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***UNITED NATIONS DISASTER
MANAGEMENT TRAINING
PROGRAMME***

***INVENTORY OF TRAINING PROJECTS RELATED TO
CRISIS AND DISASTER MANAGEMENT***

OCHA - United Nations Civil –Military Co-operation - CIMIC

Title	<ul style="list-style-type: none"> ➤ <i>Emergency Response Awareness Course (UN-INSARAG/MCDA) -C1</i> ➤ <i>UN-CIMIC Course -C2</i> ➤ <i>UN-CIMIC Staff Course -C3</i> ➤ <i>(Emergency Response Operations Course (UN-INSARAG) - not offered so far)</i> <p>Contact person: <i>Joseph Reiterer</i> <i>Humanitarian Affairs Officers,</i> <i>OCHA Emergency Services Branch</i> <i>Mail address: ONU – Palais des Nations, 1211 Geneva 10 Switzerland</i> <i>Tel.: +41 22 917 1109 or 1482</i> <i>e-mail: Reiterer@un.org</i></p>
	<p>C1- Objectives</p> <ul style="list-style-type: none"> • To provide students with no prior field experience, knowledge and understanding of the humanitarian environment, international emergency and disaster response operations. • To start relations between military and civil organisations that will be co-operating in the field and be directly involved in the execution and implementation of international disaster/emergency operations. <p>Contents <i>Civil conflicts, management of humanitarian assistance, humanitarian relief respons, military, hazard, emergency environment, natural disaster, operations and program planning, co-ordination mechanisms, information management, logistics, personal safety and security</i></p> <p>C2- Objectives</p>

<p>Objectives and Content</p>	<ul style="list-style-type: none"> • To increase students' knowledge of the humanitarian environment; • To raise mutual awareness of the differences, with regard to background, culture, structures, and requirements between, on the one side UN Departments and Agencies, and, on the other military and civil defence organisations; • To reinforce international co-operation by expanding OCHA's network of mutually supportive emergency managers, from both UN and military / civil defence organisations. <p>Contents</p> <p>Civil conflicts, civil – military co-operation, co-ordination, international organisations, management of humanitarian assistance, military, natural disaster, operations and program planning security.</p> <p>C3 - Objectives</p> <ul style="list-style-type: none"> • To increase the student's knowledge of the humanitarian environment • To raise mutual awareness of the differences, with regard to background, culture, structures and requirements between, on the one side UN Departments and Agencies, and, on the other military and civil defence organisations • To reinforce international co-operation by expanding OCHA's network of mutually supportive emergency managers, from both UN and military/civil defence organisations. <p>Contents</p> <p>Civil conflicts, civil – military co-operation, co-ordination, international organisations, management of humanitarian assistance, military, natural disaster, operations and program planning.</p>
<p>Frequency and relevant calendar</p>	<p>The frequency of the course depends greatly on the availability of funds and donors; usually there are about 10 courses a year.</p> <p>C1: The course runs for one-week and is held twice a year in Austria and Germany.</p> <p>C2: The course runs for one-week and is held twice a year in Austria and Switzerland</p> <p>C3: The course runs for one-week and is held twice a year in Austria and Switzerland</p>

<p>Accessibility to other organisations</p>	<p>It is accessible to personnel of other UN agencies, international organisations, and NGO's involved in emergency</p>
<p>Training/Learning tools (modules)</p>	<p>C1: The course will be highly participatory; it is composed of a simulation exercise and theoretical course sessions. C2: The course will be highly participatory. It is workshop based. Participants are required to plan an operation for their organisation which deals with unexpected changes. C3: The course will be highly participatory. It is workshop based. There is an evaluation of all of the courses at the end of each day (e.g. How useful were the presentations? Which topics should be covered in greater detail? Which topics should be dropped?). The evaluation is not available to the public.</p>
<p>Co-ordination</p>	<p>The programme is co-ordinated with interested countries and organisations. A joint working group on training, (MCDA and INSARAG), meets once a year to review, correct, fine-tune and improve the course. The findings of their evaluations and their reviewed objectives are reported and discussed with UN agencies and other organisations in the MCDU Advisory Panel meeting which assembles four times a year.</p>
<p>Target Groups</p>	<p>C1: Personnel in national Military and Civil Defence Organisations and Non Governmental Organisations at the operational level. People attending this course will be those who will be directly involved in the execution and implementation of international disaster/emergency operations. The course is designed for personnel with no prior knowledge or experience of international emergency and disaster response. C2: Personnel in national Military and Civil Defence organisations at the operational level, who are involved in planning, mobilising, supporting and actually leading humanitarian emergency relief missions, and/or who are graduates of the UN-INSARAG/MCDA ERA course. This includes United Nations and International Governmental and Non Governmental humanitarian staff who have experience in inter-agency field operations. C3: Personnel in national military and civil defence organisations at the operational level who are involved in planning, mobilising support, leading humanitarian emergency relief missions, and who are graduates of the UN-INSARAG/MCDA ERA course and/or of the UN-CIMIC course. This includes United Nations, International Governmental and non-Governmental humanitarian staff, who have experience in inter-agency field operations. Furthermore, this course intends to produce liaison and staff personnel capable of undertaking</p>

	independent missions or acting as advisors for use of military and civil defence assets in an emergency.
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United Nations Disaster Management Training Programme – UNDMTP

<p style="text-align: center;">Title</p>	<p>➤ <i>United Nations Disaster Management Training Programme (DMTP)</i></p> <p>Contact person: <i>Michal SVANTNER</i> Title: <i>DMTP Co-ordinator</i> Division: <i>Emergency Response Division</i> Place: <i>ONU - Palais des Nations PNUD - IEH A 208 - 1211 Geneva - Switzerland</i> Tel: <i>+41-22-9178357</i> E-mail: michal.svantner@undp.org</p>
<p style="text-align: center;">Objectives and Content</p>	<p>Development Objective The DMTP is expected to contribute to a long-term development objective consisting of the following components: A reduction in the number of incidents, and the impact of crisis and disaster occurrences in program countries; a reduction of the risks and vulnerability to such events; effective national and regional strategies in crisis and disaster prevention, preparedness, mitigation, response and recovery, and efficient co-ordination and collaboration in all phases of crisis and disaster management, between and among national and international partners. Beyond the contribution of the DMTP, it is expected that achieving this development objective will require significant international support in the formulation and implementation of broad-based capacity building programs supported by the United Nations system.</p> <p>Immediate Objective Improved capacities of national and international partners for enhanced co-ordination and collaborative efforts</p>

	<p>in risk management and crisis/disaster response. In contributing to this objective, the DMTP shall establish itself as a platform for applied learning; providing professional and structured learning and skill-building programs which serve to:</p> <ul style="list-style-type: none"> a) Support and create synergies among partner organisations' capacity building efforts; b) Apply collective and individual resources with increased efficiency; c) Raise the profile and visibility of disaster management in areas of particular risk; d) Promote awareness, motivation, adaptability, increased ownership and responsibility, common values and a principled approach, and e) Facilitate mobilising the commitment of people, local and international resources, technologies and funding. <p>Contents DMTP promotes approaches for effective collaboration, co-operation and co-ordination and works to refine/develop and implement learning platforms and events to strengthen national and community authorities as well as staff of international agencies who are country-based (UNDMTs) and those who undertake country support missions. The DMTP focuses on two key components:</p> <ul style="list-style-type: none"> a) disaster risk management/reduction, response and recovery, and b) risk management, humanitarian response and recovery requirements in the context of crisis resulting from violent conflict.
<p>Frequency and relevant calendar</p>	<p>DMTP ensures the dissemination of crisis and disaster management learning materials which provide guidance to national or regional training institutions, academics or UN agencies and international organisations.</p> <p>Some 6 to 12 country or sub-regional workshops are conducted each year. Forthcoming workshops in the year 2002: Training of Trainers Course, Geneva, Sub-regional DMTP workshop for the Balkans, Bulgaria, Joint UNDP/OCHA WG Meetings (November and December 2001) DMTP Advisory Committee Meeting (December 2001) Launching of the DMTP Web Site (November 2001)</p>

<p>Accessibility to other organisation</p>	<p>DMTP is open to member agencies (<i>Multilateral and UN system</i>: FAO, IBRD, IOM, OCHA, OHCHR, UNCHS, UNDP, UNEP, UNESCO, UNFPA, UNHCR, UNICEF, UNITAR, UNOPS, UNV, WFP, WHO AND WMO. <i>Other organisations</i>: ICRC, ICVA, IFRC, NRC and SCHR) as well as national counterparts involved in crisis and disaster management, NGO's civil society representatives, including donors.</p>																																												
<p>Training/ Learning tools (materials)</p>	<p>Training Modules and Trainer's Guides available <i>Language: English (E), French (F), Spanish (S), Portuguese (P), Arabic (A), Russian (R)</i></p> <table border="0"> <tr><td>Building Capacities for Risk Reduction</td><td>E</td></tr> <tr><td>Conflict Transformation by Peaceful Means</td><td>E</td></tr> <tr><td>Co-ordination among International Organisations in Complex Emergencies</td><td>E</td></tr> <tr><td>Disaster Assessment</td><td>E F S P A</td></tr> <tr><td>Disaster Economics</td><td>E F S</td></tr> <tr><td>Disaster Management Ethics</td><td>E</td></tr> <tr><td>Disaster Mitigation</td><td>E F S</td></tr> <tr><td>Disaster Preparedness</td><td>E F S</td></tr> <tr><td>Disasters and Development</td><td>E F S P R</td></tr> <tr><td>Disasters and the Environment</td><td>E F S</td></tr> <tr><td>Displaced Persons in Civil Conflict</td><td>E F S P A</td></tr> <tr><td>Drought and Famine</td><td>E F S</td></tr> <tr><td>Emergency Information Management and Telecommunication</td><td>E</td></tr> <tr><td>Humanitarian Principles and Operational Dilemmas in War Zones</td><td>E</td></tr> <tr><td>International Law of Disasters and Armed Conflict</td><td>E F S</td></tr> <tr><td>Introduction to Hazards</td><td>E F S</td></tr> <tr><td>Logistics</td><td>E F S</td></tr> <tr><td>Model for a National Disaster Management Structure, Preparedness, Plan and Supporting Legislation</td><td>E</td></tr> <tr><td>The News Media and Humanitarian Action</td><td>E</td></tr> <tr><td>Overview of Disaster Management</td><td>E F S P A R</td></tr> <tr><td>Rehabilitation and Reconstruction</td><td>E F S</td></tr> <tr><td>The Roles and Responsibilities of the United Nation Disaster Management Team</td><td>E</td></tr> </table>	Building Capacities for Risk Reduction	E	Conflict Transformation by Peaceful Means	E	Co-ordination among International Organisations in Complex Emergencies	E	Disaster Assessment	E F S P A	Disaster Economics	E F S	Disaster Management Ethics	E	Disaster Mitigation	E F S	Disaster Preparedness	E F S	Disasters and Development	E F S P R	Disasters and the Environment	E F S	Displaced Persons in Civil Conflict	E F S P A	Drought and Famine	E F S	Emergency Information Management and Telecommunication	E	Humanitarian Principles and Operational Dilemmas in War Zones	E	International Law of Disasters and Armed Conflict	E F S	Introduction to Hazards	E F S	Logistics	E F S	Model for a National Disaster Management Structure, Preparedness, Plan and Supporting Legislation	E	The News Media and Humanitarian Action	E	Overview of Disaster Management	E F S P A R	Rehabilitation and Reconstruction	E F S	The Roles and Responsibilities of the United Nation Disaster Management Team	E
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	<p>Resettlement of Displaced Populations Vulnerability and Risk Assessment</p> <p>Disaster Management Training Programme - An Evaluation (1996) E</p>	<p>E F S E F S</p>
Co-ordination	<p>The co-ordination among UN agencies, international organisations, local and international NGOs is assured through the DMTP Advisory Committee, IASC-WG and IASC Task Force on Training. At the country level co-ordination takes place through the UN resident co-ordinator and the United Nations Disaster Management Team as well as the National Disaster Management Teams.</p>	
Target Groups	<p>UN staff involved in disasters and crises resulting from violent conflict National counterparts Local and international NGOs Donors</p>	

Food and Agriculture Organisation - FAO

Title	<p>➤ <i>FAO-Special Relief Operations Service (TCOR) Workshop on the United Nations Consolidated Appeal Process (CAP)</i></p> <p>Contact person: <i>Laurent Thomas</i> <i>Senior Operations Officer</i> <i>FAO, Special Relief Operations Service - Field Operations Division-Technical Co-operation Department.</i> <i>Mail Address: Viale delle Terme di Caracalla, 00100 Rome, Italy</i> <i>Tel.: +39-06- 57055042</i> <i>e-mail: Laurent.Thomas@fao.org</i></p>
Objectives and Content	<p>Development objective To improve FAO's contribution to CAP</p> <p>Immediate objective</p> <ul style="list-style-type: none"> • To understand the importance of the CAP as a strategic co-ordination tool and a common fund raising platform • To provide participants with a donor's perspective of the CAP • To share overall experience within and outside FAO • To understand the elements of the CAP including CAP revisions • To define how to improve FAO's contribution to the CAP through sharing of good practices • To clarify workflow responsibilities, including the timeline for CAP preparation and field level co-ordination of the CAP preparations <p>Contents CAP components and process, Assessment methodology, Project Profiles, Donor's Perspective</p>

<p>Frequency and relevant calendar</p>	<p>Once a year, with one session in Rome and one session in Nairobi (or another field location).</p>
<p>Accessibility to other organisations</p>	<p>The FAO workshop is designed for FAO staff. Other agencies, such as WFP, are invited to participate.</p>
<p>Training/ Learning tools (modules)</p>	<p>Methodology: Plenary sessions, , small group work, role playing/simulation, action planning Materials: Presentations, guidelines, Web site, OCHA training material Evaluation: Participants complete an evaluation form at the end of each training/workshop sessions.</p>
<p>Co-ordination</p>	<p>This workshop is organised in close collaboration with OCHA</p>
<p>Target Groups</p>	<p>Professional staff (Headquarters and field) involved in agricultural emergency and co-ordination activities.</p>

Other training sessions	Each year OCHA organises an Inter-Agency Country Team Workshop on the CAP. There is a training session in every country where an Appeal is foreseen. These training sessions usually take place from June to September. FAO Emergency Co-ordinators usually participate to this training.
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United Nations Centre for Human Settlements - HABITAT

Title	<p>➤ <i>Disaster Management Capacity Building Programme</i></p> <p>Contact person: <i>John Hogan</i> <i>Management Development Officer</i> <i>HABITAT, Risk and Disaster Management Unit Global division, Urban Development Branch</i> Mail address: Tel. +254 -2-623185/623182 e-mail: john.hogan@unhcs.org</p>
Objectives and Content	<p>Development objective To reduce the increasing risk of African cities to a wide range of natural and technological disasters, due to their high rate of urbanisation.</p> <p>Immediate objective To improve the local capacity within local governments to prepare, mitigate, and recover from disasters.</p>
Frequency and relevant calendar	<p>On-going</p>

<p>Accessibility to other organisations</p>	<p>There are no restrictions</p>
<p>Training/Learning tools (modules)</p>	<p>Modules: The role of local authorities in mitigating natural disasters, advanced diploma/degree in disaster management</p>
<p>Co-ordination</p>	<p>UNHCS is currently co-operating with the University of the Witwatersrand School of Civil and Environmental Engineering</p>
<p>Target Groups</p>	<p>Local government CBOs NGOs The programme is for both specialists and generalists alike.</p>

International Labour Organisation - ILO

Title	<p>➤ <i>InFocus Programme on Crisis Response and Reconstruction (IFP/CRISIS)</i></p> <p>Contact person:</p> <ul style="list-style-type: none"> • <i>Mr. Mike Shone</i> Senior Specialist ILO, <i>Infocus Programme on Crisis Response and Reconstruction</i> Mail address: <i>ILO, 4 route des Morillons, 1211 Geneva 22, Switzerland</i> Tel.: +41- 22 -7996321 E-mail: shone@ilo.org • <i>Ms. Janine Rodgers</i> Social-economist ILO, <i>Infocus Programme on Crisis Response and Reconstruction</i> Mail address: <i>ILO, 4 route des Morillons, 1211 Geneva 22, Switzerland</i> Tel.: +41- 22- 7997243 E-mail: rodgersj@ilo.org
Objectives and	<p>Objectives</p> <ul style="list-style-type: none"> • Create a clear understanding at national, regional and international levels of the importance of tackling employment issues, socio-economic vulnerabilities and other social concerns in crisis situations and of ILO' s unique expertise and comparative advantage in these areas. • Promote the socio-economic reintegration and poverty alleviation of crisis-affected groups. • Develop participants' ability to undertake rapid needs' assessment of crisis situations, and to elaborate and implement programmes and other responses, which reflect the exigencies of the crisis contexts and ILO mandate.

<p>Content</p>	<ul style="list-style-type: none"> • Provide an opportunity to share experiences and lessons learnt regarding crisis response and to assist in fostering the required close relationship between various actors necessary for a multidisciplinary and timely ILO response to the different crises. <p>Development Objective Sustainable socio-economic development through employment-sensitive, equitable, and socially inclusive crisis preparedness, socio-economic re-integration and reconstruction processes.</p> <p>Contents IFP/CRISIS covers four types of crisis: armed conflicts, natural disasters, abrupt financial and economic downturns, and difficult social and political transitions. The specific contents depend on different types of crisis, national/regional contexts and ILO criteria for intervention.</p>
<p>Frequency and relevant calendar</p>	<ul style="list-style-type: none"> • Cross-regional workshop: one per year (at the ILO's Turin Centre): training of trainers/ ILO crisis focal points network. • Sub-regional workshops for ILO staff and constituents: at least two per year (dependent on available resources). • National workshops (dependent on the available resources)
<p>Accessibility to other organisations</p>	<p>IFP/CRISIS is open. Usually representatives of key agencies are invited.</p>
<p>Training/Learning tools (modules)</p>	<p>Consists of 4-5 day workshop. It focuses on presentations, small group analysis of case studies, a plenary open forum for questions and answers, panel presentations followed by questions from participants, independent reading and review, and critique of support modules. Participants also receive a reader and a variety of booklets, reports, articles and resources related to ILO and other agencies and organisations involved in crises responses.</p> <p>Tools which have been developed by IFP/CRISIS or are in the process of being developed: a Rapid Needs Assessment manual, a manual of generic modules on the four types of crisis, a trainer's guide, and specific training material on the reintegration of ex-combatants, gender employment and skills training in conflict-affected countries, child soldiers etc.</p> <p>Areas of impact: Knowledge and tools development; capacity-building of ILO staff and constituents; advocacy and resource mobilisation; country-level rapid needs assessment, programme formulation and</p>

	<p>implementation follow-up.</p> <p>Follow-up: regional and other capacity-building training workshops involving ILO staff, constituents and other relevant bodies; collaborative initiatives with other UN agencies and other relevant actors; mainstreaming of crisis response sensitivity and culture in ILO' s work; participants' briefing of their offices and colleagues and fulfilling other commitments made at the workshops.</p>
Co-ordination	<p>The IFP/CRISIS has developed internal partnerships with different ILO sectors and departments at headquarters as well as within the field structures. It has established an office-wide network of crisis focal points.</p> <p>The co-ordination between the different organisations and actors involved in crisis issues is a real challenge: field-headquarters co-ordination, but also inter-sector and external partnerships have been, and will remain, key facets to ensure a multidisciplinary and coherent response to different crises.</p>
Target Groups	<p>Staff from ILO field structures</p> <p>Staff from ILO Headquarters</p> <p>ILO constituents (governments, employers organisations, workers' organisations)</p> <p>Representatives from key UN agencies</p>

International Organisation for Migration - IOM

Title	<p>➤ <i>Emergency Training Workshop</i></p> <p>For more information, please contact:</p> <ul style="list-style-type: none"> • <i>Mr. William Barriga</i> <i>Program Officer</i> IOM, <i>Program Support Department</i> Mail address: <i>17, route des Morillons, P.O. Box 71, 1211 Geneva 19, Switzerland</i> Tel: <i>+41-22-7179401</i> e-mail: wbarriga@iom.int • <i>Mr Rogelio Bernal</i> <i>Head, Staffing Unit</i> IOM, <i>Staffing Unit / Human Resources Division</i> Mail address: <i>17, route des Morillons, P.O. Box 71, 1211 Geneva 19, Switzerland</i> Tel: <i>+41-22-7179240</i> E-mail: rbernal@iom.int • <i>Ms. Lucia Quiroz</i> <i>Staff Development and Training Assistant</i> IOM, <i>Human Resources Division</i> Mail address: <i>17, route des Morillons, P.O. Box 71, 1211 Geneva 19, Switzerland</i> Tel: <i>+41-22-7179453</i> E-mail: lquiroz@iom.int
Objectives and Content	<p>Objective</p> <p>To prepare staff members in IOM's Emergency Response Roster for daily work during an emergency operation, which also includes establishing IOM's presence, initiating and maintaining operations, and closing operations.</p>

	<p>Note: For the time being IOM is working on elaborating the training module. This will be ready between December 2001 and January 2002.</p>
<p>Frequency and relevant calendar</p>	<p>A pilot training workshop is planned for before the end of 2001. Regular training workshops will be organised at least once each year beginning 2002.</p> <p>Since late 1980s, IOM's staff members have participated in various UN agencies training programmes (UNDP, UNHCR, OCHA, WB, WFP, WHO).</p> <p>Note: Between 1992 and 1996, IOM's then Emergency Response Unit (ERU) organised six IOM-specific emergency training workshops in HQ and one regional training workshop in Africa. The training stopped when the ERU was closed. Parts of the emergency training were absorbed into the regular training under the Human Resource Division's Staff Development and Training (SDT).</p>
<p>Accessibility to other organisations</p>	<p>None for the time being.</p>
<p>Training and learning tools (modules)</p>	<p>The training workshop will cover the day-to-day work of IOM during an emergency operation. It begins with IOM's and other agencies' roles in humanitarian crises, followed by the preparation and organisation of a rapid deployment of personnel, materials and equipment, the establishment of IOM's presence, the start-up and maintenance of an emergency operation as well as the closing down of the operation.</p> <p>The primary learning tool is the IOM's Emergency Training Module, which is currently under development. The main basis in its development is the IOM's Emergency Operations Manual (EOM) which is currently being updated and revised.</p>

	<p>The training methodology is participatory and interactive. It will have few presentations with much more focus on practical exercises, group sessions and plenary. Participants will learn by doing tasks. At the end of each training workshop, the participants will submit a completed evaluation form. This will help training organisers in future training workshops.</p>
<p>Co-ordination</p>	<p>IOM participates in the DMTP co-ordination meetings as well as in the IASC WG reference group on training. This allows IOM to learn new emergency training approaches from major UN agencies. Training participation of IOM staff members in other UN agency disaster / emergency training programmes is encouraged.</p>
<p>Target groups</p>	<ul style="list-style-type: none"> • IOM staff members in the Emergency Response Roster (initially 50 persons) who cover the different areas of the Organisation's work during an emergency operation (transport, logistics, medical, human resource, finance, administration, IT, telecommunications). • IOM staff members in the General Internal Roster, as may be necessary.

Office for the Co-ordination of Humanitarian Affairs - OCHA

Title	<p>➤ <i>Emergency Field Co-ordination Training (EFCT)</i></p> <p>(See also UNDAC and CIMIC training programmes organised by OCHA)</p> <p>Contact person: <i>Ms. Anne Torsvik</i> <i>Staff Development and Training Officer</i> <i>OCHA, Office of the director</i> Mail address: ONU, Palais des Nations, 1211 Geneva 10, Switzerland E-mail: torsvik@un.org</p>
Objectives and Content	<p>Immediate objectives</p> <ul style="list-style-type: none"> • Originally, the objective was to qualify interagency staff for an emergency roster from which co-ordination staff could be drawn to support the humanitarian co-ordination set up in the event of the on-set of a sudden complex emergency. The EFCT is now being redesigned to be an OCHA staff development program on the co-ordination of complex emergencies. Eight out of the thirty participants are invitees from main frontline UN Agencies and NGOs • The main objective of the slightly redesigned EFCT is to improve the humanitarian co-ordination competency of OCHA's professional field and headquarters staff as well as staff from collaborating UN agencies and NGOs. The training will thereby contribute to the effectiveness of OCHA's support to the Humanitarian Co-ordinator/Resident Co-ordinator. <p>Development objectives</p> <p>To enhance the co-ordination knowledge and skills of OCHA staff and staff from collaborating UN Agencies and NGOs so that they can render efficient support and service to the interagency co-ordination of complex emergencies. The focus of the EFCT program is on humanitarian co-ordination concepts and models as well as</p>

	<p>interpersonal skills, effective team work and co-ordination tools and mechanisms.</p> <p>Contents</p> <ul style="list-style-type: none"> • Humanitarian Co-ordination Concepts – Models, Mechanisms & Tools; • Introduction to the System and the Players; • Strategic co-ordinating and monitoring through the Consolidated Appeal Process (CAP); • Personal Development Group Development and Effective Teams; • Meeting Management, Negotiations; • Communication Skills; • MoUs between Partners in the Co-ordination of Complex Emergencies; • OCHA's role in the Co-ordination of Staff Safety & Security; • Co-ordinating with the Military ; • Information Management.
Frequency and relevant calendar	EFTC was piloted in December 2000. Two slightly redesigned and shorter workshops are planned for year 2001 (late August and early December). As of year 2002 three EFCT workshops are scheduled per year, probably in March, June and December
Accessibility to other organisations	EFCT is run for approximately 30 participants: 20/22 participants are from OCHA and 8-10 from other UN agencies and other IASC partners involved in complex emergencies. Among the twenty from OCHA, at least 12 should come from the field.
Training/Learning tools (modules)	EFTC will be redesigned as a 7 day workshop. The approach is highly participatory and interactive; it is module based, with prepared learning situations and very few lectures. It focuses on group-work, role-play, and discussions. Two half day indoor simulations are conducted Copies of learning modules can be obtained from OCHA Staff Development and Training Unit.

<p>Co-ordination</p>	<p>Being redesigned as an OCHA staff development program, the EFCT is for the time mainly developed and coordinated within OCHA.</p>
<p>Target Groups</p>	<p>Heads of OCHA field offices Humanitarian officers from the field and at headquarters Similar staff from other UN agencies and IASC members Selection criteria: diversity (geographic, gender, junior and senior) and knowledge & experience</p>

OCHA - United Nations Disaster Assessment and Co-ordination- UNDAC

Title	<ul style="list-style-type: none"> ➤ <i>UNDAC Induction Course</i> ➤ <i>UNDAC Refresher Training Course</i> ➤ <i>Support Staff Training Course</i> <p>Contact Person: <i>Jesper H. LUND</i> <i>Humanitarian Affairs Officer</i> <i>UNDAC, Field Co-ordination Support Unit - Disaster Response Branch</i> <i>Field Co-ordination Support Section- Emergency Services Branch</i> <i>Mail address: ONU - Palais des Nations - 1211 Geneva 10, Switzerland</i> <i>Tel: +41-22-9171783</i> <i>E-mail: lund@un.org</i></p>
Objectives and Content	<p>Objectives</p> <ul style="list-style-type: none"> • Familiarise disaster/emergency managers, selected to join the UNDAC system, with the UN system, the international disaster environment in the field and related assessment/co-ordination tasks. The course also places special focus on the UNDAC methodology and mission cycle. To train suitable disaster managers from UNDAC, OCHA, and its humanitarian partners, to be potential members of the United Nations Disaster Assessment and Co-ordination (UNDAC) Team. To improve the speed and co-ordination of international response to natural disasters and other sudden emergencies. • To refresh skills of UNDAC members, to discuss past mission lessons learned, to introduce new working tools and to ensure the effectiveness of UNDAC through formal and informal team building. • To familiarise UNDAC national support staff with the basic UNDAC concept and UN/international disaster environment. <p>Contents Inter agency and Government team co-operation in disaster situation; international emergency environment; assessment; collaboration.</p>

<p>Frequency and relevant calendar</p>	<ul style="list-style-type: none"> • 2 weeks twice a year (one in Lausanne and the other one in the field) • Once a year in the field (on a yearly basis in the respective regions) • Once a year: hosted by one of the resource providing countries
<p>Accessibility to other organisations</p>	<ul style="list-style-type: none"> • Nominated staff of UN agencies involved in emergencies (UNEP, WFP, WHO, UNICEF, IFRC members). The staff member (s) would be available at 12-24 hours notice for deployment with an UNDAC mission for up to 2-3 weeks, anywhere in the world, if a disaster or an emergency occurs. As is the case with other organisations/countries participating in the UNDAC system, agencies would have to bear all related mission and training costs. • The target audience is all UNDAC Team Members including training OCHA staff and UNDAC-trained staff from other humanitarian agencies including UNDP, UNICEF, WHO and the International Federation. • Technical staff of UN agencies
<p>Training/Learning tools (modules)</p>	<p>Methodology</p> <ul style="list-style-type: none"> • Consists of a 2 week workshop. It focuses on presentations, small group analysis of case studies, briefings followed by discussions, team building exercises, practical individual training in different tools (map, GPS and E-mail utilisation, dealing with the media in emergencies). Participants also receive a reader and the UNDAC Field Handbook. This workshop also includes a 24 hours simulation exercise. • Consists of 4-5 day workshop with learning exercises, briefings, skill refresher training and team building exercises. • Consists of 5-6 day workshop. It focuses on theoretical course sessions, small group analysis of case studies, briefings followed by discussions, team building exercises, practical individual training in different tools (map, GPS and E-mail utilisation, dealing with media in emergencies) and several simulation exercises. <p>Materials The UNDAC Field Handbook, Power Point presentations, videos, external facilitators and presentations of external experts.</p> <p>Evaluation: There are 3 types of evaluations</p> <ul style="list-style-type: none"> ➤ Evaluation at the end of the first week (for UNDAC Induction course) ➤ Final course evaluation ➤ Ongoing evaluation

<p>Co-ordination</p>	<p>There is no co-ordination with UN agencies. Some agencies (UNICEF, UNDP, WHO, WFP, Centre for Human Dialog, WFR and IFRC) are invited to participate in UNDAC training events.</p>
<p>Target Groups</p>	<ul style="list-style-type: none"> • Disaster management experts selected by governments. • Selected staff of UNDP country offices in disaster prone regions • Staff of UN agencies, IFRC and other organisations interested in working/collaborating with the UNDAC system • Disaster management experts from other disaster regions who are members of UNDAC or have been selected to join UNDAC team. <p>Selection criteria</p> <p>It is essential that team members have experience in the following fields:</p> <ul style="list-style-type: none"> ➤ Management of cross-sector emergency operations. This could include operation management of a disaster response team abroad or at home, and should not be confined to programme administration at headquarters. ➤ Responsibility for facilitating a co-ordinated, comprehensive programme of assistance to meet humanitarian needs in an emergency situation. ➤ Responsibility for collecting, collating, analysing and disseminating information on the consequences of an emergency, resource needs and availability, response activities and unmet humanitarian needs. ➤ Management of operational support functions including the co-ordination of telecommunications, logistics and security under adverse operational and environmental conditions. ➤ Work within a multi-disciplinary multinational team. <p>All team members must have excellent spoken and written English, with the ability to draft extensive field reports and other documents. For Latin America Training events, the working language is Spanish. The ideal candidate will be between 30 and 55 years old. Team members should be fit and able to work under the arduous conditions often found in post-disaster situations. Team members guarantee their availability for UNDAC missions, using a suitably rapid mobilisation system. They must be ready for immediate deployment to an effected country or to OCHA Headquarters as directed, for up 3 weeks in the event of sudden-onset natural disasters, and at short notice for a period of up to a month in complex emergency situations.</p>

United Nations Environment Programme - UNEP/OCHA

Title	<p>➤ <i>UNEP In-house Training on the Response to Environmental Emergencies</i></p> <p>Contact Person: <i>Patricia Charlebois</i> <i>Humanitarian Affairs Officers</i> <i>UNEP/OCHA Environmental Emergencies Section</i> <i>Mail address: ONU - Palais des Nations - 1211 Geneva 10, Switzerland</i> <i>Tel: +41-22- 917 18 15</i> <i>E-mail: charlebois@un.org</i></p>
Objectives and Content	<p>Objectives The training session is designed to provide a basic introduction on the response to environmental emergencies. The specific goal is to sensitise and enhance the understanding of participants to the issues related to the response and management of environmental emergencies and the environmental dimensions of other types of disasters, in particular natural disaster events</p> <p>Contents History of Co-operation and Integration between UNEP and OCHA; International Response to Disasters; Introduction to Environmental Emergencies; UNDAC – An important tool in response to Natural Disasters and Environmental Emergencies; The Response to Environmental Emergencies; Environmental Assessment in Emergency Response; The Role, Responsibilities, Expectations and Commitment of UNEP and OCHA in Environmental Emergencies Simulation Exercise</p>
Frequency and relevant calendar	<p>Once a year in Nairobi (Kenya), plans are to extend this to provide a series of workshops in Africa over the next several years.</p>

