Using Sphere Standards in Urban Contexts | Module 3. Table Top Exercise (TTX)

INSTRUCTOR GUIDE

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| For information on how to use this Instructor Guide and related documents, see “Orientation to Training Package” document |

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# Section 3.0 Introduction

Day Zero in Cape City is a collaborative, open-world tabletop exercise TTX, set in a fictional urban context. It has been designed for in-person or virtual delivery, for groups ranging from 8-24 participants. The TTX spans four hours, including a 30 minute briefing, 2.5 hours of TTX, 30 minutes of debrief, and 30 minutes of feedback. The 2.5hrs of TTX is broken down into five 25-minute “rounds” consisting of a 20 minute “day” and 5 minute “briefing”.

Note: Facilitators must constantly encourage participants to follow the Sphere philosophy, choose appropriate standards, and adapt indicators and guidance notes. The roving facilitator is encouraged to remind participants throughout the exercise.

## 3.0.A Purpose

The purpose of the TTX is to give participants the opportunity to implement some of their learnings on systems mapping, urban contexts, and adapting sphere indicators in a simulated environment, while managing complex webs of competing interests (associated with assigned roles).

## 3.0.B Participants’ Goal

Identify needs and opportunities in an urban population affected by humanitarian crisis, map and coordinate with other key stakeholders, and implement projects informed by the Sphere Standards.

## 3.0.C Roles

To deliver this Table Top Exercise (TTX), you need:

* 8-24 Participants
* 2-3 Facilitators
  + FAC1 to manage the technical platform
    - setting up breakout rooms, moving participants, managing the chat
  + FAC2 to manage the story
    - monitoring the working documents and approving/denying action submissions)
  + \*Optional\* FAC3 to manage the learning & Sphere Integration
    - Circulating through the Home Rooms, supporting participants integration and application of Sphere and learnings from Modules.

Note: It is preferable if all facilitators have had the opportunity to observe a TTX delivery first (train the trainers module), as this aids in the management of such a large virtual exercise.

## 3.0.D Zoom Call Set Up (SET UP 1 HR BEFORE TTX)

\*If you are proficient with Zoom and have the emails with which participants are signing in, you can pre-set the Home Rooms with participant roles the night before.

* One Main Briefing Room (Main Call)
  + FAC1 & FAC2 will work from here
* Four Home Rooms (Breakout 1-4)
  + Community Network
  + UN & Donor Network
  + NGO Network
  + Municipal Government Network
* Four Meeting Rooms (Breakout 5-8)
  + Community Centre - Meetings run by the Community
  + UN HQ - Meetings run by the UN
  + NGO Hub - Meetings run by NGOs
  + City Hall - Meetings run by City Government

Facilitators are encouraged to explore other online platforms that allow participants to move freely between rooms. One good suggestion is

<https://www.wonder.me/>

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# Section 3.1 Exercise Flow

Complete 5 rounds “days” of actions, demonstrating the use of Sphere, understanding of Urban Contexts, and collaboration. The aim of the exercise is not to have all of the needs met - but rather to show the complexities of mapping systems and needs, coordinating multiple stakeholders, and implementing an effective response.

