Facilitator's guide for Sphere CHS revision consultation meeting

Time	Segment	Lead	Trainer notes	Tools and tasks for Facilitator 2 (F2)
20	Welcome, introductions and agenda	Facilitator 1 (F1)	Trainer explains the objective of the meeting is to offer feedback and suggestions on the CHS and how to improve it. Our second objective is to try out this consultation meeting format. All resources will be shared with you after the session. Question: What is your name and your organisation? Trainer runs through meeting agenda, invites participants to practice using jamboard: If you had a magic wand and could change one thing about the CHS what would it be? (responses are anonymous)	Jamboard https://jamboard.google.com/d/1bdMoYSBxpFZrAxsOoHTu_UReEclq6iQU7tIXpktSvGU/edit?usp=sharing
10 (30)	Explanation of the revision process	F1 or Revision Manager if available	Brief explanation of the revision process and timeline Can use the previous jamboard to say which issues are part of today's discussion, and which need to be parked for future discussions. Remind participants that their feedback will be collected and shared with the Revision Team.	CHS Alliance Revision Managers can provide PowerPoint in request
5 (35)	Setting the scene for this consultation – part 1	F1	The CHS exists to meet the needs of people affected by crisis. And yet the humanitarian landscape is constantly evolving and has no doubt changed since the CHS was first launched in 2014. We have participants here	Mentimeter https://www.menti.com/alb41mko5z67

			today from x countries around the world. Perhaps we have different ideas of what today's crises are. What for you are the key crises or challenges facing affected people today?	Take screenshot of final word-cloud before moving on, to post into Jamboard.
5 (40)	Setting the scene for this consultation – part 2	F1	The CHS is a foundation chapter of the Sphere handbook, but also a management tool for humanitarian organisations to improve their quality and accountability. We have participants here today from organisations large such as x and small such as x. What are the key quality and accountability issues faced by humanitarian organisations today?	https://www.menti.com/alkk5k4v3j4x Take screenshot of final word-cloud before moving on, to post into Jamboard.
15 (55)	Revising the CHS flower: Group gardening exercise	Group work and Sphere facilitators	Revision means looking again. Let's look again at the CHS flower and those 9 commitments. Bearing in mind your answers to the last 3 questions, which petals would you like to see strengthened and how? Are there any petals you would prune because you don't think we need them anymore? Perhaps there are some completely new petals that you would add?	Put screenshots of Mentimeter wordclouds into the first two slides of jamboard so participants can refer back to them Put link to jamboard into chat. Put participants into groups, each with a Sphere facilitator. Come back to plenary and let each group explain their new flower.
5 (60)	Revising the structure of a Commitment	F1	Before we dive into the detail of our new petals, and while our other facilitator does some genetic modification, lets just remind ourselves of the structure of a commitment. You will need to refer to your copy of the CHS. Choose one commitment to focus on, and guide participants through the structure of performance indicators, key actions, organisational responsibilities. Perhaps ask a	Put link in chat for those who do not have printed copy in front of them: https://corehumanitarianstandard.org/files/files/CHS_GN%26I_2018.pdf While F1 is talking, a second facilitator creates a new flower, showing new petals, petals needing strengthening, petals that have been removed.

			participant to explain how they have applied a commitment in their work?	
5 (65)	Presenting the genetically modified flower	F1 and F2	Present the new flower. Tell participants that they will spend the next 30 minutes in a breakout room discussing their chosen petal in detail. Ask them to put their name on a sticker, and to put it on the petal that they want to discuss.	Jamboard F2 create breakout rooms, each discussing one petal.
5 (70)	Present the group discussion	F1	Explain how they will give feedback using a google doc.	F2 prepares the breakout rooms during this presentation. One Sphere facilitator per group to ensure notes are taken and recorded in the googledoc. Post googledoc into chat https://docs.google.com/document/d/1SGbOVL-z1EP1YzBVThZSWZElO-579wtU/edit?usp=sharing&ouid=103089423212335167292&rtpof=true&sd=true
30 (1h40)	Small group discussions on chosen commitments	Group work and Sphere facilitators	Put participants in break out rooms to discuss chosen commitments in detail. Questions on GoogleDoc (one per group).	Sphere facilitators to watch the time and keep the discussion moving. Notes for facilitators: if discussion is slow, encourage participants to read out the commitment. Ask the questions in the googledoc. If group finishes the task before time, feel free to broaden the discussion. How could the language be simplified? How could the commitments be made more accessible? What have been the challenges for participants in applying

			the commitments in their work? How could these be overcome?
10 (1h50)	Plenary discussion	F1 or Revision Manager	Explain that their googledocs will be fed back into the Consultation. Try to pull together some of the key themes that have come out from the meeting. Encourage participants to give individual written feedback, which will give them the chance to go into more detail on each commitment, as well as cross-cutting themes.	Post into chat the link for giving written feedback https://handbook-consultation.rivervalley.io/en/chs/#ch 001
10 (2h)	Q and A	F1	Ask if anyone has any questions. Please get in touch if you would like to organise a similar consultation for your own network in your own language. Conduct a short evaluation of the session to get feedback on the design and facilitation, but also to assess participants' engagement in the process	Post survey link into chat https://www.surveymonkey.com/r/7R 8Q7BQ