

## AGENDA:: Coordinated Assessment Workshop and Field Support Mission Dushanbe, Tajikistan 28-30 August 2012

Date and time	Facilitators	Session Name and Description	Session Type
<b>Tuesday, 28<sup>th</sup> August</b> <b>09h00 – 09h15</b>		<b>Facilitators and participants Introductions</b>	Introduction
		<ul style="list-style-type: none"> <li>- Brief introduction of facilitators</li> <li>- Brief introduction of participants (Name, representation)</li> </ul>	
<b>Tuesday, 28th August</b> <b>09h15-09h25</b>		<b>Welcome</b>	Scope and Objective
		<ul style="list-style-type: none"> <li>- Welcome note</li> <li>- Scope and objective of the training</li> </ul>	
<b>Tuesday, 28th August</b> <b>09h25-10h00</b>		<b>1. IASC Operational Guidance for Coordinated Assessments in Humanitarian Crisis</b>	Orientation
		<ul style="list-style-type: none"> <li>- Operational Guidance overview</li> <li>- Shared Commitment to Coordinated Assessment</li> <li>- Types of Needs Assessment</li> <li>- Coordination Structure</li> <li>- Roles and Responsibility</li> </ul> <p style="text-align: center;"><b>Questions , Answers, Comments and Views on Coordinated Assessments</b></p>	
<b>Tuesday, 28th August</b> <b>10h00-10h45</b>		<b>2. Multi-Cluster/Sector Initial Rapid Assessment (MIRA)</b>	Orientation
		<ul style="list-style-type: none"> <li>- MIRA Process</li> <li>- MIRA Phases and products</li> <li>- Roles and responsibility for MIRA roll-out</li> </ul> <p style="text-align: center;"><b>Questions , Answers, Comments and Views on MIRA</b></p>	
<b>10h45 -11h00</b>		<b>Coffee/Tea Break</b>	
<b>Tuesday, 28th August</b> <b>11h00-12h00</b>		<b>3. Roles and Responsibilities and MIRA Framework</b>	Training  Group Discussion
		<ul style="list-style-type: none"> <li>- Detail <i>roles and responsibilities</i> for processes and <i>outputs</i> of the MIRA</li> <li>- Discuss the coordination structures that exist in Tajikistan</li> </ul>	

## AGENDA:: Coordinated Assessment Workshop and Field Support Mission Dushanbe, Tajikistan 28-30 August 2012

Date and time	Facilitators	Session Name and Description	Session Type
		<ul style="list-style-type: none"> <li>- Explain the <i>MIRA Framework</i> and how it underpins the secondary analysis, primary data collection and joint analysis</li> <li>- Discuss if a similar framework exists in Tajikistan and if this framework could benefit the assessment process in the country.</li> </ul> <p style="text-align: center;"><b>Questions, Answers, Comments and Views</b></p>	<p>Training</p> <p>Group Discussion</p> <p>3 groups of 10</p>
<b>Tuesday, 28th August 12h00 – 12h30</b>		<b>4. Secondary Data Analysis (Data Types)</b>	Training
		<ul style="list-style-type: none"> <li>- Secondary Data</li> <li>- Primary Data</li> <li>- Baseline</li> <li>- Pre-Crisis and In-Crisis Data</li> <li>- <b>Questions, Answers, Comments and Views</b></li> </ul>	
<b>Tuesday, 28th August 12h30 – 13h15</b>		<b>5. Group Discussion</b>	Group Discussion
		<ul style="list-style-type: none"> <li>- Discuss and present sources of Pre-Crisis Data and In-Crisis Data</li> </ul>	
<b>13h15 – 14h15</b>	<b>Lunch Break</b>		
<b>Tuesday, 28th August 14h15 – 14h45</b>		<b>6. Secondary Data Analysis (Data Sources)</b>	Training
		<ul style="list-style-type: none"> <li>- Common Operational Datasets / Humanitarian Profile</li> <li>- Tajikistan Secondary Data Sources</li> <li>- <b>Questions, Answers, Comments and Views</b></li> </ul>	
<b>Tuesday, 28th August 14h45 – 15h30</b>		<b>7. Primary Data Collection (Defining the Methodology of Assessment )</b>	Training
		<ul style="list-style-type: none"> <li>- Defining the level of assessment (big picture to details)</li> <li>- Designing phases</li> <li>- Representativeness</li> <li>- Data collection methods</li> </ul>	

## AGENDA:: Coordinated Assessment Workshop and Field Support Mission Dushanbe, Tajikistan 28-30 August 2012

Date and time	Facilitators	Session Name and Description	Session Type
		<b>Group Discussion:</b> In the first week of an emergency what types of information are needed and what sampling data collection methods are the best suited for obtaining these in a timely manner.	Group Discussion
<b>15h30-15h50</b> Coffee/Tea Break			
<b>Tuesday, 28th August</b> <b>15h50 – 16h15</b>		<b>8. Primary Data Collection (MIRA)</b> - Purposive sampling - Site selection - Direct Observation - Key Informant Interview - <b>Questions, Answers, Comments and Views</b>	Training Handout KI Pocket Guide
<b>Tuesday, 28th August</b> <b>16h15 – 16h45</b>		<b>9. Data Collation and Reporting</b> - MIRA Framework - Analytical Process - Preliminary Scenario Definition (PSD) and MIRA Report - <b>Questions, Answers, Comments and Views</b>	Training
<b>Tuesday, 28th August</b> <b>16h45 – 17h15</b>		<b>10. Conclusion</b> - Wrap up the day and set the stage for the next day.	Group Discussion
<b>17h15</b> End of Day 1			

