This template is designed to assist programme teams to identify what information needs to be shared with different groups throughout the programme.

HO D3.2 Information sharing template

Programme participants have a right to information. Providing information on who you are, what you do and how you work are basic elements of information sharing. However, it is important that we also share information on all aspects of our programmes and ensure that the information we share reaches different groups.[[1]](#footnote-1) Sharing information can help people to access assistance, feel safe and improve their dignity. Access to information can also give people back a sense of control over their own situation.

Information needs to be adapted to ensure that it reaches different groups. Using different formats to share the same information can help you reach different vulnerable groups. For example, it’s good to triangulate the types of information you use to reach those who might have trouble accessing information.The following template can assist you to think through what information, with who and how to ensure appropriate mechanisms/formats are used to ensure information reaches the most vulnerable groups.

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| **Sector/Activity** |
| ***WHAT*** *information is to be shared?* | ***WHO*** *are you trying to reach with this information?* | ***HOW*** *will you reach different groups? What mechanism will be used?* | ***WHERE*** *will you be sharing the information?* | ***WHEN*** *will you share the information with different groups in each area?* |
| Beneficiary identification process | Women and men | Community meeting  | Community X and Y | Mon (am), Wed (pm), Fri (am) |
| Elderly men and women | Church announcements  | Community X | Twice daily from Mon 1st – 5th |
| Elderly men and women | Mosque Announcements | Community Y | Twice daily from Mon 1st – 5th |
| Persons with disabilities and specific minority or ethnic groups | Door to door | Community X and Y | Mon and Tues (all day) |
| Hygiene Messages | Youth (girls and boys) | Schools groups (posters, IEC materials) | Schools A, B and C | Every Thursday |
| Boys and men | Sessions with men and boys  | Market X and Y | Tuesdays and Fridays |
| Women  | Face to face at water points | Water point x, y and z | Mondays, Wednesdays and Fridays |
| Adult men and women | Radio debates | District X and Y | Weekly for 2 months |

1. This may refer, for example, to: women, men, girls, boys, youth and older persons, as well as persons with disabilities and specific minority or ethnic groups. [↑](#footnote-ref-1)