



Capacity Building Workshop for Partner Implementing CSOs – IFRC HR, Financial Management and Logistics/Procurement Rules and Regulations

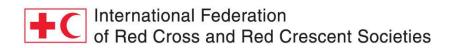
Office of IFRC Country Cluster Support Team Ocean Tower I, 5th floor 170/11-12 Sukhumvit soi 16, Bangkok

6-7 October 2016

Agenda

Day 1: 6 October 2016

13:00 – 13:15	Opening Session (welcome, introductions, objectives, agenda, structure of workshop)
13:15 – 14:45	HR: Recruitment and Employment process, Ms Thitima Viyaratanaku, IFRC HR Manager
14:45 – 15:00	Coffee Break
15:00 – 16:30	IFRC Policies & Guidelines , Ms Thitima Viyaratanaku, IFRC HR Manager
16:30 - 17:00	Project visibility (use of logotypes and production of printed/visibility materials), Ms Elena Nyanenkova, IFRC Snr Migration Officer





Day 2: 7 October 2016

09:00 – 09:15	Welcome back, recap of day 1
09:15 -10:15	Financial Management , Mr Pakdee Teerasakdapong, IFRC Finance Manager
10:15 – 10:30	Coffee Break
10:30 – 12:00	Cont. – Financial Management, Mr Pakdee Teerasakdapong, IFRC Finance Manager
12:00 – 13:00	Lunch (provided by the organisers)
13:00 – 14:45	Logistics and Procurement Procedure, Ms Nutthawee Rutthaputkulkitti, IFRC Snr Administration Officer
14:45 – 15:00	Coffee Break
15:00 – 16:00	Continuous – Procurement Procedure, Ms Nutthawee Rutthaputkulkitti, IFRC Snr Administration Officer
16:00 – 16:15	Evaluation of the training
16:15 - 16:30	Closing