**TTX01 Concept Note Template**

## *Introduction*

***The exercise concept note*** *is a document that clearly defines the simulation exercise project as agreed by all the partners. The purpose of the concept note is to provide a conceptual framework for the planning and conduct of the exercise. It clearly defines the purpose, scope and objectives for the exercise, and sets the date on which it will take place. The document also provides an overview of the scenario; defines the exercise participants, methodology (exercise type), and proposed budget; and sets out the identities of the exercise management team. The concept note is used as the key reference document during the planning, material development and evaluation phase of the project.*

**Template**

Title: Concept note for [**NAME**] tabletop exercise

[**COUNTRY**]

Date of exercise: [**DD/MM/YYYY**]

1. **Introduction**

**Background context**

Provide some brief background information on the planned exercise, including the exercise type, date and place in which it will be conducted.

*Sample content:*

*A functional exercise is planned in [COUNTRY] on [DATE]. The exercise is being developed and implemented by [ORGANIZING BODY] and the Ministry of Health (MOH) of [COUNTRY]*

**Partnership and commitments**

This section outlines the key elements of the project, the commitments from each stakeholder, and the timeline, resources and budget required to conduct the project.

*The success of the project is dependent on the effective collaboration between the XXX and XXX.*

## Purpose, scope & objectives

Provide the specific exercise purpose, scope and objectives.

**Purpose**

**Scope**

**Specific objectives**

*Suggested content:*

***2.1 Purpose***

*The purpose of the exercise is to evaluate preparedness and response mechanisms in response to emerging public health threats, and to provide opportunities to validate existing mechanisms and identify areas for enhancement.*

***2.2 Scope***

*The exercise is a [INSERT EXERCISE TYPE], simulating multiple cases of haemorrhagic fever in different parts of the country. Through [INSERT EXERCISE METHOD], participants will review the processes involved responding to these events, from the deployment of an investigation team up until the declaration of the end of the epidemic. The roles and coordination of national health institutions [LIST INSTITUTIONS], international agencies [LIST RELEVANT AGENCIES], international non-governmental agencies [LIST RELEVANT AGENCIES] and the National Red Cross are stressed and included in the scope.*

***2.3 Objectives***

*The exercise objectives are:*

*1.*

*2.*

*3. Etc.*

## Scenario

Provide an overview of the exercise scenario. It should include the following.

* Type of emergency
* Date/time of emergency
* Location of emergency
* Extent of impact
* Response capacity (state level response and coordination with humanitarian partners).

*Suggested content****:***

* 1. ***Scenario example***

*The exercise will use a scenario of haemorrhagic fever cases in multiple regions of the country. It will cover a simulated period of two months. The scenario will include elements of public anxiety, spread of rumours, intensive media demands and the need for inter-sectorial coordination.*

## Key reference documents

Provide a list of key preparedness documents the design team will need. These will serve as references in the design and conduct of the exercise.

## Methodology

Provide a brief overview of how the simulation exercise will be structured in order to achieve the objectives.

* Describe the elements on which the exercise will be based (such as existing response plans, SOPs, trainings, etc.)
* Describe the duration of the event, the main elements of the scenario, and the targeted participants
* Describe briefly the evaluation process
* Explain assumptions and limitations if relevant and necessary.

*Suggested content:*

***6.1 Example methodological description***

*[ADAPT TO DESIRED EXERCISE TYPE AND OBJECTIVES]*

*The exercise will use a simulated scenario of new Ebola cases in two southern provinces of the country. Through a scenario in two phases covering a simulated period of eight weeks, the exercise will be based on the national Ebola response plan. Participants will not be asked to perform the actual tasks required in order to respond to the events, but to explain them based on their knowledge of the national response plan and their experiences.*

*Participants will be selected from among the staff identified in the RRT roster and in the EOC, and from members of the strategic committee. To test regional coordination, the management of the regional hospitals of the two provinces will be participating, along with selected technical partners.*

*It is assumed that while all participants will be familiar with the Ebola plan, each participant will be playing his/her own role in the exercise and will be able to refer to relevant SOPs.*

*A group of technical experts from WHO, CDC and OCHA will be evaluating the exercise. Using a set of indicators, their focus will be to assess how the response mechanisms and systems are resilient in their ability to address the challenges of the simulated emergency. They will not be evaluating the performance of the participants.*

## Exercise management team

The **exercise director** is responsible for the overall planning, conducting and evaluation of the exercise. S/he will be assisted by a team with assigned tasks and responsibilities in the preparation and the design of the simulation. The table below sets out the composition of the exercise management team.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Function*** | ***Name*** | ***Organization*** | ***Main responsibility*** |
| Exercise director |  |  | Project management |
| Exercise management team  |  |  | Exercise facilitator |
|  |  | Lead evaluator |
|  |  | Admin & IT support |
|  |  | Finance |
|  |  | … |
|  |  |  |

The exercise director and the management team should seek support for the exercise from the country’s senior leadership. Ideally, support should be gained from senior leadership in the government, and the WHO country representative.

## Operational issues

**7.1 Finances and project costs**

Confirm how the costs will be covered, who will be finalizing the budget, etc.

*Suggested content:*

***Example of cost discussion***

*XX will cover all simulation-related expenses (venue, catering, stationary, equipment, etc.), including the related costs of the facilitators and participants (transport, DSA). All UN agencies and INGOs should cover the cost of their facilitators and participants (transport, DSA).* *The detailed budget is outlined in Annex B.*

## 7.2 Project monitoring, evaluation and reporting

Specify who will be preparing the post-exercise report. Provide an overview of the report’s main elements and intended audience, and explain how comments and inputs will be obtained.

## Participants

List the participants and their contact details.

|  |  |  |
| --- | --- | --- |
| ***Name*** | ***Contact details*** | ***Organization*** |
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## Support team

Depending on the requirements and complexity of the simulation, the exercise management team may need additional support (subject matter experts).

## Facilitation team

Identify exercise facilitators.

|  |  |  |
| --- | --- | --- |
| ***Name*** | ***Contact details*** | ***Organization*** |
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## Evaluation team

The evaluation team will evaluate the exercise, including the expected outcomes.

|  |  |  |
| --- | --- | --- |
| ***Name*** | ***Contact details*** | ***Organization*** |
|  |  |  |
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## Observers (if applicable)

|  |  |  |
| --- | --- | --- |
| ***Name*** | ***Contact details*** | ***Organization*** |
|  |  |  |
|  |  |  |
|  |  |  |

## Project Timeline

Provide an overview of the key planning activities to be completed by a specified date. A full project planning Gantt chart is included in the list of tools (TTX05).

*Suggested content:*

***9.1 Example of a timeline***

 *KEY PROJECT DATES:*

***Design phase:***

*- XX—Scenario completed and approved*

*- XX—All key documents finalised and approved by partners*

*- XX—Translation of all documents*

***TTX:***

*- XX—Arrival of exercise management team on site*

*- XX—Exercise management team briefing and setup.*

*- XX—Exercise day*

***Project report:***

*- XX—Draft report submitted for comments*

*- XX—Report finalised in English*

*- XX—Report translated into XX language and shared with all stakeholders.*