



# OXFAM

**To:** Vietnam Red Cross (VNRC), INGOs, local NGOs, UN agencies, DMWG members, Government representatives, humanitarian partners, universities and training centers

**From:** Oxfam in Vietnam

**Subject:** Training of Trainers (TOT) Course on **Sphere Project Humanitarian Charter and Minimum Standards in Humanitarian Response**

**Date:** January 20th - 26th, 2013

Greetings from Oxfam!

Oxfam, in coordination with Sphere Working Group members in Vietnam, is organizing a seven day multi-agency course on "Sphere Project Humanitarian Charter and Minimum Standards in Humanitarian Response" from January 20<sup>th</sup> – 26<sup>th</sup>, 2013 in Hanoi, Vietnam.

The Sphere Working Group (SWG) comprising of Oxfam, IFRC/VNRC, UNICEF, UNDP, Save the Children, Plan, WHO, World Vision, HSPH, HFHV, and CARE have come together with collective efforts on awareness raising and capacity building of Sphere through this training initiative.

Coordinated by Oxfam and co-facilitated by the International Federation of Red Cross and Red Crescent (IFRC) and Church World Service Pakistan/ Afghanistan, the course aims to gather professional trainers and humanitarian workers from VNRC, INGOs, NGOs, UN, DMWG members, humanitarian partners, universities and government agencies in Vietnam who are leaders in promoting and implementing approaches for enhanced quality and accountability in humanitarian responses. The course particularly aims to strengthen facilitation knowledge and skills in delivering the Sphere Project Humanitarian Charter and Minimum Standards in Humanitarian response training.

The attached brochure provides detailed information on the course. If you wish to nominate any person(s) from your organization, kindly fill the enclosed Application Form. Please ensure to send the completed form to [Viet.VuXuan@oxfamnovib.nl](mailto:Viet.VuXuan@oxfamnovib.nl) by **December 28<sup>th</sup>, 2012**. If the applicant(s) meets the selection criteria, he or she will be informed via a confirmation letter two weeks before the training.

Should you require any further information, please feel free to contact us.

Thanking you and assuring you of our best cooperation in this joint initiative.

**Andy Baker,**  
**Country Director**

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