



ZONAL CAPACITY BUILDING ON ELECTRONIC AND WEB-BASED COMPLAINTS HANDLING FOR NHRC STAFF ON THE ELECTRONIC AND WEB-BASED COMPLAINT HANDLING

4th -5th May, 2026

Haitel Guest Inn, 5 Madugu Link Sardauna Crescent, Kano, Kano state

Logistics Note

1.0 Introduction

The National Human Rights Commission (NHRC) is organising a capacity building on Electronic and Web-based Complaint Handling for the North- West zonal staff of the National Human Rights Commission from 4th to 5th April 2026 at **Haitel Guest Inn, 5 Madugu Link Sardauna Crescent, Kano, Kano state**. This workshop forms part of the crucial activity under the Budget Line 157 of the Global Fund activity.

The training aims at enhancing the capacity of the staff on the electronic and Web-based complaints handling are designed to equip participants with the necessary skills and knowledge to effectively manage complaints within the National human Rights Commission

This Logistics Note provides essential administrative and operational information to support effective planning and participation in the training. Participants are kindly requested to review this note carefully and comply with the outlined arrangements to ensure the successful implementation of the training objectives.

2.0 Workshop Venue and Accommodation

The workshop will take place at **Haitel Guest Inn, 5 Madugu Link Sardauna Crescent, Kano, Kano state** from Monday 4th - 5th May, 2026. Accommodation will be provided for out of state participants at the workshop venue. Tea break and lunch will be provided throughout the duration of the workshop. Participants will receive DSA post-workshop in accordance with Global Fund approved rates.

3.0 Arrival and Departure

Participants are expected to arrive at the workshop venue on **Sunday, 3rd May, 2026** while departure is scheduled for Wednesday 6^h May 2026.

4.0 Workshop format and documents

The workshop is scheduled to commence at 09:00 a.m. daily. **Participants are required to come along with their laptops for seamless participation.** All other relevant training materials including the agenda and training/resource materials will be provided at the venue.

5.0 Travel cost

NHRC will be responsible for the booking and issuing of flight tickets to participants for this program. Participant who travelled by road will be reimbursed in line with Global Fund standard.

6.0 Other Information

1. **Language:** The training would be delivered in English language.

2. **Security:** Participants are advised to remain security-conscious and observe personal safety measures at all times.
3. **Contacts:**
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