

PART 4: TRAINING RESOURCE LIST

The training resource list is the fourth of four parts contained in this module. It provides a comprehensive list of reference material relevant to this module including guidelines, training courses and reference manuals. Part 4 provides background documents for trainers who are preparing training material.

What can you expect to find here?

1. An inventory of existing **guidelines** and **evaluation/learning reports** listed alphabetically by agency name with details about their availability.
2. A list of known **training resources** listed alphabetically by agency name with brief descriptions of what is available.
3. Other material/references that might provide useful background information in preparing training course.

Guidelines and manuals

1. **The Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief**
Developed in 1994, the Code of Conduct is a voluntary code, which lays down ten points of principle which all humanitarian actors should adhere to in their disaster response work. It also describes the relationships that agencies working in disasters should seek with donor governments, host governments and the UN system. There are over 500 signatories to it.
Contact: <http://www.ifrc.org/publicat/conduct/>
2. **The Guiding Principles on Internal Displacement (2004)**
First developed in 1998, they constitute an important international framework for the protection of internally displaced persons. The Guiding Principles are based on international humanitarian and human rights law and analogous refugee law, but do not constitute a binding instrument. They are intended to serve as an international standard to guide governments, international organisations and all other relevant actors in providing assistance and protection to IDPs. They have been translated into over 40 languages.
Contact: <http://www.idpguidingprinciples.org/>
3. **Inter-Agency Standing Committee (2005). Guidelines on Gender-Based Violence Interventions in Humanitarian Settings. IASC.**
The primary purpose of these guidelines is to enable communities, governments and humanitarian organizations, including United Nations agencies, NGOs, and CBOs, to establish and coordinate a set of minimum multisectoral interventions to prevent and respond to sexual violence during the early phase of an emergency. The guidelines specifically detail minimum interventions for prevention and response to sexual violence to be undertaken in the early stages of an emergency. Twenty-five action sheets have been developed in core functional/sectoral areas. Most relevant for NIE are:
 - Coordination
 - Food security and nutrition
 - Information, education and communicationAvailability: Downloadable as pdf file in English, Arabic, French, Bahasa, Spanish
Contact: www.humanitarianinfo.org/iasc

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4. Inter-Agency Standing Committee (2006). Guidance Note on Using the Cluster Approach to Strengthen Humanitarian Response.

Although this is already out of date (in, for example, only referring to 9 of the now 11 Clusters), it is the only guidance that exists at present. It provides general guidance on Cluster coordination at the global and national levels, although this too has been superseded by the more detailed job descriptions now available (see below). Nevertheless, it clarifies Lead Agencies' responsibility as 'providers of last resort' and offers useful guidance on linkages with government and other partners.

Availability: Downloadable as pdf file in English, French, Arabic, Spanish

Contact: <http://www.humanitarianreform.org/humanitarianreform/Portals/1/Resources%20&%20tools/IASCGUIDANCENOTECLUSTERAPPROACH.pdf>

5. Inter-Agency Standing Committee (2006). Protecting Persons Affected By Natural Disasters. IASC Operational Guidelines on Human Rights and Natural Disasters.

As the introduction to the Guidelines states: "Human rights are the legal underpinning of all humanitarian work pertaining to natural disasters. There is no other legal framework to guide such activities, especially in areas where there is no armed conflict. If humanitarian assistance is not based on a human rights framework, it risks having too narrow a focus, and cannot integrate all the basic needs of the victims into a holistic planning process."

Contact: <http://www.humanitarianinfo.org/iasc/>

6. Inter-Agency Standing Committee (2007). Guidelines on Mental Health and Psychosocial Support in Emergency Settings. IASC.

In 2005, in the aftermath of the Asian tsunami, an IASC Task Force on Mental Health and Psychosocial Support in Emergency Settings was established to develop intersectoral guidelines on mental health and psychosocial support in emergency settings. The guidelines, which were developed by 27 agencies, have been peer reviewed extensively in multiple languages. The guidelines are intended to be a foundational reference and guide for policy leaders, agencies, practitioners and donors worldwide. The primary purpose of these guidelines is to enable humanitarian actors and communities to plan, establish and coordinate a set of minimum multisectoral responses to protect and improve people's mental health and psychosocial well-being in the midst of an emergency. The focus of the guidelines is on implementing minimum responses, which are essential, high-priority responses that should be implemented as soon as possible in an emergency.

Availability: Downloadable as pdf file in English

Contact: www.humanitarianinfo.org/iasc

7. Inter-Agency Standing Committee (2007). Operational Guidance on Designating Sector/Cluster Leads in Major New Emergencies

Written in a question-and-answer format, these provide some insights into how the process is expected to work. Standard operating procedures are given.

