NORDEM COMPETENCY DEVELOPMENT 2015

*Updated August 2015

Aim:

NORDEM aims at providing roster members with opportunities for capacity building and strengthening before, during and in between assignments in order to ensure that roster members acquire relevant knowledge and skills for current and future positions. This will enable roster members to enhance their contribution to NORDEM’s partner organizations.

Strategy:

NORDEM prioritizes personal- and career development to ensure that roster members may strengthen their competencies and further develop through challenges at the professional and personal level.

Knowledge- and experience management, competency development and recruitment of new competencies are core tools to reach NORDEM’s main objectives: to support international organizations and national authorities to promote democracy and human rights, primarily through deployment of qualified personnel.

NORDEM competency development plan:

Being deployed on field-missions requires updated knowledge and simultaneous motivation and inspiration. Consequently, NORDEM emphasizes competency development, competency strengthening and training. Each roster member is responsible for his/her personal and professional development, whilst NORDEM invests in facilitating this process.

Courses:

NORDEM presupposes that each and every roster member has valuable competencies and experience that they may contribute with in NORDEM’s course and training activities. Thus, NORDEM emphasizes developing and facilitating interactive, competency-based courses with a methodology and approach adapted to adult learning.

Criteria:

Courses shall be relevant to the secondees’ current position and contribute to strengthening the secondees’ professional competencies.

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1 By competency, we mean the overall knowledge, capacities, attitudes and personal skills that enable NORDEM and secondees to perform their tasks in accordance with set objectives.
Secondees are encouraged to gather information on relevant courses. In order to get course expenses covered by NORDEM, the secondee has to submit a written justification to the relevant project coordinator, well ahead of the application deadlines to the course.

NORDEM may cover up to 2000 € for training courses, based on written agreement and approval from the relevant project coordinator. Cost sharing with the receiving organization, if the roster member is on current assignment, is desirable. Exceptions from the above stated cost limit may be approved in exceptional circumstances.

Hostile Environment Awareness Training (HEAT) or similar security training shall be provided for secondees deployed to high-risk duty stations, in addition to the above mentioned course stipend.

Briefing:

Competency development needs shall be a topic in all briefings and mid-term briefings with NORDEM secondees. Competency development shall be a priority, especially for roster members that have been on mission for a long period of time, or repeatedly over the past years.

Knowledge management and transfer:

NORDEMers on mission are continuously acquiring knowledge and networking in fields that are relevant to NORDEM and other Norwegian institutions. In order to preserve this knowledge, experience and contacts, NORDEM emphasizes regular reporting and may issue “thematic papers” and “special reports” as required and desirable, in collaboration with secondees.

Moreover, NORDEM may facilitate competency and knowledge transfer by inviting NORDEM roster members to relevant seminars, lectures and to contribute to training courses as resource personnel. NORDEM may facilitate external collaboration when beneficial, in order to share knowledge and preserve competencies.

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2 See NORDEM «thematic paper» guidance note, 2014: \ssokrates\us-smr-group\nordem\Rapporter og publikasjoner\Thematic paper serie
NORDEM facilitates relevant external course participation in accordance with the above stated criteria.

A selection of relevant courses is provided below (not an exhaustive list).

**Green courses** are mandatory for all roster members and / or for special NORDEM assignments, in accordance with the stated criteria.

**Yellow courses** are desirable skills that roster members should acquire/preserve in order to build and strengthen skills and awareness.

**White courses** are selected available online training courses that NORDEM roster members are encouraged to undertake.

**Red courses** are selected external courses that NORDEM may cover the costs of for NORDEMErs on assignment, in accordance with stated criteria.

