

NATIONAL ROLL OUT IMPLEMENTATION PLAN



HUMAN RIGHTS TRAINING PROGRAMME

This Implementation Plan was developed as an output of the NPF Retreat Workshop on National Roll Out of the NPF Human Rights Training Programme held from the 2nd – 3rd December 2014 at Dover Hotel Lekki, Lagos.

Organised by



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Agencies that participated at the Retreat include the following:

Government Agencies:

Nigeria Police Force

National Human Rights Commission

Development Partners

Swiss Embassy, UNODC, GIZ, J4A, and UNICEF

CSOs:

PRAWA, GAT, CLEEN Foundation, NOPRINand NET-VOF

The Core Project Resource Materials Development Team and Trainers

NPF, PRAWA, Centre LSD,GAT,NET-VOF

Technical / Lead Coordination

PRAWA

Approved
By
The Inspector General of Police
On
29th December, 2014

1. INTRODUCTION/BACKGROUND:

In 2010, Nigeria and Switzerland entered into a regular dialogue on human rights with the aim of promoting and protecting human rights in both countries, including through the exchange of know-how in the field of education and training. This dialogue identified the issue of human rights training of the police as a key intervention necessary for the enhancement of human rights observance in Nigeria. This necessitated the funding of the following activities by the Switzerland Embassy in Nigeria:

Phase 1:

- The Police-Station Based Training on the Human Rights and Prevention of Torture which was piloted in the FCT and implemented by the NPF and PRAWA in 2010/2011. This pilot project reinforced the importance of this intervention and produced as an output, an introductory manual titled '*Torture Prevention and Human Rights Training Manual for the Police*'.
- The development of Human Rights Syllabus into existing NPF Training Syllabus and sample case studies as well as the implementation of a pilot training using these, which was implemented in partnership with Action Aid and PRAWA. On 30th July, 2012 the Syllabus was formally presented to the Inspector General of Police by the Switzerland Ambassador to Nigeria. This was the first phase of the Nigeria Police and Human Rights Project funded by the Swiss Embassy under the above mentioned agreement.

Phase 2:

Following the presentation of the NPF Human Rights adapted syllabus to the hierarchy of the NPF, the NPF requested assistance towards the development of the NPF Human Rights Training Manual to facilitate the Human Rights Trainings in the various NPF institutions. PRAWA was engaged by the Swiss Embassy to lead the development of this manual including the coordination of the inputs of other stakeholders (including local and International NGOs, academia, National Human Rights Commission and Development Partners such as UNICEF, and UN WOMEN. This covers activities carried out from September 2012 to September 2013.

Phase 3:

This covers the period from December 2013 to July 2014. The main focus of this phase was the development of the NPF Human Rights Trainers' Guide and the Pre - Testing of the NPF Human Rights Training Manual and NPF Human Rights Trainers' Guide. The activities for this phase were funded by the Swiss Embassy with some support from UNICEF through UNODC funds provided by the European Union.

During the 3rd Phase of the Project, several recommendations were made to ensure the effective implementation of the 4th Phase and guarantee the realization of the project overall project objective which is:

'To encourage increased observance of human rights standards by the Nigerian Police Force through mainstreaming of the training on human rights principles and good police practices in the Police Operations and Training Institutions'.

These recommendations hopefully will provide a useful guide for the implementation of Phase 4 of the project which will focus on the rolling out of the training across the various NPF training institutions and operations including police stations.

The Retreat Workshop provided the platform for further reflection on these recommendations as well as discuss the necessary strategies, logistics and partnerships/collaborations to implement the adopted six main activities/steps for the national roll out of the NPF Human Rights Training Programme (Phase 4 of the Police and Human Rights Project). These six main activities/steps were developed during the 2nd and 3rd Phase of the Project and endorsed during the NPF Commandants Workshop attended by all the Commandants from all the NPF Training Institutions in Nigeria held 27-28 May, 2014 during the 3rd Phase. This document contains the Implementation Plan for the national roll out of the NPF Human Rights Training Programme reflecting the detailed recommended activities, target, scope/coverage, person(s)/organization(s) responsible for the actions/activities, proposed time schedule, required resources and covering the period 2015 – 2020 in the first instance.