<p>Accessibility to other organisations</p>	<p>This training is only for UNEP/OCHA staff at the present time, see note above.</p>
<p>Training/Learning tools (modules)</p>	<p>Methodology The training session is broken down into a number of modules that provide an overview of the basics of environmental emergency response. The training consists of a 2-day workshop. It focuses on presentations, analysis of case studies, briefings followed by open discussions, written exercises and simulation exercises.</p> <p>Materials UNDAC Field Handbook, UNEP/OCHA manual: "Emergency response guide 2000"; Power Point presentation, different brochures, external facilitators and presentations of external experts.</p> <p>Evaluation: There is an evaluation at the end of training. It consists of a 3 pages questionnaire about:</p> <ul style="list-style-type: none"> ➤ Training contents ➤ Roles and responsibilities of UNDAC, UNEP and OCHA in environmental emergencies ➤ Simulation exercise
<p>Co-ordination</p>	<p>There is no co-ordination with UN agencies. Co-ordination is assured between UNEP and OCHA only</p>
<p>Target Groups</p>	<p>There are 20-25 participants:</p> <ul style="list-style-type: none"> • Disaster management experts in areas that are particularly vulnerable to natural disasters and environmental emergencies. • Internal staff of UNEP and OCHA <p>Selection criteria None have been established at the present time.</p>

United Nations Population Fund - UNFPA

Title	<p>➤ <i>International Training Course on Reproductive Health in Crisis Situation</i></p> <p>Contact person: <i>Anne Petitgirard</i> <i>Senior Training Officer</i> <i>UNFPA Emergency Relief Operation office of Geneva</i> <i>Mail address: ONU – Palais des Nations – IEH, 1211 Geneva 10, Switzerland</i> <i>Tel.: +41-22-9178315/14</i> <i>E-mail: unfpaero@unfpa.org</i></p>
Objectives and Content	<p>Objectives The course focuses on skill development to:</p> <ul style="list-style-type: none"> • Identify the reproductive health needs of refugees and internally displaced persons in all phases of an emergency and make an inventory of skills and capacities among the targeted population and the existing infrastructures. • Identify constraints and possibilities for action as well as the appropriate implementing partners and determine priority responses, anticipating the necessary activities/programmes to be offered on a longer term basis. • Strengthen collaboration among partners. • Implement priority responses to ensure minimum reproductive health (RH) standards during the emergency's initial phase and introduce timely comprehensive RH services, integrated into primary health care strategy when the situation is evolving towards stabilisation. • Ensure the initial availability of adequate reproduction health supplies and equipment, to plan for the future and to manage logistical issues, ensuring the integration of services in a complementary way. • Collect and analyse the necessary basic data to facilitate the decision making process, to implement and monitor the programmes and to improve performance of personal and community participation. <p>Development objectives</p> <ul style="list-style-type: none"> • Improve the quality of reproductive health services to people in crisis situation including conflict

	<p>situations, natural disasters or a context of refugee and internally displaced persons</p> <ul style="list-style-type: none"> • Develop a pool of skilled people or experts on addressing reproductive health needs in an emergency <p>Contents For the time being UNFPA is working on content's review and evaluation</p>
Frequency and relevant calendar	<p>Three international courses per year; they take place in different regions in crisis situations, with IDPs and refugee camps, but safe enough for participants. A follow up strategy to check and support the impact on population, an electronic network to facilitate the exchange of ideas, a forum for discussion and support distance learning are planned for next year.</p>
Accessibility to other organisations	<p>International Training Course on Reproductive Health in Crisis Situation is open to personnel of UN agencies, international organisations, international or regional or local NGOs, schools of public health, those who will be involved in emergency situations related to health reproductive problems</p>
Training/Learning tools (modules)	<p>This 10-day modular course is performance-based, focusing on:</p> <ul style="list-style-type: none"> • Knowledge of the minimum standards for reproductive health in emergency situations • Skills development <p>Participatory learning methodology is used with a succession of presentations, exercises, group discussions, role-play, field visits and case studies. The selected 30 participants for each course learn by doing tasks rather than just reading or hearing about it. The training emphasises community participation as a basic principle for action and it is as individualised as possible. Participants are provided with background and reference documents prior to and during the courses, and are expected to have read some materials upon arrival.</p>
Co-ordination	<p>The course is organised in close collaboration with United Nations High Commissioner for Refugees (UNHCR) and the International Federation of Red Cross and Red Crescent Societies (IFRC) and local and international NGOs are involved in the facilitation and follow-up</p>

Target Groups	<p>The course is provided for current/future relief workers with responsibilities for health or reproductive health programmes, co-ordination and management during all phases of a crisis situation, and decision makers responsible for programme establishment.</p> <p>Criteria for selection:</p> <ul style="list-style-type: none">• Medical doctors, nurses, midwives and health-related programme managers.• Technical and scientific knowledge with two years of practical experience in at least one of the reproductive health components.• Staff from agencies involved in emergency relief, staff of public health training institutions with future involvement in crisis• Past experience in crisis situations and knowledge of the characteristics of an emergency is an asset.
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United Nations Children's Fund -UNICEF

Title	<p>➤ <i>Humanitarian Principles Training: A Child Rights Protection Approach to Complex Emergencies</i></p> <p>Contact: <i>Jenni Wolfson</i> <i>Human Resources Officer (Emergency Learning)</i> UNICEF, <i>Organisational Learning and Development Section</i> Mail address: <i>UNICEF House-3 UN Plaza New York, NY, 10017</i> Tel: <i>+1 212 326 7784</i> E-mail: jwolfson@unicef.org</p>
Objectives and Content	<p>Objectives</p> <ul style="list-style-type: none"> • to adopt a child rights-based approach to programming in complex emergencies; • to analyse the characteristics of complex emergencies in order to better understand the causes of conflict and the dilemmas that arise; • to learn about international legal and ethical standards for the provision of humanitarian assistance and protection of children in armed conflicts • to identify the dilemmas and principles at stake for humanitarian practitioners and design practical strategies for the protection of the rights of the child. <p>Contents Protection in the context of complex emergencies; humanitarian principles; international law: international humanitarian law; human rights framework; humanitarian access and working with non-state entities; protecting children in situations of armed conflicts.</p>

<p>Frequency and relevant calendar</p>	<p>This workshop is designed to be held over a period of five working days. Frequency of delivery of this training programme varies from region to region depending on the learning needs of staff in UNICEF's country offices.</p>
<p>Accessibility to other organisations</p>	<p>UNICEF delivers this training at field levels for its own staff, as well as members of other UN agencies, international and local NGOs, donor representatives and government counterparts.</p>
<p>Training/Learning tools (modules)</p>	<p>Methodologies This programme adopts a participatory approach and includes presentations, plenary discussions, videos, case studies, quizzes, role play, as well as other group and individual work processes.</p> <p>The training materials (available in English, French and Spanish) consist of:</p> <ul style="list-style-type: none"> ➤ a co-ordinator's guide; ➤ a facilitator's guide with details for preparing and running each session, and handouts and readings for distribution to participants; ➤ a diskette containing sets of slide presentations prepared on PowerPoint for each session; ➤ copies on paper of each PowerPoint slide for use as traditional overhead transparencies; ➤ a video entitled "The Code of Conduct". ➤ A complete training package also available on CD-ROM in English, French and Spanish <p>Evaluation For daily and final evaluations, the facilitator(s) has the option to follow a "traditional" evaluation format, as described in UNICEF's "How to Organise and Run Training Workshops" book. A model evaluation form for this training programme is included in the co-ordinator's guide.</p>
<p>Co-ordination</p>	<p>No co-ordination</p>

<p>Target Groups</p>	<p>This training programme is primarily designed for regional directors, representatives, programme and communication officers who already have training and experience in UNICEF’s work in emergencies. Many workshop activities are based on actual country situations and case studies. Therefore, participants with prior knowledge and experience will find it easier to relate the workshop content to their own work.</p> <p>The training is also useful for local counterparts and NGOs as well as donor representatives in the country where the training is taking place.</p> <p>Participants are required to be familiar with UNICEF’s guidelines for a human rights-based programming approach before attending a workshop.</p>
<p>Title</p>	<p>➤ <i>Training of Trainers: Human Rights and Humanitarian Principles</i></p>
<p>Objectives and Content</p>	<p>Objectives</p> <p>This programme aims to provide participants with the knowledge and skills necessary to train UNICEF and other UN colleagues, NGO’s and local counterparts in human rights and humanitarian principles.</p> <p>The Training of Trainers aims to provide UNICEF staff with the following:</p> <ul style="list-style-type: none"> • Deeper understanding of human rights and international humanitarian law • Better grasp of their applicability to UNICEF’s work by informing programming generally and specifically by guiding principles humanitarian action in complex emergencies • Greater familiarity with UNICEF’s training packages – the Core Course: Human Rights Principles for Programming and the Humanitarian Principles Training – and with additional training materials such as case studies, role play, and other activities • First-hand exposure to different training and facilitation methodologies that participants will later use to lead their own training workshops for UNICEF, colleagues and staff involved in programming in other UN agencies, national and international non-governmental organisations, and local counterparts. <p>Contents</p> <p>Training and learning methodologies (adult learning, training styles and methods, giving and receiving feedback, presentation skills, distance learning, VIPP, group dynamics, role plays and case studies)</p> <p>International law, human rights, international humanitarian law, international criminal tribunals, children’s and</p>

	women's rights, integrating rights into our work, protection in the context of complex emergencies, humanitarian principles and building a human rights environment.
Frequency and relevant calendar	This workshop is designed to be held in a period of five working days. UNICEF is currently organising a Training of Trainers in each region for UNICEF field staff.
Accessibility to other organisations	This training programme is designed for UNICEF staff only. However, the objective of the programme is to ensure that UNICEF staff is equipped with the skills and methods required to train staff from other UN agencies, NGOs, as well as local counterparts.
Training/Learning tools (modules)	<p>Methodologies This training of trainers uses a very participatory hands-on methodology whereby each participant is required to co-facilitate one or two sessions of the programme with another colleague. In addition to being filmed, participants are provided with extensive feedback on their training style as well as on their grasp of content. The methodology adopted includes presentations, case studies, role plays, artistic activities, quizzes, plenary discussions, videos, and other group and individual work processes. Participants are also expected to complete some pre-workshop assignments.</p> <p>The training materials consist of:</p> <ul style="list-style-type: none"> ➤ Facilitator's guide ➤ Participant's manual <p>Evaluation Informal means of evaluation are carried out at the end of each day and a more formal evaluation is conducted at the end of the programme. A follow-up evaluation is carried out 6-9 months after the training programme to evaluate the impact of the training and to determine the extent to which participants have carried out additional</p>

	training in their field offices following their participation in the ToT.
Co-ordination	No co-ordination
Target Groups	This training programme is primarily designed for country representatives, assistant representatives, project and programme staff who already have some training background and experience working with UNICEF, particularly in unstable environments.

