# How to use the participants guide

This document provides guidance on how to use participant guide materials and stay engaged in the learning environment.

Participants guide are Google Slides template provided for instructors to create copies and distribute to each group. Group members will use this document as a virtual whiteboard and brainstorming space, to take notes, to synthesise ideas for reporting to plenary debrief, and to collaborate on activities. This guide serves best in online training modality.

It is recommended that this guide, along with the Participants Guide, should be shared with participants prior to the training. It could also be used to introduce participants to the activity’s environment in Module 0.

**Document Contents:**

* Course structure
* Description of activities and group dynamics
* Additional notes for participants

# Course Structure

|  |  |
| --- | --- |
| Module 1. Introduction to Humanitarian Response in Urban Contexts | |
| **SECTION** | **SUB-SECTION** |
| 1.0  Introduction to Humanitarian Response in Urban Contexts | 1.0.A. Case Study: War in Ukraine  🔴 Activity 1.0. Introducing the Urban Context (Required)  1.0.B. Key Features of Urban Contexts  🔵 Activity 1.0. Why Are Urban Contexts Important? (Optional)  1.0.C. Framing Urban Contexts Through Systems Thinking  1.0.D. Learning Objectives for Module 1  1.0.E. Module Overview  1.0.F. Additional Reading |
| 1.1  Defining the Urban Context | 1.1. Section Overview  🔴 Activity 1.1. Part 1 - Define the Urban Context (Required)  1.1.A. Definitions of Urban Contexts  🔵 Activity 1.1. Part 2 - Group Definition of the Urban Context (Optional)  1.1.B. Comparing Contexts  1.1.C. Identifying Opportunities  1.1.D. Identifying Challenges  1.1.E. Additional Reading |
| 1.2  Conceptualizing the urban context | 1.2. Section Overview  1.2.A. Conceptualising Urban Response  1.2.B. Needs Analysis Using a People-Centred Approach  🔴 Activity 1.2. Part 1 - Needs Analysis Using a People-Centred Approach (Required)  1.2.C. Context Analysis Using a Systems Approach  🔴 Activity 1.2. Part 2 - Systems Modelling Using the Five Urban Systems Approach (Required)  1.2.E. Additional Reading |
| 1.3  Complexity in Urban Contexts | 1.3. Section Overview  1.3.A. Origins of Complexity  1.3.B. Urban Risk and Vulnerability  🔵 Activity 1.3. Conceptualising Risk and Vulnerability (Optional)  1.3.C. Urban Communications and Information Management  🔵 Activity 1.3. Exploring Complexity in the Urban Context (Recommended)  1.3.D. Additional Reading |
| 1.4  Conclusions | Module Conclusions |
| MODULE 2. Adapting and Applying Sphere Standards in Urban Contexts | |
| 2.0  Introduction to Sphere Standards in Urban Contexts 4 | 2.0.A. Relating Needs, Context, & Standards  2.0.B. Learning Objectives for Module 2  2.0.C. Module Overview  2.0.D. Additional Reading |
| 2.1.  Defining the Sphere Standards | 2.1. Section Overview  2.1.A. Defining Sphere  🔵 Activity 2.1. HSP Card Arrangement Activity (Optional)  2.1.B. The Sphere Handbook  2.1.C. Defining the Sphere Standards  2.1.D. Meeting Sphere Standards  🔴 Activity 2.1. Standards vs. Indicators (Required)  2.1.E. Additional Reading |
| 2.2.  Conceptualising the Sphere Standards in Urban Contexts | 2.2. Section Overview  2.2.A. Sphere Standards in Urban Contexts  2.2.B. Urban Complexity & Sphere  2.2.C. Case Study: War in Ukraine  🔴 Activity 2.2. Exploring Standards in the Urban Context (Required)  2.2.D. Conceptualising Application  2.2.E. Adapting Indicators  🔴 Activity 2.2. Adapting Indicators for the Urban Context (Required)  2.2.F. Additional Reading |
| 2.3  Applying the Sphere Standards in Urban Contexts | 2.3. Section Overview  2.3.A. Practise Applying the Standards  🔴 Activity 2.3. Standards, Indicators, and Systems (Required)  2.3.B. Additional Reading |
| 2.4  Key Considerations | Section 2.4. Key Considerations  2.4. Section Overview  🔴 Activity 2.4. Peer Learning (Required)  2.4.A. Lessons Learned  2.4.B. Key Takeaways  2.4.C. Additional Reading |
| 2.5  Conclusions | 2.5.A. Module 2 Conclusions  2.5.B. Overview of Module 3. The Capstone Simulation Exercise |
| MODULE 3. Applying the Sphere Standards to an Urban Humanitarian Response TTX | |
| 3.0  Introduction to the TTX | 3.0 Introduction  3.1 Roles  3.2 Exercise Landscape  3.3 Actions  3.4 Submitting Actions |
| 3.1  Simulation | TTX Simulation |

