

# Appeal

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## **ACT Emergency Management Training & Capacity Building Program 2004 – AEMT41**

### **Total Appeal Target: 348,530**

### ***Balance Requested from ACT Network: US\$ 329,530***

Geneva, 20 January 2004

Dear Colleagues,

The number, scope and complexity of disasters world-wide has significantly increased in recent years. Therefore, it is critical that the ACT Alliance works together to strengthen the capacity of its members to prepare for and respond to disasters. The development of improved capacity derives from the need to better serve those most affected by disaster situations, particularly vulnerable groups such as women, children, the disabled and the elderly. Strengthened local capabilities in preparedness and response provide networks of local partners who are better able to supply assessment information, define immediate and longer term needs and initiate appropriate systems to receive both financial and material assistance when disasters occur. Furthermore, timely and adequate proposals increase the possibilities of the Alliance to access funding

At the end of 2002 the ACT/ EMT program was evaluated. As a result of this evaluation, in 2003 the ACT/EMT programme went through a significant re-orientation focussing on the decentralisation of the ACT/EMT initiatives and activities to the ACT National/Regional Forums.

The activities of the ACT/EMT program during 2003 were oriented:

- to developing the tools and training the human resources required for the development of EMT activities of members in the field. A training manual on "ACT procedures and principles" and trainers guide on how to use it were developed. An ACT/EMT training of 18 trainers from Africa, Asia and the Pacific was held in the Africa University. EMT training materials from ACT members have been posted in the ACT web site and dissemination of the SPHERE standards among the Alliance's members has continued.
- to supporting regional EMT training initiatives such as in eastern Africa and the Great Lakes.

For 2004 the ACT CO is proposing to continue strengthening the activities started in 2003 through:

- developing an ACT/EMT Training of Trainers in co-operation with AU;
- developing, in co-operation with local members, two regional ACT Reporting Workshops;
- translating the ACT Policy and Procedures Manual and the trainers guide into French and Spanish;
- providing complementary support to EMT initiatives developed by ACT National/Regional Fora and
- disseminating the NCA/CSA/PDA Community Based Psychosocial Work Manual

**Summary of Appeal Targets, Pledges/Contributions Received and Balance Requested**

	<b>ACT/AU Training of trainers</b>	<b>Training manual</b>	<b>Local Initiatives</b>	<b>Dissemination Psycho-Social Manual</b>	<b>Reporting W/Shops</b>	<b>SPHERE</b>	<b>Total Targets</b>
Targets	77,730	10,000	166,000	19,000	45,800	30,000	348,530
Less: Pledges/Cont Recd	0	0	0	19,000	0	0	19,000
<b>Balance Requested from ACT Alliance</b>	<b>77,730</b>	<b>10,000</b>	<b>166,000</b>	<b>0</b>	<b>45,800</b>	<b>30,000</b>	<b>329,530</b>

John Nduna  
Acting Director, ACT Co-ordinating Office

Full details of programmes and budgets are on following pages.

## **BACKGROUND**

The number, scope and complexity of disasters world-wide has increased significantly in recent years. Therefore it is critical that the ACT Alliance works together to strengthen the capacity of its members to prepare for and respond to disasters. The development of improved capacity derives from the need to better serve those most affected by disaster situations, particularly vulnerable groups such as women, children, the disabled and the elderly.

Strengthened local capabilities in preparedness and response provide networks of local partners who are better able to supply assessment information, define immediate and longer term needs and initiate appropriate systems to receive both financial and material assistance when disasters occur. Furthermore, timely and adequate proposals increase the possibility of the Alliance to access funding

Since 1998, the ACT Alliance has been working on the strengthening of local capacities to prepare for and respond to disasters through an Emergency Management Program that aims at enhancing the human and organisational ability of the members and their partners to respond effectively to emergency situations. The vision of the ACT/EMT program is to achieve:

- A common body of knowledge and experience at all levels
- An understanding of a common set of standards
- A commitment to the alleviation of human suffering and ensuring human dignity through an affirmation of hope

To develop the EMT program the ACT Alliance counts on the support of all of its members. Until 2002 two specialised members the Africa University (AU) and Church World Service (CWS) were instrumental in putting in place the ACT/EMT program.

From 1998 to 2002 the Africa University organised and held six comprehensive courses in disaster response for local staff and leaders of organisations working in disaster response in the Africa Continent. Furthermore, they developed five specialised workshops on issues relevant to the Africa context - “Responding to women’s needs” “Conflict Resolution” “Children in armed conflicts” “Peace and Democracy” and “Leadership, communication and disaster management skills” .

