



Research for health  
in humanitarian crises

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# R2HC Research Impact Toolkit (RIT) online workshops

Information for current grantees



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# R2HC Research Impact Toolkit (RIT) Workshops

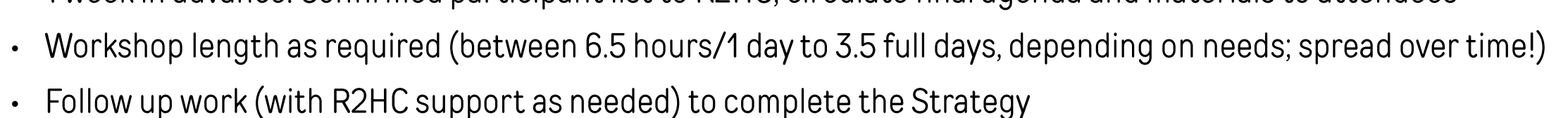
- An online workshop or in-person workshop facilitated by R2HC
- Purpose: support you to plan your **Stakeholder Engagement Strategy** for the research study with your team
- Achieving impact through research requires effective outreach to key stakeholders from the start of a study, and clarity on the long-term impact you want to achieve through undertaking research
- A workshop enables you to plan strategically for this impact with your team and provides plans/templates to easily manage stakeholder engagement and communications after the workshop



# Practicalities and time commitments

- Facilitated online sessions offered to all currently funded research teams, especially those who are not able to hold their in-person 2 day workshop due to COVID-19 travel restrictions
- Online sessions provide the same content as our in-person workshop- but delivered in short, discrete sections to accommodate the needs of virtual participants (online is more static/less engaging, and participants find it more tiring!)
- The planning of the workshop should be led by R2HC with the PI/s and the Research Uptake Focal Point, based on the information in this flyer and discussion of team needs and priorities.
- There are **two parts** to the Workshop. Part 1 can be done early in your study. Part 2 can be back to back with part 1, or later if preferred.

## Time commitment:

- 4-6 weeks in advance: 1 hour pre-planning call on content/agenda with R2HC
  - 2 weeks in advance: Outreach + administration (1-2 days) to plan/prep necessary inputs to the workshop
  - 1 week in advance: Confirmed participant list to R2HC; circulate final agenda and materials to attendees
  - Workshop length as required (between 6.5 hours/1 day to 3.5 full days, depending on needs; spread over time!)
  - Follow up work (with R2HC support as needed) to complete the Strategy
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# Planning my workshop agenda: What sessions are available?

The next two pages explain the available sessions to help you plan with R2HC.

- We will select sessions based on your needs and your team's needs— including your collective experience in stakeholder engagement and what work has been done to date.
- Sessions in **red with\*** are essential pre-requisites (provide outputs used in subsequent sessions) – do not skip.
- Sessions with a ~ provide important outputs— but these can be prepared in advance (with support of R2HC) if short on time.
- Other sessions can deepen understanding and study team relationships— but not critical. Material can also be covered outside the workshop including with support of R2HC and our online course.



# Part 1: Fundamentals of an engagement strategy for a research project.

## *Setting impact goals, selecting stakeholder targets and defining parameters for engagement.*

**Duration:** Min 3 hours (shortest /essential sessions only– half a day) ; Max 8.5 hours (all sessions in full– best split over 2 days)

