement of various government agencies, non-governmental agencies, civil society organisations, academic institutions, and regional and international organisations in the development of the SOP. I urge the various organisations and donors to continue with this partnership as your expertise, experience, and resources will support the successful implementation of the SOP to ensure the safety, livelihoods, and wellbeing of our most vulnerable communities.

I would also like to acknowledge the Government of New Zealand and the Government of Germany for funding the development of this important document.

Vina'a va'alevu.

Hon. Sitiveni L. Rabuka

Prime Minister of Fiji and Minister responsible for Climate Change

CONTENTS

Acknowledgments	I
Foreword.....	II
Table of Contents.....	III
Terminologies	VII
Abbreviations & Acronyms.....	IX

Section I: Policy & Institutional Framework, Scope, and Support

1 Background	1
2 Introduction.....	2
2.1 The purpose and principles of the SOP.....	2
2.2 Scope of the SOP.....	3
2.3 National frameworks	6
3 Institutional arrangements for implementing the SOP	8
4 Who should use this SOP	10
4.1 Government agencies	10
4.2 Non-state partners	11
5 Funding and resource support.....	12
5.1 The Climate Relocation of Communities Trust Fund.....	12
5.2 Government agencies	12
5.3 Community contribution	13
5.4 Partner support and contributions	13
5.5 Management and administrative support	13
6 Review of the SOP	14

Section II: Important & Mandatory Processes

1 Consensus-based decision-making process	1
2 Grievance Redress Mechanism	7
3 Community feedback	9
4 Capacity building and skills upgrade for officers.....	11
5 Assessing relocation as a measure of last resort.....	12
6 Ensuring sustainability	13

Section III: Components & Implementation

1	How to use this SOP	1
2	The three main stages of the SOP	1
2.1	Pre-Stage	1
2.2	In-Stage.....	2
2.3	Post-Stage	2
3	Components of the 3 main stages	3
3.1	Phases and steps.....	3
3.2	Defined timelines	3
4	Pre-Stage I: Screening and scoping.....	7
4.1	Phase A: Community requesting for relocation.....	8
4.2	Phase B: Processing community request.....	16
4.3	Phase C: Preliminary Screening, Scoping, Initial Risk Assessment	19
5	PRE-STAGE II: Detailed assessment & planning	29
5.1	Phase D: Comprehensive climate risk and vulnerability assessment.....	30
5.2	Phase E: New site confirmation.....	48
5.3	Phase F: Relocation decision.....	61
5.4	Phase G: Relocation plan	66
6	IN-STAGE II: Relocation & Establishment	74
6.1	Phase H: Relocation plan funding and finance procedures orientation	75
6.2	Phase I: Mobilise teams	77
6.3	Phase J, K, L: Construction, Livelihoods and Relocation.....	79
6.4	Phase M: Old site management (if relevant)	83
6.5	Phase N: End of project report.....	85
7	Post-Stage: Monitoring, Evaluation, Reporting, and Learning.....	86
7.1	Phase O: Monitoring and Evaluation	87
7.2	Phase P: Reporting and learning.....	87
7.3	Phase Q: Respond to emerging and new risk	88

LIST OF FIGURES

Section I

Figure 1: Institutional structure 9

Section II

Figure 2: Grievance Redress Mechanism for SOP 10

Section III

Figure 3: Overview of SOP process 6

Figure 4: Phases A - C Screening and scoping 7

Figure 5: Phase A: Community request 8

Figure 6: Phase B Processing community request 17

Figure 7: Phase C Screening, scoping, initial risk assessment 19

Figure 8: Pre-stage II Detailed assessment and planning 29

Figure 9: Phase D Comprehensive community assessment 31

Figure 10: Phase E New site confirmation 48

Figure 11: Phase F Relocation Decision 61

Figure 12: Phase G Relocation plan 66

Figure 13: Stage II Relocation and establishment 74

Figure 14: Phase H Funding and Procurement 75

Figure 15: Phase K Mobilise teams 77

Figure 16: Phase J, K, L: Construction, livelihoods, and relocation 80

Figure 17: Phase M Old site management 83

Figure 18: Phase N - End of project report 85

Figure 19: Post-stage - Monitoring, evaluation, reporting and learning 86

LIST OF BOXES

Section I

Box 1: Principles for Planned Relocation in Fiji 4

Section II

Box 2: Guiding Principles for Children on the Move in the Context of Climate Change 3

Box 3: Consent Mechanism 6

Box 4: Process of engagement for consultation 12

Section III

Box 5: Important process for ALL community visits 12

Box 6: Fieldwork guide 28

Box 7: Mechanisms for those who dissent from recommended actions 46

Box 8: Phased relocation 47

LIST OF TABLES

Section I

Table 1: Polices, plans and strategies relevant to the SOP.....	6
---	---

Section II

Table 2: Government agencies and state entities to be engaged in the planned relocation.....	10
--	----

Section III

Table 3: Non-state and development partners with potential to support the implementation of the SOP ..	11
--	----

Table 4: Stages for giving consent.....	4
---	---

Table 5: Factors that may cause delays to the relocation process	4
--	---

Table 6: Overview of process for site identification excluding climate projections.....	50
---	----

Table 7: Securing land for Planned Relocation Projects	56
--	----

Table 8: Relocation types according to land tenure.....	57
---	----

LIST OF ACTION TABLES

Action Table 1: Community on iTaukei land / iTaukei Village.....	9
--	---

Action Table 2: Community on non-iTaukei land (state land, freehold land).....	13
--	----

Action Table 3: Processing community request	18
--	----

Action Table 4: Screening and preparing for scoping.....	21
--	----

Action Table 5: Scoping - field work.....	25
---	----

Action Table 6: Reporting and community feedback	26
--	----

Action Table 7: Preparing for the comprehensive assessment.....	32
---	----

Action Table 8: Comprehensive assessment: field work.....	36
---	----

Action Table 9: CRVA recommendations and adaptation analysis.....	38
---	----

Action Table 10: Community consultations on CRVA findings & recommendations	40
---	----

Action Table 11: Decision-making process on - to relocate or not	42
--	----

Action Table 12: Assessment of community decision	44
---	----

Action Table 13: Securing new site.....	46
---	----

Action Table 14: New site assessment: preparation	51
---	----

Action Table 15: New site assessment: field work & reporting	53
--	----

Action Table 16: New site assessment: report back.....	64
--	----

Action Table 17: Final consent to relocate.....	65
---	----

Action Table 18: Developing the relocation plan.....	71
--	----

Action Table 19: Preparing for the implementation of the relocation plan	78
--	----

Action Table 20: Implementing the relocation plan.....	81
--	----

Annex 1: Mobility Plan.....	Annex 1 - 1
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TERMINOLOGIES

Adaptation: In human systems, the process of adjustment to actual or expected *climate* and its effects, in order to moderate harm or exploit beneficial opportunities. In natural systems, the process of adjustment to actual climate and its effects; human intervention may facilitate adjustment to expected climate and its effects. (IPCC 2018).

At-risk community means a community that is acutely exposed and vulnerable to the adverse impacts of climate change, including sudden and slow-onset climatic events and processes (Fiji Climate Change Act 2021)

Climate Change is a change in the state of the climate, which is attributed directly or indirectly to human activity, that alters the composition of the global atmosphere and is in addition to natural climate variability observed over comparable time periods.

Communities means villages, formal settlements and informal settlements in Fiji that are adversely affected by climate change (Fiji Climate Relocation of Communities Trust Fund Act 2019; Section 2)

Disasters represent a serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts.

Disaster displacement refers to situations where people are forced to leave their homes or places of habitual residence as a result of a disaster or in order to avoid the impact of an immediate and foreseeable natural hazard. Such displacement results from the fact that affected persons are (i) exposed to (ii) a natural hazard in a situation where (iii) they are too vulnerable and lack the resilience to withstand the impacts of that hazard. (Platform on Disaster Displacement)

Evacuation, as it relates to relocation, means - in situations of urgency where risk is imminent, the rapid physical movement of people away from the immediate threat or impact of a hazard to a safer place. The purpose is to move people as rapidly as possible to a place of safety and shelter. It is commonly characterized by a short timeframe (from hours to weeks) within which emergency procedures need to be enacted to save lives and minimize exposure to harm. Evacuations may be mandatory, advisory, or spontaneous. While evacuations should be orderly, they may not be owing to the prevailing situation, although this does not imply that they cannot be planned.

Exposure is the presence of people; livelihoods; species or ecosystems; environmental functions, services, and resources; infrastructure; or economic, social, or cultural assets in places and settings that could be adversely affected. (IPCC)

Hazard is the potential occurrence of a natural or human-induced physical event or trend or physical impact that may cause loss of life, injury, or other health impacts, as well as damage and loss to property, infrastructure, livelihoods, service provision, ecosystems, and environmental resources. (IPCC 2014, AR5/WG2)

Human Mobility is an umbrella term that refers to all aspects of the movement of people in relation to both sudden and slow onset climate change events and processes. Mobility in this context may take the form of displacement, migration, planned relocation or immobility, a situation where no movement occurs. It can be voluntary or non-voluntary.

Informal Settlement means a cluster, or area, of dwellings occupying state, freehold or customary (iTaukei) land with or without some type of informal consensual arrangement with the landowners and without any legal form of security of tenure (Fiji Ministry of Housing, 2020)

Planned Relocation is understood as a solution-oriented measure, involving the State, in which a community (wholly or partially, and as distinct from an individual/ household) is physically moved to another location and resettled permanently there.

Relocation is the voluntary, planned and coordinated movement of persons at risk of displacement in context of climate change, within States to suitable locations, away from risk-prone areas, where they can enjoy the full spectrum of rights including housing, land and property rights and all other livelihood and related rights. It includes displacement, evacuation (emergency relocation) and planned relocation.

Resilience means the “ability of a system, community or society exposed to hazards to resist, absorb, accommodate to and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions” (UNISDR/IPCC).

Risk is the potential for adverse consequences for human or ecological systems, recognising the diversity of values and objectives associated with such systems. In the context of climate change, risks can arise from potential impacts of climate change as well as human responses to climate change. Relevant adverse consequences include those on lives, livelihoods, health and wellbeing, economic, social and cultural assets and investments, infrastructure, services (including ecosystem services), ecosystems and species. (IPCC)

Sensitivity is the degree to which a system or species is affected, either adversely or beneficially, by climate variability or change. The effect may be direct (e.g., a change in crop yield in response to a change in the mean, range, or variability of temperature) or indirect (e.g., damages caused by an increase in the frequency of coastal flooding due to sea level rise). (IPCC)

Slow onset events evolve gradually from incremental changes occurring over many years or from an increased frequency or intensity of recurring events. These events refer to the risks and impacts associated with increasing temperatures; desertification; loss of biodiversity; land and forest degradation; glacial retreat and related impacts; ocean acidification; sea level rise; and salinization. (Decision 1/CP.16 UNFCCC)

Sudden or rapid onset events are single, discrete events with a clearly identifiable beginning and/or end and that occur or reoccur in a matter of days or even hours at a local, national, or region scale (UNHCR 2018). These are largely related to extreme weather events.

Talanoa means the process of inclusive, participatory, and transparent dialogue with the purpose of sharing stories, building empathy and making wise decisions for the collective good (Fiji Climate Change Act 2021)

Vulnerability is the degree to which a system is susceptible to, or unable to cope with, adverse effects of climate change, including climate variability and extremes. Vulnerability is a function of the character, magnitude, and rate of climate variation to which a system is exposed, its sensitivity, and its adaptive capacity and it is commonly identified with (groups of) women, children, elderly and people with disabilities.

Vola ni Kawa Bula (VKB) register of all iTaukei landowners and their landowning units.

ABBREVIATIONS & ACRONYMS

ADRA	Adventist Development and Relief Agency
CBO	Community Based Organization
CCD	Climate Change Division
CEDAW	Convention on the Elimination of All Forms of Discrimination Against Women
CI	Conservation International
COP	Conference of Parties
CRC	Convention on the Rights of the Child
CROC	Climate Relocation of Communities
CRPD	Convention on the Rights of Persons with Disabilities.
CRVA	Comprehensive Risk and Vulnerability Assessment
CRVAM	Comprehensive Risk and Vulnerability Assessment Methodology
CSO	Civil Society Organisation
DCO	Divisional Commissioner's Office
DG	Displacement Guidelines
DRR	Disaster Risk Reduction
EFL	Energy Fiji Limited
EIA	Environmental Impact Assessment
EPCSS	Empower Pacific for Counselling and Social Service
ESCAP	United Nations Economic and Social Commission for Asia and the Pacific
ESMS	Ministry of Finance Environmental and Social Management System
GRM	Grievance Redress Mechanism
FAO	United Nations Food and Agriculture Organization
FBOs	Faith Based Organization
FCOSS	Fiji Council of Social Services
FIE	Fiji Institution of Engineers
FNU	Fiji National University
FPIC	Free, Prior and Informed Consent
FRCS	Fiji Red Cross Society
FTRD	Fijian Taskforce on the Relocation and Displacement of communities vulnerable to the impacts of climate change or for short - Fijian Taskforce on Relocation and Displacement
FWRM	Fiji Women's Rights Movement
GEDSI	Gender Equality, Disability and Social Inclusion
GIZ	Deutsche Gesellschaft fur Internationale Zusammenarbeit GmbH (German Agency for International Development Cooperation)
HFH	Habitat for Humanity Fiji
HMCCC	Human Mobility in the Context of Climate Change
ICCPR	International Covenant on Civil and Political Rights
ICESCR	International Covenant on Economic, Social and Cultural Rights

IDMC	Internal Displacement Monitoring Centre
IFRC	International Federation of Red Cross/ The Fiji Red Cross Society
INGO	International non-government organisation
IOM	International Organization for Migration
IPCC	Intergovernmental Panel on Climate Change
ISUP	Informal Settlement Upgrade and Formalisation Programme
KOICA	Korea International Cooperation Agency
LEDS	Low Emission Development Strategy
LGBTQI	Lesbian, gay, bisexual, transgender, queer, intersex
LLEE	Live and Learn Environmental Education
LOU	Landowning Unit
M&E	Monitoring and Evaluation
MCTTT	Ministry of Commerce, Trade, Tourism and Transport
MH	Ministry of Housing
MHMS	Ministry of Health and Medical Services
MF	Ministry of Finance
MoU	Memorandum of Understanding
MPWMS	Ministry of Public Works and Meteorological Services
MRMDDM	Ministry of Rural and Maritime Development and Disaster Management
MTA	Ministry of iTaukei Affairs
MTCSME	Ministry of Trade, Cooperatives, Small and Medium Enterprises
NAP	National Adaptation Plan
NCCP	National Climate Change Policy
NDC	Nationally Determined Contributions
NDMO	National Disaster Management Office
NDP	National Development Plan
NDRRP	National Disaster Risk Reduction Policy
NF-MV	Nature Fiji – Mareqeti Viti
NGO	Non-governmental organisation
NTF	National Trust of Fiji
OHS	Occupational Health and Safety
OPM	Office of the Prime Minister
PCC	Pacific Council of Churches Fiji
PDD	Platform on Disaster Displacement
PDF	Pacific Disability Forum
PFM	Public Financial Management system
PICs	Pacific Island Countries
PIDF	Pacific Islands Development Forum
PIFS	Pacific Islands Forum Secretariat
PRG	Planned Relocation Guideline
RPF	Rainbow Pride Foundation

SCF	Save the Children - Fiji
SGO	Solicitor General's Office
SOGIESC	Sexual orientations, gender identities, gender expressions and sex characteristics
SOP	Standard Operating Procedures for planned relocation in Fiji
SPC	The Pacific Community
SPREP	Secretariat of the Pacific Regional Environment Programme
SSVM	Soqosoqo Vakamarama iTaukei
TAB	iTaukei Affairs Board
TLC	iTaukei Lands Commission
TLTB	iTaukei Land Trust Board
TWG	Technical Working Group
UNDP	United Nations Development Programme
UNDRR	United Nations Office for Disaster Risk Reduction
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFCCC	United Nations Framework Convention on Climate Change
UN HABITAT	United Nations Human Settlements Programme
UNHCR	United Nations High Commissioner for Refugees
UNISDR	United Nations International Strategy for Disaster Reduction
UNITAR	United Nations Institute for Training and Research
UNOCHA	United Nations Office for the Coordination of Humanitarian Affairs
USAID	United States Agency for International Development
USP	University of the South Pacific
VKB	Vola ni Kawa Bula
WAF	Water Authority of Fiji
WEBC	Women Entrepreneurs and Business Council
WFP	United Nations World Food Programme
WWF	World Wildlife Fund

SECTION I

Policy & Institutional Framework, Scope, and Support



1 BACKGROUND

In 2018, the Fijian Government endorsed the country's Planned Relocation Guidelines (PRG). The PRG serves as an overarching framework to guide and advance the subsequent national processes and procedures required to manage national relocation needs. These guidelines, launched at COP24 in Poland, represent a crucial step towards operationalising national procedures for recognising and managing current and anticipated climate-induced relocation issues.

In recognition of the need to develop a dedicated financial mechanism for state-supported relocation activities, Fiji established the Climate Relocation of Communities (CROC) Trust Fund Act in June 2019. The CROC Trust Fund was established for the planned relocation of communities in Fiji that are adversely affected by climate change. This fund is intended as the government's primary financial support for the complex processes associated with planned relocation in Fiji. The deployment of funds from the Trust Fund is conditional upon the fulfilment of the stated principles of the PRG and the required operational procedures for planned relocation.

In September 2021, the Fijian Parliament passed Fiji's Climate Change Act which creates a further legal mandate for state-supported relocation activities. The Climate Change Act 2021 states that: *The Minister, with the assistance of the Fijian Taskforce on Relocation and Displacement, must operationalise the Fijian Planned Relocation Guidelines through **developing standard operating procedures** which enable pro-active processes for addressing the risk of climate and disaster driven displacement.* (Fiji Climate Change Act 2021, section 76, subsection (2)).

The Standard Operating Procedures for planned relocation (SOP) serves to support the successful operationalisation of the PRG. The SOP is to provide structure and detail processes to ensure adherence to the principles for planned relocation as defined in the PRG, and to the provisions under section 77 of the Climate Change Act relating to the relocation of at-risk communities.

While drafting the SOP, consideration was given to relevant international laws and agreements, especially on human security. The security of communities highly vulnerable and at-risk from the impacts of climate change and disasters is highly threatened and processes to address these threats are essential components in planned relocation. This can be seen in the definition of human security adopted by Commission on Human Security -

“to protect the vital core of all human lives in ways that enhance human freedoms and human fulfilment. Human security means protecting fundamental freedoms – freedoms that are the essence of life. It means protecting people from critical (severe) and pervasive (widespread) threats and situations. It means using processes that build on people’s strengths and aspirations. It means creating political, social, environmental, economic, military and cultural systems that together give people the building blocks of survival, livelihood and dignity.”

Importantly, the Commission recognised that:

“Human security also reinforces human dignity. People’s horizons extend far beyond survival, to matters of love, culture and faith. Protecting a core of activities and abilities is essential for human security, but that alone is not enough. Human security must also aim at developing the capabilities of individuals and communities to make informed choices and to act on behalf of causes and interests in many spheres of life. That is why human security starts from the recognition that people are the most active participants in determining their well-being. It builds on people’s efforts, strengthening what they do for themselves.”¹

The human-focussed and human rights elements are emphasised in the principles of the PRG, and when developing the SOP these interlinked elements of protection and participation were consciously embedded into all its processes and actions. This includes actions to support and strengthen informed decision making among affected communities and also agencies who are engaged in the planned relocation processes. Gender considerations in all facets of planned relocation also came out strongly during the development of the SOP and this included the requirement for sex/gender disaggregated data when undertaking all consensus-based decision making.

The Paris Agreement places emphasis on public participation, public access to information and transparency in relation to climate action and requires specific consideration of vulnerable groups. This process for public participation and transparency is also required under the Climate Change Act 2021 section 77 subsections (2) and (3). The SOP was developed with these requirements in mind, including a process whereby information on relocation projects can be accessed via the [Climate Change Portal](#) and other Ministry platforms.

This SOP was developed through extensive consultations with Fijian governmental agencies, non-governmental and civil society organisations (including gender and LGBTQI representatives), academic institutions, the private sector, regional organisations and international development partners.

2 INTRODUCTION

2.1 THE PURPOSE AND PRINCIPLES OF THE SOP

This Standard Operating Procedures for planned relocation in Fiji (SOP) lays out processes and steps to be undertaken for the planned relocation of climate vulnerable communities in Fiji.

The SOP is the “modus operandi” of the Planned Relocation Guidelines (PRG) and the principles laid out in the PRG (Box 1) are entrenched in the SOP. The planned relocation of a community will need to follow the processes defined in the PRG and the SOP as stated in the Climate Change Act - *when making a decision whether or not to relocate an at-risk community, the Minister must ensure that the decision is consistent with, and following the processes and requirements established under, the Fijian Planned Relocation Guidelines and any supporting standard operating procedures* (Section 77 subsection 4(d))

Planned relocation is understood as a solution-oriented measure, involving the **State**, in which a **community** (as distinct from an individual/ household) is physically moved to another location and resettled **permanently** there. The community moves or is assisted to move away from their homes or places of temporary residence, is settled in a new location, and provided with the conditions for rebuilding their lives.

The SOP is also developed on the principles of the Climate Change Act (section 5), specifically:

- The importance of averting, minimising and addressing loss and damage associated with the adverse effects of climate change in light of Fiji's national circumstances as a small island developing State that is highly vulnerable to the impacts of climate change (section 5, subsection (h))
- Fiji will respect, promote and consider the Sustainable Development Goals, gender equality and responsiveness, women's human rights and the empowerment of women, rights of people living with disabilities and disability inclusive approaches, the elderly, children's inalienable right to a healthy environment, youth, and vulnerable and marginalised groups and communities, including in the areas of formal sector employment and livelihoods, participation in decision-making and access to services, health, education, water, sanitation, housing and transport (section 5, subsection (i))

2.1.1 PLANNED RELOCATION AS A MEASURE OF LAST RESORT

“...to relocate at-risk communities only when other adaptation measures as set out in the NAP have been exhausted” (Climate Change Act 2021; Section 77 subsection (d)).

The PRG identifies planned relocation as a measure of “last resort” where appropriate alternative options should be first considered before engaging in the often complex and costly process of relocation.

The process to “exhaust all options” is embedded in the SOP stages that lead up to the final decision to relocate. All efforts must be taken to clearly communicate to the affected community the purpose of the assessments to “exhaust all options” and the recommendations arising from this. This is crucial from the outset to avoid any misguided expectations that may lead to disputes and distress.

2.2 SCOPE OF THE SOP

The SOP is for **climate induced planned relocation** and applies to the relocation of communities (as opposed to individual households) within the country’s borders.

2.2.1 CLIMATE INDUCED RISKS AND IMPACTS

The SOP includes steps to first confirm that the risks and impacts faced by the community are climate related before proceeding any further into the relocation process. Climate risks and events may be attributed to either “slow onset” or “sudden/rapid onset” events.

Slow onset events evolve gradually from incremental changes occurring over many years or from an increased frequency or intensity of recurring events. These events refer to the risks and impacts associated with: increasing temperatures; desertification; loss of biodiversity; land and forest degradation; glacial retreat and related impacts; ocean acidification; sea level rise; and salinization (Decision 1/CP.16 UNFCCC).

Sudden or rapid onset events are single, discrete events with a clearly identifiable beginning and/or end and that occur or reoccur in a matter of days or even hours at a local, national, or region scale (UNHCR 2018). In the context of climate change impacts, these are associated with extreme weather events like intense cyclones and high rainfall events causing extensive flooding and landslides, coastal and riverine erosion, and storm surges.

While this SOP will focus mainly on relocation due to risks arising from slow onset events (as stated in the PRG), there is scope to respond to relocation driven by risks arising from continued or frequent exposure to extreme weather events. It should also be recognised that risks and impacts brought about by sudden-onset events can be exacerbated by slow-onset events. For instance, storm surges can cause more damage to a community already facing coastal erosion from rising sea-level. In this context, risks and increasing vulnerability due to extreme weather events can trigger planned relocation processes.

Evacuation is distinct from planned relocation and does NOT fall within the scope of this SOP. Evacuation is described as the rapid physical movement of people away from the immediate threat or impact of a hazard to a safer place. Usually, the move is temporary as opposed to the more permanent move of planned relocation. However, planned relocation may need to be undertaken following evacuations in circumstances where places of origin become uninhabitable as a result of devastation caused by extreme weather events. In this context, the SOP can be applied to assess the needs of the affected and displaced community and the suitability of the existing or potential site for their permanent habitation.

Box 1: Principles for Planned Relocation in Fiji

1. **A Human - Centred Approach:** This principle is to ensure that the community bottom- up perception is prioritized, that the interests of communities are considered, and the lessons learnt from Fiji's past experiences with relocation processes -- where community movements have been associated with numerous social, cultural, gender, economic and environmental issues relating to tensions over land, dislocation of communities, inadequate resources and unsuitable sites -- are to be avoided in the future application of these Guidelines.
2. **A Livelihood - Based Approach** to adaptation is an integral part of many rural livelihood strategies, as opposed to planned relocation being merely a reaction to climate change. This is to ensure that people who have relocated are not negatively affected and contribute to the process of "migration as adaptation. The planned relocation process needs to be sensitive to the specific needs of communities and households that may be on the move. Characterizing the communities and households' profiles associated with climate related relocation will facilitate developing policy and operational options that build livelihood in respect to those climatic stressors.
3. **A Human - Rights Based Approach:** The Paris Agreement, together with the ICCPR and the ICESCR reflects the countries' rationale to relate climate change triggers to rights belonging to the affected people, ensuring that men, women, elderly and persons with disabilities are meaningfully engaged and participate in the decision-making, planning, and implementation related to the planned relocation. The human rights-based approach is also the main component of the PARTICIPATION and CONSULTATION processes as stipulated by the Paris Agreement together with the TRANSPARENCY CONCEPT
4. **The Pre-emptive Approach** is to ensure that any potential humanitarian crises are avoided. Pre-emptive action collaborated with country-specific solutions create an efficient response to environmental scenarios and protect the vulnerable groups on a medium and long term basis, contributing inter alia, to successful adaptive measures, decreasing potential risks and building resilience at the new destination (site).

Source: Planned Relocation Guidelines, 2018

Displacement is the movement of persons who have been forced or obliged to flee or to leave their homes or places of habitual residence, and in the context of Fiji, is majorly influenced by climate and disaster-related drivers.

Although displacement may not be a State-led process (like planned relocation), the Fijian Government will ensure that all preventive measures are considered to avert and minimize the impacts of displacement on the affected population. The State has a responsibility and duty to protect its citizens and ensure that their rights are guaranteed and protected (Displacement Guidelines, 2019). In this regard, planned relocation may be used as a strategy to avoid future displacement. In addition, processes in the SOP may be carried out to ensure that safe and secure habitation are identified, and sustainable livelihoods are provided, for a displaced community living in unsafe and/or unsecure sites.

2.2.2 COMMUNITY AND LAND TENURE

The PRG is for “community” relocation as opposed to individual. The processes defined in the SOP are for the relocation of communities, either entire or partial depending on risk levels, community decision, resource availability (including land), and land tenure arrangements.

“Communities” means *villages, formal settlements and informal settlements in Fiji that are adversely affected by climate change* (Climate Relocation of Communities Trust Fund Act 2019; section 2).

The relocation of individual households is not within scope of the SOP but is covered under other government processes.

Communities include all groups of people living on iTaukei land, state land or freehold land.

2.2.3 INFORMAL SETTLEMENTS

Informal Settlement means *a cluster, or area, of dwellings occupying state, freehold or customary (iTaukei) land with or without some type of informal consensual arrangement with the landowners and without any legal form of security of tenure* (Ministry of Housing, 2020). People of different ethnicities come from other parts of the country and move into these areas largely to seek employment and education for their children. These settlements are normally in or in the vicinity of urban centres and in most cases, situated in high exposure and high-risk areas.

The upgrading and resettlement of informal settlements is the responsibility of the Ministry of Housing. The Ministry plays a lead role in promoting and facilitating the provision of accessible and adequate housing for low and middle-income households and people living in informal settlements.

However, under the provisions of the Climate Change Act 2021, the Minister for Climate Change, with the support of the Fijian Taskforce on Relocation and Displacement (FTRD), is responsible for relocating and supporting at-risk communities. Therefore, the SOP principles and processes will also apply to the relocation of climate vulnerable informal settlements. The relevant steps will be included in the process of the relocation of at-risk communities under the Informal Settlements Upgrade and Formalisation Programme (ISUP) of the Ministry of Housing (MH). The MH will coordinate with the FTRD, the implementation of these SOP actions.

In cases where individual families opt to find alternative housing, the MH can support them with securing this through their housing assistance programmes.

Note: The informal settlements may also have their settlements upgraded by the State to “formalise” the settlement. This sometimes require temporarily relocating the community to a state provided land while their settlement is provisioned with necessary utilities and facilities and made safer. While this is not within the scope of this planned relocation SOP, the participation and protection rights of these communities regarding their temporary homes and their upgraded settlements should be respected.

2.3 NATIONAL FRAMEWORKS

The SOP is linked to existing national policies and plans and supports the implementation of activities that relate to relocation. The relevant national policies and plans that the SOP is linked to are detailed in Table 1 below.

Table 1: Policies, plans and strategies relevant to the SOP

PLANNED RELOCATION MENTION IN POLICY/PLAN/STRATEGY	LINKS & SOP CONTEXT
<p>Fiji 5- year & 20-year National Development Plan (2017)</p> <p>The NDP recognises that climate change has begun to affect coastal communities increasing the need for relocation (NDP section 2.6). The NDP also sets out intention to upgrade and relocate informal settlements to help improve the sustainability of cities and towns (NDP section 3.2.9) and that further policy to do so will be developed through the revision of the <i>Urban Policy Action Plan 2017</i>.</p> <p>The NDP identifies the need for donor and development partner assistance to support planned relocation priorities in rural areas (NDP section 3.2.10). Under the NDP Goal: <i>Promoting equal opportunities, access to basic services and building resilient communities</i> the NDP's policy is to <i>strengthen partnerships at all levels for building resilience to climate change</i> which is supported by a strategic action point to <i>provide capacity building to communities that have been identified as vulnerable to rising sea levels and in need of relocation</i> (NDP Page 104).</p>	<p>The inclusion of relocation processes and activities in the National Development Plan (NDP) ensures institutional support from the government agencies and is a signal to other partners, including donors, on the national priority placed on these actions.</p> <p>The explicit mention of relocation in the NDP is a form of authorisation for various government agencies to incorporate activities in their workplan to support the relocation efforts.</p> <p>The NDP is currently being updated for the next 5-year phase and planned relocation priority actions and activities in the context of the implementation of the SOP will be included for the next phase</p>
<p>National Climate Change Policy 2018 – 2030</p> <p>The National Climate Change Policy (2018) makes specific references to planned relocation objectives and provides a policy framework to support the PRG and SOPs. The planned relocation of climate change affected communities is a strategy under Objective 3.4 – “To implement climate change adaptation solutions which are inclusive, equitable, and locally-driven” and Objective 3.5 – “To integrate climate adaptation and disaster risk management priorities”</p>	<p>Objective 3.4; Strategy 7: Fiji's National Planned Relocation Guidelines are operationalised through the development of Standard Operating Procedures which establish pro-active processes for addressing the risk of climate and disaster driven displacement. At-risk communities are successfully relocated and supported. National procedures for assessing and implementing planned relocation are enabled by relevant financial mechanisms</p>
<p>National Adaptation Plan (2018) (NAP)</p> <p>The NAP emphasises the need for human mobility issues to be incorporated into sub-national development planning processes and for a comprehensive approach to community relocation to be developed. The NAP also recognises that the condition of existing infrastructure and the understanding of potential options for adapting infrastructure will be key when it comes to assessing whether planned relocation is appropriate or not.</p> <p>NAP adaptation measures, action 9.8 calls to ‘Strengthen the capacity of sub-national development planning processes to integrate human mobility issues to help protect individuals and communities and diverse social groups that are vulnerable to climate change and disaster displacement and migration, through targeted action, including relocation’.</p> <p>The NAP also emphasises the development of a ‘national-level systematic strategy which can identify and prioritise communities for relocation based upon vulnerability maps, guide subsequent relocation efforts, identify and fulfil capacity building needs of communities once relocated, as well as incentivise and fund relocation of communities’ under action point #14.10.</p>	<p>Risk and vulnerability assessments undertaken as part of the SOP process are linked to the actions in the NAP where vulnerable communities in need for urgent adaptation action, and potentially for relocation, are identified.</p> <p>The action and measures identified in the NAP apply for strengthening the resilience of relocated communities (socially, economically) and safeguarding ecosystem services. The NAP actions are to be considered when determining measures to address risks faced by the affected community before the final decision to relocate.</p> <p>Community adaptation assessments carried out under the NAP could also trigger the SOP process in the event when on-site adaptation options are deemed to be insufficient to address risks and the community may potentially need relocating.</p> <p>The early detection of at-risk communities and timely actions to put in place robust adaptation measures before the community is faced with a high-risk situation can prevent or delay the need to relocate.</p>

PLANNED RELOCATION MENTION IN POLICY/PLAN/STRATEGY	LINKS & SOP CONTEXT
<p>Fiji National Climate Finance Strategy (2022)</p> <p>There are three investment priorities related to climate-induced relocation:</p> <ol style="list-style-type: none"> 1. Provide clarity about the processes required to relocate climate-vulnerable communities. 2. Create systemic approaches to identify which communities need to be relocated and to where they could move. 3. Build up the capacity of national and subnational institutions to guide the relocation processes. <p>Climate change relocation is identified as a priority adaptation project (Annex II; page 92). A costing of >FJD1mil per community relocation is assigned</p>	<p>The Climate Finance Strategy states that the climate change relocation project will begin once the SOP and CRVAM are finalised.</p> <p>The immediate next steps identified are: Secure technical assistance and capacity building support and prioritise the communities to be relocated.</p>
<p>Fiji's Updated Nationally Determined Contribution (2020)</p> <p>Adaptation targets have been included in the updated NDC 2020 with Target 8 specifically on community relocation: <i>Relocate highly vulnerable communities and implement the concept of 'build back better'</i>.</p>	<p>The SOP is an instrument to implement the adaptation and relocation commitments in the NDC</p>
<p>Monitoring and Evaluation Framework for Fiji's NAP process (2020)</p> <p>The overarching aims of the M&E system for the NAP process focus on adaptation to the climate-related risks and vulnerabilities identified in key systems and sectors</p> <p>Relocation is an action in the NAP and therefore will be monitored in the NAP M&E framework.</p>	<p>The M&E framework for the relocated communities (as defined in the SOP) will inform the NAP M&E process. In addition, all relocation projects will be registered in the Adaptation Registry, which is linked to the NAP M&E framework.</p>
<p>Costing Methodology for Fiji's National Adaptation Plan (2020)</p> <p>Provides costing tools and approaches for adaptation measures that would be assessed as part of the relocation livelihoods options and tools for determining the overall feasibility to relocate.</p>	<p>SOP refers to the NAP costing methodology for assessing costs for adaptation and livelihood options. The methodology will be used to also assess cost of adaptation measures versus costs to relocate</p>
<p>National Disaster Risk Reduction Policy 2018 - 2030 (NDRRP)</p> <p>The NDRRP states that 800 communities in Fiji are <i>at risk to the impact of disasters and climate change with the likelihood many of these will also need relocating over the coming years</i> (Government of Fiji, 2018). Fiji's NDRRP recognises the relocation of communities as a 'structural measure', 'security mechanism' and 'protection mechanism' under the umbrella of disaster risk reduction. The NDRRP states that relocation of residents in a hazardous area may occur following a relevant risk assessment process and must be a last resort after exhausting all other options.</p>	<p>The lead agency for the implementation of the SOP is the Ministry of Maritime and Rural Development and Disaster Management. The Ministry will ensure the alignment of processes and strategies of the national disaster risk reduction policy with the SOP actions so that efforts (disaster risk reduction and climate change adaptation) are streamlined, and resources efficiently utilised.</p>
<p>Fiji Low Emissions Development Strategy (LEDS):2018 to 2050</p> <p><i>Fiji's proactive adaptation planning can be amplified through the enhanced mitigation measures contained in the LEDS when the implementation of these measures is undertaken jointly with climate adaptation actions - Page 185</i></p>	<p>The SOP requires factoring in climate resilience in the planning and construction of houses, facilities, and other infrastructure. This includes cyclone resilience, energy and water efficiency, and innovative cost-efficient low emissions construction and technologies.</p>

3 INSTITUTIONAL ARRANGEMENTS FOR IMPLEMENTING THE SOP

*The Minister, with the support of the Fijian Taskforce on Relocation and Displacement, is responsible for relocating and supporting at-risk communities (Climate Change Act 2021 section 77 subsection (1)).
(The Minister is the Minister Responsible for Climate Change).*

The Fijian Taskforce on Relocation and Displacement (FTRD) is made up of Directors of key government ministries. The FTRD plays an important steering and coordinating role for all initiatives and processes related to planned relocation, including the provision of resources from their Ministries and mobilisation of technical teams. The Taskforce will also monitor the implementation of the SOP to ensure that the processes are followed. The Minister for Climate Change is required to consult with the FTRD on approvals for relocation (Climate Change Act 2021). In this respect, the FTRD is expected to assess relocation requests and recommend approvals based on the conditions of the SOP.

