Regional Workshop on Framework and Toolkit Development
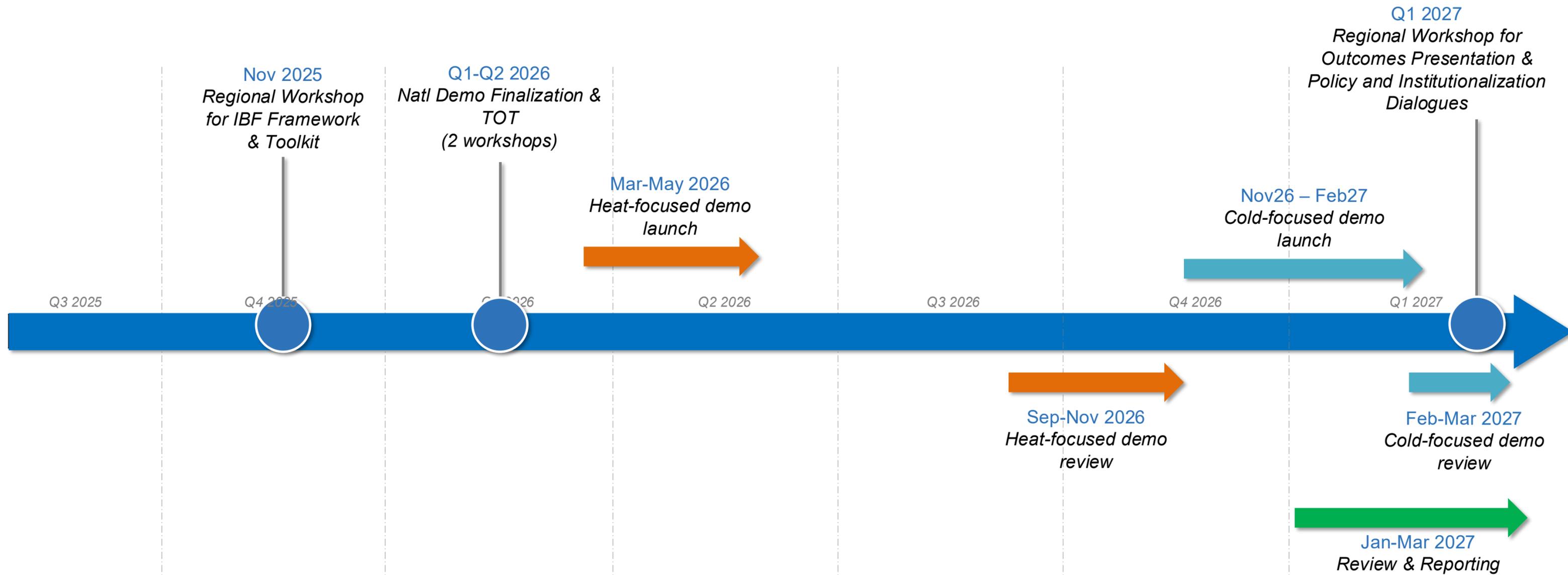
Guidelines for National Demonstrations

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Overview

Activity Timeline and Milestones

Nov 2025
Regional Workshop for IBF Framework & Toolkit

Q1-Q2 2026
Natl Demo Finalization & TOT (2 workshops)

Mar-May 2026
Heat-focused demo launch

Q1 2027
Regional Workshop for Outcomes Presentation & Policy and Institutionalization Dialogues

Nov26 – Feb27
Cold-focused demo launch

Q3 2025

Q4 2025

Q1 2026

Q2 2026

Q3 2026

Q4 2026

Q1 2027

Sep-Nov 2026
Heat-focused demo review

Feb-Mar 2027
Cold-focused demo review

Jan-Mar 2027
Review & Reporting

Role of National Demonstrations

- Serve as real-world testbeds for the temperature-related IBF framework and toolkit.

- Validate and refine thresholds, triggers, SOPs, and communication workflows.

- Capture lessons and best practices for regional knowledge-sharing.

- Strengthen national ownership and build capacity for future scale-up.

