



PROJECT FOR STRENGTHENING
THE ASEAN REGIONAL CAPACITY
ON DISASTER HEALTH MANAGEMENT

Proceedings of Meetings for
Joint Coordinating Committee (JCC),
Regional Coordination Committee on Disaster Health Management (RCC-DHM),
Project Working Groups (PWGs), and
Sub-working Groups (SWGs)

Extension Phase: July 2019 – March 2021

January 2021

Japan International Cooperation Agency (JICA)

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

Extension Phase: July 2019 – March 2021

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Meetings Summary in the Extension Phase

Table 1: Official meetings summary in the Extension Phase (July 2019 – March 2021)

Meetings	Date	Venue
6 th PWG 2	9 July 2019	Bangkok, Thailand
Joint PWG 1 & 2	10 July 2019	Bangkok, Thailand
8 th PWG 1	11 July 2019	Bangkok, Thailand
4 th JCC	22 July 2019	Bangkok, Thailand
7 th PWG 2	29 November 2019	Bali, Indonesia
1 st SWG for ACM	20 January 2020	Bangkok, Thailand
9 th PWG 1	21 January 2020	Bangkok, Thailand
1 st RCC-DHM	22 – 23 January 2020	Bangkok, Thailand
1 st SWG on CD	13-14 February 2020	Bangkok, Thailand
Thai-Japanese Experts of SWG on CD	16 June 2020	Microsoft Teams
Online Joint PWG 1 & 2	25 June 2020	Cisco Webex
5 th JCC	16 July 2020	Bangkok, Thailand
2 nd SWG on CD	21 July 2020	Microsoft Teams
Online Consultation of SWG on ACM	7 August 2020	Microsoft Teams
Online PWG 1	1 October 2020	Cisco Webex
Online PWG 2	20 October 2020	Microsoft Teams
Online Consultation of SWG on the ASEAN Curriculum Development	22 September 2020	Microsoft Teams
2 nd RCC-DHM	9 December 2020	Cisco Webex

Joint Coordinating Committee (JCC)

EVENT	DATE	PLACE	PARTICIPANTS	AGENDA
4 th JCC	22 July 2019	Bangkok, Thailand	ARCH Project team, JICA Thailand, NIEM, MOPH, MoFA, ASEAN Centre of Military Medicine	1) Background and Contents of the Signed M/M for Extension Phase 2) Activities and outputs for Extension Phase 3) Summary of 8 th PWG 1 and 6 th PWG 2, VI ASEAN Work Plan 4) Progress of Project During October 2018 – July 2019 5) Integration SOP to SASOP 6) Discussion on the Remaining Period
5 th JCC	16 July 2020	Bangkok, Thailand	(32) NIEM, MOPH, EOJ, JICA Thailand, Focal Point of Thailand for ASEAN Health Cluster 2 Meeting Committee, Chulabhorn Hospital, ARCH Project, MoFA, Mol, Thai College of Emergency Physicians, Thai Red Cross, JICA Headquarter	1) Approval of Minutes of the Previous Meeting 2) Background of the ARCH Project 3) Re-extension of ARCH Project - Proposed Additional Activities in the Re-extension Phase - Procedures for the Re-extension Phase - Re-extension and Outbreak of Covid-19 - Background on the Formulation of the ASEAN Leaders' Declaration on Disaster Health Management 4) ARCH Phase 2 - Outputs - Activities - Application of ARCH Phase 2 5) Integration of ASEAN EMT SOP to SASOP 6) Progress of the Development of ASEAN Collective Measures 7) Updates on Curriculum Development 8) Progress Report of the ARCH Project

4th Joint Coordinating Committee (JCC)

MINUTE OF MEETING OF
THE FOURTH JOINT COORDINATING COMMITTEE MEETING
FOR
THE PROJECT FOR STRENGTHENING THE ASEAN REGIONAL
CAPACITY ON
DISASTER HEALTH MANAGEMENT

22 JULY 2019



Dr. Atchariya Pangma
Secretary-General,
National Institute for Emergency Medicine
Project Director,
Project for Strengthening the ASEAN
Regional Capacity on Disaster
Health Management
10 October 2019

SUMMARY OF PROCEEDINGS

THE FOURTH JOINT COORDINATION COMMITTEE (4 TH JCC) MEETING ON THE PROJECT FOR STRENGTHENING THE ASEAN REGIONAL CAPACITY ON DISASTER HEALTH MANAGEMENT (ARCH)

22 July 2019

National Institute for Emergency Medicine, Ministry of Public Health, Thailand

I. INTRODUCTION

1. The 4th Joint Coordination Committee (JCC) Meeting was held on the 22nd July 2019 at the National Institute for Emergency Medicine as an annual meeting for the Joint Coordination Committee, constituted in the Project for Strengthening the ASEAN Regional Capacity on Disaster Health Management (ARCH Project). This meeting was chaired by Dr. Atchariya Pangma, NIEM Secretary General, with the objective to keep JCC members informed about the ARCH Project's amendment, progresses and the up-coming workplan during the Extension Phase. This JCC meeting was consecutively held after the 1st JCC Meeting in 2016, 2nd meeting in 2017 and 3rd meeting in 2018. The ARCH Project was designed and developed to foster a platform of coordination in Disaster Health Management and Emergency Medicine within ASEAN member states. Since its commencement in 2016, several key elements have been achieved such as the Regional Collaboration Tools developed, the ASEAN Leaders' Declaration on Disaster Health Management endorsed, several Regional Collaboration Drills conducted and others. The First Phase of the project was concluded in July 2019. The project approaches to the Extension from July 2019 to March 2021 (21 Months). Details of project's progress were discussed within this meeting and thus stated in later sections. Please see 4th JCC meeting agenda in ANNEX I.
2. In occasion of event's opening, remarks were delivered by the Chair. The chair welcomed and expressed his deepest appreciation to all participants to attend the meeting. He thanked 9 all key actors including JICA, experts and scholars for their deep collaboration leading to great success on the first phase of ARCH. Since its commencement in 2016, the project officially has been recognized across ASEAN member states. Series of activities will be carried out during the extension phase. The chair believed that mutual understanding from all parties is a key to sustainability of the project.
3. The 4th JCC meeting was attended by the delegates who are the Joint Coordinating Committee members. The meeting includes of ARCH project team, Representative(s) from JICA Thailand office, National Institute for Emergency Medicine, Ministry of Public Health, Ministry of Foreign Affairs, ASEAN Centre of Military Medicine and others. Please see the List of Participants in ANNEX II. JICA Thailand representative has expressed congratulation of success in the previous PWG1 and 2 meetings and will be seeking for more achievement to be achieved in these 21 months of the extension period.
4. In the 4th JCC Meeting, the JCC members had reviewed and approved the contents, agreements and amendments of the 3rd JCC meeting held in October 2018 with no objection.

II. BACKGROUND AND CONTENTS OF THE SIGNED M/M FOR EXTENSION PHASE

5. Chief Advisor of ARCH project explained on the amendment of the Record of Discussion signed on August 30, 2017 mainly highlighting additional activities during the extension phase and other associating conditions summarized as follows;
 - a. Activities: to add (1-2) Discuss on the Work Plan of POA and the part of Disaster Health Management under next Work Program 2021-2025 for Health Cluster 2
(2-5) Collect and share lessons learned from responses for actual disasters in ASEAN
(3-5) Facilitate the endorsement process of regional collaboration tools
(3-6) Study on possibilities for ASEAN collective approaches for ASEAN-EMT
(4-2) Hold an academic seminar.
 - b. Input by JICA: to add input '(a) Dispatch of Long-Term Experts (i) Chief Advisor (ii) Project Coordinator'.
 - c. Input by MOPH: to add output (3) MOPH will take necessary measures to provide at its own expense the counterpart personnel, suitable office space for long-term expert, and expenses to implement the project limited to only MOPH personnel.
 - d. Implementation structure and responsibility: MOPH is responsible for the activities of PWG1. NIEM is responsible for the activities for PWG2.
 - e. PDM: change to PDM version 2.0

Please refer to ANNEX III for the Minutes of Meeting for the amendment between JICA and NIEM/MOPH.

6. Chief Advisor presented a modified Project Design Matrix (PDM) to be used during the Extension Phase. Please refer to ANNEX IV for the Project Design Matrix.
7. The meeting noted that the contribution from NIEM and MOPH should be equal in terms of project management such as cost-sharing.

III. ACTIVITIES AND OUTPUTS FOR EXTENSION PHASE

8. Chief Advisor outlined the project framework and schedule of implementation which elaborates the project outputs and activities for the Extension Phase. Within the Extension Phase from July 2019 to March 2021 (21 Months), 5 outputs and their activities are expected to be accomplished to serve project purposes and the overall goal during this duration. The Extension Phase is aimed to develop collaboration mechanism on Disaster Health Management.
9. The key activities in the Extension Phase include;
 - (1) Two Regional Collaboration Drills, the 4th RCD is scheduled in Bali, Indonesia November 2019 and the 5th RCD in 2020
 - (2) RCC Meetings (date and venue to be confirmed)
 - (3) Development of a format for sharing of lesson learned
 - (4) Endorsement for the Tools
 - (5) One Academic Seminar
 - (6) Development of standard training curriculum

Please refer to ANNEX V for Tentative Schedule of the Implementation for the Outputs in the Extension Phase.

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IV. SUMMARY OF 8TH PWG1 AND 6TH PWG2, VI ASEAN WORK PLAN

10. Dr. Phumin has summarized the 8th PWG1 and 6th PWG2 Meeting that were held on July 2019. The presentation gives an explanation and clarification on each Project Working Group Activities. The *Project Working Group 2* has 4 main activities.

10.1. Academic Network and International Seminar

- The TOR of academic network was presented and agreed in the PWG2 meeting. Please see [ANNEX 1](#)
- AMS should introduce their institute to be the focal point member and will be present in November 2019.
- International Seminar will be held in September 2020.

10.2. Standard Training Curriculum and Regional Training Center

- The TOR was revised and submitted to the ASEAN secretariat. Please see [ANNEX 2](#)
- The Approval of TOR is in progress.
- The curriculum framework will be developed by the project team and AMS and will be presented in the next PWG 2 meeting.

10.3. Study and Survey on Capacity Development

- The concept paper was agreed upon.
- This activity aims to identify 3 objectives. Please see [ANNEX 3](#)
- The study period is July 2019- April 2020.

10.4. Regional Collaboration Drill.

- Implementation Plan of the RCD in Extension Phase was discussed. Please see [ANNEX 4](#)
- The 5th RCD hosting country will be identified in the next PWG 2 meeting.
- Myanmar has shown their interest to host the 5th RCD.
- RCD Guidebook is one of the outputs. Please see [ANNEX 5](#)

The *Project Working Group 1* Activities are consisting of 4 main activities and Dr. Phumin has summarized by following:

10.5. ASEAN Workplan on DHM 2021-2025

- The Draft of Workplan was presented. Please see the [ANNEX 6](#)
- The PWG1 and 2 members will provide feedback on the draft.
- ASEC will facilitate to conduct and organize the meeting to help ARCH project with AHA center in August 2019.
- The POA will be approved at the 14th ASEAN Health Ministers Meeting on 26-30 August 2019 in Siem Reap, Cambodia.
- The RCCDHM meeting plan to be held on January 2020.
- After the POA is endorsed, Thailand will be the secretariat of RCCDHM.

10.6. Integration of SOP for EMT into ASEAN SASOP

- There is a need of conducting a Joint tabletop exercise to review the ASEAN EMT SOP.

10.7. Guideline and format for Lessons Learned from Response to Actual Disaster

- The draft lessons learnt and Information sharing mechanism was proposed. Please see [ANNEX 7](#)
- PWG 1 member will further learn the draft lesson learnt report form and provide feedback.
- The ARCH Project will review and present the form in the next PWG 1 meeting.

10.8. Study on possibilities of ASEAN collective approaches for ASEAN EMT

- The objective initiative is to develop the ASEAN regional mechanism to support I-EMT from AMS to meet global standards.
- Sub-Working Group is established to study and discuss on ASEAN's collective measures.
- Indonesia, Myanmar, Philippines, Thailand and Viet Nam will be members of the Sub-Working Group.
- The initiative has Focus on 5 key identified issues.

The discussion on the Plan of Action was discussed after the summary. The timeframe is one of the issues to be considered the POA will be approved next month during the 14th ASEAN Health Ministers Meeting on 26-30 August 2019 in Siem Reap, Cambodia. The other issue was raised on ASEAN Protocol on the endorsement at the ASEAN Health Ministers Meeting. The Protocol involving distributing the information to the country and each country must seek to approve from a different perspective i.e. legal perspective, investment perspective, and obligation. The conclusion was if the ASEAN secretariat is not able to elevate the POA for approval in time then the contingency plan is needed.

V. PROGRESS OF PROJECT DURING OCTOBER 2018 – JULY 2019

11. The Project Manager reported key activities between October 2018 to July 2019. The 3rd Regional Collaboration Drill (RCD) was held in the Philippines on December 3rd-5th, 2019 consisting of table top exercise and field exercise. The drills were the opportunities for the draft regional collaboration mechanism on Disaster Health Management and tools developed by ARCH project to be tested. The 4th RCD will be held in Bali, Indonesia on November 26-28, 2019. Preparatory meetings were held several times beforehand.
12. Several visits, trainings and meetings had been arranged to strengthen the collaboration listed as follows;
 - (1) AHA Centre Visiting in July 2018 and January 2019
 - (2) 4th AMS Training: EMTCC on February 17th -22nd, 2019
 - (3) 5th Regional Coordination Committee: RCC on March 4th, 2019
 - (4) ARCH Project Presentation in an International Forum at Japan Association on Disaster Medicine in Yonago, Japan on March 18th-22nd, 2019 and World Association for Disaster and Emergency Medicine in Brisbane, Australia on May 6th-10th, 2019
 - (5) 6th PWG 2 and 8th PWG1 in Bangkok on July 9th-11th July, 2019

VI. INTEGRATION SOP TO SASOP

13. Dr. Phusit, on behalf of Dr. Alisa, updated the discussion on the endorsement of the ASEAN EMT SOP, and its integration into the ASEAN SASOP which is the main standard operating procedure in responding to disasters. The draft ASEAN EMT SOP is aimed to be integrated as ANNEX VII 'Mobilization and Coordination of ASEAN EMT' of ASEAN SASOP.
14. The ARCH project team will meet with AHA Centre on August 7th, 2019 to discuss and prepare for the conduct of the table top exercise (TTX). The TTX of ASEAN EMT SOP will be tentatively conducted in September 2019, back to back with the 17th Meeting of ACDM P&R WG in Myanmar. Further testing if needed, will be decided by ACDM which meets in October 2019 in Myanmar.

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15. The meeting exchanged views that the timeline for the endorsement by 2020 is realistic. However, there might be additional testings and consultations required before the endorsement.
16. Dr. Pramote from ASEAN Center of Military Medicine has mentioned that the military are working on the ASEAN Defense Ministers Meeting (ADMM). The ASEAN center of Military Medicine is the one unit under ADMM. Dr. Pramote also mentioned that if the SASOP will include the chapter 7 that mention about medical standard the military are willing to follow.

VII. DISCUSSION ON THE REMAINING PERIOD

- Mr. Ikeda, JICA Chief Advisor suggested during the middle of 2020 TICA and JICA need to have a bilateral consultation meeting for the purpose of “New project formulation” discussion if we consider to start a new project in 2021. The proposal for the next phase should be submitted from TICA to Japanese side in August, 2020.
- Regarding to ASEAN Chair in 2019, Thailand is a Chair country for year of 2019. Currently, we have agendas to push into ASEAN Health Ministerial Meeting to show the development and progress of the project's outputs.

VIII. CLOSING REMARKS

The main direction and discussion on the 4th Joint Coordination Committee (4th JCC) meeting were the progress, plan of the extension period for the duration of 21 months including the roles and demarcation of each member. The project also aims to archive more achievement from the extension period and also plan to draft of Phase 2. The chair then express gratitude for each member for support the project and declared the 4th Joint Coordination Committee meeting successfully done.



5th Joint Coordinating Committee (JCC)

MINUTE OF MEETING OF
THE **FIFTH** JOINT COORDINATING COMMITTEE MEETING
FOR
THE PROJECT FOR STRENGTHENING THE ASEAN REGIONAL CAPACITY ON
DISASTER HEALTH MANAGEMENT

16 JULY 2020



Dr. Atchariya Pangma
Secretary-General,
National Institute for Emergency Medicine
Project Director,
Project for Strengthening the ASEAN
Regional Capacity on Disaster
Health Management
August 2020

**Fifth Meeting of the Joint Coordinating Committee (JCC)
Project for Strengthening the ASEAN Regional Capacity on Disaster Health Management
(ARCH Project)
16 July 2020, 0900-1300 hrs.
Meeting room 3, 9th Fl., Health Service Support Building**

Attendees

1. Dr. Atchariya Pangma	Secretary-General, National Institute for Emergency Medicine
2. Dr. Supakit Sirilak	Deputy-Permanent Secretary, Ministry of Public Health
3. Mr. Goichiro KIMIMURA	First Secretary, Health and Welfare, Embassy of Japan
4. Ms. Katsura MIYAZAKI	Chief Representative, JICA Thailand
5. Mr. Keiichiro YUASA	Senior Representative, JICA Thailand
6. Dr. Jiro Sindhvananda	Senior Advisor
7. Dr. Anupong Sujariyakul	Focal point of Thailand for ASEAN Health Cluster 2 Meeting
8. Dr. Wiwat Seetamanotch	Committee
9. Dr. Phumin Silapunt	Deputy Director, Chulabhorn Hospital
10. Dr. Sanchai Chasombut	Deputy Secretary General, NIEM
11. Dr. Prakrit Sarathap	Bureau of Public Health Emergency Management, MoPH
12. Dr. Wason Pinyowiwat	Bureau of Public Health Emergency Management, MoPH
13. Dr. Phummarin Sae-lim	Deputy Dean, Chulabhorn Royal Academy
14. Mr. Surachai Silawan	National Institute for Emergency Medicine
15. Mr. Shuichi IKEDA	Chief Advisor, ARCH Project
16. Mr. Taro KITA	Project Coordinator, ARCH Project
17. Ms. Chidchanok Malayawong	Thailand International Cooperation Agency, MoFA
18. Ms. Suwanna Navacharoen	JICA Thailand Office
19. Ms. Jaruwalee Buaon	Thailand International Cooperation Agency, MoFA
20. Ms. Manika Mekprayoonthong	Department of ASEAN Affairs, MoFA
21. Ms. Jittaporn Wilaijit	Department of Disaster Prevention and Mitigation, MoI
22. Col. Suthee Intarachart	Thai College of Emergency Physicians (Via Online platform)
23. Ms. Nangnoi Juthaisong	Thai Red Cross
24. Ms. Chanya Lorwongpaiboon	Global Health Division, MoPH
25. Ms. Hataya Kohkiatpong	Bureau of Public Health Emergency Management, MoPH
26. Representative of Office of International Cooperation	Department of Disease Control, MoPH (Via online Platform)
27. Representative of Office of JICA Headquarter	JICA Headquarter (Via online Platform)
28. Ms. Sansana Limpaporn	National Institute for Emergency Medicine
29. Ms. Kittima Yuddhasaraprasiddhi	National Institute for Emergency Medicine
30. Ms. Dangfun Promkhum	National Institute for Emergency Medicine
31. Ms. Ninuma Dullaphan	ARCH Project
32. Mr. Valintorn Chewasuchin	ARCH Project

Minutes of the Fifth Meeting of the Joint Coordinating Committee (JCC) of the Project for Strengthening the ASEAN Regional Capacity on Disaster Health Management (ARCH Project)

1. The Fifth Meeting of the Joint Coordinating Committee (JCC) of the Project for Strengthening the ASEAN Regional Capacity on Disaster Health Management (ARCH Project) was organized on July 16th, 2020 from 0900 hrs. to 1300 hrs. at meeting room 3, 9th floor of Health Service Support Building, Ministry of Public Health. The meeting was conducted as face-to-face meeting with some participants from Japan attended the meeting through online portal.

2. A welcome remark was provided by Dr. Atchariya Pangma, Secretary-General of the National Institute for Emergency Medicine (NIEM) and ARCH Project Director, acted as Chairperson of the meeting. He delivered his sincere welcome to all delegates while briefing the participant on updates on the ARCH Project after being

affected by outbreak of COVID-19. Dr. Atchariya reaffirmed that the project can continue to operate amid the outbreak of disease.

3. An opening remark was delivered Dr. Supakit Sirilak, Deputy-Permanent Secretary of the Ministry of Public Health (MOPH), Thailand, updating COVID-19 situation in the country, while expressing the importance of enhancing Thailand's capacity towards disaster management as the country is the hub of Southeast Asia region, and Japan is one of the experts on the area.

4. The second opening remark was delivered by Ms.Katsura MIYAZAKI, Chief Representative of JICA Thailand, who appreciates the outputs of the ARCH Project i.e. the Plan of Action to Implement the ASEAN Leaders' Declaration on Disaster Health Management which was endorsed in the ASEAN level in 2019, and informed the meeting about heavy raining and landslides in Japan and also stated that disasters have now gone beyond borders.

