## **FACILITATION GUIDE: 1 DAY WORKSHOP**

## **INTRODUCTION TO SPHERE MINIMUM HUMANITARIAN STANDARDS**

Objective: To familiarise participants with the Sphere Handbook, its principles and standards, and how to apply them in humanitarian response.

By the end of this workshop, participants will:

* be familiar with the structure of the Sphere handbook, and how to use it in humanitarian responses
* know where to look if they have any questions about how the services they are providing can be improved/measured
* be able to demonstrate how listening to people and adjusting programming helps displaced persons in regaining dignity, well-being, and influence over their lives
* apply minimum standards and guidelines to specific challenges encountered in their daily work.

Note for facilitators: This facilitation guide was used to introduce Sphere to staff from humanitarian organisations in Slovakia in February 2023. Please feel free to adapt it to your own context.

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| **Time** | **Facilitator** | **Activity** | **Description** | **Resources** |
| **09:00 - 9.10** |  | Welcome | Facilitators introduce themselves.  Run through the Agenda.  Indicate the Parking Lot Flipchart for any questions that we will park and answer later in the training. | Flipcharts on wall |
| **9.10-9.30** |  | Warm-up activity | **“What has been most important to you in the last year?”**  Ask participants to sit next to someone they don’t know so well. Each person has 7 minutes to talk about what has been most important to them.  The other person should not speak, but practise active listening.  Swap after 7 minutes.  Debrief: How did it feel to share that with your partner?  We start with this exercise, focussing on each other as people first, as Sphere is all about a people-centred approach to humanitarian response. |  |
| **9.30-9-50** |  | You and Sphere | **“How close are you to those in need?”**  **“How close are you to Sphere?”**  Place an item in the middle of the room to indicate people in need.  Ask people to place themselves in the room according to how close they are to people in need in their daily work.  Replace the item with a Sphere Handbook  Ask people to place themselves again according to how close they are to Sphere.  Debrief: Why did you stand where you stood?  Today’s training session aims for everyone to move closes to people in need, and become more familiar with the Sphere Handbook. | A photo of an affected person, or object (e.g. one shoe or teddy bear) |
| **10:00 - 10:30** |  | **Sphere Ukraine and Eastern Europe** | Facilitator explains Sphere Ukraine programme and then ask them a question e.g. **“I would like to know how the crisis in Ukraine has affected you professionally in the last year? How do you think it will affect you in the coming year?”**  This might be a good way for everyone to get to know each other/their roles better, and for us to understand their needs with regard to Sphere. | PowerPoint and Sphere Video  Flipcharts |
| **10:30 – 10:45** |  | **Coffee/Tea break – fresh air** |  |  |
| **10:45 – 11:30** |  | **Technical Chapters: WASH, Health, Food Security, Shelter** | **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 an old 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   Find 10 references in the Sphere Handbook that will help you find the answers.  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. | PowerPoint |
| **11.30-12.00** |  | **Structure of the Sphere Handbook** | Puzzle exercise.  Divide participants into 2 groups. Give each group a set of printed “elements” from the Handbook, a bit different for each group (chapter symbols, photos of affected people, cards Key objectives, Key actions, Key indicators; cards with concrete indicators, e.g. 15 l per day, printed title pages of HSP handbooks, etc.) and ask them to try to build a “structure”, allow using the HB. Check on the groups’ approach. Debrief | Printed elements from Handbook |
| **12.00 – 12.30** |  | **Foundation Chapters: The Humanitarian Charter** | The Charter is written from the perspective of humanitarian organisations as a collective.  **It is the ‘why’ of applying humanitarian minimum standards. It explains why we apply standards.**  Ask everyone to take 5 minutes to read the Humanitarian Charter.  Split room into 3 groups. Give each group 2 cartoons to analyse.  Give each group 5 minutes to reply to the following questions  • What is happening in the cartoon?  • Which part of the Humanitarian Charter does it relate to?  • Do you agree with the Charter and can you and your organisation subscribe to it?  **Conclusion**  All people affected by disaster or conflict have a right to receive protection and assistance to ensure the basic conditions for **life with dignity.**   * **The right to protection and security** * **The right to receive humanitarian assistance** * **The right to life with dignity**   Focus on dignity in humanitarian aid: Ask everyone what **the right to a dignified life** means to them. What exactly is dignity? What exactly is a dignified life in humanitarian perspective?  Give some examples of dignified humanitarian assistance.  Ask participants about situations of dignified assistance in their own interventions. |  |
| **12:30 – 13.00** |  | **Foundation Chapters: The Protection Principles** | Protection Principles  **The Protection Principles are the ‘How’ of applying minimum standards. They describe how we apply the standards.**  Each group picks a Protection Principle at random and a method of interpretation (drawing, collage, mime/play, dance/song)  Each group has 10 minutes to prepare their interpretation and 5 minutes to demonstrate it to the group.  Discuss:  Principle1: No harm  Principle2: Impartial assistance  Principle3: Assist people in need/ recover from.  Principle4: Claim their rights  Conclusion: 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?. | Prepare 4 strips of paper, each with a Protection Principle on them.  Prepare 4 methods of interpreting the Principles.  End morning session with distribution of free pink bunny postcards and posters as reminder of what we have just discussed |
| **13:00 - 14:00** |  | **Lunch break – fresh air** |  |  |
|  |  | Energiser |  |  |
| **14:00 – 15:00** |  | Looking at standards in detail | Link: In our session before lunch we looked at the **Why** (Humanitarian Charter) and **How** (Protection Principles) of what we do as humanitarians, we are now going to return to the Technical Standards, the **What** - What we need to try to achieve as a minimum in four life-saving areas in order to help people live with dignity in crisis situations.  Distribute the Case Study and read it all together.  Explain the task. Split participants into groups and give them 20 minutes to prepare.  At the end of 20 minutes, explain that it is now the next day and choose one group to role play the meeting.  The facilitators will play the role of the local authority and the large national charity (can be supported by participants if any have relevant experience). One group will role play the local charity operating the shelter. The other participants will observe.  Role play.  Debrief on flipchart:   * How did the participants use Sphere standards and indicators to support their arguments? * Which Technical Standards or parts of the Handbook did they refer to? * How useful overall was it for participants to be able to use the Sphere Handbook to prepare for the meeting? | PowerPoint  Print-out of case study |
| **15:00 – 15:30** |  | **Importance of adapting indicators to context** | Facilitated discussion/group work  Use the Sphere Standards v. Targets cartoons to demonstrate that standards are universal, but indicators must be contextualised.  Discuss rights, needs and capacities. | PowerPoint and ‘Beautiful View’ Cartoons |
| **15.30-15.45** |  | Coffee/Tea break – fresh air |  |  |
| **15:45 – 16:15** |  | Foundation Chapters: The Core Humanitarian Standard | Core Humanitarian Standard  The Sphere Handbook can guide us as **individuals** in our work. Many humanitarians in the field call it their ‘constant companion’ or, if Christians, their Bible. They consult when they need it,- with regard to specific challenges or problems.  **The Core Humanitarian Standard** describes how **organisations** must behave in order to successfully apply minimum standards.  Watch video  Welcome participants to the Core Humanitarian Standard. Today participants are very lucky because these items are for sale, and everyone can afford up to three.  Participants will have precisely 10 minutes to tour the gallery and stick up to 3 Post-Its on the items they wish to purchase today. They should select the ones which are currently LEAST applied by their organisation, and which would have MOST positive impact by making improvements in this area.  Debrief  Lead a group discussion by gathering round the most sought-after item. Ask:   * + Why do you think this standard is least applied by organisations represented here?   + What are the difficulties in meeting the commitment / achieving the standard? * If time, gather round the least sought-after item and ask for some positive examples of how participants’ organisations are achieving the standard/commitment. | <https://www.youtube.com/watch?v=dAkxy3o9vDY>  Print out each CHS commitment  CHS poster |
| **16:15 – 16:45** |  | Discussion and the way forward – how to use Sphere in your context | Mini quiz related to the days learnings.  In small groups, what will you do differently as a result of this training/your next steps with regard to Sphere. Feedback.  Final words of welcome to the Sphere community: Now you have done this training you are part of the Sphere community. Photos on PowerPoint of community from around the world. | Quiz (to prepare)  HSP video? |
| **16:45 - 17:00** |  | Feedback and evaluation | Debrief.  Highlight: Quality & Accountability  What is accountability? ‘’….is doing the right thing in a right way”  “ the responsible use of power”  Sphere understands accountability as the responsible use by humanitarian organisations of the resources at their disposal.  What is quality? ‘’….is about doing work well’’  Effectiveness – Efficiency – Appropriateness  Assessment and feedback from stakeholders | Survey (to administer with survey monkey link before people leave the room) |