Concept for National Demos Template

Section A: Basic Information

Please provide:

- NMHS lead
- Sector co-lead
- Other implementing partners
- Focal persons & backups
- Proposal title
- Geographic area
- Seasonal focus
- Duration

A. Cover Page

A1. Proponent Information	- NMHS (Lead) - Sector Co-Lead (e.g., Health / Livestock / Agriculture / Energy etc.) - Other implementing partners (local government / CSO / academia / community level orgs) *Note: Please list exact departments / units.*
A2. Focal Contacts	- NMHS Lead Focal (overall): Name, title, email, mobile (WhatsApp) - Sector Co-Lead - Data/IT focal - Comms focal - GEDSI focal *Note: Provide names and contact details of focal persons. Identify back-ups for NMHS Lead and Sector Co-lead*
A3. Proposal Title	*Note: Be short, specific, and outcome-oriented.*
A4. Geographic Scope	Please list geographical scope of demonstration (provinces, districts, municipalities).
A5. Seasonal Focus	☐ Heat ☐ Cold ☐ Both
A6. Duration of Demonstration	Start – End (mm/yyyy – mm/yyyy) *Note: please consider tentative dates for launch and test per season:* *Heat-focused demos: Mar-May 2026 (launch); Oct-Dec 2026 (review)* *Cold-focused demos: Nov-Feb2027 (launch); Feb 2027 (review)*

Section B1-B2: Problem Statement and Objectives and Outcomes

B. TECHNICAL DETAILS

B1. Introduction and Problem Statement (≤300 words)	Describe temperature-related risk in your pilot area (who is affected, when, where, how). Summarize gaps in current advisories/EAPs. State clearly whether you will focus on workers, farmers, students, elderly, health facilities, or other groups.
B2. Objectives and Intended Outcomes (≤200 words)	Briefly describe 2-3 measurable outcomes you aim to achieve through this demonstration. These should confirm how the IBF service will improve decisions, preparedness, actions, or reduce impacts in your chosen sector. *e.g., "Reduce heat-related ER admissions by X% vs 3-yr average"; "Ensure 100 % of schools receive advisories 48 hours before forecasted heat/cold events"; "Issue actionable advisories to farmers ≥X days ahead of forecasted temperature extremes."*

What we expect for Section B1:

A short narrative describing:
• who is affected
• where and when the risk occurs and where it is highest
• what current gaps exist
• what sector you are prioritizing

Example Objectives

"Issue actionable heat advisories for schools ≥48 hours before an event."

"Improve occupational protection measures for outdoor workers."

"Reduce heat-related admissions by X% vs baseline."

These must be **measurable** and linked to **decisions or actions** taken by the sector, not just improvements in forecasting.

Section B3-B4: Governance and Target Groups

B3. Stakeholder and Governance (≤200 words)	Name the Core Team, how you'll meet/decide (e.g., weekly/ bi-weekly during season), and how you'll coordinate with SAHF IBF WG/PMU. Note any MoU/data-sharing to be signed.
B4. Pilot Area and Target Groups (≤150 words)	Specify districts/wards; identify high-risk and vulnerable groups (women, elderly, PWDs, outdoor workers, schoolchildren, informal settlements).

What to include
- Core team
- Meeting frequency (e.g., weekly during season)
- Coordination pathway with SAHF IBF WG
- Who your primary and vulnerable users are

Section B5-B6: Data, Indices, Thresholds, Triggers

What to outline

- What data is currently available
- Gaps or access issues
- What indices or thresholds you currently use
- How you might refine or adopt new ones
  (e.g., heat index, UTCI, apparent temp, sector-specific triggers)

B5. Data Inventory	Provide a brief overview of the data currently available to support IBF services demonstration in chosen sector. Indicate the source, spatial and temporal coverage, format, and accessibility of each dataset, and note any major gaps or constraints. • Meteorological and Climate Data (surface observations, gridded datasets, NWP outputs) • Exposure and Population Data (Population distribution and density, infrastructure exposure, land use/ land cover) • Vulnerability and Impact Data (health and demographic indicators, socio-economic data, historical impact data) • Sector-specific and Decision-support data (e.g., crop calendars, hospital capacity, school calendars/ closure records, workforce exposure, etc.)
B6. Method: Index/ Threshold and Triggers (≤250 words)	Describe the indices, indicators, or parameters currently used to monitor temperature-related hazards (e.g., heat index, apparent temperature, maximum temperature thresholds) and how they are determined, and applied operationally. Outline how you plan to refine or develop thresholds and trigger levels under this demonstration, including any intentions to incorporate impact data, vulnerability factors, or sector-specific criteria.

