

# COMMON INDUCTION PACKAGE – PARTICIPANT ONLINE LEARNING CHECKLIST

The courses listed below are mandatory for all United Nations Secretariat staff. The BSIF and ASIF are mandatory for all standby deployees prior to deployment and other courses are mandatory for some agencies but not all. Our recommendation is that all of the mandatory courses below be completed by standby personnel prior to deployment, though not necessarily prior to their induction process. The courses listed as strongly recommended are not mandatory but are increasingly utilised by the UN as part of induction processes and provide useful information on current systems and standards.

This document is for you to keep a record of courses completed and does not need to be returned to your deploying organization. We recommend you keep a file of all your certificates, which may eventually be requested by your deploying organization.

| MANDATORY INDUCTION TRAINING | | | | | |
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| TITLE | COURSE DESCRIPTION | COURSE LOCATION | USERNAME | PASSWORD | COMPLETED |
| Basic Security in the Field (BSITF) | All United Nations personnel must successfully complete “Basic Security in the Field” (BSITF) training. NOTE: BSITF certificates are valid for three years, at which point staff members must recertify. | https://training.dss.un.org/courses/login/index.php |  |  |  |
| Advanced Security in the Field (ASITF) | United Nations personnel assigned to, or visiting on official travel, any field location, regardless of Security Level, must successfully complete the “Advanced Security in the Field” (ASITF) course. NOTE: ASITF certificates are valid for three years, at which point staff members must recertify. | https://training.dss.un.org/courses/login/index.php |  |  |  |
| Welcome to UNICEF (required if working for UNICEF) | This course provides a general overview of UNICEF and its work protecting and promoting the rights of children everywhere, and empowering them to achieve their full potential. You will learn about the history and structure of UNICEF, its strategic goals, key outcome areas and key strategies for achieving results for children. | https://agora.unicef.org/course/info.php?id=3190 |  |  |  |
| Ethics and Integrity at UNICEF (required if working for UNICEF) | The Ethics and Integrity e-learning course is composed of a set of modules designed to enhance your awareness about the behavioural standards, also known as ethics, which you need to know as a staff member. Through discussion, examples and case studies, the course will familiarize you with the obligations placed upon you by the Charter of the United Nations, the UN Staff Regulations and Rules, and other administrative issuances; seeks to equip you with the knowledge to make ethical decisions more confidently; and will provide resources available on themes explored in the training. | https://agora.unicef.org/course/info.php?id=1289 |  |  |  |
| Core Commitments for Children (CCCs) (required if working for UNICEF) | This course is based on the CCCs document and is intended to inform all UNICEF staff members and relevant partners about the CCCs and how those commitments can be fulfilled. | <https://agora.unicef.org/course/info.php?id=30> |  |  |  |
| Prevention of Workplace Harassment, Sexual Harassment, and Abuse of Authority (required if working for UNICEF) | The course provides guidance on the UN's policy and procedures on harassment with a view to fostering the creation of a harmonious working environment, free from intimidation, hostility, offence and any form of discrimination or retaliation. Learn how to identify, prevent and manage problems of harassment, sexual harassment and the abuse of authority in the workplace. Develop strategic communication skills and tactics to effectively prevent, respond to and stop harassment in order to ensure a safe and healthy work environment. | <https://agora.unicef.org/course/view.php?id=114> |  |  |  |
| BBC Media Action Lifeline Programming (required if working for UNFPA) | In this course, you will learn how you can help audiences facing humanitarian crises by offering lifesaving information and by giving them voice. The course is split into four sections: communicating in a crisis; connecting with your audience; working with the humanitarian sector; and summary of learning. | <https://www.bbcmediaactionilearn.com/course/view.php?id=46> |  |  |  |
| How to issue a requisition for Emergency RH kits (required if working for UNFPA) | This video explains how to issue a requisition for Emergency RH kits. | <https://www.youtube.com/watch?v=mwGXPyEPkQ0&feature=youtu.be&list=PLAJsvw5YpibtQhbsf_T3PdZinMRZhSX_b> |  |  |  |
| Humanitarianism Part 1 - Applying Key Principles (required if working for UNFPA) | This course gives an overview of the main principles of humanitarian action. You will learn about some of the most important principles of aid work, including impartiality, participation, doing no harm, and accountability. Through realistic scenarios, you will then be asked to apply those principles to challenges you face in assisting disaster-affected communities. | <http://www.disasterready.org/unfpa> |  |  |  |
