LOGISTICS CLUSTER

TRAINING CATALOGUE

PHOTO

Helicopter landing zone preparation and swing operation at the Logistics Response Team Training (LRTT), Germany, October 2017

-- Logistics Cluster

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THE TRAINING PACKAGE HAS BEEN DESIGNED BASED

NEEDS BASED

Prepare a training approach purely based on identified and formulated needs.

STANDARDS

All material used in training activities (pre-reading and hand-outs) should be standardised.

MAINSTREAMING

Trainings should contribute to the process of mainstreaming the knowledge, standards and strategies of the Logistics Cluster throughout the humanitarian community.

EXTERNAL TRAINING SERVICE

Trainings can be conducted in groups when requested by participants or external organisations.

BACKGROUND

The cluster approach was adopted in 2005 to address consistent gaps and weaknesses, and to improve international responses to humanitarian crises. It is a means to strengthen response capacity, coordination and accountability by enhancing partnerships in key sectors, and by formalizing the lead role of particular organisations in each of the following sectors: WASH (Water, Sanitation and Hygiene), Shelter, Protection, Nutrition, Health, Food Security, Emergency Telecommunications, Education, Early Recovery, Camp Coordination and Camp Management, and Logistics.

Clusters are groups of organisations and stakeholders, designated by the Inter-Agency Standing Committee (IASC), that are committed to addressing humanitarian needs in each of the aforementioned sectors. The Emergency Relief Coordinator can activate one or more of these clusters when response and coordination gaps are present, and the existing national response or coordination capacity is unable to fully meet the needs in a manner that respects humanitarian principles. The deactivation of a cluster may be considered when at least one of the justifications for its activation is no longer present.

ON THE FOLLOWING CROSS-CUTTING PRINCIPLES:

QUALITY MANAGEMENT

Ensure quality through the monitoring and evaluation of trainings by a peer group on a regular basis, alongside end-of-year evaluations.

LOCATION ADAPTABILITY

Trainings should be implemented in various locations, allowing capacity building strategies to reach practitioners at the local, regional and global level.

INCLUSION

Trainings should be inclusive and open to the entire humanitarian community, national government agencies and the private sector.

INTEROPERABILITY

Encourage collaboration between different organisations or clusters by conducting common trainings in the same timeframe and space.

THE GLOBAL LOGISTICS CLUSTER

The Logistics Cluster provides coordination and information management (IM) services to support operational decision-making and improve the predictability, timeliness and efficiency of the humanitarian emergency response. Where necessary, the Logistics Cluster also facilitates access to common logistics services. Due to its expertise in the field of humanitarian logistics, the World Food Programme (WFP) was chosen by the IASC as the lead agency of the Logistics Cluster. As part of its role as lead agency, WFP acts as a 'provider of last resort,' offering common logistics services when critical gaps hamper the humanitarian response.

WFP also hosts the Global Logistics Cluster (GLC) support team in its headquarters in Rome which, among other activites, oversees trainings, conducts Lessons Learned activities on Logistics Cluster operations, and provides logistics surge capacity support to the humanitarian community to reinforce operations on the ground.

INTRODUCTION

Trainings are an integral component of capacity building and preparedness activities and are essential to maximizing the use and the benefit of common logistics services facilitated by the Logistics Cluster. The Logistics Cluster is a community of partners, therefore a common and comprehensive training programme is critical to ensuring interoperability among organisations.

The Logistics Cluster training programme is embedded in the framework of preparedness and consists of three elements: system preparedness, preparing humanitarian responders (local, international, and private sector) and preparing National Disaster Management Agencies/Offices (NDMA/O). The IASC Guidance Note on Using the Cluster Approach to Strengthen Humanitarian Response (2006) clearly directs all clusters to:

> "Building response capacity [through] training and system development at the local, national, regional and international levels [and] establishing and maintaining surge capacity and standby rosters."[1]

To meet these goals, clusters must dedicate sufficient resources toward their capacity building projects. There is a recognised need, voiced by the Logistics Cluster and its partner organisations, to provide a comprehensive training package and to ensure that the humanitarian community and NDMA/O officials are equipped with the right skills to tackle the challenges of an emergency in a coordinated and resource-efficient manner.