## 3.1.A Actions

* There are five rounds - each round is an All-Networks Briefing in the Briefing Room (Main Zoom Call) followed by 10 minutes in their respective Home Rooms, or in Round 2-5, the Meeting Rooms (where members of different Networks can meet).
* Each round, each *Network*can collectively do 2 actions (or less) from the following:
  + ***Map:*** Describe what you would like to know about the urban context, stakeholders, complexities, or needs, and describe the tools, approaches, and assets you will use to gain that information.
    - If approved by Exercise Control, information will be shared.
    - If insufficient detail for Exercise Control, elaboration will be requested.
    - If denied by Exercise Control, the same request may be made again.
  + *FAC2 is responsible for responding to and recording (for FAC1 to share during briefings) narrative elements requested by the participants.*
  + ***Coordinate:*** Describe your motivation to meet with members of another network, the duration of the meeting, and where you would like the meeting to happen.
    - If approved by Exercise Control, the participating members will be sent from the Briefing Room to the respective Meeting Room
    - If insufficient detail for Exercise Control, elaboration will be requested.
    - If denied by Exercise Control, the same request may be made again.
  + *FAC2 is responsible for re-allocating the selected participants from their Home Room to the correct Meeting Room while FAC1 provides the daily briefing.*
  + *Meetings should be <10 minutes, and then participants should “Leave Breakout Room” to return to the Main Room, where FAC1 will return them to their Home Room.*
  + ***Implement:*** Describe the need that you have identified, the standards you are applying and indicators that you will use/adapt to monitor, and the assets you will be mobilising.
    - If approved by Exercise Control, the need will be identified as met during the next Daily Briefing
    - If insufficient detail for Exercise Control, elaboration will be requested.
    - If denied by Exercise Control, the same request may be made again.
  + *FACILITATOR NOTE: At the start of the round following an approved Implement request, brief the all networks on the actions implemented.*

## 3.1.B Submitting Actions

* Networks submit their action requests by the 15 minute mark of each “Day” using Slide 1 of their specific Google Slides Template. Exercise Control will monitor and approve, request more detail, or deny action requests on this same slide.
  + - The sooner a request is made, the less likely it will conflict with other requests. However coordination within the network, and with the other networks in later turns will take time.
  + Community Network:
    - (LINK)
  + UN & Donor Network:
    - (LINK)
  + NGO Network:
    - (LINK)
  + Municipal Government Network:
    - (LINK)

## 3.1.C Examples of Game Play

The open-world design means that while there are certain “set” elements of the story (the names of places, the participant roles, key issues) the majority of the narrative or “world-building” happens through interaction between participants and facilitators.

* *Example 1: On Day 1, NGO participants may submit a Coordinate action to ask the Local Government participants how many people are in need of drinking water in North Cape, and the Local Government participants will decide to share a number (not exceeding the total population). On Day 2, NGO participants may then submit an Coordinate action, to solicit funding for a project based on the identified needs. On Day 3, they submit an Implement Action, based on their specific organisational scope, informed by sphere standards, to provide water to those people.*
* *Example 2: On Day 1, UN Network may submit a Map action, asking facilitators for areas of highest need in Western Cape. Facilitators will provide this information to the team directly. On Day 2, UN Network may submit a Coordinate action with NGOs and Government to share this information. On Day 3, Government may submit an Implement action to respond to those needs.*

# Section 3.2 Exercise Timeline

*Preceded by 30 mins of briefing, followed by 30 mins of technical debriefing/teaching, and 30 minutes of evaluation/feedback time for a total run time of 4 hours.*

