**Making a Staffing Plan**

**Objectives:**

* To clarify who does what in the CP, Region, ERT during the different stages of the response
* To get an idea of the number, type and level of staff needed during the different stages of the response
* To establish best practice in emergency staffing.
* To develop an action plan to ensure best practice in staffing

**Key Messages:**

* There is so much to do, delegation is essential. Appropriate numbers, type and level of staff have to be there to delegate to. Recruitment is a priority.
* Everyone in the office will participate in the response (not a select emergency corps).
* Working through partners does not mean we do not have to staff up. We need additional staff to accompany partners in the first days of the response.
* Partners need to staff up and CRS needs to support them in this process.
* Sphere and EPR standards guide us on staff competencies and responsibilities; and on supervision, management and support of personnel.

**Materials**

* PowerPoint presentation on Sphere and Quality Statements on Staffing
* Examples of Staffing plan and organizational diagram from CRS Pakistan.

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| **Time** | **Method** | **Content** |
| 15 mins5 mins*Note: you may tell the group they’ll have 45 mn for the task, but you should allow enough time for all to complete the task. It will take at least 1 hr, may be more*60 + mins30-45 mins | PowerPointGroup work instructionsPowerPointGroupworkPlenary | a) The facilitator presents a summary of the Sphere standards and EPR statements related to staffing. Refer back to key lessons learned from Session 5A. b) Using the list of tasks that we have identified in Session 4, this exercise looks at staffing. Answer the following questions first for the tasks that have to be done within the first 48 hours, then the first 2 weeks, then the whole 3 month period.Keeping in mind the best practices & lessons learned which we have just reviewed, - Go through the list of tasks and decide who in your Country Program is going to do what? Be as specific as you can. - Who do you need from the region and elsewhere? - If you need additional staff, decide what skill set you are looking for and rough numbersBe sure to consider the three different phases of the response. You will be asked to **present two things** in plenary:- an organizational chart of your emergency response - a staffing plan showing who will be needed when.Prepare your presentation on flipchart.[Distribute Pakistan Staffing Plans as examples.]b) Groupworkc) Presentations:Each group presents their org chart and staffing plan. Q&A. Clarify the roles of the CP / region / ERT. Clarify staffing levels and types. Compare and discuss |