

**MINUTES OF MEETINGS
BETWEEN
JAPAN INTERNATIONAL COOPERATION AGENCY
AND
NATIONAL INSTITUTE FOR EMERGENCY MEDICINE
AND
MINISTRY OF PUBLIC HEALTH
FOR AMENDMENT OF THE RECORD OF DISCUSSIONS
ON
PROJECT FOR STRENGTHENING THE ASEAN REGIONAL CAPACITY ON
DISASTER HEALTH MANAGEMENT**

The Japan International Cooperation Agency (hereinafter referred to as “JICA”) and National Institute for Emergency Medicine (hereinafter referred to as “NIEM”) and the Ministry of Public Health (hereinafter referred to as MOPH) hereby agree that the Record of Discussions (hereinafter referred as the R/D) on Project for Strengthening the ASEAN Regional Capacity on Disaster Health Management (hereinafter referred to as “the Project”) signed on 19 February 2016 and the Minutes of Meetings (hereinafter referred as the MM) for the amendment of the R/D signed on 30 August 2017 and the Minutes of Meetings for the amendment of the R/D signed on 6 June 2019 , will be amended again as follows;

1. The article II-8 in the R/D and the article 1 in the MM on 6 June 2019: Duration

Before	Amended Version
R/D; “The duration of the Project will be three (3) years from the first arrival of JICA expert(s) in Thailand” MM on 6 June 2019; “The duration of the Project will be extended until the end of March, 2021.”	The duration of the Project will be extended until the end of December 2021.
Reason; ARCH activities had been almost suspended from the end of Feb, 2020 to the end of May for more than three months due to the outbreak of the COVID-19. In addition, it is anticipated that ARCH major events needed international travels beside online meetings are not able to conduct in 2020. Therefore the PWG Online Conference on 25 June,2020 decided ARCH major events such as ASEAN academic seminar, RCD, Field study on capacity development and RCC/ PWGs/ SWGs in person meetings should be postponed to conduct in 2021. The three parties in this MM have agreed to extend the cooperation period for another nine(9) months in order to complete all planned activities and events.	

2. PDM

Before (MM on 6 June 2019)	Amended Version
PDM version 3.0	PDM version 4.0
Reason: Narrative Summary of Overall Goal, Project Purpose and Outputs shouldn't be changed in	




Reason: Narrative Summary of Overall Goal, Project Purpose and Outputs shouldn't be changed in the revised PDM, however some indicators for the output level are added or modified. Most of the Activities are also same , although Narrative Summary of the activity 1-2 is modified to describe more correctly and clearly for necessary activities.


This amendment will become effective as of the singed day, 2020.

- Annex 1 : Record of Discussions (signed on 19th February, 2016)
- Annex 2 : Minutes of Meetings for Amendment of the RD(signed on 30th August, 2017)
- Annex 3 : Minutes of Meetings for Amendment of the RD(signed on 6th June, 2019)
- Annex 4 : PDM (ver. 4.0)

Bangkok, 19 February, 2021


MORITA Takahiro
Chief Representative
Japan International
Cooperation Agency
Thailand Office


Dr. Atchariya Pangma
Secretary General
National Institute
for Emergency Medicine
Thailand


Dr. Kiattibhoom Vongrachit
Permanent Secretary
Ministry of Public Health
Thailand