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| **Time (mins)** |  |
| 0-30 | Briefing on the exercise:   * FAC 1 allocates participants teams sent to respective Home Rooms as they sign in. * FAC2 reviews instructions, run through of action submission mechanism, ensure participants change names to “ROLE [Network]” ie; “Mayor [Municipal Government]” |
| 30-35 | First Briefing -   * FAC1 shares news from Cape City |
| 35-55 | Day 1 -   * FAC1 opens and dispatches participants to Home Rooms * PARTICIPANTS interact in character, begin stakeholder mapping and planning their first two actions * PARTICIPANTS submit their first two action requests by the 15 minute mark * FAC2 has all 4 network documents open, reviews and approves/denies actions as they are submitted |
| 55-60 | Second Briefing -   * FAC1 shares news from Cape City * FAC2 allocates participants to Meeting Rooms based on *Coordinate* actions submitted. |
| 60-80 | Day 2 -   * FAC1 opens and dispatches participants to Home Rooms * PARTICIPANTS in Meeting Rooms have 10 minutes to meet, then must return to the Main Room where FAC1 will move them to their Home Room. * PARTICIPANTS not in Meetings continue to map and consider actions to be taken, and use information from those in Meetings upon their return to the Home Room. * PARTICIPANTS submit their two action requests by the 15 minute mark * FAC2 has all 4 network documents open, reviews and approves/denies actions as they are submitted |
| 80-90 | Participants return to Main Room, 10 MINUTE BREAK |
| 90-95 | Third Briefing -   * FAC1 shares news from Cape City * PARTICIPANTS can share news with all Networks * FAC2 allocates participants to Meeting Rooms based on *Coordinate* actions submitted. |
| 95-115 | Day 3 -   * FAC1 opens and dispatches participants to Home Rooms * PARTICIPANTS in Meeting Rooms have 10 minutes to meet, then must return to the Main Room where FAC1 will move them to their Home Room. * PARTICIPANTS not in Meetings continue to map and consider actions to be taken, and use information from those in Meetings upon their return to the Home Room. * PARTICIPANTS submit their two action requests by the 15 minute mark * FAC2 has all 4 network documents open, reviews and approves/denies actions as they are submitted |
| 125-130 | Fourth Briefing -   * FAC1 shares news from Cape City * PARTICIPANTS can share news with all Networks * FAC2 allocates participants to Meeting Rooms based on *Coordinate* actions submitted. |
| 130-150 | Day 4 -   * FAC1 opens and dispatches participants to Home Rooms * PARTICIPANTS interact in character, begin stakeholder mapping and planning their first two actions * PARTICIPANTS in Meeting Rooms have 10 minutes to meet, then must return to the Main Room where FAC1 will move them to their Home Room. * PARTICIPANTS not in Meetings continue to map and consider actions to be taken, and use information from those in Meetings upon their return to the Home Room. * PARTICIPANTS submit their two action requests by the 15 minute mark * FAC2 has all 4 network documents open, reviews and approves/denies actions as they are submitted |
| 150-155 | Fifth Briefing -   * FAC1 shares news from Cape City * PARTICIPANTS can share news with all Networks * FAC2 allocates participants to Meeting Rooms based on *Coordinate* actions submitted. |
| 155-175 | Day 5-   * FAC1 opens and dispatches participants to Home Rooms * PARTICIPANTS interact in character, begin stakeholder mapping and planning their first two actions * PARTICIPANTS in Meeting Rooms have 10 minutes to meet, then must return to the Main Room where FAC1 will move them to their Home Room. * PARTICIPANTS not in Meetings continue to map and consider actions to be taken, and use information from those in Meetings upon their return to the Home Room. * PARTICIPANTS submit their two action requests by the 15 minute mark * FAC2 has all 4 network documents open, reviews and approves/denies actions as they are submitted |
| 175-180 | Final Briefing -   * FAC1 shares news from Cape City * FAC2 shares what has been accomplished/final actions from Day 5 |
| 180-210 | DEBRIEFING OF EXERCISE/LEARNINGS   * FAC1 & FAC2 prompt discussion on challenges using sphere, use of targets & indicators,challenges of characters * Participants share their roles, challenges, how they felt they were able to integrate learnings from Modules 1 and 2. |
| 210-240 | Time for Feedback on full training, circulate survey. |

# Section 3.3 Scenario

Cape City is a large urban centre with a population of 4,252,300 across the greater metropolitan area. There are high (West Cape; pop ~300,000), mid (North Cape; pop ~2,250,000), and low (East Cape; ~1,250,000) socioeconomic status sectors of the city, each with their own unique needs and service access. There is a history of racial and religious tensions within the city, particularly between East and West Cape.

