

GUIDE LINES

FOR

NATIONAL TRAINING WORKSHOP



SOCIETY FOR SOCIAL RESEARCH ART AND CULTURE
New Delhi

**THESE GUIDELINES ARE THE OUTCOME OF
THREE YEARS EU REGIONAL PROJECT
(2007 - 2010)**



PARTNERS

1. **Society for Social Research Art and Culture**
C- 129, Saraswati Kunj Society,
25, I.P. Extension, Patparganj,
New Delhi, India



2. **Center for Rehabilitation of Torture Survivors**
6/5 Humayun Road Mohammadpur,
Dhaka, Bangladesh



3. **Survivor Associated (Guarantee) LTD**
22 Melford Crescent Dehiwala,
Colombo, SriLanka



For any further Information / Clarification please contact:

Society for Social Research Art and Culture,

Regd. Off: C- 129, Saraswati Kunj Society, 25, I.P. Extension, Patparganj, Delhi 110092, India

Project Office: TA/ 91, Tughlakabad Extension, Main Okhla Road, New Delhi, 110019, India

Tel: 00 91 11 26331526, 0091 11 29996694 Fax: 00 91 11 29996694

Email: sosrac@hotmail.com; sosrac@bol.net.in

Website: www.sosrac.org

BACKGROUND

Torture remains a characteristic of law enforcement throughout South Asia. In virtually every police station of every South Asian country, torture is today routinely practiced. Police stations remain in the dark ages: there is neither investment nor interest to modernise criminal investigation techniques, nor bring policing in South Asia as a whole into the 21st century. Although torture is prohibited under international laws to which most countries in Asia have subscribed, there are virtually no measures in place to see these laws implemented domestically

Torture is practised to a very high degree in the countries of this region. In fact, torture remains the main method of criminal investigation in these countries. Compared to some other parts of the world, the criminal investigation machinery in these countries is extremely and shamefully primitive. These investigations are, for the most part, carried out by quite incompetent people whose educational qualifications are generally very low. Hindering the resolution of this dilemma is the fact that professional training is largely inadequate. Above all, the institutional arrangements encourage the use of illegal methods, such as torture, and there are no effective systems of real control in operation. Wherever written rules and regulations for better functioning of the system exist, these are, by and large, ignored.

Among the personnel belonging to the law enforcement agencies, often sensitivity towards people does not exist. Except for the upper ranks in society, no respect is shown to human beings. The rough manner in which even women are treated is quite common. Allowing the law enforcement agencies to become ineffective has, in fact, become a deliberate policy. This policy has as its objective the displacement of legal obstructions to many forms of economic and social activities which in normal times would be considered anti-social. People perceive links between anti-social elements and the law enforcement agencies. The consequent demoralisation seems to be created on purpose to make faith in the justice system, as a whole, collapse. This policy has, by and large, succeeded in most countries in the region; and in some countries, the degree of its collapse has reached dangerous proportions. A significant result of this phenomenon is that the civic-minded citizen, on whose cooperation the system rests, has begun to withdraw his or her cooperation in sheer frustration.

Such a situation leads not only to an increase of human rights abuses but also to an increase in serious crimes. Even senior judicial officers have observed the failure of the justice system to control crime in SriLanka. Warnings have been made of the serious spread of lawlessness and the breakdown of the rule of law. SriLanka is only a manifestation of what might happen in other countries if the situation is not addressed seriously.

Some sections of society have always remained victims of the abuse of the system. The Dalits and indigenous peoples of India continue to suffer from extreme forms of police brutality and are neglected by other agencies of the justice system. Though there are some laws for their protection, such as the Atrocities against the Scheduled Castes Act in India, these laws have not been enforced in an effective manner. In fact, being neglected by the justice system is itself an added element of the insult and repression heaped upon these people.

Another section of society that is constantly subjected to ill-treatment by the agencies of the justice system is women. Rape remains a major problem. The treatment that victims have received at the hand of such agencies has left in them a taste of extreme insensitivity and frustration. Jurisprudence as practised in rape cases has not kept up with developments in international law that consider rape as torture. The procedural developments regarding investigations and trials also have been neglected, and the way in which these matters are addressed remain very primitive. People belonging to marginalised groups, such as workers in the informal sector, have often been abused as well. Among these are also found people working for church organisations.

The same situation is detected in cases regarding children. The neglect of children's rights is present throughout the justice system. It is particularly evident in the case of sexually abused children. The investigation of child abuse cases is primitive, and the prevailing trial system can cause trauma for children. There has been resistance to adopt the more developed trial system of using video cameras with safeguards for children. Deep cynicism, leading to inhuman attitudes, exists against all modern developments, an outlook that is at the heart of the region's justice systems.

