

## Project Working Group (PWG) 1 - First Phase

PWG 1 focus its work on the development of regional collaboration tools which include 1) design and plan the regional collaboration drills; 2) develop a draft regional SOP and minimum requirements for disaster health management; 3) pilot, evaluate, and improve the draft regional SOP and minimum requirements through regional collaboration drills; 4) prepare a database of emergency medical teams of ASEAN Member States (AMS); and 5) develop a draft framework of health needs assessment in emergencies.

EVENT	DATE	PLACE	PARTICIPANTS	AGENDA	SPECIAL REMARK
1st PWG 1 Meeting	20 January 2017	Bangkok, Thailand	38 ASEAN Member States, ASEAN Secretariat, AHA Center, JAC, and Project Team	1) Overview of PWG 1 2) Regional Collaboration Tool: Standard Operating Procedure (SOP) 3) Regional Collaboration Tool: Minimum Requirements 4) Regional Collaboration Tool: Health Needs Assessment Framework 5) Regional Collaboration Tool: A Database of Emergency Medical Teams (EMTs)	
2nd PWG 1 Meeting	8-9 May 2017	Bangkok, Thailand	47 ASEAN Member States, ASEAN Secretariat, AHA Center, JAC, and Project Team	1) Updates from ASEAN relevant to Disaster Health Management 2) ASEAN Leader's Declaration on Disaster Health Management (1) 3) Review of the Start-Up Drill in January 2017 4) Regional Collaboration Tool (1): Standard Operating Procedure (SOP) 5) Regional Collaboration Tool (2): Rapid Health Needs Assessment (RHNA) Framework 6) Plan of the 1st Regional Collaboration Drill (RCD) in July 2017 7) Regional Collaboration Tool (3): Database of EMTs in ASEAN 8) ASEAN Leader's Declaration on Disaster Health Management (2) 9) Regional Collaboration Tool (4): Minimum Requirements	
3rd PWG 1 Meeting	20 July 2017	Phuket, Thailand	38 ASEAN Member States, ASEAN Secretariat, AHA Center, JAC, and Project Team	1) Overview of ARCH Project (PWG 1 & 2 Joint Session) 2) Conclusions, Recommendations from the First Regional Collaboration Drill (RCD) (PWG 1 & 2 Joint Session) 3) Regional Collaboration Tool (1): Standard Operating Procedure (SOP) for Coordination of EMT in the ASEAN 4) Regional Collaboration Tool (2): Health Needs Assessment (RHNA) Framework 5) Regional Collaboration Tool (3): Database of Emergency Medical Teams (EMT) in ASEAN 6) Regional Collaboration Tool (4): Minimum Requirements	
4th PWG 1 Meeting	28-29 Nov 2017	Bangkok, Thailand	44 ASEAN Member States, ASEAN Secretariat, AHA Center, JAC, and Project Team	1) Review of the 1st Regional Collaboration Drill (RCD) in July 2017 in Thailand 2) Database of EMTs in ASEAN 3) Health Needs Assessment Framework 4) Standard Operating Procedure (SOP) 5) Medical Record 6) Minimum Requirements 7) ASEAN Standard of I-EMT and Standard Training Curriculum of ASEAN I-EMT 8) Plan of the 2nd RCD in March 2018 in Viet Nam 9) Mechanism of Future Collaboration 10) ASEAN Leader's Declaration and Plan of Action	
5th PWG 1 Meeting	29 March 2018	Da Nang, Viet Nam	42 ASEAN Member States, ASEAN Secretariat, AHA Center, JAC, and Project Team	1) Plan for the 3rd Regional Collaboration Drill 2) Session on the Implementation of the ASEAN Leaders' Declaration on Disaster Health Management 3) Revision of the SOP for the Coordination of EMT in the ASEAN 4) Database of EMT in the ASEAN, and the Revision of the Minimum Requirements and Qualifications for Members of EMT 5) Revision of Health Need Assessment Form and Summary Report 6) Revision of the Medical Record Form	
6th PWG 1 Meeting	5-6 July 2018	Bangkok, Thailand	38 PWG 1 Chairperson and members, and Project Team (NIEM, Thailand and JICA Experts)	1) Relevant Updates on DM & HA Matters in the ASEAN 2) JICA's Perspective for ARCH and Forward 3) Progress of Regional Collaboration Tools Development 4) Plan of Action: RCC on Disaster Health Management 5) Plan of Action: ASEAN Institute for Disaster Medicine 6) Plan of Action: Targets by 2025 7) Plan on the 3rd Regional Collaboration Drill in the Philippines 8) Discussion on the 3rd Regional Collaboration Drill in the Philippines	
7th PWG 1 Meeting	06 December 2018	Manila, Philippines	43 ASEAN Member States, ASEAN Secretariat, AHA Centre, JICA, and Project Team	1) Regional Collaboration Tool: Standard Operating Procedure (SOP) for the Coordination of EMT in the ASEAN 2) Regional Collaboration Tool: Database & Minimum Requirements 3) Regional Collaboration Tool: Health Need Assessments & Medical Record (Forms)	