At the same time Church World Service developed 15 EMT workshops focussed on providing basic knowledge and skills to staff and leaders of local organisations working in disaster response. The workshops were organised in co-operation with local organisations and responding to the needs identified by them. The workshops were held at regional level: the Middle East, Central America, The Caribbean, West Africa, South America and East Europe; and some at country level as in Rwanda, Bangladesh, Afghanistan, Poland, Madagascar and Indonesia.

An EMT manual was developed by CWS as well as a database that provides information on the participants and contents of the ACT/EMT program. They are available in the ACT web site.

### **Evaluation**

At the end of 2002 the ACT/ EMT program was evaluated. A team of three consultants carried out the evaluation and the final report was distributed to the ACT alliance. The main recommendations of the evaluation were:

- A strategic approach towards capacity building within the ACT alliance would entail:
  - Corporate guidance and tools provided to ACT Members to assess training needs and a range of options to build capacity - funds, training, external inputs.
  - A self-assessment of capacity and training needs, with possible external support, undertaken in each region and /or country starting from the individual ACT members
  - Using existing best practices and indigenous training capacity packages appropriate to field realities.
- The EMT in Africa requires a conceptual and organisational shift in thinking. ACT cannot sustain long term training courses that simply benefit individuals and which are not “fed back” in any consistent manner.
- A continued funding of AU courses and core funding through the ACT EMT appeal and emergency funds raised by annual appeals is unsustainable. AU needs to find an alternative way of financing its core costs. ACT member staff participating in courses and training in AU should participate in the financing only through payment of course fees, with possible support from the ACT alliance. The fees should be calculated to include necessary AU costs.
- “First line” training courses, specifically for Training of Trainers ( ToT ) should be designed for those individuals/organisations that can demonstrate ability and funding to facilitate “second line” training.
- ACT supplementary funds might be accessed through established and representative national ACT fora. These funds would then be used to a) ensure quality participation in “second line” courses; b) provide productive feedback and monitoring on how such courses are conducted; c) provide specialist “tailored” courses where required, including appropriate course materials.
- Greater emphasis should be given to proposal writing and fundraising skills within the EMT courses.
- Attendance at any ACT EMT courses should be strictly contingent upon the commitment and demonstrated capacity of the “sending” organisations to undertake comprehensive follow-up in the form of onward training.
- Members suggest more support and guidance from the ACT CO for the next few years in order to strengthen an “ACT culture” and set-up the national and regional forums.

In February 2002 the EMCOM , based on a proposal from the ACT/EMT Advisory Group, adopted the following decisions in order to put in place the recommendations of the evaluation:

### *Principles*

- Capacity building activities, including EMT, should be decentralised and be the responsibility of the ACT members. Through their long term bilateral relations it is expected that funding members should support consolidation of institutional capacity of implementing members. The ACT CO should be kept informed in aspects related to disaster response.
- ACT/EMT program will have a complementary and supportive role in this process. The ACT/EMT appeal will focus on supporting training activities, limited to emergency management training and related issues.

### *Organization*

- ACT members and ACT National/ Regional Fora will be responsible for initiating and implementing EMT activities.
- The ACT CO will facilitate activities that will support local initiatives such as:
  - Compilation and development of materials (training modules)
  - Training of trainers
  - Exchange of information
  - Fundraising

- Promotion of capacity building initiatives in countries/regions where there is lack of capacity ( follow up responsibility of the ACT appeals officers)
- Convening of the ACT EMT Advisory Group
- Africa University, Church World Service and other specialised members of the ACT alliance might be implementers of the activities described above on request of the ACT national/regional fora or/and the ACT CO.

#### *Others*

- The current co-operation with the AU will be phased-out. AU will be used as an implementing member for tailored short-term ToT courses and development of materials. ACT alliance should assist the AU in obtaining alternative sources of core funding to develop a permanent program on Disaster Management and Response. One way is that ACT members sponsor participants to these long term courses, through payment of course fees and other expenses.
- The database should be maintained in order to provide information about EMT activities (training, materials, etc) within the ACT alliance. The ACT CO will look into the possibilities of maintaining it and making it more interactive.

### **Activities 2003**

Following the decisions taken by the EMCOM, the activities in 2003 focussed on:

#### *ACT Training manual*

A training manual on "ACT procedures and principles" was developed. The manual will be posted on the ACT web sit and distributed in CD form to all ACT members. The objectives of the manual are:

- to create a common understanding of the ACT identity and the way it works
- to develop capacities in the use of ACT tools and procedures

The manual will serve as training material as well as field reference material for ACT members' staff. In addition to the manual, a " Trainers Guide" was prepared to facilitate the use of the manual by the trainers in the field. The manual and the trainers guide were successfully tested in the training of trainers held in Zimbabwe at the end of 2003.