Availability: Downloadable as Word file in English and French

Contact: <http://onerresponse.info/Coordination/ClusterApproach/publicdocuments/Operational%20Guidance%20for%20new%20emergencies.doc>

8. Inter-Agency Standing Committee (2007). Operational Guidance on Designating Sector/Cluster Leads in On-Going Emergencies

See above.

Availability: Downloadable as Word file in English and French

Contact: [http://onerresponse.info/Coordination/ClusterApproach/publicdocuments/Operational%20Guidance%20for%20ongoing%20emergencies%20\(May%202007\).doc](http://onerresponse.info/Coordination/ClusterApproach/publicdocuments/Operational%20Guidance%20for%20ongoing%20emergencies%20(May%202007).doc)

9. **'OSLO Guidelines' (2006): Guidelines on the use of Military and Civil Defence Assets in Disaster Relief**

The "Oslo Guidelines" were drafted and agreed through a process of broad international consultation. Initially released in 1994, they were then updated in 2006 to reflect current terminology and organisational changes. The aim of the Guidelines is "to establish the basic framework for formalising and improving the effectiveness and efficiency of the use of foreign military and civil defence assets [MCDA] in international disaster relief operations". Such disasters include natural, technological and environmental emergencies in times of peace, but not armed conflicts (these are covered by the MCDA Guidelines).

Availability: Downloadable as Word file in English

Contact: <http://ocha.unog.ch/drptoolkit/PreparednessTools/Normative%20and%20legal%20instruments/Normative%20Guidance%20on%20specific%20issues/Oslo%20Guidelines%20Nov%202006.doc>

10. **'MCDA Guidelines' (2006): Guidelines on the Use of Military and Civil Defence Assets to Support United Nations Humanitarian Activities in Complex Emergencies.**

The aim of this document is to "provide guidelines for the use of international military and civil defence personnel, equipment, supplies and services in support of the United Nations (UN) in pursuit of humanitarian objectives in complex emergencies. It provides guidance on when these resources can be used, how they should be employed, and how UN agencies should interface, organize, and coordinate with international military forces with regard to the use of military and civil defence assets. The document may also be of value in other large-scale emergencies." Although the MCDA Guidelines are primarily written for UN humanitarian agencies and their partners plus commanders of deployed forces, they are nevertheless relevant for all humanitarian actors in order to understand the wider operational context in which they may find themselves.

Availability: Downloadable as Word file in English

Contact: <http://ocha.unog.ch/drptoolkit/PreparednessTools/Normative%20and%20legal%20instruments/Normative%20Guidance%20on%20specific%20issues/MCDAGuidelines%202003%20RevJan06.doc>

11. **The Sphere Project (2011). Humanitarian Charter and Minimum Standards in Humanitarian Response. Geneva: The Sphere Project.**

The new edition of the Sphere Handbook takes into account recent developments in humanitarian practice in water and sanitation, food, shelter and health, together with feedback from practitioners in the field, research institutes and cross-cutting experts in protection, gender, children, older people, disabled people, HIV/AIDS and the environment. It is the product of an extensive collaborative effort that reflects the collective will and shared experience of the humanitarian community, and its determination to improve on current knowledge in humanitarian assistance programmes.

Availability: Will be available in English, French, Spanish, Arabic in hard copy; CD-ROM and electronically via the sphere website (below)

Contact: www.sphereproject.org

Evaluations and Learning reports

12. **Active Learning Network for Accountability (ALNAP)**

ALNAP has supported a number of meta-evaluations of humanitarian responses.

Contact: www.alnap.org

13. **ALNAP/Harvey P. et al, 2010: The State of the Humanitarian System: Assessing Performance and Progress. A Pilot Study. ALNAP/ODI January 2010.**

The report: 1) defines key criteria for assessing system performance and progress,
2) assesses the system's performance over the past two years against these criteria,
3) presents new, previously unavailable descriptive statistics and
4) highlights some new initiatives in policy and practice.

Contact: <http://www.odi.org.uk/resources/download/4743.pdf>

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14. **DANIDA (2005). Lessons from Rwanda – Lessons for Today. DANIDA**

Following the 1994 genocide in Rwanda the Danish Ministry of Foreign Affairs initiated a comprehensive evaluation of the international response. The findings were highly critical of nearly all the international actors. Ten years after the genocide the Ministry commissioned this assessment of the impact and influence of the evaluation. It concludes that the evaluation contributed to increased accountability among humanitarian organizations and that it had important influences on several major donor policies.

