

BOOKING PROCEDURES

ABOUT RedR UK

RedR is an international disaster relief charity which trains aid workers and provides skilled professionals to humanitarian programmes worldwide, helping to save and rebuild the lives of people affected by natural and man-made disasters. Working in Sudan since 2005, RedR is the only organisation providing essential humanitarian staff safety and welfare, management, first aid and technical skills training courses.

WHO WE WORK WITH

In Sudan, we work with national and international NGOs, UN agencies, local government agencies and intergovernmental organisations operating as part of the humanitarian sector in Darfur and in other areas of Sudan. In addition, we are keen to cooperate with potential national and district-based trainers who are willing to share their knowledge and skills by building the capacity of local Sudanese aid workers.

FEE PAYMENT PROCEDURE

All organisations are required to pay at least 50% of the fee in advance in order to secure places in each course. Cash and cheque payments can be made at the RedR office in Khartoum or in the field. The **registration process will close a week before the beginning of the course.**

	Khartoum	El Geneina	El Fasher	Nyala
Bank name	Sudanese French Bank	Bank of Khartoum	Bank of Khartoum	Sudanese French Bank
address	Ibrahim Almufti St, Khrt II	Geneina branch	Fasher Branch	Main market
Account number	5400-44632-01 (SDG) 5400-44632-02 (USD)	1650-071-100	80501011283001	75067
Account name	RedR UK	RedR UK	RedR UK	RedR UK
Swift code	SUFRRSDKH			

Standard fees for each course:

INGOs staff members: **125 SDG** per person and per day

NNGOs staff members: **55 SDG** per person and per day

CONTACT DETAILS

Please note that we operate on 'first come first served' basis. Please ensure your application is complete in all respects. For more details:

- **Main Office Address:**

HOUSE 37, KHARTOUM II, WEST OF FAROUQ CEMETERY, KHARTOUM, SUDAN.

- **Email:** SudanAdmin@redr.org.uk

- **Landline**

:+249 (0) 154-884-271; +249 (0) 154-884-275 or +249 (0) 154-884-274

- **Mobile:** +249 (0) 920-000-323 or +249 (0) 920000314

- **Website:** www.redr.org.uk

APPLICATION AND CANCELLATION POLICY

1. Submit duly filled application form and make 50% fee payment at least 1 week before the start of the course.
2. A course confirmation letter will be sent to you after receiving your application.
3. You will be notified at least 72 hours before the start of the course if a course is postponed to another date.
4. For cancellation we will need a notice period of 72 hours. 50% fee will be refunded if a notice is received before 72 hours. 100% fee will apply after that.
5. If a course is cancelled or postponed, RedR will inform the participants or their organisations as soon as possible. However due to prevailing safety situations and other uncertainties it may not always be possible. In such cases, training fees will be fully reimbursed via bank transfer or a cheque. Participants will be offered another date for the same training. RedR will not be responsible for any cost incurred on travel or accommodation.
6. No refund will be available for non-attendance of a course.

REDR TRAINING APPLICATION FORM

Please ensure you have read and understood the booking procedures before applying for RedR courses. Note that this form **MUST** be **FULLY** completed, otherwise the application may be rejected.

Course details					
Course name:		Date:		Location:	
In which language would you like to receive this course?		Arabic <input type="checkbox"/>	English <input type="checkbox"/>	Other <input type="checkbox"/> (Please specify)	
How did you hear about this training?		Poster/leaflet <input type="checkbox"/>	RedR staff <input type="checkbox"/>	RedR website <input type="checkbox"/>	ReliefWeb <input type="checkbox"/>
		Line manager <input type="checkbox"/> other <input type="checkbox"/>			
course fees (in SDG):	Payment by:		Details of the person to be invoiced	Name:	
	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> bank transfer <input type="checkbox"/>			Phone	
				Email:	
Name & contact details of your line manager.	Name:		Line manager's approval (signature and date)		
	Phone:				
	Email:				
As part of our impact reporting, RedR may take photographs or ask for quotes from participants on the course. Do we have your consent to take and use photos and quotes for use in donor reporting and publicity?				Yes <input type="checkbox"/> No <input type="checkbox"/>	
Applicant details (Please write your name in CAPITAL LETTERS)					
Mr/Mrs/Ms/Other		First Name:		Family Name:	
Short name you wish to be addressed by:				Male <input type="checkbox"/>	Female <input type="checkbox"/>
Please indicate if you are National or International Staff:		National <input type="checkbox"/>	International <input type="checkbox"/>		
Your Organisation's name:			Field of operation:		
Organisation address:		Phone:		Fax:	
Your Job title:		Your location:			
Your personal contact	Phone (s):			Email:	
Other information					
What are the key responsibilities in your current job? Please state 3 key jobs that you are responsible for.					
1.					
2.					
3.					
What experience or knowledge do you already have in this training topic?					
Why you want to attend this course? What do you hope to achieve from this course? Please state <u>at least 2 main expectations</u>					
1.					
2.					
Specific needs					
Do you have any specific needs? Yes <input type="checkbox"/> No <input type="checkbox"/> Accessibility <input type="checkbox"/> Diet <input type="checkbox"/> Others <input type="checkbox"/>					
If yes, please specify :					

Date:

Applicant signature: