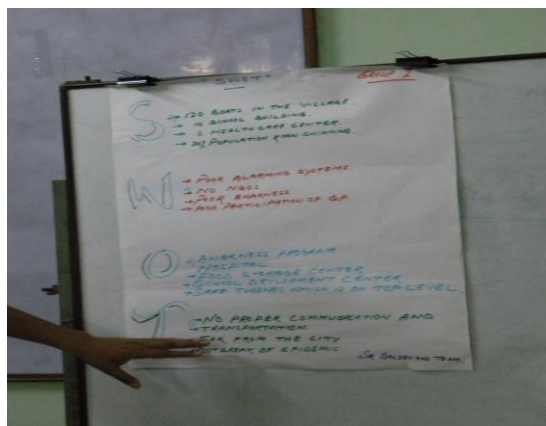
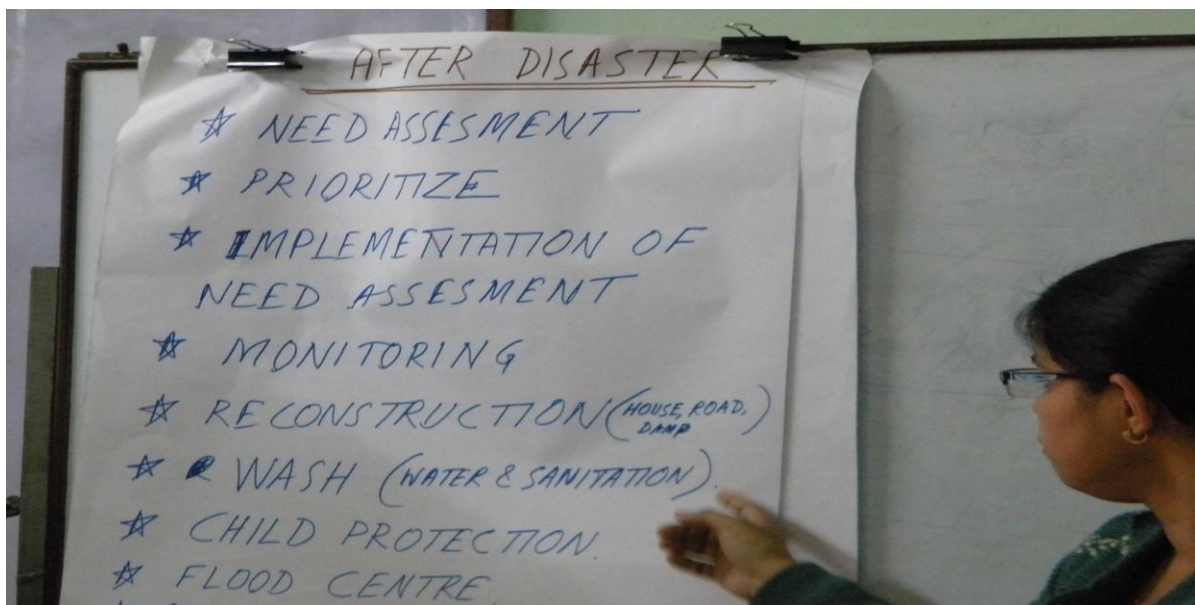


“Training on Essentials in Humanitarian Response and Disaster Risk Reduction-Kolkata”



Venue: Seva Kendra, Kolkata
Dates: 13-14th January 2014.

Dates:

13th and 14th January 2014

Duration:

2 days (residential)

Venue:

Seva Kendra, Kolkata

No. of Participants:

36

Facilitators:

Mr. Manoj Dash, State Coordinator, Sphere India

Dr. Henna Hejazi, Focal Point-Training & Capacity Building, Sphere India

Biplab Chakraborty, Programme Officer, ADRA India

Isita Ray, Programme Officer, WWF

Training Coordinator:

Dr. Henna Hejazi

Report compilation:

Dr. Henna Hejazi

Background:

Compassion is a Christian organization working on child development in Eastern India. Compassion is successfully running a child development model which includes the child survival programmes to address infant mortality and malnutrition and various child sponsorship programmes. Compassion envisages a world in which all needs of children (spiritual, economic, social and physical) are addressed including releasing all children from poverty.