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 works 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 the 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 the 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 meetings during the Project, including meetings for RCC on ALD 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 1-4 Work Programme on DHM is developed. 1-5 Implementation Plan for the POA is developed.	1-1,1-3, 1-4 Records of coordination meetings 1-2 List of focal points 1-4 Health Development Agenda 2021-2025 1-5 Implementation Plan	1 Commitment of AMS for is assured.
Output 2 Framework of regional collaboration practices is developed.	2-1 Regional collaboration drill is conducted. (basically, once a year) 2-2 Recommendations/lessons learned for the regional collaboration drills are concluded. 2-3 Mechanism of regional collaboration among emergency medical teams in disaster affected area is clarified. 2-4 Lessons Learned from an actual case if any. 2-5 Lessons Learnt Report Form for AMS I-EMT is developed. 2-6 Good practices on medical response operation in the emergency by COVID19 are collected.	2-1 Records of the regional collaboration drills 2-2 Monitoring/review survey report 2-3 Draft regional agreement of the regional collaboration on disaster health management 2-4 Report on Disaster Medical Response 2-5 Lesson Learnt Report Form for AMS I-EMT 2-6 Research papers on Good practices on medical response operation in the emergency by COVID19	
Output 3 Tools for effective regional collaboration on disaster health management are developed.	3-1 Standard Operating Procedure (SOP) (draft) 3-2 Minimum requirements for disaster health management personnel (draft) 3-3 Framework of health needs assessment in emergencies (draft) 3-4 Preparation of database of emergency medical teams in ASEAN 3-5 Endorsement of all developed regional collaboration tools by SOMHD/ACDM and integration of SOP into ASEAN SASOP 3-6 Recommendations for ASEAN standards or methods on some necessary issues for deployment of ASEAN-EMT.	3-1, 3-2, 3-3, and 3-4 Regional collaboration tools such as SOP, minimum requirement, framework of health needs assessment, database, Records of coordination meetings (including for 3-6) Monitoring/review survey report 3-5 Minutes of SOMHD/ ACDM and revised SASOP	
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) 4-2 One Academic Seminar is held and development of network for academic/training centers on DHM in AMS is agreed.	4-1 Documents on Academic conference such as JADM, APCDM, and WADM as well as reports of participants from ARCH 4-2 Academic Seminar Proceedings.	
Output 5 Capacity development activities for each AMS are implemented.	5-1 Number of trainings (Target: 4 courses) 5-2 Number of participants to attend to the training courses (Target: 150 pax) 5-3 Lessons learned from the training courses was utilized in each AMS 5-4 Number of participants to attend to the counterpart training courses (Target :20 pax) 5-5 Needs and potential core training institutes on DHM in each AMS are identified 5-6 Standard Training Curriculums for DHM basic course and EMT Coordination course are developed. 5-7 Trail training courses for DHM basic course and EMT Coordination are conducted.	5-1,5-2,5-4 Training report(s) 5-3 Monitoring/review survey report 5-5 Study Report on CD on DHM in AMS 5-6 Minutes of meetings of SWG and contents of Standard Training Curriculum 5-7 Reports on trail training courses.	
Activities	Inputs		
1-1 Regional coordination meetings are organized every year to share the progress and discuss the direction of the Project. 1-2 Develop the Work Programme on DHM as the part of disaster health management under next Work Program 2021-2025 and Implementation Plan for the POA 2-1 Develop and prepare the program of the regional collaboration drill with project working group 2-2 Conduct the regional collaboration 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). 2-5 Collect & Share Lessons Learned from responses for actual disasters in ASEAN 3-1 Formulate project working groups for regional collaboration tools and other activities. 3-2 Develop a draft regional SOP and minimum requirements for disaster health management with the project working group 3-3 Prepare databases of emergency medical teams of AMS 3-4 Draft framework of health needs assessment in emergencies with the project working group 3-5 Facilitate the endorsement process of all regional collaboration tools by ASEAN SOMHD or relevant ASEAN sectoral bodies 3-6 Study on possibilities of ASEAN Collective Approaches for ASEAN-EMT 4-1 Present outcomes of the Project activities at academic conferences such as JADM, APCDM and WADM 4-2 Hold an academic seminar 5-1 Prepare training plan, curriculum and materials on disaster health management and emergency medical system based on needs survey with the project working group 5-2 Conduct trainings on disaster health management and emergency medical service for AMS 5-3 Conduct monitoring survey and evaluation on capacity development on disaster health management in each AMS 5-4 Conduct a study tour in Japan for AMS 5-5 Conduct training program in Japan for the Thai counterpart personnel	Japanese side 【Experts】 (1) Long-term Expert 1. Chief Advisor 2. Project Coordinator (2) Short-term Experts(Consultant) (2) Japanese Advisory Committee 1. Provide advice and technical support to JICA on the project management. 2. Join the project working groups / sub-working groups 3. Participate in the regional collaboration drills 4. Conduct advisory survey 【Local cost】 1. Expense mutually agreed upon as necessary	Thailand side 【Personnel】 1. Project Director(NIEM), Co-Project Director(MOPH) 2. Project Manager(NIEM), Co-Project Manager(MOPH) 3. Counterpart Personnels(CPs) who are working with JICA experts for the implementation of the activities of the Project 4. Administrative Personnels who are supporting for CPs and JICA experts 【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 【Available data and information related to project】 【Local cost】 1. Expense mutually agreed upon as necessary	