ACTIVITY	TARGET /ACTION	SCOPE/COVERAGE	PERSONS/ ORGANIZATION RESPONSIBLE	TIME FRAME	RESOURCES REQUIRED
1. STEP ONE: PRINTING OF THE NPF HUMAN RIGHTS RESOURCE MATERIALS					
Printing of the following: a. NPF Human Rights Training Manual(<i>For the Trainees and Trainers/ Instructors</i>)	Production of the developed resource materials reflecting the police colours and ensuring that the colours are arranged horizontally.	To be made available to the relevant persons and institutions (Refer to the section on dissemination of the NPF Human Rights resource materials – Step 2)	The identified partners to assist with funding of the printing of the initial copies of the resource materials.	1 st Quarter of 2015 (January – April 2015)	Cost of printing
b. NPF Human Rights Trainers’ Guide(<i>For Trainers / Instructors ONLY</i>)	Ensure that the Training Manual and Trainers’ Guide have a similar design with some clear distinction.	Same as above (1a)	Note: The NPF to explore how they may assist in future with printing of subsequent copies, example through including this in their annual budget or utilising their printing press (if possible)	Same as above (1a)	Cost of printing
c. NPF Human Rights Pocket Handbook (<i>For all Police Officers including the rank and file</i>)	The NPF Human Rights Pocket Handbook to be produced in a format that can fit into the pocket and	Same as above (1a)		Same as above (1a)	Cost of printing

<p>d. Production of other relevant resource materials including posters, NPF Human Rights Information card, and other simplified versions of the training resource materials, etc.</p> <p><i>Note: Some aspects of the NPF Human Rights Manual has been produced as separate publication for the use of the Human Rights Desk Officers and all Police Officers.</i></p>	<p>with water – proof protective cover.</p> <p>The posters to be laminated and displayed conspicuously at every NPF formation; Further adaptation/ simplification of the resource materials</p>	<p>Same as above (1a)</p>	<p>The Project Resource Materials Development Team</p>	<p>March –May 2015</p>	<p>Cost of development and printing</p>
<p>e. Production of e-copies of the resource materials</p>	<p>The e-copies to be produced for all the resource materials.</p>	<p>Same as above (1a)</p>	<p>The Project Resource Materials Development Team</p>	<p>January – May 2015</p>	<p>Cost of printing of the e-resource materials</p>

2. STEP TWO: DISTRIBUTION / DISSEMINATION OF THE NPF HUMAN RIGHTS RESOURCE MATERIALS AND STRATEGIES TO ENSURE THEIR EFFECTIVE USAGE					
<p>a. Utilising the NPF mail collection box and other distribution channels for the distribution of the hard and copies of the NPF Human Rights Training Manual, NPF Human Rights Trainers' Guide, NPF Human Rights Pocket Handbook, and the e-copies of the resource materials</p>	<p>-The NPF Human Rights Training Manual to be distributed/ disseminated to</p> <ul style="list-style-type: none"> • All NPF Training Institutions, • All Divisions and Formation <p>-The NPF Human Rights Trainers' Guide to be distributed /disseminated to</p> <ul style="list-style-type: none"> • All NPF Instructors • All NPF Training Institutions <p>-The NPF Human Rights Pocket Handbook to be distributed / disseminated to all Police Officers</p> <p>- Soft copies of the resource materials</p>	<p>Statistics/Distribution list to be developed by the NPF Training Department, Force Headquarters.</p> <p>Copies of the developed materials to be distributed by the Force Headquarters (NPF Training Department accompanied by signal/directive from the IGP)</p>	<p>Nigeria Police Force (utilising its administrative structure)</p>	<p>A Continuous Activities (To commence from Feb 2015 immediately after the printing of the first batch of the resource materials)</p>	<p>No separate external costing required</p>