A **Technical Working Group (TWG)** made up of technical officers from the FTRD agencies will lead the implementation of the SOP and provide technical advice to support the FTRD with their decision-making. The TWG will be directly engaged with the community consultations, community awareness and trainings, various assessments, reporting and will provide technical expertise from their sectors. Development partner agencies and non-governmental organisations will be invited to be part of the technical working group. The NGOs and CSOs in the technical working groups could also serve as a communication conduit from the local community to the FTRD. The terms of reference for the technical working group will detail the membership and tasks of the group.

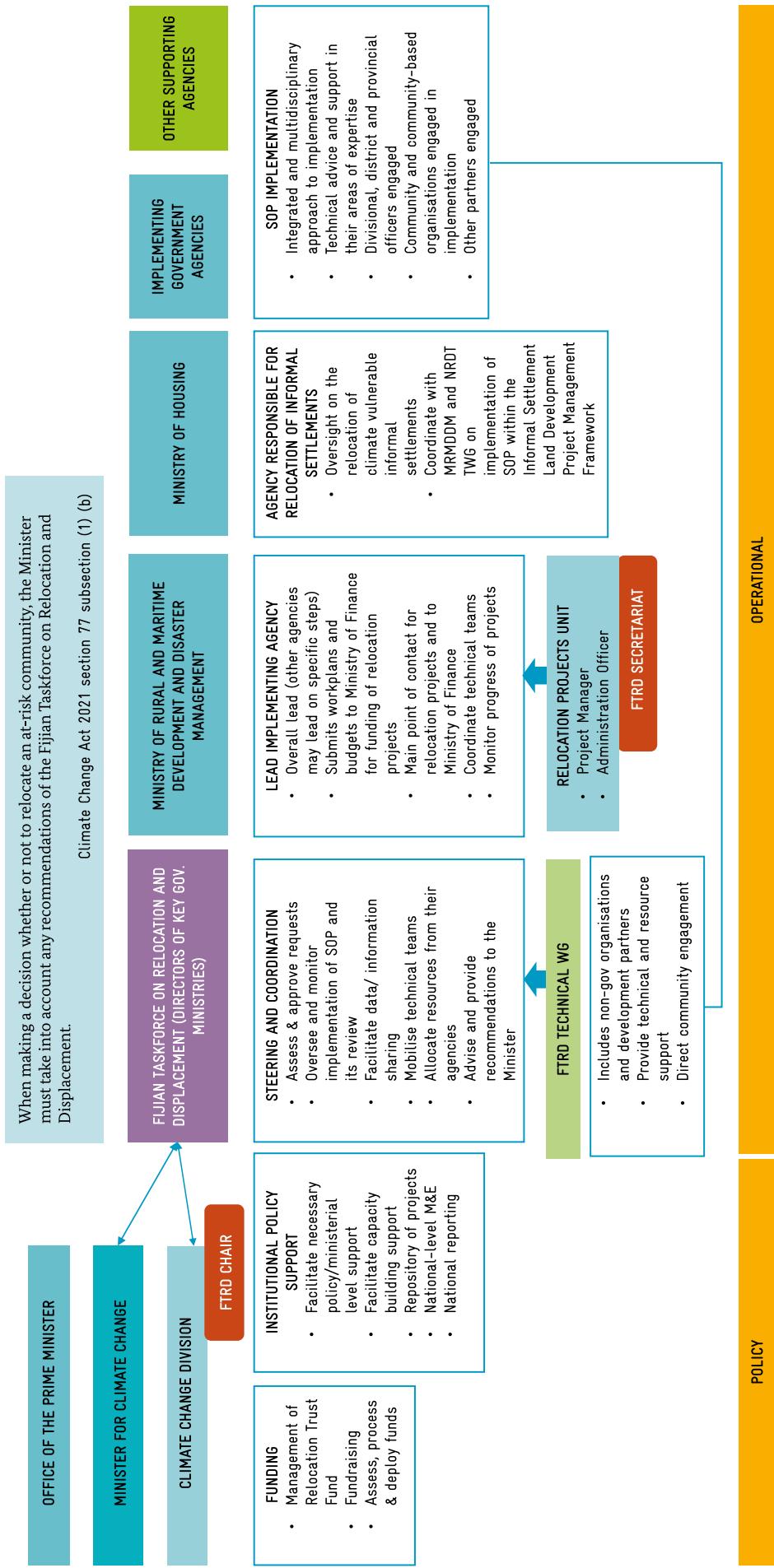
The **Climate Change Division (CCD)** provides overall institutional policy support, including fundraising for relocation projects, deployment of funds, facilitation of necessary capacity building for implementing agencies, facilitation of formal agreements between agencies if required, and other necessary policy and ministerial level support. The CCD is the chair of the FTRD.

The **Ministry of Rural and Maritime Development and Disaster Management (MRMDDM)** is the identified lead agency for the implementation of the SOP. This is in recognition of their technical expertise and experience in relocating vulnerable communities and the Ministry's mandate to "improve economic opportunities, sustainable livelihoods, enhance climate and disaster resilience and security of all Fijians, particularly rural and maritime communities" (MRMDDM, 10-year Strategic Development Plan 2021-2031). A **Relocation Project Unit** will be established within the MRMDDM to support the lead role of the Ministry. The Unit will largely have an administrative function, including being secretariat to the FTRD.

The **Ministry of Housing (MH)** is the agency responsible for the relocation of informal settlements. The MH will be collaborating closely with the MRMDDM on the implementation of relevant steps in the SOP for the relocation of climate vulnerable informal settlements.

Other partners, including non-government organisations, civil society organisations, faith-based organisations, academic institutions, regional and international development partners will be included in both advisory and technical support roles. The active engagement of other partners in the SOP process and relocation efforts will support efforts to ensure a holistic and sustainable approach where the various facets of community relocation is appropriately and systematically addressed – including ensuring an inclusive and participatory process, providing the scientific evidence to relocate (or not), identifying and recognising any socio-economic and social impacts to the community, and ensuring sustainable livelihoods.

Figure 1: Institutional structure



4 WHO SHOULD USE THIS SOP

4.1 GOVERNMENT AGENCIES

Given that planned relocation is a state-led process, the main users of this SOP are government agencies and relevant state-owned entities, especially those providing utility services.

The table below provides an overview of key government agencies who are to be engaged in the relocation process to ensure that all necessary support are available. These government agencies will be collaborating and working in partnership with other agencies listed in section 4.2.

Table 2: Government agencies and state entities to be engaged in the planned relocation

ENVIRONMENT AND LIVELIHOODS SUPPORT	SOCIAL AND CULTURAL SUPPORT	PUBLIC SERVICES AND UTILITIES SUPPORT	CLIMATE DATA AND PROJECTIONS
Ministry of Fisheries		Ministry of Rural and Maritime Development and Disaster Management	Meteorological Services
Ministry of Forests	Ministry of Women, Children, and Poverty Alleviation		Climate Change Division
Ministry of Rural and Maritime Development and Disaster Management	Ministry of Health and Medical Services	Ministry of Trade, Cooperatives, Small and Medium Enterprises	National Disaster Management Office
Ministry of Lands and Mineral Resources	Ministry of Labour	Ministry of Public Works and Meteorological Services	Department of Lands
Ministry of Agriculture	Ministry of Youth and Sports (national youth council + LGBTQI led-youth)	Department of Building and Government Architect	Department of Environment
Ministry of Waterways	Ministry of Education	Department of Energy	Mineral Resources Department
Ministry of Trade, Cooperatives, Small and Medium Enterprises	Ministry of iTaukei Affairs	Department of Water and Sewage	RESOURCE & PROCUREMENT SUPPORT
Ministry of iTaukei Affairs	iTaukei Affairs Board	Ministry of Finance (Construction and Implementation Unit)	
iTaukei Affairs Board	Fiji Museum		
Ministry of Health and Medical Services	Ministry of Home Affairs	Ministry of Waterways	
Ministry of Housing	Ministry of Justice and Judicial Services	Ministry of Home Affairs	
Ministry of Education	iTaukei Land Trust Board	Fiji Roads Authority	
iTaukei Land Trust Board		Energy Fiji Limited	
		Water Authority of Fiji	

4.2 NON-STATE PARTNERS

Other partners who will be engaged in the various planned relocation stages should be also familiar with the relevant steps. These partners offer important technical expertise and resources, including access to various financing sources. They include regional development partners, academic institutions, international development partners, non-governmental organisations, civil society organisations, faith-based organisations, the private sector and government auxiliary bodies.

These partners will have to work closely with the relevant government agencies and be included in all planning processes. Table 3 below lists some partners and the type of support that they can potentially provide. The list is not exhaustive as there are many other partners who can provide support. The list also recognises that new partners may emerge, and roles and priorities of organisations may change where their engagement in this sector may reduce or increase.

Table 3: Non-state and development partners with potential to support the implementation of the SOP

ENVIRONMENT AND LIVELIHOODS SUPPORT	SOCIAL AND CULTURAL SUPPORT	PUBLIC SERVICES AND UTILITIES SUPPORT	CLIMATE DATA AND PROJECTIONS	
FCOSS	FCOSS		USP	
SSVM	SSVM		SPC	
National Trust of Fiji	Rainbow Pride		SPREP	
ADRA	FWRM		IOM	
Save the Children	ADRA		UNDRR	
WEBC	Empower Pacific Counselling and Social Services		IDMC	
NF-MV	National Trust of Fiji	Habitat for Humanity	PDD	
CI	Pacific Council of Churches	UN-Habitat	ACCESSING EXTERNAL RESOURCES	
WWF	Save the Children	Red Cross	USP	
LLEE	Faith-based organisations	Fiji Institute of Engineers	SPC	
FNU	Pacific Disability Forum	Sunergise	PIFS	
SPC	Red Cross	Model Towns Charitable Trust – Koroipita	SPREP	
USP	FNU	Construction companies	PIDF	
PIDF	SPC		UNITAR	
SPREP	USP		IOM	
FAO	PIFS		UNDRR	
WFP	UN Women		ESCAP	
USAID	UNESCO		IDMC	
GIZ	UNOCHA		USAID	
			UNDP	
			GIZ	

Part III of the PRG provides guidelines on how government and other stakeholders are to be engaged in the planned relocation process.

5 FUNDING AND RESOURCE SUPPORT

Overall, the strategies defined under “Sustainable Financing” in the National Climate Change Policy 2018 – 2030 apply to enable funding support for relocation projects. These include tapping into international and regional funding instruments and institutions.

Described below are some funding sources for the implementation of planned relocation, through the application of the SOP.

5.1 THE CLIMATE RELOCATION OF COMMUNITIES TRUST FUND

The Climate Relocation of Communities (CROC) Trust Fund was established in 2019 to—

- (a) receive monies from donors and other sources for planned relocation; and
- (b) disburse monies for planned relocation and related matters, including—
 - (i) research, assessments and studies into the circumstances which necessitate planned relocation;
 - (ii) activities or initiatives that assess the vulnerability of communities which may be at risk of being displaced due to the adverse effects of climate change;
 - (iii) activities or initiatives that identify viable locations where communities displaced by climate change may settle; and
 - (iv) activities or initiatives which seek to ensure that relocated communities are provided the necessary infrastructure to guarantee an adequate standard of living and the rights and freedoms provided under the Constitution of the Republic of Fiji. (Climate Relocation of Communities Trust Fund Act 2019)

The CROC Trust Fund financial management policy guideline outlines how the CROC Trust Fund will be managed. Essentially, funds from the CROC Trust may only be disbursed following evidence of the application of the required steps in the SOP, adherence to the principles for planned relocation, and compliance with section 77 of the Climate Change Act.

Where relevant, the NAP costing methodology is to be used when costing the activities that are submitted for funding from the CROC Trust Fund.

5.2 GOVERNMENT AGENCIES

Government agencies can also directly support activities that are aligned to their work programmes and sector priorities. This support can be for community development activities that are of relevance to their Ministry/Departments and for technical assessments that the government agency provides expertise on. Formal agreements can be drawn up to facilitate the mobilisation of resources (MoU between the Ministry of Finance and implementing government agencies).

The inclusion of planned relocation activities in the National Development Plan will instigate the engagement of the relevant ministries especially if they are specifically identified as the responsible agency for the activity.

5.3 COMMUNITY CONTRIBUTION

The affected community is expected to provide some contribution towards their relocation and other activities like adaptation measures and livelihood projects. Contributions are to be within their means and capacity and could include – building materials (like timber if they have the resource), skilled and unskilled labour, fundraising for community infrastructure (like church, kindergarten, dispensary), accommodation for officers and workers, and other contributions that the community can offer within their existing means. Since resources and capacities for each community differ, the type and scale of contributions will vary according to the status of community. This will be determined during the various community assessments and consultations.

An agreement on the community contribution will be drawn up during the planning stage for the relocation. The agreement will only be signed following an inclusive and informed consensus-making process with the entire community. The agreement will be signed by the nominated authority in the iTaukei Village (Turagani-koro or village committee chairperson) and the community chairperson or nominated representative of the other communities (including informal settlements).

5.4 PARTNER SUPPORT AND CONTRIBUTIONS

Other funding opportunities include –

1. Collaboration with **existing projects** with similar interests/objectives. This could include - addressing specific community needs (especially livelihoods); technical and social assessments; and scientific data and research.
2. Support from **development partners, academic institutions, NGOs, and CSOs** with an interest to directly support specific stages/processes in the relocation project.
3. **Private sector** engagement will also be encouraged (e.g. by adopting a site as part of their corporate social responsibility).

The support provided by the above partners can be made directly to the project, without going through the government financial system. However, all activities will need to be integrated in a common plan to ensure coordination, prevent duplication and to safeguard the adherence to the principles of planned relocation. Planning and coordination of activities will take place at the FTRD technical working group level.

To facilitate support from the partners mentioned above, the Ministry of Finance will ensure that planned relocation actions are clearly prioritised in the NDP.

5.5 MANAGEMENT AND ADMINISTRATIVE SUPPORT

A designated project manager and administration officer is to be appointed to support the management, administration, and financial reporting of relocation projects. This is in recognition of the limited resources within the lead implementing government agency, especially personnel to take care of the administrative tasks of a relocation project. The assigned officers will make up the Relocation Project Unit based with the lead implementing agency, the Ministry of Rural and Maritime Development and Disaster Management. The Relocation Project Unit will also provide secretariat support to the FTRD.

6 REVIEW OF THE SOP

The Minister, with the assistance of the Fijian Taskforce on Relocation and Displacement, must review and amend the Fijian Planned Relocation Guidelines and the standard operating procedures when the Minister considers necessary. (Climate Change Act 2021; Section 76 subsection (3))

The SOP will be regularly reviewed for necessary improvement and to keep up to date with any new policies and laws that may affect any part of the planned relocation stages. This review will be for all the SOP steps, approaches, processes, and instruments. This is in addition to the planned relocation project monitoring and evaluation (M&E) that takes place post-stage.

The review and amendment of specific stages of the SOP may be carried out at any time, when the Minister considers it necessary. The FTRD will assist the Minister with the review. However, a formal review of the entire SOP will be carried out every four years. The review will be informed by post-phase relocation projects

under the SOP, that represent different community relocation types. This is to capture experiences and lessons from various land tenure/security arrangements, different community types (including informal settlements) and different decisions (like partial relocation, option for adaptation, etc.).

Also informing the review process will be the M&E reports on the relocated communities. These M&E reports will provide insight into any impacts on the community, post-relocation, and the overall sustainability of the relocation. This will in turn provide guidance on how actions in the SOP phases can be improved to address any negative impacts.

All agencies and organisations that were involved in the relocation projects should participate in the review. Representatives of relocated communities and other experts will be invited to provide their inputs as well. The FTRD will be responsible for undertaking the review process and will advise the Minister on when the review should take place. The FTRD will also advise the Minister if the PRG needs to be reviewed and amended so that it captures the amendments to the SOP.

SECTION II

Important & Mandatory Processes



It is crucial that the processes below are firmly in place and well understood by the implementers. These processes relate to the adherence and the entrenchment of the principles of the PRG in the SOP steps

Training will also be undertaken to build capacities of officers to undertake the processes below, with a clear understanding of, and respect for, the principles behind it.

1 CONSENSUS-BASED DECISION-MAKING PROCESS

1.1 COMMUNITY CONSENSUS

a. Free, prior and informed consent

*... relocate at-risk communities only with the **full free and prior informed consent** of the communities, following **inclusive and gender responsive** consultation and **participatory** processes (Climate Change Act 2021 Section 77 subsection 1 (e))*

- i. For every stage or phase where a decision that affects the entire community needs to be made, a transparent and inclusive consensus process will need to be followed. Consensus needs to follow the principles of Free, Prior and Informed Consent (FPIC) with evidence that this was observed. The consent mechanism that is to be followed is presented in Box 2.
- ii. At least two all-inclusive consultations with the community need to take place before any consensus/decision is sought. All consultation meetings will need to consider whether there needs to be a period for further consideration of the information and various assessments presented. Adequate notice needs to be given before any community consultation meeting and all efforts need to be made to ensure the presence of all community members. Ensuring that all community members are notified, and present is the responsibility of the community representative with support of the district officer (for state and freehold land) and the turaga-ni-koro (or assigned village authority) with the support of the Provincial Council (for iTaukei community).
- iii. Prior to any consent being made, the community will need to confirm their understanding of the processes that will need to be undertaken before the final decision to relocate (or not) is made.
- iv. The community will need to be well informed on the process of “exhausting all adaptation options” so that they clearly understand that there may be feasible adaptation options to relocating. The assessment of adaptation options should be carried out with the community, and this will play a significant part in their decision-making - whether to relocate or not.
- v. The sharing of experiences and lessons from other relocation sites and communities will also provide for more substantive and relatable information to support an informed decision-making process.
- vi. All the findings from the assessments undertaken in the various stages of the SOP will need to be reported back to the community and thoroughly explained before any decision-making process is carried out.

All consultation meetings will need to be documented with full details of participants who attended to keep track of those who have been informed.

vii. A consent form needs to be signed with full details of the consenting community member including length of residency in the community, sex (with non-binary option included), date of birth, living with any form of disability and special needs, and for iTaukei villages – name of mataqali and permanent residence. The consent form will be developed by the FTRD.

Note:

1. The **iTaukei village protocols** for decision-making concerning the entire village is through the village council. **The village council meetings** – includes ALL individuals who are present in the village at that given moment. This includes non-mataqali temporary residents and those who are only in transit but happen to be in the village when the meeting is called. However, only those who have been residing in the village for a period of 3 months and longer are eligible to vote.

The iTaukei village by-laws require that all village members are present in the village council meeting and there may be penalties imposed on those who are absent without good reason. The village council is required to give adequate notice to permanent residents who are temporarily absent from the community to enable them to be present and to ensure their participation rights are respected

2. The **informal settlement** “resettlement” programme (ISUP) offers safer sites for informal settlement. The State identifies, develops and leases the land. The informal settlers have the option to move to the offered site or they can decide on other alternatives (as an individual household) that is more suited to their needs. A community consultation process will be required regarding the suitability of the State offered site to meet their livelihood needs and the provision of support mechanisms to ensure that their long-term needs are considered (SOP Phase D & E).

b. Child's right to participate

While the consenting age is 18 years old and above, *children (below 18 years old) have the right to be informed, consulted and to participate in making decisions to move or stay in the context of climate change, in line with their 'age and maturity', recognizing the rights of the parents (or of caregivers in the case of unaccompanied or separated children) to provide appropriate guidance to the child in exercising these rights* (UNICEF, 2022¹). This can take place through focussed sessions with children and their parents/guardians and also by ensuring that all community consultations and assessments include components where children are appropriately engaged to freely share their views. Signed parental consent will be required to engage with the children and at least 2 responsible adults should be present in the room. The room should be a safe space where children remain visible to parents/guardians. Adults who are skilled and trained in working with children are to be engaged to promote an enjoyable and comfortable interaction for the child.

It is mandatory to respect the rights of the child during all phases of relocation. Please see Box 2 below a summary of the guiding principles for children on the move in the context of climate change.

1

Guiding Principles for Children on the Move in the Context of Climate Change (UNICEF, 2022).

Box 2: Guiding Principles for Children on the Move in the Context of Climate Change (UNICEF, 2022)

(Relevance in the context of internal planned relocation)

1. Rights-based approach – Children who move in the context of climate change maintain all rights of children as enshrined in the Convention on the Rights of the Child
2. Best interests of the child – In all decisions and actions affecting children on the move in the context of climate change, the best interests of the child shall be a primary consideration.
3. Accountability – Governments and other actors are accountable for their decisions and actions that contribute to children's mobility in the context of climate change.
4. Awareness and participation in decision-making – Children have the right to be informed, consulted and to participate in making decisions to move or stay in the context of climate change, in line with their 'age and maturity', recognizing the rights of the parents (or of caregivers in the case of unaccompanied or separated children) to provide appropriate guidance to the child in exercising these rights.
5. Family unity – Children who move in the context of climate change have the right to be cared for by their parents or caregivers and to not be separated from them. If separation does occur, children have the right to special protection and assistance by the State which should ensure their temporary alternative care and take all measures necessary to reunite them with their parents or other relatives.
6. Protection, safety and security – Children on the move in the context of climate change have the right to be safe during all stages of movement. This includes protection from physical and emotional harm, gender-based violence, exploitation, smuggling, trafficking and extortion.
7. Access to education, health care and social services – Children who move in the context of climate change have the right to access education, health care and other social services, at all stages of their journeys.
8. Non-discrimination – Children on the move in the context of climate change have the right to non-discriminatory treatment and to provisions necessary to enable them to exercise their rights, irrespective of their or their parents' migratory status.

The stages when a consensus is needed are detailed in the SOP phases and are summarised in Table 4 on the next page.

Table 4: Stages for giving consent

STAGE/STEP	MAJORITY NEEDED	ELIGIBILITY	DETAILS
1. Community request for relocation	<p>90% consensus from eligible voting community members where votes are disaggregated as follow:</p> <ul style="list-style-type: none"> • At least 90% of women • At least 90% of men • At least 90% youth (18 -35 y.o) • At least 90% elderly (>=65y.o) • At least 90% of LGBTQI persons • At least 90% of people living with disability and with special needs have given consent. 	<ul style="list-style-type: none"> • All community members >18 years old including women (including women married to the village regardless of which mataqali they belong to), youth, LGBTQI persons and persons living with disability • Before giving consent, the community member needs to first confirm their understanding (not acceptance) of the relocation process and requirements and implications for relocating. Provide adequate time for this process 	<p>a. The village council or the community committee is required to give adequate notice to permanent residents who are temporarily absent from the community to enable them to be present to ensure their participation rights are respected.</p> <p>b. For iTaukei villages, the following will be applied for giving consent:</p> <p>at this early stage, mataqali members who do not permanently live in the village (permanent address is not the village) are excused from voting. This is to facilitate the request processing at this early stage. However, this does not take away their right to vote and if they are present in the meeting, they can vote</p> <p>mataqali members who are temporarily out of the village and cannot be present despite the notification (like seasonal workers, students, hospitalised) will need to communicate to the Turaga-ni-koro or assigned authority (with the assistance of the Provincial office) on their vote OR their consent to not vote. This should be in writing, using digital platforms and should be included with the total votes.</p> <p>c. Offer a separate meeting/ safe space to certain cohorts if they do not feel comfortable or safe to vote openly</p> <p>d. Provide evidence that inclusive and participatory consultations were undertaken prior to giving consensus</p> <p>e. Ensure the meaningful participation of children (<18y.o) during consultations, the best interest of the child should be a primary consideration when making decisions (ref: Box 2)</p>
2. Recommendations from scoping exercise to proceed to relocation or to take adaptation measures	<p>60% consensus from eligible voting community members where votes are disaggregated as follow:</p> <ul style="list-style-type: none"> • At least 60% of women • At least 60% of men • At least 60% youth (18 -35 y.o) • At least 60% elderly (>=65y.o) 	<ul style="list-style-type: none"> • All community members >18 years old including women (including women married to the village regardless of which mataqali they belong), youth, LGBTQI people and people living with disabilities • All mataqali members, regardless of where they happen to be living at that time 	<p>f. Provide evidence of consultation(s) with mataqali members who were not present during the consensus meeting. This can be facilitated by the village council or Turaga-ni-koro (or assigned village authority)</p> <p>g. Community requested to re-confirm their intention to relocate</p>

STAGE/STEP	MAJORITY NEEDED	ELIGIBILITY	DETAILS
	<ul style="list-style-type: none"> At least 60% of LGBTQI persons At least 60% of people living with disability and with special needs have given consent. 	<ul style="list-style-type: none"> Community members to confirm that they understand the findings and recommendations of the assessment before they give consent 	
3. Identification of new site including house plans and ground layout	<p>As above</p> <ul style="list-style-type: none"> Applies also to host community if they are involved 	<p>As above +</p> <ul style="list-style-type: none"> If moving to new site with existing community – host community members >18 y.o 	<p>h. Community to be presented on the house design (Cat 4-5 construction) and they should be allowed options on how they can adapt the design to their requirements, at their own cost</p> <p>i. Community to be engaged in the planning of the layout of the new site and the re-establishment of community service infrastructure (like health dispensary, kindergarten, church, etc.). <u>Note:</u> past relocation projects changed the traditional village layout to a more "settlement" type layout, largely for cost-saving reasons.</p> <p>j. If a host community is involved, they also need to give consent on any planning and development of the site</p>
4. Relocation of community (Final decision to relocate or not)	<p>At least 60% disaggregated as above</p> <ul style="list-style-type: none"> Applies to host community if involved – consent to receiving community 	As above	<p>k. Formally documented decision</p> <p>l. Community to be given adequate time to discuss this decision</p> <p>m. Community can also decide to relocate only partially or in stages</p> <p>n. Community can still decide not to move.</p> <p>o. If a host community is involved, they need to give consent to receiving the community and long-term arrangements relating to land use, development, provisions for receiving more households in the future (in the case of phased relocation)</p>
5. Community obligations and contributions in the relocation process	<p>As above</p> <ul style="list-style-type: none"> Applies to host community if involved 	As above	<p>p. Formal agreement that will accompany the formal decision to relocate (above)</p> <p>q. If a host community is involved, they also need to agree on any contributions on their part, especially relevant if there will be upgrades and development to their community/land</p>
6. Relocation plan activities, including the mobility plan (movement of the community)	<p>As above</p> <ul style="list-style-type: none"> Applies to host community if involved – agreeing to activities on their site and to the mobility plan 	As above	<p>r. Community agree on their responsibilities in the relocation plan</p> <p>s. If a host community is involved, they need to participate in all planning and agree to the activities.</p>

Box 3: Consent Mechanism

Consent is not the same as consultation and participation. These are necessary precursors to informed consent. Consultation refers broadly to the process of soliciting and listening to the opinions and perceptions of affected populations. Participation implies a deeper engagement that may include control over decision-making. Both form part of a process in which key stakeholders influence and share control over initiatives and decisions that affect them.

Culturally appropriate consultative, participatory, and inclusive structures need to be in place to enable all sectors of a community to make informed choices and to communicate these in a transparent process. These structures should, among other things:

1. Involve all affected stakeholders, including individuals and communities to be relocated, new host communities, and those who remain in situ.
2. Involve all factions within stakeholder groups, including minorities and those who have limited access to decision-making processes. In some communities may mean the elderly, persons with disabilities, marginalised women (from another village and married into the clan) and LGBTQI persons.
3. Ensure effective consultation with, and participation of, stakeholders at every step of the planned relocation process, including the decision to relocate, site selection, timing, and modalities of relocation.
4. Ensure stakeholders can propose alternatives, including different relocation options (note – informal settlements depend on government identified land where land security is provided. They have the option to move to the government prepared site or find their own)
5. Be attuned to, and accommodate, social, cultural, and political contexts, hierarchies, and power structures and age, gender, and diversity aspects among stakeholders.
6. Ensure a decision-making process which is absent of "coercion, intimidation or manipulation."
7. Provide adequate time for the community to understand, access, and analyse information on any proposed activity or relocation phase prior to making any decisions.
8. Ensure that the affected community is in possession of full and accurate knowledge about the activity and its impact on the community (informed). Information should be accessible, clear, consistent, accurate, constant, and transparent. Information should be complete, covering the spectrum of potential social, financial, political, cultural, environmental impacts, including scientific information with access to original sources in appropriate language. Information should be objective, covering both the positive and negative potential of activities and consequences of giving or withholding consent
9. Consent is to be a freely given decision that may be a "Yes" or a "No," including the option to reconsider if the proposed activities change or if new information relevant to the proposed activities emerges
10. The entire consent gathering would be done through open ballot system to ensure transparency unless if preferred otherwise (secret voting) by the community.
11. Minors (<18y.o) would not be taking part during this process given the general minimum voting specification of Fiji. However, the rights of children need to be respected where their interest and needs will have to be captured during the consultation process. (Ref: Box 2)

Note: (6), (7), (8), (9) extracted from: Free, Prior, and Informed Consent in REDD+: Principles and Approaches for Policy and Project Development, February 2011: <https://www.recoftc.org/sites/default/files/publications/resources/recoftc-0000210-0001-en.pdf>.

1.2 FIJIAN TASKFORCE ON RELOCATION AND DISPLACEMENT APPROVALS

The FTRD will have to approve certain steps in the SOP. These approvals are made upon the recommendations of the technical working group. The main approvals needed are -

1. Screening stage – approval to proceed with the assessment of the community based on the risk scoring.
2. Proceeding with the relocation assessment process (comprehensive assessment step) when a community insists on relocating despite recommendations for adaptation measures.
3. New site including any lease arrangements that may be required, site plan and house design.
4. Official approval for community relocation support after all consultation processes and required community consent are met.
5. The relocation plan and the budget.

For 3, 4 and 5 above, the FTRD will forward their approval and recommendations to the Minister for Climate Change who will give the final approval.

In all instances where a decision and/or approval is needed, the quorum will be 50% of FTRD members.

2 GRIEVANCE REDRESS MECHANISM

The affected community will be made aware of and encouraged to utilise the grievance and redress mechanism (GRM) set out below. The effectiveness of a grievance mechanism depends in part on the ability of person to meaningfully participate. To support this, the GRM will be clearly communicated to the community in print form (including in Hindi and vosa vakaviti), audio and visual (short video).

The communication on the GRM is to reassure the community/ community member(s) that any issue will be taken seriously and will be appropriately addressed. It is also important that the GRM is be made available to everyone affected by the Project, including neighbouring communities and the host community.

Main agency for raising any concern is the MRMDDM, as the lead implementing agency for planned relocation. The phone and email contacts and link to the online service will be provided to the community and included in the information material. The complaint and details of the affected party will be registered in the project file and MRMDDM will set in motion the processes below. MRMDDM will monitor the status of the complaint throughout.

The concerned party may also directly raise their issues during the community consultations (during any phase in the SOP).

The process below should be followed when the community, or a group of the community, or an individual has a concern and/or complaint relating to any process carried out for planned relocation as detailed in this SOP. The community can lodge/raise their grievance at any time during the planned relocation process.

2.1 INITIAL PROCESS: LEVEL 0

1. The first stage for addressing grievances relating to the relocation process is in the community/village. The concerned party(-ies) directly raise their issues with the assessment team during the field visits.

If the concerned party had contacted MRMDDM of their issue/grievance, MRMDDM may send a team to meet with the concerned party, if the assessment team field visit to the community is not scheduled within 2 weeks of the time contact was made. The team sent may be from the Divisional offices.

Aside from contacting MRMDDM, the concerned party can also raise their issue directly, in public or in private, during the consultation meetings with the assessment team.

2. Attempts should be made to resolve these matters and reach an agreement at this level. Senior officers/ persons in authority may need to be engaged to reflect how seriously the matter is being taken. Other agencies of the TWG (like NGOs) and other mediation facilities (like the Fiji Mediation Centre) can be engaged as mediators, and this should be offered to the concerned party. It is important that the concerned party is not victimised, especially if they are in a minority group, and anonymity should be ensured if the concerned party requests this. The assessment team will need to allocate time in their field programme to address such situations.
3. Closed and confidential meetings/talanoa with the concerned party should be organised if the party requests this. Provisions should also be made to hold closed meetings outside of the community setting if this is requested.
4. The matter should be fully documented and this includes minutes of all the meetings held, details of parties involved, and any relevant evidence needed to address the matter.
5. All documentation will be submitted to MRMDDM and saved in the project records.

If the matter cannot be resolved or no agreement reached, it is passed on to the responsible agency at the divisional or provincial level.

2.2 LEVEL 1: DIVISIONAL LEVEL

6. The assessment team informs the divisional office of the matter and submits all records from the community-level meeting. The concerned party lodges their complaint/issue with the Provincial Office (for iTaukei villagers) and the Divisional Commissioner's Office (for all communities).
7. The matter is brought forward to the relevant responsible agency where the agency's grievance redress mechanism will be followed (Ministry of iTaukei Affairs / Divisional Commissioners Office). The responsible agencies will investigate the matter and try to reach an agreement/resolution with the concerned party. Closed and confidential meetings will take place.
8. Failing an agreement, the matter can be escalated to the FTRD. The MRMDDM informs the FTRD and submits all documents.
9. All documentation will be submitted to MRMDDM and saved in the project records.

