



Module 2


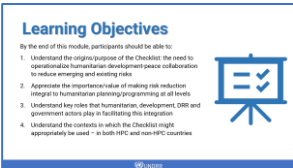
Supporting Risk-Informed Programming and Humanitarian-Development-Peace Collaboration

FACILITATOR'S NOTES

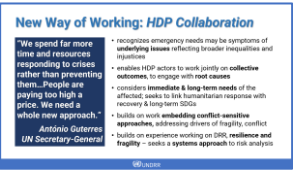
*This module is part of the learning package on the **Checklist: Scaling up disaster risk reduction in humanitarian action**, the whole of which can be accessed here: <https://www.undrr.org/publication/scaling-disaster-risk-reduction-humanitarian-action>*

Module 2: The Checklist on Scaling up DRR in Humanitarian Action: Supporting Risk-Informed Programming and H-D-P Collaboration- Facilitator's Note part of the learning package for implementing the **Checklist 2.0: Scaling Up Disaster Risk Reduction in Humanitarian Action: Recommendations for the Humanitarian Programme Cycle**


Please note: Optional module training content and/or questions are offered in red with the total time for each slide if the optional material is presented.

Learning Module:	<i>Checklist on Scaling up DRR in Humanitarian Action: Supporting Risk-Informed Programming and H-D-P Collaboration</i>	
Time and Method	Content	Note
<p>Dialogue 5 minutes Slide 1</p> 	<p>Welcome the participants to this training Module 02, which will take approximately one hour (or about 70 minutes if optional Q&As are included)</p> <p>If they have not already done so (in Module 01), invite the participants to introduce themselves by name and agency – if in person, by going around the room; if online, by having participants write their info in the chat box.</p> <p>Tell the participants that the Module will take approximately one hour, and that the overall objective is to ensure all participants are familiar with the purpose, structure and scope of the Checklist Scaling up DRR in Humanitarian Action.</p> <p>Make sure that the participants have access to the <i>Checklist</i> either physically (on the group tables if in a face-to-face workshop) or electronically (in the chat box if online).</p>	<p>It takes about 60 minutes to deliver this module using all PowerPoint slides and a group work.</p> <p>Note: Including the optional Q&As increases the total module time to about 70 minutes.</p> <p>The intent of the various Q&As is to enable participants to develop a shared understanding of the disaster risk situations in their various countries</p>
<p>Presentation 1 minute Slide 2</p> 	<p>Briefly review the module's learning objectives.</p> <p>On the last objective, stress that the Checklist has relevance both for countries that follow the OCHA-led Humanitarian Programming Cycle (HPC) process as well as for countries that do not follow the HPC but engage in equivalent humanitarian planning efforts.</p>	


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Learning Module:	Checklist on Scaling up DRR in Humanitarian Action: Supporting Risk-Informed Programming and H-D-P Collaboration	
Time and Method	Content	Note
<p>Presentation with optional Q&A 3 minutes 8 minutes with option Slide 3</p> 	<p>Read the statement by the Secretary-General.</p> <p>Note that collaboration by humanitarian, development, and peacebuilding actors represents an example of a “whole new approach” which he is seeking – i.e., a concerted effort to “break out of the silos” actors have tended to inhabit – today known as the “New Way of Working” (NWOW)</p> <p>Click (a total of 5 times) to reveal and review each message:</p> <ol style="list-style-type: none"> 1. HDP collaboration recognizes emergency needs may be symptoms of underlying issues reflecting broader inequalities and injustices 2. It enables HDP actors to work jointly on collective outcomes, to engage with root causes – i.e. with the underlying vulnerabilities that humanitarian and development actors alike try to address. 3. HDP collaboration enables actors to address both the immediate and the longer-term needs of affected populations; it enables actors to find ways to link humanitarian response with recovery & long-term sustainable development goals 4. Working jointly, HDP actors are more likely to consider conflict-sensitive approaches which can address the drivers of fragility and conflict 5. This approach builds on experience working on DRR, resilience and fragility – and aims to apply a systems approach to risk analysis. 	