5. The Chairman invited all participants to introduce themselves since many of them are new to the project.

6. Minutes of the Fourth Meeting of the Joint Coordinating Committee (JCC) of the Project for Strengthening the ASEAN Regional Capacity on Disaster Health Management was reviewed by Ms. Sansana Limpaporn, NIEM, reviewing issues being discussed in previous meeting such as the background and content of the signed minutes of meeting for the ARCH Project Extension Phase, activities and outputs, summary of the 8th PWG1 and 6th PWG2 meeting, progress reports of the project in between October 2018 – October 2019, and also the Integration of ASEAN EMT SOP to Standard Operating Procedure for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (SASOP). Lastly, the meeting approved the minutes of the fourth JCC.

6. Brief background of the ARCH Project was provided by Mr.Surachai Silawan - Project manager. The ARCH Project has been initiated after Disaster Medicine was put as priorities of the ASEAN Plus Three Cooperation, and Disaster Health Management as one of the 20 Health Priority Areas of the ASEAN Post-2015 Health Development Agenda. Finally, the project was endorsed as an ASEAN Cooperation Project in September 2015 at the 10th SOMHD in Vietnam. The objective of the project is to strengthen the regional coordination on disaster health management of ASEAN with five expected outputs while having three main mechanisms to drive the project to its objective; Regional Collaboration Drill, Regional Collaboration Tools and the AMS Training Program.

7. The meeting then moved to the topic of "Re-extension of ARCH Project" presented by Mr. Shuichi IKEDA. Mr.IKEDA informed the meeting on the re-extension of the project due to the outbreak of COVID-19 that has put the project through lots of suspension and cancellation of activities in the past three months. As a result, activities of the ARCH project in the future such as the events with international travels cannot be conducted within this year, and the plan of the project has to be changed. Mr.IKEDA proposed to add another nine months to the extension phase making it 30 months. The extension phase will end in December 2021 instead of March 2021. Revised plan for the activities and events of the ARCH Project is illustrated below;

Activities and Events	Tentative Schedule	
	2020	2021
RCCDHM	Online; September	In person; 2 times (Q1 & Q3)
PWG1	Online; June 25 & October	In person; 2 times (Q1 & Q3)
PWG2	Online; June 25 & October	In person; 2 times (Q1 & Q3)
RCD in Myanmar	Online Consultation; Q4	Mentor Team Visits; Q2 & Q3 EMTCC training for RCD RCD; Q4
Standard Curriculum Development	Online SWG; Q3	In person; 2 times (Q1 & Q3)
ASEAN Collective Measures for AMS I-EMT	Online SWG; Q3, Q4	In person; 2 times (Q1 & Q3)
Field Study for Capacity Development in Myanmar & Vietnam		Q1
ASEAN Academic Seminar		Q3

7.1 Mr. IKEDA further proposed additional activities in this re-extension phase; including,

- In-Country Training Courses in specific AMS i.e. EMT Basic (Basic Disaster Health Management Training Course) and EMT Coordination (EMTCC) Training course which would be organized before the Regional Collaboration Drill in Myanmar 2021.
- Collection of good practices and knowledges sharing on medical response operation in the emergency by COVID-19.
 - Collection of good practices from AMS during July to August 2020;
 - Web seminars during September to December 2020;
 - Special Session(1day) in the ASEAN Academic Seminar.

7.2 The Meeting noted the Procedures for the Re-extension of the ARCH Project as the following;

- Discuss and approve the re-extension by the JCC on July 16 2020;
- Drafting Minutes of Meeting for amendment of the Record of Discussion and revised PDM in August;
- JICA issues a letter to TICA to proceed signing of the minutes of meeting;
- Internal process for signing of the minutes of meeting on October – November 2020;
- Exchange of signatures on the minutes of meeting on Dec 2020
- Re-extension period will be started from April 2021.

7.3 Dr. Supakit raised a concern over uncertainty of the COVID-19 outbreak questioning the reason of extending only nine months rather than twelve months, and suggested to add more of COVID-19 related activities to the project. He also suggested to focus on using online platform instead of face-to-face interaction. Mr. IKEDA responded to the inquiry that due to the upcoming ARCH Project phase 2 which is designed to run along with the POA which ends in 2025 it is necessary to begin ARCH Project Phase 2 as early as possible. ARCH Project Phase 2 is needed to be executed in the early 2022. In the other hand, the formulation of ARCH Phase 2 needs at least 9 months; therefore, the re-extension phase has to be done in nine months in order to continue activities seamlessly without blank period. However, if some activities or outputs still cannot be achieved in the extension phase due to continuation of impact by COVID19, those activities can be postponed to ARCH Phase 2 as well. Regarding the activities for COVID19, Mr. IKEDA responded that ARCH Project should focus on medical management or logistics in the medical response but not medical scientific matters or medical treatment methods in consideration of ARCH's scope of works as well as expertise of ARCH resources.

7.4 Dr. Phumin provided brief background on the formulation of the ASEAN Leaders' Declaration on Disaster Health Management (ALDDHM) and the Plan of Action to Implement the ASEAN Leaders' Declaration on Disaster Health Management, and clarified that ARCH Project Phase 2 will be designed to be aligned with the POA, and must begin as soon as we can.

7.5 The Chairman concluded that the committee approved the re-extension of ARCH Project, while representative from the Ministry of Foreign Affairs will take a look at the procedures needed.

8. Mr. IKEDA proceeded to the presentation on the ARCH Project Phase 2. He informed that JICA is now collecting proposals from all over the world and will proceed selection of projects among those proposals for next fiscal year. JICA had assumed that it would need at least for ten years to accomplish the expected target for DHM in ASEAN before commencement of the ARCH. ARCH Project Phase 2 will be designed along with "Preparedness" and "Response" concepts through capacity development, and will be focused on three Priority areas and 19 targets of the POA. During ARCH Project Phase 2, it will not create another managing mechanism since RCCDHM is already organized, but the project working groups are still necessary.

8.1 ARCH Project Phase 2 is expected to set three outputs;

Output 1: Regional collaborative frameworks on disaster health management are strengthened.
(Follow the Priority Area 1 of the POA)

Output 2: Disaster health management frameworks/concepts are integrated into national and sub-national legal and regulatory framework in each AMS. (Follow the Priority Area 3 of the POA)

Output 3: Knowledge management on disaster health management is enhanced. (Follow the Priority Area 5 of the POA)

8.2 Activities of ARCH Project Phase 2 are as follows;

- Regional Collaboration Drill: The project will recommend to do Comprehensive team information in each AMS.
- Comprehensive Team Information: All AMS are required to develop Comprehensive Team Information of their EMTs on condition of being Type 1 Fixed and bring it to RCD.
- Improvement of disaster health management system and education system in each AMS: Peer Reviews will be conducted respectively for DHM system and education system should be conducted in two countries a year.
- Support for conducting training courses on DHM: The project should invite any institutes which want to conduct a training course based on the standard curriculums developed during the extension phase (BDHM Course and EMTCC Course).
- Networking AMS national academic institutes and researchers
- ASEAN Academic Conference

8.3 Mr.IKEDA informed the meeting of the application form that Thailand has to complete, and was seeking confirmation on some points such as the contact points of the implementing agency, inputs from Thai government and signature of authorized persons. The meeting was informed of two contact points, each from NIEM and MOPH. Assignment of project administrative team are similar to the ARCH Project Phase 1, and the budget allocated were presented as follows;

NIEM: USD 500,000 (5 years)

MOPH: THB 2,500,000 (5 years)

8.4 Mr.IKEDA informed the meeting about the formulation process of ARCH Phase 2 that the proposal is needed to be submitted to TICA in the early September, before TICA could submit it to the Embassy of Japan no longer than September 21st. After that, Ministry of Foreign Affairs in Tokyo will select the proposal in the Q1 of 2021. On the other hand, concurrently with bilateral process between Thailand and Japan, the proposal to ASEAN shall be prepared and submitted from Thai MOPH to ASEC so that the ARCH 2 could be authorized as an ASEAN regional project. The process through ASEAN protocol might take around six months to complete the approval after submission of the ASEAN proposal.

8.5 Dr.Wiwat raised his inquiry on the reason in which ARCH Project Phase 2 will not cover the other two priority areas of the POA. Mr.IKEDA responded that the two areas are also important and should be considered as basic project implementation strategy or considered to contribute indirectly as activity level ; however, regarding the priority for multi-sectoral participation, one main target in this area is to develop a SOP of Civil-military collaboration and due to Japanese ODA policy, it is difficult for JICA project to associate with military-related issue.

8.6 Dr.Sanchai raised his observation on the targets being missed from the plan and suggested that if ASEAN and the project process cannot be harmonized, internal meeting with ASEAN has to be conducted. Moreover, he raised his concern on the budget allocated from MOPH that it might not be sufficient because MOPH will have to conduct PWG1 Meeting and also RCCDHM.

8.7 Dr.Jirot suggested to push the ASEAN Secretariat to finalize the submission process since ARCH Phase 2 is designed to support the POA. Therefore, the project must be clear in all process and the most difficult part is to draft the proposal. After the ASEAN Work Programmes can be finalized, the picture will be clearer. He also agreed that MOPH should prepare more budget for both ARCH and RCCDHM, and has to separate the budget from one another. Dr.Prakit responded that he has informed MOPH and they are in process reconsidering.

8.8 The Chairman made his comment that at least a rough number of total budgets should be confirmed.

8.9 Dr. Anupong made his comments that the plan of ARCH Phase 2 is very clear, and it doesn't matter if it cannot cover the two targets left. For the SOP for civilian-military coordination, ASEAN Center of Military Medicine (ACMM) should be able to help, while on the curriculum reflecting the Bangkok Principles could be developed with the collaboration with Asian Disaster Preparedness Center (ADPC). Department of Medical Science can be potential partner.

8.10 Dr. Phumin stated that RCCDHM should be the body to overlook the achievement of the 21 targets under the POA. As Thailand serves as secretariat of the RCCDHM, Thailand should take responsibility to overlook the 21 targets. MOPH should consider the two targets left and review how much they can contribute and support. Now, the role between NIEM and MOPH in ARCH Phase 2 is not clear. He also added that if MOPH cannot find external sources of funding, it will have to pay all by itself.

8.11 Mr. IKEDA raised his concern over the structure of the project. ARCH Phase 1 has the taskforce to help implementing the activities; therefore, internal discussion on this issue should also be organized.

8.12 Dr. Anupong informed the meeting on the initiative to establish the Center for Public Health Emergencies initiated by Vietnam. It is still uncertain but he raised the issue whether ARCH Project should include the issue on COVID-19 or not because the issue might belong to this center. Dr. Jiro commented that it will be a good opportunity that ARCH Project can work with many agencies.

8.13 The Chairman made a conclusion that the committee accepted to have ARCH Project Phase 2 after the re-extension phase. There will be three expected outputs with 16 activities. The Project shall submit the proposal in the early September.

9. Dr. Prakit updated the committee on the integration of ASEAN EMT SOP to Standard Operating Procedure for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (SASOP) where he informed the meeting that the ASEAN EMT SOP has been recommended to be tested in the ARDEX by the ACDM Working Group. Therefore, the SOP shall be tested at the upcoming ARDEX which has to be postponed to be organized in the second quarter of 2021 due to COVID-19 outbreak. If no revision needed, the SOP will be submitted to SOMHD and ACDM for endorsement as a final step. The action would take place in the third and fourth quarter of 2021. However, if revision is needed, ARCH Project will revise the SOP as requested, consult with ASEAN Health Cluster 2 before submitted to the SOMHD and ACDM.

10. Mr. KITA updated the committee on the progress of the development of ASEAN Collective Measures which aims to realize rapid, effective and quality EMT deployment by taking advantage of the strength of the existing ASEAN regional network, system and structure as well as developing. The result of this activity is regional mechanism to support AMS's efforts to meet WHO minimum standard for EMT in topics of logistics, customs clearance, waste management, medical malpractice and legal issue which are the issues that create lots of challenges for the AMS. The following table summarize the expected outputs of ASEAN Collective Measures Activity.

Topic	Expected Outputs/ Products
Logistics issue	① Development of database of logistic information of receiving countries ② List of support for AMS I-EMT facilitated by receiving countries
Customs Clearance	③ Guidance (Information) on Customs clearance procedure in 5 AMSs ④ Draft proposal on special arrangement (as required)
Waste Management	① Collective measure on Waste Management for AMS I-EMT ② Draft proposal on special arrangement for support provided by receiving countries (as required)
Medical Malpractice	① Pursue possible development of Insurance scheme for AMS I-EMT ② Draft proposal on special arrangement for support/ compensation provided by the respective governments (as required)

Topic	Expected Outputs/ Products
Legal issue	①Guidance (Information) on emergency application of relevant foreign licenses. ②Draft proposal on special arrangement (as required)

Mr. KITA informed the meeting of the next steps to be taken. An online consultation with Sub-working group on ASEAN Collective Measures will be convened on August 7. Additional Questionnaire survey/email based SWG consultation will be conducted from August to the first quarter of 2021, and the project will report the recommendation in the first and third quarter of 2021.

10.1 The Chairman reminded the project on making it clear to World Health Organization (WHO) that the activity doesn't attempt to replace WHO standards for I-EMT.

10.2 Dr. Wiwat raised a topic on logistic issue since Department of Disaster Prevention and Mitigation (DDPM) also has established the stockpile called DELSA in Thailand as ASEAN stockpiling site. DDPM added that it is in the process to MOU signing and is proposing to the Cabinet for approval.

10.3 The Chairman and the committee acknowledge the activity of ASEAN Collective Measures.

11. Dr. Phummarin then presented the updates on Curriculum Development. The initiative to develop standard curriculum on disaster health management can be traced back to the unequal capacity in each AMS. Therefore, AMS agreed to establish Sub-Working Group on Curriculum Development to develop curriculum for AMS. The first meeting of the Sub-Working Group agreed to develop Basic Disaster Health Management Training Course and the EMT Coordination Training Course while also agreed on core competencies. Another meeting of the sub-working group will be organized again this year through online platform and the mocking course will be organized before the Regional Collaboration Drill in Myanmar.

11.1 The Chairman informed the meeting that NIEM and Chulabhorn Royal Academy has an MOU with one another; therefore, the activity is under this MOU.

12. Lastly, Dr. Phumin delivered Progress Report of the ARCH Project. He re-informed the meeting of the eight activities in the extension phase and its progress.

Activity 1: Draft Work Plan for POA on DHM

- First Regional Coordination Committee on Disaster Health Management (RCCDHM) organized on 23rd January 2020 agreed on the draft of the work plan; however, some edition is needed. The work plan will be submitted to the 6th ASEAN Health Cluster 2 in October or the 4th quarter of 2020 via VDO Conference.
- Implementation Plan for POA was drafted and submitted to the online conference for Joint PWGs.

Activity 2: Regional Collaboration Drills

- Fourth Regional Collaboration Drill (RCD) was held in Bali, Indonesia, in November, 2019.
- Fifth RCD in Myanmar was postponed to the fourth quarter of 2021.

Activity 3: Information Sheet Format for Lessons Learned from Disaster Response, Lessons Learned.

- Draft template for Lessons Learned was presented to PWG 1 members on 21st January. PWG 1 members were requested to provide feedback/ inputs by the end of February 2020.

Activity 4: All developed regional collaboration tools are endorsed by ASEAN

- SOP for I-EMT coordination was tested by TTX among AMS National Disaster Management Organizations hosted by AHA Centre in October 2019.

Activity 5: Recommendation for ASEAN standards or methods on some necessary issues for deployment of AMS-EMT.

- Framework of ASEAN Collective Measures and formation of Sub-working Group (SWG) was endorsed by PWG1 meeting in July 2019, in order to realize rapid, effective and quality EMT deployment.
- First SWG meeting was held in January 2020 to discuss and agree on “Expected Outputs/ Products”.

Activity 6: Study Report on CD on DHM in AMS-Identifying needs for capacity development and potential core training institutes on DHM.

- Questionnaire survey from AMS was conducted with the result from 9 out of 10 countries.
- The result was presented in the First RCCDHM meeting in Bangkok, 22-23 January.
- The field trips in Lao PDR and Cambodia was conducted with members from Malaysia, Thailand, ARCH Project, JICA, JAC and Consultant.
- Field trips in Myanmar and Viet Nam were postponed due to the situation of COVID-19.

Activity 7: Academic International Seminar

- The seminar was postponed to the third quarter of 2021.
- AMS will be requested to submit abstracts in early 2021 and the invitation letters to AMS and other international speakers will be issued in the second quarter of 2021.

Activity 8: Development of standard training curriculum on DHM

- First Meeting of SWG on Curriculum development had been held on 13-14 February 2020, strongly supported by Chulabhorn Royal Academy.
- The meeting agreed on two curriculums to be developed during the extension phase; Basic DHM and Coordination of disaster medical operation.

There had been three online meetings for the past several months during COVID-19 situation.

- Bilateral Meeting of Thai-Japanese Experts on 4 June 2020 with the following conclusions;
 - 5th Regional Collaboration Drill in Myanmar is postponed to the end of 2021
 - EMTCC Training in Myanmar shall be conducted during 3rd Quarter of 2021
 - ASEAN Academic seminar will be conducted in the middle of 2021
 - Additional activities on COVID-19: Expected output is “Collective of good practices and knowledge sharing on medical response operation in the emergency by COVID-19”
- Thai-Japanese Experts for Sub Working Group on Curriculum Development on 16 June 2020
 - 6 core competencies of the Basic- Disaster Health Management reached consensus.
 - Additional Issues to be discussed in the next ASEAN Sub- Working Group on Curriculum Development
 - An idea of “Career ladder” was proposed.
- Joint Project Working Groups on 25 June 2020
 - The Meeting agreed that meetings and consultations scheduled in 2020 will be carried out through online conference or consultations.
 - The Meeting further agreed that the conduct of activities in-person in 2021 will be subject to further reviews and discussions in follow-up online conferences of relevant working group/sub-working group.
 - Additional activities on COVID-19, ARCH Project requested Contact points to provide inputs to the concept paper and attachment by 10 July 2020 and to submit completed forms by 30 July 2020.

12.1 The Chairman acknowledged the progress report.

13. Before the Chairman delivered his closing remarks, TICA reaffirmed its support for carry out the procedures for the re-extension. JICA will submit the minutes of meeting to amend the Record of Discussion, before TICA review the draft and send it to MOPH to revise and sign. Then TICA will receive it and send to JICA.

14. The Chairman closed the meeting and reminded the meeting that they have to work together to support this cooperation.

Regional Coordination Committee on Disaster Health Management (RCC-DHM)

EVENT	DATE	PLACE	PARTICIPANTS	AGENDA
1 st RCC-DHM	22 – 23 January 2020	Bangkok, Thailand	(50) ASEAN Member States, ASEAN Secretariat, JICA, and other related organizations	1) RCC-DHM 2) ARCH Project 3) ASEAN 12th Health Priority's Workplan 2021-2025 4) Integration of SOP for EMT to SASOP 5) Lesson Leant from Actual Disaster 6) Collective Approach of AMS I-EMT 7) Academic Network and ASEAN Institute on DHM 8) Regional Collaboration Drill 9) Study/ Survey on Potential Needs for Capacity Development on DHM 10) Standard Training Curriculum
2 nd RCC-DHM	9 December 2020	Cisco Webex	(35) ASEAN Member States, ASEAN Secretariat, JICA, and other related organizations	1) Introduction of the Meeting, and Announcement of the RCC-DHM Chairpersonship (ASEAN Secretariat) 2) Remark from the Outgoing Chair (Myanmar) 3) Opening Remark from the RCC-DHM Chair (Philippines) 4) Adoption of the Agenda (RCC-DHM Chair/ RCC-DHM Secretariat) 5) Updates on ASEAN Meetings/ Events Relevant to RCC-DHM (ASEAN Secretariat) 6) Updates on Outcomes/ Agreements from the First Meeting of RCC-DHM by (RCC-DHM Secretariat) 7) Updates on Roadmap for the ASEAN Health Cooperation's Contribution to the Realization of One ASEAN One Response (Implementation of Plan of Action to operationalize ALD on DHM) (Lead Country Thailand) 8) Establishment of the ASEAN Institute on Disaster Health Management (AIDHM) and ASEAN Academic Network (ARCH Project Team) 9) Progress on the integration of ASEAN EMT SOP to ASEAN SASOP (ARCH Project Team) 10) Updates on ARCH Project Extension and ARCH Project Phase 2 (ARCH Project Team)

1st Regional Coordination Committee on Disaster Health Management (RCC-DHM)

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SUMMARY REPORT OF THE FIRST MEETING OF THE REGIONAL COORDINATION COMMITTEE ON DISASTER HEALTH MANAGEMENT (RCC-DHM)

22 – 23 JANUARY 2020 | BANGKOK, THAILAND

INTRODUCTION

1. The Meeting was Chaired by Myanmar, as current Chair of ASEAN Health Cluster 2 on Responding to All Hazards and Emerging Threats, and co-chaired by Thailand, as Lead Country of the development and adoption of the ASEAN Leaders Declaration on Disaster Health Management (ALD on DHM) and the development and endorsement of the Plan of Action (POA) to implement the ALD on DHM. The Meeting was attended by representatives from Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam, and the ASEAN Secretariat. Invited partners, namely World Health Organization (WHO), Japan International Cooperation Agency (JICA), and ASEAN Centre for Military Medicine (ACMM) also attended the Meeting. The List of Participants appear as [**ANNEX 1**](#).

OPENING REMARK

2. Dr. Narong Apikulwanich, Deputy Director General of the Department of Medical Services, Ministry of Public Health of Thailand, welcomed the participants and delivered opening remarks. He emphasized the importance of strengthening capacity in disaster health management in ASEAN, which is a disaster-prone region. He underscored the attention accorded by ASEAN Member States and the ASEAN including the ASEAN Health Sector in strengthening national and regional capacities and regional cooperative mechanisms to prepare for and respond to needs of disaster-affected populations. He wished the Meeting to have open and productive exchanges, and looked forward to the outcomes and recommendations. His complete remark appears as [**ANNEX 2**](#).

AGENDA 1: GOVERNANCE ISSUES

1.1. Call to order for the RCC-DHM Meeting

3. The Meeting noted the briefing from the ASEAN Secretariat on the Governance and Implementation Mechanism (GIM) of the ASEAN Post-2015 Health Development Agenda (APHDA), and particularly on the creation of ASEAN Health Clusters which are tasked to operationalize the APHDA and the Health Priorities under their purview. The Meeting also noted the POA - ALD on DHM that was endorsed during the 14th ASEAN Health Ministers Meeting (AHMM) on 29 August 2019 in Siem Reap, Cambodia, which stipulates the creation of the Regional Coordination Committee on Disaster Health Management (RCC-DHM) as its main operational mechanism to implement the POA-ALD on DHM. The Meeting further noted that the leadership of the RCC-DHM will follow the two-year chairpersonship rotation of the ASEAN Health Cluster 2.

4. In view of the above, Myanmar assumed as chair of the Meeting. Thailand, as Lead Country of the ALD on DHM and its POA, as well as host country of the Meeting, served as co-chair. The co-chairs looked forward to a productive two-day Meeting and encouraged delegates to actively participate in the Meeting.

1 Summary Report, First Meeting of RCC-DHM, 22 – 23 January 2020, Bangkok, Thailand.

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5. The Meeting reviewed and adopted the agenda, which appears as **ANNEX 3**.

1.2. Disaster Health Management – A Health Priority of the ASEAN Health Cooperation

6. The Meeting noted the presentation of the ASEAN Secretariat on the ongoing implementation of the APHDA with all project activities under respective ASEAN Health Clusters. The Meeting further noted the ALD on DHM which was adopted during the 31st ASEAN Summit in November 2017 which serves as the anchor with political commitment for all related initiatives and efforts on DHM, including the ASEAN Health Sector's articulation of their contribution to the realization of the ASEAN Declaration on One ASEAN One Response: Responding to Disasters Within the Region and Outside the Region. The Meeting also noted the operationalization of the ALD on DHM through the adoption of the POA-ALD on DHM. The presentation and relevant document appear as **ANNEX 4**.

7. Co-Chair Thailand sought clarification on the [a] relationship between the Project for Strengthening ASEAN Regional Capacity for DHM (ARCH Project) with the RCC-DHM, taking into consideration that the ARCH Project is a bilateral cooperation between Thailand and Japan through JICA, and [b] oversight mechanism for the existing Project Working Groups of the ARCH Project.

8. The ASEAN Secretariat briefed the Meeting on the ASEAN mechanism and procedures for the acknowledgement of projects and activities. First, the project undergoes endorsement by relevant ASEAN sectoral body, in this case the ASEAN Health Sector through the ASEAN Health Clusters and ASEAN Senior Officials Meeting on Health Development (SOMHD). Second, the project is subsequently subjected to the ASEAN Project Appraisal and Approval Process (PAAP) culminated by the endorsement by the Committee Permanent of Representatives to ASEAN (CPR).

9. In the case of the ARCH Project, while it was originally planned as a bilateral cooperation, it has evolved into an ASEAN Health Sector initiative after Thailand proposed that it be one of the project activities that contributes to advancing Health Priority 12 on DHM under ASEAN Health Cluster 2, as articulated in its Work Programme 2016-2020 which was endorsed by the 12th SOMHD in April 2017 and adopted during the 13th AHMM in September 2017. The ARCH Project also underwent the ASEAN PAAP and endorsed by the CPR.

10. During the first phase of implementation of the ARCH Project, a Regional Coordination Committee (RCC-ARCH Project) was created to provide strategic oversight to the project and the Project Working Groups, and to report project developments as well as concerns to ASEAN Health Cluster 2 for consideration. Towards the end of the implementation of the first phase and when the POA-ALD on DHM was being developed, the RCC-ARCH Project in line with their imminent dissolution in connection with project completion agreed that their function be handed over to RCC-DHM which is mandated to facilitate regional collaboration and coordination related to strengthening DHM in the region. As such, since the ARCH Project also contributes to meeting most of the regional target of POA-ALD on DHM, the Project Working Groups of the ARCH Project will report to the RCC-DHM, and RCC-DHM will report project development and elevate relevant matters to ASEAN Health Cluster 2.

AGENDA 2 COLLABORATION AND PARTNERSHIP

11. Partners and relevant sectors were invited to share and inform the Meeting on their respective organizational overview and relevant issues on Disaster Health Management.

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2.1. Project for the Strengthening ASEAN Regional Capacity in Disaster Health Management (ARCH Project)

12. The Meeting noted the presentation delivered by JICA's Senior Adviser on the ARCH Project which purpose is to strengthen regional coordination on DHM in the ASEAN Region. The Meeting also noted that the first phase between July 2016-July 2019 has been completed and has achieved agreed outputs, including the creation of regional coordination committee, conduct of regional collaboration drills, development of regional collaboration tools, among others.

13. The JICA representative further informed that the ARCH Project is now on its extension phase (July 2019-March 2021) to support the completion of activities, particularly the integration of the ASEAN EMT SOP and its relevant tools into the ASEAN Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (SASOP), and to support the initial implementation of the Plan of Action to implement the ASEAN Leaders Declaration on Disaster Health Management. The presentation appears as **ANNEX 5**.

2.2. ASEAN-World Health Organization (WHO) Collaboration

14. The representative from WHO Thailand Office who agreed to deliver a presentation on their Emergency Health Programme sent last minute absence due to emergency calls related to the evolving outbreak of coronavirus in Thailand. In this connection, the ASEAN Secretariat briefed the Meeting on the ASEAN-WHO which has been articulated through the Memorandum of Understanding (MOU) on the collaborative framework between ASEAN and WHO. The ASEAN Secretariat further informed that the MOU has already expired, and discussions have been initiated for the review and development of a plan of action (POA) which will guide the cooperation between ASEAN and WHO in the coming years.

15. The Meeting noted that in consideration of the adoption of the Joint Declaration on Comprehensive Partnership between ASEAN and the United Nations (UN) in 2011, ASEAN's cooperation with any UN agency will be guided by POA and there is no longer a need to agree and sign MOU. The Meeting further noted the ASEAN-UN Plan of Action to implement the Joint declaration on Comprehensive Partnership between ASEAN and the United Nations (2016-2020) on Public Health issue as follows:

- a. Encouraging coordination and collaboration between UN agencies and the ASEAN Health Sector through project initiatives relevant to the 2030 Agenda for Sustainable Development and the ASEAN Post-2015 Health Development Agenda, including on Cross-cutting concerns such as the prevention and control of non-communicable diseases; advocacy and capacity building on maternal, new-born, child and adolescent health and nutrition, reproductive health, disaster health management; and prevention, detection and response to communicable diseases/emerging infectious diseases, HIV/AIDS, pandemics and other potential public health threats; and,
- b. Promoting exchange of best practices, advocacy initiatives, technical cooperation and capacity building in promoting health systems, access to care and enhancing food safety, nutrition and water, sanitation and hygiene.

16. The presentation from ASEAN Secretariat appears as **ANNEX 6**.

2.3. ASEAN Committee on Disaster Management (ACDM) and ASEAN Coordination Centre for Humanitarian Assistance in Disaster Management (AHA Centre)

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17. The ASEAN Secretariat, as requested by AHA Centre and in absence of ACDM representatives, presented the overview of the ASEAN Disaster Management Framework in ASEAN, highlighting the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) which serves as a common platform and regional policy backbone for disaster management in the ASEAN region. The AADMER is operationalized by AADMER Work Programme 2016-2020 developed and implemented by ACDM through five working groups, and which outlines a detailed structure of activities of the region's disaster management priorities over a five-year period. The ASEAN Vision 2025 on Disaster Management, with institutionalization and communications, partnerships and innovations, and finance and resource management as strategic elements, was also presented.

18. The presentation also highlighted the establishment of ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre), which serves as the regional hub for information and knowledge for disaster management, the center point for mobilization of resources to disaster-affected areas and the coordination engine to ensure ASEAN's fast and collective response to disasters within the region. Following the video presentation on the organizational profile of AHA Centre, the principles and elements to operationalize the One ASEAN One Response, including the role of the ASEAN Secretary General as the ASEAN Humanitarian Assistance Coordinator.

19. The Meeting also noted the ASEAN Standard Operating Procedure for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (SASOP) which provides operational guidance among parties to ensure coordinated disaster response, and which the ASEAN Health Sector intends to further strengthen through the development of the ASEAN EMT SOP that defines the deployment and mobilization of emergency medical services in disasters and its integration with SASOP. The presentation appears as **ANNEX 7**.

2.4. ASEAN Centre of Military Medicine (ACMM)

20. The ACMM, represented by the Centre's Secretariat Chief, presented an overview of the establishment and the operation of the Centre. The Meeting noted that the mission of ACMM is to establish practical, effective, and sustainable cooperation among military medical services of ASEAN Member States and Plus countries, both in normal circumstances and in times of crises. The Meeting further noted the governance and operational mechanisms of the ACMM through its Board of Directors and Liaison Officers, which lead the implementation of the ACMM Roadmap 2016 – 2020.

21. The ACMM representative further outlined that one of the services of the military sector in disaster response and humanitarian assistance is emergency health services. The representative emphasized that during deployment, the military follows and abides with the requirements and protocols of the Host Country. In the ASEAN, the presentation further elaborated that the contribution of the military sector has been defined in SASOP Chapter 6 on the Facilitation and Utilisation of Military Assets and Capacities. The Meeting also discussed the ASEAN EMT SOP which is in the process of integration with the ASEAN SASOP, and noted that this component will subsequently guide the deployment and mobilization of civilian and military medical teams in ASEAN.

22. The Meeting also noted that during peace time, ACMM contributes to capacity building and data management among ASEAN Member States. The presentation appears as **ANNEX 8**.

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2.5. ASEAN Emergency Operations Centre (EOC) Network

23. Malaysia, as Lead Country, presented the ongoing ASEAN Emergency Operations Centre (ASEAN EOC) Network which was created as part of regional surveillance and response mechanism of ASEAN. An initiative under the Work Programme 2026-2020 of ASEAN Health Cluster 2, the Network aims to be a cooperation of public health EOC of all AMS with trained, functioning, multi-sectoral rapid response teams, access to real-time information system, and capacity to attribute outbreak sources. The Meeting noted that as part of regional mechanism, the Network aims to provide surveillance, early warning and information sharing with a view of enhancing the management of infectious disease outbreaks and public health emergencies in a borderless ASEAN. The presentation appears as **ANNEX 9**.

24. The Meeting exchanged views on specific initiatives of the ASEAN EOC Network designed for Cambodia, Lao PDR, Myanmar, and Viet Nam (also collectively called CLMV Countries). The Meeting was made to understand that at ASEAN-wide level, the Initiative for ASEAN Integration (IAI) was launched in 2000 to assist the four Member Countries in making the most of the potential benefits of regional integration that includes a component on Health and Well-Being, while also helping them cope with the associated challenges and economic risks. The Meeting noted that the Network has an existing project that provides technical and material support to ASEAN Member States, and further noted that the ASEAN Health Sector also have specific projects designed for CLMV Countries.

AGENDA 3: STRATEGIC MOVEMENT

3.1. Lessons Learned from Actual Disasters

25. The Meeting noted the presentations from the Philippines, Indonesia and Lao PDR which provided insights on practices and lessons learned from recent disaster response experiences that contribute to strengthening the delivery of emergency medical services, including the enhancement of the health components of One ASEAN One Response.

a. Philippines: Typhoon Haiyan

26. The Philippines shared their experience from Typhoon Haiyan, a Level 3 Emergency by the Inter-Agency Standing Committee (IASC) which generated an overwhelming international support including the deployment of 150 EMT. The Philippines shared that the coordination of EMT response was faced with issues on the non-registration of deployed EMT with unknown capacity and quality of services; on communication, logistics and transport; on poor data reporting and documentation of services; and on non-self-sufficient causing additional burden to local authorities.

27. While the WHO EMT classification and registration was used for the first time for such an emergency, the Philippines stressed on the importance of EMT registration with enhanced matching of health needs of affected areas, ensuring facilitation of arrivals by the logistics hub, and prevention of oversupply of EMT in one location. The Philippines also stressed on the need to institutionalise the EMT registration and coordination, to come up with a common standard procedures across stakeholders and information dissemination to all actors and players, and to strengthen the capacity of national EMT. In this regard, the Philippines has carried out efforts to strengthen EMT for national response, to enhance disaster response plans and their dissemination, to enhance national response through the organization of the Philippine International Humanitarian Assistance Cluster (PIHAC). The presentation appears as **ANNEX 10**.

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b. Indonesia: Tsunami in Central Sulawesi

28. Indonesia shared their experience from the Tsunami in Central Sulawesi, which resulted to heavy damages to health facilities and the deployment of 386 EMT consisting of national civilian and military teams. The presentation cited on insufficient capacity of authorities and response in affected areas (health needs assessment was conducted for the first time in the area to identify needs of affected population), and the difficulty in accessing emergency funds for health response. Indonesia also shared on the need to update laws and operating procedures to meet operational requirements, to respond based on the Health Cluster approach, to employ a composite EMT approach in response, and to establish buffer stocks in every district. The presentation appears as **ANNEX 11**.

c. Lao PDR: Saddle dam in Attapeu

29. Laos PDR shared their experience from the saddle dam in Attapeu which resulted to flash floods in 13 villages. The presentation stressed on the strong political leadership through the public health EOC which facilitated authoritative decision-making, the response capacity of MOH resulting from trainings and frequent exercises, and the rapid deployment of medical services, disease surveillance and reporting. The presentation also outlined challenges including unclear lines of command, governance and reporting which led to confusion and delays, weak multi-sectoral coordination mechanisms at various levels, many non-health response actions delegated to MOH, and limited capacity in disaster response and logistics management. The presentation appears as **ANNEX 12**.

30. The Meeting further discussed and exchanged views on the process to requesting or accepting international medical assistance which could be dependent on or affected by multiple agreements, relationships and mechanisms which varies among countries. In addition, the deployment of underqualified international EMT was pointed out as one of the challenges faced by receiving countries. On the other hand, the capacity of EMT Coordination Cells (EMTCC) not only on deployed EMT was also raised as a concern in coordinated and responsive EMT response. The Meeting agreed to further discuss the matter in the next RCC-DHM or through relevant meetings of relevant Project Working Groups under the ARCH Project to address the issues.

d. Template to collect lesson learnt

31. The Meeting noted the presentation of the ARCH Project Team through the JICA Senior Adviser on the review of disaster response deployments of ASEAN EMT to contribute to continuous learning and development in the delivery coordination of emergency medical services. The presentation pointed out that the draft ASEAN EMT SOP stipulates the conduct of operational reviews and sharing of findings for learning, and revisions and updating of the EMT SOP.

32. The Meeting noted the draft format of the AMS I-EMT Lessons Learnt Report as presented by the ARCH Project Team, which main sections request information on the event, team and services provided, process evaluation for the deployment of AMS EMT, good practices on collaboration in each phase, and recommendation for the EMT SOP and ASEAN Collective Measures. The Meeting further noted the request from the ARCH Project Team for inputs and feedback to the draft format. The presentation appears as **ANNEX 13**.

3.2. Roadmap for the ASEAN Health Cooperation's contribution to the realization of One ASEAN One Response

33. The Meeting noted the RCC-DHM Secretariat presentation on the proposed Roadmap for the ASEAN Health Cooperation's Contribution to the Realization of One ASEAN One

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Response, as the strategic plan for the RCC-DHM. The proposed roadmap, anchored on existing ASEAN policy documents on disaster management and disaster health management, as well as global frameworks and instruments, focuses on strategic priorities on governance and policy, prevention and disaster risk reduction, preparedness and response, recovery, and knowledge management and innovation. The presentation appears as **ANNEX 14**.

34. The Meeting discussed that the RCC-DHM is the implementing mechanism of the POA-ALD on DHM which focuses on strengthening the collaboration of AMS in enhancing national and regional capacities in DHM, and which is under the purview of ASEAN Health Cluster 2; the POA-ALD on DHM also outlines the terms of reference of the RCC-DHM. The Meeting agreed that the vision, mission and strategies of the proposed roadmap shall be aligned with this mandate.

35. The Meeting also agreed on the creation of a drafting group composed of RCC-DHM members which will develop the workplan to operationalize the POA-ALD on DHM, which includes proposed working relations with other bodies within the ASEAN Health Sector and non-health sectors. The Meeting further agreed that RCC-DHM members will communicate their interest to be part of the draft group to the RCC-DHM Secretariat by 8 February 2020, and the RCC-DHM Secretariat will draft a brief TOR to guide the work of the drafting group by the end of February 2020.

Action Line: RCC DHM Secretariat

3.3. Integration of EMT SOP to SASOP

36. The Meeting noted the presentation from the ARCH Project Team on the conduct and outcomes of the *Tabletop Exercise to Test the Draft Standard Operating Procedure for the Coordination of Emergency Medical Teams in ASEAN (EMT SOP)* that was conducted on 7-8 November 2019 in Jakarta, Indonesia. One of the steps for the integration of the EMT SOP to ASEAN SASOP, the ARCH Project Team also shared [a] the concerns raised during the exercise, the recommendations and ways forward, which have been considered in the updating of the EMT SOP, and [b] the next steps which includes the consultation with ACDM regarding the need for the testing of the EMT SOP in the ASEAN Regional Disaster Emergency Response Simulation Exercise (ARDEX) scheduled in June 2020 in Manila. The presentation and its relevant documents appear as **ANNEX 15**.

37. Malaysia sought clarification if the SOP on Medical Equipment will be included in the EMT SOP, particularly the list of equipment and supplies which can be lengthy and will possibly change from time to time. The Meeting noted the decision by the PGW 1 that the SOP on Medical Equipment will not be included in the EMT SOP, and further noted that the list of equipment will be an annex to the EMT Registration Form that will form part in the Offer of Assistance and/or Contractual Arrangements (ASEAN SASOP Forms) that will be completed by the Assisting Country.

38. The Meeting appreciated the progress made and noted the next steps for the inclusion EMT SOP into SASOP, and encouraged AMS to sustain active engagement and support to the integration of EMT SOP to ASEAN SASOP. The Meeting further agreed for the ARCH Project to continue to lead and to coordinate the process until its completion.

3.4. Collective Approach for AMS I-EMT

39. The Meeting noted the update from the ARCH Project Team on the progress of the ASEAN Collective Measures/Approach for AMS I-EMT which aims to address perceived logistics, legal and technical issues that affect AMS ability to deploy EMT which fulfill the WHO EMT minimum standards. The ARCH Project Team further reported that PWG 1 created a

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Sub-Working Group (SWG) to dedicate discussions on issues related to [a] customs compliance on all goods and materials for EMT operation, [b] waste management, [c] indemnity and malpractice, [c] logistic support, and [e] registration of medical practitioners to practice in affected countries, and to propose regional collective measures to address these issues.

40. The Meeting further noted that the SWG has already convened where, with the support of an external consultant contracted by the ARCH Project, the expected outputs with timeline of June 2020 were agreed. The Meeting also noted the presentation from the consultant on the interim report on the results of information collected from [a] a situation analysis of international guidelines; roles of assisting and receiving countries, and [b] detailed survey on five targeted components. The presentation appears as **ANNEX 16**.

41. The Meeting exchanged views and agreed on the following:

- a. The Meeting acknowledged the recent EMT certification of Thailand by WHO. In this connection, Thailand was requested and agreed to share their experience and lessons in addressing issued related medical malpractice and waste management, among others.

Action Line: Thailand

- b. Further to medical malpractice insurance and the possibility of Government-to-Government arrangements, the SWG will consult and seek guidance with WHO to ensure that all recommendations are consistent with and contribute to meeting WHO standards.

Action Line: ARCH Project Team/Sub-Working Group

- c. On the issue of temporary medical license for I-EMT deployed to affected countries in ASEAN region, the ASEAN Economic Community (AEC) has come up with Mutual Recognition Arrangement (MRA) under the stipulates that a foreign medical practitioner may apply for registration in the host country to be recognized as qualified to practice medicine in the host country in accordance with their Domestic Regulations and subject listed in the MRA for Medical Practitioners. The Meeting agreed that Thailand will raise this concern and seek guidance from the next ASEAN Joint Coordinating Committee on Medical Practitioners (AJCCM) which is scheduled to meet in March 2020.

Action Line: Thailand

- d. Considering that the MRA may be limited to medical practitioners and nurses, and taking into account that deployed EMT included other health professionals, the SWG was requested to consider other health specialization in exploring mechanisms for temporary registrations and permissions to practice in disaster and emergency settings.

Action Line: Sub-Working Group/ARCH Project Team

3.5. Regional Collaboration Drill (RCD)

42. The Meeting noted the update from the ARCH Project Team on the conduct of the Fifth RCD on 27-30 October 2020 in Mandalay, Myanmar. The Meeting further noted that the annual conduct of the RCD is one of the activities supported by the ARCH Project Extension Phase, as well as one of the regional targets in the POA-ALD on DHM. The presentation appears as **ANNEX 17**.

