



HUMAN DEVELOPMENT FORUM FOUNDATION

Stay Safe

Safety and Security Training 2012-1

20.-24. February 2012

Bangkok

by Human Development Forum Foundation

“knowledge improves life”

BP Place # 72 , 5 Paholyothin Road, Soi 18 Bangkok
10900, Thailand
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1. Summary

Title:	Stay Safe- Safety and Security Training 2012 -1
Location of training	Bangkok, Kingdom of Thailand; Hotel: Queen's Park Hotel Bangkok
Duration per workshop	5 days
Price per participant	18,750 THB (for participants from outside Thailand 625,-- US\$) <i>EARLY BIRD DISCOUNT: 18,000 THB / 600 US\$ until 20 Nov 2011</i> Price includes workshop materials, coffee breaks and lunch for each day
Objectives of the action	<ul style="list-style-type: none"> • To be able to assess risks for staff, programs and locations • To increase risk management capabilities • To be able to understand security tasks and apply skills to focal points / managers scope of work including <ul style="list-style-type: none"> + risk avoidance + hostage incidents + communication in crisis • To apply practical skills for First Aid and Fire fighting
Target group(s)	<ul style="list-style-type: none"> • Security Focal points of (inter)national non-governmental organizations as well as UN organizations • Executives/managers of (inter)national non-governmental organizations as well as UN organizations
Main activities	<ul style="list-style-type: none"> • workshop with 5 modules about "Ample Risk Management": <ul style="list-style-type: none"> ➤ Security Management ➤ Situation Assessment ➤ Security Planning ➤ Incident Management incl. Hostage incidents ➤ Practical Inputs (Thailand Mine Action Center, Bangkok Metropolitan Fire Brigade 3, First Aid)
Language	Workshop language is English
Time frame	20 – 24 February 2012
Application dead line	Early Bird Discount: 30 December 2011 / Deadline: 10 January 2012
Contacts	<p>Dr. Wilfried A. Herrmann Email: herrmann@hdff.org</p> <p>Ms. Elana Zygmán Email: zygman@hdff.org</p>

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. 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 aiding development for those in need.

In a world where the role of global (I)NGOs is increasing, the chance of life threatening situations for implementing personnel of UN organizations, aid agencies and other (inter)national non-governmental organizations is on the rise. HDFF understands that these staff members run an ever-greater risk of becoming victims of violence and conflict. Humanitarian work is endangered from various factors including petty crime, politically motivated violence, and war zones. Additional threats can include terrorism, working in restricted environments and natural / man-made disasters including traffic accidents etc. Consequently, being unprepared to act in these environments can jeopardize the continuity of aid operations, prolongs the efficiency and effectiveness of helping those in need and endanger humanitarian workers well being.

Consequently YOU need an “All Hazard Approach” to develop an **“Ample Risk Management” (ARM)** for your organization. Against this backdrop, HDFF has developed -- in the context of the UN initiated program “saving lives together” -- Stay Safe: Safety and Security Training which has been successfully conducted several times with **participants ranging from Iraq to Indonesia**. ([2011-2 Stay Safe Training overview](#)).

HDFF’s **Stay Safe- Safety and Security Training** addresses the management and security related personnel needs of UN organizations and (inter)national non-governmental organizations in South East Asia and beyond. The trainings are conducted by experienced culturally sensitive facilitators in an utmost participatory way.

- 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 and beyond

2. Content of HDFS's Stay Safe- Safety and Security Training completing the Ample Risk Management (ARM) :

I. Security Management

- a. Leadership in crisis incl. roles and responsibilities of key personnel
- b. Security Management Process mainly based on IFRC manuals

II. Situation Assessment

- a. Context Analysis for staff, program and locations
- b. Determining Risks / Risk Assessment

III. Security Planning

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

IV. Incident Management

- a. Incident Reporting
- b. Incident Analyses
- c. Incident Management/ Hostage incident management

V. Practical Exercises

Tailor made to participants' needs & requests, focus on **IED, mine awareness, urgent need of fire fighting and First Aid**; HDFS has teamed up with Thailand Mine Action Center, Royal Thai Armed Forces and Bangkok Metropolitan Fire Brigade 3 as well as experienced trainers from UNDP, NPA, APOPO, et.al. as implementers during the practical programs

Registration Information:

Registration form: please complete attached registration form and send it back via email (herrmann@hdff.org or zygman@hdff.org) or fax (02 617 7020)

Registration Deadlines: **Early Bird 20 November 2011** / Deadline 10 January 2012

Registration fee: **Early Bird 18,000 THB per person / 600 US\$** / after 20 Nov 2011: 18.750 THB/ 625 US\$

(NOTE: Fee includes lunch, refreshments & course material and documentation)

Payment:

Payment to be made via money transfer to:

A/C Name: Human Development Forum Foundation

Bank: Bangkok Bank

Branch: Silom Head office, Bangkok, Thailand

Account Number: 1018300341

Swift Code: BKKBTHBK

Substitution/ Cancellation:

Substitution is allowed for a registered participant/delegate. Please note that all transfer payments must be made prior to the event proper. No refund will be made for cancellation received after 10th February 2012.

Point of contact

Dr. Wilfried A. Herrmann

herrmann@hdff.org

Ms. Elana Zygman:

zygman@hdff.org

HDFD Office:

Tel/Fax. 02 617 7020

3. Why HDFS's Stay Safe - Safety and Security Training?

Practical Approach

HDFS's Ample Risk Management approach and the resulting "Stay Safe - Safety and Security Training" conveys the most important and up-to date theoretical and practical knowledge needed to make good decisions in insecure environments in order to be prepared for security incidents. While this is a good foundation, the theoretical training is supported by firsthand experiences gained through practical exercises. These exercises also encourage better and long lasting learning. Cooperation partners include Thai Mine Action Center, Royal Thai Armed Forces, and Bangkok Metropolitan Fire Brigade 3 and specialized trainer for hostage incident management (e.g. UNDP, NPA, APOPO et.al). Participants of the "Stay Safe Training 2011" (2 courses) were highly satisfied with content and presentation as well as their learning experiences.

Rapid Response

As security incidents/ disasters emerge 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 2012 HDFS plans two rounds of the safety and security training

- 2012_1 from 20-24 February 2012
- 2012_2 end of July 2012
- (if demand is sufficient) November 2012

Professional standards

HDFS has developed standards to ensure that our quality remains high. 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. A solid basis on the IFRC and other actual manuals as well as numerous inputs from practical experiences guarantee a hands on training utmost beneficiary for the participants.

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. A supporting Stay Safe Network is established and provides all participants with further information and a platform for exchange of experiences.

Non-for-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 chooses to deal clearly and directly with each client. From experience we know that this direct approach is appreciated by our trainees. HDFS is member of UN Global Compact thus guaranteeing transparency.

Previous projects supported by



Pledge to support:



Application Form HFFF Stay Safe Training

2012-1

Course name : Stay Safe HFFF Safety and Security Training 2012-1		
Title: Mr/ Mrs/ Ms/ Miss/ Dr	First name:	Family Name:
Organization:		
Mailing address:		
Postcode:		
Tel (h):	Tel (w):	Email:
Your present position:		
Please indicate if you have any dietary requirements: <i>Vegetarian [] Other [] (please specify)</i>		
To be added to the participant email list for this course please tick here: <input type="checkbox"/>		
Specialisation:	Years of experience:	
Please identify three aims for participating on this course:		
1)		
2)		
3)		
Course Fee: 18,750 THB (625,-- US\$) <u>Early Bird registration by 30 Dec 2011</u> <u>18,000 Baht / \$600 USD</u>		
(payment via bank transfer to Human Development Forum Foundation, Saving Account no. 101-8-30034-1, Swift Code BKKBTHBK, at Bangkok Bank, Head Office, 333 Silom Road, Bangkok 10500)		