In dealing with all these matters, one of the weakest links in the justice system is the prosecution systems prevailing in the countries of South Asia. The prosecution departments often place the burden for the entire investigation on the police and blame the lack of evidence as the reason for the non-prosecution of serious crimes. The inefficiency of the police provides the justification for prosecutors to disassociate themselves from the case. The arrangement adopted by more developed legal systems that place responsibility for the prosecution of all crimes on the prosecution departments should be adopted, and provisions must be made to scrutinise all claims of an absence of evidence.

In the case of torture, the investigations by law enforcement agencies alone cannot be relied upon. Special units functioning under the supervision of the prosecution department must be given the responsibility for these investigations. The prosecution departments must be held responsible for the prosecution of torture cases.

Under international law, torture is regarded as a crime falling under *jus cogens*, which is among the highest of crimes. However, jurisprudence expressed by law and by interpretation in the courts does not reflect the adoption of these developments in international law. Instead, torture is treated in a trite manner. Most complaints of torture are neglected. In the few cases that succeed, only compensation is paid, and it is in no way proportionate to the crime. It is essential to make the legal provision to prosecute torture on the basis of *jus cogens*, and the culprits should be subjected to imprisonment. The soft way that torturers are being treated is only an encouragement to engage in this crime.

The solution to the problems mentioned above can come only from the people themselves. It is time that the people wake up to the grave dangers faced by their societies due to defective justice systems. The people must monitor all of the agencies in the justice system - the police, the prosecution and the judiciary. People must scrutinise the performance of the system and engage in making serious criticism of it. Mass mobilisations for the reform of the justice system are a primary need. Only the people can bring about changes in the system and transform it from its current primitive stage to an enlightened one adequate to meet the needs of the times.

THE ISSUES IN MANAGEMENT OF TORTURE VICTIM:

In countries where the practice of torture is prevalent, the treatment of Torture Victims has been difficult and sometimes impossible. Although it is denied at the official level, any governmental sanction of torture, but they are unwilling or unable to provide any support to Torture Victims. The resources to support and provide Rehabilitation to Torture Survivors are generally scarce and unavailable. Professional resources are limited by their availability or interest in dealing with Torture victims. Centers with limited resources heavily depend on Volunteers, not all of them are professionally trained.

Torture is the most severe form of Human Rights abuse. The Torture Survivor's experiences are extremely horrific and predictably evoke strong emotional reactions in care givers. Primary care, Medicine, Nursing, Psychotherapy, Physiotherapy are important in the care of Torture Survivors. One of the most immediate needs of victims of grave human rights abuse is rehabilitation. Not only is this important with regard to assisting individuals in dire situations, but it is also important in enabling the individuals to regain their dignity and sense of worth, which will have been greatly affected in most cases. By supporting them and providing the necessary care and counselling, they can be rehabilitated into society. Moreover, after overcoming their tragic experiences, rehabilitation can also help them to organize themselves and become spokespersons for certain causes, to ensure the abuse suffered by them is not suffered by others in the future.

The usual chief complaints of Victims are:

1. Pain in different parts of the body which has been subjected to torture.
2. Poor Appetite.
3. Lack of concentration and confidence
4. Negative and suicidal Thoughts.
5. Sleep disturbance
6. Irritation,
7. Isolation, lack of self esteem.

These are only very few to name but the list is very long and covers almost every aspect of persons' physical and psychological sphere.

Since there is a scarcity of trained professionals to provide rehabilitation and management to torture victims, the Training-educational program, includes professional skills-based training on identification, documenting, diagnosis, expertise, treatment and rehabilitation of torture victims to:

1. Detect physical and psychological evidence of Torture.
2. Accurate assessment of the veracity of survivor's story.
3. Provide social support.
4. Provide medical and physiotherapy treatment.
5. Provide psychological treatment.

WHAT IS GUIDELINE

A **guideline** is any document that aims to streamline particular processes according to a set routine. By definition, following a guideline is never mandatory (protocol would be a better term for a mandatory procedure). Guidelines are an essential part of the larger process of governance.

What is Training?

It is a learning process that involves the acquisition of knowledge, sharpening of skills, concepts, rules, or changing of attitudes and behaviors to enhance the performance. Training is activity leading to skilled behavior.

Training is about knowing where you stand (no matter how good or bad the current situation looks) at present, and where you will reach after training. Training is about the acquisition of knowledge, skills, and abilities (KSA) through professional development.

The training seeks to respond to the specifics of the situation in the country concerned and is targeted to the needs of the national actors. It aims to be inclusive by engaging with both officials, NGOs and other relevant stakeholders, as well as by ensuring geographical and gender representation. The training is participatory and interactive with a view to encouraging greater learning and ownership. It is not meant to be an end in itself but part of a process in which national actors strengthen their capacity and apply their knowledge and skills so as to combat more effectively impunity for torture.

