



Global Knowledge Sharing Fund

Application format

Name of KS initiative:	Connecting Country Office Emergency Response Teams	Contact person:	Joy Shiferaw
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What knowledge do you want to share?

What knowledge do you want to generate, share, and/or use? Share the main learning objective of this Knowledge Sharing (KS) initiative.

Recently Country Offices have been tasked with implementing emergency preparedness plans (EPPs) to better mitigate, prepare and respond to emergencies. To do this Country Offices form Emergency Response Teams (ERTs) who are tasked with implementing this plan. EHAU has created EPP guidelines and workbooks and has conducted EPP workshops in 7 Country Offices. However, these plans are only one step to the process. These ERT teams will need to learn about and develop new and creative mechanisms to put these plans into action. We would like to **create a network across all the ERTs to be able to share knowledge on how to operationalize the EPP by giving them the learning forum to ponder common issues, explore ideas, share best practices, and identify joint solutions on the systems and mechanisms needed to put EPP plans into action.** Through this learning network we hope to capture relevant knowledge that the ERTs need , including standards, best practices, lessons learned, etc. This will **result in stronger systems within country offices to mitigate, prepare and respond to emergencies.**

Why is this knowledge relevant to CARE?

Why do you consider this knowledge relevant to CARE’s mission/vision? How is the main objective of the KS initiative related with other objectives and goals of your area, unit, CO?

CARE International has endorsed an emergency strengthening strategy that lays out recommendations around emergency policy and strategy, capacity strengthening, and capability, which will ultimately strengthen CARE in the area of emergency preparedness and response. EHAU has structurally and strategically realigned itself to support this new CI emergency strategy. The Emergency Preparedness Planning process is one key contribution to this broader CI strategy. In addition, EHAU is also taking the lead in supporting CI in the staff capacity building strategy. The formation of strong ERTs in country offices is therefore closely tied to supporting our overall objective of strengthening emergency preparedness and staff capacity. The CI emergency strategy will be unable to make the leap from paper to practice unless we are able to share, document and create a learning process that builds strong in-house capacity within country offices. The best way to do this is to invest in strengthening our ERTs and creating a strong learning process that raises the quality of our emergency preparedness and response activities.

How do you intend to share the knowledge?

What are the main activities of the learning process? Which knowledge sharing method(s) will you use?

This knowledge sharing effort is one part of a larger knowledge sharing and learning effort that EHAU would like to facilitate. We would like to connect the isolated ERTs by creating a community of practice. We would like to build this community by first forming the network

between all the ERTs across the ten country offices, identify the key learning objectives related to putting the EPP plan into action, link the groups through monthly conference calls on specific topics of interest, and utilize a sharepoint site already created in the emergency capacity building project to share documents, and lessons. Some of these learning topics may include: How to keep the ERTs an on-going team; how to implement mitigation and risk reduction measures within on-going programs; how to draw linkages between relief and development interventions; what type of capacity building strategies need to be in place. In addition to these on-going dialogues, we also would like to do country office cross-visits, allow CO staff to participate in upcoming conferences, and document good practice in one or two COs. We have already planned to bring representatives from the ERTs together later in the fiscal year for a face to face meeting and plan to implement an EPP facilitators training. Prior to this event we will document case studies and best practices, and create a vibrant learning community so that the face to face meeting can be another powerful learning event. We also plan to create a dashboard to track and monitor progress across country offices, to be used as another technological tool for monitoring impact and sharing across Cos (this effort however will not be completed this year). The combination of all these tools and processes will contribute to our knowledge sharing and learning capacity.

Who will benefit from this knowledge?

Who are the people involved in the KS initiative and how will this knowledge be useful for them? Who (outside the group) will find this knowledge useful and why?

The 7-10 individuals that make up the ERT from the 10 Country Offices which have already created an emergency preparedness plan will be part of the community of practice. We will invite the 10 Cos to participate and most likely 2-3 CO representatives in each CO including the emergency response coordinator will be regular participants. EHAU's Capacity Building Advisor, Joy Shiferaw will facilitate the community of practice with David Gazashvili, the EPP Advisor. The knowledge will be useful for those within the group as it will provide them with an arena for problem solving, help them get perspectives on issues, and fosters professional development, and identify creative systems and mechanisms related to implementing their country's EPP. Eventually as EPP spreads across all Country Offices, the knowledge generated from this community of practice will provide them with information that will aid them in achieving the task of keeping the emergency preparedness planning process alive, and ultimately support country offices in mitigating, preparing and responding to emergencies.

How will you measure success?

How will you know if you achieve your main learning objective? What are the indicators of success?

The following are some of the key indicators: 1) A global network will be formed and will be consistently engaging with each other; 2) Two case studies of good practice, lessons learned, will be documented and shared with the network on how to implement EPPs; 3) Good practices will be shared across 7 COs; 4) Ultimately the impact is that Country offices are well prepared, and have systems in place to respond to emergencies; 5) CO EPP teams are fully functioning, and utilize the network as a learning mechanism.

What are the associated costs of your KS initiative?

Please develop a brief budget and include it with your proposal. If you have a match (money or in-kind) include it as part of the total budget.

Activities	KS Fund	EHAU Match
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Community of Practice Champion Reward: Community of practice peers vote on the 2 knowledge sharing group champions. These 2 champions get to choose to participate in a knowledge activity of their choices which will benefit the whole group. (For example, Country Office cross visit to learn about EPP in another country, attending a conference on a relevant topic, etc.)	5,000 to support CO learning	
EPP Case Study Evaluation (2 country visits)		5,000
EPP facilitators meeting and training (May 2006)		30,000
EPP Dashboard (this project will not be completed this yr)		10,000

Do you require any assistance?

Will you need any support? If so, from whom and for what?

- We will need to consult with those who are already fostering communities of practice to get guidance within CARE
- We will be consulting with the Knowledge sharing advisor for ideas on how to use sharepoint sites and develop a knowledge sharing framework
- We are currently in the process of consulting Emory University professors on case study methodology
- We will consult Emergency Capacity Building Project staff on the creation of the dashboard