2.3 LEVEL 2: FTRD

10. The FTRD Chair will appoint a sub-committee to address the matter with the concerned party and try to resolve the issue. FTRD may mobilise relevant agencies, including mediation institutions, to carry out further investigations in the community.
11. A record of all the proceedings will be documented and signed by the involved parties.
12. If no agreement is reached, the FTRD will recommend appropriate national mechanisms to the concerned party.
13. All documentation will be submitted to MRMDDM and saved in the project records.

2.4 LEVEL 3: NATIONAL MECHANISMS

14. The concerned party will lodge their complaint/issue with the relevant existing national mechanisms.
15. The above levels also apply for **informal settlers**, or they can use the Ministry's Informal Settlement Online Complaints and Service Requests Portal (<https://www.housing.gov.fj/is-urgent-service-requests-complaints>) to lodge their complaint/issue. If lodging through this portal, MH will need to inform MRMDDM of the complaint and MRMDDM will take the lead in addressing the complaint, and the process detailed above will be followed.

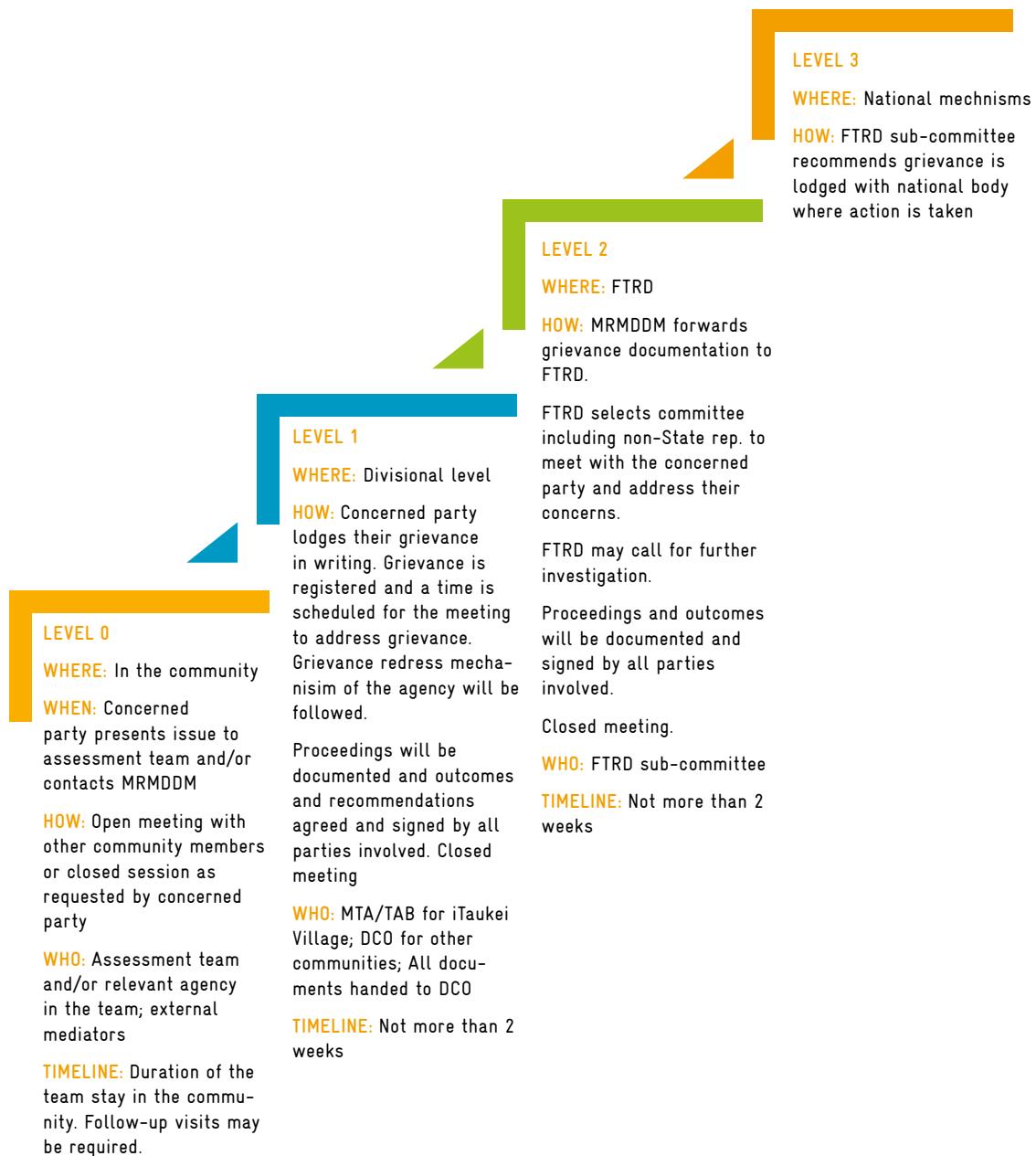
It is important to recognise that the participatory and inclusive approach applied throughout the consultation process serves to also detect and address any concerns that may arise at any stage. A safe space to openly discuss and address community concerns during each team visit can help prevent a situation where the community, or a faction of the community, feels that they are being unfairly or unjustly treated. This open discussion can be in the form of a *talanoa*, either with the community as a whole or with certain cohorts (including marginalised groups), or a more formal structured meeting but ensuring active engagement of the concerned group.

3 COMMUNITY FEEDBACK

The SOP requires that all the findings and recommendations of every assessment are to be presented to the affected community for further consultation and agreement. It is critical that the voice and opinions of the community are accurately and fully captured during these feedback sessions as these will inform the final recommendations that will guide decision-making. The participatory feedback process cultivates a more informed and enlightened community and contributes to a more robust informed decision-making process.

The feedback process should consider the needs of persons who are blind or with low vision; persons who are deaf or hard of hearing; and non-verbal persons.

Figure 2: Grievance Redress Mechanism for SOP



4 CAPACITY BUILDING AND SKILLS UPGRADE FOR OFFICERS

Relevant officers will need to undertake trainings and upskilling in order for the SOP to be ably implemented and to ensure that assessments and resulting recommendations are scientifically sound, socially acceptable and cost efficient and effective. These trainings will be ongoing especially with regards to the technical and scientific assessments that rely on latest climate data, various climate models, and ever-evolving GIS and remote sensing tools and applications.

Academic institutions, CSOs and NGOs all play an important role in providing capacity building support to the team. CSOs and NGOs will also provide valuable support in ensuring that participatory and gender-sensitive inclusive processes are applied in the community.

4.1 APPLICATION OF THE CRVAM

Training on the application of the comprehensive risk and vulnerability assessment methodology (CRVAM) will be mandatory for officers carrying out the community assessments. The CRVAM is the assessment tool for the SOP and applies a range of information, including scientific, technical, and social, to determine community vulnerability and risks. Therefore, all sectors of the team will need to understand the CRVAM and its application.

4.2 PARTICIPATORY AND INCLUSION APPROACHES

An important and required skill is on community engagement using participatory and inclusion tools to ensure the genuine and active engagement of the community during all stages of the SOP.

The technical working group and other team members of the relocation project will also need to undergo a GEDSI (gender equality, disability inclusion, and social inclusion) and SOGIESC (sexual orientations, gender identities, gender expressions and sex characteristics) sensitisation training to ensure that gender, special needs, and child protection rights and principles are systematically applied throughout the process.

4.3 COMMUNICATIONS

The communications officers of MRMDDM, MTA and other relevant agencies (including other non-governmental partners) are to be trained to understand the purpose and context of the SOP. This is to enable them to develop easy to understand and accurate informational material and products (including audio visual) that will help communities better understand the various SOP processes, especially elements that affect them. Translation of these products into the local languages would be need and should be carried out by the responsible agencies - the iTaukei Institute of Language and Culture (Ministry of iTaukei Affairs), the Department of Information and the Ministry of Education. These informational materials are an important resource for supporting informed decision-making.

The TWG officers and other implementing officers should also undergo a communications training to enhance their skills on effective communication and audience engagement. This is to ensure that the information delivered (especially technical information) is easily understood by the community and the approaches undertaken encourage their active engagement and participation.

Communication materials should also consider the needs of persons who are blind or with low vision; persons who are deaf or hard of hearing; and non-verbal persons.

4.4 CONFLICT RESOLUTION AND MEDIATION

The grievance redress mechanism detailed in section 2 above requires the engagement of the FTRD and members of the TWG in conflict resolution and mediation. This means that the officers involved will need to be equipped with the skills required to capably address community grievances and conflicts. This includes training on conflict resolution and mediation.

5 ASSESSING RELOCATION AS A MEASURE OF LAST RESORT

In the lead up to making the final decision to relocate, all assessments and consultations should stay open to the feasibility of adaptation and disaster risk reduction (DRR) measures instead of aiming for relocation alone. When consulting on actions and measures to address concerns and risks faced by the community, feasible adaptation options should be presented for comparative assessment. Latest credible climate data and projections should always be incorporated in these assessments to factor in science-based climatic threats and risks and future climate scenarios. This process is in the comprehensive risk and vulnerability assessment methodology (CRVAM).

Included in the assessment to relocate is the cost for implementing adaptation measures versus relocation. Factors that are considered here are –

1. What will it cost (economically, socially, ecologically) for adaptation and DRR measures to be put in place and maintained versus the cost for relocating a community (especially relevant communities wanting to relocate and not so interested in adaptation and/or DRR options).
2. How long can the adaptation and DRR measures sustain/protect the community and whether relocation will still need to be considered in the future (based on climate projections and socio-economic needs).
3. Following on from b) above - if relocation can be delayed, how long will it be when the community will need to move again and what will be the cost of relocating now, compared to relocating later. Assessment of costs will also include a comparison of livelihood investments for relocating now, compared to relocating later, factoring in future climatic conditions and social changes (like availability of suitable relocation sites in the future, changing population of community, etc.). Included in the social costs is the development of capacities and skills of the community to cope with climate change impacts and threats as this may result in the community managing better in a new site. This could mean less investment in community capacities when it is time to relocate later.

If it is determined that relocation is best delayed and is to be a measure better taken later, these future relocation projects will need to be reflected in long-term national and sector plans for budget planning. These future relocation projects should also be registered in the MRMDDM database and the National Adaptation registry for monitoring in case of an escalation of risks that may call for an earlier-than-planned relocation. The NAP Costing methodology can be used for assessing the adaptation and relocation costs.

The above assessments are to take place during the Phase C- step 7 (scoping assessment) and Phase D – step 11 (comprehensive assessment).

6 ENSURING SUSTAINABILITY

Relocation governance supporting holistic “life rebuilding”, rather than solely “rehousing”, in the societal system is critical, and stresses the importance of governance, structured to put communities in the centre of decision-making processes. Relocation is not seen merely as a move to new houses. Relocation is the movement of people carrying with them their culture, their social structures, their way of life and more importantly, their expectation for a better and secure life.

The processes in the SOP strive to ensure that **the community social and cultural structures are not dismantled** as these bind the community together and is their social safety net in times of hardship. For instance, lessons from past relocation projects tell us that the loss of communal spaces (like the *rara* – village common/green) can affect the traditional communal way of life of an iTaukei community. The SOP process requires comprehensive assessments and consultations with the community on how the new site may impact on their way of life and their long-term security. This includes discussing any emotional and/or sentimental attachments that the community may have to the old site and measures to address this (like maintaining continued access to the old site). The needs expressed by the community during the scoping (Phase C) and comprehensive assessments (Phase D & E) will be discussed and strategies and actions to address will be included in the relocation plan (Phase G). This includes the needs of the community as a unit.

The relocation process emphasises capacity building efforts that aim to enable the community to sustain themselves in the long-term in their new home. This includes livelihood support that are climate-smart and anticipatory of future climate risks and threats. In addition, it is crucial that capacity building and awareness initiatives are geared towards cultivating a behaviour of critical thinking so that the community is empowered to take smart and sustainable decisions on the future development of their community and to respond effectively and swiftly to any threats that they may face.

SECTION III

Components & Implementation



1 HOW TO USE THIS SOP

The SOP should be read with the PRG and the principles of the PRG should be followed throughout all the stages. Part II of the PRG – “Stages of Planned Relocation and Stakeholders involved” – details the three main stages of planned relocation and provides guidelines on how various stakeholders are to be engaged in the three stages.

The Comprehensive Risk and Vulnerability Assessment Methodology (CRVAM) provides the tools and methodologies for carrying out the community risk and vulnerability assessments in the SOP. Government officers and other partners carrying out the assessments should be trained on the CRVAM and have a solid understanding of the methodologies. It is important that the CRVA methodologies are consistently applied across all relocation projects to ensure valid comparative analysis, especially when it comes to risk scoring of the communities.

Wherever possible, the activities in the SOP should be streamlined with other government processes and protocols.

2 THE THREE MAIN STAGES OF THE SOP

The PRG identifies three main pillars, to be followed at all stages to guide the relocation process and to respond to the needs of the affected communities:

1. **Decision:** Making the decision to undertake relocation of groups or communities
2. **Planning:** Developing a sustainable plan for relocation
3. **Implementation:** Implementing the plan in line with all human rights and protection standards available, including, but not limited to, complementary measures such as:
 - Sustainability of the plan
 - The process of physical relocation
 - The follow-up and monitoring of the relocation process on a long-term basis

Based on these three main pillars, the SOP is organised into three stages -

2.1 PRE-STAGE

Pre-Stage I: Screening and scoping – when requests to relocate are received, processed, screened and a scoping study is carried out

Objective of stage: To ensure that the request is genuine (the at-risk community has agreed to the request and that there is evidence of climate-induced risks and threats) and that relocation can be considered as a measure of last resort.

Key agencies: Provincial Administration, Provincial Council, Divisional Commissioners Office

Pre-Stage II: *Detailed assessment and planning* – full-scale assessment of the community (including environmental, cultural, socio-economic and livelihoods impact assessments) and detailed planning for relocation once it is reconfirmed that relocation is the last resort. A relocation plan is developed with the community (and any host community) and all relevant agencies.

Objective of stage: To reconfirm that relocation is the only course of action and to ensure that relocation considers the needs of the community and all the impacts arising from the move, including current and future social, environmental, and economic impacts.

Key agencies: MRMDDM, CCD, Provincial Administration, Provincial Council, Divisional Commissioners Office, member agencies of the FTRD, local community, utility authorities, Ministry of Finance, other supporting organisations

2.2 IN-STAGE

Relocation and establishment: the stage when the decision to move is already taken and steps are in motion to prepare the new site for the community and to relocate and establish them in their new home. Relevant agencies, including non-governmental organisations and development partners are engaged in implementation where it is ensured that activities and timelines adhere to the agreed relocation plan.

Objective of stage: To ensure that relocation is environmentally, socially and economically sustainable, addresses all the risks and vulnerabilities faced by the community and is implemented with the active participation of the community (and any host community) and following a rights-based approach.

Key agencies: MRMDDM, Provincial Council, Divisional Commissioners Office, member agencies of the FTRD, local community, utility authorities, Ministry of Finance, other supporting organisations

2.3 POST-STAGE

Monitoring and evaluation: The stage where the relocation is completed, and a short-term and long-term monitoring and evaluation framework is in place and implemented.

Objective of stage: To keep track of the community's safety, security and wellbeing, including, but not limited to, mental health, social cohesion, socio-economic development, ecosystem health, effectiveness of any adaptation technologies and measures, resilience of infrastructure, ability of the community to cope with hazards. The monitoring and evaluation are to also detect any unexpected/new risks that may require another assessment to be carried out.

Key agencies: CCD, MRMDDM, Provincial Council, Divisional Commissioners Office, Ministry of Finance, other organisations engaged in the relocation project and carrying out their own monitoring

3 COMPONENTS OF THE 3 MAIN STAGES

3.1 PHASES AND STEPS

The implementation of the 3 stages of the SOP is carried in 17 phases (Phase A to Q). The specific actions are tabulated with the following information:

ACTION	REQUIRED PROCESS	MAIN OUTCOME/ OUTPUT	RESPONSIBLE AGENCY
Details the steps that need to be taken	<p>Details what approach and considerations that need to be taken. This provides reminders on principles that need to be followed and references to supporting documents.</p> <p>It is important that the processes detailed are followed.</p>	<p>Details the intended outputs and outcome for the step.</p> <p>This serves to guide the implementer on what needs to be achieved for the step</p>	<p>The government agency responsible for carrying out the actions.</p> <p>The MRMDDM is the overall lead agency for the implementation of the SOP. However, sector specific activities will be led by the responsible line Ministry.</p>

3.2 DEFINED TIMELINES

The timelines defined for each phase provide a period in which that phase is to be implemented. The timelines are identified from past planned relocation experience and all efforts should be made to adhere to these timelines. Adequate time is allocated for all the phases to ensure a participatory consultative process at all levels and to provide space for addressing any concerns, conflicts, and technical issues during the phases.

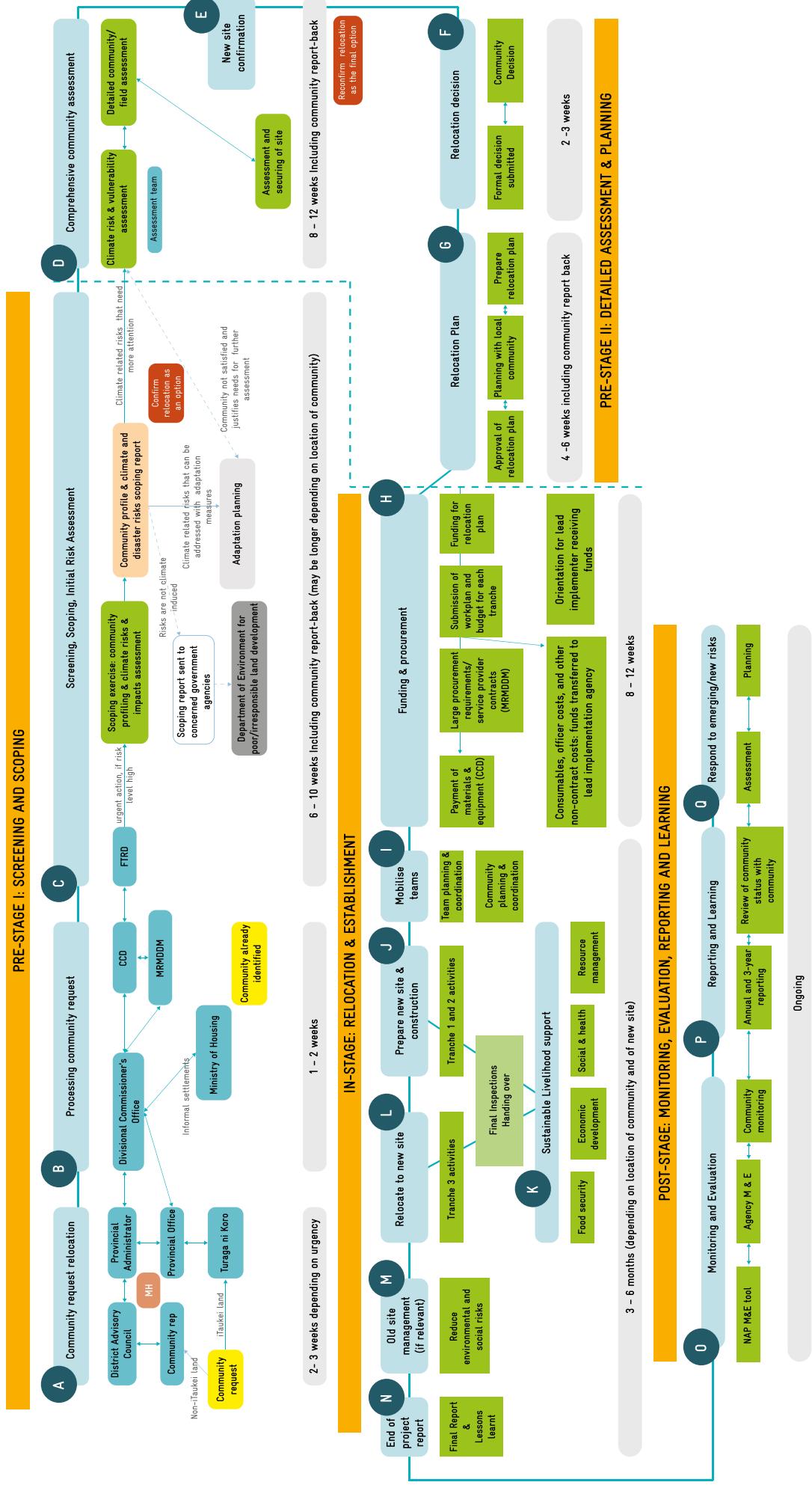
It is recognised that some communities may take longer to relocate than others due to a number of factors. These factors are considered in the identified timelines. Some factors that may affect the implementation time of a relocation project and proposed measures to address/reduce delays are given in Table 5 below.

Table 5: Factors that may cause delays to the relocation process

FACTORS THAT MAY CAUSE DELAYS	SOME PROPOSED MEASURES TO ADDRESS OR REDUCE RISK OF DELAY	PROVISIONS TO BE MET TO UNDERTAKE MEASURE
Distance of the community and the new site from Suva (main operation centre) and the divisional government offices. The remote maritime islands for instance will require longer travel time because of distance and infrequent transportation.	Reduce the number of trips to undertake the various assessments by undertaking one full comprehensive assessment instead of a separate scoping.	Scoping assessment can be skipped in this instance only if there is strong climate-related data and information and validated community assessments sourced prior to the visit to justify a direct full assessment without scoping The process of exhausting all options before deciding on relocation still needs to take place
Infrequent and irregular transportation access to remote maritime island communities	Irregular sea transportation to outer maritime islands can be addressed with the above measure Advance booking and hiring of a government sea vessel or private/commercial vessels	Only applies if public transportation schedule had changed, resulting in serious work delays. Note – logistics planning should factor in public transport schedules.
Delayed deployment of funds	Advanced budget planning to be carried early in the process in anticipation for relocation Timely submission of complete financial reports for release of funds for each tranche	Training of concerned officers on funding processes from the CROC Trust Fund and on PFM system
Adverse weather	Planning (especially for In-Stage) to consider the cyclone season	
Unexpected community conflict/disagreement	Maintain regular and transparent communication and consultation with community including on the utilisation of the grievance redress mechanism Disagreements or conflict arising after the relocation to be resolved using existing and relevant arbitration structures	Any disagreements to be addressed first before proceeding to the next phase

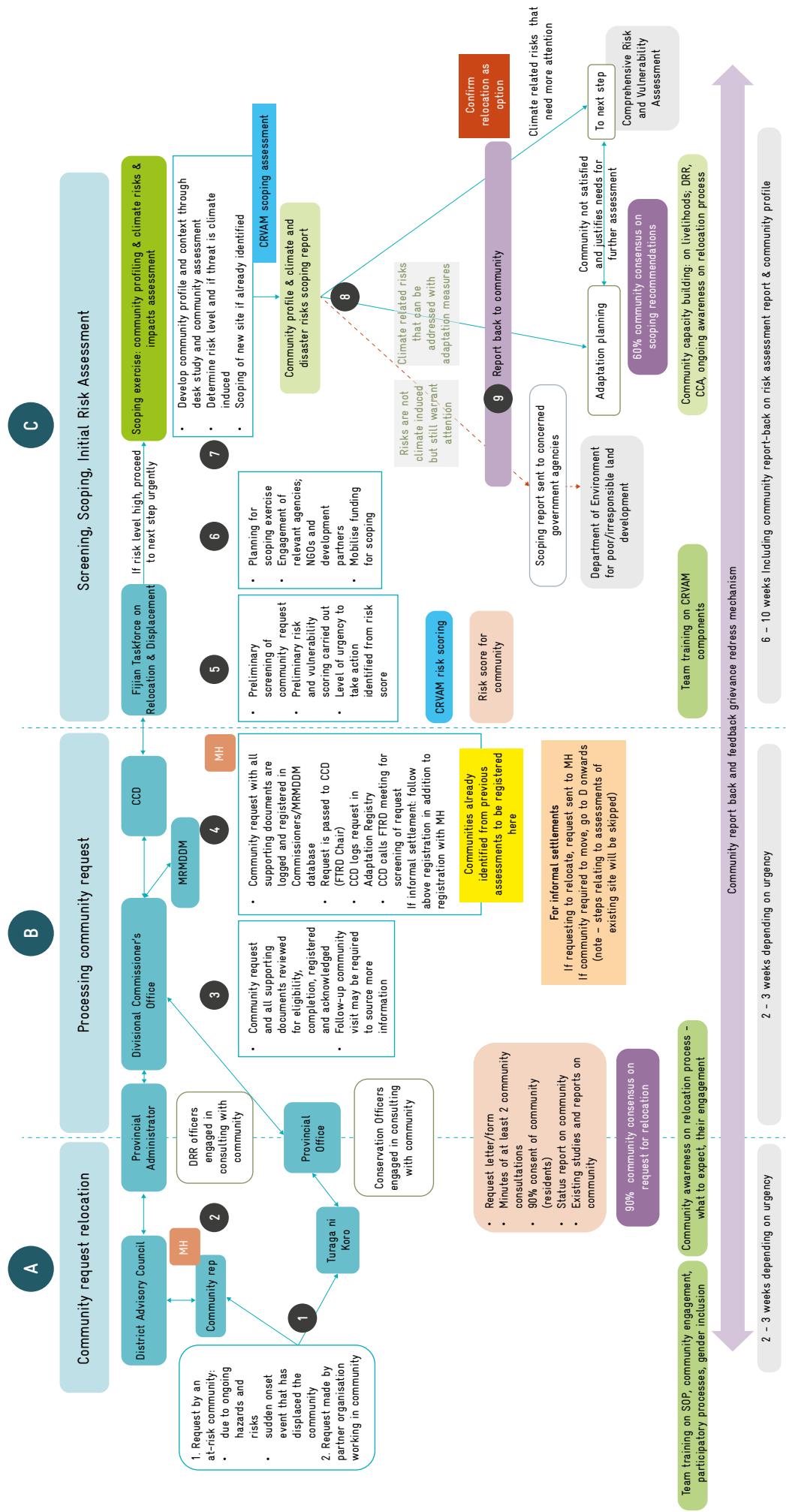
FACTORS THAT MAY CAUSE DELAYS	SOME PROPOSED MEASURES TO ADDRESS OR REDUCE RISK OF DELAY	PROVISIONS TO BE MET TO UNDERTAKE MEASURE
Pandemic (like COVID-19) and other biological hazards	<p>When movement/travel is restricted and/or a community is quarantined</p> <p>Establish good communication systems and channels to maintain regular contact with the community – develop a communication plan</p> <p>FTRD and TWG should continue to meet virtually</p> <p>If the event occurs during the Pre-Stage assessment phase:</p> <p>Dispatch survey/assessment forms and relevant informational material if the service (courier) and/or technology (emails) is available to the community</p> <p>If the services above are not available, organise calls with the community committee</p> <p>Encourage the community to draft their relocation plan based on their needs and requirements and to include their contributions</p> <p>FTRD and TWG to continue with desk assessments and preparations including – relocation planning (by sectors), financial management training, and procurement processes if the project has reached that stage</p> <p>If during the In-Stage</p> <p>All groundwork on the new site will be halted</p> <p>Continue to communicate with community and discuss actions that could be taken while waiting – includes preparing their own mobility plan; internally addressing any emerging issues and concerns</p> <p>FTRD and TWG to continue with preparations for the in-stage including updating of relocation plan and activity plan timelines</p>	<p>The measures to be undertaken if full travel restrictions have been imposed and/or where any movement and contact will pose a health risk</p> <p>If movement and physical contact do not pose any risk, the onsite assessments and activities should take place, with safety precautions in place</p>

Figure 3: Overview of SOP process



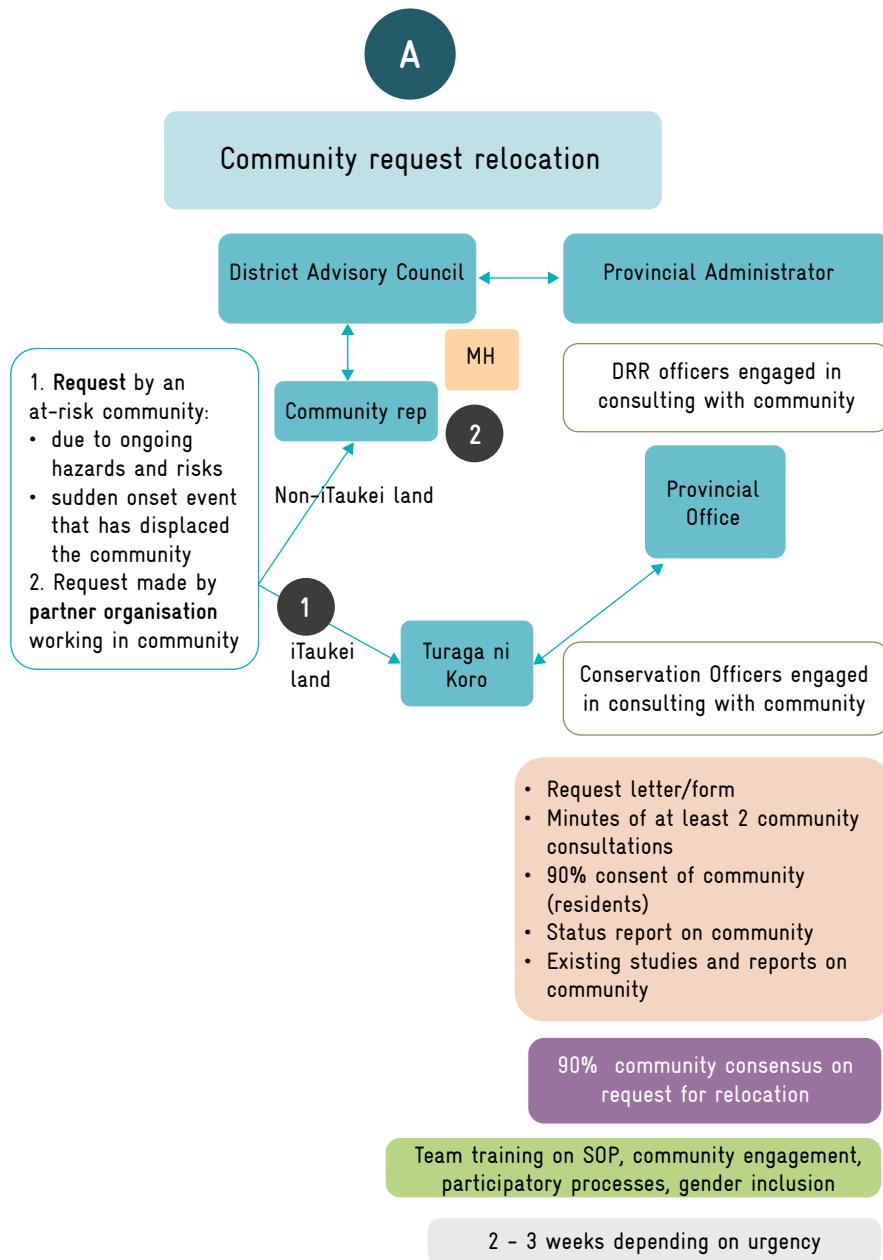
4 PRE-STAGE I: SCREENING AND SCOPING

Figure 4: Phases A - C Screening and scoping



4.1 PHASE A: COMMUNITY REQUESTING FOR RELOCATION

Figure 5: Phase A: Community request



Phase A is the process of responding to a community's request to relocate to another site because of existing and future climate change and disaster risks arising from posed to their homes, livelihoods and wellbeing. There are three main triggers to kick off the planned relocation process:

1. A **direct request** by an at-risk community. This may be due to ongoing hazards and risks faced by the community (like coastal inundation) or from a sudden onset event that has displaced the community and the safety of the site of origin is in doubt.
2. Based on the **existing list of vulnerable communities** compiled through preliminary assessments carried out by MTA and MRMDDM. These assessments were usually carried out upon request from the affected community to be relocated. This includes communities who have been partially or wholly displaced due to extreme weather events (sudden onset). The list of vulnerable communities should not be interpreted as the list for relocation because detailed assessments, including the determination of any suitable adaptation options, need to be carried out first before confirming the community for relocation. Processing of the request takes place in Phase B.
3. Upon the **recommendation of an organisation or Project** working in the community, where assessments have identified the community to be at-risk with potential for relocation. In this case, the agency involved with the community should collaborate with the affected community and, in consultation and agreement with the community, may submit the request on behalf of the community. This request should be submitted following the steps in Phase A.

The process of responding to community requests depends on the land tenure of the site occupied by the affected community. The process follows two main streams – communities living on non iTaukei land and communities living on iTaukei land.

All principles relating to participatory and inclusive approaches and free, prior and informed consent processes begin from this first phase and should continue throughout. The affected community will need to be informed of the grievance redress mechanism and other relevant mediation and arbitration structures that they can access.

If at this first stage a new site for relocation has been identified by the community, details of the new site should be included in the request form. It should however be made clear that any relocation will be subject to further assessments and the new site will also need to be assessed following the screening of the community request (Phase C).

A signed 90% consensus (disaggregated) from ALL community residents >18 years old is required to proceed with the processing of the request.

