

RECORD OF DISCUSSIONS

ON

**PROJECT FOR STRENGTHENING THE ASEAN REGIONAL CAPACITY
ON DISASTER HEALTH MANAGEMENT**

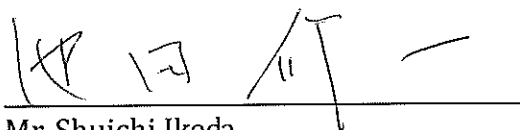
AGREED UPON BETWEEN

NATIONAL INSTITUTE FOR EMERGENCY MEDICINE

AND

JAPAN INTERNATIONAL COOPERATION AGENCY

BANGKOK, February 19, 2016



Mr. Shuichi Ikeda
Chief Representative
Thailand Office
Japan International Cooperation
Agency



Dr. Anuchar Sethasathien
Secretary General
National Institute for Emergency
Medicine

In response to the official request of the Government of Thailand (hereinafter referred to as "GoT") to the Government of Japan, the Japan International Cooperation Agency (hereinafter referred to as "JICA") held a series of discussions with National Institute for Emergency Medicine (NIEM) of GoT (hereinafter referred to as "NIEM") and relevant organizations to develop a detailed plan of the Project for Strengthening the ASEAN Regional Capacity on Disaster Health Management (hereinafter referred to as "the Project").

Both parties agreed the details of the Project and the main points discussed as described in the Appendix 1 and the Appendix 2 respectively.

Both parties also agreed that NIEM, the counterpart to JICA, will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of Thailand.

The Project will be implemented within the framework of the Agreement on Technical Cooperation signed on 5th November 1981 (hereinafter referred to as "the Agreement") and the Note Verbales exchanged on 29^h May and 10th June 2015 between the Government of Japan (hereinafter referred to as "GOJ") and GoT.

Appendix 1: Project Description

Appendix 2: Minutes of Meetings signed on on 14th October, 2015

Appendix 1

PROJECT DESCRIPTION

Both parties confirmed that there is no change in the Project Description in the minutes of meetings on the Project signed on 14th October, 2015 (Appendix 3).

I. BACKGROUND

ASEAN region is one of the most disaster prone areas in the world and the importance of strengthening regional capacity has been emphasized among ASEAN leaders. At the Japan-ASEAN Commemorative Summit Meeting in Dec 2013, Japan introduced “ASEAN-Japan Cooperation package for enhancement Disaster Management”, which included cooperation on disaster medicine. It will also support for establishment disaster medicine network between ASEAN and Japan

JICA conducted training course on disaster medicine from 1988 to 2008. Inspired by Japan Disaster Medical Assistant Team (DMAT) and the knowledge obtained in the JICA training course, Thai DMAT was established in 2008. The Government of Thailand requested to the Government of Japan a technical cooperation project for establishing collaboration mechanism of disaster medicine in ASEAN region.

Based on the request, JICA conducted “the Survey on the Current Situation of Disaster/Emergency Medicine System in the ASEAN Region” (hereinafter referred to as “the Survey”) from November 2014 to August 2015. In ASEAN, it was decided that “disaster health management”, which is including the scope of “disaster medicine”, was one of the health priorities in ASEAN Post-2015 Health Development Agenda endorsed by the ASEAN Health Ministers Meeting.

Through the discussion in the regional meetings of the Survey, all ASEAN member states (hereinafter referred to as “AMS”) representatives reached common understanding on the importance of the regional collaboration mechanism in disaster health management and necessary actions. It is also confirmed that the Project contributes to achieve the health priority of “disaster health management” in ASEAN.

Both side agreed that the Project requested by Thai side will be conducted for strengthening regional collaboration mechanism of disaster health management in ASEAN and NIEM will be involved in the Project as host organization in collaboration with JICA.

II. OUTLINE OF THE PROJECT

Details of the Project are described in the Logical Framework (Project Design Matrix: PDM) (Annex I) and the Plan of Operation (Annex II).

1. Title of the Project

The Project for Strengthening the ASEAN Regional Capacity on Disaster Health Management

2. Expected Goals which will be attained after implementing the Proposed Plan
Regional coordination on disaster health management is strengthened in ASEAN.
3. Outputs
- (1) Coordination platform on disaster health management is set up
 - (2) Framework of regional collaboration practices is developed
 - (3) Tools for effective regional collaboration on disaster health management are developed
 - (4) Academic network on disaster health management among AMS is enhanced
 - (5) Capacity development activities for each AMS are implemented
4. Activities
- 1-1 Regional coordination meetings and workshops are organized every year to share the progress and discuss the direction of the Project
 - 2-1 Develop and prepare the program of regional drill with project working group
 - 2-2 Conduct Joint regional drill every year in AMS
 - 2-3 Compile recommendations on regional collaboration on disaster health management based on the discussion and knowledge sharing through project activities
 - 2-4 On site practice is conducted when disaster occurs in ASEAN (if possible)
 - 3-1 Formulate project working groups for regional collaboration tools at the beginning of the Project
 - 3-2 Develop a draft regional SOP and minimum requirements for disaster health management with project working group
 - 3-3 Prepare databases of medical assistance teams of AMS
 - 3-4 Draft framework of health needs assessment in emergencies with project working group
 - 4-1 Present outcomes of the Project activities at academic conferences such as JADM (Japanese Association for Disaster Medicine), APCDM (Asia-Pacific Conference on Disaster Medicine) and WADEM (World Association for Disaster and Emergency Medicine)
 - 5-1 Prepare training plan, curriculum and materials on disaster health management and emergency medical system based on needs survey
 - 5-2 Conduct trainings on disaster health management and emergency medical system for AMS
 - 5-3 Conduct monitoring survey and evaluation on capacity development on disaster health management in each AMS
 - 5-4 Conduct visiting program in Japan for AMS
 - 5-5 Conduct training program in Japan for the Thai counterpart personnel
5. Input
- (1) Input by JICA
 - (a) Dispatch of Experts
 - i. Leader
 - ii. Specialist in Medical System
 - iii. Specialist in Disaster Medicine/Emergency Medicine

