

CERTIFICATION IN HUMANITARIAN LOGISTICS (CHL) PROGRAM



About CHL

Certification in Humanitarian Logistics (CHL) is offered as part of the Fritz Institute/CILT (UK) Humanitarian Logistics Certification Program. Launched in 2006 and updated in 2012, the course combines best practices in supply chain management and implementation from the humanitarian community, commercial world, and academia. The pioneering program meets the need across the humanitarian sector for accessible, cost-effective training for active logistics professionals, who play a vital role in their organization's success.

CHL was developed with funding from DFID, ECHO and USAID, by experienced logisticians from ICRC, the International Rescue Committee, Medecins Sans Frontieres (Holland), Oxfam (GB), Save the Children (US), UNICEF, UNHCR, and WFP.

Who should participate?

CHL is aimed at people who work (or aspire to work) within humanitarian aid organizations in (or interacting with) supply functions, typically involving warehousing, transport and/or inventory. The self-paced distance learning is designed specifically for those presently working, often in deep field locations, with busy schedules, and require flexibility in their learning schedules. There are no academic pre-requisites.

What are the benefits?

For the student:	For the organization:	For the humanitarian community:
<ul style="list-style-type: none"> - Professional training based on best practices - Broad understanding of the supply chain, its functions and how it fits into the overarching humanitarian organizations and response - Increased skill and confidence level - Standard vocabulary and common understanding world-wide - Internationally-recognized professional qualification from CILT (UK) 	<ul style="list-style-type: none"> - Improved program support and achievement of organizational goals - Increased motivation and retention of key personnel - More ownership and responsibility to find solutions taken at the field level - Increased collaboration and understanding throughout the organization and with its partners - Ultimately results in improved service to end beneficiaries 	<ul style="list-style-type: none"> - Raises the profile of logistics internally and externally - Establishes a community of professionals world-wide - Creates common processes, standards and vocabulary across organizations - Supports retention of institutional knowledge to enable continuous improvements - Ultimately results in improved service to end beneficiaries

How will you learn?

CHL uses the innovative 'competence model' approach, which emphasizes application of skills, as opposed to the examination of knowledge. At the start of the course, the candidate (or student) is inserted into a reality-based scenario in which they have to advise on and manage logistics functions. The tasks that they are requested to do are designed to facilitate the development of and demonstration that they have the required skills, as defined in the competence model.

Throughout the program, which is administered by the Logistics Learning Alliance, candidates are supported by learning coaches experienced in logistics. These coaches also assess candidates' assignments and determine when they are ready to proceed to the next unit.

Candidates should expect to take 18 months to complete the program, studying approximately 5 hours per week. During that time, a portfolio documenting the candidate's achievements and skills is collated for submission at the end of the program to the awarding body (CILT-UK) for final assessment.

Course Fee & Registration

The course fee is £1,245, which may also be paid in three installments of £500, £400, and £400. The fee includes all course materials, coach support and final assessment.

Registration may be done at any time through the Fritz Institute website: www.fritzinstitute.org. With questions, please contact info@fritzinstitute.org.

COURSE CONTENT

UNIT 1: Humanitarian Supply Chain

The first unit introduces the world of humanitarian aid and specifically the operation of the supply chain in enabling humanitarian organizations to achieve their aims and objectives. In order to operate effectively in any logistics or supply chain capacity, it is essential to have an understanding of the big picture and the ultimate goal.

The aim of the unit is to provide an overview of the world of humanitarian interventions and the importance and role of supply chain management and logistics in this context. The unit will help develop an understanding of:

- The situations and places in the world where humanitarian aid is required;
- The objectives and activities of humanitarian organizations and other participants;
- The role of logistics and supply chain management in humanitarian aid;
- Preparing humanitarian supply chains;
- Improving humanitarian supply chains; and,
- Supporting beneficiary service programs.



UNIT 2: Warehousing and Inventory

The role of warehouse and inventory management is to make the goods available to be delivered. To help with making the goods available, warehouses are used to store goods between the times of delivery from suppliers until the goods are required to be delivered into the next stage in the supply chain and, ultimately, to the beneficiaries. Appropriate and effectively-managed warehousing is essential to receive and disburse goods when needed and limit damage and losses.

The aim of the unit is to provide the foundation skills and knowledge in the function of warehouse and inventory management performed by people working in logistics/supply chain in humanitarian organizations. The unit will help develop an understanding of:

- The function of warehouse and inventory management;
- Setting up a warehouse;
- Managing warehouse operations;
- The provision and care of warehouse operations; and,
- Managing inventory.