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## 3.3.A Major Needs

1. **Water -** Drought has struck Cape City for the last two years, with an overall trend towards reduced rainfall, hotter temperatures, and increased urban demand for water. Over the last six months, the municipal government has implemented a series of increasing water restrictions, warning of an impending Taps Off day, where municipal water access will be shifted to local collection points.
2. **Food -** The drought has significantly impacted local food production and water restrictions have made irrigation challenging/expensive. International agencies have been asked by local government to assist in providing the poorest communities with food aid.
3. **Sanitation** - The lack of water has made sanitation an issue, with proper handwashing, bathing, and toileting being compromised. Public defecation has increased, and certain areas are seeing improper disposal of household wastes.
4. **Health -** The drought has led to increased rates of dehydration and hyperthermia, and hospitals are concerned with their own access to water. If doctors and nurses must cue to access household water, staff turnout will reduce. Increased sanitation issues leading to cases of acute watery diarrhea (and associated issues of dehydration in the face of water shortages).
5. **Shelter -** Residents of down-river townships have been struck by even more severe shortages, and without the upstream dam water infrastructure, they have been leaving their homes to access aid and water in the city, setting up informal settlements along the perimeter. Several thousand more are expected.
6. **Safety -** Shortages of water and food have led to increasing tensions between the inhabitants of higher and lower resource areas of the city.

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## 3.3.B Briefing Scripts

The briefings are the key way to add “needs” and new information into the scenario and make the world come alive. Participants should be writing notes from each briefing to inform their next day’s actions. Below is a rough script for the daily Briefings but the TTX will be much more lively and responsive if facilitators use the actions that the teams submit in the previous day to inform their briefing for the next day.

|  |  |
| --- | --- |
| First Briefing | Hello and welcome to the first All Networks Briefing. We’ll jump right into things. As you know, Cape City is a large urban metropolis. Sections of the city are high socio economic status (SES) with extensive services, while others are very low resourced. There is a history of racial and religious tensions within the city.  Media Reports have identified the following issues:   1. Drought - Drought has struck Cape City for the last two years, with an overall trend towards reduced rainfall, hotter temperatures, and increased urban demand for water. Over the last six months, the municipal government has implemented a series of increasing water restrictions, warning of an impending Taps Off day, where municipal water access will be shifted to local collection points. 2. Water Stockpiling - Containers are sold out across the city, and jugs of water sell out at the supermarket before they arrive. 3. Movements from down river communities towards the city have been noted, so we are anticipating an influx of population and increased demands on the already limited resources. 4. Agricultural shortages - The drought has significantly impacted local food production and water restrictions have made irrigation challenging/expensive. International agencies have been asked by local government to assist in providing the poorest communities with food aid. 5. Upcoming Election - There is an election coming up early next year and municipal leaders are showing their dedication to the community through strong messaging and actions. 6. Fire Risks - The drought has also increase the fire risk in the periurban areas surrounding Cape City.   Are there any questions?  Please head to your Home Rooms, begin to map your knowledge of the context, stakeholders, risks, and needs, and submit your first actions within 15 minutes. |
| Second Briefing | Brief based on actions taken and meetings being had from the Day 1 Round.   1. Key Meetings: 2. Key information solicited by groups to be shared with all:   Media Reports today have identified the following:   * The government has announced the imposition of further water restrictions, Taps Off - 6.6 Gallons/person/day from local distribution points - lines have been reported as taking 30 minutes in West Cape, averaging 1 hour in the North, and up to 2 hours in the East. * News of poorer people taking water from the swimming pools of wealthy leading to conflicts, calls from the North to increase policing   Are there any questions?  Please return to your Home Rooms, continue to map your knowledge of the context, stakeholders, risks, and needs, and submit your next actions within 15 minutes. If you requested and had a meeting approved, the specific individuals will be moved to a meeting room. After 10 minutes you must click “leave breakout room” to return to this main briefing room, from where you will be sent back to your Home Room to join your colleagues. |
| Third Briefing | Brief based on actions taken and meetings being had from the Day 1 Round.   1. Key Meetings: 2. Key information solicited by groups to be shared with all: 3. Key Actions taken:   Media Reports have identified the following issues:   * Fire breaks out on the outskirts of town, Emergency Services Minister calls negligence and says that daily water limit should be at Sphere levels to further save water for these events. There is a request for people in the East Cape and Informal Settlements to not use wood burning stoves for cooking. * People in informal settlements on the fringes of the East Cape are increasing. In the absence of adequate water, and sanitation facilities, public defecation has been reported. Waste removal has also been poor.   Are there any questions?  Please return to your Home Rooms, continue to map your knowledge of the context, stakeholders, risks, and needs, and submit your next actions within 15 minutes. If you requested and had a meeting approved, the specific individuals will be moved to a meeting room. After 10 minutes you must click “leave breakout room” to return to this main briefing room, from where you will be sent back to your Home Room to join your colleagues. |
| Fourth Briefing | Brief based on actions taken and meetings being had from the Day 1 Round.   1. Key Meetings: 2. Key information solicited by groups to be shared with all: 3. Key Actions taken:.   Media Reports have identified the following issues:   * Water Minister and Emergency Services Minister introduce vote of non-confidence in Mayor * The health sector is facing shortages in staff in certain regions as they are needing to to queue for water and unable to do their own daily activities for their family in addition to work. * People living in East Cape will be able to pick up food aid from the city with formal identification - but many of the people in informal settlements are attempting to access it as well leading to long queues as these people do not have ID.   Are there any questions?  Please return to your Home Rooms, continue to map your knowledge of the context, stakeholders, risks, and needs, and submit your next actions within 15 minutes. If you requested and had a meeting approved, the specific individuals will be moved to a meeting room. After 10 minutes you must click “leave breakout room” to return to this main briefing room, from where you will be sent back to your Home Room to join your colleages. |
| Fifth Briefing | Brief based on actions taken and meetings being had from the Day 1 Round.   1. Key Meetings: 2. Key infomation solicited by groups to be shared with all: 3. Key Actions taken:   There are no new media reports for today.  Are there any questions?  Please return to your Home Rooms, continue to map your knowledge of the context, stakeholders, risks, and needs, and submit your next actions within 15 minutes. If you requested and had a meeting approved, the specific individuals will be moved to a meeting room. After 10 minutes you must click “leave breakout room” to return to this main briefing room, from where you will be sent back to your Home Room to join your colleages. |
| Final Briefing | Final Briefing -   * FAC1 shares news from Cape City * FAC2 shares what has been accomplished/final actions from Day 5 |