Title	> <i>Emergency Preparedness and Response Training Programme (EPRT)</i>
Objectives and Content	<p>Objectives This programme is designed to train UNICEF staff who are preparing for and responding to emergencies in the basic skills and knowledge required for programming in emergencies.</p> <p>Contents Preparedness, rapid assessment, programme commitments (health, nutrition, water and sanitation, child protection, education), co-ordination, operational systems (human resources, funding mechanisms, financial systems, security management, supplies & logistics), media, and stress management.</p>

<p>Frequency and relevant calendar</p>	<p>This workshop is designed to be held in a period of five working days. UNICEF is currently pilot testing this programme in various regional and country offices.</p>
<p>Accessibility to other organisations</p>	<p>This training programme is principally designed for UNICEF staff although staff from other UN agencies and NGO's may be invited to attend.</p>
<p>Training/Learning tools (modules)</p>	<p>Methodologies Presentations, plenary discussions, videos, questionnaires, group work, field simulation, case studies, role-plays, quizzes and media interviewing skills.</p> <p>The training materials consist of:</p> <ul style="list-style-type: none"> ➤ Facilitator's guide ➤ Participant's manual ➤ Reference materials ➤ CD-ROM (not yet completed) <p>Evaluation Informal means of evaluation are carried out at the end of each day and a more formal evaluation is conducted at the end of the programme.</p>
<p>Co-ordination</p>	<p>No co-ordination</p>
<p>Target Groups</p>	<p>This training programme is primarily designed for UNICEF programme and operations officers. Participants must first take UNICEF's Programme Process Training Programme and its Core Course in Human Rights Principles for Programming prior to participating in the EPRT.</p>

United Nations Institute for Training and Research - UNITAR

Title	<ul style="list-style-type: none"> ➤ <i>Environmental Information System on the Internet (EISI) - C1</i> ➤ <i>Disaster Management and Prevention (DMP) - C2</i> ➤ <i>International Training Centre for Local Actors-CIFAL - .C3</i> <p>Contact Person: <i>Christophe Nuttall</i> <i>OSS/UNITAR Programme C-oordinator</i> UNITAR Mail address: <i>ONU – Palais des Nations, IEH, 1211 Geneva 10, Switzerland</i> Tel: <i>+41-22-9178575</i> E-mail: christophe.nuttall@unitar.org</p>
Objectives and Content	<p>C1- Objectives</p> <ul style="list-style-type: none"> • To maximise, better disseminate and improve the access of environment related information. • To develop a process for co-operation and collaboration at a given geographical level among stakeholders of environmental concerns. • To enhance the value of the informational patrimony which is not easily accessible • To contribute to the decompartmentalisation of different bodies involved in natural resources management <p>Contents Information on natural resources, the environment and its problems, information management</p> <p>C2 - Objectives The programme aims at increasing the overall awareness of the needs in national disaster management, while at the same time building and improving the capacities in disaster management on both a regional and national level.</p> <p>Contents Disaster prevention, disaster management as well as recovery and reconstruction issues.</p> <p>C3 - Objectives</p> <ul style="list-style-type: none"> • To contribute to the crisis situation management by UN agencies • To focus on the role of local community for emergency humanitarian response and aids for reconstruction

	<ul style="list-style-type: none"> To establish partnership with UN agencies and other international actors <p>Contents</p> <ul style="list-style-type: none"> 1: natural disaster management, first aid and humanitarian assistance; 2: project design for post-emergency reconstruction 3: international actors and local community: how to project co-operation in an international environment 4: decentralised co-operation and international system: how to finance it.
Frequency and relevant calendar	<ul style="list-style-type: none"> C1- the frequency of the course depends basically on the request of national, sub-regional and international partners. It take place in the field. C2 - 2-3 weeks par year C3- 2 times a year, once in English, once in French. It takes place in Divonne-Les- Bains, France
Accessibility to other organisations	<ul style="list-style-type: none"> EISI is supposed to serve co-ordination bodies, ministries and their technical services, scientific/technical communities, research and training institutes, local development agencies and national focal points of UN Convention. DMP is accessible to personnel from various ministries, governmental institutions, technical agencies as well as NGOs active in this area. CIFAL is open to UN staff, local authorities, academic institutions, private sectors and NGOs members
	<p>C1: Four levels of training must be taken into consideration:</p> <ol style="list-style-type: none"> <i>For users</i> (history and development of the internet, E-mail, Internet, information searches on the Web) <i>For partners</i> (creating a Web page on the Internet, coherent information management, making the EISI) <i>For computer technicians</i> (links, network, protocols, operating systems, domain name server, Web server, mail server and POP protocol, system security). <i>For trainers</i> (greater understanding of training modules listed above, educational aspects). <p>Methodology The courses are highly participatory. They are held in the form of practical exercises with computers, geographical maps and satellite images.</p> <p>Evaluation There is a first evaluation one year after the end of the course (monitoring meeting, structured as a round-table of EISI partners) and a second evaluation ten years after the end of the course.</p>

<p>Training/Learning tools (modules)</p>	<p>C2: DMP programme is based on a two-phase approach. The pilot phase will start off with a regional three-week Fellowship Programme in DMP to introduce representatives from the participating countries to a wide range of topics on disaster prevention, disaster management and reconstruction issues. Based on this foundation, the second phase will aim towards the preparation of a National Profile of disaster management to help and promote the management of natural and the reduction of human-induced disaster and to foster sustainable national capacity building in this field.</p> <p>Methodology: the course is based on experts exchange and case studies</p> <p>Evaluation: there is an evaluation at the end of the course</p> <p>C3: CIFAL programme consists of two kinds of seminars, one for " professionalisation" and one for " education and sensibilisation"; only the second one concerns emergency, disasters and crisis issues.</p> <p>Methodology: it is a one-day seminar, highly participatory, lectures and field visits.</p> <p>For more information on CIFAL Programme, visit the related web-site: www.cifal.org</p>
<p>Co-ordination</p>	<ul style="list-style-type: none"> • EISI is co-ordinated with WMO, UNDP, UNEP, SSO, HABITAT, OSCE, UNMIR and it is related to 3 international conventions: Climate Change, Biodiversity and Desertification. • DMP: UNITAR will seek the implementation of the programme, through close co-operation with agency and programmes within (UNDP, HABITATS; UNOPS) and outside of the UN system as well as NGOs and national and regional partners. • CIFAL: the programme is organised in co-operation with UNITAR, UNOPS, SSO (Sahara and Sahel Observatory), European Union and local governments
<p>Target Groups</p>	<p>- EISI: people who receive training:</p> <ul style="list-style-type: none"> • Should be selected because of their expertise and motivation • Should have an adequate technical background • Should have a professional responsibility that will allow them to optimise their newly acquired knowledge • Should be committed to keeping the position for which they have been trained • Should be willing, in turn, to train their colleagues. <p>- The DMP target groups are representatives from both the public sector and civil society with responsibilities in the national management of disaster.</p> <p>- CIFAL :</p>

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| | <ul style="list-style-type: none">• Elected local authorities• Staff of local authorities• Planners and managers• Executive in charge of the decentralised co-operation• Public and private economic actors• Representatives of associations and the civil society• Trainers of trainers |
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United Nations Volunteer - UNV

Title	<p>UNV does not organise a specific training programme related to emergency and crisis management but only training for the volunteer selected for mission on the field.</p> <p>(Security workshops on the field for trainers are organised by UNV 4 times a year)</p> <p>Contact person</p> <ul style="list-style-type: none"> • <i>Claude Belleau</i> <i>Chief</i> UNV, <i>Humanitarian Relief Unit and Liaison Office</i> Mail address: <i>ONU – Palais des Nations, IEH, 1211 Geneva 10, Switzerland</i> Tel: <i>+41-22- 9178323</i> E-mail: Claude.belleau@unv.org • <i>Prosper Bani</i> <i>Programme specialist</i> UNV, <i>Humanitarian Relief Unit and Liaison Office</i> Mail address: <i>ONU – Palais des Nations, IEH, 1211 Geneva 10, Switzerland</i> Tel: <i>+41-22-9178331</i> E-mail: prosper.bani@unv.org
Objectives and Content	<p>Objective Increase volunteers awareness on the specific situation and needs of the country.</p> <p>Contents Humanitarian issues, electoral support (monitoring, supervision, civil education, registration), confidence building/ peace building, peace keeping operation</p>

<p>Frequency and relevant calendar</p>	<p>The frequency of the training depends on specific needs of each mission, usually it takes place when there's a large mission with several volunteers that arrive on the field at the same time. Linked to large deployment in Peace Keeping operations.</p>
<p>Accessibility to other organisations</p>	<p>It's open to all UN agencies, particularly those agencies having serving volunteers.</p>
<p>Training/Learning tools (modules)</p>	<p>The training is job-related and is focused on major aspects of the mission. The training is done through lectures and seminars. The material used is selected based on the specific country reality, in consultation with the management of the mission. There's an evaluation at the end of the training.</p>
<p>Co-ordination</p>	<p>Practical co-ordination between the agencies involved in the mission. There's also a close co-operation with the University S.Anna of Pisa, Italy and the Austria Institute for Conflict Resolution.</p>
<p>Target Groups</p>	<p>Volunteers being deployed in large-scale operations</p>

World Food Programme - WFP

<p style="text-align: center;">Title</p>	<p>➤ <i>Emergency Preparedness and Response Training (ERT)</i> ➤ <i>Regional Emergency Response Training (the concept is still under development and the first training will be held in the end of 2001/ beginning 2002)</i></p> <p>Contact person: <i>Sven Thelin,</i> <i>Career Development Training- Human Resources</i> WFP Mail address: <i>Via Cesare Giulio Viola, 61/70, Parco de Medici, 00148, Rome, Italy</i> Tel: +39-06-65132416 E-mail: sven.thelin@wfp.org</p>
<p style="text-align: center;">Objectives and Content</p>	<p><u>ERT</u> Development objectives</p> <ul style="list-style-type: none"> • To increase the quality, efficiency and safety of WFP rapid response and staff deployment into emergency operations. • To prepare staff members both individually and for working as a team member of WFP’s Emergency Response Team (ERT) for deployment into either emergency start-up operations or augmenting an existing one. <p>Immediate objectives</p> <ul style="list-style-type: none"> • Discuss the theoretical concepts that provide a foundation for a WFP Staff person to work in a Team to conduct an efficient and safe WFP Emergency Response Operation (pre-departure, start-up, implementation, return) • Practice skills necessary for planning and implementing each phase of the Emergency Response Operation • Demonstrate skills in planning and implementing and Emergency Response Operation in a “simulation” experience • Individually assess personal strengths and abilities to work in a team and contribute to an efficient and safe WFP Emergency Operation

Contents

- Humanitarian challenges
- Main actors in emergency response
- CIMIC
- Telecommunications
- Security
- Emergency needs assessments
- Contingency planning
- Logistic assessments
- Negotiations
- Team building
- Relation with press
- Rapid Response Concept
- Operational Planning
- International Humanitarian Law
- Human Resources, Finance and Administration

Regional ERT**Development objective**

To strengthen the emergency response capacity at selected country offices, focusing on current large development operations which do not have experience in emergencies and where emergencies are likely to occur

Immediate objective

To better prepare the country office staff to deal with the initial phase of an emergency as well as the possible augmentation by staff from the emergency response roster.