b. Uploading the e-copies of all the resource materials on the Nigeria Police Force Official Website.	distributed to be made available to interested officers and NGOs. The target is the general public including CSOs	Accessible by the general public.	NPF (The Force Headquarters)	February – May 2015	No Separate costing required (To be uploaded by the NPF)
STEP 3: NATIONAL ROLLING OUT OF THE TRAINING AT THE NPF TRAINING INSTITUTIONS					
a. Organising Training of Trainers Programme for the Selected NPF Training Instructors drawn from all the NPF Training Institutions in the country	Selected Instructed from all the NPF Training Institutions in the country.	Stage 1: Regional Cluster trainings of 86 instructors pulled from Police Training Institutions to be carried out in the following locations: Jos (Northern Region)- This includes 13 police training institutions: <ul style="list-style-type: none"> - PSC, Jos - Police Academy, Wudil-Kano - Police College, Maiduguri - Police College, Kaduna - PMFTC, Gwoza - Force 	The Project Resource Materials Developers and Trainers (Coordinated by PRAWA)	March 2015 – November 2015 (5-6 Days for each of the Trainings)	-DSA, transport for resource persons and designated staff of the NPF Training Department, -Consultancy fees for resource persons, admin/ management and logistics cost -Transportation, accommodation and per diem for participants. -Training facilities (Hall/PAS, Projector, resource materials, stationeries -Lunch/Tea Breaks (Note: Where

		<p>Communication Training School, Kaduna</p> <ul style="list-style-type: none"> - Dog Training Centre, Jos - Mounted Troop Training Centre, Jos - PTS, Jos - PTS, Bauchi - PTS, Sokoto - PTS, Minna - PTS, Wanune-Benue <p>Lagos (South- Western region)- This includes 11 police training institutions:</p> <ul style="list-style-type: none"> - Police College, Ikeja Lagos - PMFTC, Ila-Orangun Osun State - Traffic Training School, Ikeja Lagos - School Of Music, Ikeja, Lagos - Force Communication Training School, Ikeja Lagos 			possible NPF Training Institution may be used)
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<p>b. Organising Training for all the Instructors in selected NPF Training Institutions to enable</p>	<p>All the NPF Instructors at each of seven the designated</p>	<ul style="list-style-type: none"> - PTS, Ikeja Lagos - Police ICT Training School, Abeokuta - PTS, Iperu - PTS, Ibadan - PTS, Oyin Akoko - PTS, Ilorin <p>Enugu or Oji River (South/Eastern South/South regions) - This includes 7 police training institutions:</p> <ul style="list-style-type: none"> - Police College, Oji River - Detective College, Enugu - CTU Training School, Nonwa - PTS, Nekede-Owerri - PTS, Odukpani-Calabar - PTS, Nonwa - PTS, Benin City <p>Stage 2: Implementation of an intensive Human rights training for all instructors</p>	<p>The Project Resource Materials Developers and Trainers</p>	<p>November 2015 – November 2016 (7 – 10 Days) for</p>	<p>- DSA, transport for resource persons and designated accompanying staff of the NPF Training</p>
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<p>each instructor mainstream the relevant modules of the NPF Human Rights Modules into their respective courses (As recommended by the NPF Commandants)</p>	<p>institutions</p> <p>All CPTU</p>	<p>at (11)¹highly strategic NPF training institutions, including:</p> <ul style="list-style-type: none"> - The Police Staff College Jos /the Police Central Planning and Training Unit (CPTU) Jos - Police Academy Kano - Police Mobile Force Training Colleges (Gworza Maiduguri and Ila-Orangun Osun State) - Counter Terrorism Unit Training College (Nonwa – Tai Rivers State) - Police Detective College, Enugu - Four Premier Colleges (Ikeja Lagos, Kaduna, Oji Rivers and Maiduguri) 	<p>The Project</p>	<p>each targeted institution.</p> <p>-1st Batch</p>	<p>Department, -Consultancy fees for resource persons, admin/ management and logistics cost -Resource materials and stationeries -Lunch/Tea Breaks for trainees <i>-Note: No cost for Training facilities and accommodation and transport for trainees as the facilities in the designated NPF Training institutions will be utilised.</i></p>
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¹ Seven Institutions were identified during the Retreat but reviewed upward to include the four Premier NPF training Colleges.

