



One day training course “Humanitarian Food Assistance”

Specific Objective	To improve partners capacities and efficiency in responding to humanitarian food assistance crises
Expected Results	<ul style="list-style-type: none"> • Partners are provided with a clear picture of DG ECHO HFA policy/framework • Partners learn to apply basic HFA policy-compliant approaches in the design and implementation of a DG ECHO funded action • Partners improve their capacity to complete the single form for HFA actions, including preparation of the log-frame and measuring results • Partners learn where to find relevant support information
Contents	<p>This training provides a general overview of DG ECHO’s policy on Humanitarian Food Assistance, including:</p> <ul style="list-style-type: none"> – introduction and background to DG ECHO’s Humanitarian Food Assistance policy (definitions, DG ECHO’s conceptual framework, objectives, principles); – elements that can trigger DG ECHO’s support for a HFA intervention; – presentation of the implementation approaches and the main response options and modalities; – analysis and guidance on how to fill key sections of the Single Form.
Target Group	<p>DG ECHO Partners’ Staff (NGOs, UN and IOs), HQ and field level, involved in HFA operations. No specific technical food assistance knowledge is required. This is not an advanced technical training. The course is appropriate for generalist / management staff who may have oversight responsibility for HFA operations, but also for technical staff interested in getting an overview of DG ECHO specific requirements.</p>
Prerequisite	<p>Previous experience in management of Food Assistance intervention not required. Familiarity with PCM and FPA documents suggested. Recommended knowledge of the Single Form, through the study of the Single Form Guidelines (downloadable at http://ec.europa.eu/echo/about/actors/fpa_en.htm) or the attendance to the Distance Learning training “The Single Form” (for registration</p>

	modalities please check http://www.dgecho-partners-helpdesk.eu/doku.php/dl/start)
Continuation	Support by DG ECHO unit A.4 “Specific Thematic Policies” or food experts in DG ECHO's Regional Support Offices, accessed VIA the desk or field expert for the country concerned.
Number of participants	25 maximum per session
Duration	1 day
Languages	English – French – Spanish
Location	Europe and Field (to be defined)

One day FPA/FAFA training course

“The Audit Process”

AGENDA

The timing is indicative - It will be confirmed during the training		
09:00 - 10:30	Session 1	Introduction: presentation of training Introduction to DG ECHO's HFA policy / framework When to intervene?
10:30 (nearly) COFFEE BREAK (15 minutes)		
11:00 – 12:30	Session 2	How to intervene? <ul style="list-style-type: none"> • main consideration • response analysis
13:00 (nearly) LUNCH BREAK (1 hour)		
14:00 – 15:30	Session 3	Practicalities: the Single Form
15:30 (nearly) COFFEE BREAK (15 minutes)		
15:45 – 17:00	Session 4	Practical exercise Conclusion