PURPOSE AND OBJECTIVES:

PURPOSE

The training pursues several interrelated purposes aimed at strengthening domestic efforts to combat torture and other forms of ill-treatment, namely to:

- Enhance skills of Health Professionals, Volunteers and NGO's in understanding needs of torture victims and provide Physical, Psychological, Legal and Social Support
- Enhance the skills of health and legal professionals in how to document torture and how to establish evidence that can be used in legal or administrative proceedings against those responsible for torture
- Bring together key professionals, comprising both officials and civil society, and to develop strategies and practices on how best to document , investigate and Treat torture cases with a view to ensuring accountability and reparation; and
- Through media coverage, raise awareness amongst concerned professionals and society at large on the role of rehabilitation, and documentation its importance in broader anti-torture policies and initiatives.

OBJECTIVES

The training is a collaborative effort in which national and international partners work together:

- To identify and to overcome gaps in existing knowledge and skills of health and legal professionals;
- To overcome shortcomings in the practice of documenting and investigating torture cases;
- To improve skills in the use of sound medical knowledge in providing rehabilitation.

EXPECTED RESULTS:

- There is increase in effective resources and services available to survivors of Torture and Violence.
- Increased Professional awareness and expertise in the area of rehabilitation and Human rights
- Trained Health Professionals and Volunteers available to identify and provide services to Torture Victims.
- Community Sensitized about Human Rights Violation.
- An atmosphere of respect for Human Rights and a culture that rejects all forms of HR violation developed and strengthened.

TARGET GROUP (DELEGATES)

The training seeks to reach out to general practitioners working of their own or Government /Private hospital on the identification, documentation and Rehabilitation of torture Victims. The composition of professionals attending the training varies from country to country, depending on the professionals mainly likely to be involved with torture cases in the country concerned. The main target groups are:

- Health professionals which will typically comprise: Forensic pathologists, medico-legal officers, general practitioners, psychiatrists, psychologists, ministry of health officials, social workers, nurses, paramedical staff.
- Legal professionals, which will typically comprise: Human rights lawyers, state investigators, prosecutors, judges, prison officials, police officers, other law enforcement agencies.
- Volunteers which will typically comprise: NGO activists, members of national human rights commissions and similar bodies, representatives of the ministry of justice, ministry of defence and ministry of the interior

FORMAT OF THE TRAINING WORKSHOP:

Period of Workshop:

The training commonly takes place in the form of a 2-3 day workshop preferably Saturday and Sunday. The training programme is developed jointly by the national and international partners. There are core sessions common to all trainings. The training workshop can have participants from one profession or they can have mixed representation. There are advantages and disadvantages of having mixed representation. It is better that all the professional are able to understand different aspects of managing torture victim. The advantage of single profession group is that the training can be more intense and advanced. The following sessions are for the benefit of both health and legal professionals comprising:

- Introduction to the Istanbul Protocol (History and Content)
- International legal standards (Prohibition of torture)
- International and national ethical codes for health professionals
- Physical evidence of torture
- Psychological evidence of torture

The medical part of the training typically comprises the following subjects:

- Interview considerations
- Case evaluation
- Written medical reports and oral testimony

The legal part of the training typically covers the following areas:

- National law and practice on torture: Identifying key issues
- Interview considerations and documentation of torture
- Investigation of torture cases, with a particular focus on the role of medical evidence
- Prosecution of torture cases, with a particular focus on the use of medical evidence
- National and international remedies in torture cases

Additional subjects may be included in the training to respond to laws, practices or concerns particular to the country concerned, for example specific considerations relating to torture in the context of armed conflict.

The last session of the training commonly focuses on developing strategies on how participants can contribute, both jointly and separately, to further the national implementation of the prohibition of torture by strengthening local skills in documentation, rehabilitation and investigating cases of torture with the help of the Istanbul Protocol and other relevant materials.

METHODOLOGY

The training methods used are selected to ensure that the purpose of the training is attained in accordance with the above mentioned principles. The particular methods depend on the subject and the goals of the particular session and include:

- Presentations, including power point presentations and slide shows
- Open discussions
- Role play
- Group work
- Exercises

The trainer should encourage the active participation of the trainees. It should be two process and the trainer should try to make it very interesting.

TEAM OF TRAINERS / RESOURCE PERSON

The training is conducted by a team of both national and international trainers who cover general and country-specific aspects of the medial and legal documentation and investigation of torture cases. Trainers are selected on the basis of a set of criteria to ensure that the training is of the highest quality. In particular, trainers must have training experience in torture prevention and related human rights topics. They must also have experience in using the Istanbul Protocol and/or in training related to the Istanbul Protocol as well as good knowledge in their field of expertise (medical or legal). Trainers work together closely throughout the training. They evaluate the progress of the training internally on a daily basis and are also subject to evaluation by the participants.

HOW TO SELECT A TRAINER / RESOURCE PERSON:

The trainers should be selected based on their expertise on the topic. Preference should be given to those experts who have teaching and training experience. It will be very useful if experts have some experience of working with torture victims. The resource person should be briefed about the participants so that they can prepare themselves to provide proper training. The training should be simple and easy to follow. The participants mostly have very limited knowledge about human rights, its violations, torture and its consequence and management. The topics can be from the following groups and the emphasis can vary from the percentage of different professional attending the workshop.

