**Workshop for the refinement of a Toolkit for National Society Development in Disaster Management**

**March 25-28, 2014**

**CRC National Office, 170 Metcalfe, Ottawa Canada**

**Background:**

The *IFRC NS Development Framework*, and the findings of a 2011 Global OD Study[[1]](#footnote-1), emphasise that:

* It is the services a National Society (NS) delivers (including response to national disaster, epidemic or conflict) that determine their internal and external identity as well as how they should be structured and run.
* Building strong National Societies requires a holistic view: All its parts interact in one way or another. As such, capacity building of a given service or system must be done in alignment with the broader change process, and requires an iterative approach - tailored to needs and priorities.

The *Principles and Rules* for Humanitarian Assistance reinforce and clarify NSs roles and responsibility in Disaster Management (DM); underscoring the importance of a National Society preparedness and response system as a core service of a NS.

A number of IFRC standard tools [the *National Disaster Preparedness and Response Mechanism* (NDPR or Mechanism), the 32 components of the preparedness and response system, the *Well Prepared National Society survey* (WPNS), and the *Organisational Capacity Assessment Certification* process (OCAC)] have demonstrated utility in enabling a holistic and iterative approach National Society development in DM. An additional tool, developed through the *First Responder Initiative* (FRI) with support of the IFRC Americas Zone and reference centers, - *the Disaster Response Capacity Evaluation* (DRCE), has proven to have a similar and complimentary utility.

A number of these tools were successfully utilised by four NS in the Americas Zone, through FRI, and later by the Afghanistan Red Crescent.

This set of tools is intended for further use by 9 NS through the *Strategic Partnerships* initiative. Ultimately, CRC anticipates that this toolkit could be used globally, and in conjunction with the rollout of the *IFRC Principles and Rules for Humanitarian Assistance*.

To complete and improve the quality of the tools, a technical workshop is planned. The participants will represent various levels of interest – national, zone and global. All have experience in the tools to date and can provide technical support and validation of a *National Society Development in Disaster Management Toolkit.*

This will also provide an opportunity to further efforts to profile and promote the toolkit, and an iterative and comprehensive approach to NS development in DM; within CRC and the broader Movement.

**Objective:** Complete and improve the quality of the *Toolkit for* *National Society Development in Disaster Management*, and promote and profile an iterative and comprehensive approach to NS development in DM within CRC and the broader Movement.

**Expected Outcomes:**

* *Disaster Response Capacity Evaluation* (DRCE) tool and the *Analysis Matrix* improved and completed to a ‘good-enough’ working standard.
* Greater awareness of the need for NS development in DM and the need for an iterative and comprehensive approach; within CRC and the broader Movement.

**Methodology:**

Review and revision of tools by DM and OD technical experts who have experience with the toolkit (DRCE, WPNS, OCAC, etc.) and key implementers/project managers. Review and revision will be conducted by break-out teams and validated in plenary.

**Break Out Team Tasks:**

***Team 1: Adam, David, Lisa, Valerie, Peter, Wartini, Emma/Carla***

Task 1 - Analysis Matrix - Principles and Rules and NDPRM components:

* + - Base on Principles and Rules/NDPRM components - use same language
		- Validation of indicators against components
		- Methodology for guiding analysis and planning
		- Planning template

Task 2 – Analysis Matrix – Additional components:

* + - Develop additional components required for FRI II (Leadership, Resource Mobilisation, Violence Prevention, Beneficiary Accountability and Gender.)
		- Determine indicators relevant from WPNS/OCAC/DRCE for each component.

***Team 2: Gail, Miguel, Maria, Jeff, Lucia, Norine, Chiran, Jennifer, Anastase***

Task 2 - DRCE – tool:

* + Base on Principles and Rules/NDPRM components - use same language
	+ refine guidance - ensure all the way through

Task 3 - DRCE - Evaluator Training and ‘How-to-kit’:

* + Outline of ToT methodology specific to evaluation and role of evaluators
	+ Guidance note for evaluation of simulation (plug ins - script aligned to criteria?)
	+ Guidance note for evaluation as RTE/AAR
	+ Post-evaluation report and ppt template

Bonus task! – Dissemination package:

* + Front piece – overview of approach and toolkit
	+ Ppt of approach and toolkit with impact statements
	+ Mini case studies

