**AHA CENTRE EXECUTIVE PROGRAMME**

**2018 - FIFTH BATCH**

***“Developing the Future Leaders of ASEAN in Disaster Management”***

**COURSE PLAN TEMPLATE**

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| **1. ACE Program Unit (Course) Information** | |
| **ACE Program Course Code :** 1.4.2, 2.1.1 and 2.1.2 | **Course Title:** Red Cross Red Crescent (RCRC) Induction Course |
| **Module Code:** 1.4 and 2.1 |
| **Date: 20-24 August 2018** | **Duration (# of days/hours):** 4 days / xxx hours |
| *This course is supported by IFRC, ICRC and PMI as part of the Regional Resilience Initiative (RRI) funded by Global Affairs Canada through the Canadian Red Cross* | |

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| **2. Linked to ACE Programme Framework** |
| **ACE Professional Quality #: 1** – is sought as an expert in humanitarian assistance, nationally and in the ASEAN region  **ACE Professional Quality #:** 2 –Committed to support and operationalize ASEAN’s disaster management mechanism through the involvement of various relevant stakeholders |
| **CORE Competency #:** 1- Applying in-depth knowledge and skills of the Principles and Standards in Humanitarian Assistance (apply)  **CORE Competency #:** 2- Building Collaboration in Humanitarian Assistance Operations to achieve the envisioned speed, scale and solidarity, nationally and in the ASEAN Region *(create)* |

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| **3. Course Description** |
| This week-long session integrates three courses from the ACE programme framework, namely:   * 1.4.2. Understanding resilience, protection, gender and inclusion. This course will present the IFRC overall approach of resilience programming, examples on how this is practiced in the field (including through community-based interactions) as well as the importance of cross-cutting issues such as protection, gender and inclusion, before, during and after crises. * 2.1.1. Red Cross Red Crescent Collaboration and Operations in ASEAN. This course will first provide participants with on overview of the RCRC Movement, its components, principles and emblems, before focusing on the RCRC response system, from local to global levels. * 2.1.2. Disaster Law and Advocacy. This course will focus on a specific programme of the RCRC which is to partner with governments and other key stakeholders such as ASEAN to advocate for stronger risk governance policies and strategies.   The session is planned in a spirit of mutual learning where IFRC, ICRC and the Indonesian Red Cross (PMI) will share their knowledge and experience as a key actor of the disaster management system, both at county level and is part of the regional mechanisms.  The course includes several learning methodologies: presentations, exercises, role play, case studies as well as interaction with community members, with a specific focus on Protection, Gender and Inclusion.  The initial plan agreed in June 2018 in discussion with PMI was to organize the course in Bogor (hotel / resort to be identified) in order to limit the travel time to (1) a community site where PMI has ongoing CBDRR programming and (2) the simulation exercise (most probably arranged in the hotel). However, on 8 August 2018, given the emergency situation in Lombok, it was jointly decided by the partners to have the full course in the AHA Centre office, with a one-day field trip to PMI ongoing programming (exact location TBC at the soonest). This change of plan has no impact on the overall course objectives, except for the cancellation of the simulation exercise. |

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| **4. Learning Objective** |
| At the end of the course, the participants will be able to:   * CU # 1.4.2.: demonstrate ability to apply resilience, protection, gender and inclusion factors in planning an emergency response; * CU # 2.1.1.: increase their understanding about the Red Cross and Red Crescent Movement operations and collaboration in ASEAN region; and * CU # 2.1.2.: explain disaster related legislation, policies and procedures implemented in their respective countries that facilitate disaster preparedness and response   In broader terms, IFRC sees this course contributing to the following objectives:  **1/ Increase understanding about Red Cross Red Crescent among ACE Programme participants: the “future DM Leaders” in the region,** with a specific focus on Disaster Management, PGI and legislative advocacy (through the Disaster Law programme)  **2/ Reinforce the linkage between National Societies and their NDMO counterparts through joint capacity-building**, which – beyond providing skills to individuals – is hoped to contribute to institutional relation-building. It is envisioned that ACE Programme Participants and RCRC representatives will see the value of learning from each other, which can be further development when back in their respective countries. |