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

THE BENEFITS OF CAPACITY BUILDING FOR HUMANITARIAN LOGISTICS RESPONSES

Inadequate coordination during a humanitarian response results in wasted resources and the duplication of efforts by responding organisations. Coordination can be improved by building the capacity of logistics and IM professionals and enhancing their participation in the Logistics Cluster, leading to more efficient and effective humanitarian logistics responses. By building the capacity of NDMA/O officials, the risks associated with disasters are mitigated through an improved local-level response, ultimately reducing the need for international mobilisation.

As logistics operations evolve to address the increasingly complex political and humanitarian environments in which humanitarians operate, the Logistics Cluster aims to ensure that humanitarians and NDMA/O officials are continuously supported by increasing their skillsets to respond more quickly and effectively in the field of humanitarian logistics. Perpetually changing contexts demand regular evaluations of the Logistics Cluster training programme, which includes incorporating feedback received directly from field operations.

By investing time and resources in Logistics Cluster trainings and supporting well-prepared staff, organisations, and government agencies, the Logistics Cluster can improve the predictability, timeliness, and efficiency of the entire logistics response.

Make trainings more accessible to NDMA/O officials and humanitarians in the field and increase awareness of the Logistics Cluster.

Address bottlenecks and logistical gaps and provide opportunities to share best practices to overcome these obstacles in emergencies.

Develop a standardised capacity building framework that allows participants to advance within Logistics Cluster activities.

Create networking opportunities to build relationships between humanitarian logistics professionals.

CAPACITY BUILDING PRIORITIES

Build the capacity of logistics officers at the national level to reduce the need for international mobilisation.

Improve project management and fund management skills of cluster coordinators to ensure operational accountability and efficiency.

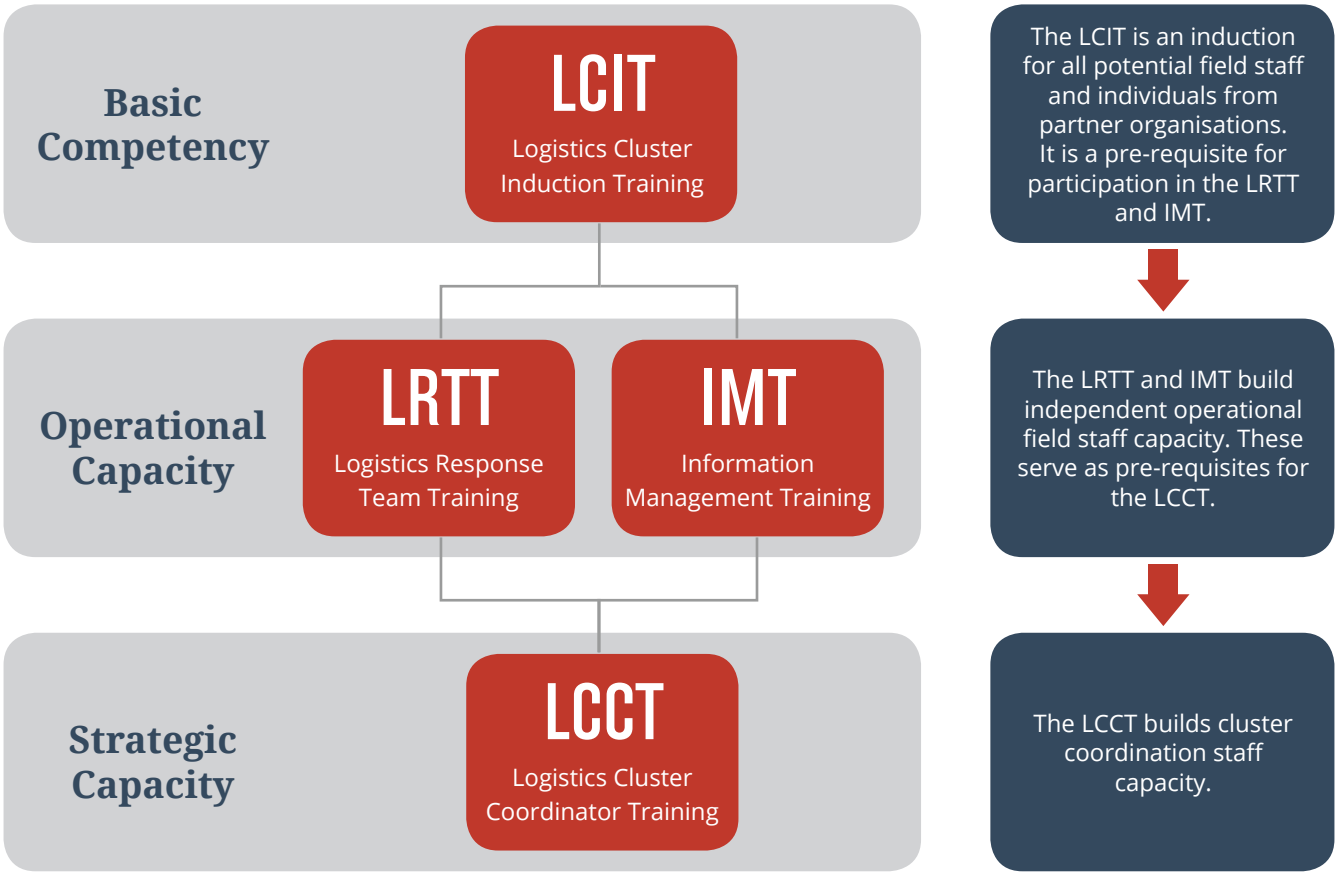
Enhance awareness of the cluster approach and the Logistics Cluster mandate across the wider humanitarian community.