**When to do it:** Early stage (in advance of emerging results). Can be done back to back with part 2, or much earlier.

Session	Output	Duration (mins)
<b>Welcome, introductions*</b>	Shared understanding of purpose and rationale for workshop and R2HC's role	10
Icebreakers	Rapport and lines of communication for group work established between partners	15-25
<b>Basic principles: what is research impact and how does it happen? *</b>	Study team understand basic tools / concepts/frameworks which will underpin the workshop	30-60
Defining the problem in context and setting impact goals~	Agreed impact objectives (short/long term external changes/benefits to be delivered through stakeholder engagement); deeper understanding of context + real-world challenges relevant to the study	60-120
Our role and positioning	Establish a shared sense of team's approach to stakeholder engagement. What role will you play with stakeholders (advocates, neutral advisers, knowledge brokers), and what does this look like? How are you positioned in relation to relevant powerful actors ?	105
<b>Stakeholder identification*</b> , mapping and <b>prioritisation *</b>	Study team generates a) detailed longlist of key stakeholders who will be impacted by the study and b) have agreed the 5-10 high priority targets to be the focus of the Strategy. Optionally, prioritisation can be informed by a power mapping exercise (uses shared online whiteboard)	75-120
Horizon scanning and setting milestones~	Agree on key external influencing moments which need to be incorporated into the study strategy to reach priority stakeholders.	45 (plus preparatory research)
<b>Wrap up, reflections and next steps*</b>	Confirm the outcomes of sessions and agree how to move forward	15-20

## Part 2: Deep planning and finalising the Strategy.

### *Define specific influencing goals, plan communications, monitoring our impact*

**Duration:** Min 3.5 hours (shortest / essential sessions only; half-day) – Max 6.5– 7 hours (all sessions– could be 1 day or split over 2 days)

**When to do it:** From early stage to mid-way, the earlier the better– in advance of dissemination. **Part 1 outputs are pre-requisite.**

Session	Output	Duration (mins)
<b>Welcome, introductions*</b>	Shared understanding of purpose and rationale for workshop and R2HC's role	10
Icebreakers	Rapport and lines of communication for group work established between partners	15–25
<b>Setting change outcomes for key stakeholders*</b>	A deeper understanding of the pathways to impact with selected (5–10) target stakeholders who are critical to influence, and agreed change outcomes (goals for engagement) for the priority targets. This is delivered through small group work defining indicators of progressive behaviour change (progress markers) you hope to influence for target stakeholders.	90
What is the evidence telling us?	Shared understanding of top 3–5 key messages emerging from study results. Note: This session is externally focused. It is <b>not</b> a detailed discussion of research results, and will not allow for unpacking methods, interrogating data etc. If this deeper discussion is required, please hold this meeting separately/in advance of the workshop.	60
<b>Introduction to effective communications*</b> : understanding communications needs of humanitarian audiences	Understand the key elements of effective communications and learn how this might apply to your study (p1); gain a good understanding of how research can be communicated effectively to humanitarian policymakers and practitioners in order to influence decision-making (with interactive discussions and exercises) (p2)	45 (p1) 90 (p1 & 2)
<b>Communications needs analysis and planning key outputs*</b>	Analyse communications needs of target stakeholders. Produce plans for 2–4 specific communications products to target priority stakeholders ( <i>can be done before final results and refined later</i> )	60
Monitoring and evaluating your research impact~	Introduction to basic tools you can use to track your impact and influence on key stakeholders; decide team approaches	45
<b>Wrap up, reflections and next steps*</b>	Confirm the outcomes of sessions and agree how to move forward	15–20

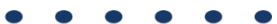
# Planning an effective workshop agenda: Additional considerations

- Part 1 outputs (impact goals, contextual understanding and target stakeholders) are essential pre-requisite for Part 2. In our experience, most teams require Part 1 to be undertaken to underpin Part 2 and should not skip it – particularly as partners normally provide critical inputs to help identify target stakeholders.
- Estimated durations are based on groups of 5–10 people. Add more time for large groups (10+) or to accommodate participants with specific accessibility or language needs. 10 minutes per additional person per session is a good guide.
- If in doubt, select longer sessions– this will give adequate time for engaging with the material and for everyone to contribute thoughtfully and be heard. Participants always find workshops fruitful and engaging– **finishing early happens extremely rarely!** If we did complete material early, we would use time for moving forward on the Strategy in practical ways– there is always more to do.
- If this is the first time your study team is meeting, icebreakers are essential prerequisites– don't rush this.
- We understand that some participants will need to drop out or arrive midway due to various constraints, and we'll work around this as best we can– though obviously full attendance throughout is most effective.
- If you need to discuss emerging results with study partners in order to have an effective workshop (especially part 2) then please plan this meeting separately in advance of the R2HC workshop.
- Workshops are conducted in English language. With adequate notice (2 months) we could arrange for key material/reading to be translated in order to aid participant understanding during the discussions – but these will still be facilitated in English.