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| **5. Course Contents** |
| **Day 1: introduction to the Red Cross Red Crescent Movement (2.2.1)**   * Introduction to RCRC Movement (history, components, principles, emblems) * Example of a National Society: overview of PMI * Overview of RCRC in South-East Asia * The resilience approach, engaging communities before, during and after disasters and crises   **Day 2: from preparedness to response (2.1.1 - morning) and Protection, Gender and Inclusion (1-4-2 - afternoon)**   * Our approach to emergency response and preparedness / overall introduction to Principles and Rules * PMI preparedness and response, from local to national * Presentation of global response tools * IFRC role in the Shelter Cluster * Cash Transfer Programming * Introduction to Protection, Gender and Inclusion * Restoring family Links   **Day 3: national holiday / no training session**  Day 4: Field visit to PMI office and community programming (2.1.1 – all day)  Day 5: Disaster Law (2.1.2 - morning), then open session for questions and answers and debriefing / closing of the course (common to the three courses)   * Disaster Law - introduction: what is disaster law? Disaster Law themes and tools * Disaster Law, advocacy and partnerships: examples from the region * Introduction to the simulation exercise |

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| **6. Learning Materials** |
| * Online/webinar: options from the IFRC [learning platform](https://ifrc.csod.com/client/ifrc/default.aspx) * Code of Conduct (30mn) * Principles and Rules for Red Cross and Red Crescent Humanitarian Assistance (1 hour) * IDRL (30mn) * Law and Disaster Risk Reduction (30mn) * Different Needs - Equal Opportunities: Increasing Effectiveness of Humanitarian Action for Women, Girls, Boys and Men (3 hours) * Pre-reading/required reading:  A [Guide for Parliamentarians](http://www.rcrc-resilience-southeastasia.org/wp-content/uploads/2017/07/1230700-Guide-for-parliamentarians_LR.pdf) to the International Red Cross and Red Crescent Movement. Questions:  * What are the three components of the RCRC Movement? * How would you define the auxiliary status? * When does the International Conference take place? Who participates? * What is the difference between International Humanitarian Law and Disaster Law? * What are the two separate purposes of the red cross, red crescent and red crystal emblems? * [Principles and Rules](http://www.ifrc.org/Global/Documents/Secretariat/Accountability/Principles%20Rules%20for%20Red%20Cross%20Red%20Crescent%20Humanitarian%20Assistance.pdf) for Red Cross and Red Crescent Humanitarian Assistance. Questions: * Who has adopted the Principles and Rules? * Which principle relates to impartiality of the humanitarian assistance? * Who requests for international humanitarian assistance? * Who ensures the representative and coordination with international and regional humanitarian organizations? * Can military asset be used in disaster response by the National Societies?  Introduction to the Guidelines for the Domestic Facilitation and Regulation of International Disaster Relief and Initial Recovery Assistance ([IDRL Guidelines](http://www.ifrc.org/PageFiles/41203/1205600-IDRL%20Guidelines-EN-LR%20(2).pdf)) – at least the 12 first pages. Questions:  * Who adopted these guidelines and when? * Give 2 examples of issues faced by countries who do not have strong disaster laws when faced with international relief operation * What are the 4 core ideas of the Guidelines? * Were these guidelines used in your country? In ASEAN?  [Minimum Standard Commitments](http://www.ifrc.org/Global/Photos/Secretariat/201505/Gender%20Diversity%20MSCs%20Emergency%20Programming%20HR3.pdf) to Gender and Diversity in Emergency Programming – Pilot Version (intro section + 1 sector to be chosen by participant). Questions  * Who does DAPS stand for? * Where does Gender-Based Violence fit into the DAPS framework? Why is this important? * Based on the chosen sector (food, health, WASH, livelihoods, Non-food items and DRR), provide four concrete examples (aligned with DAPS) from your country of G&D sensitivity in the emergency programming * Course materials –hard copy:   + See the related modules in 2017 course [here](http://www.rcrc-resilience-southeastasia.org/events/aha-centre-executive-ace-programme-2017-red-cross-red-crescent-induction-09-13-october-2017-semarang-indonesia/).   + Presentations will be updated / aligned with the exact timing in the coming weeks |