| Managing Gender-Based Violence Programmes in Emergencies (required if working for UNFPA) | This course is aimed at those who want to increase their knowledge around GBV prevention and response in emergencies. It is composed of 4 modules: understanding gender-based violence; framework for addressing GBV in emergencies; preventing GBV in emergencies; and responding to GBV in emergencies. | <https://extranet.unfpa.org/Apps/GBVinEmergencies/index.html> |  |  |  |
| Minimal Initial Service Package (MISP) (required if working for UNFPA) | This course produced by the inter-agency working group on reproductive health requires you to read chapters on the Minimal Initial Service Package (MISP) for reproductive Health; coordination of the MISP; prevent and manage the consequences of sexual violence; reduce the transmission of HIV; prevent excess maternal and newborn mortality and morbidity; planning for comprehensive RH services; priority activities in addition to the MISP; and ordering reproductive health kits. | <http://misp.iawg.net/> |  |  |  |
| Online procurement training - level 1 (required if working for UNFPA) | This course is an introduction to procurement. It explains the key steps and principles to be applied when procuring goods and services. | <https://portal.myunfpa.org/web/psb/online-procurement-training> |  |  |  |
| Field Security Awareness Training (required if working for UNESCO) | This course summarizes essential safety and security related information to know when preparing for mission travel and when implementing UNESCO field activities. | <http://unesco.moschorus.com/mossrv/> |  |  |  |
| I Know Gender: An Introduction to Gender Equality for UN Staff (required if working for IOM) | This course aims to develop and/or strengthen awareness and understanding of gender equality and women's empowerment as a first step towards behavioral change and the integration of a gender perspective into everyday work for all UN staff at headquarters, regional and country levels. It provides an introduction to the concepts, international framework, and methods for working toward gender equality and women's empowerment. It also offers users the opportunity to make links between gender and specific thematic areas such as work; education; political participation; emergencies; peace and security; sexual and reproductive health; sexual and gender diversity and human rights; and violence against women. | <https://trainingcentre.unwomen.org/course/description.php?id=2> |  |  |  |
| WHO’s Incident Management System (required if working for WHO) | This is composed of four modules mandatory for those deployed on a WHO health emergency response. It includes an introduction to emergency management, WHO’s role in emergencies, the emergency response framework and the incident management system. | https://openwho.org/courses/incident-management-system |  |  |  |
| Preventing Sexual Exploitation and Abuse (required if working for UNHCR) | This course aims to raise awareness among UNHCR colleagues and its’ partners, and related personnel about how acts of sexual exploitation and abuse impact individuals and whole communities and what to do about it. It explains responsibilities of reporting allegations of sexual exploitation and abuse. | https://unhcr.csod.com/client/unhcr/default.aspx |  |  |  |
| Protection Induction Programme (required if working for UNHCR) | This course is about uprooted people, forced to flee from their homes and seek shelter elsewhere, and how the UNHCR works with them. It introduces basic principles of international protection that have been developed to protect them. | https://unhcr.csod.com/client/unhcr/default.aspx |  |  |  |
| UNHCR Induction Programme (required if working for UNHCR) | This course includes an induction and orientation programme guide, UNHCR’s code of conduct; age, gender and diversity approach; UNHCR’s budget structure; and introduction to results-based programme management course and assessment. | https://unhcr.csod.com/client/unhcr/default.aspx |  |  |  |
| UN Course on Prevention of Harassment, Sexual Harassment and Abuse of Authority (required if working for UNHCR) | This course presents a unique perspective on preventing harassment and helping to ensure that your office provides a healthy work environment. | https://unhcr.csod.com/client/unhcr/default.aspx |  |  |  |
| UN Human Rights and Responsibilities (required if working for OCHA) | The course is part of the Secretary-General's Human Rights Up Front Initiative and aims to support the cultural change that is needed in the Organization to ensure that the protection of people from violations of international human rights and humanitarian law remains central to United Nations strategies and actions. | https://agora.unicef.org/course/info.php?id=2128 |  |  |  |

