

Regional Senior Managers' Course in ERW & Mine Action, Vietnam 2015

Hanoi, Vietnam
21 September—9 October, 2015



INVITATION TO APPLICANTS

Course funding provided by the U.S. Department of State, Bureau of Political-Military Affairs,
Office of Weapons Removal and Abatement



Course conducted by James Madison University's Center for International Stabilization and Recovery with support from the JMU College of Business and in collaboration with the International Center – Vietnam Veterans of America Foundation (IC-VVAF), the Association for Empowerment of Persons with Disabilities (AEPD) and the Government of Vietnam



COURSE DESCRIPTION and OBJECTIVES

The Regional Senior Managers' Course in ERW and Mine Action is organized using a modular approach and drawing on the expertise of a number of university professors and subject-matter experts from the national ERW and mine action authorities and regional implementing partners. The course seeks to integrate the latest thinking in the field of business management with the practical experience of ERW and mine action operators adapted for the specific needs of the region. The goal is to hone the skills of **senior managers of national ERW and mine action programs** so that countries can more effectively and efficiently clear their lands of landmines and other explosive remnants of war.

The curriculum of the three-week course has three main objectives:

1. To develop the personal skills needed by effective managers, such as oral and written communication and time management.
2. To provide training in business management practices and their applications to the field of ERW and mine action, encompassing such topics as strategic planning, control systems, leadership skills, organizational change, and resource management.
3. To enhance managers' knowledge of ERW and mine action challenges, techniques and requirements, including the application of mine action standards and SOPs to enhance quality, risk management, the latest developments in and application of clearance techniques, and survivor assistance programming, among others.

The course includes management case study exercises that challenge the participants to apply what they have learned in the instructional sessions. The participants benefit during the exercises from collaborating with their classmates as they work together in small groups.

One added benefit of the course is the learning that takes place not just from the interaction between the instructors and the participants but from the interactions among the participants, who all have considerable field experience themselves and have much to share and learn from each other. All participants are asked to make a presentation within their country groups that explains their country's mine action program and/or shares their particular ERW/mine action technical expertise. The course is organized to promote interaction and build beneficial personal relationships among the participants, course instructors and staff.

COURSE CONTENT

The Mine Action Information Center (MAIC) at James Madison University (JMU) conducted five mine action senior managers' courses under UNDP sponsorship from 2004-2007. In 2010, the MAIC, now known as the Center for International Stabilization and Recovery (CISR), taught the first of five ERW and Mine Action Senior Managers' Courses sponsored by the U.S. Department of State, Bureau of Political-Military Affairs, Office of Weapons Removal and Abatement (PM/WRA). JMU/CISR also served as an implementing partner for the PM/WRA-funded ERW International Senior Managers' Training Courses (ERWTC) carried out by the National Committee for Demining and Rehabilitation in Jordan from 2009-2011. In 2014, the Senior Managers' Course shifted to a regional focus and was taught in Tajikistan, accepting applicants from all over central Asia. The 2015 Vietnam regional course

is again being sponsored by PM/WRA and will accept applicants from **Vietnam, Cambodia, Laos, Sri Lanka, Thailand, and Burma (Myanmar)**.

The regional courses are similar to the past SMCs but revised to meet the changing needs of national programs charged with the responsibility of clearing their countries of the harmful presence of ERW and landmines. In addition to an expansion of topics from landmine action to include the broader threat of explosive remnants of war, the new courses also address the growing problem of excess and inadequately stored conventional weapons stockpiles. The broader term used in the course, Conventional Weapons Destruction (CWD), encompasses programs to clear and destroy landmines and explosive remnants of war, destroy excess stockpiles of small arms and light weapons, and improve physical security and stockpile management of conventional weapons.

