



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

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| 13:00 – 13:15 | Opening Session (welcome, introductions, objectives, agenda, structure of workshop) |
| 13:15 – 14:45 | HR: Recruitment and Employment process, Ms Thitima Viyaratanku, IFRC HR Manager |
| 14:45 – 15:00 | <i>Coffee Break</i> |
| 15:00 – 16:30 | IFRC Policies & Guidelines , Ms Thitima Viyaratanku, 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

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| 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 | <i>Coffee Break</i> |
| 10:30 – 12:00 | Cont. – Financial Management, Mr Pakdee Teerasakdapong, IFRC Finance Manager |
| 12:00 – 13:00 | <i>Lunch (provided by the organisers)</i> |
| 13:00 – 14:45 | Logistics and Procurement Procedure, Ms Nutthawee Rutthaputkulkitti, IFRC Snr Administration Officer |
| 14:45 – 15:00 | <i>Coffee Break</i> |
| 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 |