Much of Compassion work has been conducted under conditions of change – frequent disasters, rising population densities, deteriorating natural resources, and increasingly uncertain and unpredictable climatic conditions. During their interventions, Compassion has felt the need to include disaster response and risk reduction programming, as part of the overall development strategy of the organization along with a strategic need to build the capacity of their staff and partners.

In view of the growing interest, Sphere India has joined hands with Compassion to host a Basic Training in “Essentials of Humanitarian Response and Disaster Risk Reduction” in Kolkata with an aim to develop capacity of the Compassion staff and partners, to share their knowledge and promote good practices in DRR and mainstream DRR in development planning.

The programme schedule is attached as Annex 1

This is the first phase of training to the Compassion India partner staff. In the coming months Compassion as part of their nutrition interventions, has also expressed the need to train their staff in Nutrition in Emergencies and other thematic areas including Psychosocial care for children..

Objectives:

- To develop capacity of Compassion staff and partners in Kolkata in disaster risk reduction and Humanitarian Response.
- To mainstream Disaster Risk Reduction in Development Planning.
- To develop a Module/Course booklet in “Essentials of Humanitarian Response and Disaster Risk Reduction” for Compassion partners in Kolkata.

Output:

- a. 60-70 Compassion staff and partners in Kolkata trained in Disaster Risk Reduction and Humanitarian Response.
- b. DRR mainstreaming in developmental planning.
- c. Course Module for partner staff to be used as a training tool in the field.

Day 1:

Session Observations:

Introduction and Background

Facilitator: Dr. Henna Hejazi

Session Objectives:

At the end of the session the participant will be able to:

- Get introduced to the broader objectives of the training
- Establish their expectations from the training
- Adhere to ground rules during the course of the training.
- Form six training groups
- Assess their understanding of DRR and Humanitarian Response

Topics covered:

- Background
- Course overview

- Participants' expectations noted.
- Ground Rules set.
- Introduction of the participants
- Formation of the groups
- Pre test

The day started with the Registration of participants. 36 participants attended the training programme. The list of participants is attached as Annex 2.

The registration process was followed by the prayer session.

Introduction to the Course (Ground rules, expectations, group formation):

The opening session by Solomon David gave a brief background of the training programme and explained its need in humanitarian work. Dr. Henna, Sphere India, welcomed all the participants to the training programme and complimented them on their hands on experience from the field. She was enthusiastic that the training will meet its objectives and outcomes. The session started with an introduction to the course and its conceptualization with Compassion team. The participants were taken through each session of the programme schedule and its broader objectives.

The Ground rules were set through brainstorming with the group. The agreed ground rules were noted on a flip chart and kept on display inside the training hall. They included the following

Do's	Don't's
<ul style="list-style-type: none"> • Mobile on silent • Be on time/Finish on time • Respect to all participants and each others views. • Avoid side talk. • Give equal opportunity to all. • Time managers for each day. • Participatory approach • Indicate if any one want to interact or discuss 	<ul style="list-style-type: none"> • Avoid cross talking or making sub-groups. • Avoid criticism • Not to comment on any ones communication.

Each participant was asked to write down his/her expectation from the training. The expectations included the following

- Technical knowledge of DRR
- Disaster Preparedness
- Awareness of community
- Assessments
- Role of Govt. Agencies in Disaster Management
- Vulnerability
- Accountability

The Logistic details were provided by Arnab Mandal, to the participants including timing and venue for Tea, Luch and Dinner. Some. Other facilities with in the Hotel were also discussed with the participants.

This was followed by an ice breaking exercise wherein the participants were made to form a circle with one participant introducing his/her co-trainees (who had preceded giving their introductions) by their names followed by his/her own name. This exercise helped the participants and training team in remembering the name of each participant.