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# Section 3.4 Participant Roles

Roles indicated with (1) should be allocated first, (2) second, (3) third to maximise exercise effectiveness with groups of varying sizes. When sending these roles to individuals, emphasise the importance of *playing* the role, not just reading it.

Note: Facilitators must ensure adequate representation of various types of actors, particularly locally grounded actors. If the number of local actors who participate is low, make changes to emphasize this segment's role as key influencers of the response.

*Municipal Government Network*

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| Mayor(1)  *[Municipal Government Network]* | **Role:** Planning, oversight, coordination. The mayor takes in information and makes decisions. Makes or changes rules, if required. You know about Sphere, and use it to calculate minimums.  **Unique Information:** Comes from North Cape and has particular sway with the citizens through community organisation  **Personal concern:** There is an upcoming election, and the Mayor is suspicious that the Minister of Emergency Services is considering running for election as mayor, so you seek to make them look bad or take credit for their actions. |
| Minister of Water & Infrastructure(1)  *[Municipal Government Network]* | **Role:** Ensuring water delivery. You know about Sphere, and the importance of adapting, rather than just using the indicators.  **Unique Information:** Can ask and determine information regarding the need for water. Lack of water creates unhealthy people (thirst, illness).  **Personal concern:** Water provision isn’t your passion, politics is - and you want to be mayor. |
| Minister of Emergency Services(1)  *[Municipal Government Network]* | **Role:** Address, contain, influence emergency events such as fires, damage, violence, etc.  **Unique Information:** You know that there is an extreme fire risk in the periand that this should be a peak concern.  **Personal concern:** You feel it is important that you are the face of Emergency Service response, and want to speak directly to the people, not through the Mayor. You have no interest in becoming mayor. |
| Minister of Agriculture(2)  *[Municipal Government Network]* | **Role:** Coordinate access to food, as well as representing the more rural, agrarian communities in the Greater Cape City Area.  **Unique Information:** You are aware of growing malnutrition issues in the city, and that a lack of access to food will spark political tension.  **Personal concern:** You wish to join FAO/the UN network - and are quite eager to collaborate with them. |
| Minister of Health(2)  *[Municipal Government Network]* | **Role:** Ensure emergency medical services are functioning  **Unique Information:**  **Personal concern:** Lack of water creates unhealthy people (thirst, illness) - you believe that health services |
| Leader of the Opposition(2)  *[Municipal Government Network]* | **Role:** Challenging all of the decisions made by the Ministers.  **Unique Information:** You know the Water Minister is aiming for a Mayoral bid, and seek to highlight their disagreements.  **Personal concern:** To undermine the government and represent the wealthy citizens of Cape City. |

*Community Network*

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| Low SES Sector Citizen(1)  *[Community Network]* | **Role:** You represent the low SES citizens of East Cape.  **Unique Information:** You know that the government is hiding the true number of deaths and illness due to lack of water and food. You know that the high SES citizens are still getting all the water they need and more but are not being fined. You know a lot about the community and want to share your knowledge.  **Personal concern:** You are trying to get food and water from wherever you can - but are somewhat skeptical of iNGOs and UN. |
| High SES Sector Citizen(1)  *[Community Network]* | **Role:** You represent the high SES citizens of West Cape  **Unique Information:** You know that with enough money, you can have all the water you need brought in through black market means. You are willing to donate to relief funds for iNGOs.  **Personal concern:** You are concerned that the East Cape residents are going to start stealing from you - and want the government to focus on security at this time. |
| Local Aquapreneur(2)  *[Community Network]* | **Role:** You are an Aquapreneur selling water, mainly to West Cape, but will go to whoever can pay.  **Unique Information:** You know that West Cape is also buying water illegally for swimming pools and luxury use, which has been banned, but not being fined. You can facilitate a water supply chain.  **Personal concern:** You want to secure a contract with the government to provide water through their systems. |
| Local Media(2)  *[Community Network]* | **Role:** You are the local media - your role is to try to interview anyone you can to find out what they know.  **Unique Information:** You know that the levels of death and disease due to the drought and water mismanagement is higher than reported. You also know that there is rainfall expected to replenish the dams - and that the restrictions may be too extensive.  **Personal concern:** You wish to promote the work of the emergency services minister and get them in the spotlight, as they are your cousin. |
| Local Spiritual Leader(3)  *[Community Network]* | **Role:** You are a local spiritual leader who believes that the morals of the city have been corrupted and that the drought is divine punishment.  **Unique Information:** You do not have unique information.  **Personal concern:** You will support the citizens of the East Cape, as you believe that moral corruption begins in the government, and in the North. |
| Mid SES Sector Citizen(3)  *[Community Network]* | **Role:** You represent the Mid SES sector of North Cape.  **Unique Information:** You know that there are tensions between East and West, and that tensions will lead to conflict, so you act as a peacemaker.  **Personal concern:** You believe the Water Minister would make a better Mayor, despite the current mayor’s allegiances. You wish to promote the water mayor’s work. |