Action Table 1: Community on iTaukei land / iTaukei Village

ACTION	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
<p>1</p> <p>a. Turaga ni Koro (village headman) records village meetings to relocate and reports to the Provincial Office</p>	<p>Meeting should include all village members >18 years old</p>	<p>Meeting minutes of village meeting where relocation is requested</p>	<p>Provincial office</p>
<p>2</p> <p>b. Deploy conservation officers, DRR officers and other relevant government agencies the concerned community to –</p> <ul style="list-style-type: none"> • Determine current status of the village (physical and socio-economic) • Conduct awareness-raising on climate change impacts and disaster risks • Present on the process (SOP) to be followed regarding their request to relocate • Discuss the implications associated with relocating including issues to be considered • Discuss requirements of a new site 	<ul style="list-style-type: none"> • Officers should prepare all information on the village and information on climate change impacts and any risks relevant for the community • Carry out at least 2 visits (talanoa sessions) to – <ul style="list-style-type: none"> - Increase understanding on climate change impacts and disaster risks among villagers - Explain to the community the GRM that is in place to ensure that they have an avenue to raise any concern or issue and that their concerns will be addressed - Confirm details of the status report - Ensure informed decision-making on the need to relocate (requirements to relocate and implications of relocating) - Understanding on how the decision to relocate will be made (SOP) including access to grievance mechanism - Emphasise relocation as a measure of last resort • Ensure minutes and signed participant list are drawn up for every meeting /talanoa/ discussion <p><u>Reference:</u></p> <p>Box 4: Process of engagement for consultation</p>	<ul style="list-style-type: none"> • Report on current status of the village that includes- <ul style="list-style-type: none"> • Village demography • Socio-economic status • History of risks and hazards experienced by the village • Villagers are better informed and understand the process to determine whether they relocate or not (SOP) 	<p>Provincial Office, DCO</p>
<p>c. Get more information on the proposed new site if this has already been identified by the community</p>	<p>If the community is proposing a new site, discuss the details of the site including –</p> <ul style="list-style-type: none"> • land tenure and security – determine if steps have already been taken towards securing the site and what is the status • if a host community is involved and if permission has already been sought from them • physical characteristics of the site (location, access, size, resources available, etc.) • if the entire community is aware of the new proposed site 	<p>General information on the proposed new site</p>	

ACTION	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
<p>d. After awareness and consultations, gain at least 90% of agreement (disaggregated) from community members residing/present in the village to request for relocation or not</p> <p>Consent form to include the following details of the individual:</p> <ul style="list-style-type: none"> • Full name (as recorded in the vola-ni-kawa-bula or in the birth certificate if not registered in the VKB) • Gender • Age • Contact (mobile, email) • Name of Mataqali • Permanent residence • If not belonging to the village clan/tribe, detail relationship in the village • Confirmation that they understand what they are agreeing to 	<ul style="list-style-type: none"> • Adequate notice should be given to allow temporarily absent permanent residents of village to participate (re.: Table 4) • Signing community members are those >18 years old and include ALL residing villagers – <ul style="list-style-type: none"> - Resident mataqali members and non-resident mataqali members who are present (note: refer to Table 4 for other eligible voters) - Non-mataqali members permanently residing in the village (like those married into the village or adopted by the clan) - Women, youth, LGBTQI people, people living with disabilities, elderly • Community members need to confirm their understanding of the relocation requirements/criteria and implications for relocating • Obtain consent through a transparent and inclusive system <p>Reference:</p> <p>Box 3: Consent Mechanism</p> <p>Table 4: Stages for giving consent</p>	<p>At least 90% (disaggregated) signed consent form to proceed with request to relocate or not</p> <p>Individual decisions must be kept confidential</p>	Provincial Office
<p>e. Compile existing reports and studies that have already been carried out on the village</p>	<p>Liaise with NGOs, CSOs, and other organisations who may have undertaken studies on, and/or provided assistance to, the village</p>	<p>Compilation of reports and studies on the village</p>	Provincial Office
<p>f. Vet consent signatures and community reports</p>	<p>Ensure all signatories are genuine by validating with the VKB</p> <p>Confirm with relevant agencies the village status</p>	<p>Vetted consent signatures and reports</p>	Provincial Office
<p>g. Submit community request + community report + signed consent form to the Divisional Commissioner's Office via the Provincial Office</p>	<ul style="list-style-type: none"> • Request letter/form to clearly state reason for relocation • Supporting documents to show history/evidence of community risks and hazards 	<p>Request form/letter, signed consent form and supporting reports and documents</p>	Provincial Office

Box 4: Process of engagement for consultation

1. For effective consultation and participation, the following aspects must be considered: (a) convenient venue (b) adequate notification, including the objectives of the consultation, given to the community to prepare themselves (c) defined timelines for consultation and collection of consent and the team must endeavour to complete the entire process within the timelines (d) timings of meetings (e) necessary arrangements for participation of older people, those with disabilities, people with children and people located in remote areas (f) use of plain and local language (g) religious and cultural factors such as festivals timings should be accommodated.
2. All affected stakeholders, including individuals and communities to be relocated must participate in the decision-making process from the first stage.
3. All groups from within the affected community, including marginalised and vulnerable groups who have limited access to decision-making processes must be assisted to be present and engaged in the process.
4. To ensure an inclusive and all-encompassing consultation process, separate meetings with cohorts can be organised. These cohorts include ethnic minorities, religious minorities, persons with disabilities and special needs, women, youth, elderly persons, LGBTQI persons. Team should be sensitive to the situation of these groups.

Box 5: Important process for ALL community visits

1. Always obtain community consent to share and use information provided by them and approval to photograph and use photos
2. Always ensure the representation/participation of all groups, especially women, elderly, people living with disability, and LGBTQI persons
3. Always inform the community of the objective of the field visits at the start of every visit and always conclude the visit with a debrief to the community on what has been carried out and next steps
4. Carry out awareness-raising on climate change impacts and adaptation with local context. Increase information detail with each visit e.g., more sector and site specific
5. Inform community well beforehand of the process for obtaining consensus including the votes required and eligibility of voters.
6. Keep informing the community of the processes to be carried out – before, during and after relocation, and the various technical and social assessments that will be carried out and presented to them to inform them when making decisions
7. Explain that “relocation is to be taken as a measure of last resort” and the processes carried out to “exhaust all adaptation solutions”
8. Inform community of the avenues for raising grievances and concerns – the GRM
9. Note: An information brief in vosa vakaviti and in Hindi will be available to aid the community with understanding the important components of the planned relocation process

Action Table 2: Community on non-iTaukei land (state land, freehold land)

This process also applies for informal settlements under scenario A described below in section 4.1.3

ACTION	REQUIRED PROCESS	MAIN OUTCOME/ OUTPUT	RESPONSIBLE AGENCY
a. Community to submit request to District Advisory Councillors	Request should be based on agreement of at least 90% (disaggregated) community members >18 years old	Community request with signed agreement from community members	District Office/MH
b. Deploy district officers, disaster risk reduction officers and other government agencies to the concerned community to - <ul style="list-style-type: none">• determine status of the community (physical, governance and socio-economic)• conduct awareness-raising on climate change impacts and disaster risks• present on the process (SOP) to be followed regarding their request to relocate or not	<ul style="list-style-type: none"> • Officers should prepare all information existing on the community and information on climate change impacts and any risks relevant for the community • Confirm the representative of the community as main contact person. • Establish representative of residents' association if none existing • Carry out at least 2 visits (talanoa sessions) • Adequate notice should be given to ensure participation of all members of the community • Increase understanding on climate change impacts and disaster risks among the community • Explain to the community the GRM that is in place to ensure that they have an avenue to raise any concern or issue and that their concerns will be addressed • Confirm details of the status report • Ensure informed decision-making on the need to relocate (requirements to relocate and implications of relocating or not) • Ensure community understanding on how the decision to relocate will be made (SOP) • Emphasise on relocation as a measure of last resort • Ensure minutes and signed participant list are drawn up for every meeting /talanoa/ discussion <p>Reference:</p> <p>Box 4: Process of engagement for consultation</p> <p>Box 5: Important processes for all community visits</p>	Report on current status of the community that includes- Community demography Socio-economic status History of risks and hazards experienced by the community Community is better informed and understand the process to determine whether they relocate or not	District Office/MH
c. Get more information on the proposed new site if this has already been identified (either by the community or by the State)	If the community or State is proposing a new site, discuss the details of the site including – <ul style="list-style-type: none">• land tenure and security – determine if steps have already been taken towards securing the site and what is the status• if a host community is involved and if permission has already been sought from them• physical characteristics of the site (location, access, size, resources available, etc.)• if the entire community is aware of the new proposed site	General information on the proposed new site	

ACTION	REQUIRED PROCESS	MAIN OUTCOME/ OUTPUT	RESPONSIBLE AGENCY
<p>d. After awareness and consultations, gain at least 90% agreement (disaggregated) from community members to request for relocation or not</p>	<ul style="list-style-type: none"> Adequate notice should be given to allow temporarily absent permanent residents of community to participate (re.: Table 4) All community members >18 years old including women, youth, LGBTQI people and people living with disabilities, elderly Get community members confirmation on their understanding of the relocation requirements/ criteria and implications for relocating Obtain consensus through a transparent and inclusive voting mechanism <p>Consent form to include the following details of the individual:</p> <ul style="list-style-type: none"> Full name Sex (male/female/non-binary) Age Contact (mobile, email) House number (MH) Length of time residing in the community Permanent residence (if not living in the community) If not belonging to the community, detail relationship in the community Confirmation that they understand what they are agreeing to <p>Reference:</p> <p>Box 3: Consent Mechanism</p> <p>Table 4: Stages for giving consent</p>	<p>At least 90% (disaggregated) signed consent form to proceed with request to relocate</p> <p>Individual decisions must be kept confidential</p>	<p>District Office/MH</p>
<p>e. Compile existing reports and studies that have already been carried out on the community</p>	<p>Liaise with NGOs, CSOs, and other organisations who may have undertaken studies on, provided assistance to, the village</p>	<p>Compilation of reports and studies on the community</p>	<p>Provincial administrator/MH</p>
<p>f. Submit community request + supporting reports + signed consent form to the Divisional Commissioner's Office</p>	<ul style="list-style-type: none"> Request letter/form clearly stating reason for the request to relocate Supporting documents to show history/evidence of community risks and hazards Ideally all documents are in electronic format, including scanned forms 	<p>Community request form/letter and supporting documents in electronic format</p>	<p>Provincial administrator/MH</p>

4.1.1 INFORMAL SETTLEMENTS

Most informal settlements are established in high-exposure areas where the community is highly vulnerable to the threats and impacts of climate change. These settlers enjoy the same rights as any other community and are entitled to move to relocation sites that –

(i) are on land that is least vulnerable to climate change impacts and capable of supporting the current and future needs of the at-risk community and any existing or host communities; and

(ii) have similar or better housing, infrastructure, social infrastructure and other social and financial support systems, employment opportunities than the community from which persons were relocated, and can meet the current and future sustainable development needs of both the existing or host community and the at-risk community that is to be relocated to that site

(Climate Change Act 2021, section 77 subsection (1) (f) (i) (ii))

Two scenarios are presented for the relocation of climate vulnerable informal settlements:

4.1.1.1 WHEN AN INFORMAL SETTLEMENT IS REQUESTING TO RELOCATE

The community is voluntarily requesting to be moved to a safer and more secure location.

- The SOP fully applies, and actions are given in section 4.1.2 above
- All steps will have to include MH, including the approval process for proceeding with the request to relocate.
- Land can be provided by the State under the housing programmes of the MH

4.1.1.2 WHEN AN INFORMAL SETTLEMENT IS GIVEN NOTICE TO RELOCATE PERMANENTLY

The informal tenants are given notice to relocate to another site. This may refer to –

- a. When the State has identified the site for development lease – “*Notwithstanding anything contained in any other written law, for the purpose of developing the iTaukei land or State land over which a development lease exists, the lessee may require an informal tenant to be relocated from the informal tenant’s dwelling to an alternative housing arrangement for such period and subject to such terms and conditions as the lessee may deem necessary.*”

(Development of Informal Settlements Act 2022; Section 4 subsection (1)).

The lessee under the Act means the Ministry responsible for Housing and Community Development or the Director of Lands, as the case may be.

Or

- b. When the informal settlers are given notice by the legal landowners / land title holders to move.
- 1. When at-risk informal communities are given notice to relocate, the community has the right to be relocated to a safe and secure site where their livelihoods and wellbeing are improved and should participate in decision-making processes regarding the the site.
- 2. The MH is responsible for the relocation of informal settlements and in cases of the relocation of at-risk communities, the MH will work with the FTRD on the relocation of these communities, with MRMDDM having oversight of the implementation of the SOP processes.
- 3. The SOP phases that apply are from the comprehensive assessment of community needs for the new site and onwards (from phase D). The comprehensive risk and vulnerability assessment that is carried out for in-situ impacts will only focus on assessment of community needs and impacts relating to moving to the new site.
- 4. Site selection and preparation will follow the SOP process (phase E) up to the monitoring and evaluation phases and will be included in the procedures set out in the Informal Settlement Upgrade and Formalisation Programme (ISUP) of the MH. Occupational health and safety (OHS), environmental safety requirements, and consideration for disaster and climate risks and impacts assessments of the new site are already required in the ISUP.
- 5. The ISUP offers fully serviced and subdivided lots within these areas. These upgrades are carried out with minimum disturbance to the day to day lives of residents in these settlements. The ISUP is progressively planned and implemented through the Ministry's established Informal Settlement Land Development Project Management Framework. Ref: <https://www.housing.gov.fj/informal-settlement-upgrade-formalisation-project-management-framework>
- .
- 6. The MH is responsible for the provision of the new site and the establishment of utilities. The community constructs their own houses and must comply with the national building code.

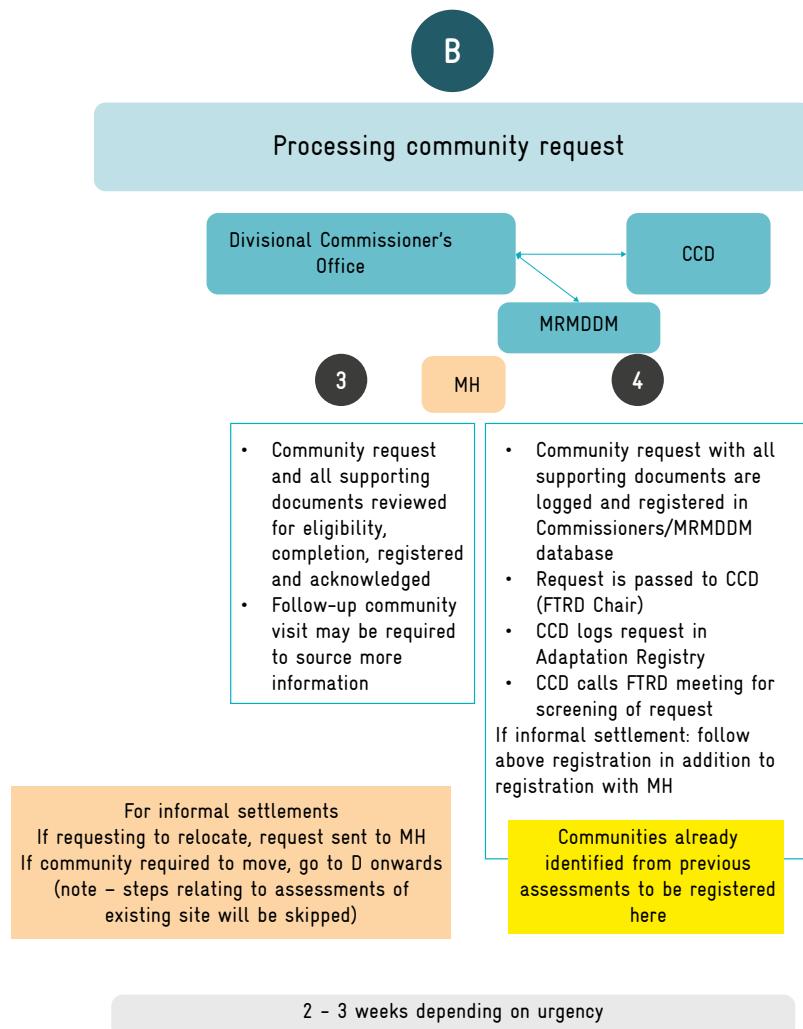
4.2 PHASE B: PROCESSING COMMUNITY REQUEST

Phase B is when the request is vetted and processed, firstly through the Divisional Commissioner's Office and then to MRMDDM who then passes this on to the CCD. The request is registered in the database of all the three institutions and the progress of the request is tracked by MRMDDM.

Follow up action and activities on the request is also registered in the Adaptation registry maintained by CCD. The Adaptation Registry is a registry for adaptation projects in Fiji. The Director CCD must keep and maintain the Adaptation Registry where the Registry is to be maintained by electronic means and publicly accessible online (Climate Change Act 2021).

Requests submitted by informal settlements will be directed to the Ministry of Housing and relocation will follow the Ministry's processes. The relocation of communities who are threatened by climate related risks and impacts will be carried out in consultation with the FTRD, as mandated by the Climate Change Act 2021. The principles of the PRG and relevant processes in the SOP (especially relating to the risk and vulnerability assessment of the new site) will still need to be followed. These communities will also be registered in the Adaptation Registry and their status monitored through the NAP monitoring and evaluation framework.

Figure 6: Phase B Processing community request



The processes above serve to ensure that the communities requesting for relocation are not “lost” in the system. It also provides a measure of accountability from the State.

Initial screening already starts in this Phase with the Divisional Commissioner's Office carrying out the preliminary screening of the request. A checklist will be used to determine whether the risk is climate-related, and the severity of the risks and threats faced by the community.

Action Table 3: Processing community request

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/ OUTPUT	RESPONSIBLE AGENCY
<p>3</p> <p>a. Divisional Commissioner's Office reviews, registers and acknowledges request with supporting documents</p>	<ul style="list-style-type: none"> Divisional commissioner convenes meeting with Provincial Council, Provincial Administration and concerned government agencies to review and approve the request moving forward Approval of request will depend on: <ul style="list-style-type: none"> Evidence of required community consultations and inclusive process 90% (disaggregated) agreement from eligible members residing in the community Evidence of existing risks faced by the community Commissioner's office sends acknowledgement of receipt and confirmation of the request being processed to the community via the Provincial Office (for iTaukei village) and District Office (for community on non iTaukei land). 	<ul style="list-style-type: none"> Confirmation that the community request should be processed Letters of acknowledgement and decision to proceed with community request sent to the community 	DCO
<p>b. If more information is needed, Commissioners' office deploys officers to the community</p>	<ul style="list-style-type: none"> If the review undertaken (above) identifies information gaps, such as missing participant lists, insufficient consultations, lack of evidence on risks, a team will need to be re-deployed to gather this information. If further Talanoa sessions required, same process to be followed as in Phase A 	Complete documentation	DCO
<p>c. Commissioners' Officer registers request and documents and submits community request to CCD & MRMDDM</p> <p>+ includes a separate register for "potential sites" for relocation</p>	<ul style="list-style-type: none"> Divisional Commissioners' Office will compile the request and supporting documents in electronic format. A reference number to be assigned. The request is registered in a database. A separate category on "proposed relocation sites" is maintained to keep track of the development of these sites and also to maintain a "pool" of sites suitable for future relocation projects. Commissioner's Office /MRMDDM sends a memo to CCD for processing of the community request. 	<ul style="list-style-type: none"> Community request with all supporting documents in electronic format submitted to, and registered with, Commissioners' Office. CCD receives community request from the Divisional Commissioners' Office or MRMDDM. 	NDMO
<p>4</p> <p>d. Enter community request summary in the climate change Adaptation Register for future reference and monitoring</p>	<ul style="list-style-type: none"> CCD receives electronic files on community request for possible relocation CCD enters a summary of the community request in the climate change adaptation registry Maintain a separate category on "proposed relocation sites" to keep track of the development of these sites and also to establish a "pool" of sites suitable for relocation Monitor progress on the status of the request 	Community request summary is entered in the Adaptation Registry	CCD

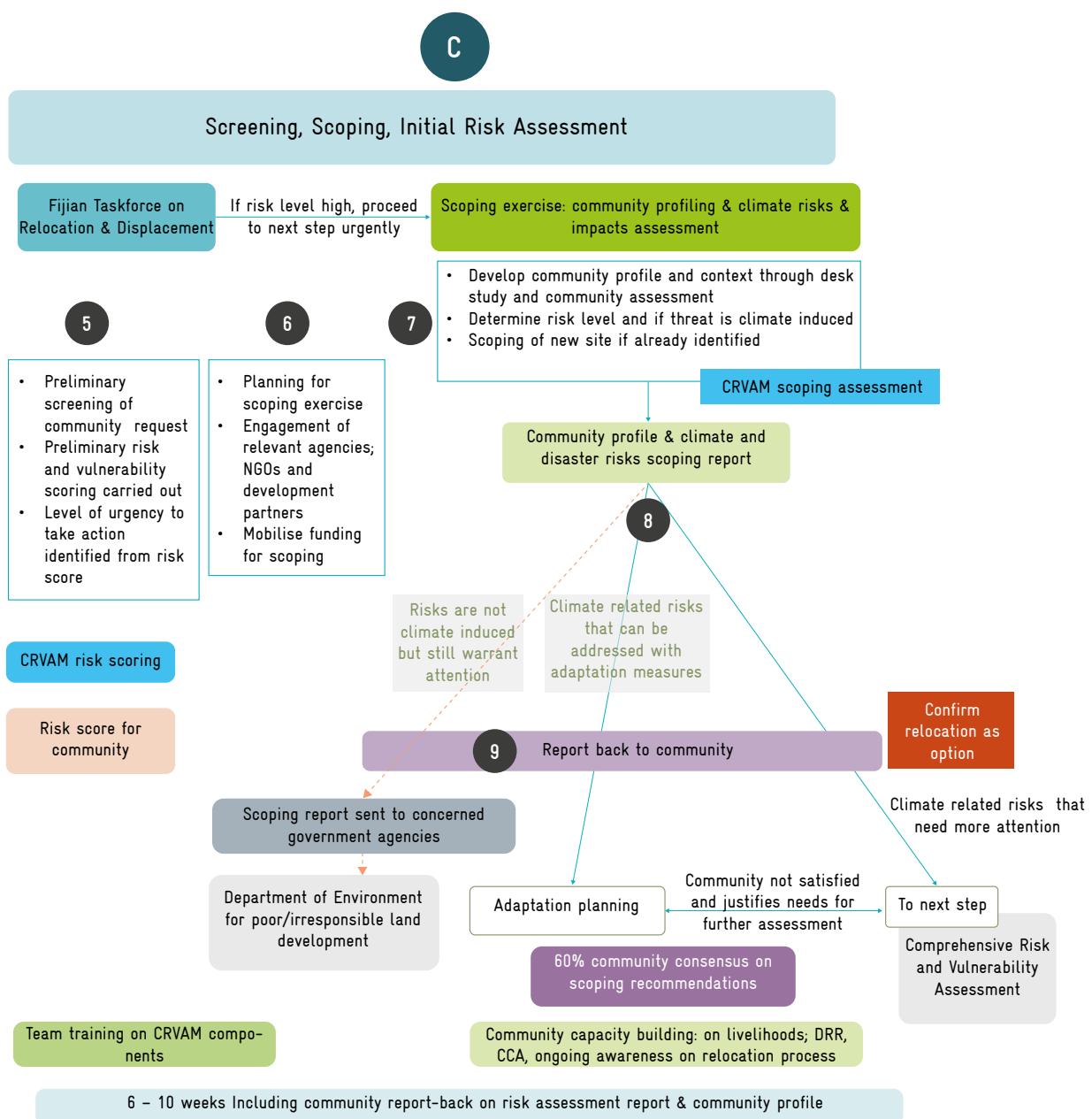
4.3 PHASE C: PRELIMINARY SCREENING, SCOPING, INITIAL RISK ASSESSMENT

The Climate Change Act 2021 states that: *prior to the Minister making a decision on relocating at-risk communities, the Fijian Taskforce on Relocation and Displacement must—*

- (a) consult affected persons or communities and communicate the rights of those persons or communities and the scientific and policy justification for the proposed relocation;
- (b) conduct a public hearing whereby the affected persons or communities have the right to legal representation; and
- (c) provide a record of all views raised during the consultations and public hearing to the Minister.

(Climate Change Act 2021 Section 77: subsection (2))

Figure 7: Phase C Screening, scoping, initial risk assessment



Phase C sets in motion the community request screening, scoping assessment process including the presentation of scientific data and information, for an informed decision-making process to determine the necessity to relocate.

For communities that have **already been identified to be at-risk**, the assessment of these communities begins in this Phase (Phase A and B skipped) since consultations with the Divisional Commissioner's Office and the Provincial Office have already taken place together with the preliminary assessment of the site. However, the registration of these communities with the Divisional Commissioner's Office and CCD (Adaptation Registry) will still need to be carried out.

4.3.1 SCREENING

The screening of the community request is carried out by the FTRD technical working group. This process is supported by desk studies and research.

All community requests will be ranked and categorised according to urgency and their priorities and needs using the CRVA methodology. Identifying specific community priorities will result in more efficient identification of priority actions.

4.3.2 SCOPING

The scoping assessment involves both desk studies and research and onsite assessment. Various responsible agencies and other partners are engaged in the field scoping assessment.

If a new site has already been identified by community, the relevant agencies should already carry out a scoping assessment of the proposed new site

A community report-back on the findings of the scoping exercise is to be carried out and the community is given a safe space to agree or not agree to the recommendations.

When the scoping assessment identifies relocation as a most likely measure, and upon reconfirmation from the community that they still want to relocate, the process proceeds to the next phase for a comprehensive assessment.

However, if there is some resistance from the community to not relocate but the recommendation from the scoping reveals high risks to the community, preparations for the next phase (comprehensive assessment) will still go ahead. This is in recognition of the high risks faced by the community in their current site and the urgent need to take steps to ensure their safety and wellbeing. It is anticipated that the next phase will help provide better clarity and understanding on the high-risk situation faced by the community and the subsequent impacts. In the process, a deep dive into “exhausting all options” will be carried out.

If a community does not accept the recommendations of the scoping assessment, they can voice their dissatisfaction during the report-back consultation sessions and also use the grievance redress mechanism if necessary. Follow up consultations will ensue until there is agreement or compromise.

In the instance where it is recommended that adaptation measures can adequately address the risks and impacts faced by the community BUT the community still insists on pursuing relocation (despite being informed of all effective adaptation measures), the community can use the GRM. This request to reconsider should include strong justifications for their position. The request is assessed by the FTRD technical working group, in consultation with the Divisional and Provincial Offices. If the reasoning is strong, like current and future impacts to the community not being adequately addressed in the scoping, then the decision to proceed to the next phase can be made by the FTRD.

4.3.3 FUND DEPLOYMENT

Please refer to **Phase H “Funding and Procurement”** for the process on requesting for funds from the CROC Trust Fund. The MRMDDM will submit the funding request to CCD.

It is important that the Relocation Project Unit and relevant officers from the MRMDDM are trained on funding procedures and disbursement of the CROC Trust Fund and on the Public Financial Management system.

Action Table 4: Screening and preparing for scoping

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/ OUTPUT	RESPONSIBLE AGENCY
5 a. Screen applications of community request for government assistance and carry out preliminary risk and vulnerability scoring	<ul style="list-style-type: none"> Review information of the community including the suggested new site (if provided) Use screening questions and risk and vulnerability scoring to provide an overview of the level of risk of the community Employ desk studies, research and agency data and reports to source missing information needed for the screening Use the scores and expert analysis to identify the preliminary risk rating of the community Identify areas/sectors that need particular attention All relevant agencies to be engaged in the scoping exercise (next step) <p>Reference: CRVAM</p>	<ul style="list-style-type: none"> Overview of the level of risk and vulnerability of the community. This will identify – <ul style="list-style-type: none"> the level of urgency to respond to the request vulnerable/risk areas to focus on during the scoping Level of urgency (high, medium, low) to take action 	FTRD supported by the TWG (lead MRMDDM)
b. Plan for the scoping exercise (note: different arrangement for informal settlements – ref: section 4.1.3)	<ul style="list-style-type: none"> Engage relevant government agencies (identified above) <ul style="list-style-type: none"> Send memo to the concerned Ministries 	<ul style="list-style-type: none"> Officers are released and prepared for the scoping exercise (PS approved) Workplan approved Other agencies confirmed Officers can carry out assessments using participatory tools, effective communication tools and approaches, sensitive to GEDSI, and capably apply CRVAM 	MRMDDM/ CCD

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/ OUTPUT	RESPONSIBLE AGENCY
b. Plan for the scoping exercise 6 (note: different arrangement for informal settlements – ref: section 4.1.3)	<ul style="list-style-type: none"> Identify other non-governmental organisations and development partners who can contribute to the scoping exercise (technical support including and social and cultural expertise) Brief officers on objectives and tasks of the exercise The team should be trained on: <ul style="list-style-type: none"> Community participatory tools Communication skills GEDSI CRVAM Conflict resolution and mediation <p>Reference: CRVAM</p>	<ul style="list-style-type: none"> Officers are released and prepared for the scoping exercise (PS approved) Workplan approved Other agencies confirmed Officers can carry out assessments using participatory tools, effective communication tools and approaches, sensitive to GEDSI, and capably apply CRVAM 	FTRD Lead: MRMDDM Support: FTRD TWG
	<ul style="list-style-type: none"> Communicate to the community the intention to visit Provincial office/district office to inform the community Brief the community on the purpose of the visit and the number of officers Inform the community on the required consultation and engagement process (social inclusiveness) Identify a time that is agreeable with the community <p>Reference: Box 4: Process of engagement for consultation</p>	Community is informed of the visit	DCO / MTA
Carry out planning workshop with all agencies to distribute task and develop workplan and budget Secure funding for the visit Following community agreement, organise logistics of the visit including arrangements for staying in the community (as agreed to by the community)	Carry out planning workshop with all agencies to distribute task and develop workplan and budget	All materials and equipment prepared including the translation of relevant materials and forms	MRMDDM Support: FTRD TWG
	Secure funding for the visit <ul style="list-style-type: none"> Prepare workplan and budget for the entire trip Submit budget to Ministry of Finance Funding can be sourced from other partners and from within Ministry budgets <p>Reference: Phase H process of requesting for funds</p>	Funding approved	MRMDDM/ CCD
	Following community agreement, organise logistics of the visit including arrangements for staying in the community (as agreed to by the community)	Travel and accommodation logistics confirmed	MRMDDM

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/ OUTPUT	RESPONSIBLE AGENCY
<p>c. CARRY OUT SCOPING EXERCISE</p> <p>i) DESKTOP AND SECONDARY SOURCES RESEARCH</p> <p>1) Define community profile and context</p> <p>2) Scoping of Climate and Disaster Risks and Impacts</p> <p>3) Scoping of proposed new site (if already identified)</p> <p>Reference: CRVAM</p>	<p>1. <u>Define community profile and context</u> Collect information (in addition to information in Step 5) through desktop and secondary sources research. Desk research involves reviewing of secondary information available in reports, statistics, surveys, and other form of published materials from relevant databases and sources to gain a broader understanding of the community Data sharing between relevant agencies necessary</p> <ul style="list-style-type: none"> • Collect community information on – • historical and cultural background • land owning arrangements • governance structure • social networks and community institutions • livelihood assets • physical landscape (geology, topography, soils, forest cover, etc.) • Existing resource management plans (marine protection, forest protection) • hazards • infrastructure and service • education and employment • Host community if involved <p>Reference: CRVAM guiding questions and the MTA community profile</p> <p>2. <u>Information on Climate and Disaster Risks and Impacts</u></p> <ul style="list-style-type: none"> • Collect, review and identify climate risks affecting the community using: <ul style="list-style-type: none"> • Scientific data on land and ocean temperatures, precipitation rates, sea-level rise, El-Nino and La-Nina events, tropical cyclones from the Fiji Meteorological Services. • Information on climate risks in the community • Risk maps and statistics from Commonsensing • Secondary information 	<p>Information for the "Community Profile" and "Climate and Disaster Risks" and "proposed new site" gathered</p>	<p>MRMDDM + FTRD + agencies engaged</p>

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/ OUTPUT	RESPONSIBLE AGENCY
	<ul style="list-style-type: none"> Use the qualitative approach to describe the impacts of climate risks and how they may have threatened and increased the vulnerability of the community. <p>Reference: CRVAM- Scoping of Climate and Disaster Risks and Impacts</p> <p>3. Information on proposed new site</p> <ul style="list-style-type: none"> Information to confirm that proposed site is NOT: <ul style="list-style-type: none"> - a protected site (for environmental/biodiversity purposes) - of cultural significance or a heritage site - committed for other national programmes (like the national emissions reduction programme – REDD+) - earmarked/planned for future development - under any dispute <p>Compile maps to assess the different features of the site and identify any existing land user rights to the site</p>		
<p>d. Prepare all resource materials and information for the community and survey equipment and tools</p>	<p>Informational materials</p> <ul style="list-style-type: none"> Prepare all informational and awareness materials including maps and presentations to inform/guide the community with making decisions Ensure that all information will be easily understood by the community, especially scientific information Display information so that it can be easily understood – attractive visualisations Prepare maps to support the scoping exercise and to increase the community's understanding of the assessment and inform their decision-making Translate materials to the local language where necessary <p>Survey equipment and tools</p> <ul style="list-style-type: none"> The agencies involved in the surveys will provide the necessary equipment and tools 		

Action Table 5: Scoping - field work

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
ii) FIELDWORK: e. Community and site assessment	<ul style="list-style-type: none"> Follow official protocols for entering and staying the community. <p>Reference:</p> <p>Box 5: Important process for ALL community visits</p> <p>Box 6: Fieldwork guide</p> <ul style="list-style-type: none"> Before the assessment explain to the community the GRM that is in place to ensure that they are aware of, and understand, the processes and avenues in place to raise any concern or issue and that their concerns will be addressed Utilise participatory tools and ensure social inclusiveness to carry out community consultations and assessment to gather information for the community profile guideline (CRVAM: Guiding Questions for Community Profile and Context) Gather information on the community's natural, physical, social, culturally significant sites/ assets, financial, and human capital to assess community's adaptive capacity to cope Assess the implementation of existing resource management plans (marine protection, forest protection) and determine and traditional laws on natural resource management (tabu sites - no harvesting or only for community consumption - no marketing, etc.) Validate information from the desk study and research with the community using relevant assessment tools and field assessments Present to the community the climate and disaster risks and impacts identified Use the qualitative approach to describe the impacts of climate risks and how they may have threatened and increased the vulnerability of the community with existing and future threats and risks Present an overview of the field assessment to the community and confirm all information and initial assessment before leaving the field Initial assessment identifying source of risks to be discussed, especially if the initial assessment identifies risks that may not call for relocation 	1. Desk study and research information validated with community using participatory and inclusive processes 2. Community capital status determined 3. Community is better informed of relocation requirements and implications	MRMDDM + Divisional Office/ Provincial Office
f. Scoping of proposed new site (if already identified)	<p>Preliminary field assessment of new site</p> <ul style="list-style-type: none"> Determine stability of site for construction of infrastructure Assess size of the site Assess natural resources including soil and land use capability for cropping <p>If a host community is involved</p> <ul style="list-style-type: none"> Consult with host community on their decision to receive the relocating community <p>Reference:</p> <p>Box 6: Field work guide</p> <p>CRVAM: Community Assessment Tools</p>	Preliminary assessment of proposed new site	

Action Table 6: Reporting and community feedback

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/ OUTPUT	RESPONSIBLE AGENCY
g. Draft report on the community profile and scoping report on climate and disaster risks faced by the community	<ul style="list-style-type: none"> Carry out a "debriefing" session where relevant agencies report back on the scoping findings from the field Discuss field assessment findings to re-confirm all information and analysis (all agencies engaged in the field including district and divisional officer and NGOs and development partners) Assign sections of the report for concerned agencies to draft Convene FTRD meeting to present on the scoping reports 	<ol style="list-style-type: none"> Community profile report providing an overview and better understanding of the community Scoping report on climate and disaster risks faced by the community and their adaptive capacity Scoping report of proposed new site giving preliminary recommendations on its feasibility as a new site for relocating communities Recommendations on further assessments to be carried out in Phase D 	MRMDDM + agencies engaged
h. Confirm that the community faces climate-induced risks that warrants further action towards relocation	<p>From the climate and disaster risks scoping exercise, determine if the risks/threats faced by the community are caused by climate change or by poor development/management or by other non-climatic related impacts.</p> <p>a. If exposure to hazards are primarily due to poor land development (or other non-climatic causes)</p> <p>NDMO to present report to the Commissioner's Office with recommendations from FTRD</p> <p>If risks are caused by irresponsible land development, alert Department of Environment for redress</p> <p>b. If risks are climate related, determine whether these can be addressed with <u>adaptation</u> measures.</p> <p>If yes – proceed with adaptation and disaster risk reduction planning</p> <p>If no – proceed to the next step</p>	Confirmation whether risks identified in the scoping need further action in the relocation process or not	FTRD NDMO DCO FTRD
i. Report back to the community on assessment results	<ul style="list-style-type: none"> Follow official communication channels to present the scoping report findings to the community Present on the scoping findings <ul style="list-style-type: none"> In the event where mataqali/community members residing elsewhere cannot attend the village/ community meeting, efforts should be made to present to them separately. Entire assessment team presents to community <ul style="list-style-type: none"> Request for affirmation/validation on information gathered from the community Clearly explain risks identified and impacts to the community Address all questions and concerns raised by the community Explain to the community the actions to be taken to address the risks identified Explain Grievance Redress Mechanism in place 	Community validates the scoping study Community confirms that they understand the scoping finding and the context of the resulting recommendations	DCO / Provincial Council

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/ OUTPUT	RESPONSIBLE AGENCY
i. Report back to the community on assessment results	<p>Note:</p> <p>A. If the community is not satisfied with the recommendation that relocation is not necessary and adaptation measures will be adequate, they can request for further assessment, FTRD can decide to proceed to the next step if:</p> <ol style="list-style-type: none"> strong justification is provided by the community to re-assess the findings. This can include disagreement with the findings of the scoping in terms of the risks assessed 60% disaggregated consensus from the community residents is obtained to review the findings <p>B. If the community assessed to be at high risk decides that they no longer want to relocate but would prefer to put in place adaption measures instead –</p> <ol style="list-style-type: none"> Re-emphasise the risks that they are facing Acknowledge their decision and inform them of the need for further assessments to better address their needs Inform of the processes for the next phase where better clarity can be made on the viability of adaptation measures and relocation. Their final consent will again be sought after this process. <p>The community can use the GRM if they are not satisfied with any recommendation or feel that their concerns have not been addressed</p>	<p>Community validates the scoping study</p> <p>Community confirms that they understand the scoping finding and the context of the resulting recommendations</p>	DCO / Provincial Council
j. Consent from community to proceed with relocation process	<ul style="list-style-type: none"> Obtain 60% (disaggregated) consensus on the recommendation to proceed with the relocation process (next phase) Adhere to the principles for obtaining consent (Box 3: Consent Mechanism and Table 4) Mataqali/community members not living in the village/community will also need to consent. <ul style="list-style-type: none"> Ministry of iTaukei Affairs/MRMDDM to organise the consultation with these mataqali/community members where scoping recommendations are presented and consent sought. Presentation of information can be supported by relevant technical working group members 	60% disaggregated informed consent from community to proceed with relocation process	MTA / MRMDDM

Box 6: Fieldwork guide

Data collection and analysis fieldwork must include divisional/district and provincial officials. A local official can act as a protocol officer and should be present throughout the duration of these visits to act as a liaison and entry point to the communities.

