UNHCR
The UN Refugee Agency

CALL FOR APPLICATIONS - Deadline 14 August 2018

Safety in the Field and Training of Trainers
Workshop for Japanese NGOs
Tokyo, Japan
10-14 September 2018

The UNHCR Regional Centre for Emergency Preparedness | eCentre is pleased to call for applications to the **Safety in the Field (SIF) & Training of Trainers (ToT) Workshop for Japanese NGOs**, organized from 10 to 14 September 2018, Tokyo, Japan. This workshop complements ongoing humanitarian initiatives and efforts of Japanese aid workers to have a better understanding and awareness on personal security in the field, and for NGOs to strengthen their internal security systems which would allow for a robust response and operation continuity in a complex security environment. The workshop is co-organized with **Japan NGO Initiative for Safety and Security (JaNISS)**.

What is this workshop about?

Humanitarian and development workers are increasingly called upon to work in complex security environments. Awareness of the threats — and how to respond appropriately to security incidents — can be a matter of life or death. This workshop addresses basic elements of personal security for staff in the field, but it also highlights security risk management tools and strategies for maintaining operations in complex security environments as well as interlinkages between security and protection.

The event will achieve these objectives through participatory classroom sessions, exercises designed to enhance, build and practice skills, and the use of case studies from participant operations. This year's SIF program will also include a training of trainers component.

Who is this workshop for?

This initiative is designed for professionals engaged in humanitarian or development activities, particularly those working (or planning to work) in high-risk or complex security environments. Participants learn how to improve their own and others' safety through discussion of real cases, exercises and demonstrations, and above all practical application of lessons in simulations.

Participants will include a dynamic mix of staff from NGO, civil society members, government actors and possibly others. In the interest of maximising participants' learning experience, we would like to diversify the profiles of the participants. For this particular event, we intend on having Japanese NGO participants; (A) whose duty stations are from the "metropolis" area; (B) whose duty stations are in "other domestic locations"; and (C) whose duty station is in "overseas" location. For more details on qualifications, please refer to "participation qualification" section below.

For details on logistical arrangements and entitlements, please refer to "logistical arrangements and entitlements" section below.

Some of the topics this workshop will touch upon

- The current security environment for aid workers
- Emergency preparedness and centrality of protection
- Identifying and assessing security threats
- Assessing and mitigating risk, with a view to staying and delivering - operation continuity
- Office and residential security
- Threats associated with travel, crowds and mobs
- Weapons awareness: firearms, mines, UXOs and IEDs
- Hostage survival
- Reducing hostility and tension in others
- Special security concern for women
- Stress management and team work
- Adult learning methodologies

Participation qualification
- This event will be conducted in the English language; thus applicants must be highly proficient in written and spoken English language.
- Applicant for the **Security in the Field (SIF)** must be able to participate in all three days (10-12 September) of the workshop.
- Applicants for the **Training of Trainers (ToT)** must be able to participate in all five days (10-14 September) of the workshop or have attended the SIF in December 2017. Priority will be given to those who attended the previous SRM ToT workshop (13-17 August 2017).
- Applicants must have minimum of one year of working experience in the related field.
- **Other qualifications:**
  - (A) To qualify as an applicant from **"Metropolis"** areas:
    - o Your duty station must be located within 2hrs from "Hiroo metro station (地下鉄広尾駅)", by local train (在来線)
  - (B) To qualify as an applicant from **"Other Domestic"** areas:
    - o Your duty station must be located further than 2hrs from "Hiroo metro station (地下鉄広尾駅)", by local train (在来線)
  - (C) To qualify as an applicant from **"Overseas"** areas:
    - o Your duty station should be in overseas location

Logistical arrangements and entitlements covered by organizers
To learn which categories; (A) Metropolis; (B) Other Domestic; and (C) Overseas, you qualify as, please refer to "participation qualification" section above.

	Metropolis	Other Domestic	Overseas
Training/ Materials Costs	Provided	Provided	Provided
Refreshments & Lunches (12-14 Dec)	Provided	Provided	Provided
Long-haul Trains/ Buses & Airplanes	N/A	Provided	Provided
Accommodation in Tokyo	N/A	Provided	Provided
Local Trains / Buses in Tokyo	N/A	N/A	N/A
Daily Allowance	N/A	N/A	N/A
Breakfasts and Dinners	N/A	N/A	N/A

What you will gain from attending the workshop?
- A better understanding of contemporary risk management practices and how to apply these in your duty station and ensure continuity of the operation
- Knowledge of tools to better assess security risk, take steps to mitigate it, and respond to security incidents when they do occur
- Greater confidence in your ability to manage risk and respond to security issues in diverse situations
- Tools and methods for teaching the Security in the Field (SIF) to others

How to apply and other details
If you are interested in attending this workshop, please fill out an online application form via the following link: https://goo.gl/B7ySTu

Application deadline is Tuesday, 14 August 2018.

If you have any question please contact us with a copy (cc.) to all three focal persons/points:

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