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AGENDA 4: CAPACITY BUILDING, NETWORKING, AND REGIONAL COOPERATION

4.1. Academic/training systems and needs for capacity development on DHM in AMS

43. The Meeting noted the presentation from the JICA representative on the on-going study which aims to identify possible educational/trainings institutions capable of conducting domestic trainings programmes on DHM, training and competency needs for DHM personnel, and needs for external support in the conduct of domestic trainings; and to specify AMS educational/training institutes that can be members of the ASEAN academic/training centre network. The presentation shared the preliminary key results of the study through questionnaire, such as:

- a. All countries which responded answered that they have training curricula, at least for medical doctors; and institutes have been identified to deliver trainings.
- b. Training needs have been identified for each competency category, while need for training on overall management (DHM or response) had been observed
- c. Multi-cultural issues in DHM education also requires special consideration, including multi-sectoral coordination and support
- d. Selection of national focal points for the ASEAN Academic Network is seen to be critical to networking with multisectoral stakeholders in capacity development.

44. The Meeting further noted the details of the proposed field visits to Cambodia, Lao PDR, Myanmar and Viet Nam which was agreed by the PWG 2 to complement the questionnaire-based study. The proposed countries to be visited were identified based on the outcomes of the Survey on the Current Situation of Disaster/Emergency Medicine System in the ASEAN Region (2014-2015), and which will be an opportunity to see the progress of DHM in these countries. The presentation appears as **ANNEX 18**.

45. The Meeting exchanged views and agreed on the following:

- a. Explore if the field visits can also be utilized for the sharing of national DHM systems to maximise learning;
- b. Explore if the field visits can be conducted in all AMS, as an opportunity to review national capacity guided by the results of the 2014-2015 Survey; and
- c. The survey reports be elevated to RCC-DHM, and subsequently to AHC 2 and SOMHD for consideration.

4.2. ASEAN Academic Network

46. The ARCH Project Team presented the proposed terms of reference (TOR) of the ASEAN Academic Network on DHM which aims to facilitate and support academic activities on DHM in ASEAN, both at regional and national levels, as well as support the achievement of relevant targets of the POA-ALD on DHM. The Meeting noted the proposed mandate and functions, structure and membership, as well as criteria for the selection of the institute that will serve as focal point of the network.

47. The ARCH Project Team also presented the proposed International Seminar on DHM, which aims to facilitate knowledge exchanges on disaster and emergency medicine, and which was scheduled to take place in early 2021. The Meeting noted that further arrangements will be discussed during the PWG 2 meeting in July 2020. The presentation appears as **ANNEX 19**.

48. The Meeting agreed to support the design and set-up of the Academic Network that will be coordinated by the ARCH Project Team, as well as on the organization of the International Seminar which the ARCH Project Team will serve as focal points for the organization.

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AGENDA 5: SPECIAL SESSION: ASEAN WORK PLAN AND ARCH COLLABORATION

5.1. Draft ASEAN Workplan on DHM 2021-2025

49. The ARCH Project Team presented the draft of Workplan on DHM 2021-2025, which will form part of project activities under Health Priority 12 of the Work Programme 2021-2025 of ASEAN Health Cluster 2. The proposed Workplan aligns with the five priority areas of the POA-ALD on DHM and aims to contribute to the realization of the 19 of the 21 targets of the POA, and is also proposed to be considered for ARCH Project Phase 2 support.

50. The Meeting agreed that activities that contribute to realizing the 19 targets of the POA-ALD on DHM be proposed to JICA as part of ARCH Project Phase 2. In consideration of the creation of a drafting group for the development of an RCC-DHM roadmap for the POA-ALD on DHM, the Meeting further agreed to take the proposal of the ARCH Project into account. The presentation appears as **ANNEX 20**.

Action Line : RCC DHM Secretariat and ARCH project

5.2. ARCH Project Extension Phase and Future Cooperation

51. The Meeting noted the presentation from JICA regarding on-going discussions for continued cooperation in the further strengthening of regional DHM capacity through support in the ARCH Project Phase 2 covering October 2021 – March 2026. JICA representatives added that the sustained cooperation aims to secure the sustainability of DHM capacity which has been reinforced by the ALD on DHM, and now operationalized through the adoption of the POA and establishment of RCC-DHM.

52. The Meeting further noted that proposed next phase will mainly to support the implementation of the POA-ALD on DHM, particularly three of its five priority areas, and may focus on three outputs:

- a. Regional collaborative frameworks on Disaster Health Management are strengthened.
- b. Disaster Health Management frameworks/concepts are integrated into national and sub-national legal and regulatory framework in each AMS.
- c. Knowledge Management on DHM is enhanced.

53. The Meeting noted with appreciation the information from JICA on potential continuation of cooperation, and further noted the proposal for RCC-DHM as the coordinating platform to oversee the implementation of ARCH Project Phase 2. The presentations appear as **ANNEX 21**.

5.3. Possible collaboration with other programmes under the ASEAN Health Cooperation

54. The Meeting noted the presentation from ASEAN Secretariat on the Governance and Implementation Mechanism of the ASEAN Health Sector, and existing mechanisms and platforms for cooperation and response to all hazards and emerging threats. The Meeting also noted that ASEAN Health Sector cooperates with a range of partners, including sectors and bodies within ASEAN, UN agencies, dialogue partners and development partners.

55. The Meeting further noted on possible ways forward for RCC-DHM to coordinate with relevant initiatives within and outside the ASEAN Health Sector, taking into account that DHM, as well as other hazards and public health threats, requires a multi-sectoral approach and there is a need for the identification and establishment of appropriate coordination mechanisms. The presentation appears as **ANNEX 22**.

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5.4. Other Matters

56. The Meeting noted and endorsed the reports of the 7th Meeting of PWG 2 conducted on 29 November 2019 (**ANNEX 23**) and the 9th Meeting of PWG1 on 21 January 2020 (**ANNEX 24**).

57. The Meeting also noted that the next meeting of RCC DHM will tentatively be held on the third week of August 2020 in Manila, back to back with the 6th Meeting of AHC 2.

WRAP-UP AND WAYS FORWARD

58. The Meeting reviewed and adopted the Summary of Agreements and Ways Forward, as presented by ASEAN Secretariat.

AGENDA ITEM	SUMMARY OF AGREEMENTS AND WAYS FORWARD
Agenda Item 1. Governance Issues	<ul style="list-style-type: none"> Clarify the relationships between RCC DHM and ARCH Project working groups, and other bodies within the ASEAN Health Sector [This may be guided by the review of APHDA and GIM] Proposed that projects under Health Priority 12/APHDA be under the supervision/oversight of RCC DHM
Agenda Item 2. Collaboration and Partnerships	<ul style="list-style-type: none"> Explore ways to collaborate with relevant sectors and partners to maximise strengthening of disaster health management and ensure coordinated health response in ASEAN
Agenda Item 3. Strategic Movement	<ul style="list-style-type: none"> Noted and expressed support to DHM initiatives under the ARCH Project, through Project Working Groups: <ul style="list-style-type: none"> Integration of SOP for EMT to SASOP (PWG 1) Collective approach of AMS I-EMT (PWG 1) Regional Collaboration Drill (PWG 2) Put in place mechanism to capture and share experiences of and lessons learned by ASEAN Member States in disaster health management Create a drafting group composed of RCC DHM members to develop the workplan to operationalise the POA [including working relations with other bodies within the ASEAN Health Sector and non-health sectors] <ul style="list-style-type: none"> Interested RCCDHM Members to communicate their interest to be part of the drafting group to RCCDHM Secretariat by 8 February 2020 RCCDHM Secretariat to draft brief TOR to guide the work of by end of February 2020 AMS to sustain active engagement and support to the integration of EMT SOP to ASEAN SASOP; ARCH Project to lead and coordinate until completion of the process Encouraged SWG on Collective Measures to consider other health specialisations in exploring mechanisms for temporary registrations and permissions to practise in disaster and emergency settings in affected countries

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AGENDA ITEM	SUMMARY OF AGREEMENTS AND WAYS FORWARD
Agenda Item 4. Capacity Building, Networking and Regional Cooperation	<ul style="list-style-type: none"> • Noted and expressed support to DHM initiatives under the ARCH Project, through Project Working Group 2: <ul style="list-style-type: none"> - Survey on potential needs for capacity development on DHM - Establishment of an ASEAN Academic Network • Endeavour that the field visits are opportunities for sharing of national DHM systems to maximise learning • Explore if the field visits on capacity development on DHM can be conducted in all AMS, as an opportunity to review national capacity guided by results of the survey conducted in 2014-2015 supported by JICA • Recommended that survey reports be elevated to RCCDHM, and subsequently to AHC 2 and SOMHD for consideration • Agreed to support the design and setup of the academic network that will be coordinated by the ARCH Project • Agreed for PWG 2 Members/ARCH Project to be focal points for the organisation of international DHM conference
5. Special Session: RCC DHM and ARCH Collaboration	<ul style="list-style-type: none"> • Agreed that activities that contribute to realising the 19 targets of the POA/ALD on DHM (2019-2025) be proposed to JICA as part of ARCH Project Phase 2. RCCDHM will consider these in the development of workplan (POA) through the drafting group • Noted that the ASEAN Health Sector will develop collective measures and approaches to enable AMS to fulfil WHO EMT standards and will not create regional standards • Noted the potential continuation of cooperation with JICA through ARCH Project Phase 2 (October 2021-March 2026), and the role of RCCDHM as body to oversee the project
Others	<ul style="list-style-type: none"> • Noted and endorsed the reports of the 7th Meeting of PWG 2 conducted on 29 November 2019, and the 9th Meeting of PWG 1 on 21 January 2020 • Noted the next meeting of RCC DHM, tentatively on the third week of August 2020 in Manila, as back to back with the 6th Meeting of AHC 2 • Agreed that the draft meeting report will be circulated by RCCDHM Secretariat through ASEAN Secretariat for editorial inputs and/or endorsement by 30 January 2020 <ul style="list-style-type: none"> - 1st Meeting of RCC DHM participants to revert by 14 February 2020

ADOPTION OF THE MEETING REPORT

59. The Meeting adopted the Summary Report of the First Meeting of the Regional Coordination Committee on Disaster Health Management through ad referendum.

FINAL-ADOPTED

CLOSING

60. Dr Maw Maw Oo, Chair of the Meeting, delivered closing remarks. He expressed gratitude and appreciation to all delegates of ASEAN Member States, ARCH Project Team, ASEAN Secretariat and JICA for their valuable inputs and contribution to the success of the Meeting.

61. The Meeting was held in the traditional spirit of ASEAN solidarity and cordiality.

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2nd Regional Coordination Committee on Disaster Health Management (RCC-DHM)

**SUMMARY REPORT OF THE
SECOND MEETING OF THE REGIONAL COORDINATION COMMITTEE ON
DISASTER HEALTH MANAGEMENT (RCC-DHM)**

9 DECEMBER 2020 VIA CISCO WEBEX PLATFORM

INTRODUCTION

1. The Second Meeting of the Regional Coordination Committee on Disaster Health Management (RCC-DHM) was Chaired by the Philippines, and was attended by designated representatives from Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam, and the ASEAN Secretariat. Representatives from the Japan International Cooperation Agency (JICA), as main partner of the Project for Strengthening ASEAN Regional Capacity in Disaster Health Management (ARCH Project) also attended the Meeting. The List of Participants appears as **ANNEX 1**.

INTRODUCTION OF THE MEETING, AND ANNOUNCEMENT OF RCC-DHM CHAIRPERSONSHIP

2. The ASEAN Secretariat informed the Meeting that the RCC-DHM was created as the main implementing mechanism of the Plan of Action to Implement the ASEAN Leaders' Declaration on Disaster Health Management (POA/ALD on DHM) which was endorsed at the 14th ASEAN Health Ministers Meeting in August 2019 in Cambodia. The Chairpersonship of the RCC-DHM follows the order of the Chairpersonship of the ASEAN Health Cluster 2 on Responding to All Hazards and Emerging Threats, as stipulated in the Terms of Reference of the RCC-DHM, which is Annex to the POA/ALD on DHM. The POA/ALD on DHM appears as **ANNEX 2**.
3. The Chairpersonship of ASEAN Health Cluster 2 was handed over from Myanmar to the Philippines in August 2020 through an exchange of letters; the Philippines serves as Chair of ASEAN Health Cluster 2 in 2020 and 2021, and with Singapore as Vice Chair for the same period. In this connection, the ASEAN Secretariat announced the transition of the Chairpersonship of the RCC-DHM from Myanmar to the Philippines, called upon Myanmar and the Philippines to deliver remarks, respectively, and subsequently invited the Philippines to preside over the meeting.

REMARK FROM THE OUTGOING CHAIR

4. Dr Nyan Win Myint, Director of Central Epidemiology Unit, Ministry of Health and Sports-Myanmar delivered remark, representing Myanmar as the outgoing RCC-DHM Chair. He expressed appreciation to all delegates of ASEAN Member States for their contribution during the first RCC-DHM Meeting in January 2020 and to a number of activities conducted since that meeting. He also emphasized the importance of strengthening capacity in disaster health management in ASEAN especially during COVID-19 pandemic and encouraged all ASEAN Member States to continue the close coordination and collaboration. Lastly, he thanked and appreciated the Philippines for taking on the leadership of the RCC-DHM in 2020 and 2021. The full remark appears as **ANNEX 3**.

OPENING REMARK BY INCOMING CHAIR

5. Dr Gloria J. Balboa, Director of Health Emergency Management Bureau, Department of Health - Philippines, representing the Philippines as Chair of RCC-DHM, welcomed the participants and delivered opening remarks. She conveyed Philippines' acceptance to lead the RCC-DHM in 2020 and 2021, and looks forward to the collective effort to improve not only the current regional collaboration mechanism on disaster health management but also to further refine the emergency medical team operations at all levels in terms of command and control, collaboration and communication.
6. She also stressed that while disaster risk reduction management for health is an important part of universal health care, it is also integral in saving lives, providing care during emergencies and aiding community rehabilitation, as well as supports collaboration at the national, as well as regional and international levels. She also hopes that the platform will also serve as a venue to showcase best practices, display the importance of service delivery network, and strengthen coordination and collaboration toward disaster safety.
7. She acknowledged the participation of ASEAN Member States, and subsequently proceeded in presiding over the Meeting. Her remark appears as **ANNEX 4**.

ADOPTION OF THE AGENDA

8. The Meeting reviewed and adopted the agenda, which appears as **ANNEX 5**.

AGENDA 1: UPDATES ON ASEAN MEETINGS/EVENTS RELEVANT TO RCC-DHM

9. The Meeting noted the updates from the ASEAN Secretariat on the following matters which are relevant to the work of RCC-DHM:
 - a. ASEAN-wide and ASEAN Health Sector Responses to the COVID-19 pandemic and preparedness for future public health emergencies, including the recently-endorsed COVID-19 ASEAN Response Fund, ASEAN Regional Reserve for Medical Supplies, ASEAN Comprehensive Recovery Framework and ASEAN Strategic Framework for Public Health Emergencies, and the recently-launched ASEAN Centre for Public Health Emergencies and Emerging Diseases; and,

- b. ASEAN Post-2015 Health Development Agenda and Work Programme of ASEAN Health Cluster 2, including the conduct of the Mid-Term Assessment of the APHDA and Work Programmes 2016-2020 and the planning for the next five years.
10. The ASEAN Secretariat also presented the key decisions and outcomes from ASEAN Meetings and Events that are relevant RCC-DHM, such as 37th ASEAN Leaders' Summit, the 15th Senior Officials Meeting on Health Development (SOMHD) and the Sixth Meeting of ASEAN Health Cluster 2. The presentation, terms of references and concept notes of COVID-19 initiatives, and relevant documents appear as **ANNEX 6**.

AGENDA 2: UPDATES ON OUTCOMES/AGREEMENTS FROM THE FIRST MEETING OF RCC-DHM

11. The Meeting noted the progress of the key agreements and ways forward adopted during the first meeting of RCC-DHM in January 2020 as presented by RCC-DHM Secretariat and following the key areas of discussion, namely: (a) Governance Issues; (b) Collaboration and Partnerships; (c) Strategic Movement; (d) Capacity Building, Networking and Regional Cooperation; and (e) RCC-DHM and ARCH Collaboration. The presentation and adopted Summary Report of the First Meeting of RCC-DHM appear as **ANNEX 7**.

AGENDA 3: UPDATES ON ROADMAP FOR THE ASEAN HEALTH COOPERATION'S CONTRIBUTION TO THE REALIZATION OF ONE ASEAN ONE RESPONSE

12. Thailand, as Lead Country for the ALD on DHM development, adoption and operationalisation, provided updates on the proposed formulation of roadmap that articulates the ASEAN Health Cooperation's contribution to the realisation of One ASEAN One Response through the realisation of the five priority areas and 21 targets of the POA/ALD on DHM 2019-2025. Thailand reminded the Meeting of the relevant frameworks on Disaster Health Management, including the Bangkok Principles for the implementation of the health aspects of the Sendai Framework for Disaster Risk Reduction, the ASEAN Vision 2025 on Disaster Management and the ALD on DHM. Thailand also presented the ASEAN Strategic Framework and Plan of Action to implement the ALD on DHM and stressed the need for a broader and long-term strategic framework beyond the current POA/ALD on DHM 2019-2025 to include other priority areas, such as disaster recovery and mitigation. The presentation, proposed roadmap, proposed ARCH Project's contribution to the implementation of the POA/ALD on DHM, and relevant documents appear as **ANNEX 8**.
13. Thailand proposed to create a Core Group which will be tasked to further develop the roadmap/implementation plan to operationalise the five priorities of the POA through the identification of key activities to achieve each priorities, timeline, key performance indicators, lead country and partners for each priority area.
14. The Meeting agreed Thailand's proposal to establish the Core Group as well as to have Lead Country/ies that will work on each priority area. The Meeting further agreed that the Core Group will also discuss the proposal to develop a strategic framework on DHM.
15. The Meeting, informed on the practise in the ASEAN Health Sector in the identification of members of core groups, agreed to the inclusion of Thailand being the Lead Country for the ALD on DHM, and Philippines, as the current Chair of RCC-DHM, as members of the Core Group. The Meeting further acknowledged that Thailand will lead Priority Areas 1 on

Strengthening and enhancing regional collaborative frameworks, and 5 on Knowledge management. The Philippines will internally discuss which Priority Area they will be able to lead and expressed their interest to contribute in all priority areas.

16. The Meeting agreed that RCC-DHM members will internally discuss with their main offices regarding their representation to the Core Group, as well as their interest to lead specific priority area. The expression of interest shall be submitted to the RCC-DHM Secretariat with a copy to the ASEAN Secretariat by 16 December 2020.

AGENDA 4: ESTABLISHMENT OF ASEAN INSTITUTE ON DISASTER HEALTH MANAGEMENT (AIDHM) AND ASEAN ACADEMIC NETWORK

17. The ARCH Project Team Thailand briefed the Meeting on the proposed establishment of the ASEAN Institute on Disaster Health Management (AIDHM) and ASEAN Academic Network by presenting the terms of reference (TOR) and progress of consultations through members of Project Working Group 2 on Capacity Development of the ARCH Project. The Meeting also noted the presentation of the draft TOR which appear as **ANNEX 9 and 10.**
18. The Meeting recognised the importance of the platforms in strengthening disaster health management in the region, and the need for their establishment to ensure the scaling up and sustainability of knowledge management, education and learning, and capacity building priorities of the POA/ALD on DHM.
19. The Meeting also exchanged views regarding the governing body of AIDHM, in which the RCC-DHM Members will serve as the Board of Director as clarified by ARCH Project Team. In addition, the relationship between AIDHM and RCCDHM was further clarified by ASEAN Secretariat where it was also noted that AIDHM will report to AHC 2 and SOMHD.
20. The Meeting agreed for RCC-DHM Members to further review the draft of TOR of ASEAN Academic Network and AIDHM, and to submit inputs and comments to the RCC-DHM Secretariat with a copy to the ASEAN Secretariat by 16 December 2020.

AGENDA 5: PROGRESS ON THE INTEGRATION OF ASEAN EMT SOP TO ASEAN SASOP

21. The Meeting noted the update on the proposed revision of the Standard Operating Procedure for the Coordination of Emergency Medical Teams in ASEAN (ASEAN EMT SOP) and the status of its integration with the SOP for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (ASEAN SASOP). The presentation appears as **ANNEX 11.**
22. The Meeting also noted the recommendation of the ASEAN Committee on Disaster Management Working Group for Preparedness and Response (ACDM P&R) for the testing of the ASEAN EMT SOP as part of the ASEAN Regional Disaster Emergency Response Simulation Exercise (ARDEX) to complete the requisites for its integration into ASEAN SASOP, the conduct of the next ARDEX in 2021 instead of 2020 in consideration of travel restrictions from COVID-19 pandemic, and the on-going diseases between the ARCH Project Team and ASEAN Coordination Centre for Humanitarian Assistance in disaster management (AHA Centre) to define the methodology of the testing of the ASEAN EMT SOP and corresponding scenarios/injects.