Officials should include someone familiar with the local dialect. The method of data collection should include – focus groups (FGs), interviews and participant observation, groups can be divided based on sex/gender (including LGBTQI/ non-binary) or marginalised groups to gather additional information and clarify findings to date. These FGs can be recorded, and later transcribed, with detailed notes taken.

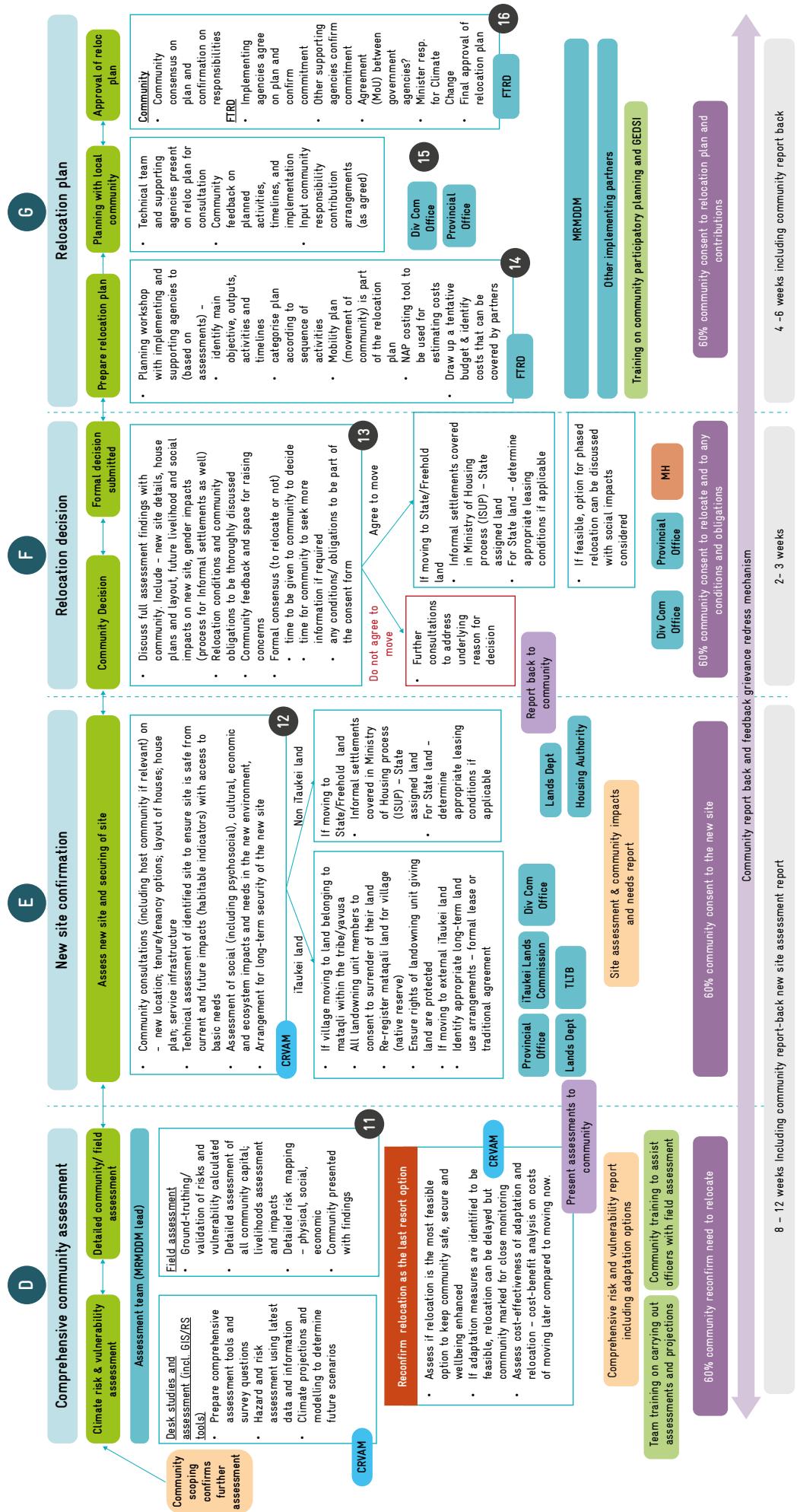
Qualitative research – fieldwork is a crucial component to address questions of the actual needs of people and to test conceptual frameworks that were developed during the desk research. The research should be conducted with qualitative research methods such as community-based participatory methods within a specified context and on a local level. Actual needs of people can be identified, and conceptual frameworks validated, dismissed, or adjusted.

Community Engagement – community members should be engaged to assist the team with field surveys – including land use, geotechnical, natural resource, and social and cultural. They bring in their local and traditional knowledge of the area and can provide valuable insights on how the community interacts with their environment and amongst themselves. This can also be seen as a capacity building process where the community members learn from the technical teams how different surveys are carried out and the various components that need to be considered. The survey team in this respect should take time to educate community members on how and why the various surveys are conducted. It is also important to encourage community women to be part of these survey teams. The engagement of the community members may also extend to being part of the team analysing data and information and the presentation of findings. Community youth with high school or tertiary level education can be very capable field/survey assistants.

The community committee can organise suitable community members to be part of the field survey teams, ensuring that women, persons with special needs, and LGBTQI persons are also given an opportunity to be engaged. The committee can create sub-committees to oversee subparts of the assessment such as hazard mitigation, food security, culture, economic development etc.

5 PRE-STAGE II: DETAILED ASSESSMENT & PLANNING

Figure 8: Pre-stage II Detailed assessment and planning



5.1 PHASE D: COMPREHENSIVE CLIMATE RISK AND VULNERABILITY ASSESSMENT

Phase D embarks on the full-scale assessment after it has been determined and agreed that relocation should be considered for the affected community. From the outset, the assessments (for the new site) should try to meet the requirements of an Environmental Impact Assessment (EIA).

The process of exhausting all options before deciding to relocate should be again clearly communicated to the community from the outset of the assessment as the assessment will also aim to identify these feasible adaptation options. This clear communication should encourage the community to have a broader perspective and ideas on other potential measures during the assessments and consultations.

The assessment is two-fold. Firstly, further desk studies and research will be undertaken to fill in any information gaps from the scoping study. More detailed climate and risk assessments will be undertaken. These assessments will be presented to the community for their information and confirmation.

Secondly, a comprehensive onsite assessment will be carried out with the community. This assessment is more detailed than the scoping assessment and involves more focussed technical surveys.

The assessment will include hazard assessments and mapping and the determination of community vulnerability using a broad range of information collected in the community. This will identify the most at-risk zones and areas that need priority.

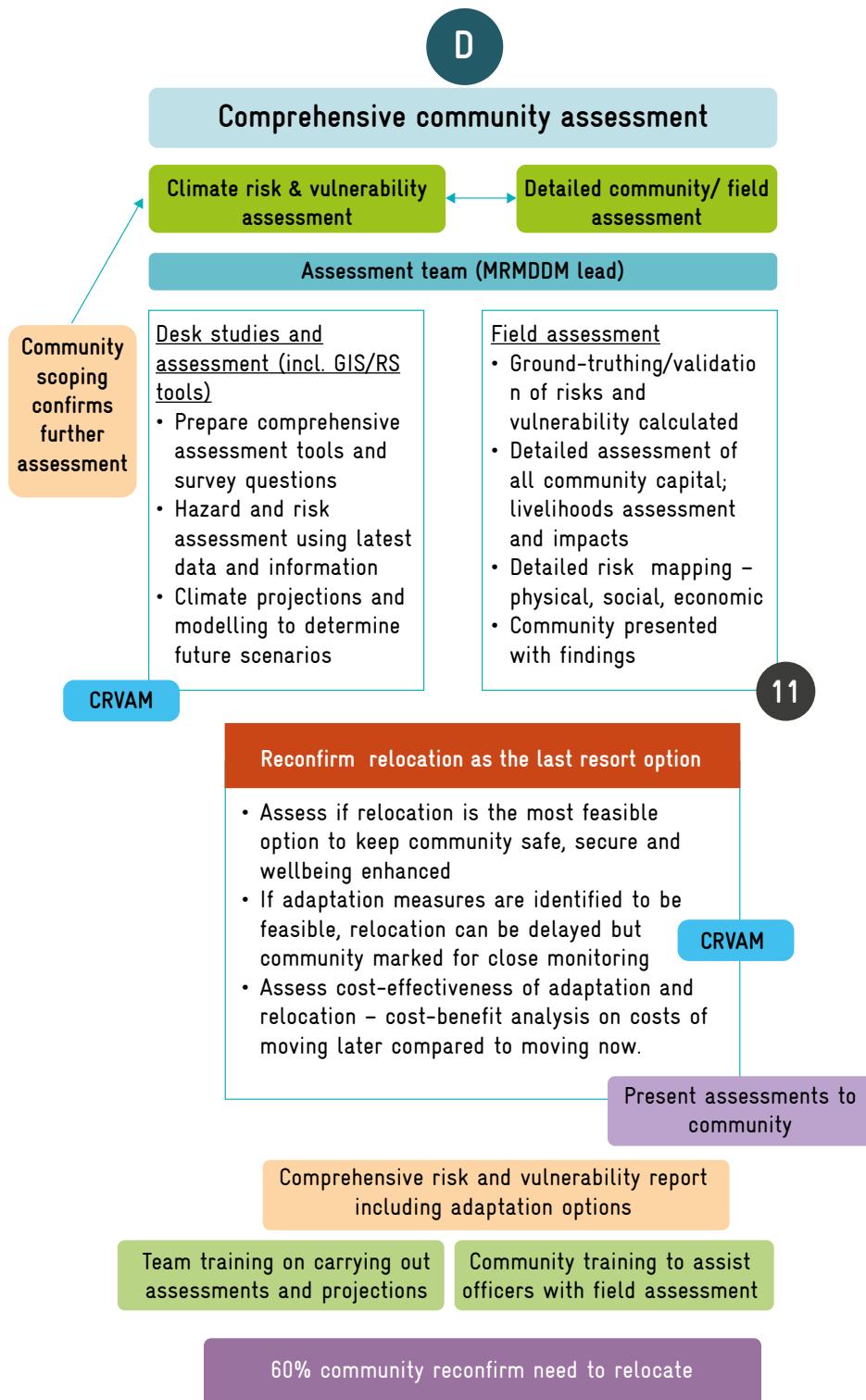
The presentation of all relevant information and assessments is crucial to enable the community to make informed decisions especially as they move towards deciding whether to relocate or not.

For all actions in the following phases, the protocols for team coordination, preparation, budget preparation, field visits, information validation and ground-truthing, community consultation, community feedback and reporting are to be followed as described in the actions laid out for Phases A, B and C.

At the end of this Phase the recommendation whether to relocate or not will be made. If the recommendation is to relocate, the community will have to vote, after confirming their understanding of the information from the comprehensive assessments, if they agree to relocate or not. A 60% (disaggregated) consensus from ALL community members >18 years old is required. This includes all community members who are temporarily absent and for iTaukei villages, all mataqali members regardless of their permanent address.

In the event where the assessments clearly indicate that the community is at-risk, but the community decides against relocating, avenues are presented to address this.

Figure 9: Phase D Comprehensive community assessment



Action Table 7: Preparing for the comprehensive assessment

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
<p>11</p> <p>a. Preparation: Review of scoping exercise experiences, lessons learnt and adjustments to be made</p>	<p>Conduct team debriefing workshop to:</p> <ul style="list-style-type: none"> Share and discuss their experiences from the scoping exercise – in terms of logistics, community dynamics, team dynamics, etc. Review effectiveness of participatory tools, community engagement approach, and informational and awareness materials. Assess community dynamics – the level of inclusive participation of community members, the management of the consensus process, the active engagement of the community during meetings and consultations, the capability of the community governance structure Assess how well the community understands the information presented and any areas of special interest to the community Identify the expectations coming out from various community groups and any additional information requested Identify any underlying concerns, potential conflicts, dissenting factions, and effectiveness of community grievance redress mechanism Determine if any conflict resolution/grievance redress actions need to be taken. Adjust approach according to the assessments above and identify priority areas that will need special attention, such as the underlying concerns of the community and potential conflict <ul style="list-style-type: none"> Customise assessment questions and parameters according to the community situation Identify issues from the scoping that still need more clarification and elaboration Identify all informational and awareness material, analyses to be undertaken, resource material (including maps), tools and equipment, and other items that need to be prepared and compiled for the comprehensive assessment Identify the agencies responsible for different resource materials, analyses, and tools From the assessments above, determine any training (and/or refresher) needs for the team <ul style="list-style-type: none"> Carry out any necessary training on components of the CRVA for technical team Conduct training before the field assessment 	<p>Participatory approach and tools adjusted to meet community requirements</p> <p>Strategies to address underlying concerns and potential conflict developed</p> <p>Assessment resources, tools and equipment identified</p>	<p>MRMDDM + technical working group</p>

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
<p>b. Preparation: Compile in-depth information and resources for the comprehensive risk and vulnerability assessment including preliminary assessments</p> <p>Refer to CRVAM</p>	<p>The CRVAM provides instructions for the assessments, and this needs to be applied.</p> <p>The steps below are not exhaustive on information to be prepared but serves to remind the team on the main areas</p> <p>1) Responsible agencies of the technical working group compile information and resource materials for the CRVA including scientific evidence and projections (from desk research and analyses) of current and future climate related threats and risks that are being faced by the community</p> <ul style="list-style-type: none"> • Bring on board other relevant agencies to provide expertise, relevant sectoral data and other support • Compile all required maps, existing assessment reports and studies (further elaborated in (4) below): <ul style="list-style-type: none"> - All relevant technical and social maps as used in the scoping with addition of maps with more information - For coastal communities – ocean current map for the area, coastline maps and photos showing evidence of coastline change, data on sea-level rise, maps/Landsat images showing change in coastal vegetation, tidal records and coastal flooding events, etc. - For communities impacted by river flooding and erosion – flood hazard map, precipitation record of the area, cost of damages, etc. - All social and cultural maps of the area including local cultural map (source: MTA) <p>2) Apply CRVAM tools to carry out hazard and exposure and assessment, from existing information and risks/threats projections.</p> <ul style="list-style-type: none"> • Prepare maps, visualisations and presentations on the assessments and present information in a form that can be easily understood by the community <p>3) Prepare any case studies and lessons learnt from previous relocations to inform communities of lessons and experiences from other relocation projects and assist communities with their decision-making (refer to Table 8).</p> <ul style="list-style-type: none"> • Invite a member from a relocated community to share their experiences <ul style="list-style-type: none"> - Important to share psychosocial impacts because in some cases, the community do not realise/ anticipate the psychological impact of permanent relocation <p>4) Prepare resource mapping survey questions, maps and tools for ground mapping (GPS, GIS) – social, cultural, physical (built), natural, and financial mapping with the community.</p>	<p>Assessment resource materials including survey questions</p>	<p>MRMDDM + technical working group</p>

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
<p>b. Preparation: Compile in-depth information and resources for the comprehensive risk and vulnerability assessment including preliminary assessments</p> <p>Refer to CRVAM</p>	<ul style="list-style-type: none"> • Prepare all maps, information (in addition to those prepared for the scoping) and tools to prepare for mapping and surveying natural systems and resources <ul style="list-style-type: none"> - soil, land use capability, forest/mangrove, agriculture, fisheries, marine, river and stream, and other natural assets - geotechnical and hydrogeological survey • Prepare social and cultural assessment questions/ surveys with sex disaggregated information where relevant. Survey to include - <ul style="list-style-type: none"> - Community governance, structures and networks including decision-making structures - Community relationships with each other and any traditional ties with other communities - Gender roles, including on decision-making, and social and traditional responsibilities - Traditional knowledge and practices especially relating to natural resource use and management, weather, and climate - Traditional roles and how the move will impact this (e.g. traditional fishers – gonedaú – moving from coastal to inland) - Skills and education mapping - Field mapping of sites of social/cultural significance (like gravesites) • Prepare physical (built) assessment questions/ surveys. Survey will include <ul style="list-style-type: none"> - Map of all infrastructure in the community including roads, drains, bridges, water tanks, sewer lines, etc. (already prepare this if existing or obtained from scoping) - Any adaptation/disaster mitigation infrastructure - Assessment of state/use/effectiveness of infrastructure - Assessment of infrastructure considered "essential" by the community • Socio-economic assessment with special focus on reliance on site resources for economic development <ul style="list-style-type: none"> - Household and community financial and economic survey - Income/livelihood sources - Financial security (bank savings, insurance, etc.) - Assets outside of the community <p>Refer to the CRVAM for information required for the comprehensive risk and vulnerability assessment</p>	<p>Assessment resource materials including survey questions</p>	<p>MRMDDM + technical working group</p>

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
<p>b. Preparation: Compile in-depth information and resources for the comprehensive risk and vulnerability assessment including preliminary assessments</p> <p>Refer to CRVAM</p>	<p>5) Identify potential livelihood projects based on the scoping findings and on existing opportunities available</p> <ul style="list-style-type: none"> • This refers to livelihood projects on the current site • Propose projects where women and youth can take lead and projects that can engage persons with disability • Identify training/skill needs that will support the community to sustain any livelihood initiative <p>6) Prepare guiding questions to assess potential impacts that may arise from the move to the new site</p> <ul style="list-style-type: none"> • Capacity/ability of community to adapt to change • Impact on community structures and networks (women groups, youth groups) <p>7) Develop any additional informational material that will enhance community understanding on the various processes and requirements in the relocation process</p> <ul style="list-style-type: none"> • Prepare necessary presentations and informational material in a format that the community can easily understand, especially information relating to scientific assessments 	<p>Assessment resource materials including survey questions</p>	<p>MRMDDM + technical working group</p>
<p>11 d. Planning workshop to carrying out CRVA</p>	<ul style="list-style-type: none"> • Carry out a planning workshop with all team members to prepare the workplan and budget – details the various surveys and assessments to be carried out • Assignment of tasks, including identification of agencies who are to undertake the various surveys • All agencies/teams to present on information and resources prepared including survey questions, and any new informational and awareness material • Present on the preliminary risk assessment and understand the method/approach used (in preparation for any questions that may arise from the community) 	<p>Workplan and budget drafted</p>	<p>FTRD TWG</p>
<p>e. Travel workplan, logistics, and budget preparation</p>	<ul style="list-style-type: none"> • Refer to actions in previous phase • Community should be given sufficient notification of the assessment and field visit and agree to the timelines and schedule and be prepared to accommodate the team (if required) 	<p>Budget for workplan approved</p>	<p>FTRD</p>

Action Table 8: Comprehensive assessment: field work

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/ OUTPUT	RESPONSIBLE AGENCY
<p>f. FIELD WORK</p> <p>Present to the community the preliminary assessment results based on the scoping exercise</p>	<p>With entire community:</p> <ul style="list-style-type: none"> Entire assessment team presents to community Present and discuss objectives and activities for the comprehensive assessment Address any questions and concerns raised by the community during the previous visit Organise cohort meetings with relevant agency if subject is sensitive Present and discuss upcoming process regarding site selection Present and discuss again the recommendations from the scoping exercise Present and discuss the hazard and exposure assessment carried out Discuss adaptation options to risks and threats posed by climate change and disasters. Base these discussions on the hazard and exposure assessment Clearly explain that adaptation options will still be explored in this phase and these options will be discussed with the community Share experiences and lesson learnt from other relocation projects <ul style="list-style-type: none"> Community representative from similar relocation project to share experiences Discuss the potential threats and conflicts that may arise in the course of the relocation Main factors that will influence/drive change in the community as a result of the relocation Remind them of the GRM that is in place to raise any concerns or complaints 	<p>Community gives their feedback to the preliminary assessment findings and recommendations</p>	<p>DCO / Provincial Council</p>

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/ OUTPUT	RESPONSIBLE AGENCY
<p>g. Conduct CRVA</p> <p>- social, economic, physical and ecosystem assessment</p>	<p><u>Comprehensive field assessment</u></p> <p>Full assessment approach and tools are in the CRVAM</p> <ul style="list-style-type: none"> Engage suitable community members to work with the technical and survey teams with equal opportunity given to women/LGBTQI Apply appropriate participatory survey approaches; include GEDSI approach Ground-truthing/validation of risks and vulnerability Carry out comprehensive resource mapping Carry out geotechnical and hydrogeological surveys, hazard mapping, coastal/riverbank mapping and other mapping that will better inform the risk and vulnerability assessment During community assessment, identify relationships of the community with the various resources e.g. traditional practice on natural resources Present on proposed livelihood opportunities that were identified by the team (adjust to consider feedback from community assessments) <ul style="list-style-type: none"> Identify with community suitable livelihood initiatives Identify initiatives for women, youth and engagement of persons with disability Identify any new skills they will need to enhance their livelihoods in this area Discuss climate and disaster threats to livelihood and what measures can be put in place (adaptation and disaster mitigation) 	<p>Comprehensive risk and vulnerability assessment carried out including potential impacts that may arise from the relocation</p>	<p>TWG</p>
<p>h. Community presentation after field assessment</p>	<ul style="list-style-type: none"> Present and discuss with the community initial findings from the comprehensive assessment Engage community members who assisted in the surveys in the presentation Technical team to further validate/confirm information and seek clarity on any unclear/incomplete information Adequate time to be allocated to discuss the various surveys and initial assessments Remind the community again on the GRM should they have any concerns 	<p>All relevant information is conveyed to the community in clear and understandable language</p>	

Action Table 9: CRVA recommendations and adaptation analysis

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
i. Technical team analyse information from CRVA and draft report with recommendations for each sector	<ul style="list-style-type: none"> Different survey teams assigned to work on their sections Workshop to present findings and recommendations including community expectations and needs from their sector <p>Comprehensive Risk and Vulnerability Assessment</p> <ul style="list-style-type: none"> Team undertakes risk and vulnerability analysis using CRVAM Climate projections and modelling of current site to determine future risks and vulnerabilities on site and community assets (social, physical, economic, cultural, environmental) and livelihoods 	Full CRVA report on community with risks and vulnerabilities with recommendations	TWG
j. Assess and weigh feasibility of adaptation to exhaust all options	<ul style="list-style-type: none"> Identify innovative adaptation measures and technologies that are appropriate for the community and sustainable. Based on the analysis of current and potential risks and vulnerabilities, determine if adaptation measures and technologies can address existing and future risks (all risks including those affecting social structure and cultural assets) – ref. CRVAM Consider community capacity to maintain adaptation infrastructure in the long-term, factoring in any population movement – likelihood of community members leaving and therefore reducing human capital. When determining feasibility of adaptation measures, carry out costing and compare with relocation costs, factoring in the resilience of adaptation measures against future risks. If the effectiveness of identified adaptation measures are assessed to reduce over time due to increasing risks, determine how this can be addressed and associated costs. Carry out cost-benefit analysis on costs of moving later, compared to moving now If adaptation is not feasible at all, compile strong justification to reflect that all realistic options have been exhausted and that relocation is the measure of last resort Assess feasibility of full relocation versus phased/partial relocation (where a section of the community are at low risk and can cope with future risks through adaptation measures) 	Assessment report on adaptation options and on feasibility for relocation with recommendations	TWG

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
j. Assess and weigh feasibility of adaptation to exhaust all options	<p><u>The main recommendation from assessment should be:</u></p> <p>1) Community does not need to relocate – adaptation measures will address the risks OR</p> <p>2) Community needs to relocate – adaptation measures are not feasible</p> <p>a) The timeline on when the community should relocate to be assessed.</p> <p>b) In the situation where risks can still be managed by the community in the short-term but they will still need to relocate, give time for community to better prepare themselves (including mentally) for the relocation.</p> <p>b) High risk sites will need immediate action</p> <ul style="list-style-type: none"> Compile all recommendations and supporting information in a format and language that the community can easily understand. Information on how the recommendations were reached. Risks and climate projections, need to be thoroughly explained. Gender-related impacts and recommendations to be included on the presentation <p><u>Reference:</u> CRVAM, CommonSensing tool, NAP costing methodology</p>	Assessment report on adaptation options and on feasibility for relocation with recommendations	TWG
k. Preparation for community presentation and consultation on recommendations	<ul style="list-style-type: none"> Prepare presentation on the gains and losses when comparing adaptation and relocation options Presentations to show how the community needs and wants are considered in the recommendations Prepare presentation on which specific recommendations the community needs to give consent to – adaptation measures and relocation – and any specific requirements regarding the 2 options (e.g determining factors for agreeing to partial relocation) 		

Action Table 10: Community consultations on CRVA findings & recommendations

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
<p>Report back to community and present full CRVA results and final recommendations</p>	<ul style="list-style-type: none"> Send adequate notification on the visit of the assessment to the community via relevant divisional/provincial agencies. Request for the presence of all community members, including, mataqali members not living in the village and community members who are temporarily not living in the settlement If community members cannot be present in this consultation meeting, all reasonable efforts are to be made to inform them of the content of the consultation and information from the CRVA. The community representative/turaga-ni mataqali should facilitate this process with support from the district/provincial office Community has the right to have a legal representative if they wish All agencies involved in the assessment should be part of the team presenting to the community <p>CONSULTATION 1</p> <ol style="list-style-type: none"> 1) Presentation to be carried out by sector with findings and recommendations carried out by the responsible agency 2) Impress again to the community the principle of "relocation as a measure of last resort" 3) With active engagement of ALL community, present and discuss: <ul style="list-style-type: none"> a. The results of the comprehensive vulnerability and risk assessment with information on each sector b. Future risks projected for the site c. The assessment of "adaptation measures" and of "relocation" and the recommendations made by the team. Thoroughly discuss how these recommendations were reached, with risks and threats clearly explained and supported by scientific information d. The implications of the recommendation – "to relocate" or to "remain with adaptation measures" should also be openly discussed. <ul style="list-style-type: none"> - If the recommendation is to relocate, emphasise the risks and threats if they are to stay. - If the recommendation is to apply adaptation measures reassure them that they can still be safe and secure with technologies and support provided. e. Explain again "relocation as a measure of last resort". For communities recommended to relocate, this signals the seriousness of the situation that they are in. 4) The FINAL recommendation coming out from assessments will either be to - <ul style="list-style-type: none"> A. Relocate to new site <ul style="list-style-type: none"> Timing on when to relocate can be discussed after this decision is made Urgent and immediate relocation for communities at high risk <p>OR</p>	<p>Community informed of full CRVA findings and recommendations</p> <p>Community informed on assessment of adaptation options and relocation and presented with most feasible recommendation(s)</p>	<p>TWG</p>

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
Report back to community and present full CRVA results and final recommendations	<p>B. Not relocate as adaptation measures are feasible</p> <ul style="list-style-type: none"> Community will be supported with adaptation measures and technologies Re-visit if adaptation measures are not adequate Monitor community closely for possible later relocation <p>NOTE</p> <ul style="list-style-type: none"> i. If the recommendation from the assessments is to RELOCATE, the community will need to consent to this. This takes place in Step 1 ii. If the recommendation from the assessment is to remain with adaptation measures applied, the 2nd consultation should be used to discuss with the community if they accept this or still have concerns iii. Allow sufficient time for the community to process the information and for active participation of community in discussions iv. Give the community space to discuss among themselves the information and the recommendation v. Team to be available and ready to join pocket meetings or group talanoa to respond to any questions and concerns. Offer cluster meetings to marginalised groups or groups that need more assistance to better understand the different information. The team should not coerce any community member into accepting or declining any recommendation but should explain the context of the recommendations <p>CONSULTATION 2</p> <ol style="list-style-type: none"> 1) Carry out 2nd consultation after a day or 2 (to be determined by community) where the community is invited to provide their informed feedback on the findings and recommendation. 2) This 2nd consultation serves to clarify any remaining questions and address issues that may have arisen during the community's internal talanoa 3) Confirm with the community that they are in full possession of, and understand, the information leading to the recommendation(s). 4) Organise meetings with cohorts for focussed discussions if required 5) Where the recommendation is to stay with adaptation measures, conduct in-depth discussions on why and how this decision was made <p>If the community is recommended to stay but they still insist on relocating, despite all indications that they can cope with adaptation measures</p> <ul style="list-style-type: none"> - TWG to carry out further consultations and assessments with the community to determine the main reasons for wanting to relocate - Identify and address any concerns or issues that the community may have with staying on the current site - The community can use GRM to carry forward their concerns <p>Full documentation of the consultation meetings/ talanoa to be compiled, including full list of participants and their details</p>	<p>Community informed of full CRVA findings and recommendations</p> <p>Community informed on assessment of adaptation options and relocation and presented with most feasible recommendation(s)</p>	TWG

Action Table 11: Decision-making process on - to relocate or not

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
I. Community consensus-based decision-making to relocate or not	<p>When the recommendation is for the community to relocate, the community has to consent to the recommendation</p> <p>The vote is to: Agree or disagree to relocate</p> <p>Decision-making process</p> <p>1) Preparation for voting meeting</p> <ul style="list-style-type: none"> • This can take place soon after Consultation 2 above • The meeting will be organised by the community representative, with assistance from the relevant agencies. The Commissioner's Office or Provincial Office or a member of the TWG can assist with this explanation • Adequate notification to be sent to all community members, including, mataqali members not living in the village and community members who are temporarily not living in the community. • Consent forms will be given out by DCO and will be in the preferred local language <p>2) Meeting to Vote on Relocation</p> <ul style="list-style-type: none"> • Explain again the decision-making process, the votes needed to proceed to the next phase, and the qualifications needed to vote. • Ensure that the community understands the meaning of "disaggregated data" when explaining the 60% consent required. • Decision-making meeting will be closed to any external parties to prevent interference • The community committee head/turaga-ni-koro (or assigned village authority) will oversee the voting process • All voters will fill in a consent form indicating that they understand what they are consenting to, and have participated and understood all the information presented to them from during Consultation 1 and Consultation 2 • Marginalised groups have the right to give their consent in their cohorts or in a safe space instead of with the wider community. This should be requested to the community committee head/turaga-ni-koro (or assigned village authority) AND the Commissioner's Office or Provincial Office. <p>3) Processing the votes</p> <ul style="list-style-type: none"> • After the voting is carried out and collected, the complete signed consent forms (60% disaggregated data) will be delivered by the community rep/turaga-ni-koro (or assigned village authority) to the Divisional Commissioner's Office/Provincial Office. • A list of community members who did not vote is to be also submitted • The Divisional Commissioner's Office together with MTA (for iTaukei villagers) or MH (for settlements) will review the consent forms to confirm validity (required 60% disaggregated data) and authenticity. Names may be kept confidential during the processing step 	Community gives their consent to relocate or not	Turaga-ni-koro (or assigned village authority) Community rep Divisional Commissioner

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
I. Community consensus-based decision-making to relocate or not	<ul style="list-style-type: none"> - If not all community members voted due to absenteeism, special exceptions can be made if it can be established to the satisfaction of the Divisional Commissioners or the Roko Tuis that all reasonable efforts have been made to reach out to all the community members. However, disaggregated consent should reflect the same percentage of voters across the different groups • The Divisional Commissioner will register the consent and forward to MRMDDM and the FTRD Chair (CCD) where it will be registered <p>CCD will call a FTRD meeting to discuss the community decision</p> <p>Community members absent during consultation and/or voting</p> <ul style="list-style-type: none"> • The Commissioner's Office and Provincial Office (for iTaukei village) will support the community rep and Turaga-ni-koro (or assigned village authority) in reaching out to community members who were not in the consultation and/or decision-making session • Community rep./Turaga-ni-koro (or assigned village authority) will organise a presentation and consultation session with absentee members groups. This will be supported by the TWG. • In the case where the community/mataqali member is overseas, evidence must be presented that the findings and recommendations have been discussed with him/her (via various modes of communication). This could include virtual meetings with members who are overseas. • The vote of absentee individuals is to be given to the Community rep./Turaga-ni-koro (or assigned village authority) in any written communication form (utilise digital platforms). The Commissioner's Office or Provincial Office can assist. 	Community gives their consent to relocate or not	Turaga-ni-koro (or assigned village authority) Community rep Divisional Commissioner

Action Table 12: Assessment of community decision

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
m. FTRD meeting to review decision made by the community	<p>Decision made by the community is assessed by FTRD</p> <p>A. Agreement with recommendation to relocate If at least 60% (disaggregated) of the community <u>agree</u> with the recommendation to relocate, proceed to the next phase (site assessment phase if this is yet to take place, or to relocation planning (Phase F)) if site assessment has been carried out</p> <p>B. Do not agree with recommendation to relocate If at least 60% (disaggregated consent) of the community <u>do not agree</u> with the recommendation to relocate:</p> <ul style="list-style-type: none"> Team to prepare for further consultation on their decision. Prepare more informational materials if needed. Discuss with the community the root cause of their decision. Team to address any issues and concerns that are influencing the decision. Team to ask community if they would like to reconsider and if more information is required Seek agreement from community to proceed to Phase E where they can give their final decision to relocate after new site information is presented. The option for phased relocation where the most at-risk members are relocated first, may be discussed. (Refer to Box 8 on the conditions for phased relocation). <p>If the community still does not want to relocate and does not agree to proceed to phase E, despite all reasonable efforts to inform them of the risks:</p> <ul style="list-style-type: none"> The State should put in place measures to keep them safe in their present site. The option for them to relocate should stay open as they may decide to, later on. The community should be closely monitored by the Commissioner's Office and the Provincial Council on their vulnerability status and adaptative capacities. <p>Ref: Box 7: Mechanisms for those who dissent from recommended actions</p>	<p>Community decisions on the recommendations from the comprehensive assessment are addressed</p> <p>Concerns of community members who deviate from majority decision and/or recommendations are addressed</p>	MTA / DCO

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
m. FTRD meeting to review decision made by the community	<p>C. Needs of the minority</p> <p>If agreement did not reach 100%, there is a need to address the needs of the remaining community members who are in the minority.</p> <ul style="list-style-type: none"> i) If they freely agree to go along with the majority who agree with the recommendation to relocate, proceed as in A above i) If they still do not want to relocate when the majority agrees with the recommendation to relocate- <ul style="list-style-type: none"> • identify reasons for their decision to not relocate and try to find ways to address any concerns. Counselling should be offered if reasons are psychological. • If they still do not want to relocate with the rest of the community measures to be put in place to keep them safe (this would result in a case of partial relocation) ii) If they belong to the minority who wants to relocate (as recommended) but the majority wants to stay <ul style="list-style-type: none"> • Consult with the rest of the community on the need of those members who are willing to relocate • Identify appropriate mechanisms to address the needs of the minority community members without creating conflict in the community (MTA, MRMDDM mediation) • Discuss the option of phased relocation • If the community accepts the other community members decision to relocate, proceed as given in A above and consider the conditions for phased relocation (Box 8) <p>GRM to be used by community members if they feel that their concerns are not being addressed</p>	<p>Community decisions on the recommendations from the comprehensive assessment are addressed</p> <p>Concerns of community members who deviate from majority decision and/or recommendations are addressed</p>	MTA / DCO
o. Communicate decision to Minister for Climate Change	<ul style="list-style-type: none"> • FTRD submits report on the actions to be taken regarding the relocation project to the Minister for Climate Change • Report to include the community decision to not accept the given recommendations and actions taken • Report to include how the needs of the minority are being addressed 	<p>Report on community decision on actions to be taken</p>	CCD

Action Table 13: Securing new site

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
p. Consultation on land security	<p>Negotiations on the proposed new site.</p> <ul style="list-style-type: none"> • Ensure (and provide evidence) the participation of All community members in the consultation process on the land to be secured • Regardless of land tenure, the long-term security of the new site is to be a formal arrangement • The agencies responsible for their land tenure will lead 	Formal agreement on the proposed new site with long term security	<p>iTaukei land - MTA, TAB, TLC, TLTB</p> <p>State land - Dept. of Lands</p> <p>Informal settlement - MH</p>

Box 7: Mechanisms for those who dissent from recommended actions

Contingencies for community or individual decisions outside the preferences of authorities should be anticipated and addressed in a rights-respecting manner. Even if procedural requirements are fulfilled and despite overwhelming evidence of risks and exposure, communities or individuals within those communities may not consent to be relocated. Uncertainty associated with the process and concerns regarding choice of site, livelihood options, loss of traditional connection to their land, loss of social networks, trauma, and, among other things, influence such decisions. In some contexts, lack of understanding of risks and exposure lead to what may be regarded as 'illogical' choices. In other contexts, cultural values and traditions may also lead to decisions that could be interpreted as 'illogical'.