Also available are Emergency Management Training materials developed by members of the Alliance such as the Church World Service EMT manual and the NCA/CSA/PDA Psychosocial Community Based Training Manual.

#### *Training of Trainers*

From 25 November to 4 December 2003, a training of trainers was held at Africa University in Mutare, Zimbabwe. The focus was on upgrading the skills as trainers of a core group of emergency response operators working with ACT members. Both the individuals and the agencies for which they work made a written commitment to the ACT CO to make use of the training of trainers for its intended purpose in their regions.

18 participants were selected from 12 countries in Africa, 2 in Asia and 1 in the Pacific. The selection was made in consultation with the ACT Forum -where existing- and taking into consideration the needs in the countries/regions and the commitment of the ACT members to replicate the training using the knowledge, experience and skills of the participants in the training. The countries participating were: Sierra Leone, Liberia, Sudan, Ethiopia (2), Uganda, DR Congo (2), Malawi, South Africa, Kenya, Burundi, Mozambique, Zimbabwe, India (2), Pakistan and Fiji. The professional levels of responsibility of the participants included:

Programme co-ordinator (7), Emergency/Disaster/Relief Programme Officers (6), Development officers (4).

The workshop focussed on three main areas:

- How to plan and carry out a training workshop
- How to make use of and further develop the Africa University emergency management training manual
- How to use the training modules developed by ACT that are related to the ACT procedures and policies.

*Eastern Africa & Great Lake region ACT/EMT initiative*

The program involved all ACT members and partners in the Eastern Africa & the Great Lakes region and was based on regional priorities. The original proposal included 12 workshops but due to the lack of funding only 5 were carried out as follows:

Workshops	Applicants	Participants	Participating Countries
1. Local Capacity for Peace	75	22	Kenya, DRC Congo, S Sudan, Somalia, Rwanda, Burundi
2. Communication & Co-ordination in Emergencies	60	35	Kenya, S Sudan, Somalia, Rwanda, Burundi
3. Gender Approach to Emergencies & Development	65	30	Tanzania, Uganda, Kenya, DRC Congo, S Sudan, Somalia, Rwanda, Burundi, Sudan(Khartoum
4. Project Planning Monitoring & evaluation		35	Held on Mombasa
5. Leadership in Emergencies		35	Held on Mombasa

*Distribution of the revised SPHERE handbook*

The revised SPHERE handbook in English was launched on 30 October 2003. The French and Spanish versions are underway, and expected to be available in January 2004. The ACT CO has acquired some of the revised handbooks in order to distribute them among the ACT members who have no possibility of acquiring it themselves.

**Proposal for 2004**

The ACT CO is proposing to continue strengthening the activities already started in 2003. An additional training of trainers is planned. It is also foreseen to edit the training manual - ACT Procedures and Policies - and to translate it and the trainers guide to French and Spanish. To improve the ACT members skills on reporting, two regional workshops will be developed and the supplementary support to the EMT training initiatives of the ACT members in the field will be maintained through the fund for EMT National/Regional initiatives.

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# ACT/EMT TRAINING OF TRAINERS

## I. IMPLEMENTING PARTNER

### ▪ Africa University (AU)

Located at Old Mutare, Zimbabwe, the AU was opened on 23 March 1992. It has a strong, longstanding relationship with the United Methodist Church UMCOR since 1989, when United Methodists accepted a proposal to provide funding and support to establish the University.

The faculties of Africa University include: Theology, Agricultural and Natural Resources, Management and Administration, Education, Health Sciences and Humanities and Social Sciences. There is also an Institute for Peace, Leadership and Governance (IPLG) which provides the support framework for the development of emergency management and disaster response training. A student union building and the Jokomo-Yamada Library are centres of daily student activities. Eight dormitories have been completed, as well as the Africa University chapel and the construction of the first phase of the student sports complex. Current construction projects underway include more student dormitories, a communications centre and the IPLG complex.

Africa University is a fully accredited, private and ecumenical institution. It is the only United Methodist related, degree granting university in Africa. The majority of the faculty and administrative staff are Africans. Professors and policy makers include permanent and visiting educators from Europe, Asia and North America. The student body comprises diverse ethnic and religious backgrounds.

