**TTX12 Scenario & Problem Statement Brainstorming Guidance Note**

## Introduction

A TTX scenario is often split into separate sessions, in which problem statements are presented that correspond to specific exercise objectives and expected outcomes.

In order to ensure exercise objectives are met, it is recommended to start with a brainstorming session on the expected outcomes that are foreseen for the exercise.

As a next step, it is important to identify the questions/problem statements that can be presented to trigger discussion, but which will also lead to the expected outcomes and exercise objectives. Finally, an exercise scenario (event) should be chosen that is in line with the problem statements and which glues everything together to form a comprehensive, realistic emergency situation that contributes to and facilitates the discussion.

**Equipment and resources**

* Flip charts
* Markers

**Preparation**

* Concept note
* Local context and background research
* Existing plans, procedures, SOPs, etc.

1. **Instructions**

The exercise management team should draw on local advisors and technical experts and brainstorm the problem statements and scenario elements required to meet the exercise objectives and purpose.

1. **Guidance**

* Ensure you book sufficient time with the exercise management team to brainstorm (estimate 1-4 hours).
* Review the exercise purpose and objectives. Look at what must be achieved in the TTX and break the exercise into sessions. The sessions can be based on the exercise objectives, the phases of the emergency, and/or any other format that suits your needs.
* For each session identify a key focus and decide on the expected outputs. These should be related to the objectives, response plan, timeline, etc. Examples might include early warning, situational analysis and/or activation protocols.
* Based on the expected outputs and the focus of the session, discuss and define the discussion questions or problem statements needed.
* The exercise scenario required to enable the discussion has to be chosen. The scenario is a description of a series of hypothetical, but plausible, events and/or a pre-planned storyline that drives an exercise. The scenario narrative presents the background and triggering events and their impacts on populations, infrastructure, services, the environment, etc.
* In particular, the scenario includes (but is not limited to): type of event; time and date of incident(s); location of incident(s); number of deceased, of people affected, and/or of complications; status of the health system; and status of relevant infrastructure—e.g. of laboratories, or the transportation system.
* During the exercise, the scenario and problem statements can be read aloud or summarized on slides.

***TIP:*** *Ensure that:*

* All the objectives are covered in one of the sessions or across multiple sessions
* The discussion questions are clear, focused and will result in the desired outcome
* The scenario for each session (bullet point details) provides all the realistic and appropriate information required for the planned discussion or problem solving.
* The time allocated to each session is reviewed, and the primary and secondary questions are designated (i.e. primary questions are the main focus, with the secondary questions kept in reserve).