Availability: Downloadable as pdf file in English

Contact: www.um.dk

15. **Good Humanitarian Donorship**

For an overview of its work and summary of progress, see: "Taking Stock of GHD - 2003 to Date.

A non-paper prepared by the 2009-2010 Co-chairs".

http://www.goodhumanitarianonorship.org/Libraries/About_GHD/GHD_Stocktake_Report.sflb.ashx

16. **The Humanitarian Policy Group (HPG)**

The HPG is housed within the Overseas Development Institute in London. It is an independent research and information group concerned with humanitarian issues.

Contact: www.odi.org.uk/hpg

17. **HPG/Graves S. Victoria Wheeler V. and Martin E (2007). Lost in translation. Managing coordination and leadership reform in the humanitarian system. HPG Policy Brief 27, Humanitarian Policy Group July 2007.**

The paper has the following key messages:-

Reforms designed to improve humanitarian outcomes must be effectively implemented and managed. A strategic roadmap for reform is needed. Strengthening the capacity of the HC system is crucial to the success of other reform efforts. This element of the reform agenda needs to be given much higher priority than it has had since 2005. The cluster system has expanded too far too fast given the lack of clarity over roles and responsibilities at the field level. The humanitarian community as a whole needs time to catch up, reflect upon and debate the benefits of the cluster approach. Donors should work to develop common ground on the aims of reform and mechanisms for response, working closely with the IASC and NGO partners.

Availability: Downloadable as pdf file in English

Contact: <http://www.odi.org.uk/resources/download/254.pdf>

18. **HPG/Harmer, A. and Cotterrell, L. (2005). Diversity in donorship: the changing landscape of official humanitarian aid, HPG Report 20. London: Overseas Development Institute.**

This research analyses the increasingly important role of a growing number of donor governments, particularly in Asia, the Gulf States and central Europe, engaged in the response to humanitarian crises. It suggests that the growth in the number and diversity of official donors presents the humanitarian community with important opportunities for dialogue, lesson-sharing and resource mobilization. However, it also presents important challenges to the way in which the international humanitarian system is financed, managed and coordinated.

Availability: Downloadable as pdf file in English

Contact: www.odi.org.uk/hpg

(IASC Cluster Approach Evaluation, 1st Phase). **Cluster Approach Evaluation. Final.**

Submitted by a joint research team, Stoddard A. et al, Center on International Cooperation, ODI, The Praxis Group, Ltd. and Columbia University, November 2007

The Phase 1 evaluation focused on processes related to the implementation of the cluster approach.

Contact: <http://www.odi.org.uk/resources/download/3820.pdf>

19. **IASC Cluster Approach Evaluation, 2nd Phase. Cluster Approach Evaluation 2 Synthesis Report. Julia Steets et al. Groupe URD, April 2010.**

The Phase 2 evaluation focuses on the outcomes generated by the cluster approach and takes a country-level perspective to bring the reality on the ground back to decision makers at the global level.

Contact: [http://www.reliefweb.int/rw/lib.nsf/db900sid/ASAZ-863DCF/\\$file/GroupeURD_Apr2010.pdf?openelement](http://www.reliefweb.int/rw/lib.nsf/db900sid/ASAZ-863DCF/$file/GroupeURD_Apr2010.pdf?openelement)

20. **The Tsunami Evaluation Coalition (TEC) (2006). Joint evaluation of the international response to the Indian Ocean tsunami: Synthesis Report.**

The TEC's Synthesis Report examines the successes and failures as well as the constraints within which the response occurred between the first 8 and 11 months after the tsunami. It does this by distilling the findings and learning from over 140 additional reports, including many TEC member agencies' real-time and ex-post evaluations as well as learning reviews.

Availability: Downloadable as pdf file in English

Contact: www.tsunami-evaluation.org

21. **The Listening Project** is an exploration of the ideas and insights of people who live in societies that have been on the receiving end of international assistance (humanitarian aid, development cooperation, peace-building activities, human rights work, environmental conservation, etc.). A number of papers capture the perceptions of local populations on aid agencies and their work. For example, see "The Listening Project Issue Paper: Structural Relationships in the Aid System, March 2010".

http://www.cdainc.com/cdawwww/pdf/issue/lp_issue_paper_relationships_in_the_aid_system_mar2010_Pdf.pdf

22. **UNDP (2006). From Paris to Practice Workshop: Tools for better aid Coordination and Management. New York: UNDP.**

This workshop report is useful as general reading to get an overview of the issues relating to aid effectiveness. It is based on the outcome of an UNDP hosted workshop in Bangkok which focused on the following four questions:

- What does effective aid coordination look like?
- What doors can the Paris Declaration open to make a difference?
- What is the UN's niche? What synergies can be achieved with other actors?
- How can we develop a Toolkit on Aid Coordination and Management that helps us deliver quality policy and technical support for nationally-led aid management?