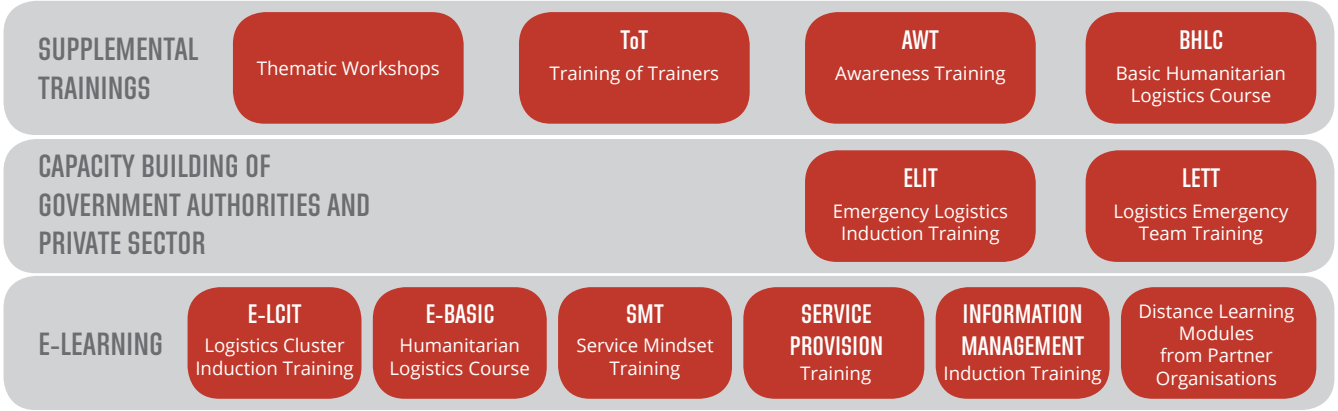
Enhance the understanding of IM products, guidelines, and Logistics Cluster tools to ensure the standardisation and high quality of all communication products.