Contents

Contingency planning, tailored to the needs of the country

<p>Frequency and relevant calendar</p>	<p>ERT Two training courses per year - Next training to be held in November 2001 Regional ERT Two courses per year</p>
<p>Accessibility to other organisations</p>	<p>ERT Two representatives from other agencies are usually invited to attend the course. Agencies have also been invited to participate in the course direction/exercise control. The host organisation, the Swedish Rescue Services Agency/SRSA, has participated with staff in certain modules of the training. Regional ERT Other UN agencies and government's representatives will be invited to the training.</p>
<p>Training/Learning tools (modules)</p>	<p><u>ERT</u> consists of four <u>modules</u>:</p> <ul style="list-style-type: none"> • <u>Concept and Theory</u>: WFP operations, planning process before going on the field, security briefing; it lasts 4 days and the methodology is highly participatory, with discussions and lectures • <u>Practical Training</u>: four wheels driving skill, driving equipment, survival skills, map and GPS, communication, mine awareness, first aid; it lasts two and a half days • <u>Simulation Exercise</u>: it exposes participants to real life situations • <u>Evaluation</u>: the last day the participants are invited to evaluate the training programme; at the time being, an external evaluation from people deployed is going on. <p>Material: WFP manual, UNHCR Emergency material; A small manual with all the information in order to cover all the issues related to emergency is going to be prepared.</p> <p><u>Regional ERT</u>: It consists of more theoretical lessons and lectures, focused on how to come up the solution for an emergency that could happen. It lasts 2 days: 1 day of exercises, 1 day for review.</p>
<p>Co-ordination</p>	<p>The Career development and training section of human resources at WFP HQ is co-ordinating the training with the assistance of a working group involving the main actors within WFP emergency response.</p>

<p>Target Groups</p>	<p>ERT The main target group is staff on the WFP emergency response roster (25 out of 28) Two/ three external people, selected by their own organisation <u>Selection criteria:</u></p> <ul style="list-style-type: none"> • Being WFP staff, with a contract for more than one year • Function covered(team leader, logistic, communication, security, finance, human resources, public relations, programming, administration) • Language • Experience • Geographical distribution • Gender balance <p>Regional ERT WFP country office staff. A few staff from other agencies, as well as local authorities, will also be invited.</p>
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World Health Organisation - WHO

Title

In order to *increase the capacity and self-reliance of member countries to prevent and prepare for disasters, mitigate their health consequences, and create synergy between emergency and sustainable development* WHO's training for disaster reduction and/or humanitarian action targets health professionals from member countries as well as WHO's own staff. After a long experience centralised under the co-ordination of HQ- e.g. through the Pan African Emergency Training Centre in Addis Ababa (Emergency Health Training Programme for Africa/EHTP) and the International Diploma Course in Health Risk Management, WHO concluded that training for member countries is better left to each Regional Office. Objectives and contents of training for emergency health management (HEM) are largely standard, but different approaches reflect different regional priorities and different phases of programme implementation at country level.

1. Regional courses

- In the Americas, WHO/PAHO has been running training courses in Disaster Preparedness and Mitigation for health and other sectors' personnel of the member states since the late '70s. The latest product in this line is the course Lideres (Leaders): e-mail: disaster@paho.org
- In Sub-Saharan Africa, WHO/AFRO, since 1999 WHO/AFRO has been running a series of training/planning workshops for national health workers in charge of disaster reduction and/or emergency preparedness and response in WHO country offices and ministries of health. The same approach has been adopted by WHO Office for the Western Pacific (WPRO).
- WHO South-East Asia (SEARO) runs a programme for disaster mitigation at country level in collaboration with WHO/PAHO, a programme on Health as a Bridge for Peace in Sri Lanka and Indonesia and conducts lessons learnt workshops after major disasters -e.g. after the Buji earthquake.
- In WHO's Eastern Mediterranean Region (EMRO) there are plans to revitalise the International Diploma Course in Health Risk Management (HRM) through the WHO Mediterranean Centre in Tunis tunis@oms.tn

2. In Geneva, different activities are conducted for in-house competence building.

	<p>Contact person <i>Alessandro Loretto</i> <i>Co-ordinator, Health Intelligence & Capacity Building</i> <i>WHO, Department of Emergency and Humanitarian Action (EHA)</i> <i>Mail address: 20, Avenue Appia, 1211 Geneva 27, Switzerland</i> <i>Tel: +41-22- 7912750</i> <i>E-mail: eha@who.int</i></p>
<p>Objectives and Content</p>	<p>Development objective (for all regional courses) To increase the self-reliance of its member countries, in order to make them more resilient during a crisis, capable to absorb humanitarian assistance without being overwhelmed by it and then, once the crisis is over, to move towards a recovery that takes full advantage of the lessons learnt.</p> <p>HEM Immediate Objectives</p> <ul style="list-style-type: none"> • To explain what disasters and emergencies are and why they are relevant for health workers • To promote system and elements that are essential for effective action in an emergency • To facilitate collaboration and co-ordination by fostering a common language among those involved • To support the creation and enhancement of disaster programmes in the Ministry of Health <p>HEM contents (they vary according to the audience) 1 Section: Overviews- What this is all about and why it is relevant for Health workers (concept and definitions, epidemiology of disasters, the role of the Health sector in emergency management) 2 Section: Tools – What you can and must apply in any situation (Emergency management activities, emergency management system) 3 Section: Special concerns- What you are to do in specific situations (Nutritional emergencies, complex emergencies, “medical emergencies”: chemical emergencies, mass casualty management) 4. Section: Techniques – “How to...” (..collaborate with partners and fulfil your responsibilities)</p> <p>LIDERES objectives</p> <ul style="list-style-type: none"> • To support the creation and enhancement of disaster programmes in the Ministry of Health • To promote co-ordination with other sectors involved in disaster reduction

LIDERES contents

General aspects for disaster mitigation, preparedness, response and risk management

HRM objectives

- To demonstrate ways to implement risk management policies at the community level and familiarise health managers with policy, planning, and organisational aspects of risk management by standardising knowledge of the relevant technical areas in health and health-related disciplines
- To emphasise the need for inter-sector co-operation in implementation, special emphasis is put on vulnerability reduction as a link between emergency managers and development planners.

HRM Contents

Emergencies and disasters as development issues, rather than humanitarian response issues. It focuses on the impact of emergencies and disasters on communities. It introduces the concept of Community Risk Management as a framework for policy planning within the national development process.

In House Competence Building, objective

To produce an effectively prepared and continually updated workforce within WHO so as to support and enable agencies working in the frontline of disasters and emergencies, and in post-crisis rehabilitation to apply the best health practices.

In House Competence Building , contents

The topics include public health priorities in disasters, precise information on what WHO can deliver ("Core Corporate Commitments"), management, communications and information skills, teamwork, leadership and interpersonal skills

Note: Materials for presentations and lectures, some complete versions of user's guide are available in the web: www.who.int/cha/disasters/. A comprehensive compendium of 250 reference texts and technical guidelines on disaster reduction and best public health practices in humanitarian assistance are available on CD-ROM "Health Library for Disasters" that can be requested from WHO/EHA: cha@who.int

<p>Frequency and relevant calendar</p>	<p>HEM: The frequency of courses depends on available funds. Usually, at the regional level, there are 2-3 seminars a year and other shorter training modules. LIDERES : once a year HRM : once a year In House Competence Building: (see also below) different activities distributed throughout the year</p>
<p>Accessibility to other organisations</p>	<p>HEM, LIDERES, HRM :</p> <ul style="list-style-type: none"> • Health professionals from member countries • Other UN agency • NGOs <p>In House Competence Building: a plan of exchange with other agency's training programmes is being considered, not yet finalised.</p>
<p>Training/Learning tools (modules)</p>	<p>HEM: training priorities and methods change according to the needs of the country/region Modules: different formats according to different audiences: national conferences in the EHM for WHO staff and MOH senior staff, country and inter-country workshop in the EHM for WHO district staff, thematic and/or technical workshops (2-4 days), short courses (2-4 weeks), briefing and de-briefing in the HEM for NGOs staff, medical students, medical school teachers, epidemiologists and nutritionists. Special courses:</p> <ul style="list-style-type: none"> • Mass casualty management • Nutrition in emergencies • Supplies and logistic • Psychosocial traumas • Documentation, security and communications • Basic emergency health management for Community Health Workers <p>Methodology: formal presentation in Disaster and prevention module; participatory planning and simulations in Preparedness and Readiness module, briefing and supervision in the Response module. Follow-up: country programme monitoring and evaluation; ideas and projects for further capacity building LIDERERS: Several hundred courses and workshops Methodology: highly participatory HRM: The residential component is of five a week duration, it is limited to 20 places</p>

	<p>Three modules in which particular topics are presented in terms of policy, planning and strategic operational issues. The modules are 1) planning for emergency management which includes hazard analysis and reduction, 2) public health and emergencies which includes epidemiology, water and sanitation, epidemic diseases and nutrition, 3) mass casualty management which includes first aid, search and rescue.</p> <p>Format: case studies, field work, group discussion, lecture, seminar, simulation exercise</p> <p><u>In House Competence Building</u></p> <ul style="list-style-type: none"> • <i>Seminars on global issues:</i> e.g. the Consolidated Appeal Process, and/or WHO in the Inter-agency Standing Committee and UN Co-ordinator System. • <i>Technical seminars</i> on specific public health issues, for staff from HQ, regional and country offices. • <i>Opportunities for external training</i> are facilitated for WHO staff, based on their felt needs and individual job requirements. • <i>EHA Induction Stages</i> for new focal points and WHO representatives • <i>Technical briefings</i> on EHA for other WHO staff and interested individuals. • <i>Disasters seminars</i> will be held for EHA focal points in other departments at HQ <p>Materials: <i>WHO Hand book for Emergency Field Operations, Health library for disasters (CD_ROM)</i></p>
<p>Co-ordination</p>	<p>HEM: It is assured by WHO regional and country offices, the latter in co-ordination with Ministries of Health and the UN Country team</p> <p>LIDERES : Civil Defence, universities, NGOs, parliaments, donors and media</p> <p>HRM : Department of Disaster Medicine of the University of Linköping in Sweden, the School of the Built Environment of the University of Coventry in the UK, the College of Public Health of the University of the Philippines, the Australian Emergency Management Institute, the Centres for Disease Control in the USA, the Department of epidemiology of the University of Monastir in Tunisia</p>
<p>Target Groups</p>	<p>HEM</p> <p><u>For national-level training:</u></p> <p>WHO country representatives</p> <p>WHO emergency co-ordinators</p> <p>Medical students</p> <p>Medical school teachers</p> <p>Epidemiologists</p> <p>UN senior staff</p>

	<p>Hospital managers Senior surgeons and pharmaceutical management staff <u>For provincial and community level training:</u> District Health Officers District Health Management Team All medical personnel (doctors, nurses, midwives, sanitary engineers) Selection criteria: Knowledge (current position in Health management, emergency management, health/nutrition background, language knowledge), Skills and Attitudes LIDERES Managers with responsibilities in emergency and disaster management Selection criteria: Managers with at least 8 years experience in the planning and management of public health, engineering, architecture with experience in disaster planning <u>HRM</u> Senior managers from the health and related sectors (such as Civil Defence, the Red Cross movement, disaster co-ordination bodies, NGO and the emergency services, such as ambulance, police and fire departments) of developing countries, who have responsibilities in the area of emergency management. The course also accepts staff from international development agencies (governmental and non-governmental) which are interested to add Community Risk Management to their development assistance programmes. The course is of limited interest to those working only in disaster relief. <u>In House Competence Building</u></p> <ul style="list-style-type: none"> • WHO staff from country and regional offices and HQ • External candidates for WHO emergency roster
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United Nations High Commissioner for Refugees - UNHCR

