FOOD DISTRIBUTION METHOD

2018 Earthquake Response in the PNG Highlands Affected Communities

1. **Prepare:** Establish trust and relationship before entering the affected communities

Work through earthquake affected key community leaders such as the Ward Councillors and the Ward Development Committees (WDC), church leaders and women leaders. Food distributing agency must ensure relationships are established before the food distribution takes place.

2. **Connect with Leaders:** Meet with all community leaders to arrange for the first community meetings

The key community leaders in each village where the food distribution is going to take place must take lead in community meetings. In the introduction meeting *ol i mas mekim ol tok igo pas*. They must talk about:

- The principles of humanitarian disaster assistance (particularly transparent and safe food distributions) in order to prevent the risk of physical violence on the beneficiaries and staff involved in the response.
- The next steps in the process of the response.
- Expectations of the key leaders and the agencies involved in the food distribution.

At the end of the meeting with all community leaders, ask the community leaders to organise a community meeting in each of the affected Wards – so that the distributing agency and the WDC from that area could *putim olgeta kaikai long ples klia*.

Then the key leaders in the community must **organise the community meeting in their ward to:**

- Identify the participants
- Arrange the distributing venue
- Make sure the timing is suitable to the community and to the food distributor
- Arrange security for food distributing officers
- Arrange food and water for the distributing team as the distribution of items is a long process

3. **Registration & Identification:** Verifying and confirming community information with key leaders

Sit with key people (women leaders, church leaders, teachers, Ward Councillor) to complete household registration (using household registration forms), prioritising households for distributions and prepare the food relief distribution process.

After filling out the household registration form for a group, sit down with members of the WDC to confirm the information that is in the household registration form, *nogut ol i misimaut sampela haus*.

After confirming the information in the household registration forms, distributing Officers must sit with the key leaders to prioritise which households needed to be helped first. Using this information the group can identify which households have vulnerable members (people with disability, people living with HIV/AIDS, elderly, infants, breastfeeding mothers, women & girls) and make sure they get assistance when the distribution is done.

At the meeting with the community, the food distribution team must brief everyone on what is contained in food ration pack that is about to be distributed.

If it is comprised of the PNG Emergency Food Basket items such as rice, tinned fish, oil, sugar, salt, fortified blended food (for MAM cases)— the food recipients must be aware of what they are receiving!

Key leaders or the WDC from the affected Wards must help the Food Distribution Team to plan and prepare in the following ways:

- Help identify the food distribution site for the selected areas – these sites that must be safe, neutral and accessible for vulnerable people *na ol lain stap longwe*.
- Organise a storage place for the food items at a central location.
Organise security for the food items at the storage place.
Also organize security for food distribution team during the distribution.
Organise Key Community Leaders to go with the truck/chopper to the sites and help.
They must agree on their roles and responsibilities before proceeding to the food distribution sites.

4. **Meeting:** With everyone in the community

The meeting must take place to help with organising the whole community. The key people in the community must take the lead to socialize the distribution of food rations to the community.

- Expectations of food distribution must be made known and *wanbel* reached with the community.
- The Humanitarian principles need to be followed – transparent and safe food distributions
- Explain what must happen next and answer questions raised by the community.

The key leaders and the WDC must do a *toksavo* with the affected communities to let them know of:

- The location of the food distribution site *na wanem taim long go kamap.*
- Who should attend the food distribution.
- To make sure that vulnerable people are assisted to attend. If they cannot make it to the distribution site, food rations will not be given to someone else to pass on *nogut igat komplain.*

5. **Distribution:** Of food relief items

At the distribution sites get the WDC to help their local community to:

- Prepare the venue and make sure it is clean.
- Make sure there are good toilets (separate for female and male and away from each other) available.
- Have people ready to assist.

At each distribution site, have the key people and WDC members to help in the following ways:

- Do a *toksavo* for everyone to come and give awareness to everyone about what is going to happen at the food distribution site.
- Get community key people to help to plan, agree and set up the distribution site layout.
- One key person must be responsible for crowd control.
- One key person must be in charge of calling household heads to come to the registration table, and confirmed who they are.
- One key person must be at the feedback table to help deal with complaints.
- All the key people must be used as translators.

6. **Reporting:** Submit the list of food rations and food target recipients to relevant authorities

For more information, contact the Food Security Cluster Coordinator: Mrs. Helmtrude Sikas Iha  E: helmtrude.sikasiha@fao.org  P: 675 7444 3121
A copy of this can found on the PNG Food Security Cluster Website: [http://fscluster.org/papua-new-guinea](http://fscluster.org/papua-new-guinea)
7. **Government Form: For Household Registration**

A household is a group of houses that work together (haus laim). It makes more sense to replace hamlet with block or village or street or pias or clan. After you complete all the forms in a Ward that need to be completed, write the total number of forms in the section 'Total Ward Forms'. Give this form a 'Form Number' (1, 2, etc.).

Household means: Man, men, pikinin, lapun I iap wantalim na ikir kinau long wampela haus. Give each household an ID number (1, 2, etc.). You can track a household by the form and household number (e.g. 2/4 is form 2 household 4.)

Write the name of the household head (normally the man's name) and the sex of the household head. Then write the spouse's name (husband or wife of the household head).

In the young chief section, count children who are born but 5 years old or less. In the 'child/youth' section count children who are between 6 years old and adult. Adult means the person em maat o inapirna mak bingat mant pins. Mama igat beli = pregnant woman. Susu name = lactating woman. Disable = tan o lek regul, sei pes, ni pes, maus pes, ked porul.

### Household Registration Form

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Head of Household</th>
<th>Sex</th>
<th>Spouse Name</th>
<th>Clan/Sub Clan/No As Fles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Household Details</th>
<th>Household Population</th>
<th>Social Inclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Young Child: 0-5</td>
<td>Child/Youth: 6-14</td>
<td>Adult: Over 15</td>
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<td>M</td>
<td>F</td>
<td>M</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Person Completing Form</th>
<th>Date</th>
<th>Total Ward Forms</th>
<th>Form Number</th>
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This **HOUSEHOLD REGISTRATION FORM** is used to find out how many households within a Ward are in the area affected by a disaster. USE PENCIL. You will need one form for each hamlet in the affected area. This form will be used to plan the emergency distribution. It will also be used as the checklist during emergency distribution. You will need local key people (a man and a woman) to help you when you complete this form. Try and validate each form with other key people when it is completed. Make sure you have enough forms – 20 forms per Ward should be sufficient.