<table>
<thead>
<tr>
<th>NORDEM Assignments</th>
<th>CRITERIA</th>
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<tbody>
<tr>
<td><strong>MANDATORY</strong></td>
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<tr>
<td>- UNDSS Basic and Advanced</td>
<td>- Online security training which shall be renewed every 3 years. Proof of completion must be submitted before assignments.</td>
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<td>- Prevention of Workplace Harassment, Sexual Harassment, and Abuse of Authority in the Workplace (SHAP)</td>
<td>- All secondees on UN assignments (online training course which may be accessed with a password from the receiving organization). Roster members must submit proof of completion.</td>
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<tr>
<td>- NORDEM election course/ University of Bergen election course or similar</td>
<td>- All election observers.</td>
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<tr>
<td>SECURITY: Security: Hostile Environment Awareness Training - HEAT (NRC, FBA, ZIF) etc. or similar security training</td>
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<tr>
<td>Links:</td>
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<td>The European Interagency Security Forum <a href="https://www.eisf.eu/training-and-events/">https://www.eisf.eu/training-and-events/</a> (list of HEAT course providers)</td>
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<tr>
<td>The Norwegian Refugee Council <a href="http://www.nrc.no/?aid=9164884#.Vd7UCZfsS7Q">http://www.nrc.no/?aid=9164884#.Vd7UCZfsS7Q</a></td>
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<tr>
<td>Centre for Safety and Development <a href="http://www.centreforsafety.org/services/training/heat-course/">http://www.centreforsafety.org/services/training/heat-course/</a></td>
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<tr>
<td>NORDEM Basic Course in Democratization and Human Rights based field work</td>
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<tr>
<td>First Aid courses (Red Cross, Norwegian People’s Aid or similar)</td>
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<td>Network for Enhanced Electoral and Democratic Support; NEEDs online course for Short-Term Observers on Safety and Security in the Field <a href="http://www.needsproject.eu/elearning/">http://www.needsproject.eu/elearning/</a></td>
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<td>OSCE online course for short term observers: <a href="http://www.stoelearning.org/">http://www.stoelearning.org/</a></td>
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<tr>
<td>NORDEM Basic Course in Democratization and Human Rights based field work</td>
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<tr>
<td>Long-term secondees going on or currently on assignment (exceptions must be justified in agreement with project coordinator)</td>
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<td>- All roster members</td>
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<td>- Free training courses or courses pre-approved from NORDEM</td>
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<tr>
<td>Observers that have not been on assignment within the past 3 years or that have not undertaken the NORDEM election course or similar prior to assignment.</td>
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</table>
- Civil-Military Cooperation Center of Excellence; Civil-military interaction awareness online course:  

- Online course for relevant assignments with civil-military interaction (DPKO and certain other relevant assignments).

- Gender online courses (selected links below – the list is not exhaustive):

  UN Women Watch  [http://www.un.org/womenwatch/directory/gender_training_90.htm](http://www.un.org/womenwatch/directory/gender_training_90.htm)


  ILO International Training Centre  [http://gender.itcilo.org/cms/](http://gender.itcilo.org/cms/)  (various courses, e.g. 7 week Gender in the global development agenda – 800 euro)


  Peace and Collaborative Development Network; Online Certificate Course in Gender Development Training:  [http://www.internationalpeaceandconflict.org/events/online-certificate-course-in?xg_source=activity#UUMdXFda35w](http://www.internationalpeaceandconflict.org/events/online-certificate-course-in?xg_source=activity#UUMdXFda35w)  (5 weeks, 25 hours, USD 300)

Various relevant courses (the list is not exhaustive):

- Folke Bernadotte Academy: [http://folkebernadotteacademy.se/sv/Utbildning/Kommande_kurser/](http://folkebernadotteacademy.se/sv/Utbildning/Kommande_kurser/)
- European Centre for Electoral Support: [http://www.eces.eu/training](http://www.eces.eu/training)
- UN System Staff College: [http://www.unssc.org/home/courses](http://www.unssc.org/home/courses)
- OSCE: NOT FOUND
- ENTRI: [http://www.entriforccm.eu/training/course-calendar/](http://www.entriforccm.eu/training/course-calendar/)
- Utenriksstjenestens kompetansesenter (UKS): NOT FOUND
- Bistandstorget: [http://bistandstorget.no/kalender](http://bistandstorget.no/kalender)
- Professionals in Humanitarian Assistance and Protection: [http://phap.org/events/training](http://phap.org/events/training)
- Advanced Training on Humanitarian Action: [http://www.atha.se/](http://www.atha.se/)
- UN Institute for Training and Research: [http://www.unitar.org/event/](http://www.unitar.org/event/)
- Austrian Study Centre for Peace and Conflict Resolution: [http://www.aspr.peacecastle.eu/training-programmes/?PHPSESSID=72bd3362bb4b3625f3748fecf3879923](http://www.aspr.peacecastle.eu/training-programmes/?PHPSESSID=72bd3362bb4b3625f3748fecf3879923)
- NODEFIC: [https://forsvaret.no/hogskolene/en/NODEFIC/Our%20courses](https://forsvaret.no/hogskolene/en/NODEFIC/Our%20courses)

- NORDEM covers up to 2000 €, after written agreement with project coordinator. Cost sharing with the receiving organization is encouraged and desirable.

- Language courses and computer/software skills courses may also be discussed with the relevant project coordinator.
For any questions of further information, please contact NORDEM:

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https://www.jus.uio.no/smr/english/about/programmes/nordem/