# Course Activities

|  |  |  |
| --- | --- | --- |
| Activities in Module 1 | Key features | Working groups arrangements |
| **First Activity 10 minutes** | | |
| 1.0 Introducing the Urban Context | 1.0 Group work based on Ukrainian case study situation report 1. | 1.0 Group discussion can be recorded on the *Discussion Notes* slide of the *Participant Guide* Google Slides template.  1.0 Group work summery can be recorded on the *Syntheses* slide of the *Participant Guide* Google Slides template in order to be shared with other groups in the main room.  1.0 Each group should designate a notetaker and a speaker.  1.0 Notetaker and speaker are expected to share their screens during group discussions and presentations.  1.0 All participants during group works are encouraged to open their cameras unless they face technical or connection issues. |
| **Second Activity 5 minutes** | | |
| 1.1 Part 1 - Define the Urban Context | 1.1 Brainstorming and group discussion on defining the urban context. | 1.1 Group discussion can be recorded on the *Discussion Notes* slide of the *Participant Guide* Google Slides template.  1.1 Group work summery can be recorded on the *Syntheses* slide of the *Participant Guide* Google Slides template in order to be shared with other groups in the main room.  1.1 Each group should designate a notetaker and a speaker.  1.1 Notetaker and speaker are expected to share their screens during group discussions and presentations.  1.1 All participants during group works are encouraged to open their cameras unless they face technical or connection issues. |
| **Third Activity 15 minutes** | | |
| 1.2 Part 1 - Needs Analysis Using a People-Centred Approach | **1.2 Part 1, Step 1:** Group work on stakeholders’ identification based on Ukrainian case study situation report 2.  **1.2 Part 1, Step 2:** Group work on needs’ identification based on Ukrainian case study situation report 2.  **1.2 Part 1, Step 3:** Group work on assets’ identification based on Ukrainian case study situation report 2.  **Discussion:** Share needs analysis maps and discussion findings with other groups in the main room.  **Activity wraps up:** Open discission in the main room to wrap up the activity. | 1.2 Group discussion can be recorded on the *Discussion Notes* slide of the *Participant Guide* Google Slides template.  1.2 Group work summery can be recorded on the *Syntheses* slide of the *Participant Guide* Google Slides template in order to be shared with other groups in the main room.  1.2 Each group should designate a notetaker and a speaker.  1.2 Notetaker and speaker are expected to share their screens during group discussions and presentations.  1.2 All participants during group works are encouraged to open their cameras unless they face technical or connection issues. |
| **Fourth Activity 30 minutes** | | |
| 1.2 Part 2 - Systems Modelling Using the Five Urban Systems Approach | **1.2 Part 2, Step 1:** Group work on assigning systems using the SPICE approach based on Ukrainian case study situation report 3.  **1.2 Part 2, Step 2:** Group work on mapping relationships (part I) using the SPICE approach based on Ukrainian case study situation report 3. This part involves identifying and mapping stakeholders and subsystems within the system.  **1.2 Part 2, Step 3:** Group work on mapping relationships (part II) using the SPICE approach based on Ukrainian case study situation report 3. This part involves identifying and mapping needs and assets within the system.  **1.2 Part 2, Step 4:** Group work on mapping relationships (part III) using the SPICE approach based on Ukrainian case study situation report 3. This part involves identifying and mapping relationships between stakeholders, subsystems, needs, and assets within the system.  **Discussion:** Share system maps and discussion findings with other groups in the main room.  **Activity wraps up:** Open discission in the main room to wrap up the activity. | 1.2 Group discussion can be recorded on the *Discussion Notes* slide of the *Participant Guide* Google Slides template.  1.2 Group work summery can be recorded on the *Syntheses* slide of the *Participant Guide* Google Slides template in order to be shared with other groups in the main room.  1.2 Each group should designate a notetaker and a speaker.  1.2 Notetaker and speaker are expected to share their screens during group discussions and presentations.  1.2 All participants during group works are encouraged to open their cameras unless they face technical or connection issues. |
| Activities in Module 2 | Key features | Working groups arrangements |
| **First Activity 15+ minutes** | | |
| 2.1 Standards VS. Indicators | **2.1 Step 1:** Group work based on images of Scenarios.  **2.1 Step 2:** Group discussion around meetings Standards and Indicators.  **Discussion:** Importance and relevance of indicators. | 1.0 Group discussion can be recorded on the *Discussion Notes* slide of the *Participant Guide* Google Slides template.  1.0 Group work summery can be recorded on the *Syntheses* slide of the *Participant Guide* Google Slides template in order to be shared with other groups in the main room.  1.0 Each group should designate a notetaker and a speaker.  1.0 Notetaker and speaker are expected to share their screens during group discussions and presentations.  1.0 All participants during group works are encouraged to open their cameras unless they face technical or connection issues. |