We are listing below few questions which will help the organization to identify appropriate trainer so that the training programme can achieve the desired results:

Is the person a professional trainer?

It requires proper training and learning teaching skills to become a professional trainer. Not everyone can be effective trainer.

Does the trainer has professional credentials?

It is better to know if the trainer has correct credentials which would be appropriate for the training programme.

Does the trainer understand meetings?

It is only when trainer understands the aim and objective of the training he or she will be able to deliver the goods. An effective trainer will be able to:

- Help determine the best goals for the meeting.
- Prepare a realistic agenda.
- Create a safe and productive working environment.
- Guide the group through team processes that lead to results.
- Manage disruptions without offending anyone.
- Document the results.

Does the trainer understand subject?

It is very important that trainer is very clear about the theme, aim and objectives of the training and then only he or she will be able to get the message across to the participants.

Does the trainer understand participants?

An effective facilitator is able to identify different behavior styles and then work with all of them. He or she should be able to understand the need of the participant and should have information about the back ground of them so that can discuss with them at their level of understanding.

Does the trainer apply a variety of process tools?

Each meeting is different. And thus each meeting requires different process tools to obtain useful results. Some people use one process for everything. While that can work in some cases, it is a significant limitation.

Does the trainer provide suggestions on how to run the meeting?

Skilled trainer take care of details, including how to set up the room and what resources will be needed. They also coach you on how to maximize the effectiveness of your participation.

Does the trainer pay attention?

An effective trainer will pay careful attention to you while you (and others) talk. This is an essential skill in attending to the dynamics that occur during a meeting.

Evaluation

Evaluation is very important for any training programme. This helps to evaluate the programme as well as the trainers. It helps to improve the programme and assess the sessions and the training material. It helps to modify and incorporate the needs of the participants and make training programme more robust.

A thorough evaluation of the training seminars should be carried out in a variety of ways:

- Through anonymous pre-and post training questionnaires aimed at enabling the training team to make qualified on-the-spot adjustments as well as measuring the immediate effect of the training seminar (participants' skills and attitude)
- There should be evaluation about the trainers, their skills and the training style and whether they were able to deliver what they supposed to do.
- Whether they found the sessions useful and if there was anything which wasn't found useful and if there was anything which should have been added.
- through structured follow-up with the participants aimed at encouraging and assessing the practical use of the knowledge and skills generated through the training
- Through an evaluation meeting with key partners and a representative group of participants approximately one year after the training focusing on training impact and lessons learned.

FOLLOW UP ACTIVITIES:

An effective training is which not only delivers what it aims but also the skills acquired are sustained and the participants are able to retain the knowledge and skills acquired. The normal learning curve has declining curve after the training is over. To retain the training skills we need to keep refreshing through information and exchange of information. There are following ways by which organizations can keep the information refreshed:

- Center to keep in touch with all the participants of the training programme through email and communications.
- Feedback from the trainees after returning from Training.
- Keeping track of any victim being provided help and support by trainee.
- Keeping knowledge and skills of the trainees up to date through regular exchange of information and mails. If resources permit to organize follow up training programme.

- Availability of contact person from center to all the trainees so that they can seek help and support in case they find difficulty in managing torture victims in their daily practice.
- Availability of referral services to trainees if they come across a complicated victim.

LOGISTICS OF THE WORKSHOP

No. of Participants in each Workshop: 30 to 40

There is no fixed number about how many participants should be there but it has been seen if participants are more than 30 or 40 it becomes difficult to have direct connection of the trainer with the participants. It becomes difficult for the participants to express themselves. Some time the finances play a role in deciding on the number of participants.

Selection of Venue:

Selecting a venue to host a seminar becomes simple once you determine your needs. This includes everything from the expected number of attendees to the format in which you will present information. Gauge your seminar needs so that you can select the appropriate venue. Following tips will help in selecting a seminar venue.

1. Determine the audience, both in terms of number of attendees and the method of communication for the seminar. If the seminar is strictly for educational purposes with little discussion, this will dictate a different set up from a seminar that includes interactive attendee participation.
2. Figure out the desired location for the seminar. Make sure your venue space can accommodate all your attendees, display tables, stage and podium area if required and more.
3. Choose a location that is convenient for attendees. For venues that are little bit more elusive, be sure to communicate directions for the venue to assist your attendees as best as possible.
4. Find a venue that accommodates event needs such as catering, lighting, AV equipment, setup and logistics.
5. Select your method for communications to help you determine the room setup. If you have someone lecturing, the room set up may be theater-style. If attendees need space to make notes and reference manuals or course materials, you may prefer a classroom-style setup.
6. Check the seminar room for temperature, outside noise level considerations and any other distractions that may detract from the experience.
7. Contract with a venue that has the appropriate staff to assist in the overall event, that properly communicates with you and is willing to make accommodations to best support your business.

