



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

UNHCR

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1 February 2017

Notre/Our code: DESS/DO/020/2017

Re: **Invitation to Emergency Team Leadership Program (ETLP) – March 2017**

Dear Colleagues,

We are pleased to invite your organization to nominate participants for the IASC Emergency Team Leadership Program (ETLP). The ETLP program is administered by UNHCR on behalf of the wider IASC and has been held twice a year in spring and autumn since 2006. The training is a blended learning program involving a combination of self study, exchange of practical experiences from participants, workshop/simulations, and post-workshop activity. The next ETLP workshop is scheduled to take place in Hotel René Capt, Montreux, Switzerland, from 26 to 30 March 2017.

The IASC ETLP aims to strengthen emergency team leadership competencies of IASC partners in humanitarian emergency settings. The ETLP focuses on “team leadership” and “interpersonal” skills in emergency situations, i.e. teamwork, communication, decision-making, emotional intelligence, direction setting and situational leadership, rather than on the more technical or operational skills required in emergencies (e.g. emergency management, operations, cluster/sector response planning, staff security, etc.) as these are already covered by other existing training courses. In addition to reinforcing core leadership competencies, the workshop serves as a retreat designed to spark reflection and growth of participants’ own attitudes and practices as emergency team leaders (ETLs).

Participants in this training will include staff of IASC partners, including national NGOs dealing with humanitarian emergencies. In terms of profile of the participants, UNHCR proposes nominees be individuals with emergency experience who are either currently in a team leadership role in the field (sub or field offices) or who might be deployed over the next twelve months as leaders of initial response teams or head of sub and field offices. Participants will commit to a pre-workshop phase (10 hours), workshop attendance (5 days) as well as a personalized post-workshop learning activity. For its part, UNHCR is proposing staff at the UN P4-P5 level.

We would therefore be most grateful if your organizations would nominate appropriate senior candidates to this program as soon as possible and no later than **Friday, 17 February 2017**. As the total number of ETLP participants is limited to 20 persons, we would like to invite your agency to propose 2 to 3 candidates utilising the online course application platform: <https://unhcr.unelearn.org/screening/course/701> The selection of participants will depend upon the level of interest demonstrated by our respective agencies. To ensure national NNGO participation, UNHCR has traditionally sponsored five national NGO participants for this training.

UNHCR is covering the cost of the learning materials and program facilitators as well as conference services including two daily coffee breaks at the venue. The cost for meals, accommodation and international travel will be borne by the participant's agency.

Training location

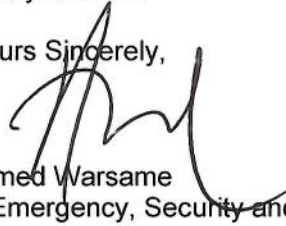
Geneva Airport is about 80km away from the Hotel René Capt; Montreux main train station is only 15 minutes by foot to the hotel.

Participants arriving at Geneva Airport can reach Montreux by train in about 1 hour and 15 minutes. From the airport's train station there are connections to Montreux every 20 minutes. From the station participants can take the Bus Line 1 "Richtung Villeneuve" on the Hauptstrasse street stop and exit at the Bon Port bus stop right at the hotel.

Nominees should kindly enrol using the online tool: <https://unhcr.unelearn.org/screening/course/701> Any questions can be directed to UNHCR's Global Learning Center (hqglcesu@unhcr.org or phone +41 22 331 5379).

We are looking forward to hearing from you soon.

Yours Sincerely,



Ahmed Warsame
Director, Division of Emergency, Security and Supply