## II. BACKGROUND

Since 1998 Africa University has carried out an Emergency Management Training programme in conjunction with ACT with the aim of enhancing and strengthening the human, institutional and organisational capacity of ACT participating agencies/churches in Africa as well as Asia, ACT related and/or partner agencies, and other humanitarian NGOs/organisations. The aim is to help increase the capacity of people stationed in key positions in Africa and Asia to respond effectively to natural and human-made disasters. Since 1998 Africa University has carried out six 6-week workshops under this agreement and several shorter workshops, building the capacities of 298 persons and their agencies from 31 African countries and 6 countries in Asia and the Pacific.

In 2003 a new phase of the training was launched in accordance with the directional changes that emerged from an evaluation of the overall ACT Capacity Building programme. It was agreed that ACT should set in motion a programme to decentralise capacity building, and to strengthen regional networks of ACT member churches and organisations as the arena for identifying capacity building needs as well as meeting these needs. Consequently, in 2003 Africa University conducted a 10 day workshop focused on building training skills in the area of Emergency Management. Eighteen participants, experienced in emergency work, were chosen from all regions of Africa as well as Asia and the Pacific. The intention was for them to return to their agencies and provide training for emergency management staff and volunteers in their own and other agencies.

The first training of trainers workshop also appraised the selected training modules that were collated from the inputs of over 90 resource persons who contributed to Africa University's training programmes in emergency management from 1998 to 2003. Workshop participants judged the material in terms of the depth of its content, its format, and their own manual-usage styles. They agreed to test certain modules in their own training events and to help Africa University improve them.

### **III. OBJECTIVES**

- Provision of one 10-day workshop in skills for training in emergency management
- Completion of the manual for emergency management training

### **IV. ACTIVITIES**

#### ***The Training of Trainers Programme***

##### **Beneficiaries of the Training**

Twenty participants will benefit directly from the training of trainers workshop in terms of enhancing their own work skills. Their employing agencies will benefit by making use of their training skills to build capacity among their staff. ACT regional networks will benefit by making use of the trainers for a variety of emergency management training events.

It is recognised in any training programme that building the capacity of aid agencies can unintentionally be done at the expense of building capacity within the communities that the agencies serve. Therefore the focus of all training that Africa University is carrying out in the area of emergency management is on building capacity on the ground, and the training of trainers workshop is designed for that focus also.

##### **Selection of Participants**

Africa University will work closely with the ACT Co-ordinating Office to convene participants for the training of trainers workshop. The following selection criteria will be used:

- All ACT members and local partner participants must be emergency response staff. This means that they must be currently involved in responsibilities within their church or agency structure - for the direct management, implementation and administration of emergency preparedness and disaster response programs.
- The applications of all ACT members must be recommended and approved by their member church or agency as well as the ACT Forum in the country where the person operates.
- The applicant's organisation will be required to commit itself to assist their trainee in developing and conducting emergency management training within their own organisation and as required for the national ACT forum.
- Priority will be given to participants who display strong leadership skills as well as a desire to learn new professional skills and information.
- Applicants must have already undergone the 6 week emergency management training offered by ACT-Africa University, or the equivalent.
- The promotion of women for this training program will be encouraged.

##### **Responsibility for Participants' Costs**

- The total travel, transport, food, lodging, course materials and other related training costs will be provided to participants from ACT implementing members that have no capacity to cover these expenses. They will be reimbursable upon submission of invoices and receipts. No honorariums or stipends will be provided to the participants. The budget estimates expenses for 15 participants.
- Participants from ACT funding agencies, ACT INGO's members and local partners of ACT members must provide the full costs of travel, transport, food, lodging from their own funding sources and/or relationships. No curriculum/tuition fee will be requested from these participants.

## **Venue**

In accordance with the original plans for the development of Africa University's emergency management training, the 2004 training of trainers workshop will be conducted outside the Africa University in a selected region. Trainers from the host region who have been through the training of trainers workshop already will help to form the training team so as to enhance their practical skills. Emergency work in the host region will provide the primary case study material for the workshop.

ACT will select the host agency in consultation with Africa University and the Regional/National Fora. In the selection process consideration will be given to:

- Needs in the region
- Commitment of the ACT Forum through one of its members to host the training
- Availability of suitable facilities for the training
- Accessibility of the venue to participants from other regions and continents

The budget for the event will be managed by Africa University and financial administration will be carried out by the host agency with Africa University having final responsibility for reporting to ACT.

## **Content**

The course programme and content will be developed by Africa University in consultation with the ACT Co-ordinating Office and participating regional networks.

The objectives of the training of trainers workshop will be:

- to strengthen the participants' knowledge and skills in running training events related to emergency management and disaster response;
- provide a forum for an exchange of ideas and experiences in the area of training;
- promote local and regional training capacities and planning among ACT members and their partners;
- contribute to a training pool that can be useful in the various regions in Africa and Asia;

The course will cover the following units. There may be modifications introduced in accordance with the needs identified by the regions participating.