CONFERENCE MATERIAL:

1. Audio and video Equipment
2. Cordless Mikes and collar mike
3. Flip chart Stand
4. Flip Charts and Writing Pens
5. Chart Paper for Group Work
6. Back Drop
7. Posters
8. Photographer
9. Videographer

10. Resource material
11. Conference kit including pad and pen
12. Name tags

WORKSHOP PROGRAMME:

The organiser should plan to arrive at the conference site no later than 8:30 AM the morning of the Regional. This allows plenty of time to prepare and be ready by 9:15 AM, as some delegates WILL arrive earlier than the posted 9:30 AM Registration time. Organising staff and committee members should arrive no later than 9:00 AM.

The organisers should take care of providing a **chairperson or the moderator of each session**. The role of chairperson / moderator is to introduce the topic and the trainer. He or she will be keeping time so that trainer keeps in time and takes care of question answer session and doesn't allow the discussion to drift away from the topic. He or she should provide a summary of the talk and discussion in the end.

9:30-10:00 Registration (morning tea / coffee refreshments included)

This is the first impression that the delegates will receive of you as the organiser. Please plan for lots of space and a smooth operation. Know where supplies are, how to deal with early or extra registrations, etc...

10:00-10:30 Opening Introductory Session

- Have a planned script written out for the opener (but don't read from it - know it and do it). At this time review the conference schedule and layout of the facility with attendees - mention where the bathrooms are, where lunch will be held, when the closing session is, etc. Email this script to participants before the conference in case any reminders need to be added. Be prepared to add announcements the morning of the conference - things come up! Some things to put in your script will be introducing key players, especially the adviser and chairpersons, board members, etc...let attendees know how the day will run, what to expect, where rooms are located, to keep the site clean.
- Please organize your speakers - know who is going up and what they are saying.
- When Guest are speaking, make sure any background music is shut off!
- Energy is a must and a constant! Smiles too!
- You should plan to introduce the participants to each other so that they can know each other for better participation.

10:30 - 11:30 First Session)

11:30 - 01:30 (Second Session)

01:30 - 14:30 LUNCH

14:30 - 16:00 Group Discussion / Group exercise / Role play/ Panel discussion

This is important part of training programme and improves learning process and keeps the interest of the participants going. It involves the audience in the discussion during the workshop. Generally, in conferences, the delegates play a role merely of listeners, and not participate. To make the delegates feel more connected to the topics, it is essential to arrange a few group works, each being related to the preceding talk of the speaker. Groups to be created and the audience should be made to participate in the group exercises on the two days. The participants should be divided in four or five groups depending upon the number of participants. Try and mix match the professionals in the groups.

16:00 -16:30 Tea / Coffee

16:30 – 17:30 (Fourth Session)

Proceed for the day two with session wise details as on day one

CLOSING GENERAL SESSION:

The Evaluation and a Closing Activity should be done here. The Closing Activity can be something like having each representative present the idea they liked best about the conference, or one idea they will use from the group session. Be prepared to eliminate the closing activity if you see that groups need to leave. Do not force an activity. You will run the risk of ending the conference on a negative note. Also use this time to thank the delegates and facilitators for coming to your conference!

We have found that because of post conference activities, both Facilitators and Participants sometimes need to be on their way. We have also found that group exercises are highly evaluated and students usually tell us it is the most meaningful activity of the day. The swap shops offer the opportunity for everyone to shine.

You should plan to distribute the certificates of participation at the end of the workshop. Remember that this is a suggested program. It is a guideline. The message is that we know the schedule works and we would like to have all following roughly the same format.

THEME OF THE WORKSHOP:

The theme for the workshop can be picked from any of the topics mentioned below:-

- Training of Professionals involved in the Rehabilitation of Torture Victims.
- The comprehensive rehabilitation services to torture victims.
- Medical and psychological services for proper medical & psychological rehabilitation.
- Create awareness among people working with law enforcing agencies towards human rights and sensitize them with the problems of detainees and consequences of tortures.
- To strengthen the NGOs & professionals involved in the field of human rights by providing technical assistance against torture and skills to rehabilitation of torture victims.
- Sensitize and create awareness in NGO's and professional towards problems of victims of torture and violence.
- Sensitize Media

INVITATION LETTERS

- 1. To Delegates**
- 2. To Trainer / chairperson/**
- 3. To Chief Guest and other Guests**

INVITATION LETTERS

Invite your guests with warmth and friendship with the perfect invitation letter. Your invitation letter needs to be written with etiquette, professionalism, appropriate wording, or keeping the reader's attention,

How to write an invitation letter:

1. **The tone of an invitation should be always positive**, in anticipation of a pleasurable occasion. Picture your guests smiling when they read your letter of invitation. Clever phrasing, or a themed approach may be appropriate for a formal occasion, but you should express the details clearly.
2. **Extend the invitation**, naming the event and including the date, time, and place. If the event has a special purpose, such as conference, honoring someone or Commemorating celebrating an occasion, state this.
3. **Indicate Purpose** : You must indicate Goal ,Aim or Purpose of Conference, Seminar or Meeting
4. **Indicate the appropriate dress**, if there is any reason for question.
5. **Express anticipation.**
6. **Ask for a response by a specific date.**
7. **Try to send your invitation letter two weeks or more in advance.**
8. **Specify** if travelling allowance will be paid or not.
9. **Mention** if accommodation is provided for outstation Delegates

Be sure your invitation letter includes:

- The name of the person sponsoring the event (who is the host/hostess?)
- Exactly who is invited (can someone bring a guest, spouse, child?)
- What type of social event is being held
- The date, address, and time of the event
- Directions or a simple map if the location may be difficult to find
- What type of dress is appropriate or preferred
- The phone number and deadline to reply; precede these facts with “RSVP” (French abbreviation for “please reply”).

LIST OF TOPICS:

1. ABOUT TORTURE

- History
- Definition
- Purpose
- Methods
- Who are perpetrators
- Who are Victims
- Consequences of Torture.

2. HUMAN RIGHTS

- What are Human Rights
- Universal Declaration of Human Rights

3. LEGAL REMEDIES

- Convention against Torture
- Optional Protocol
- International Convent on Civil and political Rights
- Provisions in Constitution.

4. DOCUMENTATION

- What happened
- Where happened
- Why happened
- Who did it
- Why did it

5. COUNSELING

- Basic Skills
- Techniques
- Pattern

6. PHYSIOTHERAPY

- How physiotherapy helps recovery
- Helping Gadgets
- Exercises

7. MULTI DISCIPLINARY APPROACH

- Team Members
- Role of Social Worker
- Role of Doctor
- Role of Psychologist
- Role of Physiotherapist
- Role of Nurse
- Role of Counsellor
- Role of occupation therapist.

8. NEEDS OF TORTURE VICTIMS

- Medical Needs
- Social Needs
- Cultural Needs

9. ROLE OF POLICE IN PREVENTION OF TORTURE

10. ROLE OF JUDICIARY IN PREVENTION OF TORTURE

11. ROLE OF CIVIL SOCITIES

12. ROLE OF HEALTH AND LEGAL PROFESSIONALS

13. ROLE OF MEDIA PROFESSIONALS

14. PSYCHOLOGICAL TREATMENT OF TORTURE SURVIVORS

15 SOCIAL SUPPORT TO SURVIVORS OF TORTURE

16. COMPENSATION

17. REPARATION
18. SUPPORTIVE THERAPY
19. BEHAVIOR THERAPY
20. RELAXATION THERAPY
21. COGNITIVE BEHAVIOR THERAPY
22. RELAXATION EXERCISES HOW THEY HELP RELEASE STRESS
23. ART THERAPY
- 24 INTERVIEWING TECHNIQUE
25. ETHICS OF PROFESSIONALS
26. ISTANBUL PROTOCOLE
27. ANY OTHER TOPIC HELPFUL

DISTRIBUTION OF CERTIFICATES:

Certificate of participation should be given to each delegate mentioning his name and following details

- Theme
- Dates
- Place
- Name of Organiser
- Should be signed by authorised person.



Registration Form

National Training Workshop on Comprehensive Rehabilitation of Torture Victims.

Date:

Venue:

General Information

Title (Prof/Dr./Mr./Ms.) _____ Give Name _____

Surname _____

Preferred Name for Certificate (In capital letter) _____

Designation _____ Experience No. of Years _____

Department/Organization _____

Postal Address _____

Phone _____ Mobile _____ Facsimile _____

Email _____

1. Are you aware of Torture and its consequences?

Yes

No

2. Did you ever attended workshop on torture?

Yes

No

3. Will you utilize training given for the benefit of Torture Victims

Yes

No

4. will you ensure proper documentations of Torture Survivors in official records.

Yes

No

Signature

This form should be duly filled and returned
Name & Address of the organiser



National Training Workshop. Date:

Venue:

Attendance List



Sl. No.	Name	Organization Name & Address	Phone-	Communication	Signature	Day-I	Day-II
Email							
Sl. No.	Name	Organization Name & Address	Phone-	Communication	Signature	Day-I	Day-II
Email							
Sl. No.	Name	Organization Name & Address	Phone-	Communication	Signature	Day-I	Day-II
Email							
Sl. No.	Name	Organization Name & Address	Phone-	Communication	Signature	Day-I	Day-II
Email							
Sl. No.	Name	Organization Name & Address	Phone-	Communication	Signature	Day-I	Day-II
Email							

Annexure IV



FEED BACK FORM-1

(To be completed before the start of the workshop)