The development of the Logistics Cluster training programme was informed by input from humanitarians in the field, after compiling feedback from the Lessons Learned exercises and other discussions.

GENERAL CAPACITY BUILDING STRUCTURE

The Logistics Cluster developed a capacity building plan to determine participants' suitability for Logistics Cluster trainings, the Logistics Cluster roster, and any subsequent deployments. The following diagram displays the training programme and qualification process by which logistics and IM professionals can obtain the competencies necessary to participate in Logistics Cluster trainings and activities.





TRAININGS

LCIT- LOGISTICS CLUSTER INDUCTION TRAINING

3.5 days

Duration *(adaptable to suit audience requirements)*

Professionals with a logistics profile and previous emergency response experience

Target Audience

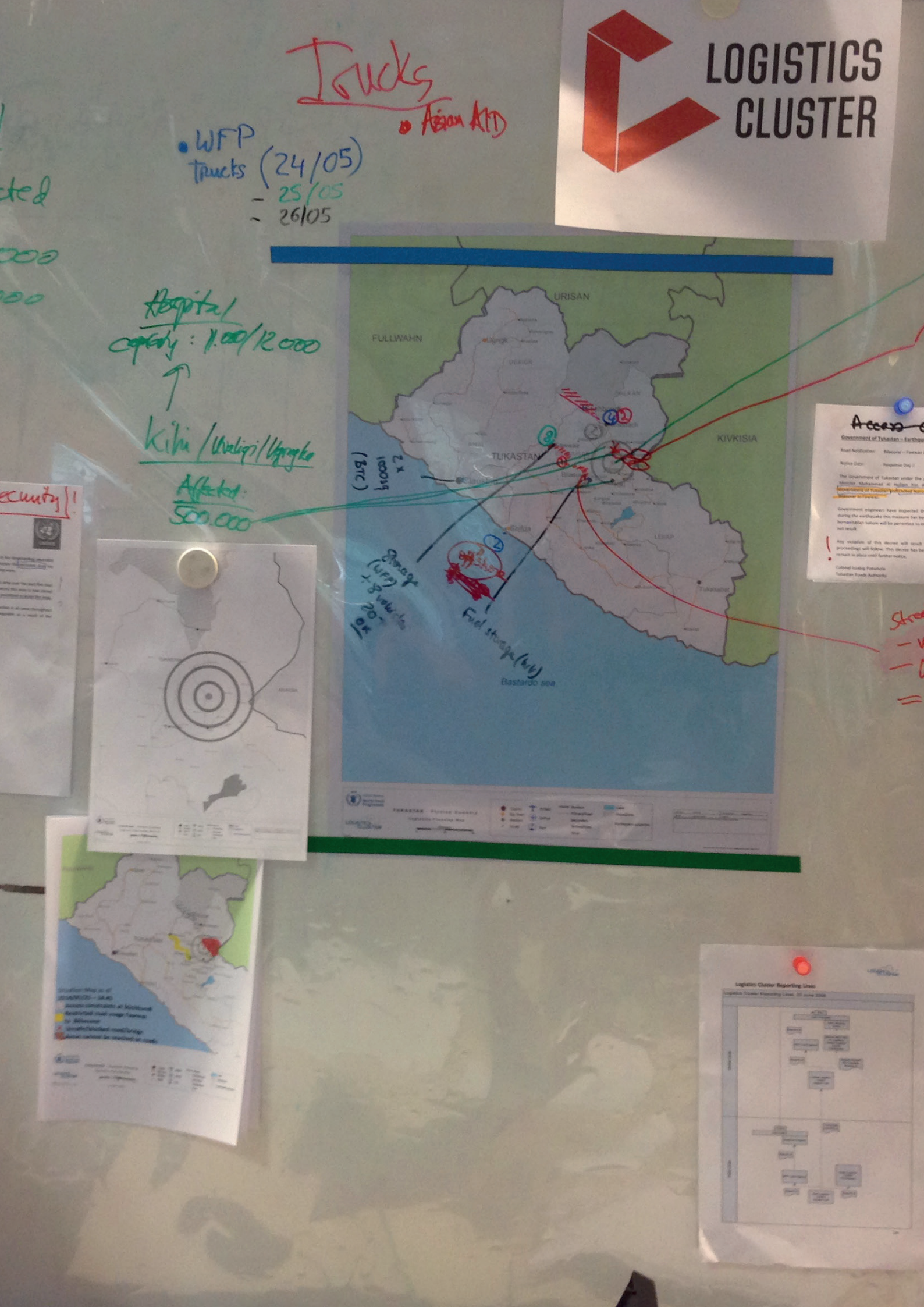
CONCEPT

The LCIT is designed to familiarise participants with the Logistics Cluster by providing an initial experience of the cluster approach in an emergency setting. This training provides information about the cluster approach, the humanitarian reform, and the mandate and functions of the Logistics Cluster. Participants also receive information on potential logistics constraints and bottlenecks that frequently occur during humanitarian responses and potential solutions to overcome them. The format of the LCIT is adaptable and can be facilitated through a combination of desktop and simulation exercises.

TRAINING OUTCOMES

- Participants have a common understanding on the cluster approach and cluster mandate to ensure an efficient and effective inter-agency logistics response.
- Participants are able to coordinate with the Logistics Cluster on behalf of their organisations and are prepared to be deployed as a member of a Logistics Cluster team.
- Participants develop an improved understanding of recurrent logistics bottlenecks and the strategies to avoid and overcome constraints.

The completion of this training is a pre-requisite for participation in the LRTT and the IMT.


LOGISTICS CLUSTER
Trucks
• Asian AID
• WFP
Trucks (24/05)
- 25/05
- 26/05
Hospital
capacity: 11.000/12.000
Kihi / Uvaligi / Ugreghe
Affected:
500.000
URISAN
FULLWAHN
TUKASTAN
KIVKISIA