Availability: Downloadable pdf file in English

Contact: www.aideffectiveness.org

23. **Wheeler, V. and Harmer, A. (2006). Resetting the rules of engagement: Trends and issues in military-humanitarian relations, HPG Report 21 London: ODI.**

This report reviews the trends and makes recommendations to the humanitarian and defence sectors regarding the challenges facing the humanitarian and military communities, including how to maintain the integrity of humanitarian principles in combined political, military and humanitarian efforts; how to design and resource military roles in protecting civilians from violent harm; how to manage the impact of, and hold to account, the private security industry in crisis response, and how to manage the security of aid operations generally.

Availability: Downloadable as pdf file in English

Contact: www.odi.org.uk/hpg

Training Resources

The ENN has compiled numerous training resources and practical tools that would be useful for organising tailored training on NIE.

<http://www.ennonline.net/resources/tag.aspx?tagid=128>

24. **The Nutrition in Emergencies Regional Training Initiative**

This is an OFDA-funded ENN project implemented by the Centre for International Health and Development of University College London, in collaboration with academic institutions in Africa, Asia and the Middle East.

This initiative has developed 6- and 12-day courses in Nutrition in Emergencies, based on the material from the HTP (present module included). The courses have been designed to help equip participants with the expertise needed to lead or support nutrition responses. They are intended to build the skills of anyone who has an involvement with emergency nutrition, including health and food security staff, and general programme managers.

Contact: <http://www.nietraining.net/p/course-information.html>

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25. **The Sphere Project has substantial training materials on nutrition** and food security as well as general humanitarian programming. Videos are also available. Sphere training, and training-of-trainers workshops are also regularly organised, in English, French, Spanish and Arabic.
Contact: http://www.sphereproject.org/component/option,com_docman/task,cat_view/gid,18/Itemid,203/ for the training materials; and http://www.sphereproject.org/component/option,com_jcalpro/Itemid,249/ for the calendar of training workshops.

Other material

26. **(UNICEF, 2010) Core Commitments for Children in Humanitarian Action**
The CCCs constitute UNICEF's central policy on how to uphold the rights of children affected by humanitarian crisis. They are a framework for humanitarian action, around which UNICEF seeks to engage with partners. The intent of the updated CCCs remains to promote predictable, effective and timely collective humanitarian action, and to clearly outline the areas in which UNICEF can best contribute to results. They now include the humanitarian reform and the cluster approach.
Contact: http://www.unicef.org/publications/index_21835.html
27. **IASC (2004). Frequently Asked Questions on International Humanitarian, Human Rights and Refugee Law**
This document has been prepared by the IASC Task Force (until 2003, known as the IASC Reference Group) on Humanitarian Action and Human Rights as a complement to Growing the Sheltering Tree. The text seeks to respond to questions commonly asked by humanitarian workers on the legal framework that serves as a basis for assistance and protection activities in situations of armed conflict. It sets out the relevant international instruments and offers examples of their provisions and application.
Contact: www.humanitarianinfo.org/iasc
For more details on the CAP see: www.humanitarianappeal.net
28. **IASC (2002). Growing the Sheltering Tree – Protecting Rights Through Humanitarian Action**
The aim of this book is to share the unique, often ingenious methods that humanitarian workers have developed to help people under threat survive, for instance, civilians living in zones of conflict or under oppressive regimes. It will be especially useful for field practitioners as it describes practical methods developed to promote respect for fundamental rights and human dignity. It is intended to provide a way to exchange, test and create new information on the promotion and protection of rights through humanitarian work.
Contact: www.humanitarianinfo.org/iasc
29. **OCHA (2009). Compilation of United Nations Resolutions on Humanitarian Assistance. Selected resolutions of the General Assembly, Economic and Social Council and Security Council Resolutions and Decisions.**
Presented as a substantive matrix, this captures relevant language from resolutions adopted since 46/182 (when was established). It captures the policy and normative advancements around: Principles and framework for humanitarian assistance; Protection of civilians; Humanitarian access; Internally displaced persons; Humanitarian – military relations in humanitarian assistance; Emergency Relief Coordinator (ERC); Inter-Agency Standing Committee (IASC); Humanitarian financing including the Central Emergency Response Fund (CERF); Consolidated Appeals Process (CAP); Humanitarian Coordination in the field; Other mechanisms, including Stand-by capacity; and Information management.
Contact: <http://ochaonline.un.org/tabid/5838/language/en-US/Default.aspx>

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