For those who refuse to relocate despite life threatening risks, the government must arrange for events/ programmes to educate them of the consequences of staying at the affected location. This must involve explaining them in simplest terms the adverse impact of continuing to stay in the region. Sometimes sentimental and emotional attachment to their homes and land outweigh the need for personal safety and security. In such instances, the Ministry of iTaukei Affairs can provide counselling and could provide perspectives relating to traditional practices of moving.

In case of a situation wherein even after all reasonable efforts by the government to facilitate relocation among the vulnerable community, certain member of the said community decides to stay, the government has to make arrangements for such individuals. Arrangements here refer to modes of living in vulnerable geographic locations. The duty lies on the state to facilitate such infrastructural amenities for the community that decides not to relocate in order to sustain in changing climatic situation as safely as possible.

Box 8: Phased relocation

Refers to when the community do not relocate all at once but relocation takes place in phases, with the intention to still relocate the entire community. This can be instigated when there are varying risks levels within the community and community members who are on sites determined to be at highest risk and with urgency to relocate, are moved first (ref. Table 8. 2(ii) – Narikoso Village). This option may also be presented in cases when some community members decide to not move despite all recommendations to relocate. This has to take place with the consent of the entire community, following the consent process of the SOP.

The following will need to take place before any decision is made by the community to partially relocate:

1. Comprehensive climate risk and vulnerability assessment that indicates that the option is feasible in terms of the safety, security and wellbeing of community members who will not be relocating
2. Livelihoods support and appropriate adaptation measures are provided to the community who remains
3. A relocation plan developed with the community detailing how the different phases will be carried out including the monitoring of the community status to capture any risks/trends that were not anticipated in the comprehensive risk assessment.
4. In-depth assessment on the social, cultural, and psychological impacts on the remaining community and on those moving away. This will need to be thoroughly examined and community members from other similar relocation projects should be invited to share their experiences.
5. Impacts of phased relocation are influenced by the distance of the new site to the existing site – the degree of disconnect (including access to each other) when the community is split. This is especially relevant for communities who have traditional ties with each other and to their land. Therefore, the assessment should include how the social, cultural, and psychological impacts are influenced by the location of the new proposed site. If either of the community groups do not accept the location of the new site, a review of the location may need to be carried out.
6. Land tenure arrangements and design of the new site will need to be able to meet the needs of the remaining community when they move and join the rest of the community. This must be addressed when negotiating for a lease or negotiating an agreement with the landowner (if the land does not belong to the community).
7. In cases where the remaining community decide to move to a different location from the first group – careful assessment of the social relationships of the community should be carried out to ensure that ties between community members/families are considered when deciding on the community group that will be moving together. The distance between the different sites should also be assessed as detailed in 5) above.
8. Land tenure arrangements and design of the new site will need to be able to meet the needs of the remaining community when they move and join the rest of the community. This must be addressed when negotiating for a lease or negotiating an agreement with the landowner (if the land does not belong to the community).
9. In cases where the remaining community decides to move to a different location from the first group – careful assessment of the social relationships of the community should be carried out to ensure that ties between community members/families are considered when deciding on the community group that will be moving together. The distance between the different sites should also be assessed as detailed in 5) above.

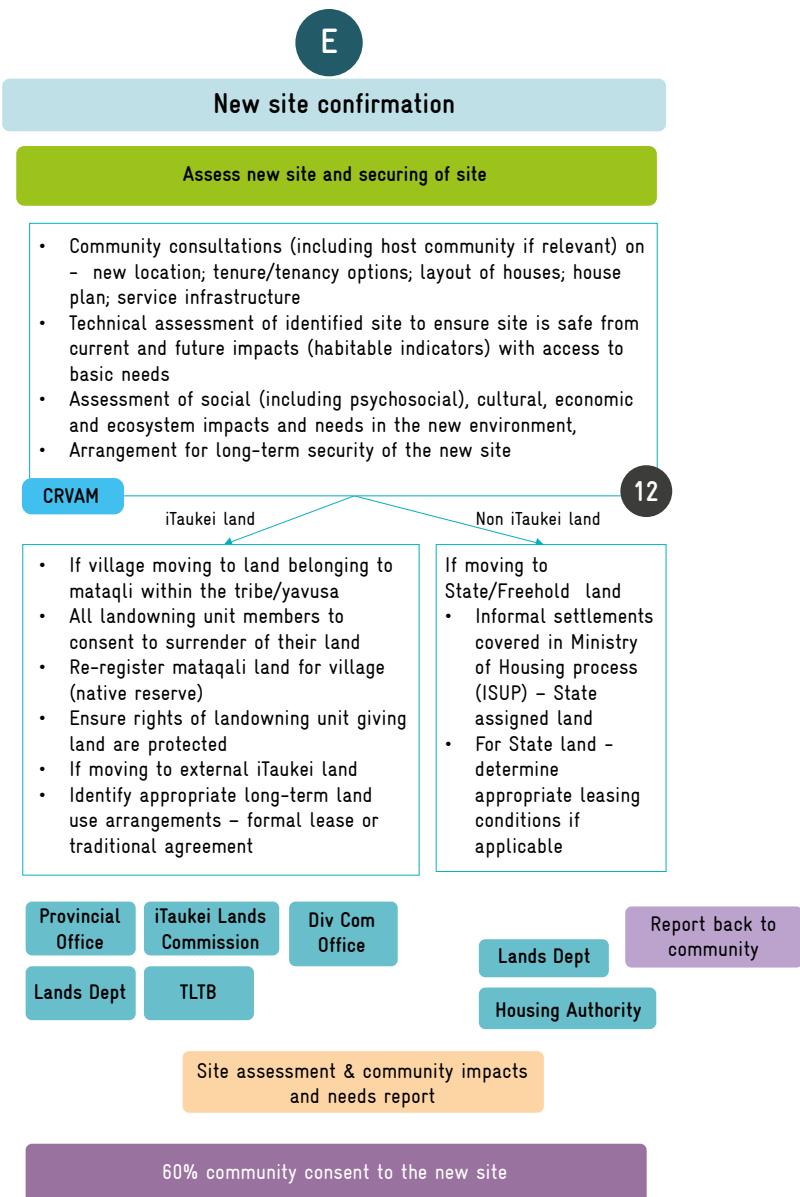
5.2 PHASE E: NEW SITE CONFIRMATION

Phase E lays out actions to ensure that the relocation sites -

- are on land that is least vulnerable to climate change impacts and capable of supporting the current and future needs of the at-risk community and any existing or host communities; and
- have similar or better housing, infrastructure, social infrastructure and other social and financial support systems, employment opportunities than the community from which persons were relocated, and can meet the current and future sustainable development needs of both the existing or host community and the at-risk community that is to be relocated to that site;
- if an at-risk community is relocated to land that supports existing communities, the rights and concerns of those existing or host communities are taken into account and respected.

(Climate Change Act 2021; section 77 subsections (f) (i) (ii); (g))

Figure 10: Phase E New site confirmation



The onsite assessment of the new site can take place at the same time as Phase D (comprehensive risk and vulnerability assessment) if a new site has already been proposed. This will help reduce travel costs and hosting burden of the community. More importantly having a broad multi-sectoral and interdisciplinary team together in the field ensures a holistic assessment where the various aspects of community vulnerability, risks, impacts and measures are not overlooked.

The assessment of the new site includes technical, social, environmental, and socio-economic assessments where the following are considered -

1. The safety of the new site in terms of current and future exposure to risks and impacts, including any future development plans targeted for the vicinity
2. Long-term land security at the new site
3. Impacts on social cohesion, social and cultural structures and traditional governance systems – usually linked to distance from old site and layout of houses in new site
4. Impacts on mental health and overall wellbeing – linked to emotional/ sentimental/ psychological attachment to old site and/or way of life
5. Impacts on livelihoods and economic opportunities (opportunities lost and to be gained)
6. Integration with the host community (if relevant)
7. Absorption of future growing population and need for future expansion
8. Ecosystem impacts (arising from the development of the new site and as a result of the demands at the new site)

An overview of the general process for site identification is given in Table 6.

An important component of this phase is ensuring land security for the community. Examples of how the land is secured and some experiences that would be useful to consider when planning the relocation are given in Table 7.

All information from Phase D and E should be compiled and assessed for meeting the requirements for an Environmental Impact Assessment (EIA) to be waived.

Table 6: Overview of process for site identification excluding climate projections

1: Criteria for identification of site: For evaluating the potential sites basic data sources must be gathered. Criteria for site identification:

- (1) Proximity to the affected areas (this criterion needs to be balanced with the potential of these sites for sustainable economic activities).
- (2) Easy accessibility by way of existing roads or capable of becoming so via construction of inexpensive, economically feasible roads.
- (3) Area should not be – under protected for its biodiversity, ecosystem services, significant cultural value; nature reserves; environmentally sensitive lands.
- (4) Preference for an even and smooth topography; avoid mountainous areas, rolling topography, or steep slopes.
- (5) Soil adequate for irrigated or rain-fed agriculture after minimal reclamation works (saline soils or lands susceptible to floods and water logging should be avoided unless inexpensive reclamation works can be implemented).
- (6) Sufficient arable land for cultivation/agriculture to support family and community food security and livelihoods.
- (7) Low population density, large holdings, and good potential for further development.
- (8) Preservation of cultural heritage and ties to ancestry.

2: Site analysis and feasibility studies determine the technical and economic feasibility of the proposed Site. This includes but not limited to:

- (9) A detailed demographic and land-ownership survey of the host community.
- (10) A topographical survey, (will reference surface and underground features, both natural and man-made, such as retaining walls, wells, trees, fences, buildings, utility poles, etc.).
- (11) Forest inventory for high forest cover areas to determine species composition and timber volume if forest products are to be a source of livelihood.
- (12) Cultural mapping to identify any culturally significant sites, artefacts, and taboo areas.
- (13) A land-cover, land-use map and land use capability classification for the site, (Land cover data documents how much of a region is covered by forests, wetlands, impervious surfaces, agriculture, and other land and water types. Water types include wetlands or open water. Land use shows how people use the landscape – whether for development, conservation, or mixed uses. Land Use Capability Classification is a systematic arrangement of different kinds of land according to properties that determine its capacity for sustained production)
- (14) A soil survey and soils map, to determine the capability of the soil to support agriculture crop, tree and tree crop; determine erosion susceptibility.
- (15) An agrometeorological survey of rainfall, temperature, sunshine hours, pan evaporation, and consumptive use of water.
- (16) Hydrogeological survey to determine water availability, water quality and to assess for flooding.
- (17) A survey of surface water and groundwater resources, considering actual discharges and data generated over 30 years to determine the available surface water and groundwater resources.
- (18) Geological and geotechnical survey on type of rock foundation and stability of the ground.
- (19) A proposal of various agricultural development options for the area as a whole, that is, without any distinction between the relocated community and host communities.
- (20) A study of the economic and financial viability of the proposed agricultural development options.

3: Detailed designs and securing land – At the design and securing land of site selection, following need to be acquired.

- (21) The relocating community's final agreement on the suitability of the proposed sites and site development options.
- (22) The consent of host communities to allow or lease the land to be used for the relocation.
- (23) Contiguous tracks of land should be secured to rationalise the layout of the relocated community and agricultural land.

Action Table 14: New site assessment: preparation

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
<p>12</p> <p>a. <u>Preparation:</u> Desk study and research - Compilation of all information on the proposed new site (note: this can be combined with Phase D)</p>	<p>New site assessment</p> <ul style="list-style-type: none"> Compile all technical and social information, relevant maps (including historical maps) and previous surveys that have been carried out on the proposed new site <p>Please refer to Table 6 for details on assessments</p> <ul style="list-style-type: none"> Put together current climatic data/information and future climate projections on potential risks and threats to the site. Carry out hazard mapping based on available information from desk study and identify any risk zones. Assess natural resources that can be available to support the food security and livelihoods of the relocating community. Assess capacity of the site to support the community and future projections on population growth demands. <p>Social impact assessment</p> <ul style="list-style-type: none"> Map out physical and development/utility access differences from the previous site and the new sites (e.g. location change from coastal to inland; poor road access to good road access, off-grid electricity to on-grid). Map nearby communities/population that the relocated community will be coming in contact with. Map all nearby service infrastructure including schools, hospitals (health centres), markets. <p>Land tenure</p> <ul style="list-style-type: none"> Determine long-term security of land. Confirm land owning and land user rights of the site including existing traditional land user rights (access given to other communities/families). If relevant, confirm the community's ability to pay the required lease. 	<p>Participatory approach and tools adjusted to meet community requirements</p> <p>Strategies to address underlying concerns and potential conflict developed</p>	<p>MRMDDM + technical working group</p>
<p>b. <u>Preparation:</u> Resource materials to support community consultations and informed decision making</p>	<p>Technical resources</p> <ul style="list-style-type: none"> Prepare information on the site in a format and language that can be easily understood by the community Prepare Landsat images, forest cover/soils/land use capability/ geological/ geotechnical /topographical / hydrological/hazard/precipitation/ land tenure/cultural/ protected and heritage sites, and other relevant maps that will aide in community consultations and informed decision making Present climate data and projections, risk and threat analysis, and other climate data analysis in a format easily understood by the local community (ref: CRVAM) TWG to present information to each other to ensure that there are no conflicting/contradictory messages given to the community e.g. forest area identified for protection not to be marked for agriculture or clearance Bring on board all relevant agencies to provide expertise, relevant sectoral data, and other support 	<p>Assessment resource materials including survey questions prepared</p>	<p>MRMDDM + technical working group</p>

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
<p>b. Preparation: Resource materials to support community consultations and informed decision making</p>	<p>Construction and building plan (to be presented to community for review and consultation)</p> <ul style="list-style-type: none"> • Compile information on utility and other infrastructure that is planned for the site • Prepare house plans for presenting to the community • Draft proposal for layout of the new community, including the inclusion other infrastructure like health dispensary, kindergarten, community hall. • Identify training needs for community to maintain their houses and other community infrastructure and equipment <p>Livelihood support (to be presented to community for consultation)</p> <ul style="list-style-type: none"> • From CRVA in phase D, identify potential of new site to support livelihood needs of the community • From community needs assessment in phase D, identify suitable community livelihoods that will be acceptable to the community and not exploitative of resources in the new site • Assess how community resources/livelihoods will change with move to new site and how this will impact their lives and wellbeing (e.g coastal to inland, away from the sea) • Identify training/upskilling needs for community livelihood projects at the new site • Assess market access and opportunities to develop community entrepreneurs, with special consideration for women and persons living with disability and special needs • Consider the above for the host community as well (if applicable) <p>Social needs (to be presented to community for consultation)</p> <ul style="list-style-type: none"> • Refer to the assessment on social and cultural impacts of moving, undertaken in phase D • Map access to education/school facilities • Map access to facilities to support children with special needs (autistic, Downs syndrome, etc.), persons living with a disability, and psychosocial health <p>Reference: CRVAM, various sector mapping and inventory methodologies</p>	<p>Assessment resource materials including survey questions prepared</p>	<p>MRMDDM + technical working group</p>
<p>b. Workplan for carrying out new site assessment and consultations</p>	<ul style="list-style-type: none"> • Carry out a planning workshop with all team members to organise tasks 	<p>Workplan and budget drafted</p>	<p>FTRD TWG</p>
<p>c. Travel workplan, logistics, and budget preparation</p>	<ul style="list-style-type: none"> • Refer to actions in previous phase 	<p>Budget for workplan approved</p>	<p>FTRD</p>

Action Table 15: New site assessment: field work & reporting

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
d. FIELD WORK Community consultation and onsite assessment of potential new site	<p>Technical field assessments of new site If a host community is involved, they will need to be engaged in this process</p> <ul style="list-style-type: none"> Conduct technical surveys and assessments as detailed in table 6. Invite community members (including women and LGBTQI) to join the field assessment as assistants as a learning exercise on the various processes and tools for technical assessments. Teams to share findings at the end of each day to keep everyone informed of the sector status. Community talanoa in the evenings to inform them of surveys. Present and consult on natural assets. Present to the community an overview of the site pointing out the physical differences from their current site. Get feedback on how they can cope with the change. <p>Livelihoods assessment for the new site</p> <ul style="list-style-type: none"> Using participatory tools, map with the community the various needs and wants to suit the resources available at the site. Use resource maps, images and presented in an easy-to-understand format to inform the exercise (e.g land use capability classification for determining suitability of crops in certain areas) Present natural resource maps (forests, rivers, marine, arable land, etc.) and discuss with the community sustainable resource use options to support their livelihoods Present on proposed livelihood opportunities that were identified in the preparation stage (with adjustments to consider assessments above) Identify with community suitable livelihood initiatives Identify any new skills they will need to enhance their livelihoods in this area <p>Reference: CRVAM for both assessments above</p>	Full social, environmental, economic assessment carried out Site assessment report and site construction plan	TWG and partners – agencies responsible for each sector lead in their assessment and consultation Water Authority of Fiji, Energy Fiji Ltd.

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
<p>d. FIELD WORK</p> <p>Community consultation and onsite assessment of potential new site</p>	<p>New site layout and house design</p> <ul style="list-style-type: none"> Present plans and utilities proposed for the new site (pending full assessment) Using participatory tools, map with the community the various needs and wants to suit the site, including village/community layout, facilities, and utilities (streetlights, footpaths, drains, etc.). Confirm water source (spring, pool, groundwater) for water supply with landowners and ensure no traditional or taboo sites are disturbed (refer to cultural map) Consult with community on the house design that is to be provided. If the community members are not satisfied with the house plan, negotiations can take place regarding a plan that is more suited for them. Other house designs provided by other organisations like Habitat of Humanity, Koroipita Model Town, can be presented. However, given fixed budget costs of the houses, community may need to contribute to any extra plan. It is important that any building extensions or redesign is carried out as part of the project to ensure compliance with the national building code. These are mandatory in the design – <ul style="list-style-type: none"> To be safe for girls, women and LGBTQI – bedrooms for privacy; indoor bathrooms and toilets; well-lit outside Disability access Low energy/energy efficient fixtures Cat 4-5 cyclone proof houses and compliant with national building code Easy and low-cost maintenance For informal settlements – under the ISUP, make accessible housing assistance Identify any skills existing in the village/community (can be identified already during scoping or CRVA) that will be useful for maintaining/repairing new infrastructure and equipment (like solar panels) Work with village/community committees to put community skilled workers in charge of community infrastructure upkeep once the houses and infrastructure is handed over. Further training can be carried out to upskill these community members 	<p>Full social, environmental, economic assessment carried out</p> <p>Site assessment report and site construction plan</p>	<p>TWG and partners – agencies responsible for each sector lead in their assessment and consultation</p> <p>Water Authority of Fiji, Energy Fiji Ltd.</p>

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
e. Present and consult on the preliminary assessment results	<ul style="list-style-type: none"> Entire assessment team presents to the community (including host community if involved) Address any questions and concerns raised by the community Present on preliminary findings of the various assessments, including potential water source of water supply, geotechnical survey of site (site stability), arable land for sustainable farming, potential social and psychological impacts (important to discuss this as it is often ignored/not acknowledged) Present on timelines for the site construction and development Present on potential livelihood options/projects Discuss how the change may affect their livelihoods, health, psychosocial-wellbeing, traditional values and roles, social cohesion, diet, and other social impacts Discuss how the change may affect women including their role as home carers – providing food, caring for the sick, etc. Clearly identify any adaptation/risk reduction measures that still need to be applied to strengthen their resilience (based on climate projections and risk assessment) Share experiences and lessons learnt from other relocation projects 	Community is informed of preliminary assessment, provides feedback	TWG
f. Technical team analyse information from assessment and draft report	<ul style="list-style-type: none"> Different survey teams assigned to work on their sections Team workshop to present findings and recommendations including on addressing community expectations and needs related to their sector Compile assessment findings and recommendations for presentation to the community 	Full CRVA report on community with risks and vulnerabilities identified	TWG
g. FOR INFORMAL SETTLEMENTS:	<ul style="list-style-type: none"> The ISUP process for site identification and preparation is used for climate vulnerable informal settlements. However, components of the SOP that are not in the ISUP process will need to be applied and undertaken by the relevant officers of the TWG 		MH

Table 7: Securing land for Planned Relocation Projects

COMMUNITY	LAND TENURE OF NEW SITE	RESPONSIBLE MINISTRY	PROCEDURE (ENSURE WOMEN & LGBTQI ARE ENGAGED IN ALL DECISION-MAKING PROCESS)
iTaukei village	Own mataqali/yavusa land	MTA and TLC	<p>Follow MTA and TLC procedure</p> <ul style="list-style-type: none"> Mataqali consent and confirmation on new village boundary <p>No lease payment involved</p>
	Other mataqali land – traditional arrangements	MTA and TLC	<p>Follow MTA and TLC procedure (ref: Tukuraki Village – Table 8)</p> <ul style="list-style-type: none"> Consultation with landowning unit of new site Formal consent from moving mataqali to relocate to new site Formal consent from mataqali members of new site to give land Consent and confirm new village boundaries (note: ensure land is sufficient for the village's kanakana) Formal agreement <p>No lease payment involved</p>
	Other mataqali land	Dept of Lands, MTA, TLC	<ul style="list-style-type: none"> If village approaches Dept. of Lands to allocate land for them, Dept. of Lands can negotiate with other Mataqali for land MTA and TLC consent procedure followed Dept. of Lands registers boundary and lease <p>If on development lease land – lease for 99 years</p>
	State land	Dept. of Lands, MTA	<ul style="list-style-type: none"> Follow Dept. of Lands procedure for securing land Follow MTA consent process Dept. of Lands issues lease <p>If on development lease land – lease for 99 years</p>
Informal settlement	State land	MH, Dept. of Lands	<ul style="list-style-type: none"> Follow MH ISUP procedure for securing land and consent process Dept. of Lands issues lease <p>If on development lease land – lease for 99 years.</p>
	iTaukei land	MH, TLTB, MTA	<ul style="list-style-type: none"> Follow MH ISUP procedure for securing land Follow MTA and TLTB consent process TLTB issues lease <p>If on development lease land – lease for 99 years</p>
Other communities – formalised settlements	State land	Dept. Lands	<ul style="list-style-type: none"> Dept. of Lands issues lease <p>If on development lease land, term of the lease -99 years</p>
	iTaukei land	TLTB, MTA	<p>Follow MH procedure for securing land</p> <p>Follow MTA and TLTB consent process</p> <p>TLTB issues lease</p> <p>If on development lease land, the term of the lease -99 years</p>

Table 8: Relocation types according to land tenure

RELOCATION TYPE	EXAMPLE / PROCESS	EXPERIENCES/LESSONS
1. Relocation of iTaukei village to another mataqali land. Both belong to the same yavusa	<p>The Mataqali Yalamarawa (of Nalotawa village) gave to Mataqali Leinakula of Tukuraki village, Ra to establish their new village. Both belong to the same Yavusa (Viyagonivalu) but reside in different villages.</p> <p><u>A. Consent to give land:</u></p> <ul style="list-style-type: none"> • The iTaukei Lands Act, (Cap 133) states - "Notwithstanding anything contained in this Act it shall be lawful for the Commission <u>with the consent of the Fijian owners</u> to allot at its discretion to any dependents either individually or collectively a sufficient portion of land for their use and occupation". (section 18 subsection 1) • Through signed majority consent, a mataqali can give land to another mataqali. The head of the mataqali or a representative is responsible for getting this consent (yes or no). The Provincial Council helps facilitate the process but do not engage or allowed to influence the decision-making process. • Once consent is acquired, it is vetted by the Provincial Council before it is sent to the iTaukei Lands Commission (TLC) to be formalised. <p><u>B. Boundaries of new village site</u></p> <ul style="list-style-type: none"> • The Proposed Boundary of the Village site (iTaukei Lands Act Cap 120-Section 6&7) is determined and gazetted by the TLC after consultations with all communities affected and after confirming the boundaries on the ground. • A special condition is included - the exclusion of a "kanakana" area traditionally given to a certain community or family. The "Kanakana ko Korovaraki" is inside the new village boundary. This means that those who have rights to that kanakana still have access and user rights regardless of it being inside the village boundary. It also means that Tukuraki villagers do not have user rights to this site. To access and harvest anywhere else inside the village boundary will require approval from Tukuraki. <p><u>C. Period of occupation</u></p> <ul style="list-style-type: none"> • No specific timeframe is given for the occupation of the mataqali land. • The iTaukei Lands Act (Cap 133) states - Whenever through any cause such portion of land ceases to be used and occupied by the dependant or dependants to whom it was allotted it shall revert to the Fijian owners from whose lands the allotment was made (section 18 subsection 2) 	<p>1. Tukuraki villagers have moved a distance away from the traditional land where their plantations are established. This has made it more demanding for them to source food crops, especially when it is their source of livelihood</p> <p>2. The current land they relocated to does not provision for extensive cropping</p> <p>3. Future new village boundaries to also include kanakana land for the villagers</p> <p>Information on relocation: https://bsrp.gsd.spc.int/wp-content/uploads/2016/09/Tukuraki-Project-Brief.pdf</p>
Traditional formal agreement – land is not alienated		
Agreement through iTaukei Land Commission process		

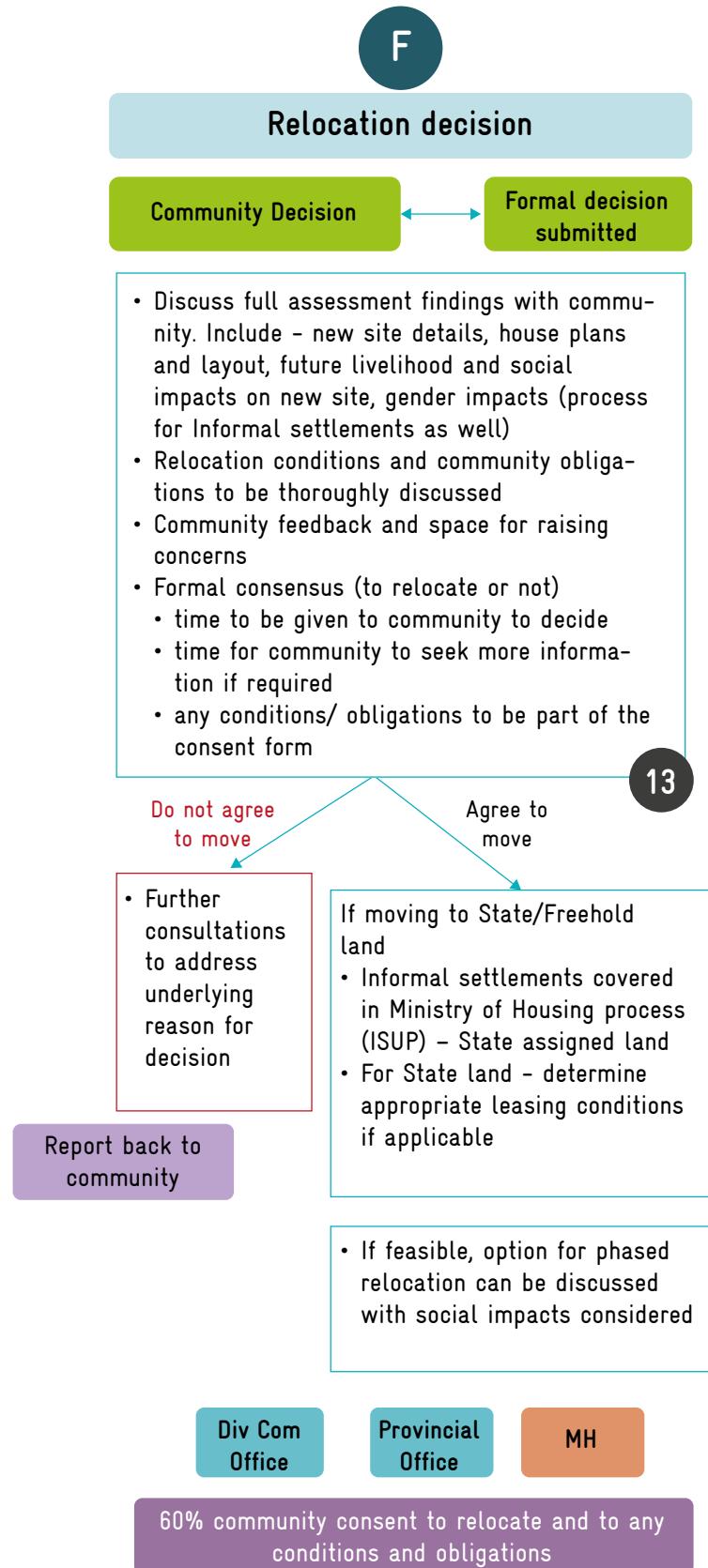
RELOCATION TYPE	EXAMPLE / PROCESS	EXPERIENCES/LESSONS
2. Relocation of iTaukei village within their own traditional land boundaries.		<p>1. Village layout was changed to a more settlement-type layout. The positioning of houses in a traditional iTaukei village is planned around the village green (rara). The loss of the rara changes this traditional layout. This loss also had an impact on the youth who no longer had a recreational space and now occupy themselves with unsocial pastimes</p>
Agreement of land use and new village boundary through Provincial Council and iTaukei Land Commission process	<ul style="list-style-type: none"> i) Vunidogoloa Village, Cakaudrove • Full village relocation • Villagers moved within their own mataqali boundary where consensus from all mataqali members to use land for relocation. • Village made up of only 1 mataqali moving to another section of their mataqali land • Villagers contributed raw building materials (timber) and labour to the project • Villagers fund-raised for the construction of their church 	<p>2. The houses were for individual families, and this affected communal living and social cohesion. While more family privacy was seen as a gain, some women were subjected to domestic violence because of the loss of security provided by the presence of their extended family</p> <p>3. Increase in NCDs due to closer access to shops and to town and further away from their natural food source – the sea. However, they also have improved access to the health centres, schools and markets.</p> <p>4. Women said that they were not asked if they wanted to move. They were just told by the men to move. Their main source of food for the household is from the sea. The move resulted in them having to walk a long distance to where they fish and, in most cases, having to spend the night in the abandoned houses, raising concerns for their safety.</p> <p>5. Old site had bigger and better houses, and these have been abandoned and falling into disrepair. Villagers were told not to take any house material to the new site.</p>

RELOCATION TYPE	EXAMPLE / PROCESS	EXPERIENCES/LESSONS
<p>2. Relocation of iTaukei village within their own traditional land boundaries.</p> <p>Agreement of land use and new village boundary through Provincial Council and iTaukei Land Commission process</p>	<p>ii) Narikoso Village, Kadavu</p> <p>a) Move to another mataqali land but still within the Yavusa boundary</p> <ul style="list-style-type: none"> • All landowning unit members to consent to surrender of their land for the new site • Extended the village boundary (re-register mataqali land for village) • Ensure rights of landowning unit giving land are protected • Availability of land for future generations of landowning unit giving up their land <p>b) Phased/partial relocation</p> <ul style="list-style-type: none"> • Relocation undertaken in stages where the most feasible option was to relocate the most vulnerable households first according to level of risk and impact • Hazard and risk mapping (largely on coastal hazards) was carried out to identify zones/houses that were most at risk. This map was used to inform the villagers of the selected families identified to relocate first – marked as the “red zone”. Ground evidence also clearly showed deteriorating houses (from exposure to regular seawater inundation and storm surges) that were inhabitable • There are still plans for the rest of the village to relocate 	<p>1. Given the partial relocation, the village elders lamented that the village was now split, and it would not be the same. There were some concerns from those not identified to move that they were being left behind, so assurances had to be made that they are still being considered for relocation. The new site is still within the village boundary so families that moved are still part of the village structure.</p> <p>2. A conflict arose between the family who owned a house that was in the “red zone” (but residing in Suva) and the family who was occupying the house. The family living in the red zone was relocated to a new house. The owners of the red zone house (living in Suva) felt that they had ownership rights to the new house since they saw this as a replacement for their house in the red zone. This was resolved internally using traditional mediation structures. It was agreed that the family being relocated should own the new house.</p> <p>3. The house plan was a studio type design with no bedrooms. This affords no privacy to girls and women.</p> <p>4. In the process of developing the new site, some clearing and access was made in the vicinity of the new site. This encouraged some families to build new homes on these cleared areas (higher and safer grounds), at their own expense</p> <p>5. A year after the relocation, a relocated member asked for government assistance to carry out minor maintenance work to their new house. There appeared to be a lack of understanding on ownership and their responsibility to maintain their houses despite the signed official agreement during the handing over.</p>

RELOCATION TYPE	EXAMPLE / PROCESS	EXPERIENCES/LESSONS
3. Relocation of iTaukei community to a different mataqali/ iTaukei land through lease	<p>A formal lease for iTaukei village</p> <ul style="list-style-type: none"> • Provisions for this under the Lands Act. Ministry of Lands facilitates the process of identifying mataqali land for lease for the iTaukei village • To be taken as a measure of last resort when the relocating mataqali cannot absolutely find suitable land through traditional arrangements or prefer not to. 	<ol style="list-style-type: none"> 1. The leasing of mataqali land in a different Vanua may have implications on the relocated community's cultural structures and loss of traditional identity with their Vanua 2. Lease money contributions expected from a relocated iTaukei village will have to be carefully assessed (iTaukei village do not normally pay money for village land). 3. For long-term sustainability and to maintain traditional village structures, it is preferable for an iTaukei village to move to land where they have traditional ties and this can be formalised arrangements under the iTaukei Act (like for Tukuraki village).
4. Purchase of freehold land (informal settlement)	<p>Namuka-i-Lau settlement, Veisari</p> <ul style="list-style-type: none"> • was squatting on State mangrove • purchased nearby freehold land as community. This was through community fundraising and family contributions • All moved together – most of the community are iTaukei and with traditional ties 	<ol style="list-style-type: none"> 1. A case where the informal settlement planned their own relocation. 2. Such cases need to be considered in the planned relocation process so that the community can benefit from the assessments of their new site and other follow-up support to ensure resilience. 3. The MH can advise the FTRD of such instances
5. From State or freehold land to leased land (informal settlements)	<p>Nadawa veiraisi (on State land) relocated to Waila 3A – Native land subleased to HA; pay lease.</p>	<ol style="list-style-type: none"> 1. Case where the informal settlement was provided with land (developed by the State with utilities) that was located away from the urban area (where the informal settlement was located) 2. Community was not keen to move to the site because it was away from the town and they considered this rural. Some members opted to move elsewhere.