Section B7-B8: Products & EAPs

Products
- Bulletins
- Advisories
- Color-coded alerts
- Visual maps
- SMS / social media channels

Early Action Protocols
- What actions are currently taken
- What gaps exist
- What actions can be pre-agreed or improved

B7. Products and Dissemination (≤300 words)	Summarize the current products and communication formats issued for temperature-related hazards (e.g., daily bulletins, warnings, outlooks, advisories) and their standard dissemination channels (e.g., website, email, SMS, social media, broadcast media, stakeholder networks). Specify typical issuance frequency, language, and approval workflow. Describe planned enhancements under this demonstration, such as new product types, improved visualizations, multi-channel dissemination strategies, or more targeted communication pathways. Indicate any needs for integration with sector systems (e.g., health surveillance platforms, agriculture DSS).
B8. Early Action Protocols (EAPs) & SOPs (≤300 words)	Briefly outline any existing protocols, procedures, or coordination mechanisms activated in response to temperature warnings, including key agencies involved, typical actions, and reporting processes. Mention if these are formalized (e.g., SOPs, contingency plans) or implemented through informal coordination. Indicate how these protocols will be strengthened or expanded during the demonstration, for example, by defining trigger-specific actions, clarifying institutional roles, establishing verification/reporting processes, or integrating temperature thresholds into existing early action mechanisms.

Section B9: Workplan and Timeline

B9. Work Plan & Seasonal Timeline (Gantt) (≤250 words)	Briefly outline how and when you plan to implement the demonstration, from preparation to evaluation. Your work plan should show the overall flow of activities, such as preparation (setting up tools, coordinating with partners, collecting data, etc.); b) implementation (delivering the IBF service during the target season); c) engagement (working with stakeholders and users to apply the information and take action); and d) review and learning (gathering feedback, documenting lessons, and identifying improvements for future services). Use a simple timeline (gantt) or table (indicating when each phase will happen and who will lead it.

Please have your workplan reflect:

Preparation phase (tools, data, stakeholder coordination)
Implementation phase (forecasting, dissemination, activation triggers)
Engagement (training, drills, sector coordination)
Review (post-season assessment)
Inception Meeting before the start of the target season

Sections B10-B13: MEL, GEDSI, Risks, Sustainability

Key reminders

- Keep MEL indicators simple
- GEDSI must be practical and tied to dissemination
- Explain how work will continue beyond the pilot

B10. MEL and Learning (≤200 words)	Briefly describe how you will track progress and measure success during and after the demonstrations. Focus on a few clear indicators that show how well the service worked and what impact it had. Please monitor and define indicators across suggested areas: a) service delivery (lead time, issuance timeliness); b) dissemination/uptake (reach, no. of people, institutions received the information); c) use and action (actions taken and not taken, and why); d) outcomes (reduced ER visits, fewer school closures) Explain how you will collect and document this information (e.g., through simple logs, feedback forms, or partner reports) and how you will summarize lessons learned in a short report.
B.11 GEDSI & Community Engagement (≤200 words)	Briefly describe how the proposed IBF service will ensure that GEDSI and community-level considerations are integrated into its design, delivery, and evaluation. Kindly outline how women, elderly, PWDs, low-income and marginalized groups will receive alerts and be counted in MEL. Mention accessible formats (sign language, easy-read, local languages), community partners, and feedback channels.
B.12 Risk & Mitigation (≤150 words)	Identify the main risks that could affect the pilot and how you plan to address and mitigate them. Please focus on 3-5 key risks such as data availability, staffing turnover, coordination delays, election or holiday periods, or forecast uncertainty.
B.13 Sustainability & Scale-Up (≤150 words)	Explain how the IBF service will be sustained and built upon after the demonstration. Mention plans to institutionalize protocols (e.g., integrating EAPs/SOPs into official procedures, issuing government circulars, allocating annual budget lines) and ensure continued delivery. Briefly outline how the approach could be scaled up or replicated, i.e., expanding to more districts, additional sectors or integrating with national or regional early warning systems.