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Time and Method	Content	Note
	<p>Option (time permitting):</p> <p>After reviewing the slide, you might ask participants to volunteer examples of HDP collaboration in which they have participated.</p> <p>Workshop: Take quick responses from 3-4 participants and write their responses on a flip chart.</p> <p>If Online: Ask participants to enter their responses in the chat box. (This option will likely add an extra 5 minutes to the session.)</p>	
<p>Presentation</p> <p>2 minutes</p> <p>Slide 4</p> 	<p>Review the slide points and, in particular:</p> <p>State that the Scaling Up Checklist is a list of recommendations pulled together in an inter-agency effort to help HDP actors/practitioners strengthen efforts to conduct risk-informed programming.</p> <p>Explain that the Checklist “2.0” is a condensed version of a more comprehensive set of recommendations on scaling up disaster risk reduction in humanitarian action, developed through an extensive consultative process in 2019-2021, to support operationalization of the HDP collaboration through the scaling up of risk reduction actions.</p> <p>Stress that the recommendations intentionally leave room for actors to adapt the approach to their own particular country context.</p> <p>Note that one of the major aims of the Checklist is to enable more effective integration of DRR into humanitarian response initiatives – at each phase of the HPC, and that it outlines ways to make risk reduction considerations</p>	



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	<p>more integral to humanitarian planning and programming at both global and country levels – and that in Module 3 we will consider closely the details of this process.</p> <p>Add that the Checklist is now part of the 2022 Inter-Agency HPC Facilitation Package disseminated by OCHA and that participants should draw the attention of HPC participants to this addition.</p>	
<p>Presentation with optional Q&A</p> <p>2 minutes</p> <p>7 minutes with option</p> <p>Slide 5</p> 	<p>Show the slide title.</p> <p>Option (time permitting):</p> <p>Ask the participants to respond to the title question:</p> <p>Why is the integration of DRR action in humanitarian response a critical concern?</p> <p>Workshop: Take quick responses from 3-4 participants and write their responses on a flip chart.</p> <p>If Online: Ask participants to enter their responses in the chat box.</p> <p>There will likely be some varied opinions. If you notice clearly differing points of view between "humanitarian-oriented" participants vs. "development-oriented" participants, note this difference, and mention that we often hear these differing viewpoints when discussing humanitarian vs. development approaches.</p>	


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	<p>Highlight that Modules 3 and 4 of this training will focus on elements of DRR and humanitarian response that can serve to unite both sides of this "divide" in a useful dialogue.</p> <p>Thank the participants' for their volunteered responses and continue with the slide presentation.</p> <p>(This option will likely add an extra 5 minutes to the session.)</p> <p>Click to reveal the slide points:</p> <p>Note that the numbers in need are growing substantially; reducing risks and vulnerabilities is key to addressing these needs</p> <p>Explain that the traditional, fragmented response initiatives by humanitarian and development actors working in silos has proven inadequate to handling this increase in needs</p> <p>State that greater alignment of DRR strategies and actions with humanitarian interventions and conflict sensitive programming is needed to slow this ongoing increase.</p>	
<p>Presentation 3 minutes Slide 6</p>	<p>Review the points on the slide:</p> <p>Stress that the one of the aims of the Checklist is to enable HDP collaboration through scaling-up risk reduction actions at every phase of the humanitarian programme cycle.</p> <p>Explain that the focus of the Checklist has been on providing clear suggestions on how HDP actors can work jointly towards collective</p>	

