

Terms of Reference

List the Sphere activities your organisation is intended to conduct in the next 12 months:

Activity	Description	Timeframe	Persons involved	Communications
+ Sphere/ CHS Trainings for GFFO	1-day training for MFA staff in Berlin on Sphere	Ongoing	German Federal Foreign Office (GFFO) staff / Germany FP	Dr. Oliver Hoffmann
+ Design, implementation (facilitation) and lessons learned of Sphere trainings at various levels	Objective is to strengthen the quality of humanitarian working in a sustainable and long-lasting way by transferring the approach and content of Sphere by facilitating training to staff at all levels and working contexts	Ongoing	Aktion Deutschland Hilft (ADH) Arbeiter-Samariter-Bund (ASB) Johanniter International Assistance	Dr. Markus Moke
+ Respond to Sphere trainings request on an ad hoc basis		When opportunities arise	All	All
+ Minimum Standard vs Minimum Indicators Fact Sheet	Fact Sheet as a lesson learned of the pilot MOOC - Fact sheet prepared by Sphere - revised also by Germany FP	Ongoing	Sphere, Germany FP and the network	All
+ Sphere unpacked Assessment & MEAL	Contribution by Germany FP	Ongoing	Sphere, Germany FP and the network	All
+ MOOC English version		In preparation	Sphere, ADH, World Vision, Axel Schmidt, Dr. Oliver Hoffmann	Dr. Markus Moke
+ Training to German Civil Protection for "Project Support 5000"	Civil protection government body and their NGO counterparts are preparing a scenario of 5000 IDPs/refugees and want to use Sphere as a reference of the response.	In preparation	Federal Office of Civil Protection and Disaster Assistance (BBK) and ASB	Axel Schmidt

Sphere-related activities that were successfully achieved in 2020.

Activity	Description	Timeframe	Persons involved	Communications
+ Introducing Sphere Focal Point Germany to the Association of German Development and Humanitarian Aid NGOs (KOA).	Brief introduction of the 3 persons, their tasks and the revision of the Sphere handbook	DONE	German Federal Foreign Office (GFFO) will follow with Germany FP.	Dr. Oliver Hoffmann
+ Launch of the Sphere Handbook in Berlin (after the launch in Bonn).	Half-day event for humanitarian community, civil protection and MFA in Berlin	DONE (Feb 2020)	GFFO, DHL, Germany FP	Axel Schmidt
+ Translation of the Sphere Handbook into German	As done already for the 2011 Edition	DONE	ADH	Dr. Markus Moke
+ Introduction of the Sphere Focal Points and their work at the VENRO (German NGO umbrella organisation) working group humanitarian Response Vorstellung Sphere Focal Point VENRO AG Humanitäre Hilfe	Introducing the Sphere Focal Points, the revision and translation of the Sphere Handbook and the work of the FPs.	DONE	VENRO Dr. Oliver Hoffmann	Dr. Oliver Hoffmann
+ Pilot MOOC	Test MOOC with other FPs, trainers and Sphere friends to test the content, technology and other aspects of this complex training tool	DONE	ADH & ASB	Axel Schmidt Dr. Markus Moke
+ Sphere DRR Thematic Sheet	Thematic sheet: Disaster Risk Reduction	DONE	ADH and its member organisations	Dr. Markus Moke
+ Sphere and CHS: 2-pager format	The Core Humanitarian Standard in the Sphere Handbook 2018 (summary)	DONE	Sphere office Dr. Oliver Hoffmann	Dr. Oliver Hoffmann