

1st Day (Saturday, JUN 11th)

Place : MSF-Japan seminar room

		Topic	Time	Net Time	Speaker/Facilitator
Program /Events	<i>registration</i>	-	8:45- 9:15	-	-
	Opening	greeting	9:15 - 9:25	0 h 10	Karine VAN HOUTE
	Orientation	administrative issue	9:25 - 9:35	0 h 10	Chizuru NISHIMURA Minoru KATSUNO
	Introduction	ice-break	9:35 - 10:35	1 h 00	Chieko MORIWAKI
	<i>break</i>	-	10:35-10:45	0 h10	
	What is MSF?	MSF Activity	10:45- 12:05	1 h 20	Karine VAN HOUTE
	<i>lunch</i>		12:05- 13:05	1 h 00	-
	Dadoo Village	cultural awareness	13:05 - 14:35	1 h 30	Chieko MORIWAKI Chizuru NISHIMURA
	<i>break</i>	-	14:35 -14:45	0 h10	
	Intercultural Communication	cultural awareness	14:45 - 16:15	1 h 30	FHR team
	<i>break</i>	-	16:15-16:25	0 h10	
	Interpersonal Communication	communication in the field	16:25 - 17:25	1 h 00	FHR team
	<i>break</i>	-	17:25-17:40	0 h15	
	Mission Experience	field activity	17:40 - 18:30	0 h 50	Yoshitaka NAKAGAWA / ER doctor
	Q&A	-	18:30 - 18:40	0 h 10	FHR staff
<i>Party</i>		19:30 ~21:30	2 h 00	all	

2nd Day (Sunday, JUN 12th)

Place : MSF-Japan seminar room

		Topic	Time	Net Time	Speaker / Facilitator
Program /Events	Space	group dynamics	8:30 - 9:40	1 h 10	Chieko MORIWAKI
	<i>break</i>	9:40 - 9:50	9:40 - 9:50	0j10	-
	support roles: Logistician & Administrator	support roles	9:50 - 11:20	1 h 30	Eric PUJO Habon YONIS
	<i>break</i>	-	11:20 - 11:30	0 h 10	-
	Security	Security management	11:30 - 12:30	1h 00	Eric PUJO
	<i>lunch</i>	-	12:30 - 13:30	1 h 00	
	To be volunteer	Decision making	13:30 - 14:30	1 h00	Eric PUJO
	<i>break</i>	-	14:30 - 14:40	0 h 10	
	To be volunteer	Decision making	14:40 - 15:40	1 h00	Eric PUJO
	<i>break</i>	-	15:45 - 15:55	0 h 10	
	Review	Reviewing	15:55 - 16:15	0 h20	Chieko&Chizuru
	MSF Associative Life	Association	16:15 - 16:45	0h30	Nadia Crescente
	<i>break</i>	-	16:45- 16:55	0 h 10	
	Mission Experience	field activity	16:55 - 17:55	1 h 00	Hisashi FUNAKOSHI / Log, Car mechanic
	Q&A		17:55 - 18:10	0h15	FHR staff

3rd Day (Monday, JUN 13th)**Place : MSF-Japan seminar room**

		Topic	Time	Net Time	Speaker / Facilitator
Program /Events	Working with an Int'l team, Managing local staff - Presentation	Organizing work	8:30 - 9:00	0 h 30	Karine VAN HOUTE
	<i>break</i>	-	9:00 - 9:10	0 h 10	
	Working with an Int'l team, Managing local staff - Exercise	Organizing work	9:10 - 10:10	1h00	Karine VAN HOUTE
	<i>break</i>	-	10:10 - 10:20	0h10	
	Health on mission	Management	10:20 - 11:05	0h 45	Stobdan KALON
	<i>break</i>	-	11:05 - 11:15	0 h 10	
	Stress management	Management	11:15 - 12:00	0h 45	Stobdan KALON
	<i>lunch with MSF-J staff</i>	-	12:00 - 13:30	1h 30	-
	Life on mission	Behavior and attitude in the field	13:30 - 14:30	1h 00	Chieko & Chizuru
	<i>break</i>	-	14:30 - 14:40	0 h 10	
	Review	Reviewing	14:40 - 15:00	0h20	Chieko & Chizuru
	<i>break</i>	-	15:00 - 15:10	0 h 10	
	General Q&A		15:10 - 15:40	0h 30	MSF-J staff
	Evaluation	-	15:40 - 16:25	0 h 45	MSF-J staff
Closing	-	16:25 - 16:35	0 h 10		

Speaker/Facilitator**MSF-Japan Office**

Karine VAN HOUTE
 Chizuru NISHIMURA
 Minoru KATSUNO
 Chieko MORIWAKI
 Chiaki ISOGAI
 Eric PUJO
 Habon YONIS
 Nadia CRESCENTE
 Stobdan KALON
 Makiko NAGAI
 Hiroko TANIGUCHI
 Akifumi KODAMA

Director of Human Resource
 FHR manager
 Departure Officer
 Recruitment Officer
 FHR assistant
 Logistic Supervisor at Tokyo desk
 HR coordinator at Tokyo desk
 Association Coordinator
 Dpt. Program Manager at Tokyo desk
 HRHQ officer
 Publications Manager
 Senior Development Officer

FHR Department
 FHR Department
 FHR Department
 FHR Department
 FHR Department
 Operation / Tokyo desk
 Operation / Tokyo desk
 MSFJ Association
 Operation / Tokyo desk
 MSFJ HRHQ
 MSFJ communication dept.
 MSFJ Fundraising dept.

Guest speaker

Yoshitaka NAKAGAWA
 Hisashi FUNAKOSHI

General physician, ER / Expat
 Logician (car mechanic) / Expat

Other guests

Nobuko KUROSAKI
 Yuko SHIRAKAWA
 Akira TAKAHASHI
 Yoko MIURA

President of MSF Japan (Expat surgeon) Association of MSF Japan
 OT Nurse/Expat
 Midwife / Expat
 Administrator / ex-Expat

UPDATED: 07/JUN/2011