**Community Engagement and Accountability (CEA) in Emergencies Training**

**Facilitator Agenda (face-to-face)**

<Add name of organization/region> <Add training dates & times>

#### Objectives of the training

* Explain CEA and its importance to emergency response operations
* Introduce the 10 minimum actions for CEA in emergencies, and explain how to put them into practice during emergency assessments, response planning, implementation and monitoring and response evaluations
* An overview of risk communication and community engagement (RCCE) in epidemic response
* Explore the CEA toolkit and how this can support operations to be more accountable to communities.

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| **Topic** | **Time** | **Length** | **Key points** | **Resources needed** |
| **Welcome and introductions** | 09.00 – 09.30 | 30 mins | * Welcome and outline of the day * Getting to know each other * Expectations | * PPT CEA in Emergencies |
| **Introduction to CEA** | 09.30 – 10.30 | 1 hour | * What is CEA and why is it important? * Examples of CEA in emergency operations * Enablers and barriers for CEA in operations * CEA tools and resources to help you | * PPT CEA in emergencies |
| **BREAK** | **10.30 – 10.45** | **15 mins** |  |  |
| **The 10 minimum actions for CEA in emergencies** | 10.45 – 11.15 | 30 mins | * Group exercise on the 10 minimum actions for CEA in emergencies * Minimum and advanced measures * Minimum Action 1 | * PPT CEA in emergencies * CEA in Emergencies minimum action cards |
| **CEA in emergency assessments** | 11.15 – 12.00 | 45 mins | * Understanding community needs and context * How to conduct an accountable assessment | * PPT CEA in emergencies |
| **CEA in emergency assessments – group work** | 12.00 – 12.30 | 30 mins | * Scenario - integrating CEA into an emergency needs assessment (20 mins) * Group work presentations (10 mins) | * CEA in emergencies scenario – participant Task 1 * CEA in emergencies scenario – facilitator notes |
| **LUNCH** | **12.30 – 13.30** | **1 hour** |  |  |
| **CEA in response planning** | 13.30 – 14.30 | 1 hour | * Planning the response with communities * Selection criteria, targeting and distributions * Including CEA in response plans and budgets | * PPT CEA in emergencies |
| **CEA in response planning – group exercise** | 14.30 – 15.00 | 30 mins | * Scenario – CEA in response planning (20 mins) * Group work presentations (10 mins) | * CEA in emergencies scenario – participant Task 2 * CEA in emergencies scenario – facilitator notes |
| **BREAK** | **15.00 – 15.15** | **15 mins** |  |  |
| **CEA during response implementation** | 15.15 – 16.15 | 1 hour | * Sharing information about the response * Community participation in the response * Community feedback mechanisms * Listening and acting on community feedback | * PPT CEA in emergencies * Feedback group exercise cards |
| **CEA during response implementation – group work** | 16.15 – 16.45 | 30 mins | * Scenario – CEA in response implementation (20 mins) * Group work presentations (10 mins) | * CEA in emergencies scenario – participant Task 3 * CEA in emergencies scenario – facilitator notes |
| **CEA in response evaluations** | 16.45 - 17.00 | 15 mins | * Including the community in the evaluation | * PPT CEA in emergencies |
| **Action planning and close** | 16.45 -17.15 | 30 mins | * Commitments and action planning * Closing remarks * Certificates * Evaluation forms & post-test | * PPT CEA in emergencies * CEA Action plan template * Certificates * Evaluation form * Post-test |