## Project Working Group (PWG) 1 - Extension Phase

PWG 1 in Extension Phase focuses on 1) review and improve the regional collaboration tools; 2) facilitate the endorsement process of all regional collaboration tools by ASEAN SOMHD of relevant ASEAN sectoral bodies; 3) draft the Work Plan for Plan of Action (POA) of ASEAN Leader Declaration on Disaster Health Management (ALD on DHM); 4) discuss on a format for sharing lessons learned from responses for actual disaster; and 5) discuss on ASEAN standards or methods of ASEAN-EMT

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8th PWG 1 Meeting	11 July 2019	Bangkok, Thailand	40 ASEAN Member States, ASEAN Secretariat, AHA Center, JAC, and Project Team	1) Project Framework and Implementation Plan of the Extension Phase 2) TOR of PWG 1 3) Integration of SOP to SASOP 4) Development of a reporting format and guideline for lessons learned from response for actual disaster 5) ASEAN Standard for ASEAN EMT	
9th PWG 1 Meeting	21 January 2020	Bangkok, Thailand	40 ASEAN Member States, ASEAN Secretariat, AHA Center, JAC, and Project Team	1) Integration SOP to SASOP 2) Collective Approach for AMS I-EMT 3) Lesson Learnt from Actual Disaster 4) ASEAN Health Priority 12 on Disaster Health Management Work Plan for 2021 - 2025	

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Online PGW 1 Conference	01 October 2020	Cisco WebEx	40 ASEAN Member States, ASEAN Secretariat, AHA Center, JICA, and Project Team	1) Updates from the ASEAN Secretariat 2) Updates on the Implementation Plan of POA/ ALD on DHM, ARCH Re-Extension Phase and ARCH Phase 2 3) AMS I-EMT Lessons Learnt Report Template 4) Updates from the Sub-Working Group on ASEAN Collective Measures for AMS I-EMT 5) Updates on the Finalization of EMT SOP, and Integration of EMT SOP into ASEAN SASOP 6) Updates on a collection of Good Practices for COVID-19 Response & Proposed Development of Minimum Data Set for COVID-19 7) ARCH Project Extension Phase Implementation Plan in 2021 (with Proposed Alternatives)	

## Project Working Group (PWG) 2 - First Phase

PWG 2 focuses on 1) design and develop a training plan; 2) development training curriculum and materials; 3) provide necessary support for conducting training; 4) review each training program and improve the following training programs; and 5) make a training report.