1. Were you aware about Torture and Its consequences before attending this national workshop?
a. Yes b. No c. Little bit
2. Did workshop help you understand clearly about torture and its consequences?
a. Yes b. No c. Little bit
3. Are you in a position to differentiate between domestic Violence and Torture?
a. Yes b. No c. Little bit
4. Will you be able to identify a Torture Victim if presents to you in the community?
a. Yes b. No c. Not sure
5. Will you be able to record the history and examination of the torture victim in detail?
a. Yes b. No c. Not sure
6. While Managing Torture Victim we should provide
a. Physical Rehabilitation b. Psychological rehabilitation c. Comprehensive rehabilitation
7. How should be your approach while managing Torture Victim
Brisk, Business like
a. With Pity and sympathy b. With compassion and empathy
8. Do you feel confident that you will be able to provide treatment to Torture Victim?
a. Yes b. No c. Not sure
9. Do you feel that you have been able to gain counseling skills
a. Yes b. No c. Not sure
10. The Torture Victim is best helped by following approach
a. Individual professionals b. Medical team c. Multidisciplinary team with different professionals
11. Please list the topics which you find most useful in the Workshop
a. b.(feel free to add more) c.
12. Please list the topics which you find least helpful
a. b. c.(feel free to add more)
13. Will you like to add any other topic which you feel will be useful
a. b. c.....(feel free to more add)
14. Will you be interested to attend the workshop again
a. Yes b. No c. Not sure
15. Will you be recommending your colleagues to attend this workshop
a. Yes b. No c. Not sure
16. Will you like to your consent for your name to be included in the list of professionals available for the treatment of Torture Victims
a. Yes b. No
17. Suggestion for Improvement.

Name

Date

Signature



EVALUATION FORM



National Training Workshop on Comprehensive Rehabilitation of Torture Victims

Name :

Address:
Programme
Name

Contact No./e mail :

Signature of Member

Please rate on a 5 point scale of
1 to 5

1. Excellent	2.very good	3. good	4. satisfactory	5. Unsatisfactory	1	2	3	4	
Session-1			contents						
			presentations						
Session-2			contents						
			presentations						
Session-3			contents						
			presentations						
Session-4			contents						
			presentations						
Session-5			contents						
			presentations						
Session-6			contents						
			presentation						
Session-7			contents						
			presentation						
Session-8			contents						
			Presentation						

Time allocated for each Topic					
Arrangements in general					
Interaction					
Utility of Group Work					
Topics of Group Work					
Were we able to provide knowledge about torture					
Overall rating					
Time allocated for each Topic					
Views/Suggestions for improvement, if any :					
.....					
.....					
.....					
.....					
.....					

Annexure VII

OVERALL EVALUATION OF THE NATIONAL TRAINING WORKSHOP

The purpose of this 4 page questionnaire is to assess the overall value of the training in order to help us in our continuous adjustment and improvement of related training activities

Please rate the below elements. Circle your response: number “1 signifies the lowest rating (very bad) and number “5” the highest rating (excellent). “NA” signifies that you either have no comments or that you were not present at the session in question. Please feel free to include any additional comments and recommendations.

Please note that this is an anonymous evaluation. Thank you for your co- operation.

Please indicate whether you are a medical or legal expert: **Medical** Yes No
Legal Yes No

1. To What extent where the objectives of the training relevant to your needs? 1 2 3 4 5 NA Comment: _____ _____
2. Did you find the objectives of the different sessions well-defined and clear? 1 2 3 4 5 NA Comment: _____ _____
3. To What extent was the content of the training programme relevant to your needs? 1 2 3 4 5 NA Comment: _____ _____
4. What aspects of the training were the most useful for your future work? 1 2 3 4 5 NA Comment: _____ _____ _____

5. What aspects of training were the least useful or not at all useful for?

1 2 3 4 5 NA

Comment:

6. To What extent were training methods effective in achieving the objectives of the training?

1 2 3 4 5 NA

Comment:

7. Which kind of presentations or activities did you find most effective and why?

1 2 3 4 5 NA

Comment:

8. Which kind of presentation and activities did you find least effective and why?

1 2 3 4 5 NA

Comment:

9. Please rate the quality of each methodological element?

- | | |
|--|---------------------|
| • National / regional relevance of the training. | 1 2 3 4 5 NA |
| • Plenary presentations | 1 2 3 4 5 NA |
| • Plenary group work | 1 2 3 4 5 NA |
| • Small group work/discussion forums | 1 2 3 4 5 NA |
| • Case narrative/role-play sessions | 1 2 3 4 5 NA |
| • Wrapping up (review) sessions | 1 2 3 4 5 NA |
| • Interactions among participants | 1 2 3 4 5 NA |
| • Medical-legal group interactions | 1 2 3 4 5 NA |
| • Overall quality of power point slides | 1 2 3 4 5 NA |
| • Overall quality of handout materials | 1 2 3 4 5 NA |
| • Quality of case narratives used for role-play | 1 2 3 4 5 NA |

