

FACILITATION GUIDE: SPHERE MINIMUM HUMANITARIAN STANDARDS THREE DAY WORKSHOP

23,24,25 February 2023, Przemysl

- **Introduction**
 - Venue: The Ukrainian's Association in Poland
 - Facilitator's Team: Axel Schmidt and Gabriel Cyrilo (FIHM)
 - Participants: 14 participants from 4 different countries (Poland, Ukraine, Romania and Moldova)
- **Methodology**
 - Participant-driven approach: Based on their needs, capacities and feelings, we adapted the order and duration of the sessions;
 - No slide presentation - Methodology based on short and objective introduction, group activities and engagement through scenarios, puzzle solving, acting and other interactive approaches (puzzles, activity cards, flipcharts, Sphere Handbook, pictures, etc.)

Day 1

- . **Big Intro - Creating a good learning environment. You and Sphere**
- . **Break**
- . **You and your work**
- . **Dive deep into the Sphere Handbook**
- . **Lunch Break**
- . **Structure of the Sphere Handbook**
- . **Reading of the Humanitarian Charter**
- . **Recap**
- . **Feedback**

Big Intro - Creating a good learning environment:

1. Showing with drawn cards how we want to spend the 3 days
2. Safety and Security
3. Introduction of Igor, Muchal and Kasia
4. Introduction of Gabriel (using personal pictures)
5. Introduction of Axel (mute role play)
6. Introduction of participants - drawing an animal
7. Agenda & GOALS (goals on the ceiling - participants need to find and read them and then agree)
8. Role for Energizer and Recap Session Day 2 & 3
9. 15 min pairs of 2 (What was important for you this year)

You and Sphere

Quick intro of Sphere - background, history, staff, revision through gallery walk or handout of powerpoint slides of What is New presentation;

Break

You and your work

Put participants into groups of three and then ask them to discuss these questions.
What was most important in your work last year? What do you think will be most important in the coming year?

Discussion 15 min

Debrief 15 min: List answers on flip chart

Key message: The Sphere Handbook represents the collective knowledge of humanitarians, gathered over the last 25 years. It can help you with your work challenges. Sphere does not have the answer to EVERYTHING. Be clear about that.

Deep dive into the Sphere Handbook

Group work debriefed by discussion

Split the participants into groups. Try to mix up staff and volunteers.

Your team has been asked to work on converting a former school into a reception centre. You are asked for advice on the following issues:

- Organising the living space in the shelter
- Providing household items for people
- Making sure that mental health needs of staff and residents are being looked after
- Promoting good hygiene practices in the shelter
- Protecting the shelter's most vulnerable residents
- Ensuring residents can participate in decisions that affect them and give feedback

Ask each group to find 10 references in the Sphere Handbook that will help them.

List the references on your whiteboard, including which section of the Sphere Handbook you found them in.

5 minutes to explain, 20 minutes to find, 20 minutes to debrief.

Debrief what each group found. What did you find most useful? Was there anything missing? Show how their answers came from all different parts of the Sphere Handbook. No one chapter exists in isolation. Technical chapters and cross-cutting themes. Explain the difference between standards and indicators.

Key message: There is a lot of information in the Sphere handbook! Over the next 3 days we will explore it together and try to work out which sections are most useful for you in your work.

Lunch Break

Structure of the Sphere Handbook

Group activity with a puzzle exercise on the structure of the handbook. Also covering HSP handbooks.

The Humanitarian Charter

Reading of the Charter - 20 min

Discussion on the Humanitarian Charta Cartoons in apirs then in plenary - identifying together the key rights and approach of the Charta including the hint to the frameworks that are informing it - Annex

Recap

Daily journey recap through a reflective and relaxing exercise

Feedback

Split them into 2 groups for discussion, the facilitator's evaluate the room. One messenger per group goes to the facilitator's to share each group's feedback.

