# Handout: A guide for developing a monitoring system at camp level

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| Monitoring system for an aspect of camp care and maintenance such as repairs to shelters | | | | |
| What are you monitoring? | How are you monitoring? | When will you monitor? | Who will monitor? | Now what? |
| Indicators  Progress  Changes  Problems | Monitoring forms (reflecting indicators)  Observation  Interviews  Reports from committee meetings  Focus group meeting feedback  Complaints  Feedback sheets at strategic points | Weekly or monthly  Point of delivery  Routine collection of data from meetings  Collection of complaints weekly | Camp residents  Camp management agency  Camp committees  Important issue is to assign the monitoring duties (don’t just expect it will happen!) | Decide who to pass the information to  Decide how to respond to monitoring data  Provide feedback to camp communities on what has been done |