



COMISIÓN EUROPEA
Representación en España



InCompass International
Consultancy Services Ltd



PERSONAL SECURITY AWARENESS TRAINING FOR TRAVEL TO AND MANAGEMENT IN HOSTILE ENVIRONMENTS OR DEVELOPING COUNTRIES

- Situations covered:** Travel to Hostile environments; countries emerging from conflict; Developing countries; locations where there exists a high-level of crime
- Target Audience:** This training is targeted towards and beneficial to *company executives, government Ministry and Embassy personnel, university staff, students, international organisations* and *NGOs* who may travel and work in hostile environments or developing countries
- Date:** Tuesday 22 February 2011 (one day intensive course)
- Location:** Representation of EC to Spain, Paseo de la Castellana 46, 28046 Madrid
- Management:** InCompass International Consultancy Services Ltd.
- No. of participants:** 25 places available
- Sponsorship:** Sponsorship opportunities available for Madrid-based companies and Embassies
- Language:** English. Spanish interpretation provided where required

Description of Training: In line with previous trainings carried-out in co-ordination with EU and international organisations, InCompass International has established the following training in co-operation with the Representation of the European Commission to Spain. InCompass International will provide professional trainers in personal security awareness, emergency first-aid, risk-avoidance, best management practices, ICT security and survival techniques for this practical training.

Training Goals: **i.** To provide an in-depth introduction to the essentials of personal and team security awareness and management, when travelling to and working in hostile or difficult environments; **ii.** To recommend 'best-practices' for executives and help companies and public organisations improve their **corporate social responsibility** and duty of care to employees.

Participants: Mid-Senior level executives of Spanish and foreign companies; Chambers of Commerce; Government Ministries; Embassies; universities; students; consultancies; independent Consultants; international organisations; think-tanks / NGOs.

This training is therefore the first of its kind in Spain that is focussed at both **public** and **private** sector participants who travel to hostile or difficult environments on business, such as developing countries where there may be a high risk of crime, corruption, conflict, or other hostilities and risks.

Methodology: The trainers will use *video*; real personal *examples*; practical *exercises* notably for the first-aid module; *role-playing* and; PowerPoint *presentations*.

Certification: A certificate of participation will be presented following practical tests.

07 February 2011

Personal Security Awareness Training Schedule: Tuesday 22 February 2011

	Module	Topic Covered i	Topic Covered ii	Topic Covered iii	Topic covered iv
08.45 09.15	Registration of participants	N.B. Please bring passports and/or ID cards	Interpretation and Translation requirements	Dress-code: Smart-casual	Distribution of teams
09:15 10:00	Welcome and Opening of Training	Francisco Fonseca Morillo, Director de la Representación de la Comisión Europea en España	Bruce Todd, Director, InCompass International	Course Introduction: aim; benefits and; requirements for certification	Presentation of each participant and Questions and answers
10:00 11:30	Training Session I: Pre-Travel Planning	Establishing contact lists, country- intelligence, codes of conduct (i.e. social considerations, alcohol)	Financial and insurance considerations including repatriation	Country-specific planning, risk- awareness, medical (vaccinations) and gender considerations	Specific threats in-country: street and organised crime, terrorism (financing, leadership, structure, objectives, location, strategy & tactics), environmental threats, gender considerations
11:30	Coffee Break				
11:45 13:30	Training Session II: Travel in-country	Personal Security Planning for prevention, hostage-taking, escape: who/what is the threat; hotel SOPs (incl. electronic counter- surveillance)	Kit, including 'Grab Bag' essentials and non-essentials	Firearms and landmine recognition and actions-on	Avoidance of risk including corruption, financial crimes, counter-terrorism intelligence
13:30	Lunch				
14:30 16:15	Training Session III: Operational Considerations	Team Security Awareness and good management including corporate responsibility and travel procedures in-country (incl. vehicle/convoy SOPs)	Radio and efficient communications: best-practices (incl. learning and use of phonetic alphabet)	Personal Security Awareness and Emergency SOPs (situational awareness, daily behaviour, accommodation, information security)	Handling official and unofficial check- points and border-crossing points
16:15	Coffee Break				
16:30 18:30	Training Session IV: Specialist Modules (medical)	Emergency First-Aid Basics	SOPs for travelling in vehicles (incl. convoy, medical kit, rescue from vehicle)	SOPs for travelling through desert, tropical or mountainous environments (incl. kit, liquids)	Psychological points to consider and returning home
18:30 19:00	Certification	Final verbal tests (phonetic alphabet, ICT and comms security, team-management, First-Aid,	Questions, answers, course feedback	Presentation of certificates following practical tests	Cocktail