Bastardo sea
Fuel storage (WV)
Storage (WFP)
Access
Logistics Cluster Reporting Lines

LRTT- LOGISTICS RESPONSE TEAM TRAINING

7 days

Duration

Senior logistics officers

Target Audience

CONCEPT

Skilled logistics professionals are put to the test in a rigorous 7-day simulation, providing immediate operational logistics surge capacity as part of Logistics Response Teams. This training is designed to give the participants a realistic emergency experience with field-like conditions (in tents and with limited connectivity). Participants must overcome obstacles presented by local authorities (military, police, customs, etc.) and other logistical challenges to complete their objectives.

TRAINING OUTCOMES

- Participants develop improved knowledge of emergency response management.
- Participants enhance their technical, leadership, and project management skills in emergency settings.
- A community of practice is established.
- Participants gain experience in common operational mechanisms to reduce duplicated efforts and increase efficient use of existing assets in emergencies.

LINK

LRTT Video
(https://www.youtube.com/watch?v=59uLZnupB0U&feature=youtu.be)

The completion of this training is a pre-requisite for participation in the LCCT.

WFP
AQUA VITA

IMT-INFORMATION MANAGEMENT TRAINING

4 days

Duration

Professionals with experience as Logistics Cluster IM officers in field operations and/or with experience as IM officers with the WFP, other UN agencies, NDMA/O, Government Organisations (GO), or NGOs

Target Audience

CONCEPT

The Logistics Cluster Information Management Training (IMT) is designed to help participants better understand the Logistics Cluster's IM activities in the field and in HQ, as well as IM standards, procedures, and tools. This training will enhance participants' ability to function in an IM capacity in field operations, increase their skills for future deployments, and generate a better understanding of the humanitarian architecture. The training aims to develop the ability of participants to produce IM products for the Logistics Cluster, WFP, other clusters, OCHA, and other relevant audiences. The training is classroom-based, including a desktop simulation exercise, presentations, skill-sharing sessions, and working groups.