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| **7. Teaching Materials** |
| * PPT presentations – from batch 4 as per above link * All presentations and reference documents will be uploaded in the Resilience Library, see the specific events page [here](http://www.rcrc-resilience-southeastasia.org/aha-centre-executive-ace-programme-2018-red-cross-red-crescent-induction-20-24-august-2018-jakarta-indonesia/#1533786699213-73ae0f83-f568) (under construction, to be shared with participants on 15 August. * A display table will be available with hard copies of key reference materials as per previous years |

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| **8. Assessment Plan** |
| * Individual pre/post tests (multiple choice question, with a result showing the % increase of correct answers) * Rated group exercise (see below for more details and the ACE programme TOR for the grading system) * Level of engagement in the discussions with PMI district branch colleagues as well as community members (not rated)   At the end of the course, the participants will receive one letter grade for each of the course that will be taken from the following activities:   * CU# 1.4.2. Understanding resilience, protection, gender and inclusion: through the group presentation on resilience (Day 1) as well as the role play on Gender and Diversity (day 2) * CU # 2.1.1. Red Cross Collaboration and Operations in ASEAN: through submitting a poster on the relationships between NDMO and RCRC in each respective country (day 1) and other group exercises to be defined as part the preparedness and response module (day 2) * CU 2.1.2. Disaster Law and Advocacy: by their participation in the IDRL group exercise (day 3)   An “assessment team” among facilitators will take care of the grading throughout the week. It is composed of 2 IFRC colleagues (Johanna and Herve) as well as 1 PMI colleague (Name TBC). |

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| **9. Risk and Mitigation Plan** |
| While the selection process helps in ensuring that the participants will be able to learn most courses at considerably similar pace, we have learnt that some of the participants from the previous batches had experienced learning challenges. Common risks are highlighted below. Please add as relevant. Include mitigation plan or supports from the AHA Centre team, to reduce or eliminate its corresponding risk, specific to the course. Identifying risks and mitigation plans will help us better plan our supports to the participants, and maximise the learning opportunities for the participants. |

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| **Risk Description** | **Mitigation Plan or Support Required** |
| Language: ability to understand and/or present self in English | Speak slowly, provide PPT beforehand, work in pairs / teams for the simulation exercise |
| Unfamiliar with jargons, abbreviations, news terms, etc | List of acronyms, effort to reduce the jargon and be accessible based on the feedback received from previous years |
| Fatigue: long hour/time training  This will be true on the 23 August with the community interaction (potential delay due to traffic in Jakarta) | Inform the participants in advance. |
| Participant level of prior experience/knowledge | This should be mitigated by the pre-reading materials and online learning |

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| **10. Course Outline** |

### Day 1 – Monday, 20 August 2018: introduction to the Red Cross Red Crescent Movement (2.1.1)

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| **Time** | **Topic** | **Objectives** | **Activity/Methodology** | **Exercise/Assignment** | **Logistics/Facilitator** |
| 09.00- 09.30 | Opening session | To frame the induction course as part of the wider cooperation with ASEAN and governments in the region | Welcome remarks, introductions |  | PMI, IFRC, GAC and AHA Centre |
| 09.30 – 10.00 | Objectives, agenda, expectations and pre-test | To provide an overall introduction to the induction and understand the level of expectations and knowledge among participants | PPT presentations | pre-test | IFRC (Herve) |
| 10.00 – 10.15 | Morning break |  |  |  |  |
| 10.15 – 12.00 | Introduction to RCRC Movement (history, components, principles, emblems) | To provide participants with general knowledge about the Movement, in particular its components and principles. This should also include a focus on the auxiliary status of NSs given the profile of participants. | PPT presentation, short movie |  | ICRC (Anisa)  IFRC (Christopher Rassi) |
| 12.00 – 12.30 | Example of a National Society: overview of PMI | Provide one example of NS from ASEAN (overview only, mandate, key activities, statistics, etc.) | PPT presentation, short movie |  | PMI (name TBC) |
| 12.30 – 13.30 | Lunch |  |  |  |  |
| 13.30 – 14.30 | Group work by country: what do you know about your NS? | This participatory and engaging session will have participants reflect on their NS back home and its action | Group work (30mn) then presentation in plenary (30mn) | Create a poster of your NS and its relationship with your government | IFRC (Herve) and PMI (name TBC) |
| 14.30 – 15.15 | Overview of RCRC in South-East Asia | Provide an overview of the RCRC presence in ASEAN countries (NSs, IFRC and ICRC) with key trends in terms of humanitarian needs, humanitarian response and regional cooperation | PPT presentation |  | IFRC (Herve / Johanna) and ICRC (Anisa) |
| 15.15 – 15.30 | Afternoon break |  |  |  |  |
| 15.30 – 17.00 | The resilience approach, engaging communities before, during and after disasters and crises  ***(this is part of the course 1.4.2)*** | Provides an overview of the IFRC community resilience approach through a participative methodology | PPT presentation (45mn) on the IFRC Resilience Framework and related tools, followed by a presentation from PMI resilience programming, a team exercise (30mn) and a final plenary discussion (15mn) | Team exercise based on each of the characteristics of resilient communities | IFRC (Herve) and PMI (Teguh) |
| 17.00 – 17.30 | Recap / evaluation of the day |  |  |  | IFRC (Herve) |

*Free evening*

### Day 2 – Tuesday, 21 August 2018: from preparedness to response (2.1.1 - morning) and Protection, Gender and Inclusion (1-4-2 - afternoon)

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| **Time** | **Topic** | **Objectives** | **Activity** | **Exercise/Assignment** | **Logistics/Facilitator** |
| 08.30 – 09.00 | Recap from day 1 |  |  |  | PMI (name TBC) |
| 09.00 – 10.00 | Our approach to emergency response and preparedness / Overall introduction to principles and rules | Participants learn Principles and Rules in humanitarian assistance | PPT presentation | See pre-reading materials and online learning | IFRC (Johanna) |
| 10.00 – 10.30 | PMI preparedness and response, from local to national | Participants are introduced to the response mechanisms of PMI (from branch, chapter and NHQ) as well as its pre-positioned assets / capacities to respond to disasters and crises. | PPT presentation and short video |  | PMI (name TBC) |
| 10.30 – 10.45 | Morning break |  |  |  |  |
| 10.45 – 11.45 | Presentation of global response tools | To provide participants with a general knowledge of global response tools, also reflecting on the alignment with ASEAN and UNOCHA tools and possible contribution to the One ASEAN One Response | PPT presentation and short video |  | IFRC (Johanna) |
| 11.45 – 12.00 | Session on the Shelter Cluster | To brief the participants on the specific role of IFRC as shelter convener | PPT presentation |  | IFRC (Johanna or Christie) |
| 12.00 – 12.30 | Cash Transfer Programming | Highlight some good practices using CTP in the region | PPT presentation |  | IFRC (Christie) |
| 12.30 – 13.30 | Lunch |  |  |  |  |
| 13.30 – 14.00 | An inclusive approach - introduction to Protection, Gender and Diversity | To provide a general understanding to participants on gender and diversity: guiding principles, tools, etc. | PPT presentation | See pre-reading materials and online learning | IFRC (Husein) |
| 14.00 – 15.15 | Role play on Gender and Diversity | This session will divide participants in groups to understand from a case study how vulnerabilities are linked to social factors and reflect on ways to address related issues | Group work |  | IFRC (Husein) / PMI (Anne) |
| 15.15 – 15.30 | Afternoon break |  |  |  |  |
| 15.30 – 16.00 | Feedback on the role play | Presentations from the group work | Plenary discussion | Group presentations | IFRC (Husein) |
| 16.00 – 17.00 | Restoring Family Links and protection | Provide highlights on these 2 specific activities of the RCRC Movement | PPT presentation |  | ICRC (Anisa) and PMI (Anne) |
| 17.00 – 17.30 | Recap / evaluation of the day |  |  |  | IFRC (Herve) |

