Global Health Cluster
Orientation Package

Facilitators’ Guide

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1. Introduction

The Health Cluster works to ensure that Health Cluster lead agency (WHO), the Health Cluster Coordinator and partners work together during a humanitarian crisis to achieve the aims of reducing avoidable mortality, morbidity and disability, and restoring the delivery of and equitable access to preventive and curative health care as quickly as possible.

This orientation package has been developed by the Global Health Cluster in order to provide a learning resource which will ensure standardisation and accuracy in the content of awareness raising training and consistency with the delivery of key messages.

2. The Aims of the Orientation Package

This aims of this package are to provide an overview and raise awareness of:

- Humanitarian Reform
- The Cluster approach
- Cluster finance mechanisms
- The tools and guidance which have been developed by the Global Health Cluster

The Orientation Package is not intended to provide training in the use of the Health Cluster Tools. For information about training which may be available please contact the Health Cluster Coordinator in country or the Global Health Cluster Secretariat at: healthcluster@who.int

3. Intended Audience

The intended audience for the Orientation Package is Health Cluster partners, and potential partners, at global, regional and country level.

We would particularly like the participation of senior staff, the health coordinators and managers who are responsible for the planning and management of health programmes and for participating in coordination mechanisms.

Although addressed to Health Cluster lead agencies, coordinators and partners, the Orientation Pack is equally valid for coordinators and members of health sector coordination groups that seek to achieve effective coordinated health action in countries where the cluster approach has not been formally adopted.

4. Content of the Orientation Package

The Orientation Package consists of five (5) PowerPoint presentations and includes:

A short introductory presentation and four separate but related Modules:

- Module 1: Background and Principles of Humanitarian Reform
- Module 2: Introduction to the Health Cluster
- Module 3: Humanitarian Financing
- Module 4: Guidance Tools and Resources
Please note:

- The modules are free standing and can be delivered consecutively in order from 1 – 4, or they can be delivered completely separately and in any order. This will depend how the orientation is planned by the organization using these materials and the current level of knowledge and awareness of the audience about Humanitarian Reform and the Health Cluster.

For example: The modules could all be delivered on the same day, in which case it is estimated that the time needed would be 4.45 hours, not including lunch and breaks, or they could be delivered one at a time over a period of days or weeks, depending on what would suit the organizations or individuals needs the best.

- The modules can also be incorporated into training courses which include sessions on the Health Cluster. This is encouraged by the Health Cluster in order to ensure standardisation, consistency and accuracy of the information and messages about the Health Cluster.

The modules have:

1. A PowerPoint presentation with notes pages for slides where relevant
2. Learning Objectives
3. Key handouts where relevant
4. The key messages which should be emphasised at the end of each presentation
5. Signposts to additional information

5. Methodology

The main methodology is the use of a PowerPoint presentation with questions and discussion both during and at the end of the presentation.

Facilitators are strongly encouraged to:

- Print out a copy of the presentation with the notes pages and read them through before the presentation is given

- Ensure that they are familiar with the Health Cluster Guide on which these presentations are based. It is also recommended that all participants have a copy of the Health Cluster Guide given to them either before or during the presentation

- Make the presentations as participatory and interactive as possible. Suggestions are made in some of the presentations for optional interactive activities; facilitators are encouraged to think of others. This will depend on the time available and the current level of knowledge and awareness of the participants.
6. The Introductory Presentation and Modules in more detail

The Introductory Presentation

**Number of slides: 13**  **Recommended time allocation: 15 minutes**

This presentation provides potential facilitators with an overview of the Orientation Package. It can also be used at a staff meeting or during an induction.

It contains a summary of the learning objectives for each of the modules and goes through the content of the Health Cluster Guide.

Note that slide 10 contains a hyperlink to the Health Cluster Guide and information about how to obtain a copy, electronically or as a hard copy.

**Module 1: Background and Principles of Humanitarian Reform**

**Number of slides: 22**  **Recommended time allocation: 45 minutes**

**Learning Objectives:**

On completion of this module participants will have a good understanding of the:

- Background and purpose of humanitarian reform
- Principles behind humanitarian reform
- Objectives of humanitarian reform

**Key Messages:**

- Humanitarian Reform aims at improving the predictability, timeliness and effectiveness of the response to humanitarian crisis.

