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# HUMAN DEVELOPMENT FORUM FOUNDATION

**Stay Safe**

## **Safety and Security Training 2011-1**

**28. February – 04 March 2011**

**Bangkok**

**by Human Development Forum Foundation**

*“knowledge improves life”*

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## 1. Summary

Title:	Stay Safe- Safety and Security Training 2011-1
Location of training	Bangkok, Kingdom of Thailand; Hotel: Pullman Hotel Bangkok
Duration per workshop	5 days
Price per participant	17,700 THB (for participants from outside Thailand 590,-- US\$) Price includes workshop materials, coffee breaks and lunch for each day
Objectives of the action	State of the art preparation for working in medium & high risk environments <ul style="list-style-type: none"> <li>• to reduce the number of deaths, injuries and impact from violence &amp; disasters</li> <li>• by improving security awareness &amp; risk avoidance behavior&amp; security management skills</li> </ul>
Target group(s)	<ul style="list-style-type: none"> <li>• Security Focal points of UN organizations</li> <li>• Security Focal points of (inter)national non-governmental organizations</li> <li>• Executives of (inter)national non-governmental organizations</li> </ul>
Main activities	<ul style="list-style-type: none"> <li>• workshop with five modules: <ul style="list-style-type: none"> <li>➤ Security Management</li> <li>➤ Situation Assessment</li> <li>➤ Security Planning</li> <li>➤ Incident Management</li> <li>➤ Practical Inputs</li> </ul> </li> </ul>
Language	Workshop language is English
Time frame	28.Feb 2011 – 04.Mar 2011
Application dead line	As soon as possible latest by <b>20 January 2011</b> (!)
Contacts	Dr. Wilfried A. Herrmann Email: <a href="mailto:herrmann@hdff.or.th">herrmann@hdff.or.th</a> Mr. Thomas Collein Email: <a href="mailto:collein@hdff.or.th">collein@hdff.or.th</a>

## **1. Stay Safe- Security Training**

Human Development Forum Foundation (HDFF) is a registered Thai foundation (non-for-profit) based in Bangkok specialized in training and leadership capacity building as well as safety and security for international non-governmental organizations as well as member of UN Global Compact. We believe that sharing security knowledge and improving security and safety skills of the executives and security focal points/employees of (inter)national non-governmental organizations will strengthen the work of humanitarian personnel in unsafe areas, thus contributing to the overall aim of reducing human suffering and developing skills of people in need.

In a world where the need for help is increasing on a daily basis, the respect for implementing personnel of UN organizations, aid agencies and other (inter)national non-governmental organizations is rapidly decreasing. HDFF sees that these staff members run an ever-greater risk of becoming victims of violence and conflict. Consequently, this will jeopardize the continuity of aid operations and prolongs the humanitarian suffering. Against this backdrop HDFF developed – in the context of the UN initiated program “saving lives together” - the Stay Safe- Safety and Security Training.

HDFF's \_Stay Safe- Safety and Security Training addresses the management and security related personnel levels of UN organizations and (inter)national non-governmental organizations. All actions are designed for the security needs of this target group and are conducted by experienced cultural sensitive facilitators in an utmost participatory way.

- This training is designed for the daily security needs of executives and security focal points/ employees of UN organizations and (inter)national non-governmental organization in Southeast Asia
- Focus on all aspects of development work in risk areas, management and implementations of security plans, protocols and strategies
- Focus on main security risks and how to prevent and/or to mitigate these risks
- Improving security awareness and risk avoidance behavior as well as practical security management skills to handle personal and organizational security
- Sharing best practice security management tools as well as already implemented and successful security concepts
- Considering cultural/socio-political sensitive approaches regarding safety and security in Southeast Asia

## **2. Content of HDFS's Stay Safe- Safety and Security Training:**

### **I. Security Management**

- a. Roles and Responsibilities
- b. Security Management Process

### **II. Situation Assessment**

- a. Context Analysis
- b. Determining Risks / Risk Assessment

### **III. Security Planning**

- a. Risk Reduction Strategy/ Evacuation Planning
- b. Contingency Planning
- c. Standard Operation Procedures (SOP)
- d. Security Briefings and Debriefings

### **IV. Incident Management**

- a. Incident Reporting
- b. Incident Analyses
- c. Incident Management/ Incident Command System

### **V. Practical Exercises**

(Tailor made to participants' needs & requests, focus on IED, land mines, check points; HDFS teamed up with Thailand Mine Action Center, Royal Thai Armed Forces and other agencies to develop this program part)

### **Registration Information:**

Registration form: please complete attached registration form and send it back via email ([herrmann@hdfs.or.th](mailto:herrmann@hdfs.or.th) or [collein@hdfs.or.th](mailto:collein@hdfs.or.th)) or fax (02 617 7020)

By 20 January 2011.

Registration fee: 17,700 THB per person / 590 US\$

*(NOTE: Fee includes lunch, refreshments & short documentation)*

**Payment:**

Payment to be made at registration or via money transfer to:

A/C Name: Human Development Forum Foundation

Bank: Bangkok Bank

Branch: Silom Head office, Bangkok, Thailand

Account Number: 1018300341

**Substitution/ Cancellation:**

Substitution is allowed for a registered participant/delegate. Please note that all transfer payments must be made prior to the event proper. For cancellations, a refund minus 10% service charge will be sent to the said delegates if cancellation is received in WRITING by 10th February 2011. No refund will be made for cancellation received after 10th February 2011.

**Point of contact**

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**3. Why HDFP's Stay Safe Safety and Security Training?**

**Practical Approach**

HDFP's Stay Safe safety and security training conveys the most important and up-to date theoretical knowledge needed to make good decisions in unsecure environments in order to be prepared for security incidents. While this is a good foundation, nothing prepares better than firsthand experience gained through practical exercises. These exercises also massively contribute to a better and long lasting learning experience. Cooperation partners include Thai Mine Action Center, Royal Thai Armed Forces et.al.

## **Rapid Response**

As security incidents/ disasters emerge very rapidly, UN organizations and (inter)national non-governmental organizations must be able to take immediate action. HDFS supports these organizations by organizing safety and security training courses as well as individual consultancies on a very short notice. For 2011 HDFS plans two safety and security trainings – first round 28 Feb – 04 March 2011, second round planned in August 2011.

## **Professional standards**

HDFS developed standards to ensure that our quality remains high. Our activities are not a tick-in-the-box exercise, we believe in making a difference for humanitarian aid workers in the field and the management and security personnel of UN organizations and (inter)national non-governmental organizations alike.

## **Integrity**

Honesty and trustworthiness characterize the relationship between HDFS and its clients. We aim to build a stable relationship with you by being a reliable partner, both now and in the future.

## **Non-profit**

Because HDFS is a non-for-profit organization, the costs remain affordable. We aim for a safe working environment for humanitarian workers, and not for profit. You therefore receive the best services for a reasonable price.

## **Transparency**

HDFS choose to deal clearly and plainly with the client. From experience we know that this direct approach is appreciated by our customers. The service offered to you is clearly stated. HDFS is member of UN Global Compact thus guaranteeing transparency.

## **Previous projects supported by**



## **Pledge to support:**

