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**Community Engagement and Accountability (CEA) Foundation Training**

**Participant Agenda (face-to-face)**

<Add name of organization/region>

**<Add training dates & times>**

#### Objectives of the training

* Define CEA and why it is critical for Red Cross and Red Crescent work
* Steps to institutionalize CEA in your organization and embed it in policies, procedures, and ways of working
* The purpose of community feedback mechanisms and how to set them up
* Minimum actions for CEA in programmes, including during assessments, planning and design, implementation and monitoring, and evaluation and learning
* How to integrate CEA in emergency response operations when there is less time and greater urgency to response
* Explore the CEA toolkit and how this can support programmes and operations to be more accountable to communities.

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| **TIME** | **DAY 1 - DATE** | **DAY 2 - DATE** | **DAY 3 - DATE** | **DAY 4 - DATE** |
| **09.00 - 09.30** | Welcome and opening remarks | Recap of day one | Recap of day two | Recap of day three |
| CEA in the programme cycle | CEA in implementation and monitoring | CEA in response planning |
| **09.30 - 10.00** | Introduction to CEA  |
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| **10.00 - 10.30** | CEA in assessments |  |
| Red Talk | CEA in response planning - Group work |  |
| **10.30 - 11.00** | BREAK | BREAK |  |
| Introduction to CEA – Group work | CEA in implementation and monitoring – Group work  | BREAK  |  |
| **11.00 - 11.30** | BREAK | CEA during response implementation |  |
| Red Talk |  |
| **11.30 - 12.00** | Institutionalizing CEA | CEA in assessments – Group work | CEA in implementation and monitoring – Group work presentations |  |
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| **12.00 - 12.30** | CEA in evaluation and learning | CEA during response implementation - Group work |  |
| Institutionalizing CEA – Group work |  |
| **12.30 - 13.00** | CEA in assessments – Group work presentations | CEA in response evaluations |  |
| Red Talk | Action planning & closing |  |
| **13.00 - 14.00** | LUNCH  |  |
| Closing lunch  |  |
| **14.00.- 14.30** | Feedback mechanisms | CEA in planning | 10 minimum actions for CEA in emergencies |  |
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| **14.30 - 15.00** |  |
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| **15.00 - 15.30** | Feedback mechanisms – Group work  | BREAK | CEA in emergency assessments |  |
| CEA in planning – Group work |  |
| **15.30 - 16.00** |  |
| BREAK | BREAK |  |
| **16.00 - 16.30** | Feedback mechanisms – Group work presentations | CEA in emergency assessments - Group work |  |
| CEA in planning – Group work presentations |  |
| **16.30 - 17.00** | Red Talk |  |
| Evaluation & close |  |