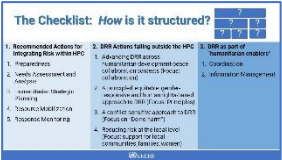
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Time and Method	Content	Note
<p>Checklist Focus: Risk-Informing Humanitarian Action and Scaling up HDP Collaboration to reduce risk</p> <ul style="list-style-type: none"> ✓ Support operationalization of risk-informed humanitarian action and H-D-P collaboration through the scaling-up of risk reduction activities ✓ Provide suggestions on how H-D-P actors might work jointly on collective outcomes to reduce risk, respond more effectively to needs, engage with root causes ✓ Raise government, donor, partner awareness of the benefits of integrating DRR within humanitarian response 	<p>outcomes, respond more effectively to the increase in humanitarian needs, and engage with the very root causes that produce those needs – that is, as mentioned previously, with the underlying vulnerabilities that humanitarian and development actors alike try to address in their strategies.</p> <p>Stress that the aim of those who have produced the Checklist is to enable HDP collaboration through scaling-up risk reduction actions at every phase of the humanitarian programme cycle.</p> <p>State that the Checklist is also intended to be a tool to increase the awareness of government, donor, and partner organizations of the benefits of integrating DRR actions within humanitarian response.</p>	
<p>Presentation with optional Q&A</p> <p>2 minutes</p> <p>5 minutes with option</p> <p>Slide 7</p> <p>Applying the Checklist: Whose responsibility?</p> <p>DRR: a collective responsibility for actors working to achieve the 2030 Agenda.</p> <p>The Checklist recommendations aim to guide a range of stakeholders:</p> <ul style="list-style-type: none"> • Humanitarian actors • Development actors • Environment actors • HCT & UNCTs • DRR stakeholders, including UNDRR • Government entities (NGOs/NGOs) • Human Rights actors • Donors • Private sector entities 	<p>Show the slide and:</p> <p>State that integrating DRR actions into humanitarian programming is a collective responsibility for all actors working to achieve the 2030 Agenda.</p> <p>Explain that the Checklist has produced recommendations to guide a range of stakeholders and that the Checklist has made much effort to identify which particular stakeholders should likely be involved in carrying out each particular recommended action.</p> <p>Remind the participants that the Checklist is a set of recommendations; it is not a legally binding document but, rather, a collection of “good ideas” that merit their time and study.</p>	

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Time and Method	Content	Note
	<p>Encourage the participants to carefully review each of the various recommendations to clarify which would likely apply to their particular organizations.</p> <p>Option (time permitting):</p> <p>After reviewing the slide, you might ask participants if there are other stakeholder types who should be included in operationalization of the Checklist in their countries.</p> <p>Workshop: Take their responses and write them on a flip chart.</p> <p>If Online: Ask participants to enter their responses in the chat box. (This option will likely add an extra 3 minutes to the session.)</p>	
<p>Presentation 5 minutes Slide 8</p> 	<p>Tell the participants pick up (or, if online, open up) the Checklist, turn to page 2, and to briefly review the various contexts proposed for Checklist use, e.g.,</p> <ul style="list-style-type: none"> • In HPC Countries • In non-HPC countries • Individual humanitarian and DRR actors • National disaster management authorities/government ministries • UNCTs/HCTs <p>Ask the participants to comment on the particular contexts or venues where the Checklist could be used in their own country of assignment –</p>	


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	<p>including other contexts perhaps not mentioned on page 2 where they could envision its use.</p> <p>Workshop: Take responses from about 4-6 participants and write them on a flip chart.</p> <p>If Online: Ask participants to enter their responses in the chat box.</p> <p>Then ask them to identify when is the next time that contextual use could actually happen. Try to get actual dates and encourage them to plan for presentation of the Checklist at those meetings.</p>	
<p>Presentation</p> <p>5 minutes</p> <p>Slide 9</p> 	<p>Tell participants now to turn to page 3 of the Checklist.</p> <p>Click once to reveal the first text block on the slide: <i>“Recommended Actions for Integrating Risk within HPC”</i>.</p> <p>Note that this first section of the Checklist (pages 3-9) lists in much detail how the Checklist can inform the HPC process at each phase (Preparedness, Needs Assessment and Analysis, Humanitarian Strategic Planning, Resource Mobilization, and Response Monitoring). Note that Module 3 of the training package will “dive into the detail” of this section; encourage them to review this section prior to doing that module.</p> <p>Tell the participants to turn to page of the Checklist.</p> <p>Click a second time to reveal the second text block on the slide: <i>“DRR Actions falling outside the HPC”</i>.</p> <p>State that this Section 2 focuses on DRR integration that is not necessarily connected to the HPC process, that focuses on working across HDP</p>	