<p>and engagement with the CPTU Instructors to empower a core group of trainers for the implementation of future/ follow up training of trainers.</p> <p>d. Follow up Training of</p>	<p>Future and in-coming instructing</p>	<p>CPTU Jos</p>	<p>Resource Materials Developers and Trainers</p> <p>Selected CPTU</p>	<p>Training: November 2015 to March 2016 (14 Days) -Refresher Courses: September to November 2016 (3 Days) -2nd Batch Training: January –March 2017 (14 Days)</p> <p>Annually</p>	<p>- DSA, transport for resource persons and designated accompanying staff of the NPF Training Department, -Consultancy fees for resource persons, admin/ management and logistics cost -Local Transportation for participants. (Where and when so recommended by the NPF Training Dept.) -Resource materials and stationeries -Lunch/Tea Breaks <i>-Note: No cost for Training facilities and accommodation for trainees as the facilities in the CPTU/NPF Staff College will be utilised.</i></p>
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<p>Trainers on Human Rights for core group/selected NPF Instructors</p>	<p>staff at the CPTU</p>	<p>CPTU Jos</p>	<p>Instructors</p>	<p>commencing from March 2016 (Duration to be determined by the NPF Training Department Force Headquarters and the CPTU Note: To incorporated into existing training programmes in the CPTU</p>	<p>DSA and Transportation Cost for On-the-Spot Checks and Monitoring of designated staff of the NPF Training department and designated members of the Project Implementation Team -Consultancy fee for the designated members of the Project Implementation Team/Resource Persons. <i>Note: There is no cost indicated for accommodation and transportation for trainees as these will be resident in the designated Training locations (the CPTU/NPF Staff College Jos).</i> Note Also after the externally supported phase of</p>
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<p>e. Follow up Training on Human Rights at the various NPF Training Institutions</p>	<p>Other in-coming/future trainees at all the NPF Training Institutions</p>	<p>All NPF Training Institutions in the country</p>	<p>NPF Training Institutions Instructors</p>	<p>Annually commencing from March 2016 (Duration to be determined by the NPF Training Department, Force Headquarters Note: Tobe incorporated into existing training courses at all the NPF Training Institutions and duration.</p>	<p>the project, this budget line will be covered by the NPF and the monitors sourced and provided from the NPF Training Department.</p> <p>DSA and Transportation Cost for On-the-Spot Checks and Monitoring of designated staff of the NPF Training department and designated members of the Project Implementation Team -Consultancy fee for the designated members of the Project Implementation Team/Resource Persons. <i>Note: There is no cost indicated for accommodation and transportation for trainees as these will</i></p>
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					<p><i>be resident in the designated Training locations (the NPF Training Institutions).</i></p> <p>Note Also after the externally support phase of the project, this budget line will be covered by the NPF and the monitors sourced and provided from the NPF Training Department.</p>
STEP 4: NATIONAL ROLL OUT OF POLICE STATION BASED TRAINING OF TRAINERS					
<p>a. Training of Trainers for the newly appointed in-charge training (Assistant Commissioners of Police) in all State Commands</p>	<p>In – Charge Training in all State Commands</p>	<p>Covering 37 State Commands</p>	<p>The Project Resource Materials Developers and Trainers</p>	<p>March – April 2015</p>	<ul style="list-style-type: none"> - DSA, transport for resource persons and designated staff of the NPF Training Department, -Consultancy fees for resource persons, admin/ management and logistics cost -Transportation, accommodation and per diem for participants. -Training facilities (Hall/PAS, Projector, resource materials, stationeries

<p>b. National Sensitisation Workshop for Commissioners of Police in charge NPF State Commands</p>	<p>All Commissioners of Police in charge State Commands</p>	<p>36 States and the Federal Capital Territory</p>	<p>The Project Resource Materials Developers and Trainers</p>	<p>March – June 2015</p>	<p>-Lunch/Tea Breaks - DSA, transport for resource persons and designated staff of the NPF Training Department, -Consultancy fees for resource persons, admin/ management and logistics cost -Transportation, accommodation and per diem for participants. -Training facilities (Hall/PAS, Projector, resource materials, stationeries -Lunch/Tea Breaks</p>
<p>c. State based High Level Sensitisation</p>	<p>DPOs and Officers in - charge Special Divisions/Formations.</p>	<p>Same as in 4d below</p>	<p>The Project Resource Materials Developers and Trainers</p>	<p>as in 4d below</p>	<p>Same as above 4a and 4b above.</p>

