**Introduction to Emergency Response & Recovery Training Agenda**

**Main Topics:**

1. Sphere
2. Accountability
3. Introduction to Needs Assessment
4. Targeting, Registration & Distributions

**Objectives:**

1. Strengthen knowledge of Sphere & know how to apply Sphere
2. Understand the terms accountability and participation and know what steps can be taken to ensure them.
3. Improve capacity to design & implement quality emergency needs assessments
4. Increase understanding of targeting
5. Increase understanding of implementing transparent, accountable registration in emergency settings
6. Strengthen understanding of best practices for distributions

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| **Day 1 Sphere** | |
| **Time** | **Session** |
| 9:00 | Introduction & Overview   * Formally open the workshop * Ensure all participants understand the objectives * Get to know one another |
| 9:30 | Intro to Sphere 2011   * To become familiar with the Sphere project, the humanitarian charter and the handbook. |
| **10:30** | **Tea Break** |
| 10:45 | Code of Conduct   * To become familiar with the Red Cross & Crescent and NGO Code of Conduct * To reflect on our strengths and weaknesses in regards to the Code of Conduct * To share experiences of challenges and successes in applying the Code of Conduct |
| 11:45 | Sphere Technical Standards, Actions, Indicators, Guidance Notes   * Strengthen understanding of differences between a minimum standard, action, indicator and guidance notes. |
| **1:15** | **Lunch** |
| 2:15 | Sphere Core Standards   * Become familiar with the Sphere core standards and know how to apply them |
| **3:30** | **Tea break** |
| 3:45 | Sphere Technical Standards, Actions, Indicators, Guidance Notes: Applying to Scenarios   * Applying standards, actions, indicators and guidance notes to scenarios exercise |
| 5:00 | Review of Day/Preview of Next  Day 1 Evaluation |

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| **Day 2 Accountability/Needs Assessment** | |
| **Time** | **Session** |
| 9:00 | Welcome, review of previous day and intro for the day |
| 9:15 | Sphere Quiz |
| 10:00 | Project Cycle   * To become familiar with the project cycle and to understand why it is important in emergency programming |
| **10:45** | **Tea break** |
| 11:00 | Participation & Accountability –what do we mean   * To explore opportunities for beneficiary participation in emergency programs |
| 11:45 | Five Steps for Accountability & Impact Measurement   * Introduce 5 practical steps to becoming accountable as described in the Good Enough Guide * Practice each of the 5 steps |
| **1:00** | **Lunch** |
| 2:00 | Practical Application: Putting People back into projects   * Become familiar with GEG tools for giving and receiving information to and from beneficiaries and to practice preparing for and holing beneficiary meetings |
| **3:15** | **Tea break** |
| 3:30 | Emergency Assessments Introduction   * Recognize the importance of conducting assessments * How assessment information could be used |
| 4:15 | Bias and Triangulation   * Reflect on biases and prejudices that exist in any emergency assessments and identify ways to overcome them |
| 5:00 | Review of Day/Preview of Next  Day 2 Evaluation |

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| **Day 3 Needs Assessments** | |
| **Time** | **Session** |
| 9:00 | Welcome, review of previous day and intro for the day |
| 9:15 | Emergency Assessment Planning   * Review approaches to assessment planning |
| **10:45** | **Tea break** |
| 11:00 | Who To Talk To: Stakeholder Analysis   * Identify stakeholders in a disaster situation and identify who should take part in the assessment |
| 12:00 | Coordination   * Recognize the importance of coordination in emergencies * Conduct a simple gap analysis |
| **1:00** | **Lunch** |
| 2:00 | What Information to Collect: Emergency Assessment Tools   * Design appropriate tools for emergency assessments |
| **3:45** | **Tea break** |
| 4:00 | Interviewing Skills in Assessments   * Know what to do and what not to do when conducting an interview * Role play |
| 5:00 | Review of Day/Preview of Next  Day 3 Evaluation |

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| **Day 4 Targeting, Registration & Distributions** | |
| **Time** | **Session** |
| 9:00 | Welcome, review of previous day and intro for the day |
| 9:15 | Targeting   * Review targeting strategies * Targeting exercise |
| **10:45** | **Tea Break** |
| 11:00 | Registration   * Implementing transparent, accountable beneficiary registration. |
| **1:00** | **Lunch** |
| 2:00 | Distribution   * Organizing a transparent, participatory, equitable relief distribution |
| **3:45** | **Tea break** |
| 4:00 | Close workshop   * Workshop summary * Action Plans * Evaluation * Photo & Certificates |