

## Appendices

### Appendix 1: Field Note

This note was created to explain the ECB4 Assessment to those working in the field. It is public and may be circulated to any interested parties. Please direct any questions to the ECB4 consultant, Paul Currion ([paul@currion.net](mailto:paul@currion.net)).

#### Background

- The Interagency Working Group (IWG) is composed of 7 NGOs – CARE, CRS, IRC, Mercy Corps, Oxfam, Save the Children (US) and WorldVision.
- The IWG commissioned a report on Emergency Capacity Building (ECB) leading to 4 joint initiatives to improve their work in the field.
- ECB4 = Information and Communications Technology (ICT) for emergency response, but it covers information requirements in general.

#### ECB4

- An Assessment is being carried out to identify a) needs and gaps in ICT, and b) information flows during emergency responses.
- The Assessment includes HQ visits to all IWG members, and field visits to make sure the field perspective is emphasized.
- The Assessment Report will be used by the IWG to decide how to improve information management and systems.

**Timeline:** 1 September 2005 – 31 March 2006

#### The Assessment Process

a) Field Visits will:

- Cover all IWG member organisations
- Last for around 2 weeks, mainly in field offices
- Aim for a ‘light footprint’

b) Field Visit activities will include:

- Gathering background documents and other material
- Semi-structured interviews and discussions with key staff
- On-site assessment of existing capacity

c) Identify key information and information flows in emergency:

- **What** information moves? (I.e. what types of information are required)
- **When** does information move? (I.e. formal vs informal reporting)
- **How** does information moves? (I.e. channels and formats)
- **Where** information moves? (I.e. where does it move from and to)
- **Why** does information move? (I.e. what triggers the information flow)

- d) Assess capacity of emergency response and ICT structures, based on:
- Staff and Support
  - Policies and Procedures
  - Hardware and software