- Training concepts: cognitive processes for changing paradigms and building and integrating new information; learning by discovery and praxis
- Training purpose and focus: prioritising benefits in the direction of communities effected by disaster; designing training to fit the purpose
- Training methods: participatory group dynamics; personal skills for the workshop facilitator; use of the ACT-Africa University training manual as a training tool
- Training resources: building and updating networks of human and information resources
- Organising training events: practical steps for building the training programme and administering the training event
- ACT-specific information: training the members for enhanced participation in the ACT alliance

## ***Training Manual***

### **Description**

Stage one of the production of a manual for training in emergency management and disaster response was completed in 2003 with regional trainers reviewing material collated by Africa University. In light of the fact that implementing agencies are already making use of a variety of other resource materials, and that the high volume and rate of change of information in this field makes it necessary for users to continually update their

resources, it was agreed that the end product from Africa University should:

- Cover only selected key areas in the manual which will be identified by the university together with ACT Co-ordinating Office and the regional ACT networks;
- Work back and forth with trainers in the regions to test the draft modules for their usefulness;
- Develop the modules as formal lesson outlines only for the more technical topics where precise, step-by-step training is required (such as first-aid precautions), and for all other topics present useful information followed by ideas for working with the information in a training event;
- Include in the manual ample illustrations, stories and case studies from Africa and Asia so as to keep the material grounded in reality;
- Post the finalised manual on the ACT and Africa University web sites and update it periodically;
- Give focus in the training of trainers workshops to building and updating information and training materials within the regions.

### **Beneficiaries of the Manual**

Immediate beneficiaries will be the ACT member agency staff who use the manual for their work, both as field operatives and as trainers. Their agencies will benefit in that this resource can be used to extend the training the trainers have undergone by building further individual skills and systemic capacity.

Africa University recognises that information is powerful and can be used to rectify the imbalance between those who have access to it and those who are already disadvantaged by emergency situations. Therefore the focus of the manual is on grounding and testing information in realities within the community and on using the enhanced capacities of ACT members for the greater goal of enhancing capacity in the community.

### **Responsibilities**

Africa University will write and produce the final product making use of feedback already given by the 2003 training of trainers participants. The ACT Co-ordinating Office in consultation with their membership networks will assist Africa University in selecting the focus modules to be included in the final version. The 2003 workshop participants will ground -test some of the modules and make recommendations for further modifications.

## **V. IMPLEMENTATION SCHEDULE**

- 10 day regional workshop for training of trainers to be held end of July or early August 2004
- Emergency Management manual to be posted on the Act and Africa University web sites by June 2004

## **VI. BUDGET**

### **ESTIMATED EXPENDITURE**

<b>Description</b>	<b>Type of Unit</b>	<b>No of Units</b>	<b>Cost of Unit</b>	<b>Budget USD</b>
<b>I. 10-day Workshop for 15 participants*</b>				
International Travel	Person	15	1,200	18,000
Local Travel	Person	15	50	750
Accommodation x12 days	Person	15	960	14,400
Food x 12 days	Person	15	480	7,200
Field Trip	LS			1,500
Training course material	Set	20	50	1,000
Medical Costs + other	LS			<u>500</u>
<b>Sub total</b>				<b>43,350</b>

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Cost of Unit</u>	<u>Budget USD</u>
<b>II Resource Persons (3)</b>				
International Travel	Person	3	1,200	3,600
Local Travel	Person	3	50	150
Accommodation x 4 days	Person	3	320	960
Food x 4 days	Person	3	120	360
Medical Costs, etc	LS			75
Resource Person for ACT Module**	LS			<u>3,800</u>
<b>Sub total</b>				<b>8,945</b>
<b>III. Co-ordination</b>				
International Travel***	Trip	2	1,200	2,400
Local Travel	Trip	2	30	60
Accommodation	Day	15	80	1,200
Food	Day	15	40	600
Medical & other costs	LS			<u>75</u>
<b>Sub Total</b>				<b>4,335</b>
<b>IV. Administration</b>				
Tel, e-mail & fax at AU & host agency	LS			1,000
Office supplies	LS			400
AU & host agency secretarial services	Month	2	1000	2,000
Outreach w/shop co-ord services	Month	3	2000	<u>6,000</u>
<b>Sub total</b>				<b>9,400</b>
<b>TOTAL FOR 10-DAY WORKSHOP</b>				<b><u>66,030</u></b>
<b>V Manual</b>				
Tel, fax, e-mail & postage	LS			1,000
Office supplies	LS			500
Outreach secretarial services	Month	1	500	500
Outreach w/shop co-ord services	Month	3	2000	<u>6,000</u>
<b>Total for manual production</b>				<b>8,000</b>
<b>VI Financial Administration</b>				
Audit	LS			3,000
Finance staff services	Month	1	700	<u>700</u>
<b>Sub total</b>				<b>3,700</b>
<b>TOTAL ESTIMATED EXPENDITURE</b>			<b><u>77,730</u></b>	