## **AGENDA:: Coordinated Assessment Workshop and Field Support Mission Dushanbe, Tajikistan 28-30 August 2012**

<b>Date and time</b>	<b>Facilitators</b>	<b>Session Name and Description</b>	<b>Session Type</b>
<b>Wednesday, 29th August 09h00 – 09h25</b>		<b>1. Recap of previous day &amp; introduction to Day</b>	Introduction
		<ul style="list-style-type: none"> <li>- Selected participant's give recap of day</li> <li>- Introduction to the day's agenda                             <ul style="list-style-type: none"> <li>o Through group discussions will begin to define the assessment plan. The closing of each of the sessions will be the presentations from the groups on their discussions.</li> <li>o Break into two groups</li> </ul> </li> </ul>	Break into 2 groups
<b>Wednesday, 29th August 09h25-10h45</b>		<b>2. Tabletop: Coordination Structures – Roles and Responsibilities</b>	Group Work
		See inject – Project Coordination Structure slide.	Inject 1: Handouts
<b>10h45 -11h00 Coffee/Tea Break</b>			
<b>Wednesday, 29th August 11h00-12h00</b>		<b>3. Tabletop Exercise: Defining Assessment Process for Tajikistan Sudden onset emergency</b>	Group Work
		See inject – Project Slide on Seven key steps in MIRA	Inject 2: Handouts
<b>Wednesday, 29th August 12h00 – 13h15</b>		<b>4. Tabletop Exercise: Triggers and Standard Operating Procedures for Assessments</b>	Group Work
		See inject	Inject 3: Handouts
<b>13h15 – 14h15 Lunch Break</b>			
<b>Wednesday, 29th August 14h15 – 15h00</b>		<b>5. Tabletop Exercise: Assessment Planning (check list)</b>	Group Discussion
		See inject – Finish with projection of slides on sample checklist.	Inject 4: Handouts
<b>Wednesday, 29th August 15h00 – 15h30</b>		<b>6. Tabletop Exercise: Defining Assessment Framework</b>	Group Discussion
		See inject	Inject 5: Handouts
<b>15h30 – 15h50 Coffee/Tea Break</b>			
<b>Wednesday, 29th August 15h50 – 16h45</b>		<b>7. Tabletop Exercise: Secondary Data Review – Preliminary Scenario Definition (PSD)</b>	Group Discussion 3 groups of five
		See inject Each group receives all injects with one person in each group	Inject 6: Handouts

## AGENDA:: Coordinated Assessment Workshop and Field Support Mission Dushanbe, Tajikistan 28-30 August 2012

Date and time	Facilitators	Session Name and Description	Session Type
		designated as the chair of the working group.	
<b>Wednesday, 29th August 16h45 – 17h15</b>		<b>8. Conclusions and Wrap-up</b>	Group Discussion
		- Wrap up the day and set the stage for the next day.	
<b>17h15</b>		<b>End of Day 2</b>	

## AGENDA:: Coordinated Assessment Workshop and Field Support Mission Dushanbe, Tajikistan 28-30 August 2012

Date and time	Facilitators	Session Name and Description	Session Type
<b>Thursday, 30th August</b> <b>09h00 – 09h25</b>		<b>1. Recap of previous day &amp; Tabletop Exercise: Primary Data Collection Methodology for Tajikistan Sudden onset emergencies</b>	Introduction Group Work
		See inject	Inject 7: Handouts
<b>Thursday, 30th August</b> <b>09h25-10h00</b>		<b>2. Tabletop Exercise: Primary Data Collection – Key Informant interview exercise</b>	Group Work – 3 groups
		See inject	Inject 8: Handouts
<b>Thursday, 30th August</b> <b>10h00-10h45</b>		<b>3. Tabletop Exercise: Primary Data Collection – Data Consolidation, Reporting and Joint Analysis</b>	Group Work
		See inject	Inject 9: Handouts
<b>10h45 -11h00</b>	<b>Coffee/Tea Break</b>		
<b>Thursday, 30th August</b> <b>11h00-12h00</b>		<b>4. Assessment Preparedness Plan: Presentation and Group Discussion</b>	Group Work
		Present work from previous day. <ul style="list-style-type: none"> <li>- Roles and responsibilities</li> <li>- Assessment process</li> <li>- Triggers and Standard Operating Procedures</li> </ul>	
<b>Thursday, 30th August</b> <b>12h00 – 13h15</b>		<b>5. Assessment Preparedness Plan: Presentation and Group Discussion (continued)</b>	Group Work
		Present work from previous day and from morning session. <ul style="list-style-type: none"> <li>- Assessment Planning</li> <li>- Methodology</li> <li>- Data consolidation, reporting and joint analysis</li> </ul>	
<b>13h15 – 14h15</b>	<b>Lunch Break</b>		
<b>Thursday, 30th August</b> <b>14h15 – 14h45</b>		<b>6. Assessment Preparedness Plan: Next Steps and Conclusions</b>	Group Discussion
<b>14h45</b>	<b>End of Day 2</b>		