



Humanitarian Standards Introductory Workshop, using Sphere and Camp Management Standards

Date: Monday 4 April 2022 16-19h (CET), Wednesday 6 April 2022, 13-16h (CET)

Participants: Humanitarians welcoming Ukrainian refugees in centres in Poland

Objective: To familiarise participants with the structure of the handbooks of the Humanitarian Standards Partnership, their principles and standards, and how to use them in humanitarian responses.

By the end of this workshop, participants will:

- be familiar with the structure of the handbooks of the Humanitarian Standards Partnership, and how to use them in humanitarian responses
- know where to look if they have any questions about how the services they are providing can be improved/measured
- be able to demonstrate how listening to people and adjusting programming helps displaced persons in regaining dignity, well-being, and influence over their lives
- apply Sphere and Camp Management minimum standards and guidelines to specific challenges encountered in their daily work.

Facilitators Sphere: Axel Schmidt (AS), Mbiri Shiripinda (MS), Andrew Nzimbi (AN), Oliver Hoffmann (OH), Zeynep Sanduvac (ZS)

Facilitators Camp Management: Jennifer Kvernmo (JK), Tom Stork (TS), Magdalena Tosheva (MT)

Technical Support: AN, with back up from Tristan Hale (TH)/Felicity Fallon (FF) answering questions from the chat

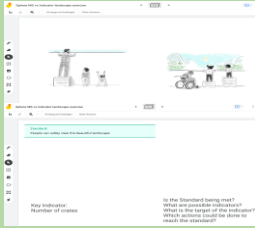
Min	End	Activity	Facilitator	Description	Resources
5m	0h05	1 Welcome and housekeeping	MS	All together in Zoom Use the chat function to indicate that it exists. Talk to the people and make them talk using their micro to enable an interactive session. Ask them to put their name on ZOOM.	Zoom

				Explain that the facilitators are a team from Sphere and CCCM introducing the Humanitarian Standards Partnership (HSP) using the example of Sphere and camp management.	
10m	0h25	2 Personal Introductions	MS	All together in Zoom Introductions that focus on participants in Poland and their main preoccupations now	AN to collect the words via Mentimeter- put them into a word cloud which then can be used later to display “motivation” for the training
10m	0h35	3a	MT	Facilitator explanation Magdalena to present her experience from the field (if participants do not give background in introductions)	?
25m	1h	3b Seeking Relevance / Contextualization	ZS	Group work debriefed by discussion with all Ask the participants if they have experience with the following topics in a transit camp. Place a picture for each topic on the respective Jamboard and mention the topic and task there: <ol style="list-style-type: none"> 1. What is needed to have good coordination? 2. How can older persons get full access to services? 3. What can be done to protect children? 4. How to deal with psychologically affected people? 5. Is relevant information shared well? 6. Which capacities do you need to manage a transit camp? Task on the Jamboard: Please discuss your respective topic in your group for a transit camp setting. Try to find activities that need to be done to improve the topics 1-6 (Coordination, Inclusion, Household Item management, Mental Health, Information sharing, Management Capacity)	ZS to post jamboard link in chat. AN to split participants into 6 break-out https://us06web.zoom.us/j/82738719157?pwd=WmlvODR3UDBxT3E4NWFQc0ltODRmUT09rooms . https://us06web.zoom.us/j/82738719157?pwd=WmlvODR3UDBxT3E4NWFQc0ltODRmUT09 ZS to ensure each group knows which Jamboard to work on. Leave groups alone and tell them to contact the facilitator in case of questions in the main Zoom room. ZS to debrief in Zoom using jamboards. Jamboard Links for 6 groups: Group 1_Coordination

