**Instructions for facilitators**

1. Prepare the Jamboard for the group work by making a copy of the [template CEA in emergencies minimum actions Jamboard.](https://jamboard.google.com/d/1Lqwqev1j9pTWTbAGg9QKlQs3wZTPi29RiLnga36Oegg/edit?usp=sharing) Do this by clicking the three dots at the top right of the page and choosing ‘Make a Copy’. Then make sure participants will be able to edit the Jamboard during the group work by clicking ‘share’ and then updating the link access to ‘anyone with the link’ and ‘editor’. Add this link to the facilitator agenda.
2. Instructions for Participants:
   1. A Jamboard with the minimum actions for CEA in emergencies will be shared in Zoom chat.
   2. Participants will be divided into breakout rooms.
   3. Each group should discuss and arrange the minimum actions at which stage of the response they should happen i.e., assessment, planning, implementation and monitoring, or evaluation and learning and be ready to share their rationale in the plenary. Groups have 10 minutes
3. Share the Jamboard link in Zoom chat after sharing the instructions and ask everyone to open the link before the breakout rooms are opened.
4. Open the breakout rooms and set the 10 min timer.
5. Debrief with the participants in the plenary
6. The PPT CEA in emergencies has the answers and explores each step in more detail.

|  |
| --- |
| Community engagement is integrated across the response |
| Understand needs, capacities, and context |
| Carry out the assessment with transparency and respect for the community |
| Discuss response plans with communities and key stakeholders |
| Discuss and agree selection criteria and distribution processes with communities |
| Include community engagement activities and indicators in response plans and budgets |
| Regularly share information about the response with the community |
| Support community participation in making decisions about the response |
| Listen to community feedback and use it to guide the response |
| Include the community in the evaluation |