Day 2

- . **Recap**
- . **Feedback on the Feedback**
- . **Sphere History**
- . **Sphere Revision (2018 Edition)**
- . **Coffee Break**
- . **The Humanitarian Charter**
- . **Shelter Session**
- . **Lunch break**
- . **CHS (Inclusion)**
- . **Recap**
- . **Feedback**
- . **Dawid's Presentation**

Recap

Two volunteered participants conduct the recap of Day 1;

Feedback on the Feedback

Sphere History

Mavericks video - Part 1 and brief discussion on the history and questions the participants;

Sphere Revision (2018 Edition)

Gallery walk with the printed slides of the Handbook revision, the participants can choose which parts they would like to bring to the plenary discussion;

Coffee Break

The Humanitarian Charter

Activity in pairs based on the cartoons and their interpretation of them. Also based on the previous reading they did on Day One;

Shelter Chapter

Intro

- . Crisis and emergency scenario;
- . Objectives
- . What does shelter provide?
- . Who stays in temporary sites?
- . Why is site management needed?
- . Where do these standards apply?

Main Activity

- . Scenario-based activity
- . At least 4 groups of 5 people - Sketch Out a rough design of the shelter proposed using Sphere and MSCM handbooks;

Debriefing and Conclusion

- . Presentation of each group - their experience with the activity (findings, difficulties, considerations);
- . Ask the other groups for giving feedback acting as: affected population, donor, ruling

agency);

- . Key messages:
 - . Temporary Solution
 - . Context-based assistance
 - . Multiple references for a better response

Lunch

Core Humanitarian Standard (with HIS standards)

Group Activity - Which of the 9 commitments is the easiest for you and your organization to achieve? Which one is the most difficult?

Injection - Addition of the HIS standards and the same questions about them.

Debriefing and conclusion by plenary discussion;

Recap

Active recap by asking them questions about the daily journey;

Feedback

Dart board drawing is divided into three parts: Content, methodology and usefulness of the content in their context. The participants must give their feedback on these three points based on evaluating it (right on target or how far from target was it).

Day 3

.Recap

.Feedback on the Feedback

.Group formal intro and networking

.Coffee break

.Protection Principles

.WASH Chapter

.Lunch break

.Health Chapter (Mental Health)

.Scenario-based final activity

.Feedback (Kobo forms)

.Certificates and welcome to the Sphere Community

Recap

Two volunteered participants conducts the recap of Day 2;

Feedback on the Feedback

Group formal introduction and networking

The Protection Principles

Protection Principles

The Protection Principles support the rights set out in the humanitarian charter and articulate the role that all humanitarian actors can play in protecting people.

Each group picks a Protection Principle at random and must act it out for the other groups to guess which one it is.

Each group has 5 minutes to read the Protection principle and 5 minutes to prepare their show, and 5 minutes to demonstrate it to the group.

Discuss:

Principle1: Dignity and Do no harm

Principle2: Impartial assistance
Principle3: Assist people in need/ recover from.
Principle4: Claim their rights
Ask them/Facilitation team input.

Key message: Protection principles can seem quite theoretical. But actually they can be useful. When designing a program, you can ask yourself 'Does this programme fit with the protection principles? How else do you use the Protection Principles in your work?'

prevent - respond - remedy - build environment that respects right

Wash Chapter

Intro

- . Everything starts with water;
- . Right to life with dignity;
- . Objectives: What are the main objectives when planning a WASH program?

Activity 1

- . The F Diagram
- . Splitting them into 4 or 5 groups;
- . Completing the diagram setting the barriers (WA, S AND H) to the pathways;
- . Links between barriers and pathways
 - . On the same groups and taking into account each category of the WASH standards framework as a barrier: Which are the pathways they act as a barrier?

Activity 2

- . Scenario-based activity;
- . Taking into account the community engagement model on the chapter intro;
- . How will you and your team engage the community in the following points?
 - .Information + Communication
 - .Capacity- Building
 - .Accountability
 - .Participation
 - .Monitoring, Evaluation + Learning and Coordination + Collaboration

Debriefing and Conclusion

- . Case study?
- . Space for sharing on their views of the activity;
- . Key messages
 - . Creating barriers along the pathways;
 - . Community Engagement as a key part of the process;

Lunch break

Health Chapter (Mental Health)

Reading of the Mental Health standard and brief discussion about it, experience sharing and useful tips by Axel;

Scenario-based final activity

Based on a given scenario, the participants break into groups and one of them is chosen to present to the others (in a zoom teleconference made-up background) why the Sphere handbook is useful and can work as a reference in their work;

Feedback (Kobo forms)

Available on QR Codes, the participants should complete it based on their perceptions

about the workshop;

Certificates and welcome to the Sphere Community

Ceremony music on the background, the participants receive their certificates. The previous participant that received the certificate will deliver the next participant's certificate.