Organisational Consultation Reporting Template

Version 24 June 2022

Reporting guidelines
Please provide any recommendations, observations, or concerns raised by participants around the overall structure, content, presentation and application/use of the CHS in the template provided below.

Depending on the type of consultation and participants, inputs might be on the CHS as a whole, the Nine Commitments, or focused on specific Commitment and its related Key Actions and Organisational Responsibilities. The reporting template can also be used to provide inputs on specific thematic or cross-cutting issues that require consideration in the revision process. All feedback and comments are welcome!

Please return the form, meeting agenda and any additional documents no later than one week after the consultation to CHSrevision@chsalliance.org

1) General Information on the consultation

<table>
<thead>
<tr>
<th>Type of Consultation</th>
<th>Workshop, meeting, online event, etc.</th>
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<tbody>
<tr>
<td>Location</td>
<td>Venue, city, country</td>
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<tr>
<td>Date</td>
<td>Dates</td>
</tr>
<tr>
<td>Host organisation(s)</td>
<td>Please also indicate if the organisation is a member of a wider network, such as CHS Alliance, Sphere, etc.</td>
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<tr>
<td>Facilitators and reporters</td>
<td>Please include the names and contact details of the facilitators and reporters</td>
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<tr>
<td>Agenda and focus</td>
<td>Please describe the focus of the consultation and attach the agenda</td>
</tr>
<tr>
<td>Number of participants</td>
<td>Please indicate the number of participants, including number of women and men. Please attach a full list of participants if possible (names and contacts will not be shared).</td>
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1) Overall Summary

Please provide a short summary of the consultation process and overall findings.

Examples might include:
- Methods used to facilitate discussions
- Level of interest and engagement of participants
- Key findings

Responses:

2) Experiences of participants with the CHS

If relevant, please provide a short summary of the various ways in which the CHS is being used, in answer to the question

“How is your organisation currently using the CHS (or other relevant technical, quality assurance and management standards, etc.) to ensure your organisation is effective and accountable?”

Responses:

3) Relevance of the CHS Commitments as an accountability framework

Please provide any recommendations, observations, or concerns raised by participants around the overall relevance of the CHS Nine Commitments as a whole.

Discussion questions:
1. Are the Nine Commitments a good description of what people affected by crisis can expect from organisations that aim to support them?
2. Are there any areas that need strengthening? What are they?
3. Are there areas that need changing? What are they?
4. Are there any other issues, gaps or duplication that should be addressed? What are they?

Responses:

4) Commitments, Key Actions and Organisational Responsibilities

Please provide any recommendations, observations, or concerns raised by participants on each of the CHS Commitments.

This can include specific comments on the Commitment and its Quality Criterion, Key Actions or Organisational Responsibilities, or any other thematic or cross-cutting issues or concerns.

Discussion questions:
1. Does the Commitment reflect the most essential elements of what people and communities can expect from organisations? What needs to be strengthened? What needs to be changed?
2. Do the Key Actions and Organisational Responsibilities describe the most essential elements needed for organisations to meet this commitment? What needs to be strengthened? What needs to be changed?

3. Are there any other issues, gaps or duplication that need to be addressed? What are they?

Responses:

Commitment One:
Communities and people affected by crisis receive assistance appropriate to their needs.

Responses:

Commitment Two:
Communities and people affected by crisis have access to the humanitarian assistance they need at the right time.

Responses:

Commitment Three:
Communities and people affected by crisis are not negatively affected and are more prepared, resilient and less at-risk as a result of humanitarian action.

Responses:

Commitment Four:
Communities and people affected by crisis know their rights and entitlements, have access to information and participate in decisions that affect them.

Responses:

Commitment Five:
Communities and people affected by crisis have access to safe and responsive mechanisms to handle complaints.

Responses:

Commitment Six:
Communities and people affected by crisis receive coordinated, complementary assistance.

Responses:

Commitment Seven:
Communities and people affected by crisis can expect delivery of improved assistance as organisations learn from experience and reflection.

Responses:

Commitment Eight:
Communities and people affected by crisis receive the assistance they require from competent and well-managed staff and volunteers.

Responses:

Commitment Nine:
Communities and people affected by crisis can expect that the organisations assisting them are managing resources effectively, efficiently and ethically

Responses:

5) Other cross-cutting or thematic issues

Please provide any recommendations, observations, or concerns raised by participants on any cross-cutting issues that should be considered in the updated standard.

This can include comments on any specific issues, gaps or other suggestions that are not specifically linked to the current set of Commitments but would help to improve the standard and make it more relevant to address current and future challenges.

Responses:

6) Making the CHS more user-friendly, accessible and inclusive for a wider range of organisations and stakeholders.

Please include any suggestions or recommendations on how to increase awareness and use of the CHS by a wider range of organisations and stakeholders.

Responses:
<table>
<thead>
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<th>6) Any other comments, suggestions and recommendations?</th>
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<tbody>
<tr>
<td>Please provide any other comments related to improving and updating the CHS, or on the revision process. We welcome your feedback!</td>
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Responses:
Participant List

7) List of participants *(Please ensure you have their permission to share their names and contact details with the Revision Managers)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
<th>Area of work</th>
<th>Years of experience</th>
<th>Email address</th>
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