Title	<ul style="list-style-type: none"> ➤ <i>Emergency Roster Team (WEM)</i> ➤ <i>Emergency Management Training Programme – Regional Workshop (EMTP)</i> ➤ <i>Distance Learning in Emergency Preparedness and Response (EP) (pilot project)</i> <p>Contact person <i>Ms. Anne Marie Campbell</i> <i>Senior Emergency Preparedness and Response Officer</i> UNHCR: <i>Senior Emergency Preparedness and Response Section (EPRS)</i> Mail address: <i>Rue de Montbrillant, 94, 1202 Geneva, Switzerland</i> Tel: <i>+41-22- 7398681</i> E-mail address: Campbell@unhcr.ch</p>
Objectives and Content	<p>WEM</p> <p>Immediate objective</p> <ul style="list-style-type: none"> • Roster Team building, in order <p>Development objective</p> <ul style="list-style-type: none"> • The main role is to establish or strengthen UNCHR’s capacity to provide protection and assistance in emergency/repatriation operations when available resources locally are unable to cope <p>Content:</p> <ul style="list-style-type: none"> • “Managing your role”: focus on substantial knowledge such as needs assessment, operation planning, protection and assistance as well as professional attitude • “Managing oneself” : helps the participants to prepare for the stress in emergency deployment, in maintaining own physical health and well-being, ensuring personal security and safety, personal survival and application of operationally related procedures • “Managing relations”: it prepares roster members to be prepared in the management of relations within the office and with external partners, including other UN organisations, NGOs, donors, the media, the military, the host country and the local population <p>EMTP</p>

	<p>Immediate objective</p> <ul style="list-style-type: none"> • Promotion of general management themes as foundation on which to base specific emergency management skills in areas such as logistic, physical planning, health and nutrition. The focus is always on understanding a particular refugee group in order to manage the emergency for both the best immediate and long-term outcomes. <p>Development objective</p> <ul style="list-style-type: none"> • To acquaint the participants with the purpose, goals and principles of emergency management <p>Content</p> <ul style="list-style-type: none"> • Emergency planning skills: early warning, needs assessment, contingency planning, operations planning, protection, community services • Sectoral planning skills in emergencies: health, sanitation, food and nutrition, physical planning, logistics, water • General management skills for emergencies: leadership, management of the team, management of self (stress and time management), media skills, co-ordination <p>EP Objective</p> <ul style="list-style-type: none"> • To assist UNHCR staff and others in developing their skills and knowledge base in several functional areas; it provides the opportunity to take part in a course for more people <p>Content</p> <p>It consists of five distance learning modules:</p> <ul style="list-style-type: none"> • EP1: Contingency planning • EP2 : Planning an emergency response • EP3 : Managing an emergency response • EP4 : Managing external relations • EP 6 : Providing emergency support and advice
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<p>Frequency and relevant calendar</p>	<p>WEM: three times a year, usually during the last two weeks of March, June and September. In March it took place in France, in June in Germany and next September it will be in Spain. EMTP: 4/7 regional workshops a year, where a crisis is forecasted EP: The pilot project takes place over a six-month period, the estimated time to complete each module is 16 hours</p>
<p>Accessibility to other organisations</p>	<p>WEM There are 25 participants from UNHCR, 15 members from external agencies. The participants are staff of all categories including senior management. UNHCR and standby partners are part of the roster of staff available for deployment as ERT members. EMTP UNHCR staff, NGOs staff, governments and other UN agencies EP UNHCR staff , UNHCR’s partners, UN agencies</p>
<p>Training/Learning tools (modules)</p>	<p>WEM The course focuses on practical and experience based learning, it includes a classroom simulation, one full day field simulation and two days of practical skills training in the field of communications, first aid and four wheel driving skills. Methods: WEM/ERT is a highly participatory and practical workshop. Within the limitation of a training course, an attempt is made to create the atmosphere of an actual deployment mission and the emphasis throughout is on the sharing of practical tools and tips, rather than on the imparting of theoretical knowledge. Evaluation: there are four type of evaluations</p> <ul style="list-style-type: none"> • Evaluation form for each participant at the end of the course • Group discussion • Evaluation made by resource people: meeting with emergency officers. • Evaluation at the EPRS level <p>Material: the course requires a good training facility for up to 40 persons (one large classroom, 4 rooms for group work, overhead projectors, video, flip charts, etc.). For the practical exercises a suitable terrain (military terrain) should be identified nearby. Other course materials:</p> <ul style="list-style-type: none"> • Manual • HCR handbook

	<ul style="list-style-type: none"> • Check list for emergency manager • Kims: CD-ROM <p>EMTP Format: 5 day workshop, and each workshop includes a day-long simulation of a refugee influx emergency Methodology : highly participatory, role play (refugees, donor government representatives, UNHCR staff, local community resident, medical/health care organisation representatives, local government and journalist), group and individual problem solving, field exercises, group discussion, video format exercises and various planning and design exercises Material: UNHCR handbook for emergencies, other document produced by UNHCR, a course notebook with a selection of short papers relating to various aspects of refugee emergency management.</p>
<p>Co-ordination</p>	<p>WEM: The course is organised in close collaboration with donor country EMTP: It was designed and run with assistance from the University of Wisconsin, Disaster Management Centre (UWDMC) EP: UNHCR in collaboration with Inter Works and the University of Wisconsin-Disaster Management Centre have developed it.</p>
<p>Target Groups</p>	<p>WEM A pool of 20-25 UNCHR staff members and 10-15 staff from external partners are on standby for emergency deployment. The staff is drawn from various duty stations in the field and different sections at headquarters. Criteria for selection:</p> <ul style="list-style-type: none"> • Languages Knowledge • Balanced distribution of profiles on key functional areas of UNHCR operations (programme, protection, logistics, etc.). • Balanced gender representation • Balanced distribution of geographical area • Balanced distribution of level: senior officers, programme officers, assistant programme officers <p>Field experience with refugees EMTP Mid-career managers of UNHCR (1/3) UN agencies and NGOs staff (1/3) Government officials (1/3)</p>

	<p>EP</p>
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125 participants: 1/5 will be external to UNHCR and will be chosen from UN agencies and UNHCR's partners, in order to ensure the widest possible profile (educational level, professional responsibilities, geographical location, emergency and regular operations work setting)

Intergovernmental Organisations

International Committee of the Red Cross - ICRC

Title	<p>➤ <i>Health Emergency in large Population - Health, Ethics, Law and Policies in armed conflicts: H.E.L.P. Courses</i></p> <p>Contact Person <i>U. Daniel Kock</i> <i>Health training Program Co-ordinator ICRC</i> <i>ICRC, Medical Unit</i> <i>Mail address: 19, Avenue de la Paix 1202 Geneva, Switzerland</i> <i>Tel: +41-22- 7346001</i> <i>E-mail: ukoch.gva@icrc.org</i></p>
Objectives and Content	<p>Objectives</p> <ul style="list-style-type: none"> • To provide health professional with the necessary public health tools which allow them to make the appropriate decisions when assisting the victims in emergency situations involving large populations • To provide the participants with an overview of the main legal instruments, particularly International Humanitarian Law, which provides legal protection of victims of armed conflicts <p>Contents H.E.L.P 1 (Health Emergency in Large Populations)</p> <ul style="list-style-type: none"> • Planning • Environmental Health • Food Security • Control of Communicable disease

	<ul style="list-style-type: none"> • Clinical services • Preventive services • Epidemiology • Health systems <p><u>H.E.L.P. 2</u> (Health, Ethics, Law and Policies in armed conflicts)</p> <ul style="list-style-type: none"> • Dilemmas in humanitarian interventions faced by health professional • International Humanitarian Law • Humanitarian rights and human security • Ethics and Health <p>Responsibilities of health professionals in armed conflicts</p>
Frequency and relevant calendar	<p>7-8 times a year, in different place</p> <p>2001 calendar: Geneva (Switzerland)-Montreal (Canada)- Amman (Jordan)- Baltimore (USA)- Hawaii (USA)- Göteborg (Sweden)- Cuernavaca (Mexico)- Pretoria (South Africa)</p>
Accessibility to other organisations	<p>HELP is open to all UN agencies, NGOs, students, governmental professionals.</p>
Training/Learning tools (modules)	<p>H.E.L.P. consists of two modules: H.E.L.P.1 (two weeks) and H.E.L.P. (one week).</p> <p>Methodology All topics will be presented through various teaching methods, including lectures, case studies, group discussion and theoretical simulations. The working languages are English, French and Spanish.</p> <p>Evaluation The participants' progress will be ensured by regular evaluation of the knowledge acquired during the course.</p> <p>The number of participants will be limited to 25</p>

<p>Co-ordination</p>	<p>This course is organised jointly by the International Committee of the red Cross, the World Health Organisation, and different international Universities (Geneva, McGill, Mexico City, and Pretoria).</p>
<p>Target Groups</p>	<p>The course is intended for health professionals: medical doctors, nurses, nutritionists, environmental health engineers, epidemiologists, public health officers. Candidates who are professional field workers not directly related to health, but having a sufficient understanding of health problems, will also be considered. Candidates from countries effected by war and natural disaster will be given special consideration. Sending the application form does not automatically guarantee selection. Applicants are selected on the basis of their professional qualifications, their practical experience and their future plans.</p>

International Federation of Red Cross and Red Crescent Societies - IFRC

Title	<ul style="list-style-type: none"> ➤ <i>Field Assessment and Co-ordination Team Workshop (FACT)</i> ➤ <i>Emergency Response Unit Team Leader workshop (ERU)</i> ➤ <i>Emergency Response Unit Training Workshops organised by the National Societies (e.g. Basic Health Care ERU Training)</i> ➤ <i>Several Disaster Management workshops at regional level</i> ➤ <i>Logistics in Emergency</i> <p>Contact person <i>Jean Ayoub</i> <i>Director Disaster Management and Co-ordination Division</i> <i>IFRC, Co-ordination Division</i> <i>Mail address: 17, Chemin des Crets, 1211 Geneva 19, Switzerland</i> <i>Tel: +41-22- 7304259</i> <i>E-mail: ayoub@ifrc.org</i></p>
Objectives and Content	<p>FACT</p> <p>Development objective To support the co-ordination mandate of the Federation and to ensure that, in so far as possible, the Movement responds to a disaster/emergency in a co-ordinated and systematic manner avoiding gaps and duplications in the relief effort.</p> <p>Immediate objectives</p> <ul style="list-style-type: none"> • To increase the FACT capacity by adding additional trained members to the Team • To continue to develop the core FACT co-ordination methodology in areas such as readiness, assessment, reporting, developing a Plan of Action, and starting a relief operation • To continue to build and reinforce a sense of loyalty to the FACT <p>Content</p> <ul style="list-style-type: none"> • Fact concept and operating policy context • Personal readiness and stress management • National preparedness, capacity and cultural awareness

- Alert, mobilisation, and deployment
- Co-ordination methodology, including assessment, reporting, logistics and media management, finance, security, plan of action, starting the relief operation
- Skill practice in telecommunications and information technology
- Federation standards, e.g. SPHERE
- Federation collaborating partners, e.g. UN, NGOs, donors
- Application exercise

ERU

Development Objective

To advocate in favour of disaster preparedness and response and to co-ordinate and support National Societies in developing ERU capacity nationally, regionally and internationally.