- iv. Specialist in Planning/organizing regional collaboration drill
- v. Specialist in Planning/organizing trainings
- vi. Project coordinator
- vii. Others, if necessary

(b) Provision of necessary equipment (if necessary)

(2) Input by NIEM

NIEM will take necessary measures to provide at its own expense:

- (a) Services of NIEM's counterpart personnel and administrative personnel as referred to in II-6;
- (b) Suitable office space with necessary equipment;
- (c) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the equipment provided by JICA;
- (d) Information as well as support in obtaining medical service;
- (e) Credentials or identification cards;
- (f) Available data (including maps and photographs) and information related to the Project;
- (g) Part of running expenses necessary for the implementation of the Project, but limited to only Thai personnel;
- (h) Expenses necessary for transportation within Thailand of the equipment referred to in II-5 (1) as well as for the installation, operation and maintenance thereof; and
- (i) Necessary facilities to the JICA experts for the remittance as well as utilization of the funds introduced into Thailand from Japan in connection with the implementation of the Project

6. Implementation Structure

The project organization chart is given in the Annex III. The roles and assignments of relevant organizations are as follows:

(1) NIEM

(a) Project Director

Secretary General of NIEM will be responsible for overall administration and implementation of the Project.

(b) Project Manager

Deputy Secretary General of NIEM will be responsible for managerial and technical matters of the Project.

(c) Counterpart Personnel

Counterpart Personnel of NIEM will be assigned

(2) Other organization

Other organization will be added when necessary.

(3) JICA Experts

The JICA experts will give necessary technical guidance, advice and recommendations to NIEM on any matters pertaining to the implementation of the Project.

(4) Joint Coordinating Committee

Joint Coordinating Committee (Hereinafter referred to as "JCC") will be established in order to facilitate inter-organizational coordination. JCC will be held whenever deems it necessary. A list of proposed members of JCC is shown in the Annex IV.

(5) Project Steering Committee for ASEAN regional collaboration on Disaster Health Management

Project Steering Committee (hereinafter referred to as "PSC") will be established in order to facilitate coordination among AMS and ASEAN secretariat. PSC will be held at least once a year and whenever deems it necessary. A list of proposed members of PSC is shown in the Annex V.

7. Project Site(s) and Beneficiaries

Project site: Thailand and other AMS

Beneficiaries: organizations in charge of disaster health management and Ministry of Health in each AMS, and people of AMS.

8. Duration

The duration of the Project will be three (3) years from the date of the first arrival of JICA expert(s) in Thailand.

9. Reports

NIEM and JICA experts will jointly prepare the following reports in English.

- (1) Monitoring Sheet on semiannual basis until the Project completion
- (2) Project Completion Report at the time of Project completion
- (3) Soft file of each report above
- (4) Education/dissemination material (video and pamphlet)

10. Environmental and Social Considerations

NIEM will abide by 'JICA Guidelines for Environmental and Social Considerations' in order to ensure that appropriate considerations will be made for the environmental and social impacts of the Project.

III. UNDERTAKINGS OF NIEM and Thailand International Cooperation Agency (TICA)

(1) NIEM will take necessary measures to ensure that the technologies and knowledge acquired by the Thailand nationals as a result of Japanese technical cooperation contributes to the economic and social development of Thailand, and that the knowledge and experience acquired by the personnel of Thailand from technical training as well as the equipment provided by JICA will be utilized effectively in the implementation of the Project; and

(2) TICA will take necessary measures to grant privileges, exemptions and benefits to the JICA experts referred to in II-5 above and their families, which

are no less favorable than those granted to experts and members of the missions and their families of third countries or international organizations performing similar missions in Thailand.

Other privileges, exemptions and benefits will be provided in accordance with the Agreement on Technical Cooperation signed on 5th November 1981 between the Government of Japan and the Government of Thailand.

IV. MONITORING AND EVALUATION

JICA and the NIEM will jointly and regularly monitor the progress of the Project through the Monitoring Sheets based on the Project Design Matrix (PDM) and Plan of Operation (PO). The Monitoring Sheets will be reviewed every six (6) months. Also, Project Completion Report will be drawn up one (1) month before the termination of the Project.

JICA will conduct the following evaluations and surveys to verify sustainability and impact of the Project and draw lessons. The NIEM is required to provide necessary support for them.

1. Terminal evaluation during the last six (6) months of the cooperation term
2. Ex-post evaluation three (3) years after the project completion, in principle
3. Follow-up surveys on necessity basis

V. PROMOTION OF PUBLIC SUPPORT

For the purpose of promoting support for the Project, NIEM will take appropriate measures to make the Project widely known to the people of Thailand.

VI. Misconduct

If JICA receives information related to suspected corrupt or fraudulent practices in the implementation of the Project, NIEM and relevant organizations will provide JICA with such information as JICA may reasonably request, including information related to any concerned official of the government and/or public organizations of the Thailand.

NIEM and relevant organizations will not, unfairly or unfavorably treat the person and/or company which provided the information related to suspected corrupt or fraudulent practices in the implementation of the Project.

VII. MUTUAL CONSULTATION

JICA and NIEM will consult each other whenever any major issues arise in the course of Project implementation.



VIII. AMENDMENTS

The record of discussions may be amended by the minutes of meetings between JICA and NIEM. However, PO may be amended in the Monitoring Sheets.

The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the record of discussions.

