**UNICEF HACT refreshing training**

**27 & 28 August 2019 (2 Days)**

**Nay Pyi Taw**

**Meeting Objectives:**

* Build the capacity of IPs for better understanding of IP accountabilities and compliance with **revised HACT procedures** that includes micro assessments, audits, spot checks, programmatic visits and minimum HACT requirements
* To understand UNCEF Financial Management Procedure, Financial Rules and Regulations in relation with Cash Assistance from UNICEF.
* Share highlights of UNICEF **Anti-Fraud policies**, **PSEA** and **UNICEF procurement procedure**

**Participants:**

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| National AIDS Program |
| Department of Medical Research |
| Health Literacy and Promotion Unit |
| Central Expanded Programme on Immunization |
| DoPH-Finance |
| Child Health Division |
| National Nutrition Centre |
| Disaster and Public Health Emergency Response Division |
|  |

* Staff members from

| **Duration**  **(minutes)** | **Time** | **Session Focus** | **Focal Person** | **Remarks** |
| --- | --- | --- | --- | --- |
| **Day- One (27-August-2019)** | | | | | |
| 08:30 –09:00 | | Registration |  |  |
| **Morning (09:00-09:15)** | |  |  |  |
| 30 min | 09:00-09:30 | Opening speech | Deputy DG, MOHS |  |
| Ice breaking- Introduction Section & taking photos | All |  |
| 45 min | 9:30-10:15 | Overview of HACT Framework | Nann Sanda |  |
| 15 min | 10:15-10:30 | Coffee break |  |  |
| 30 min | 10:30-11:00 | Overview of HACT Framework (Continued) | Nann Sanda |  |
| 1.5 hr | 11:00-12:30 | Introduction of DSA & Travel Rate | Myo Sandar |  |
| **1 hour 12:30 – 13:30** | | **Lunch Break** |  |  |
| **Afternoon** | |  |  |  |
| 1.5 hour | 13:30-15:00 | Application of DSA & TA rate for counterparts Travel (Group exercise) | Myo Sandar | Facilitators-Nann Sanda, Ni Ni Latt, Swe Swe Win & Nge Nge Oo |
| 30 min | 15:00-15:30 | **Coffee Break** |  |  |
| 1 hour | 15:30-16:30 | Introduction of FACE form | Nann Sanda |  |
| 30 min | 16:30-17:00 | FACE Exercise | Nann Sanda | Facilitators-Myo Sandar Aye, Ni Ni Latt, Swe Swe Win & Nge Nge Oo |

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|  | **Time** | **Session Focus** | **Focal Person** | **Remarks** |
| **Duration** |
| 1 hour |
| **Day- Two (28-August-2019)** | | | |
| 09:00-10:00 | Introduction of Spot Check and findings from spot checks | Myo Sandar |  |
| **15 min** | **10:00:10:15** | **Coffee break** |  |  |
| 45 min | 10:15-11:00 | Introduction of Spot Check and findings from spot checks (Continued) | Myo Sandar |  |
| 1 .5 hour | 11:00-12:30 | Anti-Fraud Policy | Daw Thaingi |  |
| **1 hour** | **12:30-13:30** | **Lunch Break** |  |  |
| 2 hour | 13:30-15:30 | Procurement Policy | Ko Kyaw Myo Aung |  |
| **30 min** | **15:30-16:00** | **Coffee Break** |  |  |
| 30 min | 16:00-16:30 | Evaluation |  |  |
| 15 min | 16:30-16:45 | Closing remarks | Daw Thaingi |  |