- Humanitarian Reform is based on 5 *Principles of Partnership*:
  - Equality
  - Transparency
  - Result orientated approach
  - Responsibility
  - Complementarity

- Humanitarian reform is an IASC led reform with input and support from all humanitarian actors

**Key resources and documents:**

- Health Cluster Guide  
- Global Humanitarian Platform [www.globalhumanitarianplatform.org](http://www.globalhumanitarianplatform.org)
Module 2: Introduction to the Health Cluster

Number of slides: 30  
Recommended time allocation: 1 hour

Learning Objectives:

On completion of this module participants will have a good understanding of the:

- Role, functioning and membership of the health cluster at global and country level
- Roles and responsibilities of all stakeholders at global and country level

Key Messages:

The ten functions of the Health Cluster at country level are:

1. Coordination mechanisms and inclusion of all actors within the health cluster and inter-cluster
2. Coordination with national authorities & other local actors
3. Needs assessment & analysis including identifying gaps
4. Strategy development & planning, including: Community based approaches, attention to priority cross cutting issues, and filling gaps
5. Contingency planning (and preparedness)
6. Application of standards
7. Training and capacity building
8. Monitoring and reporting
9. Advocacy and resource mobilization, including reporting
10. Provider of Last Resort, (POLR)

Effective partnership which engages stakeholders needs to:

- Be inclusive
- Complement and strengthen existing coordination structures and processes
- Start with realistic objectives

The Global Health Cluster is a forum of key international health entities, mandated to build humanitarian response capacity by:

- Providing strategic, operational and technical guidance
- Establishing global partnerships
- Providing surge capacity and systems
- Developing common guidance and tools

Key resources and documents:

- Health Cluster Guide  
• Position Paper on User fees
  http://www.who.int/hac/global_health_cluster/about/policy_strategy/EN_final_position_paper_on_user_fees.pdf

Handout: For the presentation you will also need a copy of the RASCI diagram for Country Responsibilities for each participant
(RASCI: Responsible, Accountable, Support, Consulted, Informed)

Module 3: Humanitarian Financing

Number of slides: 35  
Recommended time allocation: 1 hour 30 minutes

Learning Objectives:

On completion of this module participants will have a good understanding of:

• Existing humanitarian financing mechanisms: i.e. FLASH, CAP, CERF, and ERF
• How Health Cluster partners can contribute to and benefit from these finance mechanisms
• How these finance mechanisms fit into overall strategy, development and planning at country level

Key Messages:

• Partners can have access to funds through these finance mechanisms
• Funding proposals MUST be consistent with the relevant finance mechanism requirements and compliant with the relevant cluster strategic plan and needs assessments
• Partners should ensure that their agency proposals and projects are considered by the country health cluster by proactively engaging with the Health Cluster and ensuring that appropriate senior representatives attend the meetings of the Health Cluster

Key resources and documents:

• Health Cluster Guide
• United Nations Office for the Coordination of Humanitarian Affairs OCHA
• http://cerf.un.org
Module 4: Guidance, Tools and Resources

Number of slides: 37  
Recommended time allocation: 1 hour 30 minutes

Learning Objectives:

On completion of this module participants will be aware of:

- The tools and guidance which have been developed by the Global Health Cluster
- The aims and practical applications of these tools and guidance

Key Messages:

- The Health Cluster Guide provides stakeholders with information and resources for country level implementation
- The 26 suggested Core Health Indicators have been developed to assist the decision making at country level (including coordination, advocacy and fund raising)
- The Initial Rapid Assessment (IRA) tool is a multi cluster/multi sectoral tool which provides essential information in the first phase of an emergency
- Health Resource Availability Mapping System (He Rams) is a framework for the assessment and monitoring of health resources and services availability
- The Health Cluster position paper: “Removing User Fees for Primary Health Care Services During Humanitarian Crises” states that user fees should not be charged for primary health care services during humanitarian crises

Key resources and documents:

- Health Cluster Guide  
- Tools – in English and French  
- Gap Guidance Materials “Assisting the Health Sector Coordination Mechanism to Identify and fill gaps in the Humanitarian Response” IASC/GHC Sub Group on Management and Coordination  
- Position Paper on User fees  
  [http://www.who.int/hac/global_health_cluster/about/policy_strategy/EN_final_position_paper_on_user_fees.pdf](http://www.who.int/hac/global_health_cluster/about/policy_strategy/EN_final_position_paper_on_user_fees.pdf)

Handout: you will also need a copy of the Core Health Indicators, the IRA form, the IRA Aide Memoire and the He RAMs checklist for Primary Care for each participant