Below is a sample of potential topics for the 2015 course:

Personal Skills for Effective Management

- Time management
- Proposal writing
- Communication skills
- Oral presentations

Program Management

- Management fundamentals
- Strategic planning and implementation
- Managing stakeholder relationships
- Capacity building and effective resource management
- Managing quality through control systems
- Managing organizational change
- Innovation and process improvement
- Supervision: challenges, best practices, and managing teams effectively
- Managerial decision making

ERW and Mine Action Topics

- Quality management of field operations
- Application of land release protocols
- Information management
- CWD challenges and program sustainability in Southeast Asia
- Management of Residual Explosive Remnants of War
- Programming for survivor assistance, peer support and persons with disabilities
- Context of CWD programs: forum on the role of US government and other donors

Other Course-Related Activities:

- Field visits and excursions
- Networking activities and events
- Oral presentations to fellow participants and guests

PROGRAM STRUCTURE

Date and place: The Regional Senior Managers' Course in Vietnam will take place over three weeks at training facilities in Hanoi, the capital city of Vietnam, as well as in the provinces of Quang Binh and

Quang Tri in central Vietnam. Classroom instruction will occur from 21 September to 2 October in Hanoi and the field component will occur from 3 October to 8 October in Quang Binh and Quang Tri. Participants and staff will return to Hanoi for a closing ceremony on 9 October. Participants will need to **arrive the day before the course begins and depart after the course concludes on 9 October 2015 or the following day**. Participants should arrive and depart from Nội Bài International Airport in Hanoi; course hosts will provide ground transportation to and from the airport and the hotel.

Host organization: JMU/CISR is offering the Regional Senior Managers' Course in Vietnam in close collaboration with the International Center – Vietnam Veterans of America Foundation (IC-VVAF) and the Association for Empowerment of Persons with Disabilities (AEPD). The course is also being co-organized with the Vietnam National Mine Action Center/504 Executive Office, the recognized national mine action authority for Vietnam. IC-VVAF and AEPD will be the local host organizations and will provide many of the logistics for course delivery and accommodation of participants and presenters.

Management training: Teaching will be provided by faculty of the James Madison University College of Business in addition to CISR instructors. The JMU College of Business is one of the most prestigious in the country, ranking in the national top 5% of undergraduate business schools by *Business Week* magazine. JMU's College of Business offers a diverse selection of undergraduate academic programs, including: accounting, business administration, computer information systems and management science, economics, finance and business law, international business, management, marketing, quantitative finance, and graduate programs in business administration and accounting. JMU/CISR has partnered with faculty from the College of Business in implementing Senior Managers' Courses since 2004.

ERW and Mine Action training: A number of leading subject-matter experts from the Geneva International Centre for International Demining, international ERW/mine action NGOs working in Vietnam and elsewhere in the region, and local implementing partners will provide instruction on topics of specialty, with time permitted for discussion and out-of-class conversation. Representatives from the U.S. Department of State's Office of Weapons Removal and Abatement will also provide donor-specific guidance for CWD programs.

APPLICATION PROCESS

Applications should be typed into the form attached and returned to JMU/CISR via e-mail (smc.jmu@gmail.com).

The complete application must be accompanied by a recent color photograph of the applicant, plus scanned images of additional documents as indicated in the application, including a copy of the applicant's valid passport. The applicant's passport **MUST** be valid for **AT LEAST** six (6) months following the end of the course.

If English is not the applicant's native language or the language of his or her country of residence, the applicant must provide one of the documents listed in the application as evidence of English proficiency. Scanned images of these documents should be sent by e-mail along with the application.

A letter from the applicant's organization director (or official to whom they report if the applicant is the director) confirming and authorizing their participation in the course is also required.

Applicants selected to participate in the course will be notified by e-mail. They should confirm their acceptance to attend by e-mail. Applicants are reviewed by JMU/CISR staff in consultation with representatives at the U.S. Department of State.

Because of the short time in which to select participants and process the required visas, preference will be given to those applicants who submit a fully complete application by the deadline. Applicants must take care in reading and completing the application and providing the required supporting documents.