\* 20 participants will be included in the workshop, but only 15 will have their costs covered by this budget. The other 5 will be sponsored directly by their sending agencies

\*\* Include all the expenses of the facilitator of the ACT training module

\*\*\*The Workshop Co-ordinator will need to visit the host agency prior to the workshop to set up the planning

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# ACT REPORTING WORKSHOPS

## I. IMPLEMENTER

- **ACT Co-ordinating Office**

## II. BACKGROUND

One of the key areas for the functioning of the ACT Alliance is a timely and appropriate reporting for the funds contributed to an appeal. Implementing members are required to provide narrative, financial, statistical and audit reports. The ACT CO is responsible for the timely receipt, analysis or quality check and timely distribution of these reports. However experience shows that there are major problems related to reporting. The ACT CO perceives that in some cases this is due to lack of skills in reporting by some of the ACT implementing members and in others a lack of understanding of the reporting requirements. Lack of reporting is affecting not only the possibilities of ACT implementing members to receive adequate funding for their appeals but also limits the chances of funding members to access back donor funds and in the long term would negatively affect the credibility of the ACT Alliance.

For these reasons, the ACT CO believes that additional efforts have to be made in order to strengthen the reporting capacities of implementing members. Therefore, as a pilot project we propose to have two regional workshops initiated by ACT CO on reporting in 2004. In addition, members may, in their own local initiatives, make provision for such training.

## III. OBJECTIVES

- To provide clarification of the ACT reporting guidelines for a common understanding and better use.
- To raise awareness and emphasize the importance of timely and adequate reporting thereby enhancing accountability and positive donor response to future appeals.
- To address areas of possible misunderstanding that might have arisen from the use of the ACT and any other formats.
- Finally to make reporting less cumbersome

## IV. ACTIVITIES

Two regional 4- day workshops

### **Participants**

20 participants from ACT implementing member staff responsible for reporting.

### **Responsibility for Participants' Costs**

- The total travel, transport, food, lodging, course materials and other related training costs will be provided to participants from ACT implementing members that have no capacity to cover these expenses. They will be reimbursable upon submission of invoices and receipts. No honorariums or stipends will be provided to the participants. The budget estimates expenses for 15 participants.
- Participants from ACT funding agencies, ACT INGO's members and local partners of ACT members must provide the full costs of travel, transport, food, lodging from their own funding sources and/or relationships. No curriculum/tuition fee will be requested from these participants.

## Venue

ACT will select the host agency in consultation with the Regional/National Fora. In the selection process consideration will be given to:

- Needs in the region
- Commitment of the ACT Forum through one of its members to host the training
- Availability of suitable facilities for the training
- Accessibility of the venue to participants

## V. ORGANISATION & ADMINISTRATION

The ACT CO in co-ordination with the ACT Fora existing in the region will identify a suitable location and the host agency for the workshop.

The workshop will be organised and run by the staff of the ACT CO with the support of a local facilitator. The host agency in the region will be responsible for the logistics and administration of the activity.

## VII. BUDGET

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Cost of Unit</u>	<u>Budget USD</u>
<b>Participant costs for 15 people*</b>				
International travel	Each	15	800	12,000
Food & accommodation (15 participants)	Day	4	1,500	6,000
Training course material	Lump sum			<u>500</u>
<b>Subtotal for participants</b>				<b>18,500</b>
<b>Resource Persons (3)</b>				
ACT CO staff travel	Each	1	2,000	2,000
Food and accommodation	Day	4	100	400
Local facilitator	Lump Sum			<u>1,000</u>
<b>Sub Total</b>				<b>3,400</b>
<b>Administration</b>				
Communications, secretarial services	Lump Sum			<u>1,000</u>
<b>Sub Total</b>				<b>1,000</b>
<b>TOTAL PER WORKSHOP</b>				<b><u>22,900</u></b>
<b>TOTAL REQUESTED FROM THE ACT ALLIANCE for 2 workshops</b>				<b><u>45,800</u></b>

\* 20 participants will be included in the workshop, but only 15 will have their costs covered by this budget. The other 5 will be sponsored directly by their sending agencies

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## ACT/EMT TRAINING MANUAL

### I. IMPLEMENTER

- ACT Co-ordinating Office

### IV. ACTIVITIES

During 2003 an ACT training manual on ACT Procedures and Principles was developed. A trainers guide to help trainers in the field to use the training manual was also developed. The materials will be posted on the ACT web site and distributed in CD form to all ACT members.