<p>d. Establishment of NPF Training Resource Group (State based) with also mandate for monitoring the NPF Human Rights Training Programmes and its impact in the State.</p>	<p>Each State team to be made up of at least 1 DPO, 1 DCO, O/C Legal and officers trained on Human Rights including on Gender and Juvenile Issues, Chair of the NBA Human Rights Committee, and representatives of NHRC and NGOs (where these are available in the State) to be appointed by the Deputy Inspector General of Police(DIG) Training Department, Force Headquarters. The team will be under the supervision of a designated officers by the Training Department</p>	<p>This will be undertaken in all the States of the Federation in a Phase form. Note: There are a total of</p> <ul style="list-style-type: none"> • 37 NPF Police Commands • 106 NPF Area Commands • 1057 NPF Divisional Commands • 1427 NPF stations, and • 1863 NPF Posts 	<p>The Force Headquarters</p>	<p>Before March 2015</p>	<p>No separate cost budgeted for this as the NPF will be responsible for this.</p>
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<p>e. Training of Trainers for the members of the NPF Human Rights Training and Monitoring Resource Group</p>	<p>(The Project Resource Team to assist in the Mapping of the CSOs in each State that can serve as external members of the NPF Human Rights Training and Monitoring Resource Group.)</p> <p>Same as above 4d</p>	<p>Covering all States in the Federation</p>	<p>The Project Resource Materials Developers and Trainers.</p>	<p>To be phased over a five years period (June 2015 – June 2020) selecting State from various Geo-Political Zones and distributed in such a manner that additional States are added annually. For example: Year 1: FCT, Lagos, Enugu Year 2: Add at least</p>	<ul style="list-style-type: none"> - DSA, transport for resource persons and designated staff of the NPF Training Department, -Consultancy fees for resource persons, admin/ management and logistics cost -Transportation, accommodation and per diem for participants. -Training facilities (Hall/PAS, Projector, resource materials, stationeries -Lunch/Tea Breaks
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<p>f. Training of the Divisional Human Rights Training</p>	<p>The Human Rights Desks Officers and other targeted</p>	<p>Same as above (covering the Area Commands, Divisional Commands, Stations and Posts</p>	<p>The trained State Based Human Rights Training and Monitoring</p>	<p>ten additional States Year 3: Add at least ten additional States Year 4: Add at least ten additional States Year 5: Reach all the States yet be targeted on this State based aspect of the project. Note: The final distribution list of the States to be targeted during each of the project year to be issued by the NPF Training Department. Ongoing (Commencing post June 2015) Training Schedule/Time</p>	<p>- Transport and other logistics for the members of the State based Human Rights Training and</p>
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<p>Desk Officers (This will be linked to the NPF Human Rights Desks in each State Command and will involve the establishment of this desk where found not be in existence or functional).</p> <p>g. Follow up weekly human rights training in all NPF Stations /Divisions.</p>	<p>police officers.</p> <p>All Police Officers (including the rank and file)</p>	<p>Same as above</p>	<p>Resource Group (Where possible this may be supported by the Human Rights Institute of the National Human Rights Commission)</p> <p>The respective Human Rights Desks and supported by the State Based Human Rights Training and Monitoring Resource Group</p>	<p>Table to be developed by the Staff coordinating the initiative at the State level</p> <p>Ongoing (Commencing post June 2015) Training Schedule/Time table to be developed by the respective Human Rights Desks Officers in consultation with the State Based Human Rights Training and Monitoring Resource Group</p>	<p>Monitoring Resource Group and the NHRC team where the latter will be attending. Attempts need to be made to encourage both the NPF and the NHRC to build in the cost for this in their annual budgets and sustain these activities going forward.</p> <p>No cost budgeted as the NPF will run this as part of its normal operations.</p>
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STEP 5: MONITORING AND COORDINATION OF THE NPF HUMAN RIGHTS TRAININGS (INCLUDING STRENGTHENING OF THE NPF TRAINING DEPARTMENT)

