

**1st Day (Saturday, SEP. 07th)****Place : MSF-Japan seminar room**

		Topic	Time	Net Time	Speaker/Facilitator
Program /Events	<b>Registration</b>	-	8:45- 9:15	-	Reception / Chiaki ISOGAI
	Opening	greeting	9:15 - 9:25	0 h 10	Karine VAN HOUTE
	Orientation	administrative issue	9:25 - 9:35	0 h 10	Chiaki ISOGAI
	Introduction	ice-break	9:35 - 10:15	0 h 40	Chieko MORIWAKI
	<i>break</i>	-	10:15-10:25	0 h10	
	What is MSF?	MSF Activity	10:25 - 11:25	1 h 00	Karine VAN HOUTE
	<i>lunch</i>		11:25- 12:25	1 h 00	-
	Intercultural competence	cultural awareness & communication in intercultural workplace	12:25 - 16:15 (including breaks)	3h 50	Kaoru YAMAMOTO
	<i>break</i>	-	16:15 - 16:25	0 h10	
	Space	group dynamics	16:25 - 17:25	1 h 00	Chiaki ISOGAI
	<i>break</i>	-	17:25 - 17:40	0 h15	
	Mission Experience	field activity	17:40 - 18:30	0 h 50	Nobuko KUROSAKI/ General surgeon
	Q&A	-	18:30 - 18:45	0 h 15	FHR staff
<b>Party</b>		<b>19:30 ~21:30</b>	<b>2 h 00</b>	<b>all</b>	

**2nd Day (Sunday, SEP. 08th)****Place : MSF-Japan seminar room**

		Topic	Time	Net Time	Speaker / Facilitator
Program /Events	Support roles: Logistician & Administrator	Support roles (incl. Case studies)	8:30 - 10:00	1 h 30	Fujio ONO & Charlotte MOTTEZ
	<i>break</i>	-	10:00 - 10:10	0:10	-
	Security	Security management (incl. Case studies)	10:10 - 12:10	2h 00	Eric PUJO
	<i>lunch</i>	-	12:10 - 13:10	1 h 00	
	To be volunteer	Decision making (Case studies)	13:10 - 15:55 (including a break)	2 h 45	Eric, Karine and Axelle de la MOTTE
	<i>break</i>		15:55 - 16:10	0 h 15	
	Health on mission	Management	16:10 - 16:50	0h 40	Nozomi AOIKE
	<i>break</i>		16:50 - 17:00	0 h 10	
	Mission Experience	Field activity	17:00 - 17:50	0 h 50	Mitsuru ONO / Nurse
	Q&A		17:50 - 18:00	0 h 10	FHR staff

**3rd Day (Monday, SEP.09)****Place : MSF-Japan seminar room**

		Topic	Time	Net Time	Speaker / Facilitator
Program /Events	Life on mission	Exercise	8:30 - 9:10	0h 40	Mitsuyo MORIKAWA
	<i>break</i>	-	9:10 - 9:20	0 h 10	
	Working with an Int'l team, Managing local staff - Exercise & Presentation	Organizing work	9:20 - 10:20	1 h 00	Karine VAN HOUTE
	<i>break</i>	-	10:20 - 10:30	0 h 10	
	Matching process	Role of pool manager in MSFJ	10:30 - 10:50	0 h 20	Mitsuyo MORIKAWA
	Departure to the field	Role of departure officer	10:50 - 11:15	0 h 25	Minoru KATSUNO
	<i>break</i>	-	11:15 - 11:25	0h 10	
	MSF Communication	Role of COMM	11:25 - 12:10	0 h 45	Sam TAYLOR
	<b>Curry lunch with MSF-J staff</b>	-	<b>12:10 - 13:40</b>	<b>1 h 30</b>	-
	MSF Associative Life	Association	13:40 - 14 :10	0 h 30	Keiko OTANI
	<i>break</i>	-	14:10 - 14:20	0 h 10	
	Access campaign	Role of Access campaign	14:20 - 14:50	0 h 30	Brian DAVIES
	<i>break</i>	-	14:50 - 15:00	0 h 10	
	Fundraising	Role of Fundraising dept.	15:00 - 15:30	0 h 30	Hideki SOEJIMA
	<i>break</i>	-	15:30 - 15:35	0 h 05	
	General Q&A		15:30 - 15:45	0 h 15	MSF-J staff
Evaluation	-	15:45 - 16:30	0 h 45	MSF-J staff	
Closing	-	16:30 - 16:50	0 h 20	MSF-J staff	

**Speaker, Facilitator and Guests****MSF Japan Office**

Karine VAN HOUTE  
Mitsuyo MORIKAWA  
Minoru KATSUNO  
Chieko MORIWAKI  
Chiaki ISOGAI  
Axelle de la MOTTE  
Charlotte MOTTEZ  
Eric PUJO  
Keiko OTANI  
Sam TAYLOR  
Brian DAVIES  
Hideki SOEJIMA  
Makiko NAGAI

Director of Human Resource  
FHR manager  
Departure Officer  
Recruitment Officer  
FHR Officer  
Head of Tokyo Desk  
HR officer of Tokyo Desk  
Logistic supervisor of Tokyo Desk  
Association Coordinator  
Director of Communications  
Access Campaign Coordinator  
Sr. Development officer  
HQHR manager

FHR Department  
FHR Department  
FHR Department  
FHR Department  
FHR Department  
Operation / Tokyo Desk  
Operation / Tokyo Desk  
Operation / Tokyo Desk  
MSFJ Association  
MSFJ Communication dept.  
Operational support unit  
MSFJ Fundraising dept.  
MSFJ HRHQ

**Guest Speaker**

Kaoru YAMAMOTO  
Nobuko KUROSAKI  
Fujio ONO  
Nozomi AOIKE  
Mitsuru ONO

Intercultural Communication Consultant  
Expat & President of MSF Japan  
Expat/Logistician  
Expat & Vice president of MSF Japan  
Expat/Nurse

**Other Speaker**

Noriko KANDA  
Ken HAGIWARA  
Kunio YAMAZUMI

Expat/Pharmacist  
Expat/Field coordinator  
Expat / Log,