UNIT 3: Procurement

Procurement is a key part of the supply chain process; it ensures that required goods and services are sourced and obtained. To achieve this, it is important that people carrying out procurement build relationships with people who are requesting goods and services as well as with the suppliers who provide the goods and services.

The unit looks at the procurement process and that the process starts with a need, understanding and specifying that need is vital to the rest of the process. When carrying out the process, it is important to be aware that different humanitarian organizations will have procurement procedures and rules that need to be followed.

The aim of the unit is to provide the foundation skills and knowledge in the function of procurement performed by people working in logistics/supply chain in humanitarian organizations. The unit will help develop an understanding of:

- The function of procurement and the procurement process;
- The sourcing of goods and services;
- The different stages of the procurement process;
- Progress monitoring and control;
- Monitoring of supplier performance; and,
- Management of risk.

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UNIT 4: Transport

The unit looks at aspects of international and local movements and the modes of transport available. It considers the role of third parties in assisting in the movements and in the use of outsourced transport providers. This unit also considers the nature of the goods to be moved, planning and scheduling of movements, and selection and management of third party providers. While road may be the primary mode of transport, effective logisticians need to consider all the options.

The aim of the unit is to provide the foundation skills and knowledge in the function of transport performed by people working in logistics/supply chain in humanitarian organizations. The unit will help develop an understanding of:

- International and local movements;
- The different modes of transport available and their respective characteristics;
- The role of third parties and of third party transport providers;
- The nature of transport movements; and,
- The goods to be moved and their planning and scheduling.

UNIT 5: Fleet Management

This unit examines the function of fleet management in humanitarian supply chains, the selection of vehicles and equipment and the setting up of systems and procedures necessary to monitor and manage a fleet of vehicles. It relates to the management of vehicles involved in the movement of goods, the management of light vehicle fleets used in the transportation of people and light cargo, possibly motorbikes and also other equipment such as generators and warehouse handling equipment. The fleet management function involves acquisition and subsequent management of the necessary assets and associated, often significant, resources that enable a humanitarian organization to achieve its organizational objectives.

The aim of this unit is to provide the foundation skills and knowledge in the function of fleet management performed by people working in logistics/supply chain in humanitarian organizations. The unit will help develop an understanding of:

- The function of fleet management;
- Fleet management systems and procedures;
- Planning a fleet to meet program needs;
- Processes for selecting suitable vehicles, equipment and facilities;
- Procedures for repair and maintenance and the value of preventative maintenance systems;
- Systems for measuring and monitoring the performance of the fleet;
- Recruitment selection and management of drivers;
- Compliance with legislation and security requirements; and,
- The management of non-vehicle assets.



UNIT 6: Import/Export and International Commerce Practices

Import and export is a key part of the supply chain process in ensuring that goods can be imported into and exported out of countries where humanitarian organizations are operating. To achieve this, it is important that people carrying out importing and exporting understand the particular rules and regulations that need to be followed to be able to import and export goods into and out of specific countries. In particular, they need to understand the specific customs procedures and documentation required. The unit will demonstrate the need to not only understand the rules and procedures, but also to follow them and to ensure that everyone involved in importing or exporting also understand and follow them.

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The unit will help develop an understanding of:

- The requirements of international trade and commerce;
- The documentation used when importing and exporting;
- The role of customs and customs procedures;
- The management of risks associated with importing and exporting; and,
- The methods of payment in international commerce and how to reduce associated risk.

UNIT 7: Managing a Humanitarian Supply Chain Response

If humanitarian operations are to successfully meet the twin needs of achieving what they are planned to do within the resources allocated, there needs to be good management.

Previous units looked at setting up and operating warehouses, managing transport, procuring goods and services, setting up and managing a fleet, and importing and exporting goods. However, there are a number of other aspects of the supply chain that also need managing. If these are not managed, they will have significant effect on the ability of the supply chain to respond to the humanitarian aid situation.

This unit looks at how the different elements of logistics and supply chain are brought together, along with techniques to manage the operational resources and personnel involved. More specifically, the unit begins by examining an emerging situation. It looks at managing the flow of goods and also the people and partner organizations involved. It examines the implications of the operating environment on the operation and the financial impact of activities. Finally, it looks at managing the links bringing everything together.