*Free evening*

### Day 3 – Wednesday 22 August 2018 / national holiday / no training session

### Day 4 – Thursday 23 August 2018: visit to PMI National HQ and community visit (2.1.1 – all day)

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| **Time** | **Topic** | **Objectives** | **Activity** | **Exercise/Assignment** | **Logistics/Facilitator** |
| 08.30 – 09.30 | Bus transfer from AHA Centre to PMI National office |  |  |  | AHA Centre to arrange the bus |
| 09.30 – 11.30 | Briefing at the PMI National HQ | Participants learn about:   * National-level coordination during emergency operations * PMI emergency response systems and resources * Existing partnership between PMI, national authorities and other stakeholders | Presentation |  | PMI |
| 11.30 – 12.30 | Lunch at PMI HQ office |  |  |  | Provided by PMI / IFRC |
| 12.30 – 13.30 | Bus transfer from PMI HQ office to the community visit in South Jakarta |  |  |  | AHA Centre to arrange the bus |
| 13.30 – 16.00 | Field visit in South Jakarta, including interactions with community leaders and local government as well as witnessing of community-based activities. | Participants learn about:   * PMI community-based work through the Integrated Community Based Risk Reduction Programming * The links with local / city-wide resilience planning policies | * Dialogue with PMI and BPBD staff members * Dialogue with community members and village leaders * Presentation on CBDRR programme |  | PMI (national office and South Jakarta branch) |
| 16.00 – 17.00 | Bus transfer from the community visit to AHA Centre |  |  |  | AHA Centre to arrange the bus |

**Day 5 – Friday 24 August 2018: Disaster Law (2.1.2 - morning), then open session for questions and answers and debriefing / closing of the course (common to the three courses)**

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| **Time** | | **Topic** | **Objectives** | | **Activity** | **Exercise/Assignment** | **Logistics/Facilitator** |
| 09.00 – 09.30 | | Recap from day 2 and 3 |  | |  |  | IFRC (Herve or Johanna) |
| 09.30 – 10.30 | | Disaster Law - introduction: what is disaster law? Disaster Law themes and tools | To provide a general understanding to participants on Disaster Law: definition, importance, themes and tools | | PPT presentation | See pre-reading materials and online learning | IFRC (Herve) |
| 10.30 – 10.45 | | Morning break |  | |  |  |  |
| 10.45 - 11.30 | | IDRL exercise | To engage participants in an activity to raise their awareness on the importance of the DL initiatives | | Exercise | Group exercise | IFRC (Herve) |
| 11.30 – 13.30 | | Lunch break (including Friday prayer for some participants and facilitators) |  | |  |  |  |
| 13.30 – 14.15 | | Disaster Law, advocacy and partnerships: examples from the region | To update participants on progress made in DL in ASEAN countries, including the presentation on the 2017 AADMER mapping | | PPT presentation |  | IFRC (Herve) and PMI (Name TBC) |
| 14.15 – 15.00 | | Available time for participants to ask questions / seek clarifications on any of the previous modules of the week | Handle unanswered questions / provide clarifications. | | 15mn group discussion to identify unanswered question, then plenary discussion with all facilitators |  | All available facilitators |
| 15.00 - 15.45 | | Afternoon break |  | |  |  |  |
| 15.45 – 17.00 | Evaluation of the week and closing ceremony | | To review the week as a whole and measure knowledge increase among participants. | * Post-test * Feedback form * Certificates * Closing remarks | | Post test | IFRC (Herve / Johanna) and AHA Centre |