- Annex I Logical Framework (Project Design Matrix: PDM)
- Annex II Tentative Plan of Operation
- Annex III Project Organization Chart
- Annex IV A List of Proposed Member of Joint Coordinating Committee
- Annex V A List of Proposed Member of Project Steering Committee



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PROJECT FOR STRENGTHENING THE ASEAN REGIONAL CAPACITY ON DISASTER HEALTH MANAGEMENT

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
Overall Goal ASEAN and Japan collaboration mechanism on disaster health management is developed.	1. Roadmap of ASEAN regional collaboration mechanism on disaster health management is finalized and proposed to SOMHD. 2. Hub organization in-charge of coordination of ASEAN and Japan collaboration mechanism is identified, and its role is clarified. 3. Necessary staff and budget of hub organization of ASEAN and Japan collaboration mechanism are proposed. 4. Activities based on ASEAN and Japan collaboration mechanism work if large scale disaster occurs.	1 Monitoring/review survey report 2 Agreement documents in ASEAN SOMHD 3 Summary of related meetings/ conferences (SOMHD or Summit etc)	
Project Purpose Regional coordination on disaster health management is strengthened in ASEAN.	1 Coordination meetings on disaster health management in ASEAN are held at regular basis. 2 Activities needed for regional collaboration are clarified and approved in coordination meeting. 3 Recommendations for developing regional collaboration mechanism in disaster health management is proposed to SOMHD. 4 Regional collaboration tools are developed and approved in coordination meeting.	1 Agreement and/or summary of coordination meeting	1 Policy of ASEAN on disaster health management is not changed. 2 Commitment from AMS is assured. 3 Serious political problem will not happen among ASEAN.
Output			
Output 1 Coordination platform on disaster health management is set up.	1-1 Number of regional coordination meeting during the Project (Target: at least once a year) 1-2 Clarification of focal point of each AMS 1-3 Agreement of set-up of regional coordination platform on disaster health management in ASEAN	1-1 Record of coordination meetings 1-2 List of focal point person	1 Commitment of AMS for is assured.
Output 2 Framework of regional collaboration practices is developed.	2-1 Regional collaboration drill is conducted. (once/year) 2-2 Recommendations/lesson learned for regional collaboration drills are concluded . 2-3 Mechanism of regional collaboration of disaster medical team in disaster affected area is clarified.	2-1 Project Working Group report 2-2 Monitoring/review survey report 2-3 Draft regional agreement of the regional collaboration on disaster health management	
Output 3 Tools for effective regional collaboration on disaster health management are developed.	3-1 standard operation procedure (SOP) 3-2 minimum requirement for disaster health management workers 3-3 framework of health needs assessment in emergencies 3-4 Preparation of database of medical teams in ASEAN	3-1 Regional collaboration tools such as SOP, minimum requirement, framework of health needs assessment, database 3-2 Record of coordination meetings 3-3 Monitoring/review survey report	
Output 4 Academic network on disaster health management in AMS is enhanced.	4-1 Number of presentation(s) made at academic conference(s) (Target: at least 1 paper/year)	4-1 Academic conference/journal such as JADM, APCDM, and WADEM 4-2 Monitoring report	
Output 5 Capacity Development Activities for each AMS are implemented.	5-1 Number of trainings (Target: ** courses) 5-2 Number of participants to attend to the training courses (Target: ** pax) 5-3 Lessons from training courses was utilized in each AMS	5-1 Training report(s) 5-2 Monitoring/review survey report	

Activities	Inputs	
1-1 Regional coordination meetings and workshops are organized every year to share the progress and discuss the direction of the Project	Japanese side	Thailand side
2-1 Develop and prepare the program of regional drill with project working group	【Experts】	【Couterpart Personnel】
2-2 Conduct Joint regional drill every year in AMS	(1)Expert Consultant team	1.Project Director
2-3 Compile recommendations on regional collaboration on disaster health management based on the discussion and knowledge sharing through project activities	(a) Dispatch of Experts	2.Project Manager
2-4 On site practice is conducted when disaster occurs in ASEAN (if possible)	1.Leader	3.Officer(s) in charge
3-1 Formulate project working groups for regional collaboration tools at the beginning of the project	2.Specialist in Medical System	4.Secretary at the project office
3-2 Develop a draft regional SOP and minimum requirements for disaster health managementwith project working group	3.Specialist in disaster health management/Emergency Medicine	【Facilities and Equipment】
3-3 Prepare databases of medical assistance teams of AMS	4.Specialist in Planning/organizing regional collaboration drill	1.Project office space for JICA experts
3-4 Draft framework of health needs assessment in emergencies with project working group	5.Specialist in planning/organizing trainings	2.Facilities and equipment necessary for trainings/regional drills
4-1 Present outcomes of the Project activities at academic conferences such as JADM, APCDM and WADEM	6.Project coordinator	3.Equipment mutually agreed upon as necessary
5-1 Prepare training plan, curriculum and materials on disaster health management and emergency medical sytem based on needs survey	7.Others, if necessay	【Available data and information related to project】
5-2 Conduct trainings on disaster health management and emergency medical system for AMS	(b) Provision of necessary equipment (if necessary)	【Local cost】
5-3 Conduct monitoring survey and evaluation on capacity development on disaster health management in each AMS	(2)Japanese Advisory committee	1.Expense mutually agreed upon as necessary
5-4 Conduct visiting program in Japan for AMS	1.Provide advice and technical support to JICA on the project management.	
5-5 Conduct training program in Japan for the Thai counterpart personnel	2.Join the WG.	
	3.Participate to the regional drills	
	4.Conduct advisory survey	
	【Local cost】	
	1.Expense mutually agreed upon as necessary	

