CINPAA | INTERNATIONAL COOPERATIVE FOR TRAINING & CONSULTING

سينبا | التعاونية الدولية للتدريب والاستشارات



Training programme:

Data and Information Management in Humanitarian and Development Operations

Delivered in several cities and dates

OUR INTERNATIONAL PARTNERS:

ISDE Law Business School High Performance Education
Higher Institute of Law and Business (ISDE)

Professional Development Institute
Professional Development Institute

Universidad Camilo José Cela
Camilo José Cela University

SEK EDUCATION GROUP

ISO 29993:2017 Learning services for non-formal education and training

ISO 9001:2015

Data and Information Management in Humanitarian and Development Operations

About the programme:

A programme that develops teams' ability to manage data and information and turn them into reliable inputs for planning, monitoring, and decision-making.

Objectives:

Developing participants' skills, knowledge, values and professional approaches in:

- **a.** Improve data and information management.
- **b.** Improve the quality and organisation of operational information.
- **c.** Support analysis and reporting.
- **d.** Strengthen evidence-based decisions.
- **e.** Design a data quality register defining issues, responsibilities and corrective actions.

Target audience:

- **a.** Data and information management specialists
- **b.** Monitoring and evaluation teams
- **c.** Humanitarian and development programme and operations managers

Daily programme:

• Day 1: The data lifecycle

- **a.** Data collection, use, storage, retention and disposal
- **b.** Responsibilities at each stage of the data lifecycle
- **c.** Data needs of humanitarian and development operations
- **d.** Planning data collection around operational decisions
- **e.** Case study: tracing the lifecycle of beneficiary data in a field operation
- **f.** Day output: data lifecycle map with responsibilities

• Day 2: Data quality

- **a.** Completeness, accuracy, consistency and timeliness of data
- **b.** Documenting and resolving data quality issues systematically
- **c.** Automated validation rules in digital collection forms
- **d.** Designing a data quality register with owners and actions
- **e.** Workshop: building a data quality register for an operational dataset
- **f.** Day output: data quality register with corrective actions

• Day 3: Information management and protection

- **a.** Classifying and sharing information according to its sensitivity
- **b.** Governance roles and access permissions for operational data
- **c.** Protecting personal and sensitive data of affected populations
- **d.** Information-sharing protocols with partners and authorities

e. Workshop: drafting a data classification and access permission scheme

f. Day output: information classification and access matrix

• Day 4: Analysis and reporting

a. Descriptive data analysis for operational and programme reports

b. Reports that state source limitations and data gaps honestly

c. Using spreadsheets and BI tools to automate routine reports

d. AI tools for cleaning, coding text responses and summarising data

e. Case study: producing an operational report from field data with stated limits

f. Day output: operational report with documented limitations

• Day 5: Information-based decision support

a. Writing decision briefs based on analysed operational data

b. Updating critical operational information on a fixed schedule

c. Maps and simple dashboards to show needs and coverage

d. Strengthening evidence-based decisions across operations teams

e. Workshop: drafting a decision brief from analysed operations data

f. Day output: decision brief with an information update plan

Training methods and certificates:

Our programmes are built on modern pedagogy that combines theoretical knowledge with practical application, in line with participants' needs and the demands of the workplace. Methods include:

· **Interactive workshops:** analysis of real data and group discussions that strengthen practical understanding.

· **Case studies:** examples from international organisations that highlight real successes and challenges.

· **Realistic simulations:** participants train through professional scenarios that mirror real situations requiring decisions and situation management.

· **Advanced tools and technologies:** hands-on practice with up-to-date training software and tools suited to each field.

Certificates:

On successful completion, participants receive a certificate issued by CINPAA, a training institute officially registered in the European Union, Spain and the United Kingdom.

CINPAA - Cooperative International for Training and Consulting

Our programmes are delivered within academic and professional partnerships, cooperation agreements and memoranda of understanding with a number of academic and professional institutions, including:

• Camilo José Cela University - Spain

• ISDE - Law & Business School - International

• Professional Development Institute - United Kingdom

These partnerships aim to exchange expertise, develop training content and raise programme quality in line with international best practice.

Kind regards,
International Programmes Department
"CINPAA" INTERNATIONAL COOPERATIVE FOR TRAINING & CONSULTING

Course details and registration

Course Details | Registration

Programme	**Data and Information Management in Humanitarian and Development Operations**	Course Title
Language	**English**	Course Language
Duration	**5 days**	Duration
Venue	**Several cities and dates – see the table below**	Venue
Financial offer	**Sent separately, according to the number of participants and the delivery conditions.**	Financial Offer

Registration and confirmation:

To register, please use one of the following:

a. Complete the programme request form on our website.

b. Or send an email from your training department.

c. Or a nomination letter from your organisation.

Send your confirmation by:

Email	info@cinpaa.org
WhatsApp	+34 635 867 686

Our team is ready to advise on accommodation and logistics before and during your stay.

Planned programme dates:

City	Dates
Cairo, Egypt	30 Nov - 04 Dec 2026
Cairo, Egypt	15 - 19 Mar 2027
Madrid, Spain	14 - 18 Jun 2027
Barcelona, Spain	13 - 17 Sep 2027
London, United Kingdom	13 - 17 Dec 2027

> The programme can be delivered in other cities and on other dates to suit your organisation, at the length you need. The cities are listed on the last page.

Cities where we deliver our programmes:

This programme can be delivered in any of the following cities, and elsewhere on request.

Albania Tirana, Saranda	**Australia** Sydney	**Austria** Vienna, Hallstatt, Salzburg / Zell am See	**Azerbaijan** Baku
Bahrain Manama	**Belgium** Brussels, Bruges	**Bosnia and Herzegovina** Sarajevo	**Canada** Toronto, Montreal
China Hong Kong, Shanghai, Beijing, Guangzhou	**Croatia** Dubrovnik	**Cyprus** Nicosia, Limassol, Larnaca	**Czech Republic** Prague
Egypt Cairo, Sharm El Sheikh, Alexandria, Hurghada	**France** Paris	**Georgia** Tbilisi, Batumi	**Germany** Munich, Berlin, Düsseldorf, Frankfurt
Greece Athens, Rhodes	**Hungary** Budapest	**Indonesia** Bali, Jakarta	**Ireland** Dublin
Italy Rome, Florence, Milan, Venice, Como	**Japan** Tokyo	**Jordan** Amman, Aqaba	**Kuwait** Kuwait City
Malaysia Kuala Lumpur	**Maldives** Maldives	**Mauritius** Mauritius	**Montenegro** Budva, Kotor
Morocco Casablanca, Marrakech, Tangier, Rabat	**Netherlands** Amsterdam	**Oman** Muscat, Salalah	**Philippines** Manila
Poland Krakow, Warsaw	**Portugal** Lisbon, Porto	**Qatar** Doha	**Russia** Moscow
Saudi Arabia Riyadh, Jeddah, Dammam	**Serbia** Belgrade	**Slovenia** Ljubljana	**South Korea** Seoul
Spain Madrid, Barcelona, Valencia, Alicante, Benidorm, Malaga / Marbella, San Sebastian, Granada, Cordoba, Canary Islands, Seville, Bilbao	**Switzerland** Geneva, Luzern, Zurich, Interlaken, Zermatt, Lugano	**Thailand** Bangkok, Phuket	**Tunisia** Tunis
Turkey Istanbul, Antalya, Trabzon, Bursa, Izmir, Bodrum, Antakya (Hatay)	**United Arab Emirates** Dubai, Abu Dhabi	**United Kingdom** London, Edinburgh, Manchester, Birmingham	**United States** Miami, New York, Los Angeles, Washington