23. The Meeting further noted the information from the ASEAN Secretariat that the AHA Centre is (a) aware of the on-going consultation on the proposed revision of the ASEAN EMT SOP and has requested that the endorsed revised EMT SOP (at the level of ASEAN Health Cluster 2) be submitted to the ACDM via AHA Centre by the first quarter of 2021, and (b) would request the cooperation of the ARCH Project Team and ASEAN Secretariat in the development of the health-related scenarios/injects in the ARDEX 2021. Subsequent to the testing of the EMT SOP via ARDEX 2021, the Meeting also noted the following processes related to the integration of the ASEAN EMT SOP to the ASEAN SASOP:
- a. Review and update the SOP based on the recommendations and findings from ARDEX (mid-2021) by ARCH project team
 - b. Consultation with SOMHD and ACDM for endorsement (2021)
24. The Meeting agreed for RCC-DHM Members to internally consult on the proposed revisions of the ASEAN EMT SOP and to revert with inputs/feedback, if any, or endorsement, to the RCC-DHM Secretariat with a copy to the ASEAN Secretariat by 16 December 2020.

AGENDA 6: UPDATES ON ARCH PROJECT EXTENSION PHASE AND ARCH PROJECT PHASE 2

25. The Meeting acknowledged the substantial contribution of JICA in strengthening disaster health management in ASEAN through its continued support to the ARCH Project, which has also facilitated technical consultations in the development of the ALD on DHM and subsequently the POA.
26. The Meeting noted the updates on the implementation of the ARCH Project Extension Phase, the processing of the re-extension period resulting from the rescheduling of implementation of activities due to COVID-19 travel restrictions and the mobilisation of ARCH Project contact points to support national response efforts. The Meeting was also informed of the preparation of detailed proposal of ARCH Project Phase 2 which will be implemented between 2022-2026 and which will be submitted by the Ministry of Public Health - Thailand to ASEAN Secretariat to undergo the project appraisal and project approval process.
27. The summary reports and annexes of the meetings of PWG 1 and 2 PWG that were conducted since January 2020 were also acknowledged and adopted by the meeting. The presentation and summary reports and their annexes appear as **ANNEX 12**.

SUMMARY OF AGREEMENTS AND WAYS FORWARD

28. The Meeting reviewed and adopted the summary of agreements and ways forward, as presented by RCCDHM Secretariat as below.

AGENDA ITEM	SUMMARY OF AGREEMENTS AND WAYS FORWARD
AGENDA 1.	<ul style="list-style-type: none">• The Meeting noted the updates from ASEAN Secretariat on the following with focus on matters that are relevant to the work of RCC-DHM:

AGENDA ITEM	SUMMARY OF AGREEMENTS AND WAYS FORWARD
Updates on ASEAN Meetings/Events Relevant to RCC-DHM	<ul style="list-style-type: none"> - ASEAN Health Sector Response to COVID-19 - ASEAN Post-2015 Health Development Agenda and Work Programme of ASEAN Health Cluster 2
AGENDA 2. Updates on Outcomes/Agreements from the First Meeting of RCC-DHM	<ul style="list-style-type: none"> • The Meeting noted the updates from the RCC-DHM Secretariat on the progress of outcomes and agreements from the First Meeting of RCC-DHM.
AGENDA 3. Updates on Roadmap for the ASEAN Health Cooperation's Contribution to the Realization of One ASEAN One Response (Implementation of Plan of Action to operationalize ALD on DHM)	<ul style="list-style-type: none"> • The Meeting noted the presentation of Thailand on the draft Roadmap for the ASEAN Health Cooperation's Contribution to the Realization of One ASEAN One Response. • The Meeting, while being reminded of the mandate of RCC-DHM on the implementation of the POA/ALD on DHM, noted the proposal on the need for ASEAN to have a long-term strategic framework beyond the current POA/ALD on DHM 2019-2025 and which addresses priority concerns not explicitly covered in the POA, such as disaster mitigation and recovery. • The Meeting agreed to the proposal of Thailand to [a] create a Core Group that will further develop the roadmap/implementation plan to operationalise the five priorities of the POA, through the identification of key activities to achieve priorities and corresponding lead countries, timeline and indicators; and [b] further work on each priority area through lead country/ies. The Meeting further agreed that the Core Group will discuss the proposal to develop a strategic framework on DHM. • Thailand as Lead Country for the ALD on DHM, and Philippines as Chair of RCCDHM were agreed to be part of the Core Group. Thailand will be the Lead Country for priority areas 1 and 5, while the Philippines will internally consult on which priority areas to lead and expressed their interest to contribute in all priority areas. • The Meeting further agreed that other RCC-DHM Members will internally consult on their representation to the Core Group as well as their interest to lead specific priority area, and to revert to the RCC-DHM Secretariat with a copy to the ASEAN Secretariat by 16 December 2020.
AGENDA 4. Establishment of the ASEAN Institute on Disaster Health Management (AIDHM)	<ul style="list-style-type: none"> • The Meeting noted the presentation from the ARCH Project Team on the proposed establishment of AIDHM and ASEAN Academic Network on DHM, the draft terms of reference and progress of consultations.

AGENDA ITEM	SUMMARY OF AGREEMENTS AND WAYS FORWARD
and ASEAN Academic Network	<ul style="list-style-type: none"> • The Meeting recognised the importance of the platforms in strengthening disaster health management in the region, and the need for their establishment to ensure the scaling up and sustainability of the knowledge management, education and learning, and capacity building priorities of the POA/ALD on DHM. • The Meeting also noted that the AIDHM is proposed to be governed by the Board of Directors consisting of RCC-DHM members, and will be reporting to AHC 2 and SOMHD. • The Meeting agreed for RCC-DHM members to review the draft of TOR of the two platforms, and to submit inputs and comments to the RCC-DHM Secretariat with a copy to the ASEAN Secretariat by 16 December 2020.
AGENDA 5. Progress on the Integration of ASEAN EMT SOP to ASEAN SASOP	<ul style="list-style-type: none"> • The Meeting noted update from the ARCH Project Team on the proposed revisions of the ASEAN EMT SOP and forthcoming processes leading its integration with ASEAN SASOP. • The Meeting also noted the recommendation of ACDM WG P&R for the testing of the EMT SOP as part of the ARDEX to complete the requisites for its integration into ASEAN SASOP, the conduct of the next ARDEX in 2021 due to COVID-19, and the ongoing discussions between the ARCH Project Team and AHA Centre on the ASEAN Health Sector engagement in the ARDEX to define the methodology of the testing of the EMT SOP and corresponding scenarios/injects. • The Meeting further noted the information from the ASEAN Secretariat that AHA Centre: [a] Is aware of the on-going consultation on the proposed revision of the ASEAN EMT SOP and has requested that the endorsed revised EMT SOP (at the level of ASEAN Health Cluster 2) be submitted to the ACDM via AHA Centre by the first quarter of 2021, and [b] would request the cooperation of the ARCH Project and ASEAN Secretariat in the development of the health-related scenarios/ injects in the ARDEX 2021. • The Meeting agreed for RCC-DHM members to internally consult on the proposed revisions of the EMT SOP and to revert with inputs/feedback, if any, or endorsement, to the RCC-DHM Secretariat with a copy to the ASEAN Secretariat by 16 December 2020.
AGENDA 6. Updates on ARCH Project Extension Phase and ARCH Project Phase 2	<ul style="list-style-type: none"> • The Meeting acknowledged the substantial contribution of JICA in strengthening disaster health management in ASEAN through its continued support to the ARCH Project. • The Meeting noted the updates on the implementation of ARCH Project Extension Phase, as well as the preparation of

AGENDA ITEM	SUMMARY OF AGREEMENTS AND WAYS FORWARD
	<p>project proposal for ARCH Project Phase 2 which will be subsequently submitted by MOPH Thailand to ASEAN Secretariat to undergo the project appraisal and project approval process.</p> <ul style="list-style-type: none">• The Meeting adopted the summary reports and annexes of the meetings of PWG 1 and PWG 2 since the 1st RCC-DHM.

CLOSING REMARK

29. Dr Gloria Balboa delivered closing remarks. She expressed gratitude and appreciation to all delegates of ASEAN Member States, ARCH Project Team and ASEAN Secretariat for their valuable inputs and contribution to the success of the meeting.

The Meeting was conducted in the traditional spirit of ASEAN solidarity and cordiality.

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Joint Project Working Group (Joint PWGs) 1 & 2

EVENT	DATE	PLACE	PARTICIPANTS	AGENDA
Joint 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 PWG 1 & 2	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

Joint Project Working Group 1 & 2

Summary and Ways Forward

Joint Meeting of Project Working Group 1 on Regional Collaboration Tools and Project Working Group 2 on Capacity Development

Project for Strengthening ASEAN Regional Capacity in Disaster Health Management (ARCH Project)

10 July 2019 | Bangkok, Thailand

1. Recap on the Sixth Meeting of Project Working Group 2

- The Meeting noted the summary and ways forward of the Sixth Meeting of PWG 2 on Capacity Development which was convened on 9 July 2019, as presented by the ASEAN Secretariat. The presentation appears as **Annex 1**.
- The ARCH Project Team informed the Meeting that the study questionnaire will be updated based on inputs from the PWG 2 Meeting. The updated questionnaire will be circulated to PWG 2 Members for internal consultation and feedback by 15 July 2019.

2. Conclusion on the Academic Network, Standard Curriculum and Regional Training Centre

- The Meeting noted the revised concept/terms of reference on the Academic Network and the Standard Curriculum and Regional Training Centre, as presented by the ARCH Project Team. The revised documents appear as **Annex 2**.
- The Meeting exchanged views which focused on the following aspects:
 - a. Considering the differences in the development and needs of ASEAN Member States (AMS), the regional standard curricula will be developed based on identified learning and training priorities and needs of AMS. The proposed curricula will be developed for practitioners who [a] are identified for regional/international deployments, and then for those [b] who are national EMT members who have not been trained.
 - b. The process of identifying learning and training needs will be facilitated by the curriculum development committee, as part of their first courses of action, to ensure the products are evidence-based. Through this process, the required core and other competencies will also be determined and inform the required curricula, which may be ladderized to address different levels of capacity needs.
 - c. The regional curriculum can be delivered by a number of regional training centres. The developed courses will not be a requisite for regional deployment.
 - d. The regional curricula are proposed to be as simple as possible, and which can be easily adapted at national level.
 - e. Curriculum development is a huge and complex task and will require specific expertise. A small task force may be needed to develop the draft curriculum

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in consultation with and under the supervision of the curriculum development committee.

- f. The engagement of relevant academic institutions will be critical in curriculum development which employ established processes in curriculum development and in adaptation of curricula to national and local levels.
 - g. It is hoped AMS will be able to nominate members of the curriculum development committee by the next PWG 2 Meeting (29 November 2019).
- The Meeting endorsed the concept for the Academic Network for DHM and agreed that by 26 July 2019, the ARCH Project Team will circulate the draft concept paper on the curriculum development. The concept paper will include person specification of proposed AMS representative, and timeline of curriculum development.

3. Workplan for the Plan on Action (POA) in the implementation of the ASEAN Leaders' Declaration on Disaster Health Management (ALD/DHM).

- The Meeting noted the draft ASEAN Workplan on DHM 2021-2025 to operationalise the POA for ALD/DHM. The draft Workplan consists of proposed outcome indicators and targets, programme strategies, projects and activities, expected outputs and output indicators, lead countries and sources of support. The draft workplan also includes indicative outputs and targets for ARCH Project Phase 2, building on what have been achieved during Phase 1 and perceived to be attained during the Extension Phase. The presentation and draft workplan appear as **Annex 3**.
- The Meeting was also informed on the following:
 - a. The POA for ALD/DHM was endorsed during the 14th SOMHD on 2-4 April 2019 in Siem Reap, Cambodia, pending clarification that the mandate of the Regional Coordination Committee on Disaster Health Management (RCC DHM) does not duplicate with existing ASEAN disaster management mechanism such as that of the AHA Coordinating Centre for Humanitarian Assistance in Disaster Management (AHA Centre). After submission of the clarification to SOMHD Chair Cambodia, the POA will be elevated for final approval during the 14th ASEAN Health Ministers Meeting on 26-30 August 2019 in Siem Reap, Cambodia.
 - b. AMS will be communicated for the nomination of designated members for RCC DHM, after the adoption of the POA for ALD/DHM. While the TOR of the RCC DHM, which is an annex of POA for ALD/DHM, specifies that face to face meetings of the Committee is back-to-back with regular meetings of ASEAN Health Cluster 2 on Responding to All Hazards and Emerging Threats, there is a need that the proposed first meeting of RCC DHM will proceed sometime in January 2020 for the following reasons: there are ARCH Project Extension Phase matters that require the immediate attention and consideration of RCC DHM, and AHC 2 Meetings usually take place in August/September of each year which may affect the implementation of the extension phase.
 - c. The ASEAN Health Cooperation will be reviewing the current (2016-2020) Work Programmes of ASEAN Health Clusters, which findings will also inform

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the planning for the 2012-2025 Work Programmes. A consultation meeting is planned in April 2020, as a side meeting of the 15th SOMHD to be hosted by incoming AHMM/SOMHD Chair Indonesia, to discuss the review findings and to initiate planning. The development of the proposed workplan which will form part of projects and activities under Health Priority 12 on Disaster Health Management (HP 12 - DHM) is appreciated, and there is sufficient time to further develop the plan. The draft workplan can be reported during the next AHC 2 Meeting for notation.

- d. HP 12 - DHM has developed mechanisms for regional collaboration in preparing for and responding to the health aspects of disasters, such as through the ALD on DHM and the development of its POA, as well as the ARCH Project. In the further development of a coordinated preparedness and response efforts to all hazards and emerging threats, there is a need to closely work with other initiatives of the ASEAN Health Cooperation, such as the ASEAN Emergency Operations Centre (EOC) Network. The ASEAN Secretariat, through the Health Division, will explore with AHC 2 Chair Myanmar the hosting of a side meeting during the next AHC 2 Meeting to discuss coordination matters within the ASEAN Health Cooperation.
- The Meeting exchanged views which focused on the following aspects:
 - a. The draft workplan may consider the facilitation of information sharing on disaster context and situation in AMS, as well as the development of guidelines and principles to respond to health aspects of disasters which can be reference for AMS, which are further developing their national mechanisms.
- The Meeting agreed on the following:
 - a. PWG 1 and PWG 2 Members will review and provide feedback – in terms of taking leadership in proposed activities, and/or proposing other priority activities, among others – on the draft work plan on HP 12 - DHM by 30 August 2019; and,
 - b. ASEAN Secretariat will facilitate the conduct of a meeting with Lead Countries of relevant initiatives that strengthen ASEAN regional preparedness and response to disasters and public health emergencies, such as the ARCH Project and ASEAN EOC Network.

4. Mozambique Response Experience by Japan Disaster Relief Expert Team

- The Meeting noted the experience shared by the Japanese Disaster Relief (JDR) Expert Team who were deployed to Mozambique in response to Cyclone Idai to be part of the:
 - a. Japan EMT Type 1 Fixed which was deployed in Beira City and adjacent areas to support the 5,400 population. The presentation included a summary of the impact of the cyclone to the population; assessment, coordination, referral and other processes; patient care and key conditions seen; operational conditions and challenges, as well as noted good practices. The presentation appears as **Annex 4**.
 - b. Emergency Medical Team Coordination Cell (EMTCC) which was activated to provide leadership and coordination, communication, quality assurance and

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support to national and international health partners providing medical services to disaster-affected populations. The presentation appears as **Annex 5**. The Expert Team, who particularly supported the information management function of the EMTCC:

- Focused their presentation on the EMT Minimum Data Set (MDS) daily reporting process/flow which was applied from 31 March – 11 June 2019 and complied with by all deployed registered EMT, as well as the analysis of conditions seen by responding EMT and their implications to the overall health response.
 - Noted that the evolution of the EMT MDS, which was considered to have been inspired by the Philippines' Surveillance in Post-Extreme Emergencies and Disasters (SPEED) which was fully tested during the Typhoon Haiyan 2013 response. The SPEED was adapted by Japan (J-SPEED) and employed in response to the 2016 Kumamoto earthquake.
- The Meeting also noted that the efforts of the ASEAN Health Cooperation through the ARCH Project have contributed to the health aspects of the cyclone response in Mozambique, such as through the application of reporting tools and mobilization of practitioners that completed ARCH Project Phase 1 supported capacity development trainings.

5. Regional Collaboration Drill (RCD) Implementation in the Extension Phase

- The Meeting noted the update from the ARCH Project Team on plans related to the conduct of regional collaboration drills during the ARCH Project Extension Phase. The presentation and reference document appear as **Annex 6**. The salient points of the presentation include:
 - a. There will be two RCD planned during the Extension Phase: Fourth RCD, which will be hosted by Indonesia in November 2019; and Fifth RCD, which host is to be determined and tentatively set in November 2020.
 - b. The necessary subjects to be included in the planned RCD, such as comprehensive team information, prior learning and pre-deployment or quality assurance visits, which are in addition to those covered in previous drills.
 - c. There will be four-day drills consisting of a workshop for pre-learning on tools or guidelines, tabletop exercise, field exercises, and demobilization and after-action review, lasting one day each. The RCD will be immediately followed by a meeting of PWG 2 to further discuss the findings and recommendations of the RCD.
- The Meeting also noted the following information:
 - a. The ARCH Project Team has developed a proposal format which AMS willing to host RCD will submit as part of their expression of interest. The ASEAN Secretariat will re-circulate the proposal format for reference.
 - b. During the Joint Meeting of PWG 1 and PWG 2 on 6 December 2018 in Manila, Malaysia and Myanmar expressed their interest to host the RCD in 2020. Thailand and Viet Nam, which hosted the RCD in July 2017 and March 2018, respectively.

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- The Meeting agreed that:
 - a. By 15 July 2019, ASEAN Secretariat will re-circulate the proposal format for the hosting of RCD/ARCH Project to PWG 1 and PWG 2 Members.
 - b. By 30 September 2019, AMS willing to host the Fifth RCD are encouraged to submit expressions of interest and proposals to the ARCH Project Team through the ASEAN Secretariat.
 - c. During the next PWG 2 Meeting (29 November 2019), the host of the Fifth RCD will be discussed and decided.

6. Fourth RCD in Indonesia

- The Meeting noted the update from Indonesia on the preparations for the Fourth RCD scheduled on 26-28 November 2019 in Bali, Indonesia. The RCD will be preceded by a preparation workshop on 25 November and immediately followed by a PWG 2 Meeting on 29 November. The drill will employ the eruption of Mt. Agung as the main scenario. The presentation appears as **Annex 7**.

7. Guidebook for RCD Preparation

- The Meeting noted the presentation and concept paper for the development of a guidebook that aims to help host countries to successfully organise RCD under the ARCH Project. The guidebook is planned to cover aspects from preparation, implementation to review phases, and which will include guidelines, templates and samples as annexes. The presentation and concept paper appear as **Annex 8**.
- The Meeting exchanged views which focused on the following aspects:
 - a. Consider the following aspects in the guidebook: creation of committees to support the organization of RCD; discussion and agreement between ARCH Project Team and Host Country on exercise objectives.
 - b. Consider the development of a documentation procedure in the organization and conduct RCD, as well as an evaluation tool to assess the achievement of RCD objectives.
 - c. The ARCH Project Team welcomes AMS to nominate experts that will help in developing the guidebook.

8. Comprehensive Team Information

- The Meeting noted the proposed form that AMS will utilize when considering the establishment of EMT, based on the POA on ALD/DHM. The proposed form has been based on materials from the WHO EMT Initiative, such as the Self-Assessment Checklist for EMT and the EMTCC Handbook. For the purpose of the ARCH Project, the form will be used for the Fourth RCD in Indonesia, as part of the offer and request of assistance, the quality assurance and verification visits and the after-action review. Each AMS will also be requested to present a summary of the comprehensive team information at the start of the RCD. The presentation and draft form appear as **Annex 9**.

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- The Meeting reviewed the draft form and agreed that AMS will be in a position to complete them using the existing format, and subject to a number of editorial edits and fixing of category dropdown functions.
- The Meeting also agreed on the following:
 - a. By 31 July 2019, the ARCH Project Team will circulate the final form for completion by AMS. During this period, AMS may submit additional comments and feedback to Mr. Katsube Tsukasa, JICA Expert Team/ARCH Project Team, e-mail: katsube.tsukasa.3@jica.go.jp.
 - b. By 24 October 2019, AMS will submit to the ARCH Project Team the completed comprehensive team information form. AMS requiring support and guidance in completing the form are encouraged to contact Mr. Tsukasa.

9. Wrap up and Ways Forward

- The Meeting adopted the Summary and Ways Forward of the Joint Meeting of PWG 1 and PWG 2 held on 10 July 2019, as presented by ASEAN Secretariat.

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Online Joint Project Working Group 1 & 2

Adopted 10 July 2020

SUMMARY AND WAYS FORWARD ONLINE JOINT PROJECT WORKING GROUPS 1 AND 2 CONFERENCE

PROJECT FOR STRENGTHENING ASEAN REGIONAL CAPACITY IN DISASTER HEALTH MANAGEMENT (ARCH PROJECT)

25 June 2020 | 1:30pm – 4:30pm Bangkok time

INTRODUCTION AND OPENING REMARK

1. The Meeting was Chaired by Thailand, and attended by representatives from Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam, as well as from Japan International Cooperation Agency (JICA), ARCH Project Team, AHA Centre and the ASEAN Secretariat. The List of Participants appears as **ANNEX 1**.
2. The Meeting was convened to discuss and agree on the resumption of implementation of ARCH Project activities, the rescheduling of ARCH Project events, and the proposed conduct of activities related to response to Coronavirus Disease 2019 (COVID-19) pandemic. The programme/agenda appears as **ANNEX 2**.
3. Dr. Jirot Sindhvananda, Chair of the Meeting, welcomed participants and delivered welcome remarks. He thanked Contact Points for the ARCH Project for taking time despite their hectic schedules and looked forward to fruitful discussions on how to resume the implementation of ARCH Project activities in consideration of the COVID-19 situation and travel regulations.