Immediate Objective

- To further integrate the ERU concept into the national and regional disaster preparedness and response
- To raise the awareness about the ERU mechanism in the disaster prone areas
- To build a core of Delegates and National Society staff who would be ready to work with and speak on behalf of ERUs
- To improve participants' knowledge of the ERU management and Standard Operating Procedures of the Federation Secretariat and its delegations
- To clarify the role of the ERU, its position and working relationship with a delegation and National Society (integration an hand over)
- To increase participants' skill in managing teams in emergency situations

Content

- The overall Disaster Management context (Disaster Management overview - Emergency Response policy- key components and tasks of existing ERU)
- ERU deployment (ERU logistics aspects-Logistics ERU- ERU security -Co-ordination)
- Managing an ERU Team (why is it so important? Types of Work model-role of the ERU team leader- ERU team balance)
- Working with a host National Society (Federation Capacity Building Framework)
- Regional Disaster Response initiatives
- ERU Standard Operating Procedures (administration, financial rules and regulations narrative report- line management)

- Managing an ERU Team
 - ERU Integration in the Delegation and Hand-over
- ERU - Basic Health Care** (as an example of a national ERU Workshop)
- Development objective**
- To improve and update the knowledge, skills and attitudes of each participant in disaster management (in general and in the specific technical field in particular) in order to enable him/her to play an efficient and effective role in the Basic Health Care Unit.
- Immediate objective**
- Knowledge: The participant is able to describe her or his role in the Basic Health Care ERU
 - Skills: The participant can use the equipment in an emergency situation
 - Attitude: The participant shows he/she is able to work in an ERU team in an emergency situation with the Operating National Society.
- Content**
- The general Disaster Response context
 - ERU concept
 - ERU Deployment process / ERU Standard Operating Procedures
 - WHO New Emergency Health Kit '98
 - Dangerous diseases
 - Site selection
 - Organising the set up
 - Non-medical equipment
 - District, primary and community health care concept
 - Water and Sanitation
 - MCH /Reproductive Health/ vaccination
 - Food and nutrition
 - Health information system reporting
 - Security
- Regional Disaster Management workshop**
- Objective**
- To increase disaster preparedness and response capacities of the staff of the National Societies and Delegations

Content

- Disaster management cycle
- Project management project and cycle
- Situations analysis
- Intervention logic
- Plan of action
- Disaster and needs assessment
- Site selection, camp construction and camp management
- Media relations and appeal process
- Security precautions
- Capacity building
- Activities monitoring, recording and situation reporting

Logistics in emergency**Objective**

- To enhance participants' understanding of the role of Logistics in emergencies in line with the new Federation disaster management and co-ordination strategy
- To update participants on some components of Logistics preparedness (procurement, standardisation, logistics ERU)
- To train participants on new systems (tracking, assessment)

Content

- Federation strategy in disaster management and co-ordination in line with the Strategy 2010
- Logistics strategy and plan of action
- Regional Logistics Units
- Logistics link with disaster preparedness
- Logistics mapping
- Procurement and Stock Availability
- Logistics ERU
- Standardisation in Logistics
- Logistics response
- Audit Advise

<p>Frequency and relevant calendar</p>	<p>FACT: two-weeks intensive residential workshop; so far, three workshops a year (two in Geneva, one at the regional level) ERU Team Leader: once a year (usually in September) ERU National (technical workshop): frequency depends on National Societies programme Regional Disaster Management workshop: the frequency is up to each Regional Delegation Logistics in emergency: organised on a yearly basis in Geneva</p>
<p>Accessibility to other organisations</p>	<p>FACT: UN agencies, ICRC , ERICSSON , NGOs ERU and ERU national: ICRC Regional workshop: ICRC Logistics in emergency: UN agencies, ICRC staff</p>
<p>Training/Learning tools (modules)</p>	<p>FACT Intensive workshop, with presentations by the Secretariat, ICRC and UN staff, with a plenary and working group discussion and an intensive 1.5 day applications exercise Methodology: interactive and highly participatory, with case study, group discussion, simulations Materials: (for a more comprehensive list: www.ifrc.org/publicat/catalog/index.asp)</p> <ul style="list-style-type: none"> • IFRC Hand book for Delegates, 1997 • SPHERE manual • IFRC Policies • Strategy 2010 • Code of conduct for the International Red Cross and Red Crescent Movement and Non-Governmental Organisation (NGOs) in disaster relief • Guide for planning operations for refugees, displaced persons and returnees: from emergency response to solutions <p>ERU Methodology: Intensive workshop, with presentations by Secretariat staff, with plenary and working group discussions and simulation exercises Materials: Federation and International materials (see above) Evaluation: feedback session at the end of the course</p> <p>Regional workshops Methodology: one or two week workshops, with an interactive and participatory approach, group work and</p>

	<p>group discussion; the presentations use overheads and flip charts. Materials: see above Evaluation: Every day participants evaluate the session on the quality of the presentation, materials, translation, etc., and there is as well an evaluation at the end of each workshop. Logistics in Emergency Methodology: Presentation, questions and answers, group work, plenary discussion Evaluation: Participants' feedback on the workshop: what went well? What is the way forward? Materials: workshop file, Plan of Action, Logistics</p>
Co-ordination	<p>FACT : Co-ordinated by the Secretariat and collaboration with UN agencies' training programme, such as UNDAC ERU: co-ordinated by the Secretariat Regional workshop: co-ordinated by the Secretariat Logistics in emergency: co-ordinate by the Secretariat</p>
Target Groups	<p>FACT Emergency managers with extensive field experience and management skills: they are nominated by their National Societies to be members of FACT Employees of the Secretariat expected to serve on and support FACT deployments. ERU and ERU national Participants from deploying National Societies Regional or Country Disaster Preparedness and Response Delegates or Officers Regional workshop Staff of the National Societies and Delegations, in middle management positions Logistics in Emergency Staff of National Societies and Delegates with Federation Logistics Experience</p>

Global IDP Project of the Norwegian Refugee Council - NRC

Title	<p>➤ <i>Training Programme of the Global IDP project</i></p> <p>Contact person: <i>Bjorn Pettersson</i> <i>NRC , Training Co-ordinator</i> <i>Mail address: Chemin Moise – Duboule, 59, Geneva, Switzerland</i> <i>Tel: +41-22- 7990700</i> <i>E-mail: bjorn.pettersson@nrc.ch</i></p>
Objectives and Content	<p>Development objective To improve the protection and assistance given to internally displaced people based on the UN Guiding Principles</p> <p>Immediate objectives</p> <ul style="list-style-type: none"> • To continue to promote and disseminate the Guiding Principles on Internal Displacement • To seek ways for local authorities, field organisations and personnel to implement the Guiding Principles at the field level • To promote dialogue among national and international NGOs, intergovernmental organisations, national authorities and the internally displaced themselves on protection and assistance needs • To encourage organisations working with the internally displaced to share among themselves their work experience and best practice. <p>Contents</p> <ul style="list-style-type: none"> • Presentation: Tracing the origins of the Guiding principles • Module one: Definition of Internally Displaced Persons (IDP) • Module two: Legal Origins and International Obligations • Module three: Prevention, Protection and Promotion • Module four: Return, Resettlement and Reintegration

	<ul style="list-style-type: none"> Module five: Self-help Initiatives and the Guiding Principles
Frequency and relevant calendar	Five workshops a year, organised in countries with IDP problems (so far, the Philippines, Thailand, Uganda, Angola, Colombia, Sierra Leone, Georgia)
Accessibility to other organisations	UN agencies, international and national NGOs, IDP's representatives, local authorities
Training/Learning tools (modules)	<p>It is a three day workshop that consists of five modules, and an added module according to the special needs of the country</p> <p>The participants are about 45-50.</p> <p>Methodology: inter-active workshop, working group, plenary group, discussions</p> <p>Evaluation: informal and verbal recommendations at the end of the workshop</p> <p>Materials: UN Guiding Principles, key Human Rights documents (Civil and Political Rights Pact, Convention Against Torture, Convention Against Racial Discrimination, Child Rights Convention, Convention Against the Discrimination of Women, Universal Declaration of Human Rights), National Law, International Humanitarian Law.</p>
Co-ordination	Co-ordination with the Sphere Project, the Reach Out Project and UNHCR training activities.

Target Groups	NRC field officers Local NGOs, local authorities UN agencies engaged in IDP's protection in the country IDP elected representatives
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THE SPHERE PROJECT

Title	<p>➤ <i>The Sphere Training Programme</i></p> <p>Contact Person <i>Nan Buzard</i> <i>Project Manager</i> Sphere Project Mail address: <i>17, Chemin des Crets, 1211 Geneva 19, Switzerland Geneva - Switzerland</i> Tel: <i>+41-22-7304501</i> E-mail: sphere@ifrc.org</p>
Objectives and Content	<p>Objective To help humanitarian practitioners use the Sphere handbook in their daily work.</p> <p>Development objective The Sphere Project aims to improve the quality of humanitarian work by promoting principles, minimum standards and indicators through the production of a handbook.</p> <p>Content Workshop content varies, depending on the issues, where it is being held, but is usually based on some material from the training modules which are being produced by the Project. The goal of each workshop is to explore the use of the Sphere handbook in practical field work, and to consider the implications of the institutionalisation of Sphere.</p> <ul style="list-style-type: none"> • Introduction to Sphere (M1) • Humanitarian Charter (M2) • The Project Cycle (M3) • Sphere and Disaster Preparedness (M4)

<p>Frequency and relevant calendar</p>	<p>The frequency of the workshop is not fixed, it depends on available funds. Information is posted on the website www.sphereproject.org</p> <p>Sphere Project workshops are free and take place where there is a concentration of humanitarian actors. Each workshop is hosted by an NGO which invites the participants and provides the logistical and administrative support. These workshops are usually local, sometimes regional.</p> <p>They are from one to three days long.</p>
<p>Accessibility to other organisations</p>	<p>The workshops are designed for senior operational managers from NGOs, donor governments, UN agencies and government offices. This is due to the limited resources of the Sphere project and the leveraging potential of operational managers with their respective staff and programs.</p>
<p>Training/Learning tools (modules)</p>	<p>Methodology: interactive, experience-based methodology with facilitated presentation using case studies, plenary discussions and group work to optimise learning.</p> <p>Usually, teams of two people facilitate workshops. Facilitators have all studied the use of the Sphere training materials, and are drawn from a diverse and multi-lingual group of highly experienced humanitarian practitioners or training professionals.</p> <p>Modules: the Sphere training programme is divided into 4 different modules, each related to a different aspect of Sphere standards and indicators and their use.</p> <p>Evaluation: : In August 2000 the Sphere Project conducted an evaluation of the workshop programme carried out in the period between November 1999 and July 2000. A detailed questionnaire was e-mailed to participants of the last fifteen workshops. The response was very favourable and the results are posted on the website.</p>
<p>Co-ordination</p>	<p>The Project Management Committee, responsible for Project oversight, is comprised of:</p> <p>a) one representative from each agency of the Steering Committee for Humanitarian Response (SCHR) : CARE International; Caritas Internationals; ICRC International Committee of the Red Cross; International Federation of the Red Cross and Red Crescent Societies; Save the Children Alliance; The Lutheran World Federation; OXFAM GB; SCHR; World Council of Churches.</p> <p>b) two representatives from InterAction:</p> <p>c) one representative from VOICE and ICVA</p> <p>The Sphere Management Committee, which has responsibility for this project, began their work together on an entirely voluntary and informal basis because there was common consent that the Committee had the potential to provide added-value to the humanitarian system in ways that individual agencies or existing networks could not achieve on their own.</p>

Target Groups	<p>The target group is different in every module:</p> <p>M1: This module is for anyone who doesn't know what Sphere is about and wants to explore where and how it can be used.</p> <p>M2: This module is for the non-expert in humanitarian law and principles that would benefit from that exposure</p> <p>M3: This module is for people with some field experience who are designing, implementing and evaluating humanitarian projects, and who would benefit from seeing the "bigger picture".</p> <p>M4: This module is for members of national governments, donors, civil society representatives and NGOs involved in the implementation of planning, disaster mitigation and preparedness.</p>
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