**Annex 1.7 EXERCISE VECTOR FACILITATOR BRIEFING**

Thank you for agreeing to be a facilitator, this document tells you how the TTX will run and describes your role as a facilitator.

**Exercise Aim**

To exercise the public health emergency preparedness of the participating countries to a major outbreak of mosquito-borne viral disease, of both national and international dimensions.

**Exercise Objectives**

* In-country emergency recognition and management: detect and risk assess the situation, activate emergency organisation and plans, manage and monitor the emergency;
* Inter-sectoral collaboration: work effectively between the health and key related sectors, to assess the risks and manage the emergency;
* International collaboration: interact effectively with contiguous and other countries in the wider region, and international authorities, to assess, manage, communicate and work collaboratively to address, mitigate and resolve the international emergency;
* Risk communication: to communicate effectively regarding the health risks, between stakeholders, professionals and the public.

Review and evaluation: for each country to reflect on potential lessons from the exercise relating to their present state of preparedness for public health emergencies, involving mosquito borne viral diseases in particular, and for communicable disease events more generally.

**Facilitator role and responsibilities**

* Introduce yourself and ask your group to introduce themselves and briefly explain their role in preparedness and response
* Provide guidance and assistance to their discussions as required. Make sure everyone is included in the discussions and that one person does not dominate
* Introduce group **‘**rules’ to promote a safe learning environment:
* Only one conversation at a time
* Make sure everyone is heard and is able to hear
* No criticism, explore the differences to improve understanding
* Make sure everyone has opportunity to contribute
* In case there is not enough time for the group to answer every question, they should answer the questions and challenges most relevant to them
* Where you are not able to answer their query, direct them to the relevant organisation/agency in the room to ask for assistance. Encourage them to interact and to use this learning opportunity
* Encourage participants to use plans to support their discussions/decisions
* Encourage participants to interact and network with other players in the room (information seeking/sharing)
* EXCON is available to assist where necessary
* Make sure your group nominate a chairperson and a notetaker to make the notes on the inject response sheets.
* Make sure the feedback given in the plenary sessions represents the group feedabck

**Conduct of the exercise**

Exercise Vector will take place at a hotel venue in a MS city on 19-20 May 2016. A facilitator will be assigned to each table.

Each table will appoint a chairperson and notetaker. The notetaker will capture the group’s answers to the inject questions on the inject response sheets and key points for the plenary session. The group should nominate a chairperson who will use injects and questions to guide discussions to identify issues and will feedback key issues during the plenary sessions.

There will be a plenary feedback session at the end of the day.

**Exercise play**

Participants will be provided with injects (information) on the unfolding scenario. The delivery of the exercise material will be via pre-prepared paper injects that will be delivered via EXCON. You will have copies for your reference in your pack. The injects contain a number of questions and challenges for the participants to consider. The participants should discuss the issues raised by these injects and highlight any issues or gaps in planning assumptions.

Participants should also communicate and interact with other groups as appropriate.

If a participant wishes to contact an organisation outside the exercise, please remind them to prefix their call with ***“EXERCISE-EXERCISE-EXERCISE VECTOR “***

**Inject Response Sheets**

At the beginning of each session, an inject response sheet will get issued to the group’s nominated notetaker. The notetaker should ensure that the group’s name or number is written on the front along with their name. The group should discuss the questions and challenges arising from the scenario and injects. The notetaker should capture the answers/key issues/observations within the handbook. This handbook is required to be handed back to their facilitator or EXCON at the end of the exercise in order to inform the exercise report

**Evaluation of the exercise**

Each group has an evaluator, but your comments and observations as a facilitator will also form a key part in developing the final exercise report. **Please remember that the evaluation process is designed to evaluate plans, protocols and processes not the individuals participating in the exercise.**

An evaluator report template will be available and using your notes taken during the exercise, your report should be completed and returned to [email](mailto:gema.rios@phe.gov.uk) address **no later than *date*.**

**Thank you for your support to Exercise Vector.**