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Plan of Operation

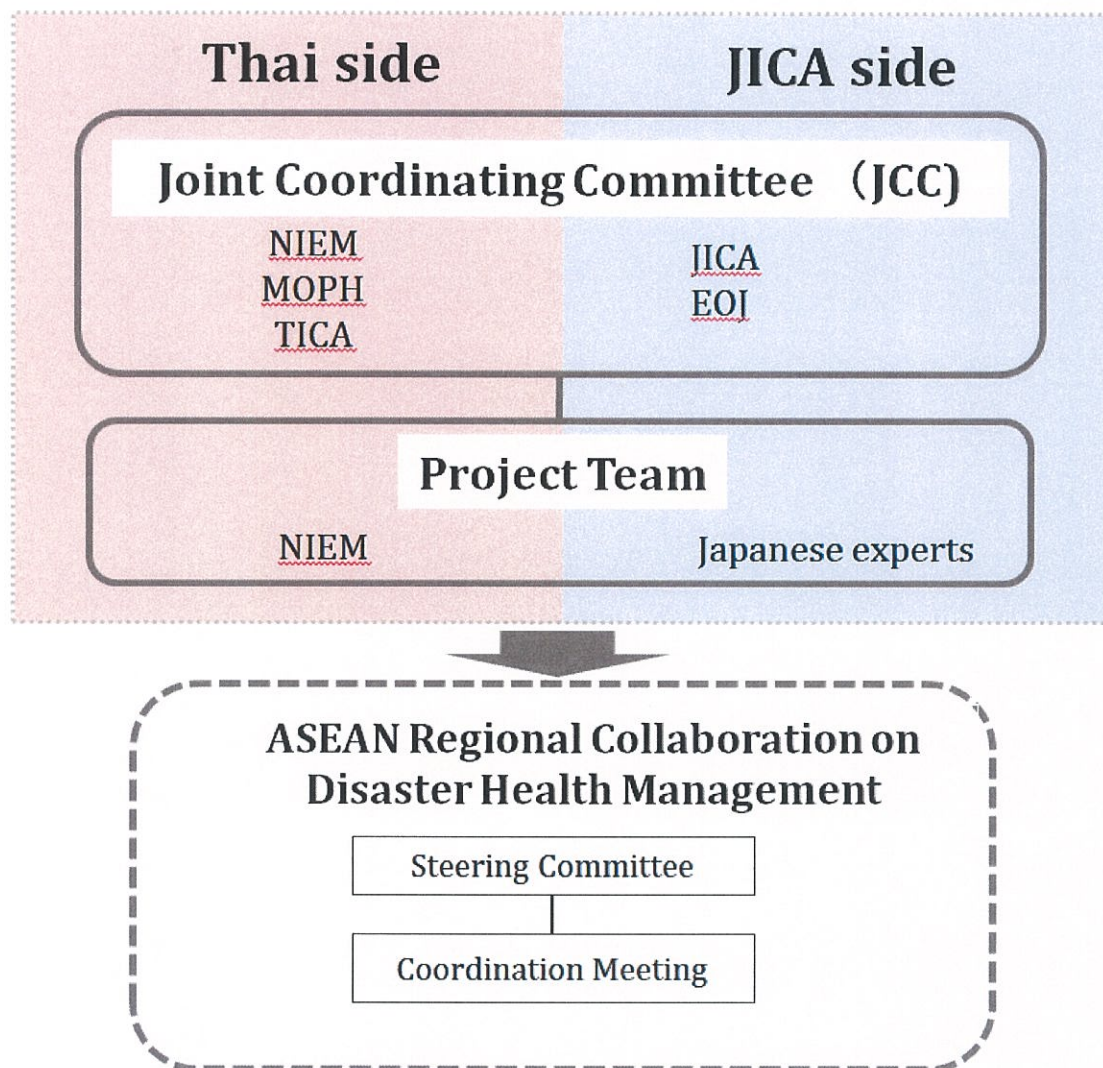
Project Title : PROJECT FOR STRENGTHENING THE ASEAN REGIONAL CAPACITY ON DISASTER HEALTH MANAGEMENT

Overall Goal	ASEAN and Japan collaboration mechanism on disaster health management is developed.
Project Purpose	Regional coordination on disaster health management is strengthened in ASEAN.
Duration of the Project	3 years

Schedule		2015					2016												2017												2018												2019																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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* JADM: Japan Association for disaster medicine
APCDM: Asia-Pacific Conference on disaster medicine
WADEM: World Association for Disaster and Emergency Medicine

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Annex IV A List of Proposed Member of Joint Coordinating Committee (JCC)

1. Function

The Joint Coordinating Committee (JCC) will be established in order to facilitate inter-organizational coordination. JCC will be held at least once a year and whenever deems it necessary in order to fulfill the following functions:

- (1) Approving an annual work plan,
- (2) Reviewing overall progress,
- (3) Conducting evaluation of the Project, and
- (4) Exchange opinions on major issues that arise during the implementation of the Project

2. Chairperson and Members

(1) Chairperson

Secretary General, National Institute for Emergency Medicine (NIEM)

(2) Members

The Thai side

- (a) Ministry of Public Health (MOPH) Thailand
- (b) National Institute for Emergency Medicine (NIEM)
- (c) Thailand International Cooperation Agency (TICA)

The Japanese side

- (a) JICA Thailand Office
- (b) JICA Expert Team
- (c) Embassy of Japan in Thailand (Observer)

The chair person and the Chief Representative of JICA Thailand Office may invite necessary representative(s) of relevant organization(s) other than described above.

3. Minutes of Meetings

The discussions made in the meetings shall be recorded in the Minutes of Meetings, which shall be circulated to NIEM, JICA and necessary relevant organization to confirm the content before they are made official.

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Annex V A List of Proposed Member of Project Steering Committee (PSC) for
ASEAN regional collaboration on Disaster Health Management

1. Function

The Project Steering Committee (PSC) will be established in order to facilitate coordination among AMS and ASEAN secretariat. PSC will be held at least once a year and whenever deems it necessary in order to fulfill the following functions:

- (1) Exchange opinions on major issues related ASEAN regional collaboration on Disaster Health Management that arise during the implementation of the Project, and
- (2) Report the progress and output to ASEAN SOMHD

2. Members

- (a) Representative of Lead Countries on Disaster Health Management
- (b) National Institute for Emergency Medicine (NIEM), Thailand
- (c) ASEAN Secretariat
- (d) JICA



Appendix 2

Minutes of Meeting on the Project for Strengthening Disaster/Emergency Medicine System in the ASEAN Region

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MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
THE NATIONAL INSTITUTE FOR EMERGENCY MEDICINE OF THAILAND
ON
JAPANESE TECHNICAL COOPERATION
FOR
TECHNICAL COOPERATION FOR STRENGTHENING DISASTER/EMERGENCY MEDICINE
SYSTEM IN THE ASEAN REGION

In response to the request from the Government of Thailand (hereinafter referred to as "GoT"), the Japan International Cooperation Agency (hereinafter referred to as "JICA") visited Thailand on 14th October 2015 for the purpose of working out the details of the technical cooperation project "Technical Cooperation for Strengthening Disaster/Emergency Medicine System in the ASEAN Region" (hereinafter referred to as "the Project").

During its stay in Thailand, JICA delegates exchanged views and had a series of discussions with National Institute for Emergency Medicine (hereinafter referred to as "NIEM") and other authorities concerned of Thailand with respect to the design of the Project.