| **Second Activity 5 minutes** | | |
| 2.2.1 Exploring Standards in the Urban Context | **2.2.1 Step 1:** Group work on identifying complexities based on Ukrainian case study situation report 4.  **2.2.1 Step 2:** Group discussion around thinking about Sphere Standards in context based on Ukrainian case study situation report 4.  **Discussion:** Applying the indicators in a challenging environment. | 1.0 Group discussion can be recorded on the *Discussion Notes* slide of the *Participant Guide* Google Slides template.  1.0 Group work summery can be recorded on the *Syntheses* slide of the *Participant Guide* Google Slides template in order to be shared with other groups in the main room.  1.0 Each group should designate a notetaker and a speaker.  1.0 Notetaker and speaker are expected to share their screens during group discussions and presentations.  1.0 All participants during group works are encouraged to open their cameras unless they face technical or connection issues. |
| **Third Activity 15 minutes** | | |
| 2.2.2 Adapting Indicators for the Urban Context | **2.2.2 Step 1:** Group work on adapting Indicators for  Water Supply Standard 2.1 based on Ukrainian case study situation report 5.  **2.2.2 Step 2:** Group work on adapting Indicators for  Shelter and Settlement Standard 3. Living Space based on Ukrainian case study situation report 5. (This step is optional)  **Discussion:** Adaptability of indicators. | 1.0 Group discussion can be recorded on the *Discussion Notes* slide of the *Participant Guide* Google Slides template.  1.0 Group work summery can be recorded on the *Syntheses* slide of the *Participant Guide* Google Slides template in order to be shared with other groups in the main room.  1.0 Each group should designate a notetaker and a speaker.  1.0 Notetaker and speaker are expected to share their screens during group discussions and presentations.  1.0 All participants during group works are encouraged to open their cameras unless they face technical or connection issues. |
| **Fourth Activity 20 minutes** | | |
| 2.3 Standards, Indicators, and Systems | **2.3 Step 1:** Group work on revisiting systems map through the lens of Standards & Indicators based on Ukrainian case study situation report 6.  **2.3 Step 2:** Group work and reflections on applying Sphere Standards in an urban context based on Ukrainian case study situation report 6. | 1.0 Group discussion can be recorded on the *Discussion Notes* slide of the *Participant Guide* Google Slides template.  1.0 Group work summery can be recorded on the *Syntheses* slide of the *Participant Guide* Google Slides template in order to be shared with other groups in the main room.  1.0 Each group should designate a notetaker and a speaker.  1.0 Notetaker and speaker are expected to share their screens during group discussions and presentations.  1.0 All participants during group works are encouraged to open their cameras unless they face technical or connection issues. |
| **Fifth Activity 15 minutes** | | |
| 2.4 Peer Learning | 2.4 All participants engage as one group in plenary discussion to share key learnings about using Sphere Standards in urban contexts. | 2.4 Participant inputs can be recorded on a shared blank google slide deck. The instructor can switch from the instructor slides to these engagement slides and show participant outputs. |
| Activities in Module 3 | Key features | Working groups arrangements |
| **TTX Activity 4 hours** | | |
| Module 3 | Group work with a collaborative Tabletop Exercises set in a fictional urban context. | **Activity set up:**   * 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   **Activity materials:**  Participants will use the participant guide slides to discuss and submit their actions.  Participants will receive the detailed activity instructions; participants guide and participants roles a day before the exercises.  **Activity flow:**  Participants are expected to 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.  **Activity actions:**  One or two actions should be submitted each round (day) 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.  **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.  **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. |

# Notes:

* In this course, two case studies will be used to create the activity environment. The first case study is the based on the Ukraine context, which is a generic scenario with multiple situation updates. This will be used on days 1 and 2. Second, on day 3, participants will have the opportunity to apply what they've learned in the TTX component of the training to a specific situation.
* Over the course of day 1 and day 2, participants will work on six situation updates. Situation reports are included in the participant guide Google slides directly following activity instructions.
* Sphere standards will be introduced and discussed in Module 2. Whereas Module 1 focuses on the urban context and activities of Module 1 do not need to account for Sphere standards yet.
* Participants will be divided into groups on the first day of training and will remain in these groups throughout the duration of the training.