Preference will be given to applicants who have not previously attended the Senior Managers' Course at JMU or elsewhere (e.g. ERWTC in Jordan).

Applications should be submitted no later than 29 May 2015 to:

Senior Managers' Course (SMC) administrator

E-mail: smc.jmu@gmail.com

COST OF PARTICIPATION

- Participants must be willing to pay for transportation to and from Hanoi, Vietnam as well as have money for expenses for the first few days of the course. JMU/CISR does not cover the cost of international or domestic travel to and from Hanoi. However, all travel related to the course instruction, including travel to Quang Binh and Quang Tri, is included.
- A modest per diem of approximately \$50/day will be provided to the participants after their arrival in Hanoi (disbursed after the first few days of class). Participants must plan to bring enough cash (in local currency) to cover incidental expenses for the first several days and for travel to and from the course.

ACCOMMODATIONS and MEALS

- Most meals and all lodging will be provided to participants free of charge during the course. Participants will be housed in a hotel near the training center. Hotel amenities include private room with bath, daily breakfast, on-site laundry facilities (participants responsible for the cost of laundry), phone and Internet service, exercise facilities, in-room refrigerator, and close access to restaurants and shopping.
- Transportation will be provided to and from the airport upon arrival/departure. It also will be provided for any course-related planned excursions or field visits, including the trip to Quang Binh and Quang Tri.
- Week day lunches and coffee breaks will be served at the training facility at no extra cost to participants. Per diem rates include funds for purchase of dinner in area restaurants, although a number of special dinners and receptions are included in the course activities. Per diem also covers costs for incidentals (laundry, personal items, tips).

VIETNAM ENTRY VISA

Depending upon country of residence, participants may be required to apply for a visa to visit Vietnam for 30 days, unless they already have another type of visa that will allow them entry to Vietnam to engage in short-term study. Vietnam requires visitors from Sri Lanka and Burma (Myanmar) to obtain a tourist visa before traveling, while visitors from Cambodia, Laos and Thailand may visit Vietnam for less than 30 days without a visa. Specific information on visa requirements can be found through Vietnam's embassy in Sri Lanka at <http://www.mofa.gov.vn/vnemb.lk> and Vietnam's embassy in Burma (Myanmar) at <http://www.vietnamembassy-myanmar.org/en/>.

JMU/CISR and IC-VVAF personnel will assist applicants accepted into the course with applying for the required visa. Please let JMU/CISR staff know if you already have a visa that will allow you to travel to and stay in Vietnam for this course. Also note that in order to travel to Vietnam your passport will need to be valid for at least six months from the last day of the course.

HEALTH and INSURANCE

Participants must attest to their medical ability to attend and participate in this course. They must be free of any communicable/infectious diseases (for example, tuberculosis or trachoma) or any other illnesses that could present risks to persons that they will come in contact with. They must also be free of any medical conditions that would prevent them from carrying out training away from home. Participants must be in good health and enjoy a full working capacity.

All participants will be covered by traveler's emergency medical insurance during the course. This insurance covers costs for **emergency medical care** in the event of an acute illness or injury during their stay in Vietnam for the course. **The cost of routine medical and dental care as well as treatment for pre-existing conditions is not covered.** It is important that the participants be in good general health when they arrive to attend the course. Questions or concerns about health care coverage should be directed to the SMC Administrator.

OUR FUNDING PARTNER

The Regional Senior Managers' Course in ERW and Mine Action, Vietnam 2015 is being funded by the Office of Weapons Removal and Abatement, in the U.S. Department of State's Bureau of Political-Military Affairs.

QUESTIONS?

Any questions about the Senior Managers' Course should be directed to the SMC Administrator (smc.jmu@gmail.com). The SMC website contains more information about the course and its history (<http://www.jmu.edu/cisr/programs/training.shtml>). This website will be updated periodically with information for participants.