TRAINING OUTCOMES

- Participants gain knowledge and understanding of IM activities in the field and at HQ, including procedures and best practices.
- Participants experience functioning as a Logistics Cluster IM Officer in a simulated emergency.
- Participants develop an improved understanding of IM reporting products and tools.
- Participants develop an enhanced awareness of social media as an effective IM tool.

The completion of this training is a pre-requisite for participation in the LCCT.

LOGISTICS CLUSTER
WFP
DELL

LCCT- LOGISTICS CLUSTER COORDINATOR TRAINING

8 days

Duration

Current and potential Logistics Cluster Coordinators (including those with previous Logistics Cluster experience from partner organisations), existing deputy Logistics Cluster Coordinators, and Logistics Cluster members

Target Audience

CONCEPT

The challenging nature and context of Logistics Cluster operations demands strong knowledge and experience as well as coordination and leadership skills. The LCCT training brings together participants from field operations to exchange ideas and best practices gained from their field experiences. The training is facilitated through classroom-based theoretical lectures, debates, and dedicated sessions led by external experts and Logistics Cluster participants. The training takes place in GLC HQ, Rome. The training aims to improve coordination between humanitarian actors to increase the efficiency and effectiveness of the humanitarian response during an emergency.

TRAINING OUTCOMES

- Participants acquire the ability to produce a Concept of Operations (ConOps) and Standard Operating Procedures (SOPs), and gain an understanding of other lead-agency processes.
- Participants gain fund and project management skills.
- Participants are equipped with the technical and leadership skills integral to Logistics Cluster coordination.

THEMATIC WORKSHOPS

1/2 days

Duration

Logistics Cluster staff, partners, and interested individuals from the humanitarian community

Target Audience

CONCEPT

Thematic workshops are organised in HQ and relevant regions to provide a platform for experts to share their experiences and to promote best practices and strategies to overcome logistical challenges. Through these workshops, the Logistics Cluster addresses a variety of challenges in ongoing emergencies such as humanitarian access and cold chain management.

TRAINING OUTCOMES

- An expanded network of humanitarian professionals and improved relationships between skilled logisticians.
- Participants are equipped with skills to successfully tackle logistics challenges faced in the field or at HQ level.

TOT-TRAINING OF TRAINERS

4 days

Duration

Professionals with humanitarian logistics or IM backgrounds from the humanitarian community including WFP staff, Logistics Cluster staff, partners, individuals with experience working in conjunction with the Logistics Cluster, and those with experience facilitating trainings

Target Audience

CONCEPT

The TOT prepares staff from the Logistics Cluster and partner organisations to lead Logistics Cluster capacity building projects in regional hubs around the world. Through this training, local actors are provided with a cost-effective and sustainable option to train staff and partners. Interested organisations and individuals are often prevented from participating in trainings due to time, travel, and cost constraints, so there is a clear need to perform these trainings in regional and national hubs around the world.

TRAINING OUTCOMES

- Participants learn up-to-date adult learning methodologies.
- Participants are equipped to act as trainers with in-depth knowledge of the Logistics Cluster training methodology, various Logistics Cluster training modules, and the capacity building framework.

AWT- AWARENESS TRAINING

1 day

Duration *(adaptable to suit audience requirements)*

The wider humanitarian community, NDMA/O and the private sector

Target Audience

CONCEPT

The AWT is a modular training encompassing the Cluster Reference Module (CRM), cluster activation and deactivation processes, services, mechanisms, and the interaction between the humanitarian community, WFP, and the Logistics Cluster. This training is facilitated through a combination of classroom sessions and seminars and is tailored to the needs of the organisation requesting the training. It can be requested by any entity and the schedule can be adapted to suit audience requirements.

TRAINING OUTCOMES

- Participants develop an increased awareness of the Logistics Cluster and its mandate and improved knowledge of the CRM and Logistics Cluster activation process.
- Participants obtain an understanding of WFP functions and responsibility as the lead agency of the Logistics Cluster.
- Participants understand the Logistics Cluster mandate, services, and accountability towards WFP, the Humanitarian Coordinator the Humanitarian Country Team and Emergency Relief Coordinator.

