

**IN-ACTION REVIEW: ANALYSIS OF COVID-19 EVENTS – Facilitated discussion templates**

<b>SESSION 1: CRUISE SHIP A</b>			
<b>Duration:</b>	35 minutes	<b>Time:</b>	9:40-10:15
<b>Method of review:</b>	Root-Cause Analysis		
<b>Root-Cause Analysis Questions:</b>			
<b>A1</b>	<i>At first look what was the problem? How do we define the problem?</i>		
<b>A2</b>	<i>What was the impact of the problem? What did it cause?</i>		
<b>B1</b>	<i>What caused the problem described from A1?</i>		
<b>C1</b>	<i>What was the cause of the reasons listed in B1?</i>		
<b>D1</b>	<i>What are possible solutions to prevent the root causes from C1?</i>		
<b>E1</b>	<i>Is there anything you think could have been done differently from your authority?</i>		

**A1. Problem:**

- .....
- .....



**A2. Impacts:**

- .....
- .....



<b>B1. Why did this happen:</b>	.....	.....	.....	.....
<b>C1. Root Cause:</b>	.....	.....	.....	.....
<b>D1. Possible actions:</b>	.....	.....	.....	.....

**E1. Lookback**

Port authority representative:	
Local Health Authority representative:	
Local Port Agency representative:	
Coast guard representative:	

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<b>SESSION 2: CRUISE SHIP B</b>		
35 minutes	<b>Time:</b>	10:15-10:50
Analyse challenges and good practices		

	<b>CHALLENGE 1:</b>
<b>Example</b>	<ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> </ul>
<b>Impact</b>	<ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> </ul>
<b>Limiting conditions</b>	<ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> </ul>

	<b>GOOD PRACTICE 1:</b>
<b>Example</b>	<ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> </ul>
<b>Impact</b>	<ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> </ul>
<b>Enabling conditions</b>	<ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> </ul>
<b>Action needed to maintain good practice?</b>	<ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> </ul>

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SESSION 3: CRUISE SHIP C			
<b>Duration:</b>	20 minutes	<b>Time:</b>	10:50-11:10
<b>Method of review:</b>	Root-Cause Analysis		
Root-Cause Analysis Questions:			
<b>A1</b>	<i>At first look what was the problem? How do we define the problem?</i>		
<b>A2</b>	<i>What was the impact of the problem? What did it cause?</i>		
<b>B1</b>	<i>What caused the problem described from A1?</i>		
<b>C1</b>	<i>What was the cause of the reasons listed in B1?</i>		
<b>D1</b>	<i>What are possible solutions to prevent the root causes from C1?</i>		
<b>E1</b>	<i>Is there anything you think could have been done differently from your authority?</i>		

<p><b>A1. Problem:</b></p> <ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> </ul>		<p><b>A2. Impacts:</b></p> <ul style="list-style-type: none"> <li>• .....</li> <li>• .....</li> </ul>
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<b>B1. Why did this happen:</b>	.....	.....	.....	.....
<b>C1. Root Cause:</b>	.....	.....	.....	.....
<b>D1. Possible actions:</b>	.....	.....	.....	.....

<b>E1. Lookback</b>	
Port authority representative:	
Local Health Authority representative:	
Local Port Agency representative:	
Coast guard representative:	

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<b>SESSION 4: Review of good practices for COVID-19 event management</b>			
<b>Duration:</b>	15 minutes	<b>Time:</b>	11:10-11:25
<b>Method of review:</b>	Facilitated Look Back		

<b>Description of event:</b>	<i>Describe if possible an example of COVID-19 event at port that went well, that went according to plan etc.</i>
<b>What went well:</b>	<i>During management of the event, what went well? What were good practices that were implemented?</i>
<b>Conditions for good practices:</b>	<i>How was the management able to go well? What facilitates the good practice?</i>
<b>How to sustain:</b>	<i>What is required for the good practice to be maintained?</i>

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<b>SESSION 5: URGENT ISSUES AND CHALLENGES FORESEEN FOR 2022</b>			
<b>Duration:</b>	25 minutes	<b>Time:</b>	11:25-11:50
<b>Method of review:</b>	Group discussion		

**Current challenges the port is facing or foresee they may face in ongoing COVID-19 response:**

<b>Challenge:</b>	<ul style="list-style-type: none"><li>• .....</li><li>• .....</li></ul>
<b>Concrete examples if available:</b>	<ul style="list-style-type: none"><li>• .....</li><li>• .....</li></ul>
<b>Discussion about possible solutions:</b>	<ul style="list-style-type: none"><li>• .....</li><li>• .....</li></ul>