CREATING YOUR VULNERABILITY ASSESSMENT MATRIX TUTORIAL KEY POINTS

In the Guide, review Step 3, Task 1 (Prepare for the Vulnerability Assessment Workshop) and Task 2 (Facilitate Workshop) for context and certain details mentioned below.

Summary points

Before the workshop preparation

► Assign participants to break-out groups, suggested sectors are in the Guide
► Prepare flipcharts for break-out groups, full list of suggested headings are in Guide and also listed in the Vulnerability Assessment template; examples in tutorial are: Risk, Time frame, Exposure, Sensitivity, Adaptive Capacity

At the workshop

► In the breakout groups, after warm-up introductions (described in the Guide) use a brainstorm to get the group's initial ideas for risks on a separate sheet or two of paper (not yet on the flip charts). Then combine as many of the risks that overlap as possible
► Have the group prioritize this risks list, then add this prioritized list to the flip chart. Do the math to see how much time is left in the workshop per prioritized risk, and then try to have the break-out group spend only this much time on each of the highest priority risks that the group decides to cover
► The most important things in the breakout are to: 1) list all the risks identified in the brainstorm with priorities on the flipchart and 2) capture group input on at least Exposure, Sensitivity, and Adaptive Capacity rankings for the higher priority risks
► At conclusion of the workshop, collect the break-out group flip charts, but first:
    ► Label each flipchart with the break-out group that worked on it
    ► Sequentially number the flipcharts to keep track of the order in which they were done
    ► Take pictures with your phone of each, keep the originals though

After the workshop

► Transfer data from flipcharts to the Vulnerability Assessment template soon after the workshop; if flip chart notes are unclear ask questions of break-out leaders right away while the information is fresh in mind
► Click to allow macros in the template

- ► Clean up the information and re-organize in places as needed when moving the information from flip charts to the template
- ► The information added in Sensitivity and Adaptive Capacity columns will be used to automatically populate the Vulnerability matrix in the template
- ► Note there's a button to allow the matrix to be saved as a pdf file
- ► Note the instructions page in the template