*UN & Donor Network*

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| UNOCHA(1)  *[UN & Donor Network]* | **Role:** You seek to promote the values of the UN and coordinate effective, ethical humanitarian response.  **Unique Information:** You know that WFP and FAO will only take meetings in the UN Hub, and not in the community - and will seek to facilitate this.  **Personal concern:** You believe the mayor is restricting humanitarian access and hiding the real number of deaths and illnesses to avoid repercussions in the upcoming election. |
| WFP(1)  *[UN & Donor Network]* | **Role:** You seek to provide food and water to the communities. You rely on adapting Sphere and expect to use it to coordinate aid.  **Unique Information:** You know that in order for any NGO to move assets in the city they need to come to you first - and you will try to communicate that with them.  **Personal concern:** You believe the mayor is restricting humanitarian access and hiding the real number of deaths and illnesses to avoid repercussions in the upcoming election. |
| USAID(2)  *[UN & Donor Network]* | **Role:** You are seeking to fund NGOs delivering aid to the groups most in need in North Cape. You expect Sphere to be referenced in bids for your funds.  **Unique Information:** You know that the government is not accurately tracking death and disease and that underreporting of needs is rampant in North Cape.  **Personal concern:** The US government does not agree with the politics of the Water Minister and will only speak to the Mayor. |
| UNHCR(2)  *[UN & Donor Network]* | **Role:** You are focused on Refugees and Internally Displaced Persons in Cape City.  **Unique Information:** You have been tracking an influx of IDPs from downstream regions, who will put an even further strain on Cape City in the coming days.  **Personal concern:** You are concerned with the lack of coordination of humanitarian organisations and will give OCHA a difficult time, but ultimately collaborate. |
| Govt of Canada(3)  *[UN & Donor Network]* | **Role:** You are seeking to fund NGOs delivering aid to the groups most in need in East Cape.  **Unique Information:** You have been informed by UNHCR that most of the IDPs are settling in the East Cape.  **Personal concern:** You feel that USAID is not focusing its energies on where needs are the highest and instead pushing for political motives by focusing on the North Cape. |
| FAO(3)  *[UN & Donor Network]* | **Role:** You are focused on the agricultural impacts of the drought.  **Unique Information:** You know that grain stores are low and that the cost of grain (and therefore bread and basic foods) will rise in the next few days  **Personal concern:** You believe the mayor is restricting humanitarian access and hiding the real number of deaths and illnesses to avoid repercussions in the upcoming election. |

*NGO Network*

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| Cape Red Cross(1)  *[NGO Network]* | **Role:** Delivery of health response across Cape City. You rely on Sphere to ensure appropriate access and care in your response.  **Unique Information:** You are aware that if water restrictions lead to Taps Off, doctors and nurses will need to have water provided for them so they do not need to wait at collection points - and want to speak with the government to make them a priority group.  **Personal concern:** You and MSF must collaborate to meet a health need in a community. MSF will want to work independently. |
| MSF(1)  *[NGO Network]* | **Role:** Delivery of health response across Cape City. You rely on Sphere to ensure appropriate access and care in your response.  **Unique Information:** You are aware of sanitation issues leading to cases of Acute Watery Diarrhoea in the East Cape and want to focus on mitigating a potential cholera outbreak, and require access to extra water.  **Personal concern:** You believe that the Cape Red Cross is keeping silent in the face of government misreporting and want to work independently for health delivery. |
| ICRC(2)  *[NGO Network]* | **Role:** Responseand reunification efforts for migrant populations.  **Unique Information:** You have been informed by UNHCR that most of the IDPs are settling in the East Cape. You believe that lack of shelter is a major issue and want to bring this to the forefront of the Municipal Government’s attention.  **Personal concern:** You are concerned that the Cape Red Cross is overwhelmed and will keep trying to book meetings to check in. |
| World Vision(2)  *[NGO Network]* | **Role:** Focused on general aid provision in East Cape.  **Unique Information:** You know that malnutrition is extremely high as well as an increase in maternal mortality over the last 2 years.  **Personal concern:** You are eager to get additional funding from USAID and will try to schedule time with them to fund your projects on maternal health and youth malnutrition. |
| Oxfam(3) | **Role:** You are focused on water access and logistics, focusing on East Cape.  **Unique Information:** The lack of water has made sanitation an issue, with proper handwashing, bathing, and toileting being compromised. Public defecation has increased, and certain areas are seeing improper disposal of household wastes.  **Personal concern:** You are eager to get additional funding from USAID and will try to schedule time with them to fund your projects on maternal health and youth malnutrition. |
| Human Rights Watch(3) | **Role:** Your role is to try to interview anyone you can to find out what they know about the underreporting of deaths and illness.  **Unique Information:** You know that the government is not accurately tracking death and disease and that underreporting of needs is significant in North Cape.  **Personal concern:** You want to speak directly to the Mayor. |