10. Please rate the following?

- | | |
|---|---------------------|
| • Length of the overall programme | 1 2 3 4 5 NA |
| • Length of the daily programmes | 1 2 3 4 5 NA |
| • Logical sequences of the programme | 1 2 3 4 5 NA |
| • Adequate time provided for discussion | 1 2 3 4 5 NA |

- Organization of the sessions 1 2 3 4 5 NA
- Time management during the programme 1 2 3 4 5 NA
- Programme flexibility to respond to critical issues 1 2 3 4 5 NA
- Relevance of the Istanbul Protocol to your needs 1 2 3 4 5 NA

11. Please rate the following?

- General atmosphere during the training 1 2 3 4 5 NA
- Conducive for effective exchange of information and expression of ideas 1 2 3 4 5 NA
- Ability to address problematic issues fairly and effectively 1 2 3 4 5 NA
- Fostering team work and cooperation among participants 1 2 3 4 5 NA
- Generating motivation for future activities 1 2 3 4 5 NA

12. Please rate the following?

- Overall logical organization of the training 1 2 3 4 5 NA
- Training location and facilities 1 2 3 4 5 NA
- Translation-Interpretation 1 2 3 4 5 NA

13. To what extent, in your opinion, were the overall programme Objectives achieved?

1 2 3 4 5 NA

14. To what extent were your personal training needs met by the training?

1 2 3 4 5 NA

15. Which, if any, of your personal needs were not met by the training?

1 2 3 4 5 NA

Comment:

16. To what extent did the programme increase your capacity to train others on international standards of investigation and/ or documentation of torture and ill-treatment? 1 2 3 4 5 NA

17. To what extent did the programme increase your capacity to apply international standards in your own investigation an/or documentation of torture and ill-treatment 1 2 3 4 5 NA

18. Are there any additional topics, sessions or methods that you would like to be included in similar future training programmes?

Comment:

19. Are there any topics, sessions or methods that you would like to see modified or deleted similar future training programmes?

Comment:

20. Please share any additional comments/suggestions which may add to an improvement of similar training programmes

Comment:

CONFERENCE EVALUATION FORM**Conference Title:****Date:****For each of the following areas, please indicate your reaction:**

Content	Excellent	Good	Average	Poor
Cover useful material	[]	[]	[]	[]
Practical to my needs and	[]	[]	[]	[]
Interest	[]	[]	[]	[]
Well Organized	[]	[]	[]	[]
Effective Activities	[]	[]	[]	[]
Useful Visual Aids & Handouts	[]	[]	[]	[]

DAI-I**SESSION-I****Effective multidisciplinary care through trained health professionals.**

Presentation	Excellent	Good	Average	Poor
Convert Useful	[]	[]	[]	[]
Group Work	[]	[]	[]	[]

SESSION-II**Software documentation**

Presentation	Excellent	Good	Average	Poor
Convert Useful	[]	[]	[]	[]
Group Work	[]	[]	[]	[]

SESSION-III**Formulate scientific staff training to improve social status through counseling rehabilitation and development programs.**

Presentation	Excellent	Good	Average	Poor
Convert Useful	[]	[]	[]	[]

Group Work	[]	[]	[]	[]
------------	-----	-----	-----	-----

Any other comments

.....

.....

.....

DAY-II

SESSION-IV

Website and regional manual of 'Best Practices' for the region.

Presentation	Excellent	Good	Average	Poor
Convert Useful	[]	[]	[]	[]
Group Work	[]	[]	[]	[]

SESSION-V

Assuring high quality of services-challenges and solutions.

Presentation	Excellent	Good	Average	Poor
Convert Useful	[]	[]	[]	[]
Group Work	[]	[]	[]	[]

SESSION-VI

Ensuring adequate long term care and effective monitoring of clients.

Presentation	Excellent	Good	Average	Poor
Convert Useful	[]	[]	[]	[]
Group Work	[]	[]	[]	[]

SESSION-VII

Promoting principles of human rights public and stake holders.

Presentation	Excellent	Good	Average	Poor
Convert Useful	[]	[]	[]	[]

Group Work [] [] [] []

SESSION-VIII

Presentation	Excellent	Good	Average	Poor
Convert Useful	[]	[]	[]	[]
Group Work	[]	[]	[]	[]

Any Other Comments

.....

.....

.....



For any further Information / Clarification please contact:

Society for Social Research Art and Culture,

Regd. Off: C- 129, Saraswati Kunj Society, 25, I.P. Extension, Patparganj, Delhi 110092, India

Project Office: TA/ 91, Tughlakabad Extension, Main Okhla Road, New Delhi, 110019, India

Tel: 00 91 11 26331526, 0091 11 29996694 Fax: 00 91 11 29996694

Email: sosrac@hotmail.com; sosrac@bol.net.in

Website: www.sosrac.org