AGENDA1: ASEAN HEALTH RESPONSE TO COVID-19, ASEAN POST-2015 HEALTH DEVELOPMENT AGENDA AND WORK PROGRAMMES OF ASEAN HEALTH CLUSTERS

4. The Meeting noted the presentation by ASEAN Secretariat on ASEAN Health Response to COVID-19, *ASEAN Post-2015 Health Development Agenda (APHDA)* and *Work Programmes of ASEAN Health Clusters*, which highlighted the contributions of the ARCH Project in the implementation of project activities under *Health Priority 12 on Disaster Health Management* which are all completed, as well as the potential for the project to further contribute to ASEAN-wide efforts to strengthen regional public health emergencies preparedness and response capacity.
 5. The Meeting also noted the adoption of the *Plan of Action to Implement the ASEAN Leaders Declaration on Disaster Health Management (POA/ALD-DHM)* during the 14th ASEAN Health Ministers' Meeting (AHMM) in August 2019 in Siem Reap; and the establishment and the convening of the first meeting of the *Regional Coordination Committee on Disaster Health Management (RCC-DHM)* in January 2020, as the main implementing mechanism for the POA/ALD-DHM. The Meeting was also updated that the RCC-DHM is currently developing an Implementation
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Plan for the POA/ALD-DHM that encompass medical, public health and other domains under DHM. The presentation and information papers appear as **ANNEX 3**.

6. The Meeting noted the rescheduling of the 15th Senior Officials Meeting for Health Development (SOMHD) to 24-28 August 2020 via video conference, as well as the Sixth Meeting of ASEAN Health Cluster 2 sometime in October 2020 or within the fourth quarter of 2020 via video conference. The Meeting also noted that the above meetings will discuss the findings and recommendations of the review of APHDA and its Governance and Implementation Mechanisms (GIM) and Work Programmes of ASEAN Health Clusters, as well as provide guidance on the development of Work Programmes of ASEAN Health Clusters for 2021-2025. The Meeting further noted that the review and planning processes will involve a number of consultations and may also engage the ARCH Project.

AGENDA 2: RESUMPTION OF IMPLEMENTATION OF ARCH PROJECT ACTIVITIES

7. The Meeting noted the presentation from the ARCH Project Team on the proposed revised plan/schedule of ARCH Project events due to delays in implementation as a result of the evolution of the COVID-19 pandemic. The presentation appears as **ANNEX 4**.
8. The Meeting agreed that meetings and consultations scheduled in 2020 will be carried out through online conference or consultations, and that meetings, consultations and events scheduled in 2021 will be planned to be conducted as face-to-face/in-person subject to the prevailing COVID-19 situation and travel regulations. The Meeting further agreed that the conduct of activities in-person in 2021 will be subject to further reviews and discussions in follow-up online conferences of relevant working group/sub-working group.
9. The Meeting agreed on the following schedule of meetings, consultations and events in 2020 and 2021:

Activity/event	2020	2021
• Regional Coordination Committee/ Disaster Health Management	Aug-Sept	Feb-Mar
• Project Working Group 1 and 2	1 – 2 online conf	Feb-Mar; Q3
• Sub-Working Group 1 on Collective Measures	July; 1-2 online conf	Feb-Mar
• Sub-Working Group 2 on Curriculum Development	Q3; 1-2 online conf	Feb-Mar
• Academic Seminar		Q3
• Regional Collaboration Drill	Online preps	Q4
• Field Study (Myanmar, Viet Nam)		Jan-Feb
• End of extension phase		Dec

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10. The Meeting also noted the process for the extension of the ARCH Project Extension Phase from March 2021 to end of December 2021 in order to complete planned activities. The Meeting also noted the on-going discussions for an ARCH Project Phase 2 that may start from 2022, and the consultations that will be conducted in 2021 to determine priority strategies and activities.
11. The Meeting noted the interest of Malaysia to host one of the upcoming regional collaboration drills with support from the ARCH Project, which will be most likely in 2022 as part of ARCH Project Phase 2. The Meeting noted that preparations for the RCD could already be initiated in 2021.

AGENDA 3: RESCHEDULING OF ARCH PROJECT ACTIVITIES/EVENTS

3.1. Work Programme on DHM and Implementation Plan of the Plan of Action (ALD on DHM)

12. The Meeting noted the proposed implementation plan for the POA/ALD-DHM outlining proposed activities that contribute to the achievements of each of the 21 regional and national targets, and that will be carried out from 2020-2025. The Meeting further noted that the ARCH Project will be able to support the implementation of activities that contribute to 19 of the 21 targets of the POA/ALD-DHM. The proposed implementation plan appears as **ANNEX 5**.
13. The Meeting agreed for ARCH Project Contact Points to review the proposed implementation plan and to provide feedback by 31 July 2020.

3.2. Integration of SOP (EMT) into ASEAN SASOP

14. The Meeting noted the update from the ARCH Project Team on the integration of the *Standard Operating Procedures for the Coordination of Emergency Medical Teams in ASEAN (EMT SOP)* into the *SOP for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (ASEAN SASOP)*, which progress has been affected by the COVID-19 situation. The presentation appears as **ANNEX 6**.
15. The Meeting further noted the clarification from AHA Centre that during the *ASEAN Committee on Disaster Management – Working Group on Preparedness and Response (ACDM WGP&R)* in May 2020, it was recommended that the draft EMT SOP be tested during the next *ASEAN Regional Disaster Emergency Response Simulation Exercise (ARDEX)* which has been moved to the second quarter of 2021. AHA Centre also informed the Meeting that the ASEAN Health Sector through the ARCH Project will be requested to be involved in the preparations of the ARDEX.

3.3. ASEAN Collective Measures

16. The Meeting noted the update from the ARCH Project on *ASEAN Collective Measures*, which included the conduct of the first meeting of the sub-working group in January 2020 which agreed on the expected outputs and products of the
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group, and the circulation of questionnaire for data collection. The Meeting also noted and agreed on the proposed new timeline which includes online consultations in July followed by a combination of e-mail and online consultations throughout 2020, and the proposed submission of final outputs/products to PWG 1 in 2021. The presentation appears as **ANNEX 7**.

3.4. Regional Collaboration Drill (RDC) in Myanmar

17. The Meeting noted the update from the ARCH Project Team on the tentative reschedule of the Fifth RCD in Myanmar in the fourth quarter of 2021, on the proposed resumption of preparations through online exchanges later this year, and on the possible mentor team visits and trainings in Myanmar from the third quarter of 2021.
18. Myanmar expressed their continued commitment to host the RCD, as well as their willingness to re-initiate preparations through online exchanges.

3.5. Standard Curriculum Development

19. The Meeting noted the update from the ARCH Project Team on the progress of *Standard Curriculum Development*, which included the successful conduct of the first meeting of the sub-working group in February 2020 which agreed on competencies, training contents and methods for the basic course, and the proposed resumption of sub-working group activities through online consultations. The presentation appears as **ANNEX 8**.
20. The Meeting exchanged views that learning from trainings could be maximized through the incorporation of scenario-based exercises, and eventually the engagement of trainees in actual emergency response; the trainings designed by national *Field Epidemiology Training Programmes (FETP)* were cited as example. The ARCH Project Team noted the suggestions from the Meeting and indicated that these will be further deliberated by the sub-working group.

3.6. Field Study Trip on Capacity Development, Myanmar and Viet Nam

21. The Meeting noted the update from the ARCH Project Team on the on-going *Study on Capacity Development for Disaster Health Management in ASEAN Member States*, particularly the field study visits to Cambodia and Lao DPR which were completed in February, and the visits to Myanmar and Viet Nam which are proposed be moved to January-February 2021.
22. Myanmar and Viet Nam expressed their willingness to host the visiting team on the proposed new schedule, subject to the prevailing COVID-19 situation and travel regulations.

3.7. ASEAN Academic Seminar

23. The Meeting noted the proposed new schedule of the *ASEAN Academic Seminar* in the third quarter of 2021 as shared by the ARCH project team, including further discussions on the seminar programme during follow up online conference of
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PWG 2. The Meeting also noted the plan that ASEAN Member States will be requested to submit abstracts in early 2021, and invitation letters to ASEAN Member States and international speakers will be issued in the second quarter of 2021.

AGENDA 4: PROPOSED ADDITIONAL ARCH PROJECT ACTIVITIES TO RESPOND TO COVID19 PANDEMIC

24. The Meeting noted the proposal from the ARCH Project Team on the sharing of knowledge and experiences of ASEAN Member States in the mobilization of EMT for national COVID-19 response and contribute to learning in the delivery of medical services in pandemics or infectious disease outbreaks and related health crises. The Meeting further noted that the expected outputs of the activity is a collection of good practices and knowledge on emergency medical operation in response to COVID-19, which could be generated through the completion of form/questionnaire (annex to the proposal). The ARCH Project Team requested Contact Points to provide inputs to the concept paper and attachment by 10 July 2020, as well as to submit completed forms by 31 July 2020. The proposal with attachment appears as **ANNEX 9**.
25. The Meeting exchanged views, the key points of which are summarized below:
 - a. The COVID-19 pandemic is an extraordinary and unique event where all ASEAN Member States are affected with travels restricted, rendering the delivery of regional assistance very challenging. The ARCH Project may consider exploring how emergency and humanitarian assistance can be delivered in this context, and the role of emergency medical response organisations and responders.
 - b. After the compilation of completed forms/questionnaire with abstracts, the ARCH Project Team will organise webinars to share good practices and knowledge gained through COVID-19 response. The good practices will also be presented in the Academic Seminar.
 - c. The ARCH Project may explore synergies with other experience/knowledge sharing platforms of the ASEAN Health Sector, such as the *ASEAN Emergency Operations Centre Network for public health emergencies*. The ASEAN EOC Network has been organising experience-sharing video conferences among ASEAN Member States, as well as with China, Italy and United States, and is planning to produce a coffee-table book on COVID-19 response efforts of ASEAN Member States.

AGENDA 5: WRAP-UP AND WAYS FORWARD

26. The Meeting reviewed and agreed on the new schedules of committee and working group meetings in 2020, which will be carried out online:
 - a. Online consultation of SWG on Curriculum Development: End of July
 - b. Online consultation of SWG on ASEAN Collective Measures: End of July/ Beginning of August
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- c. Online conference of RCCDHM: September
 - d. Online conference of PWG 1: October 2020 (SOP to SASOP & Implementation Plan for POA)
 - e. Online conference of PWG 2: October 2020 (ASEAN Academic Seminar & Capacity Development Survey)
27. The Meeting also agreed on the deadline of submission of inputs on the following documents:
- a. By 10 July 2020, inputs to the proposal for additional ARCH Project activity in relation of COVID-19 response;
 - b. By 31 July 2020, inputs to the draft Implementation Plan on POA/ALD-DHM;
 - c. By 31 July 2020, inputs to good practices on COVID-19 response using the form attached to the proposal for new activity; and,
 - d. By 31 July 2020, updates on country travel policies and regulations related to COVID-19.
28. The Meeting was informed about the thrice-weekly production of *Risk Assessment for International Dissemination of COVID-19 to the ASEAN Region* by the ASEAN BioDiaspora Virtual Centre hosted by the Philippines. The ARCH Project Team was requested to consult the report which includes updates on travel advisories by ASEAN Member States.

CLOSING

29. Dr Jirot Sindhvananda, Chair of the Meeting, delivered closing remarks. He expressed gratitude and appreciation to all delegates of ASEAN Member States, Japan and JICA, ARCH Project Team, AHA Centre and ASEAN Secretariat for their valuable inputs and contribution to the success of the Meeting.

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Project Working Group (PWG) 1

EVENT	DATE	PLACE	PARTICIPANTS	AGENDA
8 th PWG 1	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
9 th PWG 1	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
Online PWG 1	1 October 2020	Cisco Webex	(40) ASEAN Member States, ASEAN Secretariat, AHA Center, JAC, 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)

8th Project Working Group (PWG) 1

Summary and Ways Forward

Eighth Meeting of Project Working Group 1 on Regional Collaboration Tools

Project for Strengthening ASEAN Regional Capacity in Disaster Health Management (ARCH Project)

11 July 2019 | Bangkok, Thailand

1. Project Framework and Implementation Plan of the ARCH Project Extension Phase

- The Meeting noted the update from the ARCH Project Team on the project framework for the ARCH Project Extension Phase, through the presentation of schedule of implementation which elaborates the project outputs and activities under each output, including project management and responsible Project Working Group and Agency from Lead Country Thailand. The schedule further includes activities and timelines for the preparation of proposal for ARCH Project Phase 2. The presentation and tentative schedule of implementation appear as **Annex 1**.
- The Meeting was reminded that the ARCH Project contributes to the implementation of the 10-year three-step vision for strengthening Disaster Health Management (DHM) in ASEAN. Considering the achievements during Phase 1 which fulfilled the desired outcomes of Step 1 (Regional Coordination on DHM is Strengthened in ASEAN), the Extension Phase is envisaged to fulfill Step 2 of the vision (Collaboration Mechanism on DHM is developed).
- The Meeting was also reminded that the Extension Phase also contributes the operationalisation of the Plan of Action to implementation of the ASEAN Leaders Declaration on Disaster Health Management (POA/ALD on DHM), which is anticipated to be adopted during the 14th ASEAN Health Ministers Meeting (AHMM) on 26-30 August 2019 in Siem Reap, Cambodia.
- The Meeting also exchanged views and was further reminded that:
 - a. The ARCH Project contributes to Health Priority 12 on Disaster Health Management which is under the purview of ASEAN Health Cluster 2 (AHC 2) on Responding to All Hazards and Emerging Threats. The ASEAN Health Cluster 2 is one of the four operational bodies under the Governance and Implementation Mechanism (GIM) to operationalise the ASEAN Post-2015 Health Development Agenda (APHDA).
 - b. Programmes and projects under the adopted 2016-2020 APHDA and Work Programmes of ASEAN Health Clusters is being implemented through Lead Countries and in partnership and collaboration with Development and Dialogue Partners. The ARCH Project, which is one of the three projects under Health Priority 12, is led by Thailand and supported by Japan through the Japan International Cooperation Agency (JICA). All AMS, as much as possible, actively participate and cooperate in the implementation of project

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activities to maximise the realisation of outcomes of different programmes and projects.

- c. The ASEAN-China and ASEAN Plus Three also cooperate in the area of health. DHM is also identified as one of the areas of collaboration of these mechanisms which are discussed at the levels of Senior Officials and Health Ministers.
- The next meeting of AHC 2 is sometime in September 2019, when the POA/ALD on DHM has been adopted by AHMM. During the AHC 2 Meeting, progress of ARCH Project Phase 1 and plans for the extension phase will be reported by Lead Country Thailand, and which may include consideration for the conduct of the first meeting of RCC/DHM in January 2020.

2. Plan of PWG 1 Meeting during the ARCH Project Extension Phase

- The Meeting noted the proposed workplan of activities under the purview of PWG 1 on Regional Collaboration Tools which will be carried out during the Extension Phase. During the Extension Phase, PWG 1 will focus on the following components:
 - a. Workplan 2021-2025 for Health Priority 12 on Disaster Health Management;
 - b. ASEAN collective measures on identified issues for the ASEAN EMT;
 - c. Guidelines for information sharing on actual ASEAN EMT response to disasters; and,
 - d. Standard Operating Procedures for the Coordination of EMT in the ASEAN Region (ASEAN EMT SOP) endorsement and integration in the ASEAN Standard Operating Procedure for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (ASEAN SASOP).
- The ARCH Project Team presentation, and reference documents appear as **Annex 2**.

3. Integration of ASEAN EMT SOP into ASEAN SASOP

- The Meeting noted the update on consultations conducted leading to the endorsement of the ASEAN EMT SOP, and its integration into the ASEAN SASOP. The consultations have been and will be with relevant bodies within the Health and the Disaster Management Cooperation in ASEAN. The presentation appears as **Annex 3**.
- The Meeting was further informed that:
 - a. The AHC 2 already endorsed the draft ASEAN EMT SOP in March 2019 through ad-referendum consultation.
 - b. The draft ASEAN EMT SOP, through facilitation of AHA Centre, was tabled during the 16th Meeting of the ASEAN Committee for Disaster Management Working Group on Preparedness and Response (ACDM P&R WG) in February 2019 in Singapore. The draft document was subsequently reviewed via ad-referendum and the consultation was concluded. The draft ASEAN

EMT SOP was also introduced and discussed during the 11th Joint Task Force to promote synergy with other relevant ASEAN Bodies on Humanitarian Assistance and Disaster Response (JTF on HADR) which met in April 2019 in Mandalay, Myanmar; the JTF on HADR includes the ACDM and Senior Official representation from the Health, Security, Social Welfare and Development Cooperation of ASEAN.

- c. It is anticipated that ACDM Chair will communicate with the SOMHD Chair Cambodia regarding consultations on the ASEAN EMT SOP within the ASEAN DM Cooperation as summarized above. The communication will include proposals for [a] conduct of a joint tabletop exercise to review the ASEAN EMT SOP vis-à-vis the ASEAN SASOP, and [b] the organization of a technical working group to plan and prepare for the tabletop exercise. The ACDM Chair communication may be anticipated in early August 2019.
 - d. The tabletop exercise is tentatively scheduled in September 2019, back to back with the 17th Meeting of ACDM P&R WG in Myanmar. The further testing of the ASEAN EMT SOP through the ASEAN Regional Disaster Emergency Response Simulation Exercise (ARDEX) which is scheduled in May 2020 in the Philippines. The need for further testing the ASEAN EMT SOP will be decided by ACDM which meets in October 2019 in Myanmar.
- The Meeting further exchanged views which focused on the following:
 - a. The endorsement of the ASEAN EMT SOP has to be carried out closely with the ACDM taking into account the One ASEAN One Response Declaration which confirms that the ASEAN SASOP is the main standard operating procedure to be used for the mobilization of both civilian and military response.
 - b. The form of the integrated ASEAN EMT SOP into ASEAN SASOP may be defined by the tabletop and simulation exercises. There was a concern that there may be proliferation of chapters of SASOP when other ASEAN Sectors have developed their preparedness and response mechanisms.
 - c. There is a need to clarify the role of PWG 1 in the tabletop and simulation exercises. The ARCH Project Team will meet with ASEAN Coordinating Centre for Humanitarian Assistance in Disaster Management (AHA Centre) and ASEAN Secretariat in early August 2019 in Jakarta, Indonesia (in connection with the mentoring visit for the Fourth RCD that will be hosted by Indonesia in November 2019) to discuss and prepare for the conduct of the tabletop exercise, and the representation from the ASEAN Health Cooperation.
 - The ARCH Project Team through the ASEAN Secretariat will update PWG 1 Member the outcomes of the meeting. The communication will be in the week of 12 August 2019.

4. Development of a Reporting Format and Guideline for Lessons Learned from Response to Actual Disaster

- The Meeting noted the proposed information sharing mechanism that will be fulfilled by the ARCH Project contact points from affected countries, and from countries which deployed EMT in response to disasters. The proposed mechanism:

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- a. Aims to review EMT coordination by affected countries and outcomes of deployment from assisting countries, to confirm application of key guidelines and tools for actual EMT activities, to document good practices and lessons learnt, and to put forward recommendations.
 - b. Puts forward format and content of reports to be produced by the affected country as well as by country dispatching EMT
- The ARCH Project Team presentation, and reference documents appear as **Annex 4**.
- The Meeting appreciated the effort of the ARCH Project Team to develop the concept and draft forms, and exchanged views which focused on the following:
 - a. Capturing good practices and lessons learned in EMT deployment are critical. The draft ASEAN EMT SOP stipulate the conduct of operations reviews of EMT deployments to support learning as well as to inform the further improvement of the SOP itself. The form is to be completed as part of the after-action review of an overall medical response, including pre-deployment, deployment to exit;
 - b. Clarify how the forms relate to the Final Report Form in ASEAN SASOP, EMT Exit Report in EMTCC Handbook, and other reporting forms which EMT are expected to be completed as per ASEAN EMT SOP. Ensure that the form does not duplicate with existing processes for knowledge management and quality improvement;
 - c. Clarify if there is interest in reflecting the quality of medical services provided by EMT deployed in affected, as well as security and other logistics;
 - d. Some of the questions are difficult to objectively respond. The 'prompt setting up of EMTCC' and 'appropriate assignment of EMT to operation sites', for example, are very subjective and will be understood differently by AMS and other entities;
 - e. Consider the different processes outlined in the ASEAN EMT SOP when further developing the form;
 - f. Clarify if the report form is to be applied to all deployed EMT, or exclusive to I-EMT and of AMS;
 - g. Clarify who will produce the lessons learned report. The proposed Academic Report which could be designated to conduct lessons learned exercises and produce the report; and,
 - h. Clarify when the lesson learned reports are to be submitted to RCC/DHM.
- The Meeting agreed on the following:
 - a. PWG 1 Members will further review the draft lessons learnt report forms and provide feedback to the ARCH Project Team by 30 August 2019.
 - b. ARCH Project Team will revise the forms and present during the next meeting of PWG 1 sometime in January 2020. The next meeting will also agree to what extent the form will be utilized, such as if it would be compulsory for every health response.