As a result of the discussion, both sides agreed on the matters described in the document attached hereto.

Bangkok, 14 October, 2015

真田 明子

Ms. Akiko Sanada
Advisor
Urban and Regional Development Group
Infrastructure and Peacebuilding
Department
Japan International Cooperation Agency

ปฐ ธิ

Dr. Phumin Silapunt
Deputy Secretary General
National Institute for Emergency
Medicine

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ATTACHED DOCUMENT

Both sides agreed on the following issues.

1. Background

Based on the request from the GoT for technical cooperation in disaster medicine, JICA conducted "the Survey on the Current Situation of Disaster/Emergency Medicine System in the ASEAN Region" (hereinafter referred to as "the Survey") from November 2014 to August 2015. On the other hand, in ASEAN, it was decided that "disaster health management", which is including the scope of "disaster medicine", was one of the health priorities in ASEAN Post-2015 Health Development Agenda endorsed by the ASEAN Health Ministers Meeting. Thailand and Viet Nam are designated as the leading countries for the activity in this field.

Through the discussion in the regional meetings of the Survey, all ASEAN member states (hereinafter referred to as "AMS") representatives reached common understanding on the importance of the regional collaboration mechanism in disaster health management and necessary actions. It is also confirmed that the Project contributes to achieve the health priority of "disaster health management" in ASEAN.

Both side agreed that the Project requested by Thai side will be conducted for strengthening regional collaboration mechanism of disaster health management in ASEAN and NIEM will be involved in the Project as host organization in collaboration with JICA.

2. Project Title

Based on the discussion among AMS in the regional meetings in the Survey, it was agreed that the project title should be changed to reflect the result of discussion in the regional meetings as follows.

- Original project name:
Technical Cooperation for Strengthening Disaster/Emergency Medicine System in the ASEAN Region
- New project name:
The Project for Strengthening the ASEAN Regional Capacity on Disaster Health Management

3. Framework of the Project

The draft Record of Discussions (hereinafter referred to as "R/D") which stipulates the framework of the Project including background, the expected goals, outputs, activities, inputs, implementation structure, project sites, beneficiaries and duration, is confirmed by both sides as appropriate. The agreed draft R/D is shown in Attachment 1.

A) IMPLEMENTATION AGENCY

National Institute for Emergency Medicine (NIEM)

B) DURATION OF THE PROJECT

Three (3) years from the commencement of the Project

C) SCOPE OF THE TECHNICAL COOPERATION

The scope of the technical cooperation will be detailed in the R/D. The main items of this document are below:

- a) Overall goal
- b) Project Purpose
- c) Outputs

d) Project Activities

4. Implementation Structure

Draft of the Project Organization Chart was prepared and agreed upon through a series of discussions as attached in Annex IV in the R/D.

- A) Steering Committee
- B) Coordination Meeting
- C) Project Working Group

5. Input to ASEAN Health Sector

NIEM informed that all the SOMHD focal points of AMS agreed to regard the Project as an ASEAN Cooperation Project at the SOMHD meeting held in Viet Nam from 14th to 16th September 2015. Following the acknowledgement at the SOMHD, the Project has now been waiting for the final approval from the ASEAN Committee of Permanent Representative (CPR) to be officially endorsed as an ASEAN Cooperation Project.

6. Request of capacity development for Thai counterpart personnel

NIEM requested to conduct a training of trainers for Thai counterpart personnel and JICA responded to convey the request to the JICA headquarter for consideration.

7. Provisional Schedule until the Project Commencement

The both sides confirmed the following provisional schedule up to the commencement of the Project.

- (1) Internal procedures for approvals of the R/D signing in both sides (from October to November, 2015)
- (2) Signing of the R/D (November, 2015)
- (3) Participation to the JDR Medical Team induction course(December, 2015)
- (4) Participation to the Annual Meeting on Japanese Association for Disaster Medicine (February, 2015)
- (5) Commencement of the Project (March, 2016)

Attachment 1: Draft Record of Discussions (R/D)

Attachment 2: List of Participants

List of Participants

1. Thai side

Dr. Phumin Sliapunt

Deputy Secretary General, National Institute for Emergency Medicine

Dr. Wiwat Seetamanotch

Executive Advisor, Disaster and Knowledge Management Specialist, National Institute for Emergency Medicine

Dr. Salawoot Herabut

Director, Bureau of Emergency Medical System Management, National Institute for Emergency Medicine

Dr. Prasit Wuthisuthimethawee

Chief, Department of Emergency Medicine Songklanagarind Hospital, Faculty of Medicine, Prince of Songkla University

Ms. Kittima Yuddhasaraprasiddhi

Section Chief, Bureau of Emergency Medical Coordination and Alliance Relation, National Institute for Emergency Medicine

Ms. Nawanan Aintharak

Manager, Bureau of Emergency Medical Coordination and Alliance Relation, National Institute For Emergency Medicine

Ms. Sansana Limpaporn

Secretary to the Deputy Secretary General, National Institute for Emergency Medicine

2. JICA Side

Ms. Akiko Sanada

Advisor, Urban and Regional Development Group, Infrastructure and Peacebuilding Department, Japan International Cooperation Agency

Ms. Junko Nakaji

Officer, Secretariat of Japan Disaster Relief Team, Japan International Cooperation Agency

Mr. Masanori Takenaka

Senior Program Officer, Japan International Cooperation Agency, Thailand Office

Ms. Suwanna Navacharoen

Program Officer, Japan International Cooperation Agency, Thailand Office

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Both parties agreed the details of the Project and the main points discussed as described in the Appendix 1 and the Appendix 2 respectively.

Both parties also agreed that NIEM, the counterpart to JICA, will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of Thailand.

The Project will be implemented within the framework of the Agreement on Technical Cooperation signed on 5th November 1981 (hereinafter referred to as "the Agreement") and the Note Verbales exchanged on 29^h May and 10th June 2014 between the Government of Japan (hereinafter referred to as "GOJ") and GoT.

