Location: *Insert Location*

Dates: *Insert Dates*

## Stationary Supplies

|  |  |  |
| --- | --- | --- |
| Item | Units | Notes |
| Labels or name badges | Enough for all participants and facilitators/guest speakers |  |
| A4 Paper | 1 ream (500 sheets) |  |
| Folder | Enough for all participants | To put handouts in |
| VIPP cards | 100 | Various colours and sizes |
| Blu tac, white tac | 2 large packets | Used to stick flip chart pages or cards to the walls |
| Notepads | Enough for all participants | Provided by hotel? |
| Pens | Enough for all participants | Provided by hotel? |
| Small sticker notes | 3 pads | (7.5 cm x 7.5 cm) in various bright colours |
| Large sticker notes | 3 pads | (12.5 x 7.5 cm) in various bright colours |
| Flip chart pads | 4 pads | 20 pages each (approx.) |
| Scissors | 1 |  |
| Stapler | 1 |  |
| Staples | 100 |  |
| Staple remover | 1 |  |
| Masking tape | 2 rolls | For Session 2.1 Exercise |
| Paper clips | 1 box |  |
| Markers | 30 markers | 10 in black and others in various colours |
| USB sticks | Enough for all participants + 5 extra |  |

## Equipment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | | Units | Notes | |
| Printer | 1 | | | (have extra printer cartridges) |
| PowerPoint projector | | 1 |  | |
| Laptop | | 1 | To connect to projector | |
| Screen | | 1 |  | |
| Flip chart stands | | 4 |  | |
| Extension cords | |  | Venue to provide for projector and for participants’ and facilitator tables to charge phones/laptops etc. | |
| Clicker | | 1 | To navigate through PPT presentations | |

## Handouts (1 copy per participant + 2 extras for facilitators)

**Double-sided – only if practical according to the copying equipment**

**Colour- only if practical**

|  |  |  |
| --- | --- | --- |
|  | Document Name | Notes |
|  | 1.1 HO SNCCT Agenda | Colour copy |
|  | 1.1 HO Participant Self-Assessment |  |
|  | 1.2 HO CHS Flower |  |
|  | 1.3 HO Cluster Functions CCRM July 2015 |  |
|  | 1.3 HO Core Cluster Functions Quiz Answers | Double-sided or stapled |
|  | 1.3 HO Core Cluster Functions Quiz |  |
|  | 1.4 HO Overview of responsibilities of CC Actors |  |
|  | 1.5 HO Statement on Commitment to Principles of Partnership |  |
|  | 1.6 HO All in Diary Meeting Management |  |
|  | 1.6 HO Leadership Styles |  |
|  | 1.6 HO NC Meeting agenda template |  |
|  | 1.6 HO NC Meeting minutes template |  |
|  | 2.2 HO Inter-cluster Coordination |  |
|  | 2.2 HO Example 4 clusters integration |  |
|  | 2.4 HO Costing of the NiECG Response |  |
|  | 2.6 HO Caseload CMAM | Double-sided, stapled |
|  | 2.6 HO Caseload PLW | Double-sided, stapled |
|  | 2.6 HO IASC Guidelines on the Humanitarian Profile COD | Double-sided, stapled |
|  | 2.6 HO Nutrition Supply Calculations | Double-sided, stapled |
|  | 2.6 HO Establishing Humanitarian Caseloads | Double-sided, stapled |
|  | 2.7 HO Challenges on Monitoring Systems |  |
|  | 2.8 HO SNCCT Action Plan template | Double-sided, stapled |
|  | 2.8 HO SNCCT Evaluation Form |  |

## Resources (Copy per instructions)

|  |  |  |
| --- | --- | --- |
|  | Document Name | Instructions |
|  | * 1. R Registration form (to recollect each day)   **Host organisation, please create and share with GNC** | 1 print out with 2 columns where participants can initial next to their name each day |
|  | 1.1 R Percentages x 1 | 1 set on card paper, colour, one-sided |
|  | 1.1 R Question Cards x 2 | 2 copies, one-sided, on card paper and cut out so there is 1 question per card |
|  | 1.4 R Core Cluster Functions x 1 | 1 set, one-sided |
|  | 1.4 R Core Cluster Functions Quiz | 15 copies |  |
|  | 1.4 R Roles and Responsibilities |  |
|  | 1.5 R PoP Exercise x 1 | 1 print, one-sided on coloured card |
|  | 2.1 R Intro to HPC (x6) | 6 sets, one-sided |
|  | 2.5 R Resource Mobilisation questions | 1 print out, one-sided |
|  | 2.6 R Guidance on Est SAM Target Caseload |  |
|  | 2.6 R Establishing Humanitarian Caseloads |  |
|  | 2.8 SNCCT Sample Certificate Template |  |