EVENT	DATE	PLACE	PARTICIPANTS	AGENDA	SPECIAL REMARK
1st PWG 2 Meeting	20 January 2017	Bangkok, Thailand	29 ASEAN Member States, ASEAN Secretariat, JICA, Project Team, and other related organizations	1) Overview of PWG 2 2) Overview of Training Programs for AMS 3) Detailed Plan of the First Training for AMS 4) Selection Criteria for Trainees 5) Preparation for the 1st AMS Training 6) Themes of the 2nd, 3rd, and 4th AMS Training	
2nd PWG 2 Meeting	20 July 2017	Phuket, Thailand	33 ASEAN Member States, ASEAN Secretariat, JICA, Project Team, and other related organizations	1) Report on the First AMS Training 2) Participants' Feedbacks from the First AMS Training 3) Plan for the Second AMS Training 4) Presentation on Plan for AMS Training 5) Proposed Plan for the Second AMS Training 6) Plan of Upcoming Activities of PWG 2	
3rd PWG 2 Meeting	09 November 2017	Bangkok, Thailand	42 ASEAN Member States, ASEAN Secretariat, JICA, Project Team, and other related organizations	1) Report on the 2nd AMS Training 2) Theme of the 3rd and 4th AMS Training 3) Vision and Roadmap of Capacity Building/ Training in Disaster Health Management in ASEAN "Regional Disaster Health Training Center" 4) Group Discussion: Vision and Roadmap of Capacity Building/ Training in Disaster Health Management in ASEAN	
4th PWG 2 Meeting	29 March 2018	Da Nang, Viet Nam	34 ASEAN Member States, ASEAN Secretariat, JICA, Project Team, and other related organizations	1) Input from the 2nd Regional Collaboration Drill 2) Planning of the 3rd AMS Training in May (On I-EMT) 3) Plan for the 4th AMS Training 4) Training and Study Tour for AMS in Japan 5) Implementation of ASEAN leader Declaration on DHM: Training Center	
5th PWG 2 Meeting	06 December 2018	Manila, Philippines	36 ASEAN Member States, ASEAN Secretariat, AHA Centre, JICA, and Project Team	1) Highlights and Outcomes of the 3rd AMS Training 2) Highlights and Outcomes of the Japan Study Visit for AMS 3) Draft Standard Training Curriculum for I-EMT (Lessons Learned from 1st-3rd AMS Trainings) 4) Updates on the 4th AMS Training - EMTCC Training	

## Project Working Group (PWG) 2 - Extension Phase

PWG 2 in Extension Phases focuses on 1) provide the Project team and host country of the RCD with technical guidance or advices for the RCD; 2) discuss on the roles and functions of the Regional Disaster Health Management training center which was described in the ASEAN Leader Declaration (ALD) on Disaster Health Management; 3) discuss on an international academic seminar, inviting the academic/ training institutes in AMS; 4) conduct the study of needs and potential of capacity development on Disaster Health Management (DHM) in AMS in collaboration with the Project team; and 5) discuss on standard training curriculum on DHM

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6th PWG 2 Meeting	09 July 2019	Bangkok, Thailand	18 ASEAN Member States, ASEAN Secretariat, JICA, Project Team, and other related organizations	1) Project Framework and Implementation Plan of the Extension Phase 2) TOR of PWG 2 3) Standard Training Curriculum 4) TOR for study on CD for DHM in AMS 5) Questionnaire for academic/ training, systems and needs for CD on DHM in AMS	
7th PWG 2 Meeting	29 November 2019	Bali, Indonesia	29 ASEAN Member States, ASEAN Secretariat, JICA, Project Team, and other related organizations	1) Conclusion, Recommendations from the 4th RCD 2) Host Country and Concept Plan for the Next RCD in 2020 3) Guidebook for RCD Preparation 4) Work Plan for POA to Implement the ALD on DHM 5) Regional Disaster Health Training Centre and Development of Standard Training Curriculum 6) Results of Questionnaire for Academic/ Training, Systems, and Needs for Capacity Development on DHM in AMS 7) Plan for Field Visits in CLMV on Capacity Development for DHM 8) Schedule Setting and Members of the Field Trips in CLMV on Capacity Development for DHM	
Online PGW 2 Conference	20 October 2020	Microsoft Teams	37 ASEAN Member States, ASEAN Secretariat, JICA, AHA Centre, JICA, Project Team, and other related organizations	1) Updates from the ASEAN Secretariat 2) Updates from Sub-Working Group on Standard Curriculum Development 3) Proposal on ASEAN Academic Network and ASEAN Institute for Disaster Health Management (AIDHM) 4) Plan on the ASEAN Academic Seminar, and Proposed Publication of a Set of Articles on ARCH Project Achievement and Impact 5) Updates on the 5th Regional Collaboration Drill & RCD Preparation Guidebook 6) ARCH Project Extension Phase Implementation Plan in 2021 (with Proposed Alternatives)	