Appendix 1: Project Description

Appendix 2: Main Points Discussed

Appendix 3: Minutes of Meetings signed on on 14th October, 2015

Appendix 1

PROJECT DESCRIPTION

Both parties confirmed that there is no change in the Project Description in the minutes of meetings on the Project signed on 14th October, 2015 (Appendix 3).

I. BACKGROUND

ASEAN region is one of the most disaster prone areas in the world and the importance of strengthening regional capacity has been emphasized among ASEAN leaders. At the Japan-ASEAN Commemorative Summit Meeting in Dec 2013, Japan introduced "ASEAN-Japan Cooperation package for enhancement Disaster Management", which included cooperation on disaster medicine. It will also support for establishment disaster medicine network between ASEAN and Japan

JICA conducted training course on disaster medicine from 1988 to 2008. Inspired by Japan Disaster Medical Assistant Team (DMAT) and the knowledge obtained in the JICA training course Thai DMAT was established in 2008. The Government of Thailand requested to the Government of Japan a technical cooperation project for establishing collaboration mechanism of disaster medicine in ASEAN region.

Based on the request, JICA conducted "the Survey on the Current Situation of Disaster/Emergency Medicine System in the ASEAN Region" (hereinafter referred to as "the Survey") from November 2014 to August 2015. In ASEAN, it was decided that "disaster health management", which is including the scope of "disaster medicine", was one of the health priorities in ASEAN Post-2015 Health Development Agenda endorsed by the ASEAN Health Ministers Meeting.

Through the discussion in the regional meetings of the Survey, all ASEAN member states (hereinafter referred to as "AMS") representatives reached common understanding on the importance of the regional collaboration mechanism in disaster health management and necessary actions. It is also confirmed that the Project contributes to achieve the health priority of "disaster health management" in ASEAN. Thailand and Viet Nam are designated as the leading countries for the activity in this field.

Both side agreed that the Project requested by Thai side will be conducted for strengthening regional collaboration mechanism of disaster health management in ASEAN and NIEM will be involved in the Project as host organization in collaboration with JICA.

II. OUTLINE OF THE PROJECT

Details of the Project are described in the Logical Framework (Project Design Matrix: PDM) (Annex I) and the Plan of Operation (Annex II).

1. Title of the Project

The Project for Strengthening the ASEAN Regional Capacity on Disaster Health

Management

2. Expected Goals which will be attained after implementing the Proposed Plan
Regional coordination on disaster health management is strengthened in ASEAN.

3. Outputs

- (1) Coordination platform on disaster health management is set up
- (2) Framework of regional collaboration practices is developed
- (3) Tools for effective regional collaboration on disaster health management are developed
- (4) Academic network on disaster health management among AMS is enhanced
- (5) Capacity development activities for each AMS are implemented

4. Activities

- 1-1 Regional coordination meetings and workshops are organized every year to share the progress and discuss the direction of the Project
- 2-1 Develop and prepare the program of regional drill with project working group
- 2-2 Conduct Joint regional drill every year in AMS
- 2-3 Compile recommendations on regional collaboration on disaster health management based on the discussion and knowledge sharing through project activities
- 2-4 On site practice is conducted when disaster occurs in ASEAN (if possible)
- 3-1 Formulate project working groups for regional collaboration tools at the beginning of the Project
- 3-2 Develop a draft regional SOP and minimum requirements for disaster health management with project working group
- 3-3 Prepare databases of medical assistance teams of AMS
- 3-4 Draft framework of health needs assessment in emergencies with project working group
- 4-1 Present outcomes of the Project activities at academic conferences such as JADM, APCDM and WADEM
- 5-1 Prepare training plan, curriculum and materials on disaster health management and emergency medical system based on needs survey
- 5-2 Conduct trainings on disaster health management and emergency medical system for AMS
- 5-3 Conduct monitoring survey and evaluation on capacity development on disaster health management in each AMS
- 5-4 Conduct visiting program in Japan for AMS

5. Input

(1) Input by JICA

(a) Dispatch of Experts

- i. Leader
- ii. Specialist in Medical System
- iii. Specialist in Disaster Medicine/Emergency Medicine
- iv. Specialist in Planning/organizing regional collaboration drill
- v. Specialist in Planning/organizing trainings

- vi. Project coordinator
- vii. Others, if necessary

(2) Input by NIEM

NIEM will take necessary measures to provide at its own expense:

- (a) Services of NIEM's counterpart personnel and administrative personnel as referred to in II-6;
- (b) Suitable office space with necessary equipment;
- (c) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the equipment provided by JICA;
- (d) Information as well as support in obtaining medical service;
- (e) Credentials or identification cards;
- (f) Available data (including maps and photographs) and information related to the Project;
- (g) Part of running expenses necessary for the implementation of the Project;
- (h) Expenses necessary for transportation within Thailand of the equipment referred to in II-5 (1) as well as for the installation, operation and maintenance thereof; and
- (i) Necessary facilities to the JICA experts for the remittance as well as utilization of the funds introduced into Thailand from Japan in connection with the implementation of the Project

6. Implementation Structure

The project organization chart is given in the Annex III . The roles and assignments of relevant organizations are as follows:

(1) NIEM

(a) Project Director

Secretary General of NIEM will be responsible for overall administration and implementation of the Project.

(b) Project manager

Deputy Secretary General of NIEM will be responsible for managerial and technical matters of the Project.

(2) JICA Experts

The JICA experts will give necessary technical guidance, advice and recommendations to NIEM on any matters pertaining to the implementation of the Project.

(3) Steering Committee

Steering Committee (hereinafter referred to as "SC") will be established in order to make decisions on the Project and coordination with ASEAN framework. SC will be held at least once a year and whenever deems it necessary. SC will review the progress, revise the overall plan when necessary, approve an annual work plan, conduct evaluation of the Project, exchange opinions on major issues that arise during the implementation of the Project,

and report output and progress to ASEAN SOMHD. A list of proposed members of SC is shown in the Annex IV.

- (4) Coordination meeting
Coordination meeting (hereinafter referred to as "CM") will be established in order to facilitate coordination and make common understanding among AMS. A list of proposed members of CM is shown in the Annex IV.

