**Joint Risk Assessment Workshops**

# Planning and Logistics Guide

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| **Objectives** | * Familiarize the relevant technical and policy level personnel in the country with the Tripartite Joint Risk Assessment tool and process
* Jointly conduct risk assessments for selected priority zoonotic disease hazards, and provide options for risk-based, coordinated management, and communication approaches
* Enhance coordination and trust-building between the public health, animal health, and environment sectors and all other relevant sectors
* Facilitate formal and informal communication and information sharing among stakeholders
* Advocate with policy makers for sustainability of JRA in the country, including human & financial resource allocation
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**Preparatory actions and decisions**

Done jointly by country offices and relevant national ministries; JRA international secretariat supports as needed

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| **Hazards &** **Risk Framing (JRA Tool p 21-22)** | * Identify hazard(s) and/or event(s) to be assessed
* Complete the Risk Framing for each proposed hazard, i.e. determine with government and/or FAO/WHO offices what are real issues /concerns associated with an event or hazard so that the JRA scope/framing reflects actual government concerns. See JRA Operational Tool for more guidance on risk framing. A briefing from the JRA secretariat is available to support this if needed. Use *Risk Framing Template* for this process. Use *Risk Framing Reporting Back Template* to present back during the national JRA workshop.
* If possible, work with national government to map existing structures and stakeholders who could act as the JRA Steering Committee (JRA Tool p. 11) (for further discussion during Day 3 of the workshop) and begin discussions on preparing a national rolling out proposals/plan.
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| **Participants** | * The national JRA workshop will have a duration of 3 days, with an optional ‘Day 0’ for a national facilitator briefing
* National Decision makers from all relevant ministries should be invited for Day 1 (at least morning) and Day 3 (at least afternoon)
* They will provide the context and provide guidance to the contextualization of the JRA in the future. Their engagement will facilitate rolling out the JRA.
* National JRA facilitators/JRA leads: Government staff actively engaged in addressing zoonotic diseases in the country e.g. epidemiologists from the epidemiological units in the central or subnational levels of government from the animal health, public health, and environment (including wildlife) sectors, and all other relevant sectors (e.g. Food Safety) invited for Days 0-3.
* These individuals will be briefed on Day 0 in order to be ready to facilitate group discussions during the JRA Workshop on Day 2, and to serve as national JRA Leads for future joint risk assessments.
* JRA technical experts: National staff from government (e.g. MoH/MoA/MoE/others at national or subnational levels) or key partner technical institutes/laboratories/academia that have the needed expertise and/or information based on the specific event or hazard to be assessed invited for Days 1-3.
* They will bring the information and expertise.

Important: * Select participants based on the identified hazards and the risk framing
* Subnational staff should be included as appropriate
* Have sectoral balance and sufficient scope of expertise across sectors and disciplines and with access to required information to be able to do the technical assessment for each hazard

Support staff (decided by Tripartite offices)* WHO and FAO country office focal points; OIE engaged as appropriate via OIE Headquarters focal points
* JRA international secretariat and/or JRA regional facilitators
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| **Logistical Steps** | * Translate Operational Tool and other materials into local language, as needed (available from JRA international secretariat in English, French, Spanish, Russian, Arabic, and Chinese)
* Decide upon venue, agenda, interpretation, responsibilities for invitations and TR/TAs, etc
* Prepare participants list with pictures and affiliations
* Prepare sectorally-balanced break-out group membership lists based on participants attending and hazards to be assessed
* Prepare list of national acronyms with translations for external facilitators
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**Documents and materials**

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| **Materials to support preparation** | * Logistics and agenda templates document (this one)
* 2-pager for engaging government and partners
* Risk framing template (Word and Powerpoint)
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| **Materials for the workshop** | * Experts to bring all information and data required relevant to conducting the risk assessment based on the Risk Framing
* Powerpoint presentation for facilitators
* Nametags with first name and agency

 To print for all participants * JRA operational tool and annexes
* Concept note
* Agenda
* List of participants
* 2-pager

Soft copies for group work results* JRA Report template (word)
* Reporting back template (powerpoint)

Soft copies for USB sticks * JRA tool
* 2-pager
* JRA Report template (word)
* JRA Report template (powerpoint)
* Tripartite Zoonoses Guide
* Agenda
* List of participants
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| **Materials for the Venue**  | General* Projector and screen for plenary room
* Interpretation equipment (1 device per participant) and sufficient number of interpreters (depending on the number of RA groups)
* Moveable tables in all rooms
* Fixed coffee breaks
* Microphones

Break-out Group Work room(s) * Decide if separate rooms or solid room dividers needed (for group work)
* At least 1 laptop/group for note-taker
* At least 1 flip chart per group, marker pens, tape
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