SKILLS & KNOWLEDGE

WATCH VIDEO

http://bit.ly/LogisticsResponders

BHLC - BASIC HUMANITARIAN LOGISTICS COURSE

2 days

Duration

Logistics staff in junior and mid–career positions such as store keepers, logistics assistants, and logistics officers

Target Audience

CONCEPT

The goal of the BHLC is to enhance the operational humanitarian logistics capacity of local staff. It is based on a complete sector-neutral supply chain cycle including sourcing, procurement, and distribution, while demonstrating the relationship between theoretical concepts and operational context via case studies and practical exercises. The content is modular and adaptable to the operating environment of the participants. Depending on participants' needs, the training can cover procurement, weights and volumes, transportation, Logistics Cluster forms, warehouse management, inventory management, distribution processes, and best practices, and can include sessions on minimising wasted resources through proper handling and storage of humanitarian cargo and the basic principles of procurement to minimise the risk of fraud and incorrect sourcing.

TRAINING OUTCOMES

- Participants receive a formal introduction to humanitarian logistics and its challenges.
- Participants are prepared to cope with logistics constraints and challenges commonly occurring in their operational contexts.
- Humanitarian agencies have more trained logisticians with enhanced response capacities.

ELIT- EMERGENCY LOGISTICS INDUCTION TRAINING

4 days

Duration

Professionals from GOs, the humanitarian community, and the private sector

Target Audience

CONCEPT

ELIT is comprised of classroom sessions and an emergency response table-top exercise. The first phase of the training addresses the logistical challenges and bottlenecks, and provides strategies to overcome them, concluding with a draft Concept of Operations (ConOps). In the second phase, participants begin implementing the response outlined in the ConOps, including practical exercises and conceptualising a Forward Logistics Base. The ELIT can be conducted in active operations and tailored to meet the capacity building needs of GOs, humanitarian organisations, and the private sector. The training aims to contribute to a long-term capacity building process, including identification of potential bottlenecks and the development of SOPs.

TRAINING OUTCOMES

- Skilled staff are prepared to be deployed to provide immediate operational logistics surge capacity during the onset of an emergency.
- Enhanced understanding of an emergency logistics response in an inter-agency/ministerial context to ensure participants are prepared to deliver services in a timely and efficient manner to regional emergencies, avoiding duplication of efforts.
- Enhanced network of officials from NDMA/O and humanitarian actors.

E-LEARNING PLATFORM

E-LEARNING PLATFORM

E-Learning Platform

Link

The humanitarian community, national actors, and other professionals with a background in humanitarian logistics

Target Audience

CONCEPT

A selection of trainings for Logistics Cluster participants and partners are included in the free e-learning platform, which includes a performance tracking system for individual users. The E-Learning Platform provides a “one stop shop” for specific logistics topics and Logistics Cluster online trainings and is particularly useful for field staff who require cost-effective distance learning. Webinars prepared for other training programmes can also be hosted on the platform.

TRAINING OUTCOMES

- A wide humanitarian audience is familiarised with the humanitarian emergency logistics sector and other related topics.
- The entire humanitarian community is provided with a platform to access online Logistics Cluster trainings and to share other available online trainings.
- Logistics Cluster messages and trainings are accessible.
- Logistics field staff are engaged in training programmes that fit their work schedule, without the need to travel.
- Opportunities are provided to host refresher trainings and to maintain a common platform for collaborative learning and knowledge exchange.
- A training record is provided as part of the individual staff development programme.

LOGISTICS
CLUSTER

LOGISTICS CAPACITY STRENGHTENING

JANUARY - DECEMBER 2018

LOGISTICS CLUSTER

The Logistics Cluster offers trainings to build the response capacity of staff and key stakeholders and ensure humanitarian workers are better prepared to address logistics constraints in emergencies.

