



Sphere

What is new in the 2018 Sphere Handbook? Event facilitator Guide



Summary

These training materials are designed to support a presentation, seminar, webinar or workshop for any number of people with one facilitator.

The session will last between 35 minutes (for a short presentation) and 4h20m (for an in-depth workshop including a practical activity) depending on requirements.

Participants discover the 2018 Sphere Handbook through a sequence of slides including several opportunities for guided discussions around the material.

An optional activity based on the new indicators and collective outcomes can be included for in-person workshops.

The presentation provides an overview of what is new (and what is not new) in the 2018 Sphere Handbook, along with the reasons behind the changes. Sphere's evolution as an organisation and the revision process are also covered as important related themes.

During the discussions, participants are asked to reflect on how the new standards apply to their work and to share their experiences.



Target audience

Participants are assumed to have a reasonable knowledge of Sphere and the 2011 edition of the Handbook, so usual staples of an introductory session – such as Sphere philosophy and the history of the Sphere Project – are not included. The material is nonetheless well-suited to a presentation made as part of a Sphere 2018 Handbook launch, where some attendees may be relatively new to Sphere.



Training package contents

what-is-new-event-facilitator-guide-en.pdf	This document
2018-11-what-is-new-en-high-contrast.pptx	PowerPoint presentation (in English)
safety-and-security-briefing-guide.pdf	Essential activity for most in-person seminars/workshops (facilitator guide)
safety-and-security-briefing-checklist.pdf	Checklist for conducting a safety and security assessment (if necessary)
what-is-new-in-the-2018-sphere-handbook-in-depth-guide.pdf	Essential pre-reading for facilitators: Depending on the audience, this guide may also be issued to participants as pre- or post-reading.
indicators-and-collective-outcomes-guide-nigeria.pdf	Optional activity for interactive workshops (facilitator guide)
nigeria-case-study-handout.pdf	Handouts for Nigeria case-study
02082018_ocha_nigeria_humanitarian_response_plan.pdf	For your reference (not to be handed out) for the Nigeria case-study



Learning objectives

By the end of this session, participants will be able to **recall**:

- the challenges in the sector which became the drivers of the Handbook revision;
- the approach to, and results of, the revision process;
- the key changes between the 2011 and 2018 editions; and
- how Sphere has evolved and what new products are on offer.

By synthesising this information, they will be able to **discuss**:

- how the 2018 edition of the Sphere Handbook and the Sphere association itself are adapted to the current contexts in which Sphere users operate.

If the optional exercise is used during an in-person seminar or workshop, participants will also be able to:

- **apply** the new Handbook as a tool for formulating indicators.



Indicative event schedule

Element	Slides (no. of slides)	Event type (minutes)			
		Presentation (e.g. launch event)	Webinar (virtual)	Seminar (in-person)	Workshop (in-person)
Safety and security briefing	-	-	-	0 – 5	0 – 5
Facilitator introduction	1	1 – 2	1 – 2	1 – 2	1 – 2
Icebreaker or participant introductions	-	-	-	0 – 10	0 – 10
Event introduction	2 – 3 (2)	1 (skip slide 3)	2 (non-interactive)	5 (interactive)	5 (interactive)
Presentation 1: Today's challenges and drivers of the revision	4 – 9 (6)	10	10	10	10
Discussion 1	10	-	10 – 15	10 – 15	10 – 15
Presentation 2: Handbook revision consultations and comments	11 – 15 (5)	0 – 10	0 – 10	0 – 10	0 – 10
Discussion 2	16	-	0 – 15	0 – 15	10 – 15
<i>Break (seminar only)</i>	-	-	-	10 – 15	-
Presentation 3: Changes to the Handbook	17 – 28 (12)	15 – 25	15 – 25	15 – 25	15 – 25
Discussion 3	29	-	10 – 15	15 – 25	15 – 25
<i>Break (workshop only)</i>	-	-	-	-	10 – 15
<i>Energizer (workshop only)</i>	-	-	-	-	5
Activity: Indicators and collective outcomes	-	-	-	-	90
Presentation 4: The evolution of Sphere and its products	30 – 32 (3)	5 – 10	5 – 10	5 – 10	5 – 10
Discussion 3	17	-	5 – 10	10 – 15	10 – 15
<i>Q&A (presentation only)</i>	-	0 – 20	-	-	-
Wrap-up	34 – 35 (2)	2	2	2	2
TOTAL		35 – 80 mins	60 – 90 mins	90m – 2h30m	3h – 4h20m



Customising the schedule

The safety and security briefing is essential for all in-person events (unless the venue is already familiar to all participants).

