



# BETTER PREPAREDNESS SUITE OF TOOLS

The creators of the Blueprint have codesigned a compendium of tools to support key steps in the Blueprint and the work of the Community. Throughout the Blueprint steps are color-coded references to these tools. This section presents tools that are open source and available for use regardless of community affiliation. We hope they will serve funders and partners well beyond a single institution or network and welcome feedback as we iterate and improve each tool.



## TAXONOMY OF CRISIS ANALYSIS TOOL (TOC)



## CRISIS TIMELINE

An in-depth analysis tool to help both individual researchers and collaborating groups develop a shared understanding of the nature of a crisis by assessing: its temporal nature; specific drivers; the resulting impacts on civil society; and the likely program interventions required. The Taxonomy of Crisis Analysis Tool is used at Step 2 of the Coordination Blueprint and can draw in any relevant analysis already conducted. There are five steps to follow:

- **Timeframe** - assess the arc of the crisis and plot key events, over Short-term, Long-term, or Future timeframes
- **Drivers** - plot and assess the key drivers of the crisis
- **Impacts and interventions** - assess the impacts on and needs of civil society
- **Review case studies and update the timeline** - look for precedents and ideas. See Crisis Case Studies
- **Create analysis report** - write up a short summary report and circulate to collaborating foundations.

A collective visual timelining tool enabling colleagues to plot characteristics and events of a crisis and develop a single timeline to aid shared analysis. This powerful tool can be used as part of the in-depth Taxonomy of Crisis Analysis Tool or as a stand-alone tool. To use the timeline, choose the most appropriate timeframe and plot out the key events so far, up to the present.



## CRISIS CASE STUDIES

A growing archive of detailed retrospective analyses of specific crises, identifying the causes of the crisis and their nature. The Crisis Case Studies can be used as part of the Taxonomy of Crisis Analysis Tool to shed light on current crises. There are 5 initial case studies: Afghanistan, Burkina Faso, Myanmar, Nicaragua, and Ukraine.

[CLICK HERE TO ACCESS THE FULL TOOL](#)

## RISK AND ROLE ASSESSMENT

A guided Risk and Role Assessment group discussion, conducted in a secure, 90-minute call with a group of foundations to enable colleagues to understand and compare their relative appetites to risk and potential coordination roles.

This process is also designed to help colleagues understand their internal risk culture. The guided Risk and Role Assessment is conducted at Step 4 of the Coordination Blueprint and can draw on any relevant analysis already conducted.

**There are five steps to follow:**

- Consolidate and understand the needs of civil society and likely program interventions – either by drawing on prior conversations with partners or by conducting this step with civil society representatives;
- Foundations’ strategic priorities, programming, and approaches to funding – colleagues share overviews of their thinking;
- Foundation risk appetites – use a risk profiling tool to enable foundations to make an initial assessment of their risk appetite in relation to a specific crisis and to understand their relative risk appetites;
- Discuss in-detail as a group the risks posed by this crisis and solutions – understand detailed aspects of risk and what solutions there may be in the group;
- Role assessment – determine what role each member of a coordinating group may play to enable the delivery of programmatic activities, money, and advocacy in support of civil society partners; and
- Internal alignment – identify what internal requirements will need to be met to enable the desired coordination approach.

**THE FULL RISK AND ROLE ASSESSMENT GROUP GUIDED DISCUSSION SESSION PLAN CAN BE FOUND HERE**

## BETTER INTERNAL COORDINATION CHECKLIST

A five-point checklist of internal actions to take to overcome internal coordination challenges when responding to the needs of civil society, codesigned by foundation colleagues working in Program, Legal, Compliance, and Operations teams.

**A five-point Better Internal Coordination checklist**

Many foundation colleagues see a few common internal coordination challenges – internal alignment and closing the gap between program, legal, compliance, and operations teams, and being ready to coordinate externally with funding partners. To overcome these challenges, foundation colleagues identified five areas to focus on:

- Prepare, be ready to act, and be more proactive in addressing crises by maintaining a crisis plan, running internal preparedness drills, and systematically sharing early warning signals.
- Have a team engagement plan, knowing who the internal decision-makers are and when they need to be engaged, including setting up early and regular communication between operations and program teams as program plans are being developed.
- Understand your internal risk appetite and that of funding partners to speed up grantmaking.
- Work on internal due diligence blocks to streamline granting, accepting endorsements for first-time grantees, and fast-tracking renewals and grants to past partners.
- Understand approaches outside of normal processes to be ready to deploy additional reserve funding when released by leadership in crisis moments, and review calls outside of the general flow/off-cycle, to ensure faster approvals.

**THE FULL BETTER INTERNAL COORDINATION CHECKLIST CAN BE FOUND HERE**

## AFTER ACTION REVIEW

[CLICK HERE TO ACCESS THE FULL TOOL](#)

A simple and rapid tool to be used as soon as possible after an event or intervention (the action) that enables us to learn qualitatively what worked, what didn’t, and what could be improved.

An After-Action Review can be conducted with all the funders, civil society organizations, and rights holders representatives available; or it could be conducted in smaller groups (e.g., by organization) then analyzed together.

## TOOLS FOR FUTURE DEVELOPMENT:

### EARLY WARNING SYSTEMS

Gathering and analyzing crisis early warning signals, and producing actionable insights to improve preparedness, coordination, and decision-making internally and field-wide between funders.

Our working definition of an early warning system is: an integrated system of hazard monitoring, forecasting and prediction, crisis risk assessment, and communication activities and processes, that together enables our field to reduce risks and take timely action in advance of hazardous events.

The Community has looked at relevant experiences with existing early warning systems from the human rights, humanitarian, peacebuilding, and other sectors, inside and outside of philanthropy.

There are three different types of gathering and analysis systems that could be developed, either individually or combined:

- Technology-enabled, community-powered networks;
- Regular research and analysis by experts; and
- AI-powered quantitative forecasting models and human analysis.

### CRISIS PREPAREDNESS DRILL

Ensuring teams have rehearsed for the next crisis – an exercise designed to assess internal plans, policies, and procedures, and external coordination approaches, with the aim of ensuring teams know the crisis protocols and can respond to crises more quickly and effectively.

The Crisis Preparedness Drill is a tabletop exercise, involving key personnel discussing simulated scenarios in an informal setting. The exercise is played out over 3 hours, around a simulated crisis or civic space scenario based on likely real-world events.

The scenario will play through phases, each phase consisting of a set of events to which the team(s) must respond, identifying required and viable courses of action:

- in accordance with organizational policy and procedure, and
- solutions that could be enacted working with other organizations.

The exercise can be configured to work with either:

- Internal teams of Program, Operations, Legal, and Compliance colleagues; or
- External groups of Program representatives from philanthropic foundations coordinating efforts around a given crisis/ longer-term restricted civic space.