5.3 PHASE F: RELOCATION DECISION

Figure 11: Phase F Relocation Decision



This is an important phase in the process where the communities are to give their agreement and consent to the new site and to relocate.

Extensive and intensive consultations and information-sharing should take place to ensure an informed decision-making process. before the community is given time to make the decision.

Three main decisions are to be made in this phase:

1. Agreement on the **new site** (includes location, resources, distance, etc.).
2. Agreement to the **house design, community layout and infrastructure**.
3. FINAL consent to **RELOCATE or NOT**.

5.3.1 PROCESS BEFORE DECISION TO RELOCATE

These steps need to be followed before any decision is made:

- a) The community recommended to relocate should be first presented with the overview of threats and risks faced in the **present site** and projected future threats and risks that will affect their lives and wellbeing.
- b) The community, including the host community if applicable, should be presented with findings of full the assessment of the **new site** which should incorporate the community's responses, self-appraisals and recommendations coming out from previous community consultations.

Information to be presented and discussed include–

1. The risks, and rating of the risks, identified for the community at the **present site** (using the CRVAM) and how these impact on their livelihood, lives and wellbeing, and environment.
2. Assessment from the geotechnical survey on the stability of both the **present** site and the **new** site.
3. Any potential socio-economic, health, psychological, social, cultural and environmental impacts that may arise from the move – this includes impacts on the relocating community and the host community. This can also be compared to social impacts on the current site (ref. to 1. above).
4. Proposed support systems and strategies to address or minimise the above impacts.
5. Projected future climate impacts and risks at the new site including plans to cope with the above risks.
6. Site plan and layout – including all infrastructure planned for the site.
7. House design.
8. Impact on community livelihoods (like change from marine resource to terrestrial) and livelihood opportunities available at the new site (including for the host community).
9. Community contribution to the relocation.

- c) Community feedback and space for raising concerns and the GRM (including host community if applicable).
- d) Any conditions and community obligations thoroughly discussed.
- e) Formal consensus (to relocate or not)

- Adequate time to be given to community to decide (including host community if applicable).
- Adequate time for community to seek more information if required (including host community if applicable).
- Any conditions/ obligations to be part of the consensus (including host community if applicable).

5.3.2 DECISION ON HOUSE DESIGN

The house design is provided by the MCHD and is a Category 4 Engineer Certified two-bedroom house plan. The house plan covers 47 square metres, and it includes two bedrooms, living area, a kitchen, bathroom and toilet, and sanitation facility.

For **community members who prefer a different house plan** to that offered by the State:

1. The community member can opt to construct a house of their preferred design, however the additional cost will be borne by them. In this respect, they can apply to the Rural Housing Assistance Programme which provides a sustainable and climate-resilient housing assistance in rural areas. The assistance is extended to all Fijians living in the rural areas, provided they are either part of the landowning unit, they are building their own homes within the village boundaries, or they hold other areas for which they have some form of title. The programme is with the Ministry of Housing. The house plan that is offered under this programme is a similar plan that is used in the relocation project. If applicants prefer a different design, they will be required to produce a house plan certified by a recognised engineer for Category 4 Cyclone standards.
2. Partner agencies can assist with a preferred house design that is Cat 4-5 standard and within budget of the houses that are offered by the state.
3. If the community member decides to later extend their house provided by the State, they need to comply with the National Building Code or following the Guidelines for Improving Building Safety and Resilience of New Single Storey Houses and Schools in Rural Areas of Fiji. This compliance should be emphasised as non-compliance will compromise the integrity of the structure of their houses and make them vulnerable to extreme weather conditions. Support should be given to the house owner in this regard.

For informal settlements, where **house construction is their responsibility**:

1. The State can provide subsidies for house construction and tax incentives.
2. For individual families preferring to not relocate to the identified site, they should be directed to MH who can assist with accessible and adequate housing via the Housing Authority and the Public Rental Board.

Action Table 16: New site assessment: report back

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
<p>13</p> <p>a. Report back to community and consultation on site assessment and recommendations</p>	<ul style="list-style-type: none"> All plans and resource mapping carried out during assessment to be digitised and printed for community information Presentation of full assessment results of the proposed new site Community to validate information and provide feedback Develop a plan with the community to respond to potential impacts of the move, including social and psychosocial impacts – risk management plan The risk management plan will guide the FTRD in providing support to the community during and after the relocation <p>Follow process detailed in Action table 10 regarding informed decision making on proposed new site</p>	<p>Community presented and consulted on site assessment report</p> <p>Risk management plan developed with community</p>	<p>TWG</p>
<p>b. Community contribution</p>	<ul style="list-style-type: none"> Consultation on the contributions of the community to the relocation project This should be carried out with consideration of the community resources and capacities Contributions can include labour, raw building materials, accommodation for workers, fundraising for community infrastructure (community hall, church, etc.) Community/mataqali members who are not in the settlement/community/village need to be engaged/informed of this process since they are often called upon to assist (like through remittances) For any construction that will be undertaken independent of the project, support should be provided to the community to ensure it complies with the national building code. Currently most rural houses do not comply with the national building code Community contribution should be factored in during the decision-making process to relocate since this commitment will be formally agreed to once they agree to move An agreement will be signed with the community to formalise their contributions 	<p>Agreement on community contributions to the relocation plan</p>	<p>DCO, Provincial office</p>
<p>c. Community consensus-based decision-making - i) agreement on new site ii) agreement on the house design, site layout and infrastructure for the new site</p>	<p>Follow consent-based decision-making process detailed in Action table 10</p> <ul style="list-style-type: none"> ALL mataqali/community members need to give consent – 60% disaggregated votes 	<p>Community gives their consent on the proposed site and the layout and house design</p>	<p>Turaga-ni-koro (or assigned village authority)</p> <p>Community rep</p> <p>Divisional Commissioner</p>

Action Table 17: Final consent to relocate

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
<p>13</p> <p>d. Final consent to relocate (can be part of the consensus meeting above)</p>	<ul style="list-style-type: none"> With all the information presented, the community is asked to give their FINAL consent to relocate Consensus process can be included in (b) above, however 3 different consents are sought – <ul style="list-style-type: none"> 1. Consent to the new site (includes location, resources, distance, etc.) 2. Consent to the house design, community layout and infrastructure 3. FINAL consent to RELOCATE The team should revisit information from CRVA especially highlighting the risks and threats (current and future) that had been identified for the existing site asses Any concerns relating to the move to the new site needs to be identified and addressed Pocket meetings can be held with members who are still uncertain of the move so that their concerns can be thoroughly and seriously discussed. Mediators or counsellors can be invited for such a discussion. Regardless of how small the number of dissenters, their concerns will need to be addressed. It is important that they are not victimised or coerced into giving consent by the majority Follow consent-based decision-making process detailed in Action Table 11) <p>For those who decide that they do not want to move, please refer to Box 7: Mechanisms for individuals who dissent from majority view</p>	<p>Community final consent to relocate</p>	DCO, MTA

Final approval

Prior to the Minister making a decision on relocating at-risk communities, the Fijian Taskforce on Relocation and Displacement must—

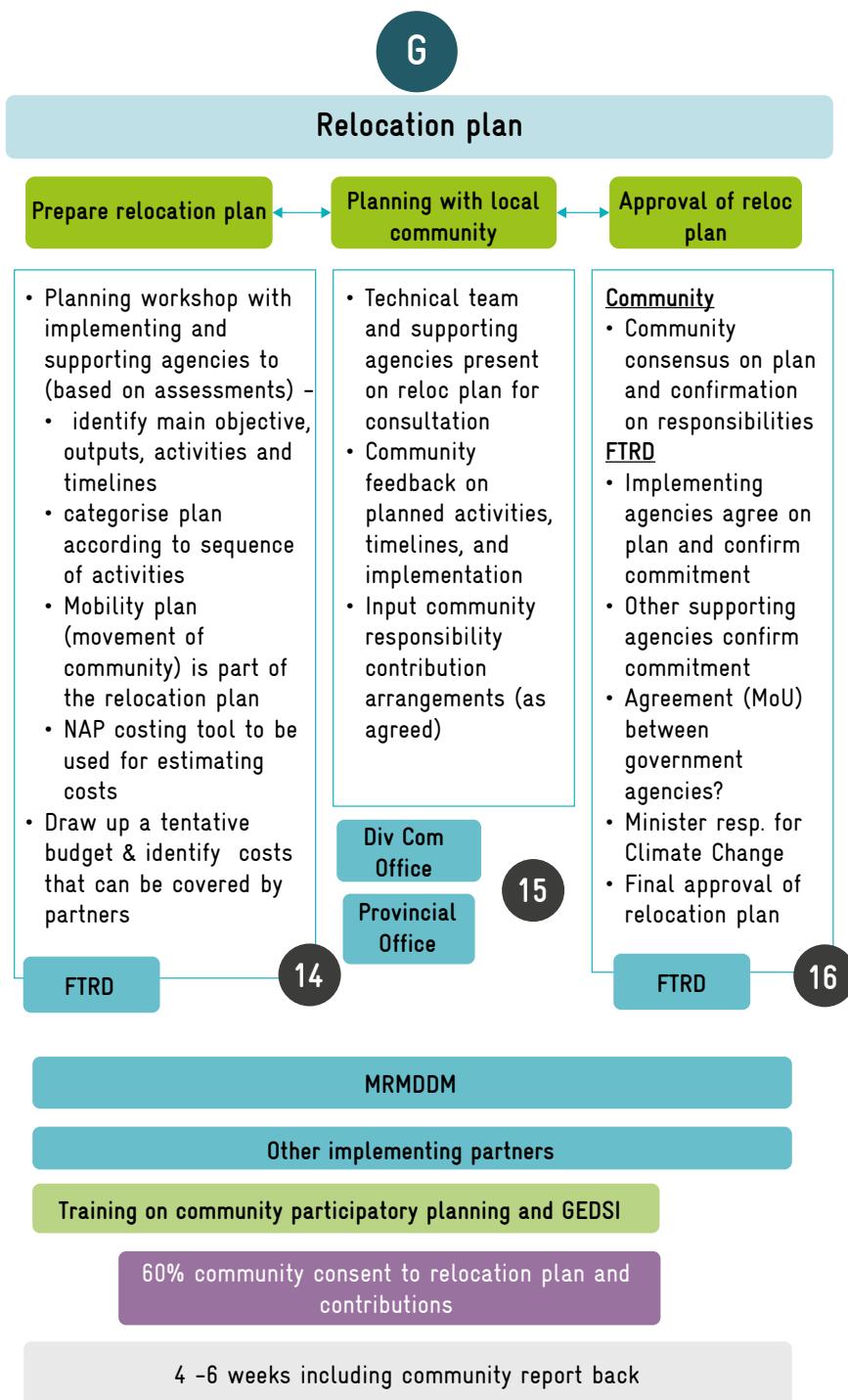
- (a) consult affected persons or communities and communicate the rights of those persons or communities and the scientific and policy justification for the proposed relocation;
- (b) conduct a public hearing whereby the affected persons or communities have the right to legal representation; and
- (c) provide a record of all views raised during the consultations and public hearing to the Minister.

Climate Change Act 2021 Section 77 subsection (2) (a)(b))

The final approval for the relocation of the community is made by the Minister for Climate Change

5.4 PHASE G: RELOCATION PLAN

Figure 12: Phase G Relocation plan



5.4.1 OBJECTIVE AND COMPONENTS OF THE RELOCATION PLAN

The overarching outcome of any relocation plan should be to enhance the lives and wellbeing of relocated climate change vulnerable communities and to strengthen their resilience against the impacts and threats brought about by climate change. This resilience includes safe and secure homes and sustainable livelihoods.

The plan should capture the priority needs of the community, ensure that the principles of the PRG are entrenched in the implementation process, encourage robust partnerships among all engaged agencies, including non-State actors and local community, and integrate GEDSI. All activities should be cost-effective and cost-efficient.

The main components of the relocation plan can be:

1. **Main objective(s):** describes the overall intent to be achieved by the end of the relocation project.
2. **Results:** describes the main deliverables of the project. The results should contribute to the following:
 - Capacity development of the community and implementing agencies.
 - Sustainable development/preparation of the new site with environmental and social safeguards.
 - Construction of climate resilient infrastructure for the community, including the installation low/efficient energy fixtures and equipment.
 - Dignified and safe movement of the community to their new site.
 - Safe and secure homes for the relocated community with the safety of girls and women and access for persons living with disability considered.
 - Sustainable livelihoods for the community including their increased capacity to cope with climate risks and threats.
 - Strengthened community governance structures and protection of traditional values and social cohesion.
 - Environmental and health safety of abandoned site and/or rehabilitation with soft disaster mitigating measures if appropriate

The addition of targeted **Outputs** (from activities undertaken) can be considered by the planning team if this will assist in providing clarity and guidance on the intention of the activities.

3. **Activities:** must respond to the identified and agreed needs of the community and be carried out following inclusive and participatory principles.
 - a. All activities need to focus on achieving the targeted results and be carried out in consultation with all engaged partners and the community.
4. **Implementing agency:** the agency responsible for the implementation of the activity and includes the local community.
 - a. The responsible agency is not necessarily the agency funding the activity.
 - b. Specific focal points from each agency will need to be identified.
 - c. Ideally, the same team members who were involved in the community assessments are to remain engaged during the relocation phase.
5. **Timelines:** Realistic timelines are to be identified and monitored.
 - a. Milestones can also be included to aid in monitoring.
 - b. Timelines should consider the cyclone season, schedule of public maritime transport (for maritime islands), hardware supplies in stock, processes for approval (tender process, funding release, etc), community events, and events that may affect implementation (like pandemics, natural disasters, national elections, etc)
 - c. Any revision of timelines need to involve all the agencies concerned

6. **Budget/contributing agency:** the cost of the activity and source of support should be detailed. Cost efficient measures need to be taken wherever possible.
 - a. It is important to clearly identify the source of the funding to aid various contributing agencies in submitting for budget request
 - b. The NAP costing methodology can be applied where appropriate.
 - c. Current and future inflation rate should be considered
 - d. The community contributions should also be reflected, as agreed in the previous phase

The above provides a general guidance and the planning team can adjust for practicality if necessary. However, the relocation plan needs to include all main activities that need to be undertaken for the relocation process.

To facilitate the planning process, a **generic template** can be already developed (excel sheet) for the planning team to use and adapt. The team can also already start filling in the template from the Phase D, E, F.

5.4.2 DEVELOPING THE RELOCATION PLAN

The development of the relocation will be carried out with all partners. Other potential partners can be invited to the planning for the purpose of gaining additional support.

Government agencies and other partners will be required to pick up activities assigned to them in the relocation plan and include/integrated into their own ministry/organisation workplans. It is expected that the agencies' engagement in the earlier stages should have provided them with some foresight on their involvement in the relocation project.

5.4.2.1 PLANS WITHIN THE RELOCATION PLAN

For efficient and transparent deployment of funds, the onsite activities of the relocation plan could be categorised by the stages for implementation and align with the **tranches for fund deployment**:

1. **Sustainable livelihoods plan** – this will cover initiatives to empower the community to strengthen their food security, economic status, health (including mental health) and wellbeing, education, social structures and safety nets (including addressing violence against girls, women and LGBTQI), adaptive capacity and resilience against the impacts of climate change and disasters and the sustainable management of their natural resources. Capacity building should feature strongly in this plan. NGOs, CSOs and development partners should be requested to contribute their expertise and resources to this plan. Adaptation measures and approaches are to be reflected here.

The period of implementation of the sustainable livelihoods plan will be from the site construction to when the community moves in. Therefore, the activities will need proper organisation. In keeping with a holistic approach, the different sector agencies are encouraged to go together as a team where they can conduct joint awareness sessions on how their different sectors are connected. Health, social and gender officers/trainers should be encouraged to join the teams to enlighten the community on how all the sectors (food security, economic development, resource management, climate change, etc.) are linked to these issues. This should be borne in mind when planning activities in three different tranches.

2. **Site preparation plan** – this plan will implement activities for the agreed layout of the community which will include space for identified community facilities (present and/or future) and space to accommodate livelihood initiatives. A waste management plan will be part of this plan
3. **Construction plan** – this plan will detail activities for the construction of family houses, agreed community infrastructure, service utilities and other structures that are necessary for the community's safety, comfort, and wellbeing. An important component in the plan is training for the homeowners on the maintenance and upkeep of their houses and its importance. The plan will include a waste management plan.
4. **Mobility and establishment plan** – detail logistics for the movement of the community to the new site, activities to support them settle in, and preparations by the host community (if they are involved)

All the above stages should have a community capacity building component. Any follow up training for the relocation team should also be included early in the timeline of the relocation plan.

5.4.3 COMMUNITY ENGAGEMENT AND CONFIRMATION

After the relocation plan has been drafted by the implementing agencies, it is to be presented to the community for their information, feedback, and input. The community needs to confirm the activities and timelines to ensure that it aligns with their needs and considers their own community commitments.

An important component of this process is the confirmation of the community contributions which were identified in the previous phase. Where a host community is involved, they will need to be part of this planning process.

The planning with the community will also include a housing plan detailing the houses allocated to the families. This will be decided by the community. Any conflicts arising from making this decision will need to be mediated by the Provincial Office or the Divisional Commissioner.

The community will also need to be reminded of the agreement that all maintenance and upkeep of their houses and buildings will be their responsibility once it is handed over to them

Where required, the plan will need to be also translated to the local language to be understood by the community.

The community should also be supported to develop their own relocation plan in alignment with the overall plan. The **community relocation plan** should include the activities to be undertaken by the community and the specific persons responsible. These activities will include – meetings to inform all members of the relocation activities, families to be assigned as hosts to implementing officers, various members to be engaged in the various stages of the relocation, skilled labourers to work in construction, etc.

The monitoring of the community relocation plan should be carried out by an assigned committee in the community or the Turaga-ni-Koro.

5.4.4 APPROVAL PROCESS FOR THE RELOCATION PLAN

1. The community will need to approve the Relocation Plan. If a host community is involved, they will also need to approve components that will affect them. The approval process will follow the community consent-based decision-making process outline in Action tables 10 and 11.
2. Following approval by the community, the updated relocation plan will be presented to the FTRD for their approval.
3. Following approval from the FTRD, the plan submitted to the Minister for Climate Change for final approval and funding (of activities identified for the CROC Trust Fund).

After the plan is finalised, it is reviewed and approved by the FTRD before submission to the Minister for Climate Change for final approval.

When making a decision whether or not to relocate an at-risk community, the Minister must-

- (a) take into account all views raised during the consultations and public hearing;*
- (b) take into account any recommendations of the Fijian Taskforce on Relocation and Displacement;*
- (c) consider the availability of appropriate financial resources to facilitate relocation;*
- (d) ensure that the decision is consistent with, and following the processes and requirements established under, the Fijian Planned Relocation Guidelines and any supporting standard operating procedures; and*
- (e) ensure that the decision is consistent with the principles in subsection (1).*

(Climate Change Act 2021; Section 77 subsection (4))

5.4.5 MONITORING AND EVALUATION OF THE RELOCATION PLAN

The overall **monitoring** of the implementation of the relocation plan will be carried out by the FTRD. The status of implementation of the relocation plan needs to be presented during the FTRD meeting or special meetings if urgent actions are needed.

All implementing agencies and supporting partners should meet regularly to review the status of implementation, discuss any challenges and update or revise the plan if necessary. The FTRD needs to be informed of any changes to the relocation plan, especially with regards to timelines and budget.

For effective and efficient monitoring and evaluation, the team must establish clear baseline information and data. The development of specific and measurable indicators on the project outputs will also help provide useful foundation to the overall M&E framework that will monitor the status of the community in their new site.

Action Table 18: Developing the relocation plan

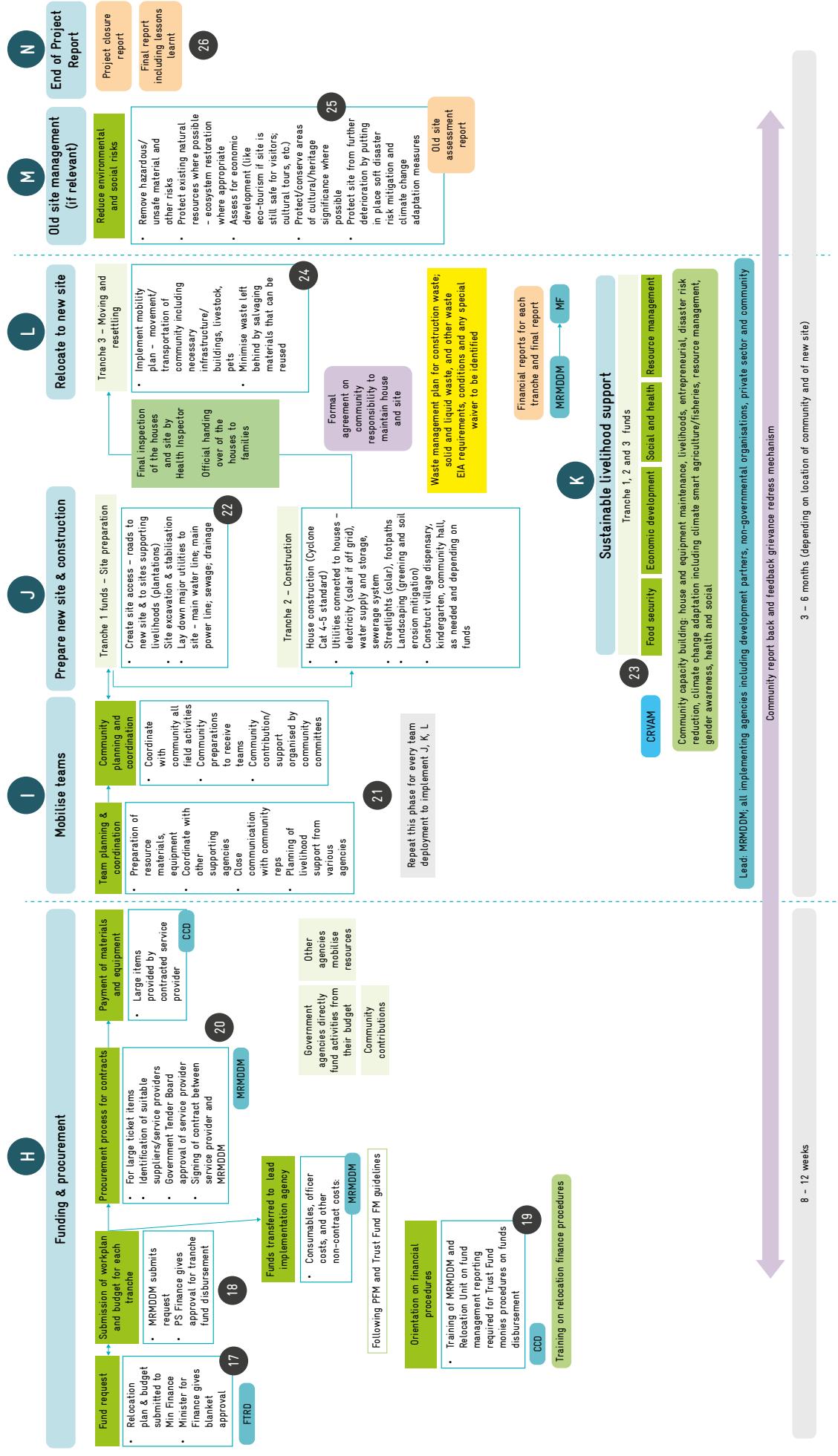
ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
a) Confirm acquisition of new site	<p>Ensure that all agreements regarding the acquisition of the land is formalised</p> <p>For communities who need to contribute to the land lease, agreement to be already signed</p>	New site is formally acquired for relocating community	MRMDDM (overall resp)
14 b) Develop draft Relocation Plan	<ol style="list-style-type: none"> 1. Transfer relevant recommendations and actions from the assessment findings to relocation plan template (components in section 5.4.1). 2. Carry out workshop with all implementing and supporting agencies to draft plan. Ref: section 5.4.2. 3. The plan needs to respond to the needs of the community therefore, team members who were engaged in the community assessments need to be present. GESDI is important in the planning so experts in this field should be in the planning process. 4. Categorise the plan as given in section 5.4.2.1 <p>i) Sustainable livelihoods plan – all sectors to be engaged in the various aspects of the plan. These include:</p> <ul style="list-style-type: none"> • Capacity building on climate smart and sustainable approaches (land use, cropping, livestock and resource management, etc.) should be built in in all support. • Health and social issues, GESDI, rights of children, as cross-cutting issues • Developing local entrepreneurs (especially women groups) including financial literacy. • The host community should also be included in these activities • Responsible sector agencies are to take the lead in the various sectors and these activities should also be incorporated in the agency workplans to guarantee their availability <p>ii) Site preparation plan – sectors involved need to coordinate closely with the livelihoods team to ensure protection and/or development of sites that are earmarked for livelihoods. This may include for instance putting in access roads to plantation sites.</p> <ul style="list-style-type: none"> • Recommendations arising from the environmental assessment carried out in Phase D to be included in the plan including safeguard measures • Plan to be guided by layout plan developed and agreed to with the community. Includes provisions for future construction/expansion. • Include the rehabilitation (soft measures like re-vegetation) of sites cleared in the vicinity of the community site. This needs to take place immediately after all construction or during if the sites will not be affected by construction. • Community to be engaged in labour (to be identified during community planning) • Visits during the construction should be arranged for the community so that they can follow the development of the site 	Draft Relocation Plan	TWG and other implementing and supporting partners MRMDDM

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
b) Develop draft Relocation Plan	<p>iii) Construction plan – includes all construction utility lines and infrastructure; will follow community/village layout plan as agreed together with the community.</p> <ul style="list-style-type: none"> • Good coordination is needed given the different agencies involved in this phase. Ideally the entire team goes together in one trip. • Forward planning is needed for the purchase of required construction material (availability in hardware shops) • For maritime islands, diligently plan the transportation of construction materials and equipment, factoring in transport/barge availability and weather. • Determine beforehand any community contribution towards raw materials for houses • Explore options for adjusting the set house design to be more suited to the family needs and size without compromising on Cat4-5 structure or affecting cost • For the above, collaborate with other agencies and private sector in providing support and advice • Ensure to include necessary training on the maintenance and upkeep of the house and other equipment <p>iii) Mobility plan – ensure the dignified movement of the community including putting in place any assistance required for the community to settle in.</p> <ul style="list-style-type: none"> • Scale and cost will be determined by distance between the present and new site • When planning costs and timelines, refer to community statistics to determine: <ul style="list-style-type: none"> - people who will need assistance (elderly, children, persons with special needs, persons living with disability); - equipment, livestock, building materials, and other large cargo that will need to be transported • Plan suitable transportation for moving people • On timelines – site construction to be fully completed and site safe before movement of people. However, the plan can already consider chattels already being moved to the site before community moves. • Community will be required to sign an agreement where they accept ownership of the house and full responsibility to maintain their house and facilities <p>References: Annex 1: Mobility Plan</p>	Draft Relocation Plan	TWG and other implementing and supporting partners MRMDDM

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
15 c) Planning with local community	<p>5. Technical team and supporting agencies present the draft relocation plan to the community for feedback and input (ref section 5.4.3)</p> <ul style="list-style-type: none"> i) Ensure the presence of all community members, including mataqali members who are not residing in the village. Host community to be also present if relevant. <ul style="list-style-type: none"> • If mataqali members residing away from the village cannot attend, efforts should be made to consult with them. Refer to previous phase on the process to engage with them ii) Discuss the draft relocation plan following a participatory process to get feedback and inputs on activities to be planned, implementation processes, and the mobility plan. iii) Community confirms their responsibilities and contributions. iv) Community tasked with assigning houses to the families. Ensure that women are involved. v) Update the relocation plan with the community. vi) Community supported with the development of their community relocation plan – aligned to the overall plan. 	Relocation plan with community participation and contribution	MRMDDM, MTA, TWG
16 d) Community approval of relocation plan and on contributions	<ul style="list-style-type: none"> i) Try to address all concerns and issues before moving to the consent process. ii) Follow consent-based decision-making process applied in the previous phase. iii) Required consent is 60% disaggregated data <ul style="list-style-type: none"> • The overall 60% consent should include mataqali members who are living away from the village • For members who still do not agree with the plan, the relevant authorities (DCO/Provincial Office) should again consult with them to identify areas that concern them and try to address this 	Relocation Plan approved by community	MRMDDM / MTA
e) Final approval of relocation plan	<ul style="list-style-type: none"> i) Update and finalise the relocation Plan <ul style="list-style-type: none"> • Budget needs to be clearly detailed especially for activities that are to be funded from the CROC Trust Fund • The Relocation plan will be organised according replace text to the 4 (according to the 4 tranches..) – tranches for fund disbursement • The budget and resource support from other government ministries and other partners need to be re-confirmed • Explore if an agreement between the Ministry of Finance and the supporting agency is needed to formalise the working partnership • Incorporate specific and measurable indicators to be monitored ii) Present to the FTRD for approval <ul style="list-style-type: none"> ii) The FTRD submits the final plan to the Minister for Climate Change for his final approval. This should be accompanied with documentation from the consultation and the community consent <p>Note the terms for approval under section 5.4.4</p>	Final Relocation Plan	FTRD

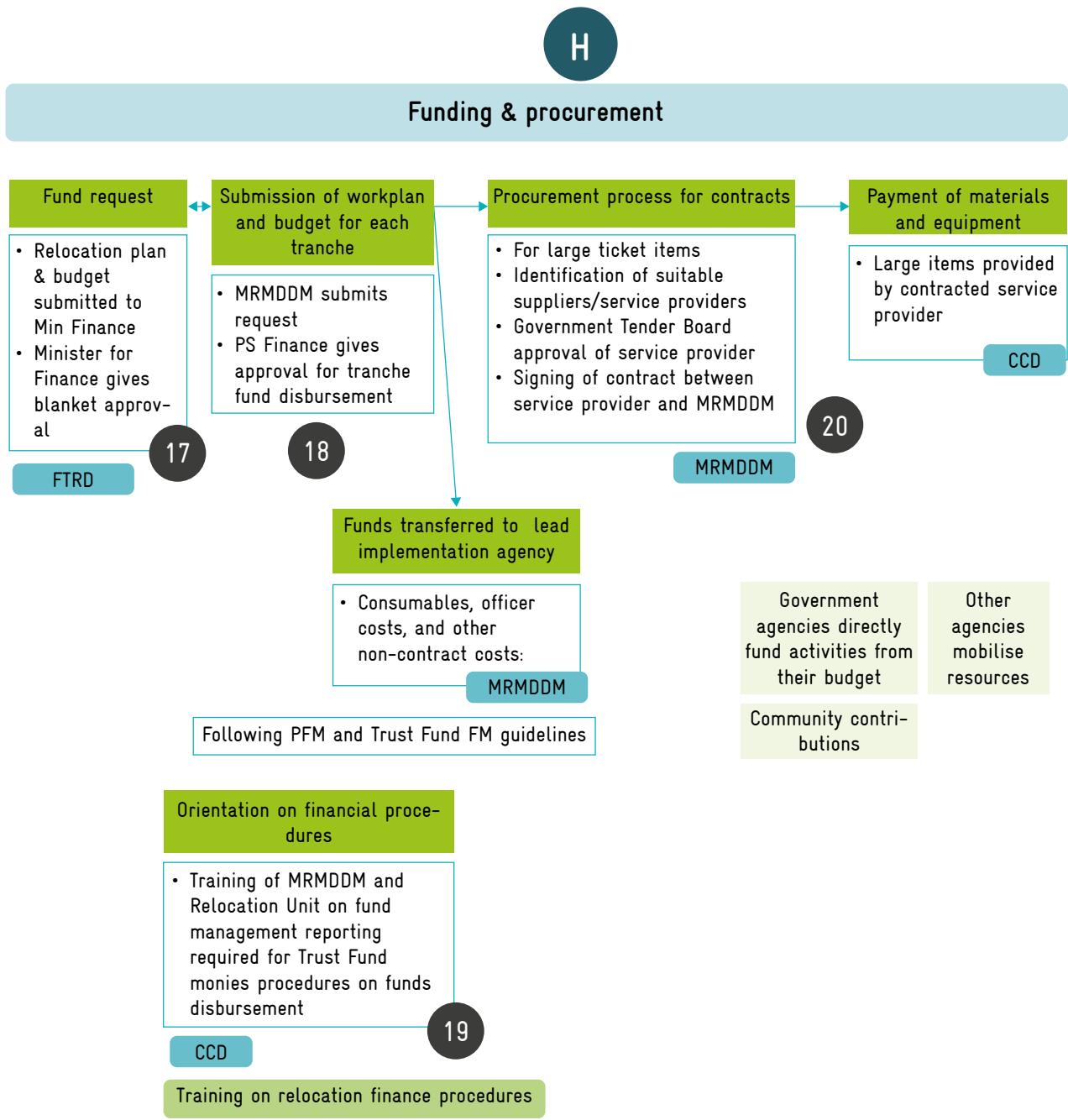
6 IN-STAGE II: RELOCATION & ESTABLISHMENT

Figure 13: Stage II Relocation and establishment



6.1 PHASE H: RELOCATION PLAN FUNDING AND FINANCE PROCEDURES ORIENTATION

Figure 14: Phase H Funding and Procurement



6.1.1 FUND REQUEST AND APPROVAL PROCESS

1. The FTRD submits the approved relocation plan and budget to CCD for processing and due diligence is carried out on the plan's alignment with the PRG, the Climate Change Act, the CROC Trust Fund Act and its financial management policy guidelines, and the processes of the SOP.
2. Once the relocation plan is cleared by the Minister for Climate Change for funding from the CROC Trust Fund, it is submitted to the Minister for Finance for his blanket approval.
3. Following the blanket approval from the Minister for Finance, MRMDDM (as lead implementing agency) will submit the workplan and budget request for each tranche to the CCD.
4. The request for funding for each tranche needs to have a clear workplan, clearly detailing the costed activities and procurements to be funded from the CROC Trust Fund. This emphasises the importance of good planning from the start.