Presentations 1 and 3 contain the key “What is New” messages and are therefore essential. The amount of time to spend on Presentation 3 depends on how much depth of information participants require.

Presentation 2 (regarding the revision process) may be skipped. However, if a reasonable proportion of participants contributed to the revision, this section should be interesting to them, and should spark lively discussions in the interactive formats.

The essence of Presentation 4 is to remind users that Sphere is more than just a Handbook. At least, it is worth spending 5 minutes to remind participants what other products and services Sphere provides via its website.



Preparation for facilitators

All formats:

- Read the What is New in-depth guide;
- attend (or watch a recording of) a What is New webinar;
- change the date on the first slide of the PowerPoint presentation, and the contact details on the penultimate slide. To do this, select “Slide Master” from the “View” menu, make changes, then click “Close Master View”;
- send invites and/or registration details;
- customize the slide deck for requirements, e.g. by removing unneeded slides;
- assign participants any pre-reading (suggested: The *What is New?* brochure and the *What is Sphere?* chapter of the 2018 Handbook); and
- send a reminder shortly before the event.

In-person events (presentations, seminars and workshops):

- Book a training room/venue;
- organise refreshments (if required);
- if the seminar will take place in a building which is unfamiliar to you or any of the participants, conduct a safety and security assessment and briefing;
- acquire and test equipment for projecting slides; and
- order Handbooks (if required).

Workshops only:

- Read the guide for the **indicators and collective outcomes** activity and prepare the required materials (including stationary and case-study handouts).

Virtual events (webinars):

- If using unfamiliar webinar technology, test it; and
- check the platform setup for restrictive participant limits.

Defining Standard and Indicator

It is **not** recommended to include these definitions as part of your planning for the What is New event. The following information is provided in case it emerges from discussions that there is confusion or disagreement about precisely what “standard” or “indicator” mean.

The definition of “standard” has not changed since 2011 so this is included for completeness and clarity. The arrival of the “target indicator” in the 2018 edition means a new definition of “indicator” is possible.

Standard

The term *Standard* is fundamental to the Sphere approach. In the 2018 edition it is used in 3 different ways (as it was in previous editions):

1. The first meaning includes the **totality of the Sphere Handbook**, i.e. “the Standards”, and is always plural (and sometimes with a capital “S”).
2. The second is limited to the extent of each particular standard, but still includes the **standard statement and all of its supporting components**; Key actions, Key indicators, targets and Guidance notes.
3. The third is more structural in meaning and is used to specifically distinguish the **specific standard statement**, which is seen as general and qualitative, from the more directly observable Key actions, Key indicators, targets, and Guidance notes.

Which meaning is intended depends on context and usage in the Handbook and elsewhere.

The *specific standard statement* (definition 3) must never be altered or adapted. It is derived from a human right described in humanitarian law and is universally true in every context.

Actions, targets and guidance notes should be adapted according to context.

Indicator

The term *indicator* is also fundamental to the Sphere approach. from 2018 it is used in 2 different ways. (In the 2011 edition, only the first definition applied):

1. The first meaning includes the **entire indicator including any associated targets**. “Sphere indicators have been significantly revised in the 2018 edition” is an example of this usage.
2. The second definition is the more structural meaning and is used to specifically distinguish the **specific indicator text** (shown in bold in the Handbook) from any targets associated with that indicator (which are shown as normal text in bullet points). This definition has emerged as a result of the introduction of **target indicators**, where the numerical target is separated from the indicator.

Which meaning is intended depends on context and usage in the Handbook and elsewhere.

Key indicators

Definition 1

Percentage of population that can access primary healthcare within one hour's walk from dwellings

- Minimum 80 per cent

Percentage of healthcare facilities that deliver prioritised health services

- Minimum 80 per cent

Definition 2

Number of inpatient beds (excluding maternity beds) per 10,000 people

- Minimum 18

Percentage of population requiring a referral seen at the next level of healthcare

Percentage of patients referred in adequate time

Where numerical targets are provided with indicators, they are based on scientific research or a general consensus within the sector and are therefore highly meaningful. Targets may be adjusted up or down according to context, but this should be done with caution. In general, it should *never* be necessary to adjust the indicator part of a target indicator. To do so is to redefine the *metric* used for measurement.