At the end of the exercise participants were made to form six groups. While explaining the concept of group formation, all the groups were encouraged to share their individual learning within the groups and evoke healthy discussion during the group exercises

Following were the designated groups and group members

Group	Group name	Group members
1	Orange Josh	Satyajit,sanat,tuktuki,tarachand,pintu,soby
2	Orange Juicy	Ravi, suleman,baldeo,madhumita,munmun,roshan
3	Eclairs	Kurnelius,samir,kishun,poonam,obeid,awadesh
4	Cadbury	Arjit,bignan,udhay,muna,biswajit
5	Pineapple	Bikram,rinku,anju,bhaskar,prasant,amar
6	Just jelly	Rini,gautam,anirudha,ganesh,Benjamin,magdalini

Besides a time manager was chosen to ensure the facilitators stick to their time schedule and to give gentle reminders to participants for coming back to the training hall at the end of each break.

This session was followed by a pre-assessment of the participants in terms of their understanding of DRR issues. They were instructed to tick the most appropriate option in an evaluation Pre-test questionnaire. It was explained to the participants that this is a self evaluation which will be repeated at the end of the training also to assess the level of improvement in the understanding of the basic concepts. [The pre/post test analysis is attached in Annex 3](#)

Session 2: Terms and Concepts in DRR:

Terms and Concepts in DRR

Facilitator: Dr. Henna Hejazi

Session Objectives:

At the end of the session the participants will be able to

- Develop better understanding of the terms and concepts used in Disasters
- Differentiate between Disaster, Risk, Hazard, Vulnerability, Capacity, Response
- Identify the Dos and Donts during Disasters
- Design a hazard vulnerability capacity risk map for their community.

Topics covered:

- Participants perception about terms and concepts used in DRR
- Hazard Vulnerability Capacity Risk Analysis Map.

Session 3: Introduction to Humnitarian Response

Introduction to Humanitarian Response

Facilitator: Manoj Dash

Session Objectives:

At the end of the session the participants will be able to

- Planning for Humanitarian Response with Right to Life as an Indicator in the disaster situation.
- Identify the basic Needs and ensure Sphere Minimum Standards in Humanitarian Response.
- Advocate for Minimum Standards.
- Establishing effective coordination with various Key stakeholders.

Topics covered:

- Humanitarian Response
- Right to Life in Post Disaster situation
- Needs in Emergency Situation (Food, Water, Health etc.)
- Sphere minimum Standards
- Key stakeholders in Humanitarian Response

- Coordination in Humanitarian Response

Session 4: Planning and Managing Humanitarian Response 1

Planning and Monitoring Humanitarian Response I (PMHR I)

Facilitator: Dr. Henna Hejazi

Session Objectives:

At the end of the session the participants will be able to:

- Explain the importance of the Project Cycle
- Identify different phases of the Project Cycle
- Define Assessment and its types
- Design the Assessment report at the time of disaster

Topics covered:

- Project Cycle and phases
- Assessment and its types
- Assessment Exercise

Session 5: Planning and Managing Humanitarian Response 2

Planning and Monitoring Humanitarian Response II (PMHR II)

Facilitator: Manoj Dash

Session Objectives:

At the end of the session the participants will be able to

- Assess the situation, preparation of sectoral assessment reports and planning for Humanitarian Response in short & long term. Preparation of Log Frame on sector specific activities.
- Monitor and Evaluate the Humanitarian Response by fixing Indicators.

Topics covered:

- Assessment & Planning
- Log Frame for Humanitarian Response
- Monitoring and Evaluations in Humanitarian Response.

This was followed by a group exercise on how to prepare an Assessment Report, with a disaster scenario and multiple sources of information. The assessment template is attached as Annex 4

Day 2:

Session 1: Disaster Risk Reduction and mainstreaming DRR in Development

Facilitator: Biplab Chakraborty

Session Objectives:

At the end of the session the participants will be able to

- Identifying Risk
- Inter-relation between Hazard, Risk, Vulnerability and Capacity
- Reducing Risk or Risk Reduction measures
- Definition of developmental activities
- Mainstreaming DRR into development activities

Topics covered:

- Identifying Risk
- Types of vulnerabilities and capacities
- Defining DRR and Disaster management cycle.
- Mainstreaming DRR in Developmental activities

Session 2: Community based disaster risk reduction

Facilitator: Biplab Chakraborty

Session Objectives:

At the end of the session the participants will be able to

- Describe the importance of Community Participation and Mobilization in DRR.
- Designing a Community Hazard Vulnerability & Capacity Assessment.
- Developing an Integrated & Inclusive DRR Planning process
- Identification of the community Stakeholders
- Identification of the Community Based Disaster Risk Reduction (CBDRR) Processes