Section C: Implementation

Feasibility Statement

- Current readiness to implement the demo
  (forecasting tools, data systems, operational workflows)
- Existing institutional arrangements (SOPs, partnerships, coordination committees)
- Potential constraints & how they will be managed

Resource Plan

- NMHS contributions
  (staff time, infrastructure, dissemination channels, in-kind support)
- What additional technical support is needed
  from RIMES / PMU / UKMO
  (e.g., modelling, QC, DSS integration, training, co-development

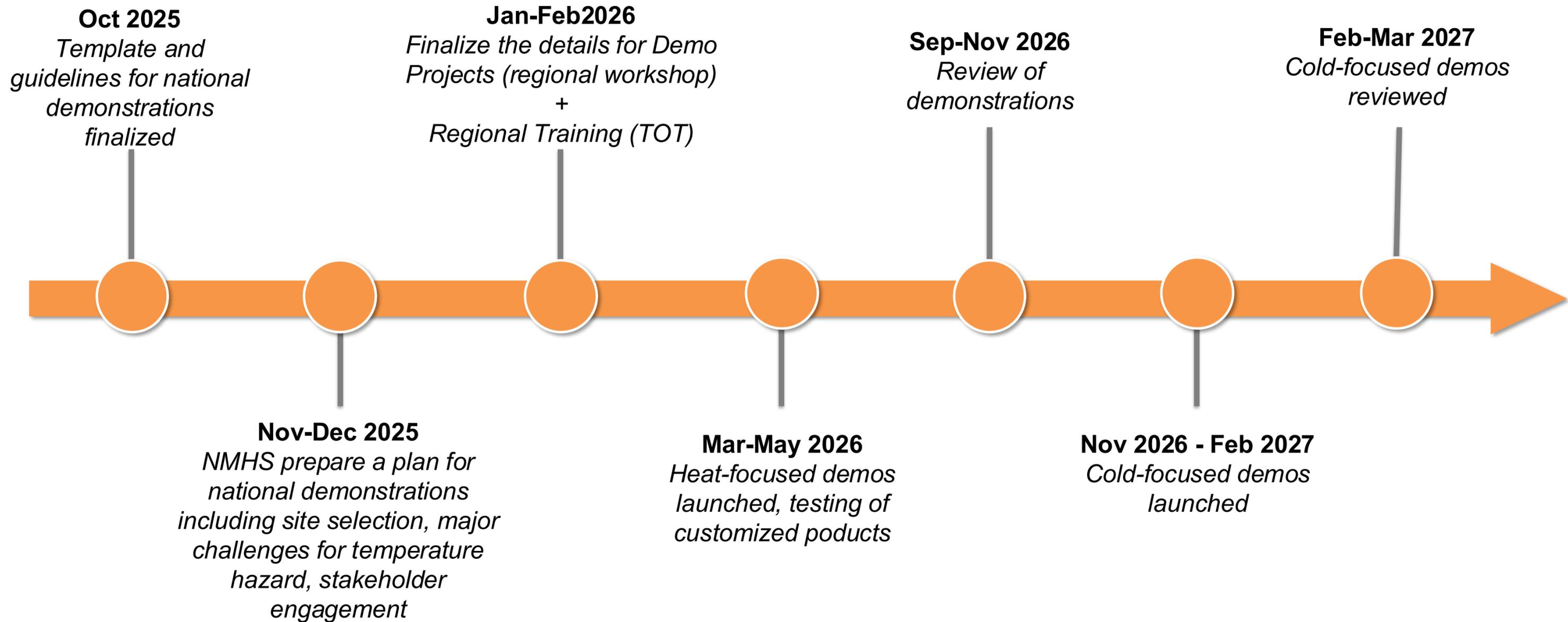|	
1. Feasibility Statement (≤150 words)	Briefly demonstrate the readiness and capacity of your organization to implement the proposed pilot. Highlight the existing systems, tools, and operational capabilities that will support implementation (e.g., forecasting infrastructure, data availability, staff expertise, coordination mechanisms). Summarize any institutional arrangements already in place (e.g., partnerships, SOPs, coordination committees) that will facilitate implementation. Mention any potential constraints (e.g., data gaps, staffing needs) and how they will be addressed.
C2. Resource Plan (≤150 words)	Describe the resources and support that the NMHS can provide, such as staff time, infrastructure, communication platforms, and institutional permissions. Indicate any in-kind contributions (e.g., meeting venues, dissemination channels, data access) and note additional support needed from RIMES/PMU/UKMO (technical assistance, integration support, or specialized training)

Working Sessions

What we expect by tomorrow afternoon:

- Draft concept note sections
- Draft seasonal timeline
- Clear objectives
- Preliminary products/dissemination ideas
- First pass of triggers / thresholds ideas
- List of stakeholders and governance structure

Support During the Breakout Sessions

- Shaping your problem statement
- Clarifying objectives
- Identifying realistic indicators
- Mapping stakeholders
- Vetting proposed triggers
- Drafting workplan steps

Thank you for your attention.