SPHERE INTRODUCTORY TRAININGS
"HOW TO USE THE SPHERE HANDBOOK"

Live online sessions

April 2023

Sphere Workshop Report

1. Lead Facilitator: Stephen Blakemore
2. Co-facilitator: Victoria Kononchuk
3. Training organised by: Kindernothilfe E.V
4. Workshop dates: 13 April 2023*, and 18 and 20 April 2023
5. Training Venue: online via Zoom
6. Number of participants: 24 (14 female, 10 male)
7. Content included (check all that apply below):

x❑	Sphere: Welcome and Introduction to the Sphere Handbook
x❑	What is Sphere: The Handbook
❑	What is Sphere: Using the Standards in Context
x❑	The Humanitarian Charter
x❑	Protection Principles
x❑	Core Humanitarian Standard
x❑	Water Supply, Sanitation and Hygiene Promotion
x❑	Food Security and Nutrition
x❑	Shelter and Settlement
x❑	Health
❑	Using Sphere in Practice
❑	Sphere and the Programme Cycle
❑	Sphere, Assessment & Analysis
❑	Sphere and MEAL (Monitoring Evaluation, Accountability and Learning)
❑	Sphere, Quality and Accountability
❑	Sphere and Coordination
❑	Sphere, Cash, and Markets
❑	Sphere, the Complementary Standards, and the HSP app
❑	Advocacy: Realizing the Full Potential of Sphere
x❑	Evaluation and Wrap-Up

I.   Foreword

This report summarizes the outcomes of two online workshops on 'How to Use the Sphere Handbook' conducted in collaboration with Kindernothilfe E.V. on 13 April 2023*, and 18 and 20 April 2023.

Kindernothilfe E.V. (KNH) hosted the course for its staff and partner organizations, who are primarily responding to the Ukrainian crisis. Twenty-four (24) individuals (14 women and 10 men) attended and completed the course. Participants primarily work in NGOs across Romania, Moldova and Ukraine.

The online training programme provided an introduction to the Sphere Handbook to those working in the Ukraine humanitarian crisis response, explained how people and organisations responding to humanitarian crises can use the handbook to improve both the quality of the assistance they provide and their accountability, particularly to those directly affected by the crisis.

'How to Use the Sphere Handbook' workshops were conducted for two cohorts and comprised a 1-hour self-paced e-learning and two 2-hour facilitated live online sessions via Zoom. For the first cohort the live sessions were delivered in English with simultaneous Romanian translation, for the second cohort - in English with simultaneous Ukrainian translation.

The facilitation team consisted of Stephen Blakemore and Victoria Kononchuk who presented also the Sphere project in Ukraine and Eastern Europe.

*Originally scheduled as two 2-hour sessions on 11 and 13 April, the training was delivered as one 3-hour session on 13 April. This was due a low number of people accessing the training on 11 April.

II. Trainer's insights and recommendations

- Few participants had prior experience of Sphere but most had completed the online self-paced e-learning module. At the time of this training, the e-learning module was only available in English. Those who had completed it said it took between 2 and 3 hours to complete.
- The training for the first cohort was originally scheduled as two 2-hour sessions on 11 and 13 April, but was delivered as one 3-hour session on 13 April. This was due a low number of people accessing the training on 11 April. The low attendance rate is related with scheduling the first session just after Easter holidays and shortcomings in communicating the session's beginning time with regard participant's different time zones.
- Whist not ideal, condensing the two 2-hour sessions into one 3-hour session was pragmatic solution and achieved the stated training objectives. Given that there were some participants in the second cohort who did not attend both 2-hour, a single session might be a preferred option going forward.
- The simultaneous translation works well but can reduce interaction. Also, materials (case-studies, etc) were not available in Romanian, only in English and Ukrainian. However, configuring groups accordingly to language helped.
- The case-studies feel real and relevant, and served well to facilitate learning, prompt discussion and some sharing of actual experience.
- As is usually the case, knowledge and experience sharing between participants enhances learning for everyone. There are some opportunities for this, but they are limited by time. Revising the case-study in the second (perhaps combining both parts) might create space) for participants to focus on actual challenges and/or share actual experience.

III. Participants questions and concerns that came up during the workshop

- How to organise communication with the affected community? Where to start?
- How other documents are connected with Sphere Handbook? Are there any particular way how small organizations can start using Sphere Handbook? How small organisations can be accredited as Sphere Handbook users?
- Can Sphere Handbook help with designing a project? Is it prescribed in the Handbook?
- What is the difference between Sphere's member and Sphere's focal point?