Topics covered:

- Important Stakeholders
- Level of Preparedness and Risk Reduction
- Community HVCA (Hazard Vulnerability & Capacity Assessment)
- Inclusive & Integrated Planning Process
- Community Based Disaster Risk Reduction (CBDRR) Process

Session 3: Planning for Humanitarian Response and DRR-Group Exercise

Facilitator: Isita Ray

Session Objectives:

At the end of the session the participants will be able to

- Prepare a plan for Humanitarian Response and DRR with specific focus on their activities and operational areas

Topics covered:

- Hazard mapping and Identify the elements at risk within the community
- SWOT analysis in the community when disaster strikes
- Preparation for DRR of your own community

Methodology:

The participants were divided into groups according to their areas of operation

Gr.1- community living at riverside villages that are prone to floods

Gr.2- community living at plain facing recurring natural events

Gr.3- community living in island villages of Sundarbans delta

Group Exercise:

Task 1: As the part of the community draw a hazard map of the community and identify elements at risk and why they may be damaged.

Task 2: Do a SWOT analysis in the community hypothetically when disaster strikes.

S - What is the strength of the community when the hazard strikes?

W - Weaknesses of the community?

O - What opportunity is there for individuals and families to escape hazards?

T - What are any other threats when hazards happen? How can you control them?

GROUP-1

Imagine a situation where you live in a riverside village of northern Bihar. You have formed a task force on Women & Child Protection.

Plan for your **'before disaster' activities:**

Hints

Prevention

Mitigation

Preparedness

GROUP-2

Imagine a situation where you live in a coastal village of West Bengal. You have formed a task force on Women & Child Protection.

Plan for your **'During Disaster' action:**

Hints

Evacuation

Search and rescue

First aid

Supply relief

GROUP-3

Imagine a situation where you live in a flood prone village of coastal Orissa. You have formed a task force on Women & Child Protection.

Plan for your **'After disaster' activities**

Hints

Plan for the process of recovery

Rehabilitation and

Reconstruction

Each group was invited to present their work. A discussion was facilitated between groups on each presentation. Trainers and facilitators comment and feedback were also incorporated.

Group 1:

Hazard Map:

- Flood prone village
- Breach in embankment
- Island area
- Forest fringe village
- Coastal village
- Recurring storm and cyclone
- Saline water inundation

SWOT analysis

Strength:

- Concrete buildings for school, temple, church, health centre and rural bank
- Availability of volunteers in villages
- Availability of medical aid on time
- Availability of shops
- Local boat and water transport
- Active Disaster Management Team

Weakness:

- Recurring flood
- Low land area with in village
- No all-weather roads
- Breach in embankment
- Lack of awareness on disaster preparedness among community
- No alarm/early warning system
- Unavailability of proper transportation during calamity
- Lack of govt. infrastructure
- Lack of medical facilities
- River side location of village
- Forest fringe village
- Remoteness
- In adequate food supply at anganwadi centers

Opportunity:

- Scope to accommodate a large number of people in community hall and other double storied buildings
- Active Gram Panchayat
- Active NGOs
- Monetary support by SGHs
- Source to generate fund by local church body and NGOs
- Compassion India's support

Threat:

- Wild animal from forests
- Power cut during disaster
- No electrification in Sundarbans villages
- Communication failure
- Child and Women protection
- Political pressure during distribution of relief material
- False list generation in the name of need assessment

Group 2:DRR Practices:

PRE-DISATER PREPAREDNESS:

- Task force formation
- Training of task force
- Hazard mapping
- Population mapping based on vulnerable groups (for pregnant, children, elderly, physically &mentally challenged)
- Vulnerability assessment
- Rescue shelter identification and maintenance
- Early warning system
- Preserve food and drinking water
- Ensure emergency medical services

DURING DISASTER PREPAREDNESS:

- To ensure that task forces are in action
- Evacuation
- Search and rescue
- Shelter management
- Ensure law and order in relief shelters
- Emergency medical support
- Ensure safe drinking water
- Special attention for vulnerable groups of the community
- Need assessment
- Listing of necessary relief materials and prioritization
- Distribution of relief
- Ensure law and order
- Security for girls, women, children

AFTER-DISASTER PREPAREDNESS:

- Contact local CBOs/NGOs
- Asking for govt support
- Reconstruction work
- Treatment of affected and injured persons
- Trauma care
- Supply of reconstruction materials
- Supply of food and water till normalization of situation
- Ensure child rights
- Women and Child protection
- Fund procurement for re-building of village infrastructures
- Disposal of animal dead bodies
- Plan for sustainable adaptation

The session was wrapped up by thanking participants for a good job and showing how the session objectives are achieved by their cooperation and learning ability.

