

MODULE 5: FUNCTION 3 COMMUNICATION FOR ACTION

SESSION 5.2 PROTOCOL 3.2 PRODUCE ANALYSIS REPORTS

Outline

- **OBJECTIVES**
- **MINIMUM REPORTING REQUIREMENTS**
- **GENERAL REPORT**
- **GENERAL PUBLIC COMMUNICATION SHEET**
- **DECISION-MAKERS SHEET**

SESSION OBJECTIVES

At the end of the session, participants will be able to identify the products expected during CH analyses:

- A general report of the analysis;
- A general public communication sheet;
- A summary sheet for decision-makers.



MINIMUM REQUIREMENTS FOR CH ANALYSIS REPORTS

The CH analysis communication sheets must contain the following main points:

- Well-written and formulated key messages
- Current and projected maps
- Population estimation tables
- Overview of the situation, key drivers, limiting factors, assumptions
- Recommendations for actions
- Process, methodology and data sources

DIFFERENT EXPECTED ANALYSIS PRODUCTS

GENERAL SESSION REPORT : Describing the process by specifying the details (organization, progress, difficulties and shortcomings, the consensus building process, the validation of results, participating organizations and services ...



DECISION-MAKERS SHEET

Title	Content
Key figures	Quantified data (populations and areas in crisis or worse)
Highlights	Narrative Summary of Highlights
CH maps	Maps in current and projected situations
Overview of the situation	Overview main resultss
Causes of FNI	Summary of the cyclical determinants and limiting factors of the FNI
Recommendations for immediate response	Summary of methodology and recommendations for actions



GENERAL PUBLIC COMMUNICATION SHEET

Title	Content
Essential	Summary of 4 FNS results (FC, LHS, NUT, MORTALITY)
Terms and conditions	Presentation of the general conditions of the analysis
Current and projected maps	Viewing zone classification results
Key drivers and limiting factors	Detailed situational analysis of the causes (H&V, availability, accessibility, use and stability).
Detail of the analysis results	Detailed narrative on area classification and population estimation in FNI
Methodology and difficulties	approach and difficulties encountered
Recommendations	Clear, relevant targeted recommendations (government, TFP, IGO, IRO, etc.) on responses, improvement of the analysis process, etc.
Contacts	addresses of CH focal points and logos of the state services and PTFs concerned

❖ Analyst Roles

- ❑ develop the general public communication sheet and the decision-makers sheet;
- ❑ Assist in the dissemination of results through key formal channels at local, national, regional and international levels
- ❑ Create the link between alert and response

❖ Role of the national CH Task-force

- Design and implement a strategic communications plan
- Gather and review communications products
- Write the general report

END