- (5) Project working group
Project working group (hereinafter referred to as "PWG") will be established in order to discuss specific themes necessary for the Project implementation. The theme of PWG and members will be decided in the Project.

7. Project Site(s) and Beneficiaries

Project site: Thailand and other AMS

Beneficiaries: organizations in charge of disaster health management and Ministry of Health in each AMS, and people of AMS.

8. Duration

The duration of the Project will be three (3) years from the date of the first arrival of JICA expert(s) in Thailand.

9. Reports

NIEM and JICA experts will jointly prepare the following reports in English.

- (1) Monitoring Sheet on semiannual basis until the Project completion
- (2) Project Completion Report at the time of Project completion
- (3) Soft data of each report above
- (4) Education/dissemination material (video and pamphlet)

10. Environmental and Social Considerations

- (1) NIEM will abide by 'JICA Guidelines for Environmental and Social Considerations' in order to ensure that appropriate considerations will be made for the environmental and social impacts of the Project.

III. UNDERTAKINGS OF NIEM and GoT

- (1) NIEM will take necessary measures to ensure that the technologies and knowledge acquired by the Thailand nationals as a result of Japanese technical cooperation contributes to the economic and social development of Thailand, and that the knowledge and experience acquired by the personnel of Thailand from technical training as well as the equipment provided by JICA will be utilized effectively in the implementation of the Project; and
- (2) TICA will take necessary measures to grant privileges, exemptions and benefits to the JICA experts referred to in II-5 above and their families, which are no less favorable than those granted to experts and members of the

missions and their families of third countries or international organizations performing similar missions in Thailand.

Other privileges, exemptions and benefits will be provided in accordance with the Agreement on Technical Cooperation signed on 5th November 1981 between the Government of Japan and the Government of Thailand.

IV. MONITORING AND EVALUATION

JICA and the NIEM will jointly and regularly monitor the progress of the Project through the Monitoring Sheets based on the Project Design Matrix (PDM) and Plan of Operation (PO). The Monitoring Sheets will be reviewed every six (6) months. Also, Project Completion Report will be drawn up one (1) month before the termination of the Project.

JICA will conduct the following evaluations and surveys to verify sustainability and impact of the Project and draw lessons. The NIEM is required to provide necessary support for them.

1. Ex-post evaluation three (3) years after the project completion, in principle
2. Follow-up surveys on necessity basis

V. PROMOTION OF PUBLIC SUPPORT

For the purpose of promoting support for the Project, NIEM will take appropriate measures to make the Project widely known to the people of Thailand.

VI. Misconduct

If JICA receives information related to suspected corrupt or fraudulent practices in the implementation of the Project, NIEM and relevant organizations will provide JICA with such information as JICA may reasonably request, including information related to any concerned official of the government and/or public organizations of the Thailand.

NIEM and relevant organizations will not, unfairly or unfavorably treat the person and/or company which provided the information related to suspected corrupt or fraudulent practices in the implementation of the Project.

VII. MUTUAL CONSULTATION

JICA and NIEM will consult each other whenever any major issues arise in the course of Project implementation.

VIII. AMENDMENTS

The record of discussions may be amended by the minutes of meetings between JICA and NIEM. However, PO may be amended in the Monitoring Sheets.

The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the record of discussions.

- Annex I Logical Framework (Project Design Matrix:PDM)
- Annex II Tentative Plan of Operation
- Annex III Project Organization Chart
- Annex IV A List of Proposed Members of Steering Committee and Coordination Meeting



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Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
Overall Goal ASEAN and Japan collaboration mechanism on disaster health management is developed.	1. Roadmap of ASEAN regional collaboration mechanism on disaster health management is finalized and proposed to SOMHD. 2. Hub organization in-charge of coordination of ASEAN and Japan collaboration mechanism is identified, and its role is clarified. 3. Necessary staff and budget of hub organization of ASEAN and Japan collaboration mechanism are proposed. 4. Activities based on ASEAN and Japan collaboration mechanism work if large scale disaster occurs.	1 Monitoring/review survey report 2 Agreement documents in ASEAN SOMHD 3 Summary of related meetings/ conferences (SOMHD or Summit etc)	
Project Purpose Regional coordination on disaster health management is strengthened in ASEAN.	1 Coordination meetings on disaster health management in ASEAN are held at regular basis. 2 Activities needed for regional collaboration are clarified and approved in coordination meeting. 3 Recommendations for developing regional collaboration mechanism in disaster health management is proposed to SOMHD. 4 Regional collaboration tools are developed and approved in coordination meeting.	1 Agreement and/or summary of coordination meeting	1 Policy of ASEAN on disaster health management is not changed. 2 Commitment from AMS is assured. 3 Serious political problem will not happen among ASEAN.
Output			
Output 1 Coordination platform on disaster health management is set up.	1-1 Number of regional coordination meeting during the Project (Target: at least once a year) 1-2 Clarification of focal point of each AMS 1-3 Agreement of set-up of regional coordination platform on disaster health management in ASEAN	1-1 Record of coordination meetings 1-2 List of focal point person	1 Commitment of AMS for is assured.
Output 2 Framework of regional collaboration practices is developed.	2-1 Regional collaboration drill is conducted. (once/year) 2-2 Recommendations/lesson learned for regional collaboration drills are concluded . 2-3 Mechanism of regional collaboration of disaster medical team in disaster affected area is clarified.	2-1 Project Working Group report 2-2 Monitoring/review survey report 2-3 Draft regional agreement of the regional collaboration on disaster health management	
Output 3 Tools for effective regional collaboration on disaster health management are developed.	3-1 standard operation procedure (SOP) 3-2 minimum requirement for disaster health management workers 3-3 framework of health needs assessment in emergencies 3-4 Preparation of database of medical teams in ASEAN	3-1 Regional collaboration tools such as SOP, minimum requirement, framework of health needs assessment, database 3-2 Record of coordination meetings 3-3 Monitoring/review survey report	
Output 4 Academic network on disaster health management in AMS is enhanced.	4-1 Number of presentation(s) made at academic conference(s) (Target: at least 1 paper/year)	4-1 Academic conference/journal such as JADM, APCDM, and WADEM 4-2 Monitoring report	
Output 5 Capacity Development Activities for each AMS are implemented.	5-1 Number of trainings (Target: ** courses) 5-2 Number of participants to attend to the training courses (Target: ** pax) 5-3 Lessons from training courses was utilized in each AMS	5-1 Training report(s) 5-2 Monitoring/review survey report	

