**STP 11 Using Sphere in Practice – Alternative: Sphere Field School preparation**

**The feasibility and careful preparation for this exercise is key and should be considered carefully before deciding to conduct it.**

**The following guidance is representative only, since the context of your visit, travel times, and various logistical (and sometimes political) restrictions will greatly affect the final design of your field learning activity. Consider the issues listed here and the representative types of preparations to be made when planning your own “Field School” activity.**

##### Feasibility

* Either the training venue should be very near to the chosen project location, or extra time should be factored into the exercise to account for travel time. Remember to plan time for all phases of the exercise, including briefing and preparation, travel time, project visit, and the preparation and delivery of the presentations.
* If you decide to undertake this exercise, consider using the experience to deal with more than one STP session topic. For an example agenda for a 3-day event with a 1-day field project visit, please see example agenda 4: “Field School” in the STP Facilitator’s Guide. Any of the following could well be addressed during this exercise if you can spend several hours on-site:
  + This one – STP 11 – Using Sphere in Practice
  + STP 12 Sphere and the Programme Cycle
  + STP 14 Sphere and MEAL
  + STP 16 Sphere and Coordination
* The context should allow for a safe and orderly field visit. The activity, dates, and timing must be discussed and agreed by participating key stakeholders in advance to avoid interfering with other ongoing activities.
* The group should be respectful and committed to respecting the exercise rules.

##### Preparation

* Identify the project you want to visit.
* Get agreement from the project managers and local authorities/leaders as appropriate.
* Ensure the community has been informed of the visit and the visit does not raise expectations.
* Organise the practical details for your project visit. Make sure that project staff can brief the group on location. One member of project staff familiar with the programme and community must accompany each small group during the visit.
* Design the “brief” for the participants with the project staff (there is an example on the next page from a previous field visit).

### Example instructions to be completed, printed, and distributed to the participants before the field visit

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| Instructions to be distributed to start the activity | **Rules**   * Respect the culture * Get agreement before taking any pictures * Respect the environment * Respect timing * Respect the security rules (see handout) * Remain (organised) in teams * If you have any questions or issues, find and ask the facilitator or XXX   **Contact details**   * Project staff: xxx * Facilitator: xxx * Emergencies: xxx |
| Instructions to be distributed before the visit | **Group preparation**  This stage is as important as the project/field visit.   * Review the information about the project. * If necessary, select the indicators for your assigned standard(s) that you will analyse, and review the associated key actions and guidance notes. * Prepare a list of data needed and questions you would like to ask project stakeholders. * Review other standards or principles which should be considered to complement your findings, such as the Core Standards, humanitarian principles, Protection Principles, cross-cutting themes or Minimum Standards from another technical chapter. * Organise your teams with clear roles and responsibilities, i.e. who is running interviews, who is taking notes, etc. |
| Distribute after the visit, for the preparation of the presentation | **Presentation**  Each group will prepare a 5-minute presentation to include:   * the minimum standard assigned to your group; * the key indicators studied in your group (include at least one of each of the three types of indicators, progress, process, or target; * any areas where indicators were not met, or where (particularly progress) indicators should be established to improve baseline information; * describe whether the minimum standard was met – to what degree; and * what, if any, action could be taken to meet the standard?   Remember the following:   * Use the training materials available, such as flip charts, markers, and sticky paper. * All group members should contribute to the presentation * A time limit of 5 minutes for each group presentation will be strictly followed – be concise and prioritise your points. |

### The Sphere Field School: project brief – prepared by the facilitator

Possible template for the project brief and suggestions on how to complete it.

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| Background | To understand the type of disaster/risk or nature of the emergency |
| Project objective | From the logframe or overarching core needs arising due to this emergency |
| People affected | Numbers, description, registration data as applicable |
| Implementing agency or agencies | Name/history of interventions in the area/clarification about the implementation chain (i.e. is the project part of a programme funded by a donor, through a UN agency, or partnering with an international NGO which in turn partners with a local community-based organisation, for instance) |
| Project target and rationale/ logframe | Key outputs and indicators for the sector(s) of interventions to be analysed during the visit |