



International Federation  
of Red Cross and Red Crescent Societies  
Pan American Disaster Response Unit

## Concept Paper

### Regional Intervention Team Information and Reporting Workshop

Organized by:

**International Federation of Red Cross and Red Crescent Societies  
Pan American Disaster Response Unit (PADRU)**

#### 1. General information

- Ø **Location:** Panama City, Panama ([www.visitpanama.com](http://www.visitpanama.com)). City of Knowledge ([www.cdspanama.org](http://www.cdspanama.org))
- Ø **Date:** May 5 – 9 (Participants arrive on 4 and depart on 10)
- Ø **Participants: 15**
  - **10 National Societies (Central America, South America and The Caribbean)**
  - **5 IFRC staff**
- Ø **Facilitators:**
  - Zone and Representation staff
  - PADRU staff
  - Media representative (s).
- Ø **Financed by:** International Federation
- Ø **Language:** English with Spanish translation

#### 2. Background and justification

The Americas region constitutes of 35 countries and 16 dependent territories of which most are faced with severe emergencies as a result of natural disasters such as hurricanes, flooding, volcanoes, earthquakes, etc. The experience of recent years in the Americas underscores the importance of a strong response system within the International Federation to support National Societies in times of disasters. As a result, the International Federation continues to develop various tools to increase efficiency and improve the speed and quality of response of the Movement. One such critical tool of disaster response and management is that of the Regional



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Intervention Team (RIT) members, both general and within technical areas of expertise such as Water and Sanitation, IT & Telecom, Public Health, Logistics and Procurements. Specific RIT workshops have been conducted for these areas of expertise except for one crucial area – that of information and reporting.

If a disaster occurs in the Americas, the protocols for disaster information management will be activated and the existing procedures should apply in order to better support the National Societies.

The National Society in an affected country will deal with the national media and information needs. However, when required, the Federation will support the National Society in these tasks. Specifically, the International Federation may use the team of information people located in the representation offices, with support from Geneva, and when necessary, deploy information and/or reporting delegates to the affected areas.

The response in terms of communications and reporting has 3 levels, national, regional and international depending on the scale of the disaster.

Human resources from the region can also be used to support National Societies affected by the disaster. If information needs are overwhelming, a National Society staff member can also be provided on loan to support the Zone / Representation Office and/or PADRU.

The RIT information and reporting workshop will therefore provide the forum for which personnel from the National Societies & Overseas Branches can be trained in the necessary tools and areas to meet the information and media needs at the national level and if needed, at the other levels.

The workshop will comprise persons from National Societies and who have knowledge and experience in information and communication matters and who may or may not currently have that responsibility in their organization.

### **3. Objectives**

#### **General**

Provide a forum for present and potential information and reporting officers (persons with knowledge & experience in communication and or previous RIT members) in the National Societies & Overseas Branches to understand the Federation's response systems, the different areas and the importance of information, reporting and monitoring as it relates to these systems and the role they have in ensuring proper information and reporting measures especially during times of disasters.

#### **Specific**

The specific objectives of the workshop are as follows:

- To provide participants with the relevant tools, awareness and training to build their capacity for better information, reporting and monitoring measures both in times of disasters and non-disasters, so they can help to raise the profile of the National Societies and the Federation.
- To provide participants with the opportunity to share their experiences and best practices with each other.

- To demonstrate to participants the response systems and the various components within the International Federation, the link with different partners and the role they (the participants) have in promoting the work of the International Federation at national, regional and international levels.

The training will reinforce the following skills:

- Ø An understanding of and the ability to develop reports using the specified formats.
- Ø The ability to appropriately represent or select the appropriate candidate to represent the International Federation in media interviews.
- Ø The ability to write press releases, features, stories, etc. according to the standards of the International Federation (Communications Department).
- Ø The ability to articulate and apply the policies, principles, standards and agreements under which the International Federation operates in emergency operations.
- Ø The ability to identify and apply the concepts and procedures of planning and administration in a disaster.
- Ø A basic understanding of the technical standards necessary to the launching of an emergency operation.

#### **Performance Objective:**

Given practical sessions throughout the workshop, the participants, who have been trained to collect and analyze data to meet information and reporting needs, will be able to:

- Gather the necessary data for preparation of the necessary report(s).
- Gather the necessary data to prepare a press release, feature or human interest story.
- Take high quality pictures and videos of various activities and use them where appropriate.
- Establish and maintain effective channels of communications & coordination with relevant agencies and support groups.
- Conduct or set up interviews with media representatives.
- Provide timely and adequate reports/responses to PADRU & other agencies as needed.
- Complete all other tasks relevant to that of information and/or reporting officer.

#### **4. Programmatic Content**

The workshop will look at the global, regional, and national response systems as well as the various areas in disaster response with a focus on communication, information, reporting and monitoring in disasters.

The workshop is divided into six specific areas:

##### **Ø The Red Cross and the response system**

This includes the review of the policies, programs, strategies (regional and global), the Code of Conduct, the tools of the Federation such as FACT, ERU, DMIS, DREF, RIT and the interaction between the different components of the Movement and their relation during a response.