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Activities	Inputs	
1-1 Regional coordination meetings and workshops are organized every year to share the progress and discuss the direction of the Project	Japanese side	Thailand side
2-1 Develop and prepare the program of regional drill with project working group	[Experts] (1) Expert Consultant team 1. Leader 2. Specialist in Medical System 3. Specialist in disaster health management/Emergency Medicine 4. Specialist in Planning/organizing regional collaboration drill 5. Specialist in planning/organizing trainings 6. Project coordinator 7. Any other fields mutually agreed upon as necessary Others, if necessary	[Counterpart Personnel] 1. Project Director 2. Project Manager 3. Officer(s) in charge 4. Secretary at the project office
2-2 Conduct Joint regional drill every year in AMS		
2-3 Compile recommendations on regional collaboration on disaster health management based on the discussion and knowledge sharing through project activities		
2-4 On site practice is conducted when disaster occurs in ASEAN (if possible)		[Facilities and Equipment] 1. Project office space for JICA experts 2. Facilities and equipment necessary for trainings/regional drills 3. Equipment mutually agreed upon as necessary
3-1 Formulate project working groups for regional collaboration tools at the beginning of the project		
3-2 Develop a draft regional SOP and minimum requirements for disaster health management with project working group	(2) Japanese Advisory committee 1. Provide advice and technical support to JICA on the project management. 2. Join the WG. 3. Participate to the regional drills 4. Conduct advisory survey	[Available data and information related to project]
3-3 Prepare databases of medical assistance teams of AMS		
3-4 Draft framework of health needs assessment in emergencies with project working group		
4-1 Present outcomes of the Project activities at academic conferences such as JADM, APCDM and WADEM		
5-1 Prepare training plan, curriculum and materials on disaster health management and emergency medical system based on needs survey	[Local cost] 1. Expense mutually agreed upon as necessary	[Local cost] 1. Expense mutually agreed upon as necessary
5-2 Conduct trainings on disaster health management and emergency medical system for AMS		
5-3 Conduct monitoring survey and evaluation on capacity development on disaster health management in each AMS		
5-4 Conduct visiting program in Japan for AMS		

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Plan of Operation

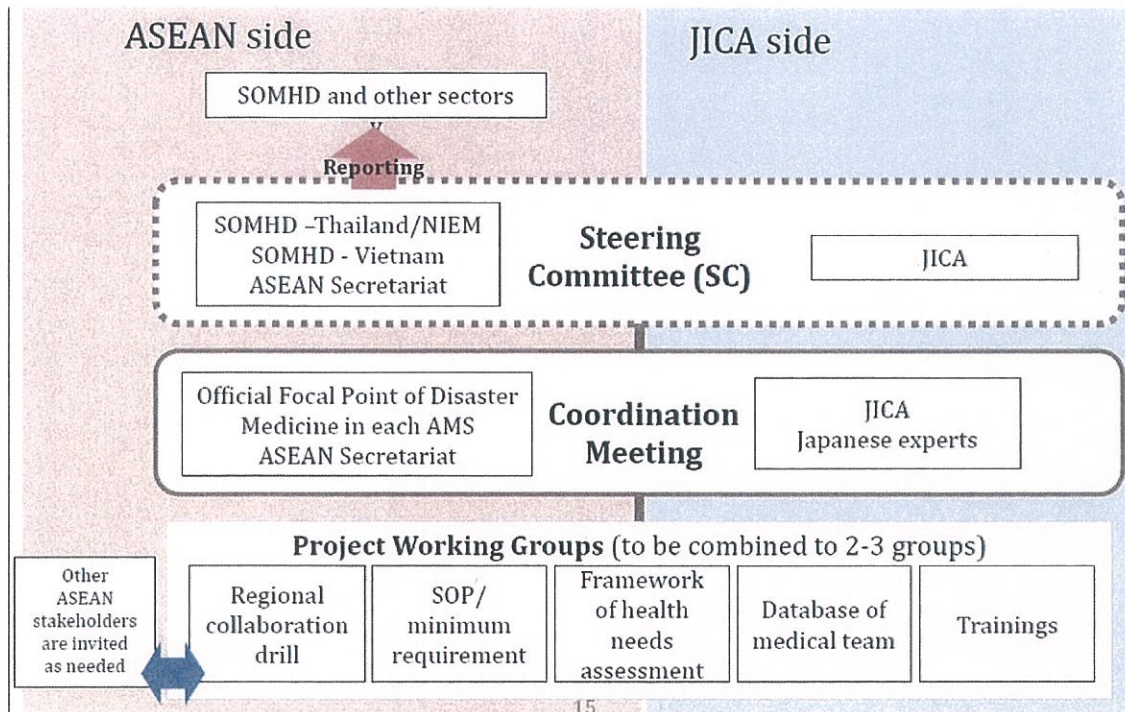
Project Title : PROJECT FOR STRENGTHENING THE ASEAN REGIONAL CAPACITY ON DISASTER HEALTH MANAGEMENT

Overall Goal	ASEAN and Japan collaboration mechanism on disaster health management is developed.
Project Purpose	Regional coordination on disaster health management is strengthened in ASEAN.
Duration of the Project	3 years

[illegible]

* JADM: Japan Association for disaster medicine
APCDM: Asia-Pacific Conference on disaster medicine
WADEM: World Association for Disaster and Emergency Medicine

Annex III Project Organization Chart



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Annex IV

A List of Proposed Members of Steering Committee and Coordination Meeting

1 Steering Committee

- (1) Thailand
 - Ministry of Public Health
 - National Institute for Emergency Medicine
- (2) Viet Nam
 - Ministry of Health
- (3) ASEAN Secretariat
- (4) JICA

2 Coordination Meeting

- (1) Focal point of each AMS
- (2) ASEAN Secretariat
- (3) JICA
- (4) JICA Expert team