4.1 "Salt Island" Synthesis Exercise

Trainer's Note

Session at a Glance:

	Content	Activity	Time
1	Exercise briefing	Oral Presentation with PPTs in plenary	5 minutes
2	Exercise	Participant-driven table top simulation	60 minutes
3	Debriefing	Plenary discussion	20 minutes
4	Conclusions	Review of main points and preview of upcoming sessions	5 minutes
		Total Session Time: 90 minutes	

Required Materials: Individual role guides, 6 pocket calculators, 4.1 PPT set, flipcharts, large sheet drawn up for GAP ID sheet (perhaps from 6 sheets of flipchart paper taped together, the ruled off into a large matrix - the organization names may be added in but the tasks area must be left blank for the participants to fill in). Seating should be set up as a large meeting room if possible with all participants around one large table.

Trainer's Notes:

1. Exercise briefing

This must be a very quick and well - structured briefing. Bring the group's attention back to the Salt Island tabletop exercise from the first day. Explain (using the PPT presentation) that the situation is as we left it, except that some key policy decisions have been taken. Review these and prompt the group to revert to their roles in the tabletop exercise, except for the international market players, who may join any group they want.

Explain that the exercise will unfold as a coordination meeting that has already been called. Each participant will represent his or her organization in the meeting. Review the tasks to be completed in the meeting, Start the group off and keep them on task.

2. Exercise

The exercise should start precisely at the start of the hour, as there is a lot that can be done in this time. Provide guidance to the group to keep them moving and on-task. The table below summarizes the ideal time flow of the exercise. If participants are extremely engaged in this exercise and are determined to work longer on it, the following session "Open Forum" can be sacrificed or shortened to allow some flexibility. If the timing is critical, and there is now possibility of extending the time, use the chart below to "force" answers to key tasks so that all of the tasks are addressed, at least partially. This will yield a far better result than allowing the group to spend the entire time on only one area of the exercise.

TIME	ACTIVITY	NOTES:	
1:30	Briefing Start	(use PPTs to talk through the recent background and to explain the timing of the exercise)	
1:35	Group Exercise Begins	**The use of time should roughly follow this schedule:**	
		1. Agree on key policies	15 min.
		2. Generate a list of critical tasks to be completed within 2 weeks.	20 min.
		3. Agree on lead responsibility the key tasks	5 min.
		4. Identify key indicators (individual task groups can do this more efficiently than in plenary)	20 min.
2:35	Facilitated Debriefing	It is important to stop the work at this point and simply focus on what everyone has done, and what has been learned.	
2:55	Formal Conclusions	The conclusions should be clear - coordination is better than no coordination, and Sphere is a useful tool to facilitate coordination.	
3:00	Session End	Note: that there is the possibility in the session to extend into the "Open Forum" session that follows if the participants agree.	

3.Debriefing

The facilitated debriefing can be done effectively by addressing the GAP ID chart that the group has prepared if they have been successful in doing that. (See the GAP ID chart created in the PPT set as a model for drawing up a large wall-sized chart- alternatively you can use the PPT projector and type in the choices as the participants make them and project the chart). If they have not charted the activities themselves, but have reached agreements on who needs to do what, you can facilitate this by using the chart as a recording tool. Simply ask each group what they will do, and list the tasks into the chart. The illustration of this tool as a coordination tool is an important lesson.

4. Conclusion

Setting policies at the beginning of emergency response is critical. The problems that arise (generally lack of coordination and little or no agreement on standards of response) can be overcome. The Sphere document provides a rich source of language and ideas for setting humanitarian response policies. Further more a good understanding of the Sphere materials will help in responding to all of the problems listed below:

PROBLEMS	SPHERE CAN HELP THROUGH:
● Lack of basic coordination	Providing basic and consistent language and approach
● Widely different views/definitions of success	Humanitarian charter, and overriding mandate to meet gaps in actual need, based on need alone
● Extreme biases concerning the nature, scope, and best practice in responding to problems	Better understanding of the different sectors and issues relating to these sectors. Encouragement to fully engage the affected community in programme design and

	implementation.
● Lack of common standards, actions and indictors for program design	Application of the standards and indicators in project design, monitoring and evaluation
● Lack of understanding of the different sectoral "specialties" and the ways that they impact one another	Better and more inter-sectoral assessment and analysis, based on Sphere approach, checklists, and guidance
● Political complications	Difficult, but Sphere can be used as a tool for advocacy for a rights based approach in the face of political bias
● Unclear information and rapidly changing situations	Following the Sphere Analysis standards rigorously would provide more information on which to base appropriate programs