**Agenda:**

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| **Date** | **Time** | **Agenda item** | **Methodology** |
| Mar 25 | 8:30-9:00 | Welcoming remarks and introductions | Presentation/roundtable |
| 9:00-9:30 | Experience with the tools and anticipated use/relevance  | Plenary discussion |
| 9:30-10:00 | Expectations: Outcomes and process | Presentation/Plenary discussion |
| 10:00-12:00 | Group work | Team break out work |
| 12:00-13:00 | *Lunch* |  |
| 13:00-15:15 | Group work  | Team break out work |
| 15:30-16:30 | Taking stake: Progress against tasks  | Gallery walk and plenary discussion |
| Mar 26 | 8:30-12:00 | Group work | Team break out work |
| 12:00-13:00 | *Lunch* |  |
| 13:00-15:15 | Group work | Team break out work |
| 15:30-16:30 | Taking stake: Progress against tasks | Gallery walk and plenary discussion |
| 17:00- | *Dinner@ two six ate (268 Preston Street)* |  |
| Mar 27 | 8:30-12:00 | Consolidation and final edits | Presentation/Plenary discussion |
| 12:00-13:00 | *Lunch* |  |
| 13:00-15:15 | Consolidation and final edits | Presentation/Plenary discussion |
| 15:30-16:30 | Next steps and zone/national dissemination/promotion | Plenary discussion |
| Mar 28 | 8:00-9:30 | Presentation to external audience  | Webinar presentation |
| 2:00-3:30 | Presentation to CRC National Office audience | Presentation |

**Participants:**

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| **Participant List for NDPR Capacity Building Toolkit Workshop - March 25-28, 2014** |
| **Name** | **Title** | **Organisation** | **Email** | **Arrival/Departure** |
| Jennifer Olson | Program Manager - Afghanistan / Pakistan | CRC  | Jennifer.Olson@redcross.ca | N/A |
| Chiran Livera | Operations Coordinator – Africa Zone | IFRC  | chiran.livera@ifrc.org | March 22/March 28 |
| Norine Naguib | Program Officer - Africa | CRC  | Norine.Naguib@redcross.ca | N/A |
| David Campfens | Regional Representative - Americas | CRC  | david.campfens@redcross.ca | March 23/April 2 |
| Valerie Whiting | Violence Prevention Coordinator - Americas | CRC | Valerie.Whiting@redcross.ca | March 24/March 28 |
| Maria Jimenez Pardo | Program Assistant - Americas | CRC  | Maria.JimenezPardo@redcross.ca | N/A |
| Anastase Jaribu | DRR Program Coordinator - Haiti | CRC  | Anastase.Jaribu@redcross.ca | March 25/March 28 |
| Peter Potsepp | Program Manager - Haiti | CRC  | Peter.Potsepp@redcross.ca | N/A |
| Emma Sturrock | Senior Officer, Emergency Response - Emergencies and Recovery  | CRC  | Emma.Sturrock@redcross.ca | N/A |
| Carla Taylor  | Projects Officer, Program Administration and Compliance – Emergencies and Recovery | CRC  | Carla.Taylor@redcross.ca | N/A |
| Jeff Gill | Manager, Plans and Procedures - DM | CRC  | Jeff.Gill@redcross.ca | N/A |
| Lucia Lasso | Reporting Officer – Americas Zone | IFRC  | lucia.lasso@ifrc.org | March 24/ March 28 |
| Miguel Vega | Disaster Risk Management Coordinator – FRI 2 (Americas) | CRC  | miguelvega@telesal.net | March 23/ March 30 |
| Lisa Carl | Project Officer, Flood Resilience Alliance – Geneva | IFRC  | lisa.carl@ifrc.org | March 24/ March 28 |
| Wartini Pramana | Manager, Planning, Evaluation and Knowledge Management – Planning, Quality and Learning | CRC  | Wartini.Pramana@redcross.ca | N/A |
| Gail Neudorf | Advisor, DM/Risk Reduction – Planning, Quality and Learning | CRC  | Gail.Neudorf@redcross.ca  | N/A |
| Adam Johnston | Advisor, OD – Planning, Quality and Learning | CRC  | Adam.Johnston@redcross.ca | N/A |

1. Fulfilling the Promise: How National Societies achieve sustainable organizational development, (Levinger and Bloom), IFRC, American Red Cross, Root Change, 2011 [↑](#footnote-ref-1)