# Section 3.5 Participant Email Template (SEND NIGHT BEFORE TTX)

Use the following email template, copy and pasting the roles from the table in the previous section into the email. Each participant must receive their own unique email, as their roles must be kept secret and there are four *different* Network documents to attach based on the role.

Subject: *Sphere in Urban Contexts TTX Role*

*Dear Sphere in Urban Contexts Participant.*

*Below is your role for the Module 3 Table Top Exercise [TTX] taking place from [Date & Time]. Attached you will also find your Network Working Document - this has more information about how the exercise will run. Please take the time to familiarize yourself with the first few slides of instructions.*

*When you sign onto Zoom, please change your screen name to your Role [Network] to help facilitators.*

|  |  |
| --- | --- |
| ROLE  [Network] | **Role:** […]  **Unique Information:**  […]  **Personal concern:**  […] |

*It is important that you familiarise yourself with your role (what you do in the game), unique information (things you know about the urban context or other stakeholders that others may not), and personal concerns (your motives). These pieces of information are meant to influence how you act, and should* ***not*** *just be read out loud. This is critical to the exercise coming to life.*

*For example, if you have a personal concern about the corruption of a colleague, you should question their motives, block their ideas, and draw attention to their actions, rather than just saying “I think they are corrupt”.*

*If you have any questions, please contact [FAC1 or FAC2 Contact]*

*The Zoom Link for the TTX is below.*

*Thank you, and we look forward to seeing you online tomorrow!*

*Sincerely,*

*Urban Sphere TTX Facilitation Team*

# Section 3.6 Participant List Template

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Email** |
| Mayor(1)  *[Municipal Government Network]* |  |  |
| Minister of Water & Infrastructure(1)  *[Municipal Government Network]* |  |  |
| Minister of Emergency Services(1)  *[Municipal Government Network]* |  |  |
| Minister of Agriculture(2)  *[Municipal Government Network]* |  |  |
| Minister of Health(2)  *[Municipal Government Network]* |  |  |
| Leader of the Opposition(2)  *[Municipal Government Network]* |  |  |
| Low SES Sector Citizen(1)  *[Community Network]* |  |  |
| High SES Sector Citizen(1)  *[Community Network]* |  |  |
| Local Aquapreneur(2)  *[Community Network]* |  |  |
| Local Media(2)  *[Community Network]* |  |  |
| Local Spiritual Leader(3)  *[Community Network]* |  |  |
| Mid SES Sector Citizen(3)  *[Community Network]* |  |  |
| UNOCHA(1)  *[UN & Donor Network]* |  |  |
| WFP(1)  *[UN & Donor Network]* |  |  |
| USAID(2)  *[UN & Donor Network]* |  |  |
| UNHCR(2)  *[UN & Donor Network]* |  |  |
| Govt of Canada(3)  *[UN & Donor Network]* |  |  |
| FAO(3)  *[UN & Donor Network]* |  |  |
| Cape Red Cross(1)  *[NGO Network]* |  |  |
| MSF(1)  *[NGO Network]* |  |  |
| ICRC(2)  *[NGO Network]* |  |  |
| World Vision(2)  *[NGO Network]* |  |  |
| Oxfam(3) |  |  |
| Human Rights Watch(3) |  |  |

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