**Coordination**

**Session Objective:**

* To recognize the importance of coordination in emergencies.

Recognize what other agencies/key actors plan on doing

**Material:** Flip charts and pens**,** maps**, (**printouts of questionnaire)**,** Flip chart

**Prepared Materials:**

* Coordiantion matrix handout

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| **Time** | **How** | **Activity** |
| 15 min | Plenary presentation | **Introduce session objective and outputs**  a) Imagine you received news about the possible need for an emergency response. What do you do? The facilitator notes ideas on the flipchart. The importance of contacting other agencies is highlighted.  b) In plenary discuss why it is important to contact other agencies from the very first hours of a crisis.  c) Ideas are shared and noted on flipchart:  - Essential part of information gathering  - Find out who knows what  - Find out who is doing what  - Maybe possibilities for sharing logistics etc  - Let everyone know Caritas is an important actor |
| 30 min  25 min | Group Work  Plenary | Distribute coordination matrix and ask the participants to form groups and fill in the matrix based on their knowledge of other actors’ programs in an emergency program in which they all share experience.  **Report Back:**  Each group presents their matrix. Look for commonalities amongst groups and then duplications and gaps in each matrix in terms of services that likely will be provided. |