The submission of the relocation plan for funding will be divided in tranches.

Three main tranches identified:

- Tranche 1: Site preparation + livelihoods (i)
- Tranche 2: Site construction + livelihoods (ii)
- Tranche 3: Community mobility and establishment + livelihoods (iii)

A 4th tranche for Phase M – old site management may also be submitted for funding, depending on the extent of work required.

1. The workplan and budget for each tranche is submitted to the Permanent Secretary of the Ministry of Finance for approval for the disbursement of funds for the tranche
2. Full financial reconciliation for each tranche funds will need to be submitted (by MRMDDM) before the next tranche fund is disbursed. The Relocation Project Unit to be set up in MRMDDM is established for the purpose of managing these funds. The Project Manager of the Unit is responsible for the managing the disbursement of funds and reporting for the MRMDDM.
3. The disbursement of funds will follow the CROC Trust Fund financial management policy guidelines.

6.1.2 TRAINING ON CROC TRUST FUND MANAGEMENT

Prior to any funds being disbursed from the CROC Trust Fund, the relocation project unit and any other government agencies who will be directly receiving money from the Ministry of Finance will undergo an orientation on PFM (public financial management), the CROC Trust Fund financial management policy guidelines and procedures on funds disbursement.

There can be a follow up training if required by the fund recipients or if deemed necessary by the Ministry of Finance.

6.1.3 FUND DISBURSEMENT FROM THE CROC TRUST FUND

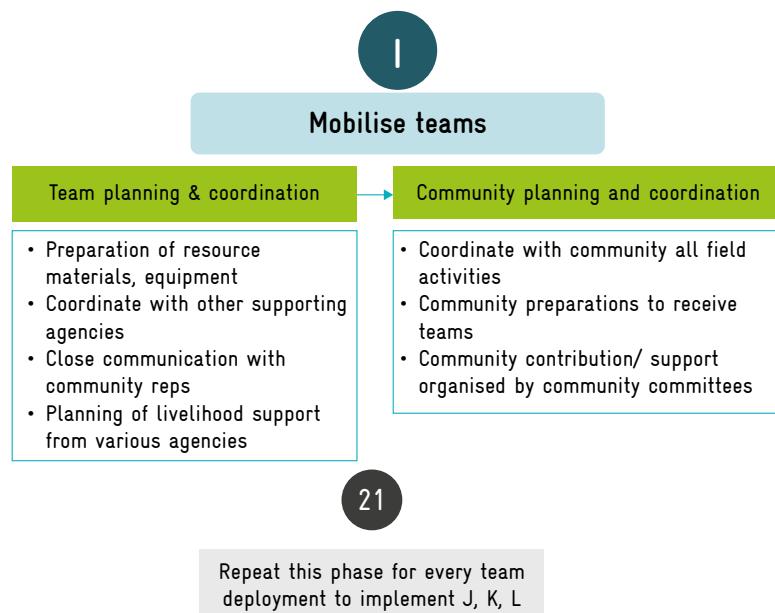
1. The MRMDDM is responsible for carrying out all procurement arrangements, including sourcing quotes from suppliers, sending out expressions of interest and bids for tender, evaluation of tender bids, obtaining Government Tender Board (GTB) approval, drafting and signing of contracts with service providers. This will be carried out in close liaison with CCD.
2. The contract for delivery of services will be between MRMDDM and the vendor/service provider.
3. Following the submission of all required procurement documents and fulfilment of processes, the Ministry of Finance will make direct payments to the vendor/service provider for all materials, equipment, tools, freight, and other services.
4. For costs such as logistics, officer allowances, consumables and other items, funds will be transferred to the lead implementing agency (MRMDDM).

6.1.4 OTHER FUNDS

1. Government agencies will fund activities that they have committed to during the planning directly from their ministry budget.
2. Other organisations and partners will also fund activities directly from their own budget.
3. The FTRD, with support from the TWG, will coordinate and monitor the various funding/support from the different partners.

6.2 PHASE I: MOBILISE TEAMS

Figure 15: Phase K Mobilise teams



This phase is when the teams prepare to implement the relocation plan. Action table 19 is to be followed for team visits in Phases L, M and N.

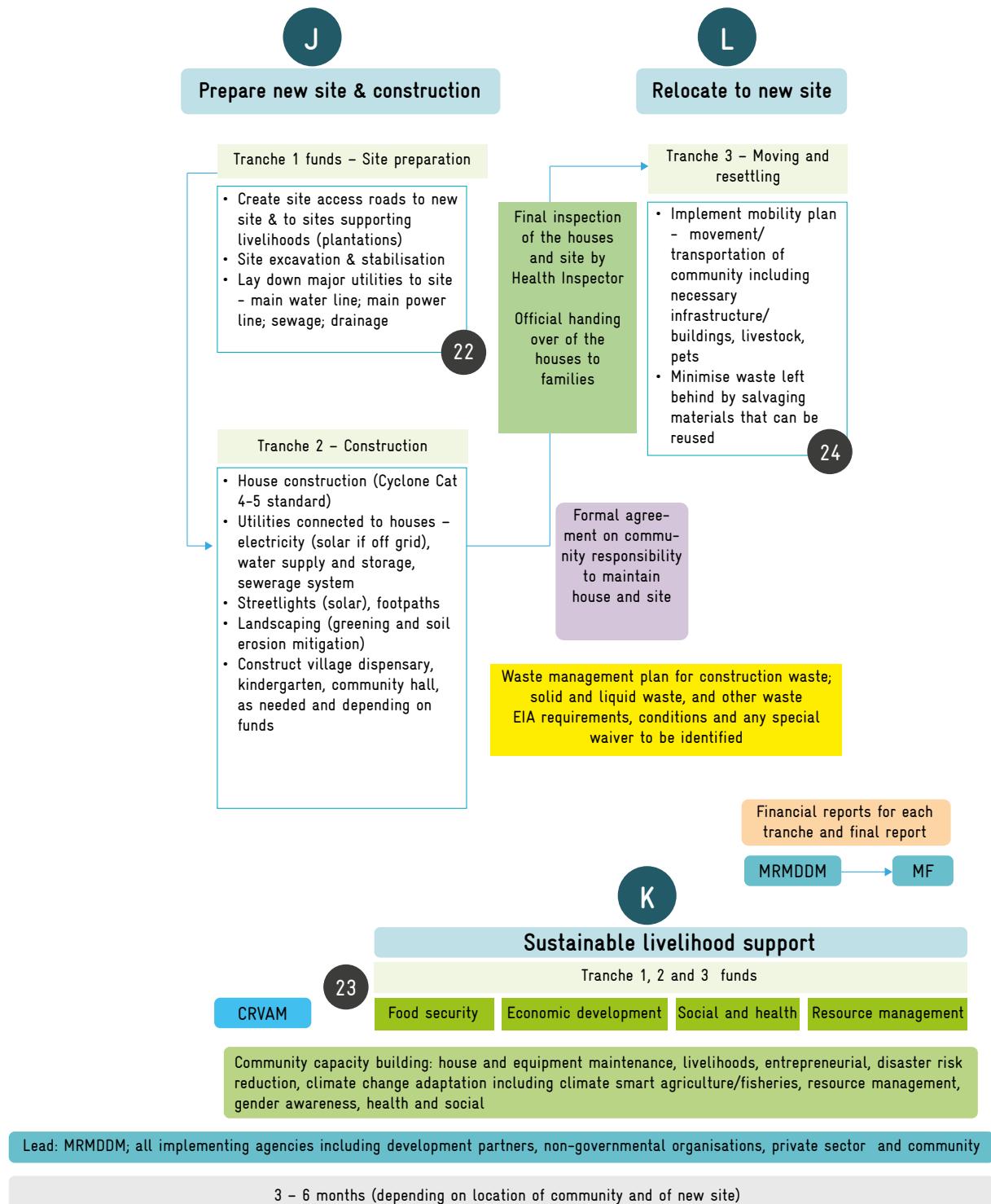
Action Table 19: Preparing for the implementation of the relocation plan

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
21 a. Team preparation and field work planning	<ol style="list-style-type: none"> 1. FTRD engage with all involved agencies to secure their availability and a schedule of the work to be undertaken 2. Notification to be set out to the community, via DCO and Provincial Office, on the proposed schedule for the team. Community to confirm if the schedule is acceptable. If it does not suit them, the community to propose a more convenient time. 3. Tranche 1 workplan to be sent out to all implementing agencies and partners 4. Once all team members are confirmed and the community has confirmed the schedule agreed TWG and involved partners prepare and plan for implementation of Tranche 1 funded workplan. 5. All logistic preparations carried out by MRMDDM – Relocation Project Unit – including liaising with the Divisional and Provincial officers on the community preparations 6. The Relocation Project Unit to be part of the team to oversee any administrative and financial requirements of the team and ensure proper financial documentation. 7. As mentioned in Phase G (Relocation Plan), the team should always try to include an officer/training on gender, social and health to ensure these cross-cutting issues are also presented in the context of the other sectors (agriculture, fisheries, business, etc.) 	Team prepared to implement work programme	MRMDDM TWG
b. Community planning and coordination	<ol style="list-style-type: none"> 1. Onsite officers (in the Divisions/Province) to brief community on the work planned and support community with their preparations to receive the team 2. Reconfirm that required community contribution is ready/ prepared – includes accommodation and catering 3. Community committees are prepared with support for the different areas of works including community human resources (skilled labour) to be engaged in supporting the team 	Community prepared to receive team and be engaged in activities	DCO/ Provincial Office
c. Training and awareness materials	<ol style="list-style-type: none"> 1. Relevant teams to prepare appropriate awareness and training materials for the community 2. Prepare presentation on the work to be carried out and upcoming work programme. 3. Prepare any other informational materials that may be of interest to the community – e.g. available assistance support. 4. If a host community is involved, they should be included in the trainings and awareness. 	Materials to increase understanding of community prepared	TWG
d. Ongoing community feedback and talanoa	<ol style="list-style-type: none"> 1. Team should present the work programme on the first day and use the opportunity to also conduct awareness-raising on current pertinent issues that they should identify during the planning (e.g. importance of sustainable land use management, adaptation approaches, etc.). 2. The team field programme should include regular talanoa sessions with the community to answer any queries and address any issues that may arise during the site work. 3. Carry out focus group meetings with women / LGBTQI / persons living with disability /elderly persons to ensure that they feel included in all processes and to identify ways of actively engaging them in project activities. 4. Ensure good representation of women and LGBTQI in trainings and awareness sessions. 		TWG

6.3 PHASE J, K, L: CONSTRUCTION, LIVELIHOODS AND RELOCATION

1. The implementations of these phases are as planned in the workplan and the overall Relocation Plan, developed in Phase G (Relocation Plan). Described in the Action table 20 below are reminders of the process.
2. These phases will be implemented according to the workplan for each tranche as detailed in Phase H (section 6.1.1)
3. After each tranche is implemented, all financial reports will need to be submitted before the release of funds for the next tranche. The MRMDDM Relocation Project Unit will need to ensure the proper and complete reporting and submission of necessary documents to facilitate the release of the next tranche.
4. While waiting for the disbursement of the next tranche the following can be carried out:
 - a. Report writing on activities conducted, including sex disaggregated data on training and awareness workshop participants.
 - b. Coordinating with other supporting agencies to carry out other activities not dependent on the tranche funds.
 - c. Community to carry out some rehabilitation and landscaping of disturbed and cleared sites but only in areas that will not be affected by any of the planned construction work (like laying down water pipelines, etc.).

Figure 16: Phase J, K, L: Construction, livelihoods, and relocation



Action Table 20: Implementing the relocation plan

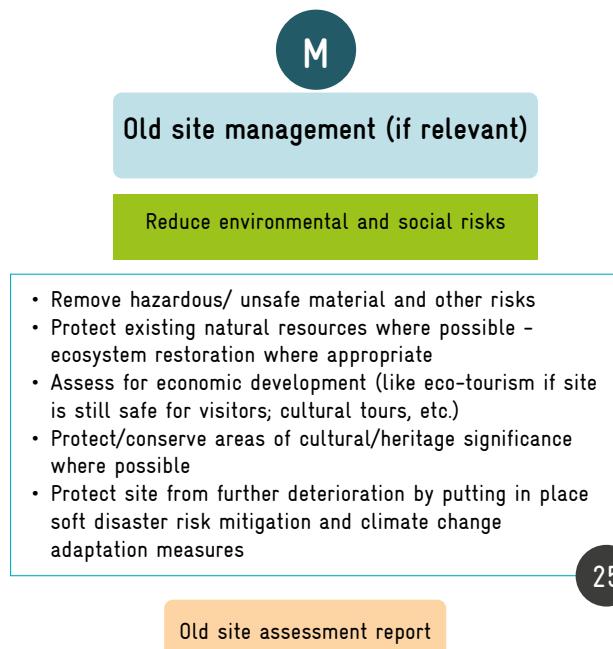
ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
22 a. Sustainable livelihoods	<ol style="list-style-type: none"> 1. Refer to details on this in Phase G. 2. The activities will run across 3 tranches. 3. Good coordination and collaboration with government agencies and non-State partners is important for the successful implementation of these activities given the wealth of expertise the NGO, CSO, private sector and development partners. 4. All trainings and workshops will require at least 50% representation from women. Consider economic opportunities for persons living with disability and persons with special needs. 5. All trainings and workshops will need to be documented with disaggregated list of participants – male / female/ person living with disability/youth/LGBTQI. 6. When undertaking the sector trainings, always incorporate gender, health, and social considerations. 7. Ensure that initiatives introduced are culturally appropriate and practical for the community in the long run (e.g introduction of crop/livestock/fishery system that may not interest the community). 8. Always cross-check interventions with the community needs assessment report to ensure that the community needs are being addressed. 9. Register ALL projects/support for the site with MRMDDM and FTRD to ensure no duplication of resources from government (community may be sending out other requests for assistance to other government agencies). 10. Trainings and learning sessions should be ongoing and continue after the project, especially for unemployed youth and emerging entrepreneurs. The community committee can be assisted with a development of a training plan for the community and the plan can be presented to relevant agencies for support. 	Community livelihoods initiatives carried out Community training carried out	All sectoral agencies Non-State Partners – refer to table 3
23 b. Prepare new site	<ol style="list-style-type: none"> 1. Create site access – roads to new site & to sites that are marked for food gardens/plantations and other livelihoods projects located away from the homes. 2. Site excavation & stabilisation that minimises environmental damage. 3. Major utilities to site installed – main water line; main power line; sewage; drainage. 4. Where possible (in areas where there will be no constructions), rehabilitation of cleared and disturbed areas to be carried using soft measures (revegetation, soil erosion mitigation). This can be part of the community plan. 5. Any trees felled/removed should be utilised for a useful purpose and wherever possible replaced by planting at least another tree. 	New site is cleared, stabilised and ready for construction work Major utilities installed	

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
b. Prepare new site	<p>6. Waste management for all types of waste to be carried out soon after site clearance.</p> <p>7. When site is safe, invite community to the cleared site to already instil sense of ownership.</p> <p>8. Engage host community in site preparation planning and activities</p>	<p>New site is cleared, stabilised and ready for construction work</p> <p>Major utilities installed</p>	<p>MRMDDM</p> <p>Ministry of Public Works and Meteorological Services</p>
c. Site Construction	<p>1. House construction</p> <ul style="list-style-type: none"> • Cyclone Cat 4 -5 standard • Compliance with the National Building Code or following the <u>Guidelines for Improving Building Safety and Resilience of New Single Storey Houses and Schools in Rural Areas of Fiji</u> (in the case of rural village houses) • Disability access • Privacy for women/girls – safe space • At least 2 proper bedrooms • Indoor/attached bathroom and kitchen • Low energy fixtures • Water and energy efficient • In the event the house owner prefers a different house design, this should have been already discussed earlier (phase F) and arrangements made <p>2. Utilities connected to houses – electricity (solar if off-grid), water supply and storage, sewerage system.</p> <p>3. Street lights (solar) and footpaths.</p> <p>4. Construct village dispensary, kindergarten, community hall, as needed and depending on funds. All construction to be cyclone Cat 4 -5 proof.</p> <p>5. Capacity building is an important component to ensure that the house owners and community are capable of maintaining and taking care of their houses and community infrastructure. Offer these trainings to women, persons living with disability, and LGBTQI.</p> <p>6. The community to assign a committee to oversee the proper and regular maintenance of houses, other buildings and service infrastructure. This should be embedded in the community governance structure and will be part of the agreement to be signed when the houses are handed over.</p> <p>7. Compliance with the National Building Code or following the <u>Guidelines for Improving Building Safety and Resilience of New Single Storey Houses and Schools in Rural Areas of Fiji</u> will be required if any extensions or additions are made to their houses or other buildings. This should be emphasised as non-compliance will compromise the integrity of the structure of their houses and make them vulnerable to extreme weather conditions.</p> <p>8. Remove and safely dispose of all construction waste (solid and liquid) as per the waste management plan.</p> <p>9. Landscaping (greening and soil erosion mitigation) of the site – plant useful trees and plants (tree crops, fruit trees, medicinal trees/shrubs, traditionally important plants, etc.). Women to be engaged in identifying trees and plants.</p>	<p>Houses that are climate resilient; water and energy efficient; safe for girls and women; and acceptable to the household</p> <p>New site that is safe with all necessary amenities</p>	<p>Department of Building and Government Architect</p> <p>Department of Energy</p> <p>Department of Water and Sewage</p> <p>Ministry of Finance (Construction and Implementation Unit)</p> <p>Ministry of Waterways</p> <p>Ministry of Home Affairs</p> <p>Fiji Roads Authority</p> <p>Energy Fiji Limited</p> <p>Water Authority of Fiji</p> <p>Non State Partners: Habitat for Humanity Fiji</p> <p>UN-Habitat</p> <p>Red Cross</p> <p>Fiji Institute of Engineers</p> <p>Sunergise</p> <p>Model Towns Charitable Trust – Koroipita</p> <p>Construction companies</p>

ACTIONS	REQUIRED PROCESS	MAIN OUTCOME/OUTPUT	RESPONSIBLE AGENCY
Final inspections and handing over	<ol style="list-style-type: none"> 1. The Health Inspector conducts final inspections to all the houses and infrastructure before passing the site for occupation. 2. An agreement between the community and MRMDDM regarding the transfer of ownership of houses to the community households and agreement that the community is responsibility for maintaining their houses and community buildings. 3. For informal settlements, the agreement will follow MH process. 4. Official commissioning of the site/project. 5. The houses and site are handed over to the community. 	<p>Site/project commissioning</p> <p>House keys are handed over to the families</p>	
Community moves to new site	<ol style="list-style-type: none"> 1. Prepare the site to receive the community. Where a host community is involved, engage with them in the mobility planning. 2. Follow the assignment of houses as developed and agreed by the community in Phase G (Relocation Plan). 3. Implement mobility plan (Annex 1)- movement/ transportation of community including necessary equipment, livestock, pets. 4. Minimise waste left behind by salvaging reusable materials and disposing of other waste safely. 5. If the new site is close to the current site, the community may opt to keep some infrastructure intact for their temporary use (if close to their fishing grounds or plantations for instance) and their livestock in the area. 6. For case 4) above, precautions should be taken to ensure that buildings left in a dilapidated state in the old site do not pose any risk to people and/or to the environment. 	<p>Community successfully relocated and established in new site.</p> <p>Host community engaged and satisfied with relocation activities</p>	

6.4 PHASE M: OLD SITE MANAGEMENT (IF RELEVANT)

Figure 17: Phase M Old site management



6.4.1 WASTE MANAGEMENT

If the site is/will be a serious source of pollutants and is considered a hazardous area, a waste management plan for the old site should be put together. Ideally, this plan should be done in the earlier phases so that implementation can already start during the site preparation and construction phase when equipment is onsite for any clearance. For iTaukei villages, this waste disposal process should be carried out in full consultation with them given their cultural attachment to the area, including the presence of culturally significant sites and artefacts. These sites for instance include the traditional house mounds (*yavu*).

If the old site waste management is to take place, complete removal of waste should only take place after the entire community has relocated.

6.4.2 PROTECTION OF CULTURALLY SIGNIFICANT SITES AND ARTEFACTS

The earlier assessments should have mapped out the culturally significant areas and any artefacts in the area. The Fiji Museum and the Ministry of iTaukei Affairs should ascertain with the community how these sites and artefacts can be best protected.

6.4.3 THREATENED BURIAL GROUNDS

The protection or relocation of **burial grounds** at high-risk areas should have been discussed during the assessment phase. If burial grounds are at risk from being destroyed, washed away, and/or exposed, the community, if they wish, should be supported in relocating graves to a safer and appropriate site.

6.4.4 DISASTER MITIGATION AND CLIMATE CHANGE ADAPTATION SOFT MEASURES

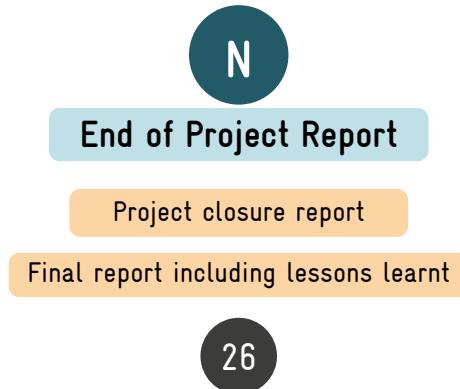
To prevent the fast deterioration of the abandoned site, disaster mitigation and climate change adaptation soft measures can be put in place. This includes - ecosystem rehabilitation, soil/riverbank erosion mitigation through vegetation cover, planting of suitable coastal tree species to act as a buffer. These efforts do not necessarily need to take place during the relocation project period and can be taken up as a separate project.

6.4.5 POTENTIAL ECONOMIC OPPORTUNITIES

If the old site is still safe for visitation, economic potential from ventures such as ecotourism and site tours, could be explored with the landowning community. This especially pertains to sites with natural attractions like sandy beaches, river rapids, waterfalls, water pools, and cultural sites. However, precaution needs to be taken to ensure that the sites are safe to visit and that the activities will not contribute to the deterioration of these sites. Such economic ventures could also be an incentive for the landowners/landholders to put in place and maintain soft adaptation and disaster mitigating measures to keep the site safe, attractive, and accessible to visitors.

6.5 PHASE N: END OF PROJECT REPORT

Figure 18: Phase N - End of project report



Once all phases above are successfully completed, a final report will be drafted, with contributions from all the implementing agencies.

The report should document experiences, lessons learnt, and recommended areas for improvement relating to the entire planned relocation process. This will help inform and improve the implementation of future relocation projects.

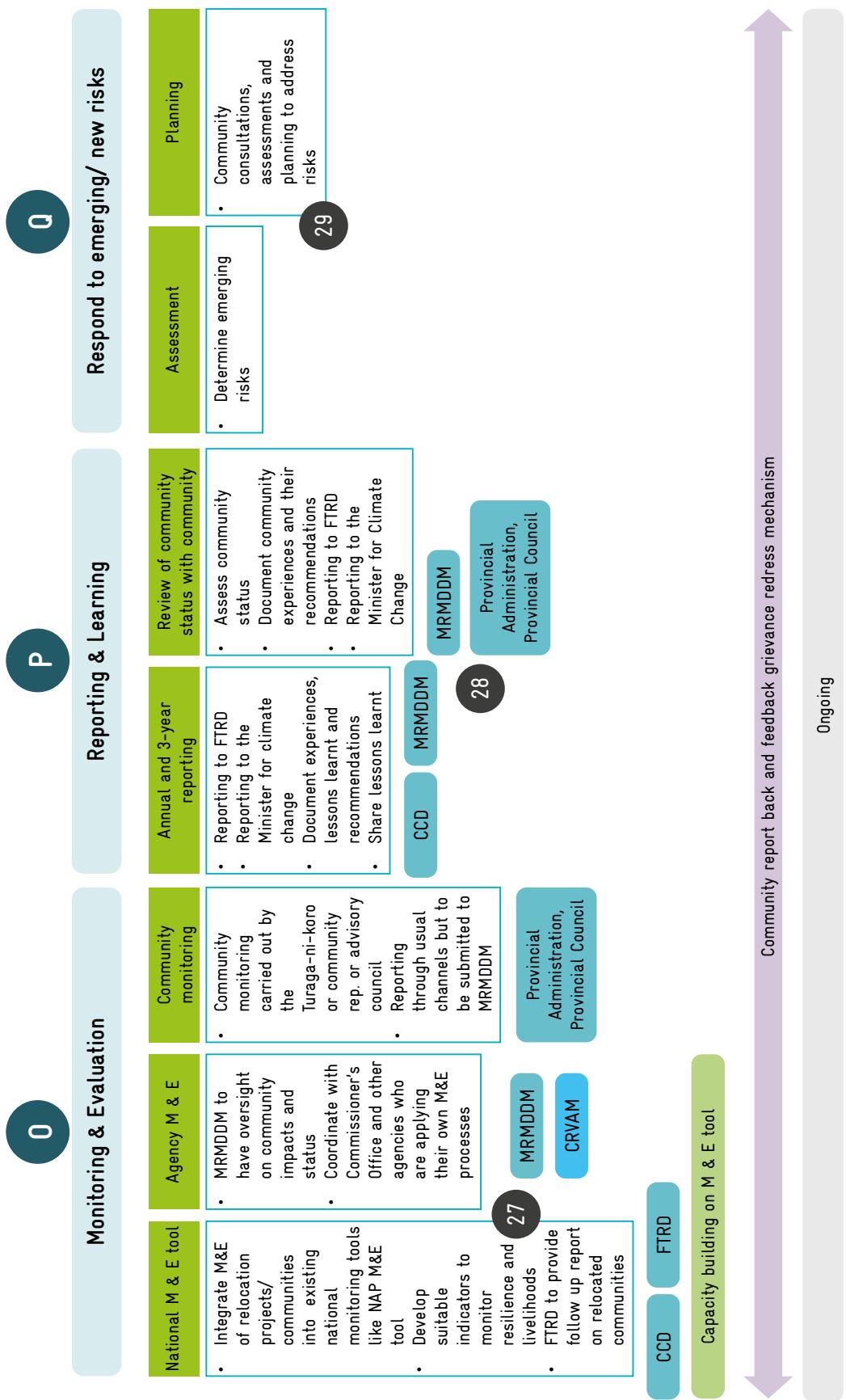
Community feedback, especially perspectives from different groups, on the planned relocation process should be documented. This information can also serve as a baseline for monitoring and evaluation.

The report will be submitted by the FTRD to the Minister for Climate Change.

The documentation of lessons learnt should be shared widely and will be uploaded on the Fiji Climate Change Portal.

7 POST-STAGE: MONITORING, EVALUATION, REPORTING, AND LEARNING

Figure 19: Post-stage - Monitoring, evaluation, reporting and learning



27 7.1 PHASE O: MONITORING AND EVALUATION

1. A monitoring and evaluation framework for planned relocation projects carried out under the SOP will be applied. This monitoring and evaluation framework will be reflected in the NAP M&E framework.
2. The project-level M&E will align with other M&E processes that are being undertaken by other agencies. This includes - the M&E carried out by MRMDDM on all rural relocation sites; the M&E carried out by the MH on informal settlements; and the iTaukei village Turaga-ni-koro reporting procedure where the village status and activities are captured. Efforts will be made to align indicators or have common indicators to make for more efficient monitoring and also allow for comparative assessments.
3. Independent, short and long-term, durable, quantitative and qualitative monitoring and evaluation systems are necessary to assess the outcomes of planned relocation. Outcomes should be assessed using social, economic, and human rights indicators, keeping in mind that community priorities, values, and notions of success may not correlate with those of authorities and the assessment team. Monitoring and evaluation mechanisms and indicators of success should pay heed to these intricacies as well as the circumstances of vulnerable groups in both relocated and host communities. Complexities pertinent to rural and urban settings should also be understood and captured.
4. Appropriate and practical indicators will be used to adequately capture and measure the complex “sustainable livelihoods” and “resilience” status of the community against climate change threats and risks. Using the main indicators for sustainable livelihoods - human, natural, financial, social, and physical capital – the M&E framework for planned relocation projects will be utilised to measure the vulnerability and resilience of these capital over time.

28 7.2 PHASE P: REPORTING AND LEARNING

1. The status of all relocation projects will need to be reported to the FTRD who will then report to the Minister for Climate Change.
2. An update report will be submitted annually, and a comprehensive evaluation report will be submitted every three years.
3. Ongoing experiences, lessons learnt, and recommendations for improvement are to be documented and to be part of the reporting.
4. Community consultations and assessments to be carried out to determine community experiences relating to the planned relocation, any concerns, and their recommendations on how concerns can be addressed. The consultation and assessments can be carried out as part of the monitoring exercise.
5. The FTRD will oversee the reporting requirements.
6. All reports, especially lessons learnt and experiences, are to be made accessible through the MRMDDM website and the Fiji Climate Change Portal.
7. Community consent to be obtained regarding the sharing of their information and experiences.

7.3 PHASE Q: RESPOND TO EMERGING AND NEW RISK

1. If the M&E captures an increase in threats and risks to the community, the FTRD will mobilise a team from TWG to assess these risks
2. The community can also contact MTA and/or DCO to inform them of their concern
3. An assessment of the community will be carried out and the processes in the SOP relating to community assessments and analyses will be followed.

ANNEX 1: MOBILITY PLAN

DOCUMENTATION AND INVENTORIES

1. Create a registry of people, movable property, livestock and preferred mode of transport and its details. The registry should be prepared considering the household as a unit and must account for the special needs of the vulnerable members of the community.
2. A set schedule of transportation of household and property must be drawn detailing households that must be provided with a priority transportation and/or special services. Households with vulnerable members should be transported when their support networks are set up prior to their arrival.
3. The plots of land and buildings at the new site that are to be assigned to those relocating may be specifically enumerated and numbered with respect to those relocating. Ownership papers and documents in that respect may be arranged to be distributed before physical relocation.
4. New site visits should be organised for members who wish to visit their allotted houses and lands, in advance, to facilitate relocation.
5. Organise a camp to facilitate appropriating and updating all identity and government records to reflect the address of the community members in the new site.

COMMUNICATION

1. The schedule for winding up activities in situ, packing, transportation, inclusive of the timings, the mode of transport etc, must be published in advance and circulated. An information brief in this regard may be published in accessible languages, with contact details of coordinating agencies and personnel. This brief may also include but not limited to information on transitory services and special services for the aged, persons living with disability, and children.
2. Care should also be taken to ensure that there is continuity of communication channels and systems during the transition period. Daily updates to be delivered through audio and visual modes.

WINDING UP OPERATIONS IN SITU

1. Having identified the households and the respective schedules for transportation, specific instructions will have to be issued requiring the households to wind up their activities in-situ within a timeframe and pack their belongings
2. A week prior to the actual transportation, support systems for winding up activities in situ- including provision of food and medical supplies during packing. Assistance may be given to aged, persons living with disability, and the sick to pack their belongings.
3. Specific instructions may be issued to prioritise movables and personal items during packing, to facilitate immediate relocation in case of unforeseen circumstances.
4. Prior to relocation standard packing material and labelling must be determined and provided to the relocation population, to minimise damage and loss to property during transportation.

TRANSPORTATION

1. Transport services of government vehicles and drivers will have to be enlisted as per the schedule, or else external private vehicles will have to be contracted for this purpose. The feasibility of capable community members bearing a portion of the transport cost, according to their capacities will have to be explored.
2. Distinct transport facilities for livestock, pets, and any equipment may have to be organised.
3. Ensure security for community members, their goods, and livestock through the winding up and transportation process.
4. The transportation of persons and movable property of each household may be undertaken together or separately, rationalizing resources and costs. The emphasis ought to be on agility and wrapping up the transportation within a limited timeframe.
5. In the event that multiple modes of transport are to be used, specific embark and loading points may be earmarked and support services to be provided including but not limited to waiting, boarding and loading, especially for persons with special needs.
6. The transportation schedule to put in place a buffer routine to accommodate additional requests for transport from the new site to the original site for a limited time post the relocation.

NEW SITE TRANSITION SERVICES

1. Prior to the commencement of relocation, a final inspection of housing, electricity, water supply and sanitation services at the new site must be carried. Any defects or shortcomings must be addressed before the community relocates.
2. A help desk may be set-up to provide guidance and help to the arriving community with immediate transition. Volunteers from the community may be enlisted for this purpose, and adequately briefed and trained in advance. All grievances must be routed through the GRM.
3. It must be ensured that transition services including community kitchens, assistance with medical services, counselling services, telecommunications channel and special provisions for the old, sick and persons with disability are set up in the new site in advance so that community members do not struggle immediately after relocation. The possibility of some community members travelling in advance for this purpose may be explored.
4. Organise and schedule a structured itinerary for restart of mirroring service at the new site (including but not limited to education, community, cultural) that ensures continuity and minimises disruption. Special attention should be paid to the educational needs of children, and it must be ensured that they are creatively engaged during the course of transition.

RESIDUARY

1. Pending physical relocation or during the process of such relocation, in case of a national disaster, the FTRD will adhere to the procedures enshrined in the National Disaster Management Act 1995. The task force to have prepared an emergency procedure on safe evacuation similar to the evacuation procedure prescribed under the **Fiji Tsunami Response Plan, 2017**.
2. Depending, on the stage of the relocation process, and the readiness of the physical infrastructure at the new site, the evacuees may be shifted to the new site, in case of emergency evacuation.

The MRMDDM will coordinate the aforementioned procedures and provide a single point of contact to the community members.

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