For 2004 it is proposed to edit and translate these materials into Spanish and French. The ACT CO is also exploring the need to develop other key modules oriented to supporting our members in the preparing of proposals.

### III. BUDGET

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost USD</u>	<u>Budget USD</u>
Translation and edition of ACT Procedures and Policy training manual	Lump sum			<u>10,000</u>
<b>TOTAL REQUESTED FROM THE ACT NETWORK:</b>				<b><u>10,000</u></b>

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## FUND FOR EMT NATIONAL/REGIONAL INITIATIVES

### I. IMPLEMENTER

- ACT Co-ordinating Office

### II. BACKGROUND

According to the decision of the EMCOM, capacity building activities, including EMT, should be decentralised and be the responsibility of the ACT members.

It is expected that through the existing long term bilateral relations the ACT funding members will support consolidation of institutional capacity of ACT implementing members and partners. The ACT CO should be kept informed of the capacity building activities related to disaster response supported in this way.

It is also expected that the ACT implementing members and partners take initiatives to enhance their capacities for disaster response. These initiatives will entail the assessment of needs, the definition of the capacity building activities needed, the identification of resources required and the implementation and follow up of these activities. The ACT/EMT program will encourage the development of these initiatives and will play a supportive role in this process.

The ACT/EMT program will focus on supporting training activities, limited to emergency management training and related issues in terms of:

- Identification of training materials available in the Alliance
- Identification of other training resources (including human resources) available in the Alliance
- Exchange of information among members
- Supplementary financial support to ACT implementing members initiatives

The ACT/EMT program will also encourage ACT members to use existing best practices and indigenous training capacity packages appropriate to field realities.

In order to provide supplementary financial support to ACT/EMT implementing member's initiatives, the ACT CO is proposing to create a fund to be administered under the following basis:

### **III. GOAL & OBJECTIVES**

To support national/regional initiatives from ACT members to enhance the human and organisational ability of ACT members and partners in responding effectively and co-operatively to emergency situations.

#### **Specific Objectives**

- Promote training activities on Disaster Response among ACT members
- Strengthen ACT national/regional co-ordination
- Promote a common body of knowledge and experience at all levels and understanding of a common set of standards

### **IV. TARGETED BENEFICIARIES**

#### ***Direct***

Staff of the ACT members and partners and community leaders working with them in disaster response.

#### ***Indirect***

Communities working with ACT members and partners

#### **Criteria for the selection of the participants**

- Be currently involved in responsibilities for the direct management, implementation, and administration of emergency preparedness and disaster response programs within an ACT member or partner.
- Be recommended by his/her organisation.
- Be committed to reproduce and disseminate the knowledge acquired among his/her organisation, their partners and the communities

### **V. IMPLEMENTATION**

To be supported by the ACT/EMT program the National/Regional initiatives will have to comply with the following requirements:

- Be a collective initiative of the ACT members in a country or group of countries/region
- Be based on an self assessment of the training needs
- Be oriented to strengthen the disaster response capacities of all ACT members and partners in the country or group of countries/region.
- Include orientation about ACT and how it works
- Be based on local resources. ACT/EMT contribution will be supplementary.
- Follow-up the ACT/EMT guidelines regarding selection criteria of the participants
- Includes follow up activities

The proposals will be prepared by the ACT members and presented to the ACT CO for support. The proposals will follow the ACT format.

The ACT CO will decide on the funding of the proposals based on the criteria above mentioned and the availability of funds. Priority will be given to the most needed countries and regions.

The ACT CO will proactively promote EMT initiatives in countries or regions where according to the experience of the Alliance the ACT capacity is low. In this cases, if required, external support will be provided.

The ACT CO Director together with Regional Appeals Officer and ACT CO focal point for the Capacity Building Program will decide on the support.

## **VI. ADMINISTRATION, REPORTING & MONITORING**

The disbursement of the funds will be administered by the ACT CO.

The ACT members will report to the ACT CO following the ACT reporting guidelines. The ACT CO will be responsible for compiling the reports and sending them to the funding members.

The focal point for the Capacity Building Program will be the contact person in the ACT CO who will ensure a proper support to the national/regional initiatives as well as follow up. Visits to the programs will be carried out as needed.

The ACT/EMT advisory group supports the ACT CO on the orientation of the program. The advisory group comprises two representatives of local implementing members; one representative of an international agency implementing member; and one representative of a funding member. The Advisory Group has one annual meeting and will communicate through e-mail between the meetings as required.

## **VII. IMPLEMENTATION TIMETABLE**

The implementation of the activities supported through the fund will be within the year 2004.

## VIII. BUDGET

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost USD</u>	<u>Budget USD</u>
Funding National/Regional Initiatives	Lump sum			150,000
ACT CO follow up and monitoring	Lump sum			10,000
Annual meeting EMT Advisory Group	Lump sum			<u>6,000</u>
<b>TOTAL REQUESTED FROM THE ACT NETWORK:</b>				<b><u>166,000</u></b>

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## DISSEMINATION OF COMMUNITY BASED PSYCHOSOCIAL WORK MANUAL

### I. IMPLEMENTING MEMBERS

- Church of Sweden Aid, CSA, Norwegian Church Aid, NCA, and the Presbyterian Disaster Assistance, PDA

### II. BACKGROUND

Church of Sweden, CSA, Norwegian Church Aid NCA, and the Presbyterian Disaster Response (PDA), have developed a manual for Community Based Psychosocial Work that it is available to all ACT members. The manual can be accessed through a link on the ACT web site. In September 2003, CSA, NCA and PDA brought together nineteen people from Sweden, Norway and USA to be trained to serve as psychosocial service linkages in refugee camps and emergency situations world-wide, assisting the local partners in the development of a sound program design.

CSA, NCA and PDA wish to introduce the Community Based Psychosocial Work manual to the ACT Alliance, therefore, they are proposing

### III. OBJECTIVES

- To introduce the CSA, NCA and PDA Community Based Psychosocial Work manual to the ACT Alliance
- To exchange knowledge and experience with other ACT members in this field.

### IV. ACTIVITIES

**Presentation of the manual to the ACT National/Regional fora:** A representative of the promoting agencies will participate in some of the planned ACT National/Regional Fora meetings in 2004 to present the manual. Tentatively, the following regions have been identified: Eastern Africa & Great Lakes, Southern Africa and Colombia

**Exchange regional/national workshops:** Two regional workshops are proposed, the purpose of which will be to share knowledge and experience of the participants in the Community Based Psychosocial Work. Tentatively the following regions have been identified: Southern Africa and Latin America. It is expected that one additional workshop will be developed by the ACT Nairobi Forum within their regional initiative.

The workshops will be organised by the promoting agencies in co-ordination with ACT members in the region.

Participants will be experienced aid workers who can go back to their organisations and train others. The participants will be requested to cover all their travel and lodging expenses.

**V. BUDGET**

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Unit Cost USD</u>	<u>Budget USD</u>
Presentations to the ACT For a (3)	Lump sum			9,000
Exchange workshops (2)	Lump sum			10,000
<b>TOTAL EXPENDITURE</b>				<b><u>19,000</u></b>
<b>Contribution from CSA, NCA and PDA</b>				<b><u>19,000</u></b>
<b>TOTAL REQUESTED FROM THE ACT NETWORK:</b>				<b><u>00</u></b>

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**WCC & LWF CONTRIBUTION to the SPHERE PROJECT**

WCC/ACT and LWF are part of the SPHERE project, and members of the project's management committee.

In 2003 it was decided to prolong the SPHERE project, phase III from 1 November 2003 until 31 December 2004 by which time the project as such will be finally closed. The management committee is currently discussing what should happen to SPHERE, and the follow up after this closing date.

In 2003 the SPHERE project launched the revised SPHERE handbook in English, and a new CD/video, focusing on new staff in the humanitarian aid field. The training materials were also completed and posted on the SPHERE web site. The French and Spanish translations of the handbook will be ready in January 2004.

For 2004 the plans are to further disseminate the SPHERE material, have at least 2 more training of trainers workshops, finalise translations and wind up the project.

The SPHERE project is mainly funded by governments along with some other donors. However, there has been a principle that the 9 participants in the Project and Management Committee should contribute U\$15,000 annually. We are therefore, requesting U\$30,000 for the WCC/ACT and LWF contributions.

<u>Description</u>	<u>Type of Unit</u>	<u>No of Units</u>	<u>Cost of Unit</u>	<u>Budget USD</u>
WCC participation	Lump sum		15,000	15,000
LWF participation	Lump sum		15,000	<u>15,000</u>
<b>TOTAL REQUESTED FROM THE ACT ALLIANCE</b>				<b><u>30,000</u></b>