101 TRAININGS

1,943 PARTICIPANTS

GLOBAL TRAININGS

58 ORGANISATIONS

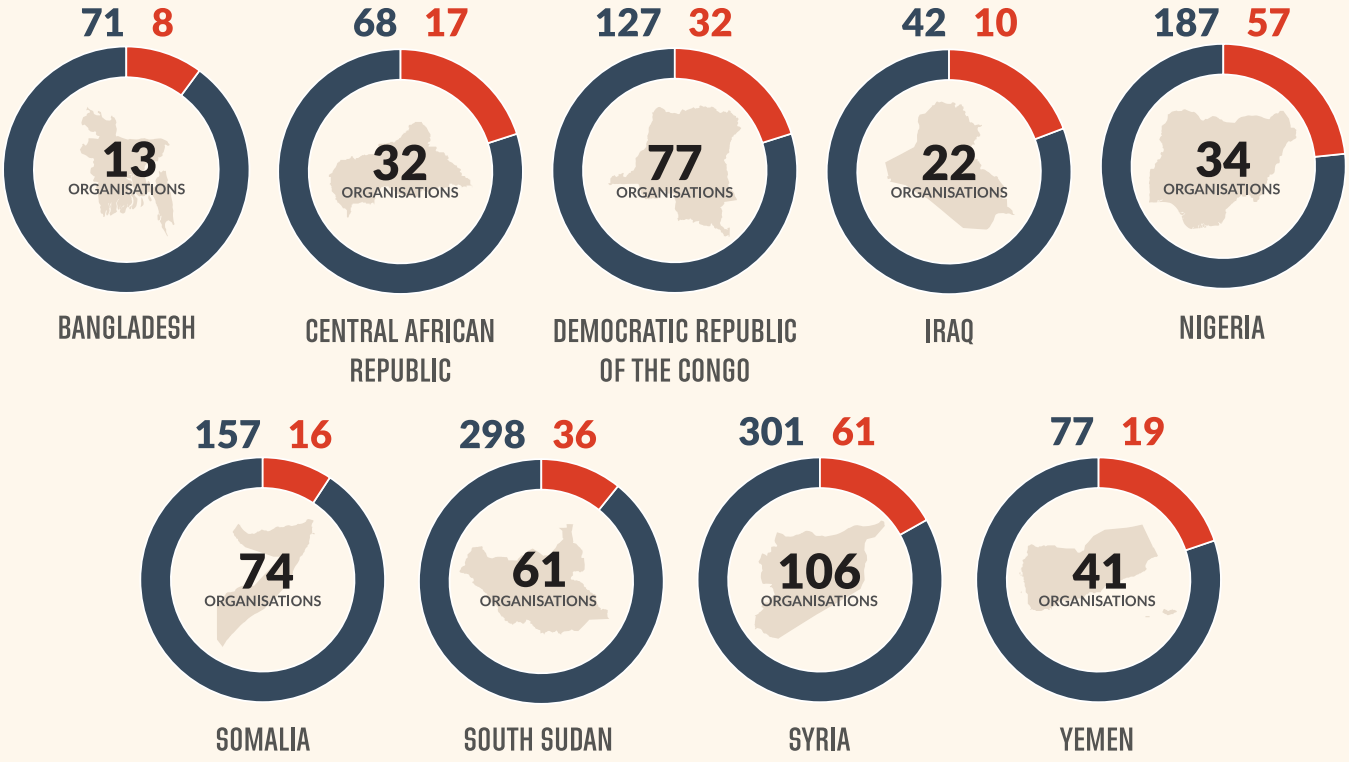
240 **119** PARTICIPANTS

NATIONAL TRAININGS

9 COUNTRIES

MALE FEMALE

30 LOCATIONS



WWW.LOGCLUSTER.ORG

The Logistics Cluster is led by WFP World Food Programme

Information represented in this document is based on the most accurate data currently available from the Field Logistics Cluster staff supporting the emergency response operation. It may be revised or updated as new, or more complete data becomes available.

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For further information visit: http://www.logcluster.org/trainings

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