



# « HUMANITARIAN PROGRAMME MANAGER » (HPM) – TRAINING PROGRAMME

## FRAMEWORK OF HUMANITARIAN AID

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- + Dates September 17-21 2012 \_ LYON \_ 750€
- + Application submission deadline August 17th 2012

All updates of our training offer (new dates and subjects, number of places available...) can be found on our website : [www.bioforce.asso.fr](http://www.bioforce.asso.fr), tab "Formations en Solidarité", then "Formations courtes in English"

### + Essentials

You wish to discover a key competency and put into practise the relevant tools and techniques.

The training sessions in this catalogue focus on the key competencies of international aid work: knowledge of the international aid sector and pre-departure preparation, human resources, training of trainers, finance and donors, project management, safety and security, technical logistics and supply chain. This new system is added to help you choose the most appropriate session according to your objective.

## TRAINING OBJECTIVE

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To provide participants with thorough knowledge of the humanitarian sector and issues at stake: stakeholders, systems, coordination mechanisms, legal and ethical framework, Quality and Accountability initiatives and applications relating to programme management.

- + Identify the different categories of actors, mandates within the sector and how they work together
- + Analyse essential challenges facing the humanitarian community
- + Identify the mainstream approaches/initiatives relative to the issue of quality and accountability within the sector
- + Describe, in detail, the concept of accountability and its application in the humanitarian sector
- + Identify and analyse the main interagency quality initiatives
- + Identify ways and challenges of applying quality standards in programme management
- + Identify and analyse the main interagency accountability initiatives
- + Identify ways and challenges of applying the contents of the quality initiatives in programme management
- + Describe the main rules and principles of legal frameworks of humanitarian action
- + Explain how protection is understood in humanitarian action

## KEYWORDS

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FACTORS | STAKEHOLDERS | COORDINATION | QUALITY | STANDARDS | ACCOUNTABILITY | HUMANITARIAN PRINCIPLES | LEGAL FRAMEWORKS | IMPACT | PERFORMANCE | INDICATORS | MANAGEMENT

## AUDIENCE

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In-service and aspiring aid workers from international and national aid organisations.

## NUMBER OF PARTICIPANTS

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Groups may vary according to the type of session and training (case studies, group work, etc). If there is an insufficient number of a registration, Bioforce reserves the right to cancel the training session (in which case, the persons registered will be fully reimbursed).

## TRAINING METHODOLOGY

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- + Guided discussions.
- + Case study review
- + Class discussions
- + Lectures
- + Group work

## **DURING THE TRAINING SESSION**

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If the training takes place in Lyon, you may access our documentation centre and have access to the following resources: books, magazines, television broadcasts, language learning software, mission reports of previous Bioforce students, as well as a room with free Internet access.

## **AFTER THE TRAINING**

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You will receive a CDROM including the training contents used during the session and the email contacts of participants and trainers, as well as a Certificate of Attendance (issued on the condition of being present throughout the training).

## TENTATIVE PROGRAMME SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SCHEDULE	8h30-9h00: Reception of Participants				
	9h00-12h30 & 13h30-17h00: <b>Introduction to the Humanitarian Sector (actors &amp; systems) Introduction to Q &amp; A and Main Initiatives</b>	9h00-12h30 & 13h30-17h00: <b>Quality Initiatives and applications in programme management</b>	9h00-12h30 : <b>Accountability and its applications in programme management</b>	9h00-12h30: <b>International Humanitarian Law, Ethics &amp; Principles</b>	9h00-12h30 & 13h30-16h30: <b>Challenges in the humanitarian sector</b>
	<i>12h30-13h30 : LUNCH BREAK</i>	<i>12h30-13h30 : LUNCH BREAK</i>	<i>12h30-13h30 : LUNCH BREAK</i>	<i>12h30-13h30 : LUNCH BREAK</i>	<i>12h30-13h30 : LUNCH BREAK</i>
	17h00-17h30: Presentation of Bioforce		13h30-17h00: <b>Accountability and its applications in programme management</b>	13h30-17h00: <b>International Humanitarian Law, Ethics &amp; Principles</b>	16h30-17h00: <b>Final evaluation &amp; Lessons learned</b>
<b>TRAINER</b>	Rory Downham	Rory Downham		Anne Desmarest	
The training ends on Friday at 17h00. Please be sure to schedule your transportation arrangements accordingly.					

## TO REGISTER TO THIS SHORT TRAINING

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REMEMBER: The Application Submission Deadline is set 1 month prior to the start of the training.

### APPLICATION SUBMISSION

- + Download the application form from our website [www.bioforce.asso.fr](http://www.bioforce.asso.fr), under the tab “Formations en Solidarité,” then “Formations Courtes in English”.
  - + Fill-out the electronic version of the 2012 application form.
  - + Send your completed Application form along with your CV to: [session@institutbioforce.fr](mailto:session@institutbioforce.fr)
- Thank you for filling an application for each session asked.

### SELECTION PROCESS

Submitted applications will be examined by Bioforce staff based on completed application package, pre-requisites, expectations for the training, etc.

We will inform you that we have received all of the above.

You will receive a validation mail for your pre-registration 10 days after your application.

- + In order to secure your place in the training, you will have to send your payment or financial support certificate 1 month before the training. You will receive a reminder at this moment.

### REGISTRATION

- + Upon receipt of payment, we will confirm your registration by email.

A few weeks prior to the start of the training we will email you a Letter of Convocation with all necessary information, including the training schedule and other practical details.