5. ASEAN Standard for ASEAN EMT

- The Meeting noted the proposed processes in the development of regional collective measures for ASEAN EMT for deployment within the ASEAN region including the establishment of a Sub Working Group (SWG), under the purview of PWG 1, to study and discuss on ASEAN collective measures or regional mechanism. The ARCH Project Team presentation, and reference documents appear as **Annex 5**.
- The Meeting exchanged views which focused on the following:
 - a. For consistency and better understanding, the EMT in AMS for overseas deployment shall be referred to AMS I-EMT. It was stressed that AMS aim to ultimately meet WHO EMT standards, though there are current challenges in attaining them. As it may take for AMS to meet global standards, AMS need to collaborate and complement resources so that immediate medical needs of severely-affected populations are served when disasters occur.
 - b. The objective of the initiative is to study and develop an ASEAN regional mechanism to meet global standards as established by the WHO EMT Initiative, through cooperation among ASEAN Member States. It was clarified that the study does not propose to develop ASEAN-specific standards.
 - c. The proposed initiative has initially identified [a] customs compliance on all goods and materials for EMT operation [b] waste management, [c] indemnity and malpractice, [d] logistics support, and [e] registration of medical practitioners to practice in affected countries. The proposed sub-working group (SWG), while focusing on the five key identified issues, may need to also consider other standards which AMS (such as sending country) may have challenges in meeting and which other AMS (such as receiving country) may be able to support.
 - d. To assist countries with intention to development EMT, the WHO EMT Initiative has developed and/or compiled references and resources (referred to as EMT Toolkit) which will be available sometime in August or September 2019.
 - e. In addressing identified issues and challenges, the SWG may need to map out and consider existing mechanisms which may inform and facilitate resolving these issues.
 - f. The SWG consist of representatives from AMS that are prone to disasters, in addition to having hosted regional collaboration drills. The ASEAN Joint Disaster Response Plan (AJDRP) has identified scenarios in Indonesia, Myanmar and Philippines that may result to large-scale disasters in the region.
- The Meeting agreed on the following:
 - a. Indonesia, Myanmar, Philippines, Thailand and Viet Nam will be members of the SWG. These AMS will nominate representatives with relevant expertise to the SWG. AMS that are not represented in the SWG will provide the necessary information and support that will be requested by the SWG.
 - a. By 30 August 2019, AMS will nominate contact points to the SWG through submission of names and communication details.

- b. By 30 September 2019, JICA will hire a consultant to support the SWG in fulfilling their mandate and tasks.

6. Wrap up and Ways Forward

- The Meeting adopted the Summary and Ways Forward of the Eighth Meeting of PWG 1, as presented by ASEAN Secretariat.

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9th Project Working Group (PWG) 1

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SUMMARY AND WAYS FORWARD

NINTH MEETING OF PROJECT WORKING GROUP 1 OF THE PROJECT FOR STRENGTHENING ASEAN REGIONAL CAPACITY IN DISASTER HEALTH MANAGEMENT (ARCH PROJECT) 21 JANUARY 2020 | BANGKOK, THAILAND

INTRODUCTION AND OPENING REMARK

1. The Meeting was Chaired by Thailand, attended by representatives from Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, Viet Nam, as well as the ARCH Project Team, and ASEAN Secretariat through the Health Division. The Meeting was also attended by Japan International Cooperation Agency (JICA). The List of Participants appears as ANNEX 1.

2. Dr Jirot Sindhvananda, Senior Advisor to Chulabhorn International College of Medicine, Thammasat University and acting as Chair of the Meeting, delivered the opening remarks. He shared a summary of the developments of the ARCH Project Phase 1 between 2016-2019, as well as a summary of the priorities during the Extension Phase which are under the purview of the Project Working Group 1. He expressed gratitude to ASEAN Member States and Japan for their continued commitment and support to the strengthening of disaster health management in the ASEAN Region.

AGENDA 1: INTEGRATION OF EMT SOP TO SASOP

3. The Meeting noted the presentation of Thailand on the conduct and outcomes of the Tabletop Exercise to Test the Draft Standard Operating Procedure for the Coordination of Emergency Medical Teams in ASEAN (EMT SOP) that was conducted on 7-8 November 2019 in Jakarta, Indonesia. The exercise was one of the steps for the integration of the ASEAN EMT SOP to the ASEAN Standard Operating Procedure for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (SASOP). The presentation appears as ANNEX 2.

4. The Meeting exchanged views which focused on the following:

- a. The tabletop exercise was successful. It provided a platform for disaster management and health representatives of AMS to discuss multisectoral operational issues in disaster response as well as to propose revisions to the draft SOP, and which have been incorporated in the revised version.
- b. The collective measures/approach which the ARCH Project is currently looking into, through a Sub-Working Group (SWG) on ASEAN Collective Measures, is hoped to address concerns regarding the international deployment of ASEAN EMT that are not yet verified by WHO (taking into

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account that most of the AMS are still not verified). The SWG can also explore the establishment of pre-agreed arrangements that ensure timely EMT deployments.

- c. While AMS are currently focused in the development of EMT Type 1, the Tabletop Exercise encouraged the Health Sector to explore how to address health needs that require the deployment of EMT Type 2 or Type 3.
- d. AMS shall continue efforts in the development of EMT using the WHO minimum standards and not wait for the endorsement of the EMT SOP.

5. The Meeting expressed appreciation for the promising developments in the integration of the EMT SOP to SASOP, at the same time encouraged AMS their continued and active support to the process.

AGENDA 2: COLLECTIVE APPROACH FOR AMS I-EMT

6. The Meeting noted that overseas deployment for large scale disasters in ASEAN region shall be referred to as AMS I-EMT, which is acknowledged by other AMS that it can rapidly dispatched across borders in the ASEAN region in accordance with the WHO minimum standards. However, the Meeting also noted that some AMS may find challenges on logistics, legal or technical components to satisfy the WHO EMT minimum standards.

7. Therefore, the Meeting further noted that the ASEAN Collective Measures or regional rules to complement self-sufficiency of each AMS I-EMT will be the priority efforts through the Sub-Working Group (SWG) on ASEAN Collective Measures under the purview of PWG1, that will be looking at five components as follows:

- a. Customs compliance on all goods and materials for EMT operation
- b. Waste management
- c. Indemnity and malpractice
- d. Logistic support
- e. Registration of medical practitioners to practice in affected countries

8. The Meeting noted that the 1st Meeting of SWG on ASEAN Collective Measures extensively discussed the expected outputs that the group aims to achieve by June 2020 with the support of an external consultant contracted by the ARCH Project. The Meeting adopted the recommendations of the 1st Meeting of SWG. The presentation appears as ANNEX 3.

9. The Meeting further noted the presentation from the consultant on the interim report on the results of information collected from the 1) situation analysis of international guidelines: roles of assisting and receiving countries; and 2) detailed survey on five (5) targeted components that are to be tackled by the SWG (enumerated in Para 7). Her presentation appears as ANNEX 4.

10. The Meeting exchanged views on the temporary medical license for I-EMT deployed to affected countries in ASEAN Region. The Chair further clarified that the ASEAN the Mutual Recognition Arrangement (MRA), under the ASEAN Economic Community (AEC), stipulates that a Foreign Medical Practitioner may apply for

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registration in the Host Country to be recognised as qualified to practise medicine in the Host Country in accordance with their Domestic Regulations and subject to the some conditions listed in the MRA for Medical Practitioners. The Chair further informed the Meeting that in the next ASEAN Joint Coordinating Committee on Medical Practitioners (AJCCM), Thailand will raise this concern and seek guidance from the AJCCM.

Action Line: Thailand (Chair PWG1)

11. The Meeting further exchanged views on medical malpractice and waste management components in the WHO EMT certification. The Meeting noted that Thailand, having been recently certified by WHO, has experiences on this matter and it will be beneficial for other AMS currently undergoing the certification process to learn from their experience. Thailand agreed to share their experiences and documentation in overcoming their challenges on medical malpractice and waste management that will enable AMS and the region to obtain the lessons, and develop their own guidelines based on national conditions/needs. The current survey conducted by the external consultant will also explore the development of a case study on these components.

Action Line: Thailand

12. The Philippines also suggested that all efforts of the ARCH Project made through the SWG on ASEAN Collective Measures will include and consult with WHO to ensure that all recommendations of the group are consistent with and contribute to meeting the WHO standards. However, the Meeting noted that some indicators in WHO standards, e.g. insurance scheme, might not be feasible at this point in time for some AMS. Therefore, the Meeting acknowledged that the ASEAN collective measures as a means to support each other, to find alternative solutions to issues that can deliver the same outcomes, and to eventually meet WHO standards.

13. The Meeting also emphasized that the development and deployment of EMT require the collaboration of many sectors, as the issues that the SWG on ASEAN Collective Measures imply. The ASEAN Health Sector needs to work with non-health sectors to address the concerns. On waste management, another concern discussed was on incineration which equipment may be placed in ASEAN warehouses/satellite warehouses instead of having it in all AMS. The matter will require the collaboration with ACDM through AHA Centre.

AGENDA 3: LESSON LEARNT FROM ACTUAL DISASTER

14. JICA representative presented the proposed template for AMS I-EMT Lesson Learnt Report for the review of operations, experiences, and lessons learnt (post-deactivation phase) of internationally-deployed EMT. The presentation appears as ANNEX 5.

15. Thailand raised the concern on the practicality of the lessons learnt format, considering the various forms that EMT are already expected to complete and submit to the EMT Coordinating Cell (EMTCC) and AHA Centre through NDMO. The Meeting exchanged views in particular on the objectives of the lessons learnt report form.

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Myanmar also suggested to consider a component/section in the lessons learned form a feedback/evaluation from the perspective of the affected country enable the affected country to review and document lessons and best practices from all I-EMTs deployed to the country. The Meeting also exchanged views on the numbers of report need to be submitted by a country that may send more than one team of I-EMT. The Meeting also noted the concern raised by the Philippines on the institutionalisation of the lessons learned process, as well as the mechanism for the submission of the reports to RCC DHM and how affected Member States can utilise the documented information for future arrangement.

16. In consideration and preventing duplication of information from various exit forms, the Meeting agreed to further review the AMS I-EMT Lesson Learnt Report and for PWG 1 Members to provide feedback/inputs by the end of February 2020.

Action Line: PWG 1

AGENDA 4: ASEAN HEALTH PRIORITY 12 ON DISASTER HEALTH MANAGEMENT WORK PLAN FOR 2021 – 2025

17. The Meeting noted the presentation from Thailand on the proposed draft work plan on disaster health management under the ASEAN Health Cluster 2, that will contribute to the implementation of the 21 targets described in the endorsed Plan of Action on the ASEAN Leaders' Declaration on Disaster Health Management. The draft was developed when the POA/ALD on DHM was being consulted and the Regional Coordination Committee on Disaster Health Management (RCC DHM) was not yet in existence. The presentation and the draft work plan appear as **ANNEX 6**.

18. The Meeting exchanged views on the safe hospital proposed project activities, noting the importance of this proposed project in particular to ensure the safety and continuity of medical services during disaster. The Meeting noted that on the resources needed and the possibility for JICA to support the activity, there's a need to tailor the proposed activities to be aligned with JICA's priorities. Business continuity planning (BCP) may be included.

19. The Meeting also exchanged views that while the priority activities will require funds, based on the ASEAN Health Cooperation practice, these activities are to be assigned by interested Lead Countries first which will lead in the development and implementation of the activities. Resource mobilization could follow, after the endorsement of the project activities by SOMHD/AHMM.

20. The Meeting also noted the presentation of Thailand on the proposed vision, mission and strategies of the Roadmap on Disaster Health Management to implement the POA on ALD on DHM, which resulted from the internal discussions by RCC DHM through the RCC DHM Coordinating Secretariat. The presentation appears as **ANNEX 7**.

21. The Meeting noted that other Health Priorities of the ASEAN Post 2015 Health Development have looked into disaster and emergency concerns, including the ASEAN Emergency Operations Centre Network, and have initiated activities. These

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initiatives need to be brought together to ensure sector-wide coordinated preparedness and response.

22. In moving ahead with the development of the Roadmap, it was proposed that the RCC DHM would need to coordinate with different initiatives of the ASEAN Health Cooperation. The Meeting noted that draft plans presented by the ARCH Project and the RCC DHM Coordinating Secretariat will be presented during the First Meeting of RCC DHM for their consideration.

AGENDA 5: WRAP-UP AND WAYS FORWARD

23. The Meeting reviewed and adopted the Summary and Ways Forward, as presented by ASEAN Secretariat.

CLOSING

24. Dr Jiroth Sindhvananda, Chair of the Meeting, delivered closing remarks. He expressed gratitude and appreciation to all delegates of ASEAN Member States, ARCH Project Team, ASEAN Secretariat and JICA for their valuable inputs and contribution to the success of the Meeting.

25. The Meeting was held in the traditional spirit of ASEAN solidarity and cordiality.

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Online Project Working Group (PWG) 1

REPORT OF THE ONLINE PROJECT WORKING GROUP 1 CONFERENCE PROJECT FOR STRENGTHENING THE ASEAN REGIONAL CAPACITY ON DISASTER HEALTH MANAGEMENT

9:00-11:00AM BANGKOK TIME, 1 OCTOBER 2020

INTRODUCTION

1. The Meeting was chaired by Thailand as Lead Country of the ARCH Project, and attended by designated contact points for Project Working Group 1, ARCH Project, of ASEAN Member States, as well as representatives from the ARCH Project Team, Japanese Advisory Committee, Japan International Cooperation Agency (JICA) and ASEAN Secretariat. The List of Participants appears in [Annex 1](#).

2. The Meeting was convened to continue the implementation of priority initiatives under the ARCH Project Extension Phase, and particularly under the purview of Project Working Group 1, in consideration of travel restrictions resulting from the COVID-19 pandemic. The programme/agenda appears as [Annex 2](#).

OPENING REMARK

3. Dr. Jiroth Sindhvananda, Senior Adviser to Chulabhorn International College of Medicine, Thammasat University and as Chair of the Meeting, welcomed participants and delivered opening remarks. He expressed appreciation to the commitment of ASEAN Member States to the ARCH Project, and for participating in the virtual meeting despite their busy schedule in consideration of national responses to the COVID-19 pandemic. He looked forward to a productive and fruitful meeting.

UPDATES FROM THE ASEAN SECRETARIAT

4. The Meeting noted the updates from the ASEAN Secretariat on the [a] Sustained ASEAN Health Sector Response to COVID-19 Pandemic, [b] ASEAN Health Sector Meetings Relevant to Project Working Group 1 namely the Special Video Conference of ASEAN SOMHD on Synergising COVID-19 Response and 15th ASEAN SOMHD and Related Meetings, [c] ARCH Project Meetings including the Online Joint PWG 1 and 2 Conference and Webinar on Good Practices on Medical Response Against COVID-19 Outbreak, and [d] upcoming events relevant to Project Working Group 1. The presentation appears as [Annex 3](#).

UPDATES ON THE IMPLEMENTATION PLAN OF POA/ALD ON DHM, ARCH RE-EXTENSION PHASE AND ARCH PHASE 2

5. The ARCH Project Team updated the Meeting on the [a] development of the implementation plan of the Plan of Action of the ASEAN Leaders' Declaration on Disaster Health Management (POA/ALD on DHM) which was endorsed by the 14th ASEAN Health Ministers Meeting on 29 August 2019 in Siem Reap, Cambodia, [b] the discussions on the development of framework for the ARCH Project Phase 2 covering the period of 2022 – 2025, and [c] the confirmation of the re-extension of timeline of the ARCH Project Extension Phase from April 2021 to December 2021. The presentation appears as [Annex 4](#).

6. The Meeting exchanged views on several points as follow:
 - a. The remaining activities under ARCH Re-extension Phase under PWG 1 and 2 including field study in Myanmar and Viet Nam to be scheduled tentatively in Q1 of 2021;
 - b. The implementation plan of ARCH Project Phase 2 aims to contribute to realization of 19 of the 21 targets, and three of the five priority areas, of the POA/ALD on DHM. The 19 targets comprise of 12 and seven regional and national level targets, respectively. These ARCH Project contributions will be consolidated with other initiatives that will for part of the overall implementation plan of the POA/ALD on DHM;
 - c. The RCC DHM Secretariat, through Lead Country Thailand, is finalizing the plans for the conduct of meetings for the development of the implementation plan for the POA/ALD on DHM which will be communicated soon through the ASEAN Secretariat;
 - d. The RCC DHM chairmanship will now be handed over to the Philippines, following the terms of reference (TOR) of the RCC DHM, which is an annex to the POA/ALD on DHM. The TOR stipulates that the chairmanship of the RCC DHM aligns with the chairpersonship of the ASEAN Health Cluster 2 on Responding to All Hazards and Emerging Threats. RCC DHM and ASEAN Secretariat will further discuss and plan for the assumption of the Philippines as RCC DHM Chair.

Action Line: RCC-DHM Secretariat, ASEAN Secretariat

AMS I-EMT LESSONS LEARNT REPORT TEMPLATE

7. The Meeting noted the presentation from ARCH Project Team on the draft AMS I-EMT Lessons Learnt Report Template which intends to document lessons learnt during the whole deployment and mobilization of the EMT. The presentation appears as **Annex 5**.
8. The Meeting further exchanged views on the report template which salient points include:
 - a. Provide description of the ASEAN Collective Measures in the form, as footnote.
 - b. When asking on constraints or problems encountered, it was suggested that questions on solutions done by the team to address the problem be also included, for the information of other teams deployed too.
 - c. When reviewing the draft template, AMS may consider accomplishing the form so that they can give their respective comments
 - d. Add lessons learnt for the composite team which has already been implemented during the RCD 4 in Bali, Indonesia in 2019.
 - e. Consider the designation of the EMT Focal Point of the Country to complete the form
9. The Meeting agreed that the ARCH Project Team will revise the template based on discussions during the meeting, and circulate the updated version to PWG 1 Members via ASEAN Secretariat on 8 October 2020 for AMS review and/or approval with deadline on 23 October 2020. In absence of response, the Template will be considered endorsed and further elevated to RCC-DHM and ASEAN Health Cluster 2 for further endorsement.

Action Line: PWG 1 Members, ARCH Project Team, ASEAN Secretariat

UPDATES FROM THE SUB-WORKING GROUP ON ASEAN COLLECTIVE MEASURES FOR AMS I-EMT

10. The ARCH Project Team updated the Meeting on the progress of the work of the SWG on ASEAN Collective Measures (ACM), including [a] preliminary findings, [b] the seven recommendations on the key issues tackled by the sub-working group which are (i) Database-Set of information for AMS I-EMT, (ii) Strengthening Liaison/ Support function of EMTCC, (iii)

Waste Management, (iv) Medical Accident, (v) Foreign Medical License, (vi) Preposition of EMT items, and (vii) Future strategy of the ASEAN Collective Measures, and [c] proposed future strategy of the ACM and supplementary documents. The presentation appears as **Annex 6**.

11. The Meeting noted the update and exchanged of views which focused on the following:
 - a. The collective measure is guided by WHO EMT initiative but adapted with regional perspective, aiming to look into and to propose mechanisms that will enable AMS to achieve standards when deploying EMT
 - b. Following endorsement by AHC 2, the revised EMT SOP will be forwarded to ASEAN Committee for Disaster Management Working Group (ACDM WG) on Preparedness and Response.

UPDATES ON THE FINALIZATION OF EMT SOP, AND INTEGRATION OF EMT SOP INTO ASEAN SASOP

- 12.
13. The Meeting noted the updates from the ARCH Project Team on the proposed revisions of the draft EMT SOP based on preliminary findings and recommendations of the SWG on ACM including the ways forward, as well as the integration of EMT SOP into ASEAN Standard Operating Procedure for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (SASOP). The presentation appears as **Annex 7**.

UPDATES ON THE COLLECTION OF GOOD PRACTICES FOR COVID-19 RESPONSE

14. The Meeting was updated by the ARCH Project Team on the [a] implementation of Good Practices collection with contribution from Cambodia, Philippines, Thailand, and Vietnam, [b] conduct of the webinar on 15 September 2020 and next webinar planned in November or December, [c] plan to publish the good practices as ARCH Project product, and [d] conduct of a panel discussion during the ASEAN Academic Seminar in 2021. The Meeting also noted the request from ARCH Project Team for the submission of additional good practices by the end of October and acknowledged the input to consider medical response at community level. The presentation appears as **Annex 8**.

Action Line: PWG 1 Members, ARCH Project Team, ASEAN Secretariat

PROPOSED DEVELOPMENT OF MINIMUM DATA SET FOR COVID-19 RESPONSE

15. The Meeting noted the introduction from the ARCH Project Team and Japan Advisory Committee on the development of WHO EMT Minimum Data Set (MDS) through the activities of the ARCH Project and the proposed development of MDS for COVID-19 Response through the Highly Infectious Disease Working Group (HID WG). The presentation appears as **Annex 9**.

16. The Meeting also:
 - a. Noted the proposed COVID-19 related elements in the EMT MDS;
 - b. Exchanged views and recommendations on the definition, categorization of COVID-19 cases, including procedures taken and the information that HID WG may be able to release an MDS guideline related to COVID-19; and
 - c. Noted the benefit of having EMT MDS and its relation to national reporting systems.

ARCH PROJECT EXTENSION PHASE IMPLEMENTATION PLAN IN 2021 (WITH PROPOSED ALTERNATIVES)

17. The ARCH Project Team updated the Meeting on the schedule of implementation of activities of ARCH Project Extension Phase and possible alternative dates and modality of implementation in consideration of the prevailing situation of COVID-19 pandemic which are noted by the Meeting. The presentation appears as **Annex 10**.