a. Advocacy for increased budget and support to the NPF Training Department.	Policy makers and the general public	Legislators (targeting relevant Committees at the National Assembly and the Executive including the IGP, Police Commission, and the Ministry of Police Affairs; Ministry of Finance, and the general public.	Utilising Media Contacts/ networks and NGO networks such as NOPRIN, HRAN and NET-VOF	Ongoing (Commencing 2015)	Costs associated to advocacy visits and media
b. Capacity Building for staff of the NPF Training Department	All staff of the NPF Training Department (based at both the Force headquarters and the Lagos Annex) drawing staff from Training, Inspectorate and Admin Unit – all under the NPF Training Directorate. There are 200+ staff members of the NPF Training Department.	Training should be conducted for the NPF HQ Training Unit to enhance their internal coordination and monitoring and other activities towards the sustainability of the project activities and actualisation of the project objectives. The training to be undertaken in batches/phases.	The Project Resource Materials Developers and Trainers. The NPF Training Department to determine the schedule and participants.	April 2015 – November 2017	- DSA, transport and consultancy fees for resource persons, admin/ management and logistics cost -Transportation, accommodation and per diem for participants. -Training facilities (Hall/PAS, Projector, resource materials, stationeries -Lunch/Tea Breaks
c. Development of	Development of the	These will provide	The Project	April 2015 – October 2016	Consultancy for the

Human Rights Training Monitoring Checklists to be used by the NPF Training Department and for the monitoring of the Training at the NPF Training Institutions and Divisions.	Checklists which will be administered by the NPF Training Department	feedback to the Training department on the following: -All NPF Training Institutions in the country (in respect of the training activities conducted by the Institution) -Designated State – Based Human Rights Training Resource Group/Unit/Team e. Review of the incentive package by the NPF to encourage recruitment and retention of the NPF Training corps.	Resource Materials Developers and Trainers		development of the checklists.
d. Strengthening the data collection, feedback and documentation at the NPF Training Directorate (Force Headquarters) – National NPF Training Directorate Database	Location: NPF Training Directorate at the Force Headquarters	Covering all NPF Training Institutions – based and State-based training and monitoring and evaluation activities.	The Project Resource Materials Developers and Trainers	March – November 2014	Consultancy and other related cost for the development/ strengthening of the database
6. STEP SIX: IMPACT ASSESSMENT					
a. Development	Establishment of a	Aspects of this will be	Force	Commencing	No cost budgeted

and Strengthening of the Internal NPF Human Rights Oversight Mechanism.	National NPF Human Rights Internal Monitoring Team at the Force Headquarters	covered as part of 5b above.	Headquarters	post June 2015	separately for this. To be integrated into normal NPF activities and operations.
b. Strengthening the Independent External Impact Assessment	Identification of CSOs in each of the States with ongoing initiative in relation to this or with the capacity to undertake this.	Across all the NPF State Commands.	May include, National Human Rights Commission, and CSOs such as CLEEN Foundation, REPLACE, NET-VOF, and the Human Rights Committees of the Nigeria Bar Association	Commencing November 2015	Costs associated with the impact assessments as may be determined by the implementing CSOs
c. Coordination and receipt of feedback by the NPF Training Department from Independent External Monitoring	Strengthening the capacity of the NPF Training Department and the NPF Internal Human Rights Monitoring Team and other NPF Oversight	Involving the various activity components of the project and the relevant implementing agencies and partners/stakeholders.	NPF Training Department [with the support of the Project Implementation Resource Team]	Commencing from November 2016 and ideally to be held once a year (annually).	Cost associated with the hosting annual joint meeting / workshop with the representatives of indicated NPF Units, the Project Implementation Resource Team,

<p>Mechanisms including:</p> <p>-The NHRC; Human Rights Committees of NBA; The Human Rights Training and Monitoring Resource Groups in the respective States; and designated NGOs and from members of the public</p>	<p>Mechanism to effectively interface with the Independent External Mechanisms and effect actions to ensure increased NPF human rights compliance.</p>				<p>NHRC and designated CSOs</p>
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