Session 4: Action Planning:

Based on the participants location, broad objectives and key learning from this training, the participants were made to work in groups towards how they would incorporate the learning into their field work and activities.

Participants' area of interest and experience:

- Area of operation is coastal and southern districts of West Bengal and Bihar
- Awareness Programme for parents and children
- WASH activities.
- Child Holistic Development Programme
- Community Development Programme
- Disaster Response

Key Learning from the training:

- Enhance Project outcome/output:
- Awareness programme for community as a whole
- Child & Women Protection task-force
- Arrangement of pure water facility keeping in view of HFL
- Pre disaster hazard mapping and risk identification
- Risk reduction techniques

Scope to incorporate in project work:

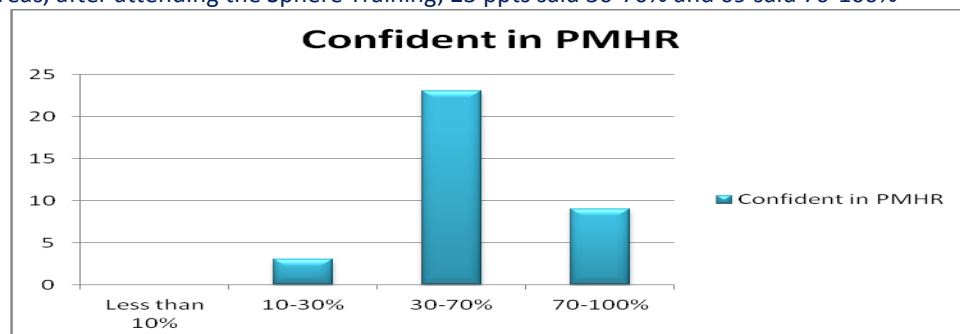
- Formation of CDM teams at project level
- Log frame is useful do multifarious project works
- Display of contacts of local agencies, NGOs ,govt. departments at project office and other important locations of village
- Presentation on DRR and CDMA is extremely useful and applicable to project work
- After training participants will be able to build capacity of communities. However follow up and repeated trainings are required.

Feedback of the training:

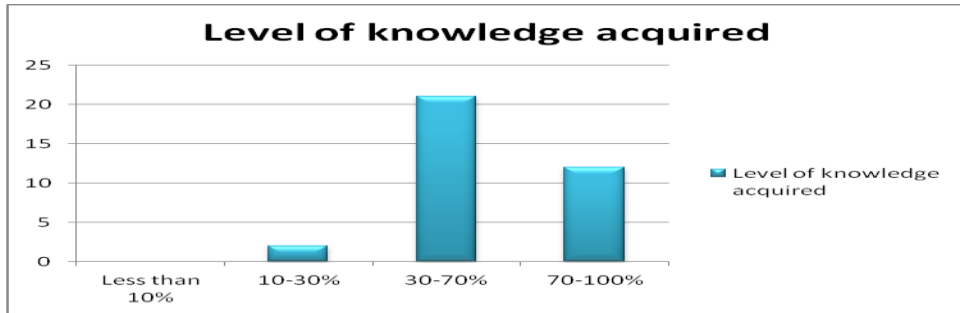
At the end of the training many participants came out with a variety of inputs, suggestions, recommendations which were recorded in a Feedback Form at the end of the training and included the following