IV. Training evaluation

At the end of each session, participants were asked to share their reflections and learning.
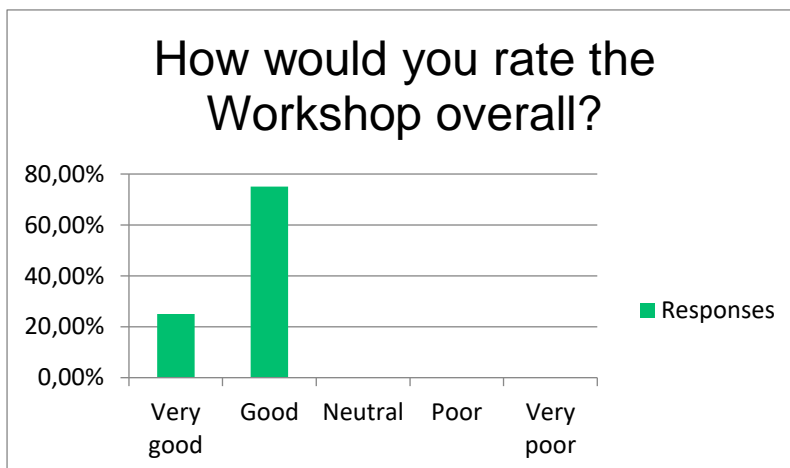
From Cohort 1:

- Before this training, I thought SPHERE was just a repackaging of the Humanitarian Principles. Now I see it as a useful guide to provide aid in the best way possible.

- I will further meet to discuss the application of these principles with my colleagues.
  Before the training I thought the handbook is extensive and rich in information that has to be read through and then used in practice accordingly where possible. Now I think the same but I feel I have become more accustomed with its use and practicality.

- Before this training, it seemed to me like a program aimed at lawyers or the administration of centers.

- Until the training, I thought I would get the general information. Now I think that I have a very rich baggage of knowledge, schemes of actions, clearly defined regulations.
  Obviously, I apply them in practice. A Big Thank you for today's meeting.

- Before the training I thought I would get general information about the Sphere book. Now I believe that the information received will help me to look more broadly at crisis situations. I will study Sphere book and all its principles in depth. Thanks for the opportunity and useful information.

From Cohort 2:

- Sphere Handbook is new for me. I just started to work as a volunteer and it's going to be very useful for me.

- The training is interesting and helpful. It is great to learn deeply humanitarian principles and how we can implement them in work.

- I saw the video on Youtube from the Sphere founders. It was interesting to see the diverse Sphere team and community, as well as to learn about the challenges they faced at the beginning. Debates and reflections are important to progress. I learned that there is a separate handbook on minimum standards for education in emergencies.

- Before the training I thought the handbook was a complex manual. Now I know how to use it and how to access its specific points. I can identify what I need for a specific situation. This simplifies the work.

Four participants (from Cohort 2) completed an online survey, and all rated the training as 'good' (75%) or 'very good' (25%):

How would you rate the Workshop overall?

To what extent do you agree with the following statements?	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
The event was well-organised and ran smoothly.	50%	50%	0%	0%	0%
The content was informative and interesting.	75%	25%	0%	0%	0%
The content was delivered in interesting and engaging ways.	75%	25%	0%	0%	0%
The facilitators were knowledgeable and engaging.	75%	25%	0%	0%	0%
The pace/speed of delivery was just right; neither too fast nor too slow.	25%	75%	0%	0%	0%

What DID YOU LIKE MOST about this event?

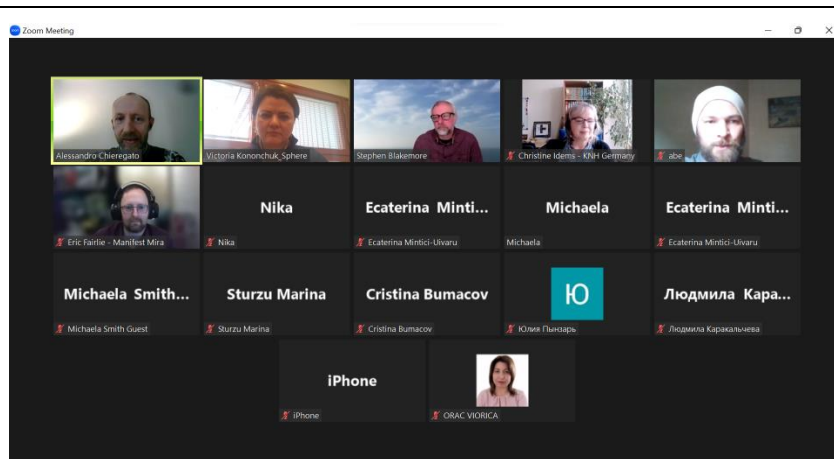| |
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| The trainer has a very pleasant and calm manner of facilitating and I think everyone was at ease. The duration of the sessions was good, but somehow, I was left with the feeling of wanting to go a bit deeper. I imagine there are other longer and more in-depth trainings for that. |
| Team work. Practical tasks. |
| Case studies. |

