



# HUMANITARIAN SUPPLY CHAIN MANAGEMENT

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- + Dates November 5-23 2012 \_ LYON \_ 2000€
- + Application submission deadline 9/5/2012

All updates of our training offer (new dates and subjects, number of places available...) can be found on our website : [www.bioforce.asso.fr](http://www.bioforce.asso.fr), tab "Formations en Solidarité", then "Formations courtes in English"

### + Essentials

You wish to discover a key competency and put into practise the relevant tools and techniques.

The training sessions in this catalogue focus on the key competencies of international aid work: knowledge of the international aid sector and pre-departure preparation, human resources, training of trainers, finance and donors, project management, safety and security, technical logistics and supply chain. This new system is added to help you choose the most appropriate session according to your objective.

## TRAINING OBJECTIVE

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To conduct proactively and efficiently a supply operation understand the supply environment and the role of the supply chain in a humanitarian context; analyse the context, anticipate the needs and put them into a logistics response; organize, coordinate and follow-up information and equipment flows (with other internal and external actors); understand humanitarian purchase procedures and their implementation (International Supply characteristics); implement purchase and negotiation techniques; identify risks related to purchase and implement relevant control systems; understand storage purpose and good warehouse management practice; organise the physical set-up and administrative management of a warehouse; implement reliable and adequate transport in regard to context; communicate, report and build learning around planned and achieved activities

## KEYWORDS

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HUMAN RESOURCES | COSTS | BUDGETS | QUALITY CONTROL | STANDARDS CATALOGS | TRACEABILITY | CUSTOMER ORIENTED | SECURITY | FRAUDS | EXEMPTIONS | SUPPLY CHAIN

## AUDIENCE

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Experienced aid workers from international and national aid organisations, specifically with previous logistics experience and/or going to hold coordination positions, experienced supply chain managers from other sectors

## PREREQUISITES

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### MANDATORY

Previous experience in the humanitarian field and/or in logistics.

## NUMBER OF PARTICIPANTS

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Groups may vary according to the type of session and training (case studies, group work, etc).  
If there is an insufficient number of registrations, Bioforce reserves the right to cancel the training session (in which case, the persons registered will be fully reimbursed).

## TRAINING METHODOLOGY

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- + Guided discussions.
- + Case study review
- + Class discussions
- + Lectures
- + Group work

## TRAINERS

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### **Participation of NGOs as steering committee and / or trainers**

Action contre la Faim

Handicap International

Médecins du Monde

Médecins sans frontières

Solidarités

## DURING THE TRAINING SESSION

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If the training takes place in Lyon, you may access our documentation centre and have access to the following resources: books, magazines, television broadcasts, language learning software, mission reports of previous Bioforce students, as well as a room with free Internet access.

## AFTER THE TRAINING

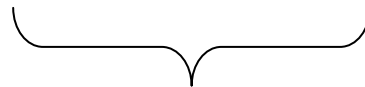
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You will receive a CDROM including the training contents used during the session and the email contacts of participants and trainers, as well as a Certificate of Attendance (issued on the condition of being present throughout the training).

# SCHEDULE

## HSCM Provisional Planning November 5<sup>th</sup> to 23<sup>rd</sup> 2012

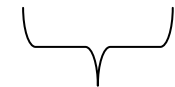
SESSIONS	D	L	M	M	J	V	S	D	L	M	M	J	V	S	D	L	M	M	J	V	S
	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Introduction (2 hours)																					
Comprehensive Approach HSCM (1,5 days)																					
Procurement (1 day)																					
Forecasting (1,5 days)																					
Orders Management(1 day)																					
<i>Evaluation of the 1st week by trainees 1/2 hour</i>																					
International Trade (1,5 days)																					
Purchases (1,5 days)																					
Store Management and Warehousing (2 days)																					
Organize transport in the field (1,5 days)																					
HSCM Activities Reporting (0,5 day)																					
<i>Evaluation of the 1st week by trainees 1/2 hour</i>																					
QCM 1 hour																					
Simulation (2,5 days)																					
Evaluation, conclusion																					



**Strategic approach**



**Technical approach**



**Simulation**

## TO REGISTER TO THIS SHORT TRAINING

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REMEMBER: The Application Submission Deadline is set 2 months prior to the start of the training.

### APPLICATION SUBMISSION

- + Download the application form from our website [www.bioforce.asso.fr](http://www.bioforce.asso.fr), under the tab “Formations en Solidarité,” then “Formations Courtes in English”.
  - + Fill-out the electronic version of the 2012 application form.
  - + Send your completed Application form along with your CV to: [session@institutbioforce.fr](mailto:session@institutbioforce.fr)
- Thank you for filling an application for each session asked.

### SELECTION PROCESS

Submitted applications will be examined by Bioforce staff based on completed application package, pre-requisites, expectations for the training, etc.

We will inform you that we have received all of the above.

You will receive a validation mail for your pre-registration 10 days after your application.

- + In order to secure your place in the training, you will have to send your payment or financial support certificate 1 month before the training. You will receive a reminder at this moment.

### REGISTRATION

- + Upon receipt of payment, we will confirm your registration by email.

A few weeks prior to the start of the training we will email you a Letter of Convocation with all necessary information, including the training schedule and other practical details.

## TRAINING FEES

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The cost of the Humanitarian Chain Management module is 2000euros, which includes 105 hours of training.

Training fees do not include transport or accommodation.

For more details, please contact :

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