				<p>Idea: get attention - make participants aware that their daily work is part of training and the training is highly relevant for their work.</p>	<p>https://jamboard.google.com/d/1jKgDU4g0zbzAHzXXQmDHnJluhVvLKGrKSMICtVP4QdU/viewer?f=0</p> <p>Group 2_ Older persons (inclusion)</p> <p>https://jamboard.google.com/d/1jKgDU4g0zbzAHzXXQmDHnJluhVvLKGrKSMICtVP4QdU/viewer?f=1</p> <p>Group 3_ Child protection</p> <p>https://jamboard.google.com/d/1jKgDU4g0zbzAHzXXQmDHnJluhVvLKGrKSMICtVP4QdU/viewer?f=2</p> <p>Group 4_ MHPSS</p> <p>https://jamboard.google.com/d/1jKgDU4g0zbzAHzXXQmDHnJluhVvLKGrKSMICtVP4QdU/viewer?f=3</p> <p>Group 5_ Information shared</p> <p>https://jamboard.google.com/d/1jKgDU4g0zbzAHzXXQmDHnJluhVvLKGrKSMICtVP4QdU/viewer?f=4</p> <p>Group 6_ Capacities for the transit camp management</p> <p>https://jamboard.google.com/d/1jKgDU4g0zbzAHzXXQmDHnJluhVvLKGrKSMICtVP4QdU/viewer?f=5</p>
10m	1h05	4 Short Intro into HSP	OH	<p>Input from facilitator</p> <p>Explain that humanitarian standards exist to help humanitarian workers deal with the above situations.</p>	<p>OH to use visual of HSP to show the range of standards available</p> <p>HSP image.jpg</p> <p>https://drive.google.com/file/d/1qdqFo5rq1Fu7eSLrHAYhH0MxIA4FAako/view?usp=sharing</p>

					OH to post link to “Sphere Standards CHS and CCCM.pdf” in chat, and ask participants to read through it.
10m	1h20	5 Getting familiar with HSP	OH	<p>Searching, reading individually debrief by discussion</p> <p>Try to find your topic in the online handbooks Share your finding with the group in the chat Facilitator discusses chat findings and agrees with groups which section from which handbook to use in group work</p>	OH to post link to Interactive handbook in chat: https://handbook.spherestandards.org/en
30min	1h50	6 Concrete application of HSP	JK/TS/MT	<p>Group work</p> <p>Present 4-6 Jamboards with 4-6 key tasks: Give each group the task to collect evidence from the handbooks and identify best suggested activities with key indicators and guidance notes to improve the 4-6 topics in a transit camp</p> <ol style="list-style-type: none"> 1. CHS Commitment 6: Coordination (Sphere Handbook p. 70) The Sphere Handbook Standards for quality humanitarian response (hspstandards.org) 2. INCLUSION – compare Inclusion checklist CM & Key Inclusion Standard at HIS companion standard (Humanitarian-inclusion-standards, p.15) https://handbook.spherestandards.org/en/his/#ch002_001 3. Child protection https://handbook.hspstandards.org/en/cpms/#ch006_006 	<p>Post jamboards in chat.</p> <p>AN to split participants into 6 break-out rooms.</p>

				<p>4. Mental Health (Sphere Handbook MS 2.5. p.339) https://handbook.spherestandards.org/en/sphere/#ch009004</p> <p>5. Information sharing (CM MS 2.2 Community participation p.25) https://handbook.spherestandards.org/en/camp/#ch004_002</p> <p>6. SMA and site management capacity (CM MS 1.3. SMA and site management team capacity, p.17) https://handbook.spherestandards.org/en/camp/#ch003_003</p> <p>Give all groups the respective MS with its KA, KI and GN to read and mention the most relevant on your Jamboard page.</p>	
10min	2h00	7 Reminder of the structure of standards	AS	<p>Panel/group Discussion</p> <p>Ask the groups if the guidance by the Sphere and CM MS was useful? Facilitate a short discussion that leads into the structure and system of the MS -explain for the first time: all standards are qualitative, suggested KA might help to achieve it, KI suggests a way to measure and GN give further input</p>	
5 min	2h05	Short break			

20min	2h25	8 Explore difference between Minimum Standards and Key Indicators	MS	Facilitated discussion/group work Use the Sphere Standards v. Targets cartoons to demonstrate that standards are universal, but indicators must be contextualised. 	MS to create a jamboard and devise activity using: https://www.spherestandards.org/resources/standards-vs-targets-activity/
10min	2h35	9 Meaningful participation and inclusion	AS	Facilitated discussion	?
10 min	2h45	10 Questions and Answers	All	Open session to clarify any outstanding issues	
5min	2h50	11 Wrap up	TH/FF	Way forward Online trainings/Sphere and CCCM webpages Sphere Focal Points and Newsletter Trainer database	
5m	2h55	12 Evaluation	AS/MS	Verbally get reflections from the participants about the training: <ul style="list-style-type: none"> ● Overall, how was the training? ● Content appropriateness with their work for the war affected people? ● What did you like most in this training? How could we do better next time?	Ask if someone would like to be interviewed after the training
5m	3h00	13 Survey and close	AS/MS	Share survey link: Ask people to complete the survey immediately.	AS post end of training survey to chat