- Systematic and organized delivery.
- Easy to understand for all.
- Learned many new concepts.
- Require constant guidance from Sphere India.
- Handouts to be sent in soft copy to all participants.
- The duration of the training ought to have been five days instead of two days, for more clarity and group work.
- More breaks in between sessions to refresh.
- More group exercises to develop the practical skills of participants.
- A video clipping on Phailin or Uttarakhand would have been appreciable to show the impact of disaster and the immediate response provided.
- Few sessions were spilling beyond the allotted time.
- A detailed knowledge on SWOT Analysis would have been very helpful.
- More knowledge required on Agencies engaged in Disaster Management.
- Accreditation would have been a motivation for the participants

Q-When asked how confident do the participants feel in planning and managing humanitarian response in their respective areas, after attending the Sphere Training, 23 ppts said 30-70% and 09 said 70-100%



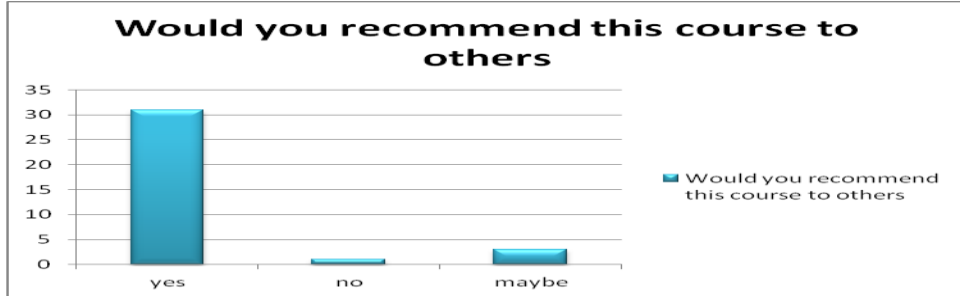
Q-When asked how much has the Sphere Training on DRR and Humanitarian Response added to their knowledge, 21 ppts said 30-70% and 12 said 70-100%



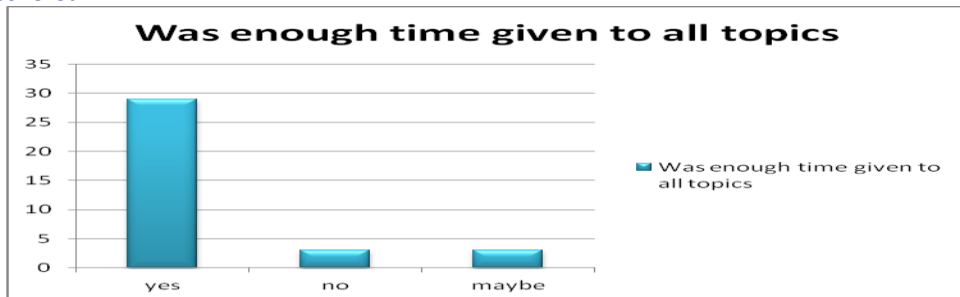
Q-When asked how satisfied are they with the materials provided during the course, 17 said 30-70% and 14 said 70-100%.



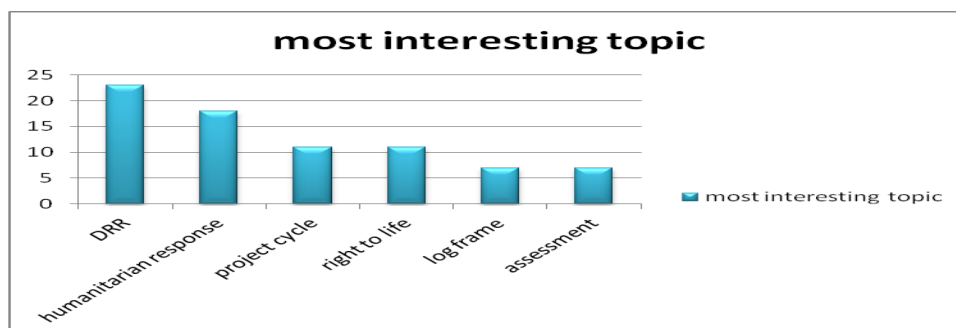
Q-When asked that would they recommend this course to the colleagues in their respective areas, 31 pts said yes



Q-When asked do they think that enough time was given to all the topics during the course (Including theory and practice), 29 pts said yes, while 6 pts said the training time was less because of which more time was not given to all topics covered.