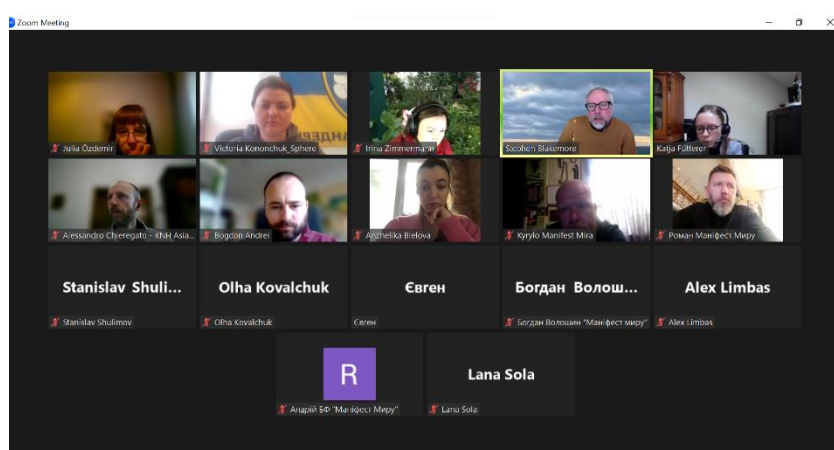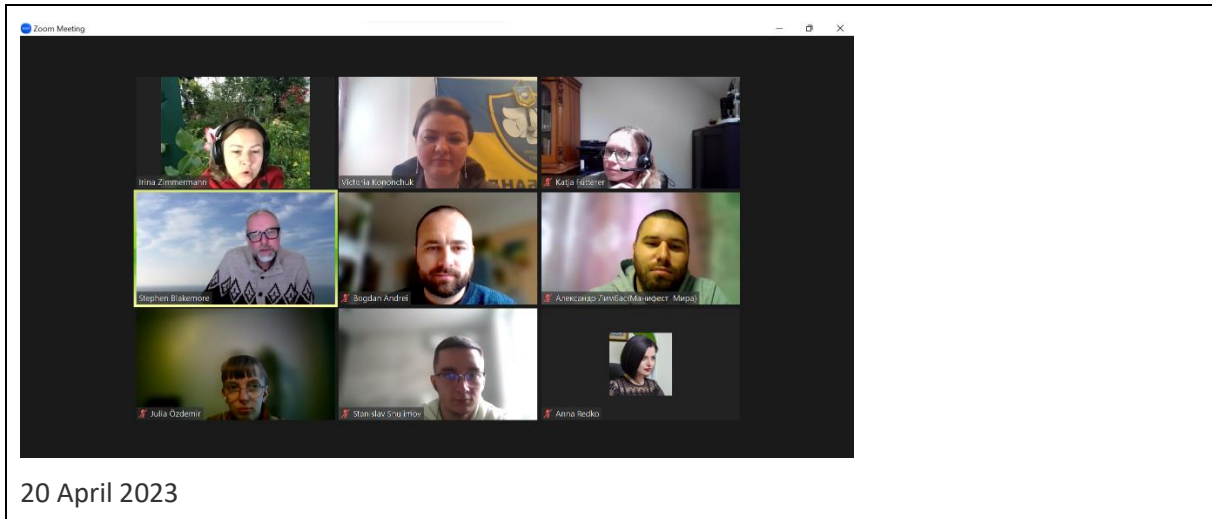| What COULD WE DO BETTER next time? |
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| It seemed like many of the participants didn't show up. Try to understand the reason why, having more people in the group exercises would have been nice. |
| Translation into the languages of the training participants |
| Everything was good) |

V. Training photos

13 April 2023

18 April 2023

20 April 2023

VI.   Annex 1 Training Aim and Objectives

Aim

To show how using the Sphere Handbook can improve quality and accountability in humanitarian response in Ukraine

Objectives

By the end of the programme (2 modules), participants are able to:

- Explain the Sphere Approach
- Summarise the content and structure of the Sphere Handbook
- Describe how the foundation chapters in the Sphere Handbook support the technical standards
- Demonstrate how adopting the Sphere Approach will help ensure better accountability and quality in our programming
- Give examples of how Sphere minimum standards, indicators, key actions and guidance notes can be applied in practice
- Identify further sources of information, resources, and support