

Safety in the Field Workshop for NGOs

Tokyo, Japan

11-14 November 2025

The UNHCR Regional Centre for Emergency Preparedness | eCentre and Japan NGO Initiative for Safety and Security | JaNISS in partnership with Japan Platform are pleased to call for applications to the **Safety in the Field (SIF) Workshop for NGOs**, planned to take place from 11 to 14 November 2025 in Tokyo, Japan. This workshop complements ongoing humanitarian initiatives and efforts of aid workers to have a better understanding and awareness on personal security in the field.

What is this workshop about?

Humanitarian and development workers are increasingly called upon to work in complex security environments. Awareness of the threats — and how to respond appropriately to security incidents — can be a matter of life or death. This workshop addresses basic elements of personal security for staff in the field, as well as interlinkages between security and protection.

The event will achieve these objectives through participatory classroom sessions, exercises designed to enhance, build and practice skills, and experience sharing from participants' operations.

Who is this workshop for?

This initiative is designed for professionals engaged in humanitarian or development activities, particularly those working (or planning to work) in high-risk or complex security environments. Participants learn how to improve their own and others' safety through discussion of real cases, exercises and demonstrations, and above all practical application of lessons in simulations.

Participants will include a dynamic mix of staff from NGOs. In the interest of maximising participants' learning experience, we would like to diversify the profiles of the participants. For this particular event, we intend on having NGO participants; (A) whose duty stations are from the Tokyo "metropolis" area; (B) whose duty stations are in "other domestic locations" in Japan; and (C) whose duty station is in "overseas" location. For more details on qualifications, please refer to "[participation criteria](#)" section below.

For details on logistical arrangements and entitlements, please refer to "[logistical arrangements and entitlements](#)" section below and Annex 1.

Some of the topics this workshop will touch upon

- The current security environment for aid workers
- Emergency preparedness and centrality of protection
- Identifying and assessing security threats
- Office and residential security
- Threats associated with travel, crowds and mobs
- Weapons awareness: firearms, mines, UXOs and IEDs
- Hostage survival
- Reducing hostility and tension in others
- Special security concern for women
- Stress management and teamwork

Participation criteria

- This event will be conducted in the English language; thus applicants must be highly proficient in written and spoken English language.
- Applicants must have a minimum of one year of working experience in the related field.
- Applicants for the **Security in the Field (SIF)** must be able to participate in all 4 days (11-14 Nov) of the workshop.
- **Other qualifications:**
 - (A) To qualify as an applicant from **“Metropolis”** areas:
 - o Your duty station must be located within 2hrs from JR “Ochanomizu station”.
 - (B) To qualify as an applicant from **“Other Domestic”** areas:
 - o Your duty station must be located further than 2hrs from “Ochanomizu station”.
 - (C) To qualify as an applicant from **“Overseas”** areas:
 - o Your duty station should be in overseas location

Participation fee

The eCentre does not charge costs for its courses but other administrative costs internal to JaNISS may apply to participants (except for those invited by UNHCR or JaNISS). Please refer to *Annex. 1 on applicable administrative fees* from JaNISS.

Logistical arrangements and entitlements covered by organisers

	Metropolis	Other Domestic	Overseas
Training/ Materials Costs	Provided	Provided	Provided
Refreshments (11-14) & Lunch (on 13 Nov)	Provided	Provided	Provided
Lunches (11,12,14)	N/A	N/A	N/A
Long-haul Trains/ Buses & Airplanes*1	N/A	Provided	N/A (only for eCentre invitees)
Accommodation in Tokyo*2	N/A	Provided	Provided
Local Trains / Buses in Tokyo	N/A	N/A	N/A
Daily Allowance	N/A	N/A	N/A
Breakfasts and Dinners	N/A	N/A	N/A

*1: Transportation arrangement should be done by the participant. The shortest reasonable route from the location of the organization or the participant's home to the training site should be applied. Submission of the designated invoice and receipt are required for reimbursement of the transportation fee.

*2: Accommodation arrangement should be done by the participant. Actual accommodation expenses will be reimbursed up to a maximum of ¥11,000 per night (tax included) after submission of the designated invoice and receipt.

What you will gain from attending the workshop?

- A better understanding of contemporary risk management practices and how to apply these in your duty station and ensure continuity of the operation
- Knowledge of tools to better assess security risk, take steps to mitigate it, and respond to security incidents when they do occur
- Greater confidence in your ability to manage risk and respond to security issues in diverse situations
- Tools and methods for teaching the Security in the Field (SIF) to others.

How to apply and other details

If you are interested in attending this workshop, please fill out an online application form via following link:

[APPLICATION FORM](#)

Application deadline is Sep 26th Fri 2025.

If you have any questions please contact:

UNHCR eCentre	ecentre@unhcr.org
JaNISS Ayaka Okazaki	minsai-janiss@parcic.org
JaNISS Norimasa Orie	n_orii@janiss.net

Annex I (SIF 2025 in Tokyo)

Administrative Participation Fee Table

Category	Fee
JaNISS member NGOs	10,500 yen
JPF member NGOs	15,500 yen
NGOs without JaNISS / JPF membership	21,000 yen
Others (GOs, UN agencies, Corporate etc.)	52,500 yen