Preparedness workshop checklist

It is recommended that you conduct a workshop at the beginning of the CTP preparedness process. The purpose of the workshop is to introduce the basics of CTP and its relation to existing National Society strategies and plans and to examine the findings in the baseline report and resulting scenarios. The end result of the meeting should be a decision about whether or not to invest in building CTP preparedness and, if yes, the agreed-upon next step.

Below you will find some tips for conducting a smooth workshop:

* Make sure the main decision-makers from key departments within a National Society (disaster management, health, logistics, finance, branch development etc.) are represented in the workshop.
* If CTP is unknown or not well understood by the stakeholders, it may be necessary to carry out some advocacy and awareness-raising prior to the workshop.
* External participants with CTP experience in the country may be invited to share their experiences, their challenges and the ways to overcome them.
* Include a quick overview on the basics of CTP programming at the beginning of the workshop to ensure all participants have some basic understanding and can participate actively in group activities and discussions.
* Make the workshop as proactive and dynamic as possible, promoting participation and feedback.
* Participatory activities, like a SWOT analysis can be used to engage stakeholders in thinking through the existing blockages and opportunities that each department foresees in implementing CTP programming.
* When the National Society already has CTP experience, it can be useful for each department to prepare a draft SWOT analysis before the workshop, identifying the critical bottlenecks and constraints that prevent or limits the effectiveness, scale or timeliness of existing CTP responses.
* Ensure adequate time for the SWOT analysis of the stakeholders’ CTP capacity and for discussions on the next steps and recommendations, as these are the most important outputs of the workshop.
* During the workshop identify potential members from each department or functional area that could be included in the CTP technical working group if/when relevant.
* Use the CTP preparedness workshop as an opportunity to create and/or promote CTP awareness by producing press releases, audio-visual or sound bits, articles, etc.
* Use the National Society website and social media tools to disseminate and share news on the workshop and future or follow-up CTP plans.