Q-When asked what was the most interesting topic during the course, most of the participants revealed DRR, humanitarian response and project cycle



Comments/suggestions:

- More visual aids could have been used for more clarity on concepts.
- Booklet for DRR will be helpful for field investigators.
- Follow-up training will lead to more clarity on the subject.
- Medium of learning should preferably be in local language.
- Citation of field experiences and case studies lead to better understanding.
- Extend duration of the training days in the future trainings.
- Softcopies of training material to be used.
- Sphere handbook to be provided by compassion.

Post test of the participants has revealed 25-30% improvement in the knowledge of DRR and Humanitarian Response. [Refer to Annex 3.](#)

Annexures

Annex 1:

Programme Schedule

Session	Duration	Day 1	Facilitators
1	10:30-11:30	Introduction Ice-breaking, Course Overview	Dr.Henna, Sphere India
	11:30-11:45	Tea break	
2	11:45-12:15	Terms and concepts in DRR	Dr.Henna, Sphere India
3	12:15-13:30	Humanitarian Response	Manoj, Sphere India
	13:30-14:15	Lunch break	
4	14:15-15:30	Planning and Managing Humanitarian Response 1	Dr. Henna Sphere India
	15:30-15:45	Tea break	
5	15:45-17:00	Planning and Managing Humanitarian Response 2	Manoj, Sphere India
	17:00-17:30	Open house, questions, day's feedbacks	Sphere India
Session	Duration	Day 2	Facilitators
1	10:30-11:30	Disaster Risk Reduction	Biplab-ADRA

	11:30-11:45	Tea break	
2	11:45-13:30	Community based Disaster Risk Reduction	Biplab-ADRA
	13:30-14:15	Lunch break	
3	14:15-15:30	Group Exercise on Community DRR Plan	Isita-WWF
	15:30-15:45	Tea break	
4	15:45-17:00	Action Planning	Training Team
	17:00-17:30	Closing	

Annex 2:

List of participants:

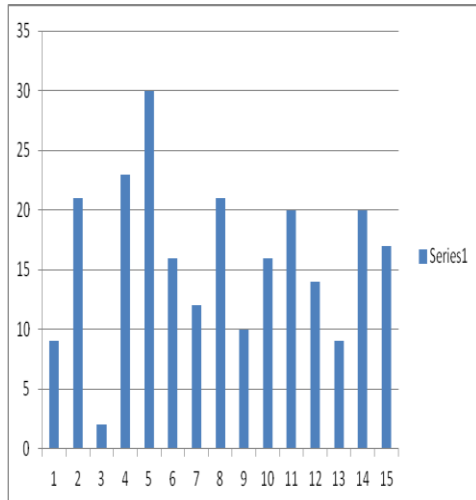
LIST OF PARTICIPANTS FOR DRR TRAINING-KOLKATA					
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17	Bhaskar sardar	M	South 24 Parganas	9748078808	
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25	Prasant Digal	M	South 24 Parganas	8509455510	prasantdigal5@gmail.com
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30	Anju	F	Katihar, Bihar		
31	Magdalini Hansda	F	Katihar, Bihar	8521274645	
32	Benjamin Soren	M	Katihar, Bihar	8002189988	benjaminsoren7@gmail.com
33	Awadhesh Mandal	M	Katihar, Bihar	9471673818	
34	Poonam Hembrom	F	Katihar, Bihar	9006731260	
35	Suleman Murmu	M	Katihar, Bihar	9534541490	
36	Aman Dharnal	M	Katihar, Bihar	811614534	aman.darnal@rediffmail.com

Annex 3:

Pre-Post Test Analysis

Pre/ Post Test



Annex 4:

Assesment Report template

ASSESSMENT REPORT	
No of districts affected	

No of villages affected			
No. of Gram Panchayats affected			
Urban/Rural			
Male/Female/Children affected			
Pregnant/lactating women in the affected area			
No.of people living under poverty and dalit population			
Impact of disaster on female headed households, unaccompanied children, disabled, sick, elderly, ethnic			
Response of			
Government			
NGOs			
Identified Needs	Immediate	Medium	Long term
Health			
WATSAN			
Food and Nutrition			
Health			
Child Protection			
Livelihood			
Gaps identified	1.		
	2.		
	3.		
	4.		
	5.		
	6.		