## Joint Project Working Group (Joint PWG) 1 & 2 - First Phase

EVENT	DATE	PLACE	PARTICIPANTS	AGENDA	SPECIAL REMARK
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EVENT	DATE	PLACE	PARTICIPANTS	AGENDA	SPECIAL REMARK
The Start-Up Drill and the First PWG 1 & 2 Meeting	17 - 20 January 2017	Bangkok, Thailand	ASEAN Member States, ASEAN Secretariat, JICA, ARCH Project Team, Department of Disaster Prevention and Mitigation, WHO Thailand, Japanese Advisory Committee, and AHA Centre	I. Start-Up Drill 1) Table-Top Exercise - Introduction to Start-Up Drill - Coordination Procedure for Disaster Response in ASEAN - ASEAN Joint Disaster Response Plan - Introduction to WHO EMT Initiative and EMT Coordination Cell (EMTCC) - Introduction to Table Top Exercise and Baseline Scenario of Thai Domestic Response - Table-Top Exercise (TTX) - Introduction to the Field Exercise 2) Field Exercise 3) Review Workshop II. Project Working Group (PWG) Meetings 4) Joint Session (1) - Project Overview - Inputs from the Start-Up Drill 5) First PWG 1 Meeting - Overview of PWG 1 - Regional Collaboration Tool: Standard Operating Procedure (SOP) - Regional Collaboration Tool: Minimum Requirements - Regional Collaboration Tool: Health Needs Assessment Framework - Regional Collaboration Tool: A Database of Emergency Medical Teams (EMTs) 6) First PWG 2 Meeting - Overview of PWG 2 - Overview of Training Programs for AMS - Detailed Plan of the First Training for AMS - Selection Criteria for Trainees - Preparation for the 1st AMS Training - Themes of the 2nd, 3rd, 4th AMS Training 7) Joint Session (2) - Output Sharing of PWG 1 and PWG 2 - Prerequisite/ Condition for Hosting of the Project Events	
Joint Meeting of PWG 1 & 2	06 December 2018	Manila, Philippines	ASEAN Member States, ASEAN Secretariat, AHA Centre, JICA, and Project Team	1) Overall Progress of the ARCH Project 2) Conclusions and Recommendations of the Third Regional Collaboration Drill 3) Benefits of Hosting Regional Collaboration Drills 4) Review of the ARCH Project & Recommendations for Future Actions (Small Group Discussion by Country) 5) Presentations of Country Discussions	

## Joint Project Working Group (Joint PWG) 1 & 2 - Extension Phase

EVENT	DATE	PLACE	PARTICIPANTS	AGENDA	SPECIAL REMARK
Joint Meeting of PWG 1 & 2	10 July 2019	Bangkok, Thailand	60 ASEAN Member States, ASEAN Secretariat, Project Team, and other related organizations	1) Recap on the 6th PWG 2 Meeting 2) Conclusion on Academic Network, Standard Curriculum and Regional Training Centre 3) Work Plan for POA in the implementation of the ALD/ DHM 4) Mozambique Response Experience by JDR 5) RCD Implementation in the Extension Phase 6) 4th RCD 7) Guidebook for RCD Preparation 8) Comprehensive Team Information	
Online Joint PWGs Conference	25 June 2020	CisCo WebEx	37 ASEAN Member States, ASEAN Secretariat, Project Team, and other related organizations	1) ASEAN Health Response to COVID-19, ASEAN Post-2015 Health Development Agenda and Work Programmes of ASEAN Health Clusters 2) Resumption of Implementation of ARCH Project Activities 3) Rescheduling of ARCH Project Activities/ Events 4) Proposed Additional ARCH Project Activities to Respond to COVID-19 Pandemic	