


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

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

A1. Problem: <ul style="list-style-type: none"> 		A2. Impacts: <ul style="list-style-type: none">
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B1. Why did this happen:
C1. Root Cause:
D1. Possible actions:
E1. Lookback				
Port authority representative:				
Local Health Authority representative:				
Local Port Agency representative:				
Coast guard representative:				

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

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

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

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

A1. Problem:
<ul style="list-style-type: none"> • •

A2. Impacts:
<ul style="list-style-type: none"> • •

B1. Why did this happen:
C1. Root Cause:
D1. Possible actions:

E1. Lookback	
Port authority representative:	
Local Health Authority representative:	
Local Port Agency representative:	
Coast guard representative:	

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

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

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

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

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