##### **Ø Humanitarian Action**

This section will deal primarily with the Humanitarian Charter and the Minimum Standards of the Sphere Project with respect to the technical chapters of Public Health in Emergencies, food programming, temporary shelters, and water and sanitation.

## **Ø Interagency Coordination**

There will be a focus on working with counterparts, international cooperation in humanitarian assistance, coordination with other agencies and negotiation to improve cooperation.

## **Ø Important tools for a better mission**

This section will include exercises on how to utilize tools such as DMIS, reporting formats, plans of action and utilization of IT & Telecom standard equipment (e.g. satellite phones, GPS) and multimedia equipment (e.g. video & still camera, multimedia projector).

## **Ø Information, Communication & Media Relations**

There will be a focus on the use of various communication tools and methods for information in disasters, developing and maintaining relationships with the media and guidelines for reporting, monitoring and information in disasters.

- Use of the Federation tools and formats for information ad reporting.
- Media training.
- Audio visual and new technologies in the information process.
- Understanding and working with International, regional and local media.
- Information management process. Since the monitoring process to the Media interview.
- Representing the Movement.

## **Ø Assignments & Practical Sessions**

These activities will enable the participants to put into practice the tools acquired during the training. Other agencies will be incorporated where possible.

### **Themes:**

- Regional Programs
- Response system of the IFRC
- Logistics
- Finances
- DMIS
- Humanitarian Work and Sphere
- Working with Counterparts (Negotiation)
- UN Humanitarian Reform
- International Cooperation
- Evaluation of Emergencies
- Preparation for a mission
- IT & Telecom
- Plan of action
- Reporting & Monitoring
- Information & Communication
- Media Relations

## **5. Expected results**

- The participants would have been able to demonstrate through practical exercises the skills learnt in information, reporting and monitoring measures during disasters.
- The participants would have been able to describe the response systems and the various components within the Federation, the link with different partners and the role they (the participants) have in promoting the work of the International Federation at national, regional and international levels.
- The participants would have compiled a list of best practices relating to information, reporting and monitoring in disasters.
- The fifteen participants from the region will complete the training reinforcing the acquired skills and knowledge of Movement tools in order to work in information in disasters in the region.
- They will depart having strengthened communication with the other components of the Federation response system. As a result, the Federations response system will have increased the available qualified resources available for information and communication (to be deployed to the field in emergencies) and strengthened the cooperation and collaboration of information and disaster management in the region.

## **6. Methodology**

- Assignments (including pre-assignment)
- Presentations (Federation PADRU, Zone, Representation, UN)
- Plenary sessions
- Group work and case of studies
- Round table discussions and lessons learned
- Forum with media representative(s)
- Field Trip
- Practice Sessions

## **7. Organization and development**

### **7.1 Selection process**

The selection process will be done by PADRU.

### **7.2 Administration and organization**

PADRU will be in charge of sending out the invitations to National Societies and Overseas Branches. In addition, each national society will be in charge of putting forward their information/communication/reporting/RIT focal point persons. This decision will be based upon the individuals' availability to be deployed as well as the support of the National Society.

PADRU will cover costs and logistics associated with the training including transportation, housing and meals.

All materials will be prepared and presented by PADRU with the support of a RIT Information Intern.

### **7.3 Participant Profile**

In accordance with the pre-selection process, the general profile for a RIT candidate is the following:

- ü Previously trained as a RIT (optional for this workshop)
- ü Minimum age: 25
- ü Professional with demonstrated experience in emergency operations
- ü Active member of a National Society
- ü Fluency in English/Spanish, with preference of knowledge of 2<sup>nd</sup> language (English/Spanish/French)
- ü Management skills
- ü Demonstrated leadership and initiative in problem solving
- ü Flexible and adaptable, ability to work well in teams and strong communication skills
- ü Motivated by humanitarian work
- ü Availability for rapid deployment in the event of an emergency

The following are the additional criteria needed for this workshop:

- ü Knowledge and experience in information & reporting work
- ü Good written and oral communication skills including writing stories/articles and reporting
- ü Good interpersonal communication skills

### **7.4 Candidate Selection**

The following forms should be sent:

- ü Application form
- ü Updated Curriculum Vitae (CV)
- ü Letter of nomination and support from the respective National Society

Application should be sent to PADRU no later than April 18 to the following address:

PADRU

Manuel Rodriguez: [manuel.rodriguez@ifrc.org](mailto:manuel.rodriguez@ifrc.org)

Pan American Disaster Response Unit

Or via fax: (507) 316-1082

Subject: **RIT Information and Reporting Workshop**

Final selection of candidates will be made in PADRU and notification will be sent no later than April 22.

### **7.5 Evaluation**

The participants will be required to complete qualitative and quantitative evaluations of the workshop while the facilitators will complete an internal evaluation of the participants and the

workshop. In conclusion there will be two lists: a participant list and a list of those who have passed the workshop. This final list will classify the people in three sub-categories: highly recommended for international RIT missions, moderately recommended and recommended.

All materials will be uploaded to the webpage for viewing: [www.padru.cruzroja.org](http://www.padru.cruzroja.org)