# Participants (who is it for?)

- Workshops should hold **around 10 people**. Small groups EG: 4-6 can be more productive and do deeper, more focused work. More than 15 people is not recommended for this online workshop.
- This workshop is for **study team partners** and especially PIs and the Research Uptake Focal Points **who will lead the uptake strategy**
- **Partners:** organisations or individuals with direct accountability for deliverables on the R2HC-funded project.
- **You should consider inviting:** Communications/advocacy/policy colleagues from the partners (anyone who may represent, communicate about, or promote the research externally, particularly in countries where the study is taking place).
- **Who should not attend?**
  - Any individuals who will not be able to directly participate in strategy development – people not already informed about or working on the study. This is not an appropriate workshop for 'listening in', all participants should actively contribute to strategy development.
  - Any stakeholders, especially senior ones, who you are trying to influence with the study results – you need to strategise **ABOUT** these individuals, not **WITH** them!



# Roles and responsibilities for online RIT workshops

## We (R2HC):

- Develop the agenda according to your needs
- Facilitate the session (we can bring in co-facilitators for large groups); provide slides+ materials/tools- including pre-reading and communications materials about the workshop
- Host the workshop using the Elrha Zoom account
- Set up and prepare online tools (Google Slides, Mural etc) to encourage participation, based on your teams' needs
- Provide Workshop Report recording discussions, confirm agreed outputs/outcomes, and recommend next steps
- Provide follow up support as needed to complete Strategy

## You (PIs and/or Uptake Focal Point):

- Attend planning call with us; Review and approve the workshop agenda
- Share confirmed participant list with us min 1 week in advance
- Send invitations + briefing materials to attendees and ensure they block time for the workshop
- Provide us with necessary inputs for sessions as agreed (for example: a draft list of target stakeholders)
- Take forward all actions needed to complete the Strategy after the workshop



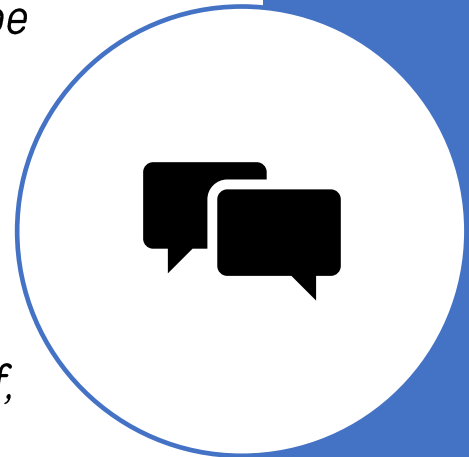
# Feedback from teams on the workshop experience

*“The workshop provided an opportunity for the research team to draft concrete, achievable research impact objectives, explore the research context from multiple perspectives, and identify key stakeholders[...]. Taking the time to do this outside of the rush of the research itself, and with the aid of thoughtful facilitators, helped us see our strengths, challenge our biases and identify potential pitfalls in a constructive way.”*

*“Bringing together the key team members to start planning early on how the research can be used and communicated was very helpful. We'll be able to refer back to this workshop when moving forward with engagement and communication activities.”*

*“The sessions were really very interactive and engaging.”*

*“The most useful aspect of this workshop was the opportunity to formally strategize how to best engage multiple stakeholders given our newly constructed, focused research impact objectives. Also, the frameworks used to analyze stakeholder alignment with, and support of, research activities and goals were particularly helpful.”*



## How can we get the most out of the workshop?

*“Research teams might want to draft their impact objective and a list of key stakeholders [...] in advance of the workshop.”*

*“It would be great if the local implementer is engaged with the detail planning, materials preparation and facilities needed for the workshop.”*



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