## Humanitarian Programme Cycle (HPC)

# Syllabus Agenda

### Description

Managing information during a humanitarian emergency is a crucial part of any operation. The humanitarian community recognizes the importance of gathering reliable data on the locations of those affected, what they urgently need, who is best placed to assist them, and the value of this information for effective and timely humanitarian assistance.

This course aims to provide introductory/intermediate level information on humanitarian coordination and the role of Information Management (IM) in humanitarian response. It is designed primarily for implementing partners and aims to enhance engagement in humanitarian coordination and reporting. The training is envisioned to be an interactive session with the space for participants to ask questions and engage with the materials.

### Pre-requisites

None

### Length

2 days (6 hours total)

### Language

Ukrainian

### Location

Online (Zoom)

### Training Goal:

Develop the understanding of the cluster partners on the Humanitarian Programme Cycle (HPC) and the role of Information Management in the humanitarian response.

### Training Objectives:

* Develop the understanding of Humanitarian Information Management
* Learn how Humanitarian Programme Cycle (HPC) works, roles and responsibilities and key products
* Understand the structure of Humanitarian Clusters, Sub-Clusters and Working Groups
* Understand the purpose of Humanitarian Response Monitoring and 5Ws
* Learn about the mechanism of Flash Appeal

### Day 1: Humanitarian Programme Cycle

### (10.00 am – 13.00 noon)

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| **10.00 – 10.15**  | Introduction, schedule, and course objectives |
| **10.15 – 11.00** | Role of Information Management in Humanitarian Response andHumanitarian Cluster Structure |
| **11.00-11.15** | Coffee Break  |
| **11.15-12.00** | HPC Part 1 - Steps and Timeframes |
| **12.00-12.15** | Coffee Break  |
| **12.15-13.00** | HPC Part 2 – Key Products (HNO, HRP, Flash Appeal, IM products), Roles and Responsibilities |

### Day 2: Humanitarian Information Management

### (10.00 am – 13.00 noon)

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| **10.00 – 10.15**  | Recap of Day 1; Objectives for Day 2 |
| **10.15 – 11.00** | Key IM Concepts: Admin Levels, Population Groups, Response Actors  |
| **11.00-11.15** | Coffee Break  |
| **11.15-12.00** | Humanitarian Reporting and 5Ws |
| **12.00-12.15** | Coffee Break  |
| **12.15-13.00** | Humanitarian Reporting and 5Ws Continued, Final Q&A  |