| STRONGLY RECOMMENDED ONLINE TRAINING | | | | | |
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| TITLE | COURSE DESCRIPTION | COURSE LOCATION | USERNAME | PASSWORD | COMPLETED |
| Building a Better Response | A comprehensive and practical introduction to engaging with the international humanitarian coordination system, this course is self-paced, publicly accessible, and free of charge. | <http://www.buildingabetterresponse.org/> |  |  |  |
| Sphere eLearning course | The Sphere Handbook in Action e-learning course aims to strengthen the effective use of the Sphere Handbook, Humanitarian Charter and Minimum Standards in Humanitarian Response. | <http://www.sphereproject.org/learning/e-learning-course/> |  |  |  |
| UN Information Security Awareness Programme | In an effort to protect staff and institutional knowledge from cyber security threats, the Office of Information and Communications Technology (OICT) has launched an Information Security Awareness Programme and the "United Nations Information Security Awareness Course | https://training.dss.un.org/courses/login/index.php |  |  |  |
| Different Needs - Equal Opportunities: Increasing Effectiveness of Humanitarian Action for Women, Girls, Boys and Men | This self-directed course provides the basic steps a humanitarian worker must take to ensure gender equality in programming. The course includes information on the core issues of gender and how it relates to other aspects of humanitarian response, including camp management and coordination, education, food issues, gender-based violence, health, livelihoods, non-food items, protection, shelter, water, sanitation, and hygiene. | <https://agora.unicef.org/course/info.php?id=113> |  |  |  |
| Ethics and Integrity at the United Nations | This learning programme is designed to raise staff members' level of awareness of the core values of integrity, professionalism and respect of diversity and to provide them with guidance about appropriate actions to take, people to consult, and/or materials to access if they suspect threats to integrity in the work of the Organization. | <http://portals.unssc.org/enrol/index.php?id=13> |  |  |  |
| UN Cares HIV/AIDS | This course aims to equip all staff with a basic knowledge of HIV/AIDS. The session covers the following topics: How is HIV transmitted? Are condoms safe? How to talk to my partner about HIV? How does HIV affect men and women differently? Is HIV still an issue? Can I work for the UN if I am HIV positive? How can I help? | <http://uncares.org/ecourse/web/_launcher.html> |  |  |  |
| Welcome to the UN - a UN System Induction Course | The induction course has been designed to assist you in familiarizing yourself with the UN System, thus helping you become effective as soon as possible. The course has been developed by the UNSSC in cooperation with learning managers across the UN system and it is updated at regular intervals. This online induction course is for new staff members of the UN system organizations and introduces the United Nations organizations, and provides an overview of the roles and goals of the main UN system organizations. | <https://agora.unicef.org/course/info.php?id=1286> |  |  |  |
| Adolescent Sexual Reproductive Health (ASRH) in Humanitarian Settings (recommended if working for UNFPA) | This course is an introduction to adolescents’ sexual and reproductive health needs in humanitarian settings. I will take you to the fictional earthquake-stricken country of Loucria. You will follow Kim from the organization Project Youth as she meets adolescents affected by the earthquake and define which interventions should be put in place for and with them. | <http://iawg.net/resource/e-learning-course-adolescent-srh-humanitarian-settings/> |  |  |  |
| Camp Coordination and Camp Management Online Course (recommended if working for IOM) | The CCCM Camp management online course is based on the Camp Management tool-kit and is developed by the Global CCCM Cluster with contributions from field experts. This course is ideal for those who are working in camps, camp-like settings and those who would like too. This course provides national and international camp management field staff, including government officials, NGOs, and Red Cross and Red Crescent staff, civil society individuals and UN staff with the latest best practices and most current resources for this unique and challenging vocation. | http://www.cccmlearning.org/login/index.php |  |  |  |
| Ethics and Conduct at IOM: The Values we Share (recommended if working for IOM) | The goals of this course is to build understanding on why integrity and ethical conduct are important for IOM and all its staff, and to increase awareness of our responsibility to uphold IOM standards in our day-to-day work with beneficiaries and partners. After completing this course, you will be able to better prevent, recognize and address misconduct. | need to email e-learning@iom.int to get access to the training platform // http://iom.central-lms.com |  |  |  |