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	<p>efforts; adopting a human rights-based, gender-responsive and conflict-sensitive approach; and reducing risk at the local level in humanitarian contexts. Here, many working on non-HPC-related activities may find useful recommendations for integrating DRR and mitigation activities in their work.</p> <p>Now, tell participants to turn to page 13 of the Checklist</p> <p>Click a third time to reveal the third text block on the slide: “<i>DRR as part of humanitarian enablers</i>” (of coordination and information management).</p> <p>Note that effective humanitarian response depends on the “enablers” of coordination and information management throughout the programme cycle, and that this section 3 details a number of useful recommendations for integrating DRR dialogue and activities within the various coordination mechanisms and information management products that HDP actors use at both global and country levels.</p> <p>Finally, encourage participants to review the three sections of the Checklist more thoroughly on their own and that they are likely to find DRR actions that fit within the various humanitarian, development, and/or peacebuilding activities ongoing in their countries.</p>	
<p>Small Group Discussions and Plenary Feedback 30 minutes</p>	<p>Show the slide and announce that participants, organized in small groups, are now going to engage in small group discussions and share experience.</p> <p>Tell them they should share experiences they have of integrating (or <i>trying</i> to integrate) DRR actions in humanitarian plans or operations.</p>	<p>If you are conducting a face-to-face workshop, try to arrange breakout rooms – or separated, small group tables – for the group discussions.</p>


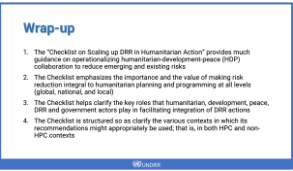
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<p>Slide 10</p>  <p>The slide titled 'Small Group Discussion' contains the following text: 'Small group discussion', '1. Encourage participation of all group members', '2. Be aware of the timing/deadline', '3. Ensure results are achieved by the deadline.', 'Tell them they should also identify a reporter whose job it will be to report results back to plenary. (Reports should follow the format on the slide.)', 'Tell them they will have 15 minutes to discuss and then return to plenary to present their reports.', 'Ask if there are questions on procedure. If so, answer them. If not, send them to their small group rooms or spaces.', 'After 15 (or 20 if needed) minutes, bring them back to the plenary session for the group reports.', 'Ask each small group reporter to present one context and one DRR action that was taken and/or proposed by his/her group.'</p>	<p>If they have no such experience, tell them to conceptualize how DRR actions might have been integrated into humanitarian plans or operations with which they are familiar.</p> <p>In either case, ask them to share one or more examples of such actions to the group.</p> <p>Divide the participants into small groups of 3-4 participants each.</p> <p>Tell the groups they should each nominate a small group facilitator whose responsibilities are to:</p> <ol style="list-style-type: none"> 1. Encourage participation of all group members 2. Be aware of the timing/deadline 3. Ensure results are achieved by the deadline. <p>Tell them they should also identify a reporter whose job it will be to report results back to plenary. (Reports should follow the format on the slide.)</p> <p>Tell them they will have 15 minutes to discuss and then return to plenary to present their reports.</p> <p>Ask if there are questions on procedure. If so, answer them. If not, send them to their small group rooms or spaces.</p> <p>After 15 (or 20 if needed) minutes, bring them back to the plenary session for the group reports.</p> <p>Ask each small group reporter to present one context and one DRR action that was taken and/or proposed by his/her group.</p>	<p>If you are conducting an online training, be sure to learn how to set up “breakout” rooms for small groups in advance of the session.</p> <p>If they need more time in the discussions, give them 5 more minutes, but don't surpass 20 in all.</p>

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	<p>Have each group reporter present before you take questions or comments from other participants as you will have only about 10-15 minutes for this brief feedback session. Take note of those groups that report an actual action that was taken vs. those that report an action that "should have been taken".</p> <p>After all groups have reported one context and DRR action, ask the groups which reported on actual actions taken (if any):</p> <ul style="list-style-type: none"> • What was the eventual outcome of the action? • How was the action received by humanitarian actors working on the response? <p>If there is time, ask the groups reporting actions that "should have been taken" (i.e., but were not):</p> <ul style="list-style-type: none"> • What were the major factors constraining implementation of the action • How might they deal with those factors in the future when advocating for such an action? <p>Thank the groups for their work and move on.</p>	
Presentation 1 minute Slide 11	Briefly present the tools, noting their purpose.	

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<p>Presentation 1 minute Slide 12</p> 	<p>Review the wrap-up notes and thank participants for their work.</p>	