**2.1 The Humanitarian Programme Cycle**

**Day 2:  09:00-09:45 (45 minutes)**

**Session Purpose:**

To introduce the Humanitarian Programme Cycle which is the theme for the following days of the workshop.

**Learning Objectives:**

* List the origins and the stages of the Humanitarian Programme Cycle (HPC)
* Explain the role of preparedness in the HPC

**Outline of the Session**:

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| **Topic** | **Time** | **Guidance note for facilitator** |
| Group Work: HPC Exercise | 20’ | To familiarise participants with the cycle and the logic behind the order of each stage. |
| Introduction to the HPC | 10’ | The emphasis of this session is mostly on the HPC in general - but with additional links to the CHS and AAP issues |
| Emergency Response Preparedness | 15’ | Slides and activity of issues to consider when in the ERP phase. |

**Session Materials:**

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| **General** | **HO=Handouts (1 per person) and**  **R =Resources (copy per instructions)** | **Electronic References** |
| * PowerPoint presentation * Flipcharts, markers * Tape or blu-tak to stick stage of the HPC to a wall or flip chart page. | * 2.1 R HPC Exercisex 6 | * HPC New July 2015 * UNICEF Preparedness Guidance * ERP New July 2015 x 1 |

**Facilitator Notes**:

There are two possible ways to structure the session. The most commonly used one is presented in the session plan below. For more advanced groups who are already extensively familiar with the HPC, an Alternate HPC exercise is listed at the bottom of the session plan which focuses more on Accountability to Affected Populations. If the Alternate HPC Exercise is used, the Session will start with the Introduction to the HPC followed by the Alternate HPC Exercise.

**Group Work: HPC Exercise (20 minutes)**

Start the session by distributing 1 set of 2.1 R Intro to HPC stages to each table and show the PowerPoint with exercise instructions.

Explain that the stages form a humanitarian programme cycle that is used for emergency response.

Ask groups to stick the pieces of the cycle in order on the wall or a sheet of flipchart paper. Highlight that they may be asked to explain their diagrams.

Ask them to specifically think of how the cluster can better integrate the views and perspectives of affected people in each phase and action of the HPC, using the CHS commitments and quality criteria or the GNC AAP guidelines as an example.

After 10 minutes, ask each group to display their cycle and invite participants to circulate and view the different diagrams. Ask 2 – 3 groups to explain the logic of their diagrams. How each stage relates to the next.  Draw out any corrections that may be necessary using the PowerPoint. Be sure to:

* Emphasise the positioning of the affected population at the centre.
* Highlight Preparedness as an element to be considered at all stages.
* Draw attention to the enablers of coordination & information management.

**Debrief:**

Show the slide on the HPC – and compare to what groups have developed.

Be sure to:

* Emphasise the positioning of the affected population at the centre.
* Highlight Preparedness as an element to be considered at all stages.
* Draw attention to the enablers of coordination & information management.

**Introduction to the HPC (10 minutes)**

Review the HPC, highlighting its importance and implications for cluster work.

This part of the session introduces the HPC as tool to prepare for, manage and deliver humanitarian response. Be aware that most of the participants should already know something about generic “programme cycle” tools that they apply in other contexts.

Explain that days 3-5 are structured in the light of the HPC and that in the following sessions each element of the HPC will be discussed taking into consideration preparedness and the role of the NCC and the NC partners. Highlight the Operational peer Review and Evaluation will not be covered in a separate session but information will be provided on their USB sticks on this topic. This session is the last of the day.

**Emergency Response Preparedness (15 minutes)**

Consider the slide relating to ERP which come from the IASC ERP guidelines and note that UNICEF has a specific guidance note pictured on the PowerPoint and in the Resource USB participants will receive. Emphasise the criticality of this period to ‘ready’ the cluster, sector or working group for an emergency.

Show PowerPoint with discussion questions and have participants discuss the responses for 5 minutes. Debrief by asking participants to share their findings. Some answers could include: conducting baseline assessments or compiling baseline data, establishing TORs, mobilising supplies for stockpiling, developing a cluster contingency plan, building contact lists and identifying potential partners, mapping, sharing information with partners, holding briefings on the situation, contributing to the HNO and HRP if one exists in country at that stage, identifying and setting indicators and benchmarks, etc.

Show the PowerPoint Reinforcing AAP in Preparedness and highlight some questions that coordinators should ask relating to AAP in the Nutrition Cluster's work:

* What information from secondary sources already exists in terms of risk-mapping, vulnerable groups, and specific nutritional needs/status (location, groups, etc.) as well as existing capacities (national authorities, NNGOs and INGOs, development programmes, etc.)
* Are there any existing nutrition programmes in the country that can be built on (humanitarian or development)?
* Are there any evaluations (project, programme, cluster) that can give insights on how to best approach meeting nutritional needs?
* What training and capacity development actions have already taken place with national nutrition actors (could be on NiE, Sphere, CHS standards, HPC or clusters).
* How many local partners (government, NGOs, faith-based groups, etc.) work on nutrition issues (direct programming, advocacy, C4D.)

**Alternate HPC Exercise (to take place after Introduction to the HPC) Used with more advanced groups. (20 minutes)**

Start the session with an activity, split participants into 5 groups and give each group one of the HPC stages. Explain that the stages form a humanitarian programme cycle that is used for emergency response. Most participants will be familiar with similar programme cycle approaches, so the task here is to start to think about the role of the NCC and how it can play a role in promoting quality and accountability.

Ask each group to review their phase of the HPC against the CHS Commitments and related key actions, and identify at least one key action where they think the NCC can or should actively encourage and promote joint approaches amongst cluster partners. For example, on Needs Assessment - one related CHS Key Actions would be:

1.1 Conduct a systematic, objective and ongoing analysis of the context and stakeholders.

* Clusters can encourage joint assessments that include efforts to include data beyond nutritional status, to include affected people's perspectives and analysis of local coping mechanisms and capacities, KAPS, etc.
* Cluster can encourage on-going revisions and updates to needs assessments to orient and adapt response strategies.

After 10 minutes, ask each group to display their cycle & invite participants to circulate and view the different diagrams. Ask 2 – 3 groups to explain the logic of their diagrams, and how each stage relates to the next.

**Key Messages:**

* The overall purpose of the HPC is to deliver a fast, coordinated, effective and protection-driven response to people affected by humanitarian crises.
* The focus is primarily on the HPC in the context of multilateral humanitarian response operations - in support of the national and local response – but the approach is intended to be accessible to all humanitarian actors.
* While implementation of the cycle should be flexible and adaptable to different country situations, it must address the all of the HPC elements.
* Whenever possible, the HPC should support national and local partners, including NGOs, civil society and communities, and complement or build on existing frameworks; it should contribute to a response that builds resilience to future disasters.
* The Nutrition coordinators role in ERP is risk analysis and monitoring, minimum preparedness actions and advanced preparedness actions. Everyone in the cluster has a role to play to contribute to the plan.