WRAP-UP AND WAYS FORWARD

18. The Meeting agreed on the summary of agreements and ways forward of the Meeting outlined below as presented by the ASEAN Secretariat.

AGENDA ITEM	AGREEMENTS AND WAYS FORWARD
Updates from the ASEAN Secretariat	<ul style="list-style-type: none"> Noted updates from ASEAN Secretariat
Updates on the Implementation Plan of POA/ALD on DHM, ARCH Re-Extension Phase and ARCH Phase 2	<ul style="list-style-type: none"> Noted updates from the ARCH Project Team, including the purpose of ARCH Extension Phase as well as proposed Phase 2 (2021-2025) Field study in Myanmar and Viet Nam schedule – Jan/Feb, April 20 The implementation plan presented is the ARCH Project's contribution to the POA/ALD on DHM RCC DHM Secretariat is finalizing plans for the development of the implementation plan for POA/ALD on DHM, and will communicate through ASEAN Secretariat RCC DHM will now be chaired by Philippines as per TOR which aligns with the AHC 2 Chairpersonship; RCC DHM Secretariat and ASEAN Secretariat to plan for assumption of Philippines.
AMS I-EMT Lessons Learnt Report Template	<ul style="list-style-type: none"> Noted the presentation from ARCH Project Team on the template, which intends to document lessons learnt during the whole deployment and mobilization of the EMT The exchange of views focused on the following: <ul style="list-style-type: none"> Provide description of the ASEAN Collective Measures in the form, as footnote. When asking on constraints or problems encountered, it was suggested that questions on solutions done by the team to address the problem be also included, for the information of other teams deployed too. AMS to try to accomplish the form so that they can give their respective comments Add lessons learnt for the composite team which has already been implemented during the RCD 4 in Bali, Indonesia in 2019. Consider the designation of the EMT Focal Point of the Country to complete the form ARCH Project will revise the template and circulate to PWG 1 Members via ASEAN Secretariat on 8

AGENDA ITEM	AGREEMENTS AND WAYS FORWARD
	<p>October; AMS will revert with feedback by 23 October 2020. Subsequently, if there will be no comments, the Template will be considered endorsed by PWG 1, and elevated to RCC-DHM and AHC 2 for further endorsement.</p>
<p>Updates from the Sub-Working Group on ASEAN Collective Measures for AMS I-EMT</p>	<ul style="list-style-type: none"> • Noted the updates from the ARCH Project on the progress of the work of the SWG on ASEAN Collective Measures, including preliminary findings and recommendation on the key issues tackled by the sub-working group. • Noted the proposed future strategy of the ASEAN Collective Measures, and supplementary documents • The exchange of views focused on the following: <ul style="list-style-type: none"> - The collective measure is guided by WHO EMT initiative and aims to look into and to propose mechanisms that enable AMS to achieve standards when deploying EMT. - The revised EMT SOP, after endorsed by AHC 2, will be forwarded to ACDM WG on Preparedness and Response.
<p>Updates on the Finalization of EMT SOP, and Integration of EMT SOP into ASEAN SASOP</p>	<ul style="list-style-type: none"> • Noted the summary of proposed revisions of the draft EMT SOP, based on preliminary findings and recommendations of the SWG ACM, including the proposed ways forward.
<p>Updates on a collection of Good Practices for COVID-19 Response</p>	<ul style="list-style-type: none"> • Noted the update from the ARCH Project Team on the implementation of Good Practices, the conduct of the webinar on 15 September 2020, and the planned publication of good practices and conduct of a panel discussion during the ASEAN Academic Seminar in 2021. • Noted the request of ARCH Project Team for the submission of additional good practices, and the follow up webinar in November or December. • The Meeting suggested to consider medical response at community level in the documentation and sharing of good practices.
<p>Proposed Development of Minimum Data Set for COVID-19 Response</p>	<ul style="list-style-type: none"> • Noted the presentation from the ARCH Project Team and Japan Advisory Committee on the development of the WHO EMT MDS through the activities of the ARCH Project, and the proposed development of MDS for COVID-19 Response through the Highly Infectious Disease Working Group (HID WG). • Noted the proposed COVID-19 related elements in the EMT MDS. The exchange of views and recommendations on the definition, categorization of COVID-19 cases, including procedures taken,

AGENDA ITEM	AGREEMENTS AND WAYS FORWARD
	and the information that HID WG may be able to release an MDS guideline related to COVID-19.
ARCH Project Extension Phase Implementation Plan in 2021 (with proposed alternatives)	<ul style="list-style-type: none">• Noted the schedule of implementation of activities of ARCH Project Extension Phase• Agreed on the possible alternative dates and modality of implementation in consideration of the prevailing situation of COVID-19 pandemic.

CLOSING REMARK

19. Dr. Jiroth Sindhvananda, closed the meeting by thanking the consistent technical support from the ARCH Project team and JICA, as well as active contribution from the AMS. Given the limitation of COVID-19 situation, he expressed hope for hard work by all parties so that the project could be accomplished in timely manner.

The Meeting was conducted in the traditional spirit of ASEAN solidarity and cordiality.

Project Working Group (PWG) 2

EVENT	DATE	PLACE	PARTICIPANTS	AGENDA
6 th PWG 2	9 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
7 th PWG 2	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 PWG 2	20 October 2020	Microsoft Teams	(37) ASEAN Member States, ASEAN Secretariat, JICA, AHA Centre, JAC, 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)

6th Project Working Group (PWG) 2

Summary and Ways Forward

**Sixth Meeting of
Project Working Group 2 on Capacity Development**
**Project for Strengthening ASEAN Regional Capacity in
Disaster Health Management (ARCH Project)**
9 July 2019 | Bangkok, Thailand

1. Project Framework and Implementation Plan, and Plan of PWG 2 during the ARCH Project Extension Phase

- The Meeting noted the update from the ARCH Project Team on the project framework for the ARCH Project Extension Phase, through the schedule of implementation which elaborates the project outputs and activities under each output, including project management and responsible Project Working Group (PWG) and Agency from Lead Country Thailand. The schedule further includes activities and timelines for the preparation of proposal for ARCH Project Phase 2. The presentation and tentative schedule of implementation appear as **Annex 1**.
- The Meeting also noted the revised terms of reference of the PWG 2 on Capacity Development, as well as the proposed workplan which will be carried out during the ARCH Project Extension Phase. During the extension period, PWG 2 will focus on the following components/expected outputs:
 - a. Academic network and academic seminar;
 - b. Standard curriculum and regional training centre;
 - c. Regional collaboration drills;
 - d. Study for curriculum development;The presentation and reference documents appear as **Annex 2**.
- The Meeting exchanged views which focused on:
 - a. Clarification of the roles and responsibilities of the RCC for the ARCH Project (RCC – ARCH Project) which provides strategic directions and guidance for the project, and RCC for the Disaster Health Management (RCC-DHM) which is the main implementing mechanism for the Plan of Action for the ASEAN Leaders Declaration on Disaster Health Management;
 - b. Guidance on the process in the establishment of the regional training center, considering that a number of AMS have expressed interest in contributing to regional training initiatives;
 - c. In the development of the standard curriculum, consider identifying specific competencies to be developed, consider the materials and tools already available through regional trainings conducted during the ARCH Project 1;
 - d. Consider setting up a system to follow up graduates of previous trainings (ARCH Project Phase 1) to inform the standard curriculum as well as to explore their potential mobilization; and,

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- e. Utilise the documentation produced during the conduct of the four drills during ARCH Project Phase 1 when developing the guidebook for RCD.

2. Academic Network on DHM

- The Meeting noted the proposed mandate and functions, structure and membership of the Academic Network on Disaster Health Management, including the proposed selection criteria for national focal points and steps in the establishment of the network. The ARCH Project Team presentation and draft concept note of ASEAN Academic Network on DHM appear as **Annex 3**.
- The Meeting exchanged views which focused on:
 - a. AMS may designate their national focal point from relevant national institutes, centres or committee of experts, which can be from government or non-government entities. AMS can have as many members to the network; however, the designated national focal point remains the main representative/contact of the AMS to the Academic Network;
 - b. Further define relationships and collaborations between the Academic Network and with the proposed ASEAN regional training centre and other national academic/training centres;
 - c. Further define the mechanism for the registration of institutes, centres or committee of experts from AMS;
 - d. As national focal points may be capacity- or resource-constrained, the Academic Network may identify ways to support them; and,
 - e. Need to map existing national capacities in terms of the conduct and participation in trainings, regional conferences and other related events prior to the identification of national focal points. This may be informed by the proposed study of systems and needs for capacity development on DMH in AMS.
- The Meeting agreed on the establishment of the ASEAN Academic Network. The Meeting also agreed that:
 - a. The mandate of the network will encompass academic and training activities; and,
 - b. The network will produce e-bulletin during the extension period, while the journal will be produced along with the regional conferences on DHM.
- The ARCH Project Team will produce a revised version of the terms of reference that will be presented during the Joint Meeting of PWG 1 and PWG 2 on 10 July 2019. The current version with agreed changes appears as **Annex 4**.

3. Standard Curriculum and Regional Training Centre

- The Meeting noted the presentation on the conceptual framework for the development process of regional standard curriculum and regional training centre which will be one of the outputs for the PWG 2 during the ARCH Project extension phase. The ARCH Project Team presentation appear as **Annex 5**.

- The Meeting exchanged views which focused on:
 - a. Define what the regional training centre is mandated to do, as well as what skills and competencies are expected of people for deployment, as these will inform and guide curriculum development;
 - b. Regional training curriculum to be developed will address common regional needs and priorities, and can be adapted to national context for local delivery (such as the EMTCC training course developed by WHO);
 - c. While it is proposed that a curriculum committee will be tasked to develop the training curricula and facilitate verification and certification processes for AMS intending to be designated regional training centres for specific curriculum, the processes have to be clearly defined;
 - d. Identify minimum standards, competencies and requirements of teams to be deployed/mobilized. Existing national trainings may only need to consider additional topics/subjects so that trained individuals fulfill requirements for regional deployment;
 - e. Building competencies of teams to be deployed may be facilitated through a combination or series of technical and operational trainings (such as on logistics, information management, or coordination), and may not be addressed only by a number of curricula. May also to consider various methods in the development of these competencies;
 - f. Monitoring of trainings to ensure also training activities meet agreed standards, such as ASEAN monitors for regional trainings or WHO monitors as appropriate;
 - g. Some AMS have already developed courses for the local/domestic teams. AMS which still have to develop the local/domestic course may access materials for these trainings from relevant AMS, or attend local/domestic courses delivered by other AMS, or request other AMS to support the conduct of these courses.
- The Meeting also agreed on the following:
 - a. PWG 2 will develop, as priority, a standard curriculum that will prepare individuals/teams for international deployment (following the ASEAN EMT SOP); and,
 - b. The proposed curriculum development, including the identification of core group to prepare the curriculum, will be further discussed during the Joint Meeting of PWG 1 and PWG 2 on 10 July 2019.

4. Terms of Reference for the Study on Capacity Development for Disaster Health Management in ASEAN Member States

- The Meeting noted the proposed study to identify: [a] possible educational and trainings institutes which are capable to conduct domestic trainings, [b] training/competency needs of personnel for DHM, and [c] needs for external support in the organization of training programmes on DHM. The study is also envisaged to specify educational and training institutes which can be members of the Academic Network which purpose is to strengthen regional and domestic capacities in DHM in collaboration with ASEAN regional training centre on DHM. The proposed study, with a timeline from July 2019 – April 2020, will be

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conducted through a survey and field study. The ARCH Project Team presentation and concept paper for the proposed Study of Systems and Needs for Capacity Development on DHM in AMS appear as **Annex 6**.

- PWG 2 Members from Cambodia, Lao PDR, Myanmar and Viet Nam agreed to the proposed conduct of the field study in their countries which will be participated in by PWG 2 Members. A concept paper will be circulated for inputs and finalized in time for the Seventh PWG 2 Meeting on 29 November 2019.
- The Meeting also noted that findings of the study will be presented during the international academic seminar, and may also be considered for publication.

5. Questionnaire for Academic/Training, Systems and Needs for Curriculum Development on DMS in AMS

- The Meeting also noted the draft questionnaire for the above-mentioned study. The ARCH Project Team presentation and draft questionnaire appear as **Annex 7**.
- The Meeting reviewed the draft questionnaire and initially exchanged views, which included:
 - a. In some AMS emergency medicine is new. While there are no dedicated institutes nor hospitals providing formal education for paramedics, emergency medical technical or logistics dedicated for disaster response, the Ministries of Health, relevant institutes and agencies are providing trainings. In smaller countries, there are no dedicated practitioners for specific aspects of disaster health response, such as medical/health logistics;
 - b. Consider that AMS use different terms in position titles, for example paramedics. The ARCH Project Team will provide definitions, while AMS are also proposed to provide more information or descriptions;
 - c. Some of the questions are difficult to respond taking into account that trainings are conducted based on needs;
 - d. Add a 'remarks' column for each section to enable AMS to provide more information or comments on AMS responses;
 - e. On facilities and equipment (Q3.1.4), there is no need to provide detailed responses/information; and,
 - f. Consider breaking down the question under Section 3 (Current education for DHM) to collect data on competencies for specific areas such as mass casualty management, mental health and psychosocial support, nutrition in emergencies, water sanitation and hygiene, risk communications, among others.
- The ARCH Project Team further informed the Meeting that each AMS is expected to submit only one completed survey form. As some AMS have more inputs in the study (through information from a number of learning and training institutions), the PWG 2 Members from each AMS are requested to facilitate data collection and consolidation.

- The Meeting also agreed on the next steps on the proposed study and questionnaire:
 - a. By 31 July 2019, PWG 2 Members will submit feedback to ARCH Project Team through ASEAN Secretariat, including information on the person/department which has responded to the questionnaire;
 - c. By 15 August 2019, ARCH Project Team will circulate to PWG 2 Members through ASEAN Secretariat the final version of the questionnaire for completion by AMS;
 - d. By 15 October 2019, PWG 2 Members will submit to the ARCH Project Team through the ASEAN Secretariat the completed questionnaire; and,
 - e. During the Seventh Meeting of PWG 2 (29 November 2019), the ARCH Project Team will present the preliminary findings of the survey, while the Meeting will discuss the next steps, including the conduct of the proposed complementary field study.

6. Wrap up and Ways Forward

- The Meeting adopted the Summary and Ways Forward of the Sixth Meeting of PWG 2 held on 9 July 2019, as presented by ASEAN Secretariat.

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7th Project Working Group (PWG) 2

SUMMARY AND WAYS FORWARD

SEVENTH MEETING OF PROJECT WORKING GROUP 2 ON CAPACITY DEVELOPMENT PROJECT FOR STRENGTHENING ASEAN REGIONAL CAPACITY IN DISASTER HEALTH MANAGEMENT (ARCH PROJECT)

29 NOVEMBER 2019 | NUSA DUA, BALI, INDONESIA

INTRODUCTION

1. The Meeting was co-chaired by Indonesia and Thailand, attended by representatives from Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, Viet Nam as well as the ARCH Project Team, AHA Centre and ASEAN Secretariat through the Health Division. The Meeting was also attended by Japan International Cooperation Agency (JICA) and World Health Organisation (WHO). The List of Participants appears as **ANNEX 1**.

AGENDA 1: CONCLUSIONS AND RECOMMENDATIONS FROM THE FOURTH REGIONAL COLLABORATION DRILL

2. The Meeting congratulated the Ministry of Health – Indonesia for the successful hosting of the Fourth Regional Collaboration Drill (RCD) in Bali, Indonesia, on 25-28 November 2019.
3. The Meeting noted the report of the ARCH Project Team on the outcomes of, conclusions and recommendations from the RCD, which was a summary of the after-action review on 28 November involving participating teams from ASEAN Member States (AMS) and Japan, mentors and host country. The presentation appears as **ANNEX 2**.
4. The Meeting exchanged views which key points have been summarized below:
 - a. The 4th RCD facilitated the gaining of new skills and knowledge for AMS EMT, particularly on the composite team and quality assurance components;
 - b. Key recommendations for the next drill include, as follows:
 - To include more patient details, such as results of electrocardiogram, chest x-ray, among others
 - To consider mass casualty incident and management as part of scenario;
 - To enhance information management;
 - To consider the inclusion of injects requiring response to acute outbreaks that resulted from the main scenario, e.g. diarrhea, or poisoning; and
 - To include public health components in the scenario among others, chemical, biological, radiological and nuclear emergency (CBRNE) incidents resulting from the impact of disaster, that will enhance the

capacity of EMT not limited to dealing with naturally triggered disasters but to all other hazards.

5. The Meeting agreed on the following:
 - a. The above-mentioned proposals will be considered as inputs in the development and preparation of 5th RCD scenario; and
 - b. The ARCH Project Team will compile all lessons, good practices, and challenges that transpired from and presented during the after-action review sessions of the RCD.

AGENDA 2: HOST COUNTRY AND CONCEPT PLAN FOR THE NEXT RCD IN 2020

6. Myanmar presented their proposal for the hosting of the 5th RCD tentatively during the second week of December 2020. The following are the proposed objectives:
 - a. To test the national mechanism (include RDC);
 - b. To test the SOP Pre-Deployment;
 - c. To include the quality assurance component;
 - d. To further develop comprehensive team information for AMS; and
 - e. To further develop and test the ASEAN Composite EMT.
7. The Meeting noted a severe earthquake as the proposed scenario, and with Yangon, Mandalay, and Bagan as the potential venues of the 5th RCD. The presentation appears as **ANNEX 3**.
8. The Meeting exchanged views and put forward points for recommendations as follows:
 - a. Myanmar will conduct internal consultations to further develop the proposal taking into consideration all inputs that transpired from the 4th RCD, the preparatory meeting with ARCH Project Team and mentors on 28 November 2019, and to further contextualize the proposal to Myanmar conditions;
 - b. To consider secondary events resulting from the earthquake, such as biological or chemical incidents that may challenge the EMT and require to adjust response priorities;
 - c. To also include a programme that will benefit local authorities and facilitate enhancing their capacities; and
 - d. To involve the social welfare, foreign affairs and other relevant ministries or entities in the development of scenario and planning for the drill.
9. The Meeting agreed the following:
 - a. The Meeting agreed and expressed support to Myanmar to be the Host Country for the 5th RCD and related meetings;

- b. Myanmar will undertake internal consultations in December 2019 to further develop the proposal;
- c. The revised proposal will be discussed in a preparatory Meeting in January 2020 that will involve mentors; and,
- d. The revised proposal will be circulated to AMS through PWG 2 for review through ad-referendum mechanism.

AGENDA 3: GUIDEBOOK FOR THE PREPARATION OF REGIONAL COLLABORATION DRILLS

10. The Meeting noted the update from the ARCH Project Team on the development of a guidance note for the preparation of future regional collaboration drills. The guidance note is proposed to consist of a main document of 20 pages with annexes consisting of templates and samples, as well as essential (must) and good-to-have components. It is also proposed to be test during the Fifth RCD and subsequently endorsed, and to be a living document which can be revised or expanded on a periodic basic. The presentation appears as **ANNEX 4**.
11. The Meeting exchanged views which key points have been summarized below:
 - a. To include a Gantt chart that will reflect the overall organization tasks and with corresponding timeline;
 - b. To provide more clarity on the meeting agenda for the preparations, as well as objectives, discussion points and expected outputs for each meeting;
 - c. To include a guideline on how to choose the drill location, to take into consideration all relevant factors for the scenario, logistics concerns, impacts of disasters among others, and to put these components into a comparative measure for selection;
 - d. To further look at the roles and responsibilities of mentors, which task may include supporting the host country in determining RCD objectives that will also benefit the host country;
 - e. To include a set of recommendations that will enable the host country to choose a proper scenario that consider previous experiences and current conditions of the host country;
 - f. To take note that the ASEAN Disaster Management sector has produced a handbook for the conduct of ASEAN Regional Disaster and Emergency Simulation Exercise (ARDEX); the handbook can be readily made a key reference in developing the guidebook;
 - g. To enhance and provide more clarity on the budgeting component, including the division of costs that are to be shouldered by the ARCH Project and the Host Country; and
 - h. To include the possible formation of committees that are needed for the preparation and conduct of the RCD, including its roles and responsibilities.
12. The Meeting agreed on the following:

- a. The draft guidebook will be forwarded to PWG 2, as part of the circulation of the Summary and Ways Forward;
- b. PWG 2 to review and provide comments to the draft guidebook and send feedback by the third week of December 2019;
- c. All of inputs will be gathered and considered, and a revised draft will be further discussed during the workshop in January 2020;
- d. The revised draft will be utilized by Myanmar in their preparation, and will be test run in the 5th RCD; it will be further reviewed after the 5th RCD; and
- e. The Meeting considered the guidebook as a living document that can be further improved based on the future context and inputs.

AGENDA 4: ACADEMIC NETWORK AND INTERNATIONAL SEMINAR

13. The Meeting noted that based on the 6th PWG Meeting, the Meeting endorsed the TOR of the Academic Network and AMS shall identify respective institutes to be the national focal point of the regional network. The Meeting also noted the proposed three-day International Academic Seminar on DHM that will take place in the first quarter of 2021. The presentation appears as **ANNEX 5**.
14. The Meeting exchanged views which key points have been summarized below:
 - a. The Meeting requested the issuance of an official letter request issued by the ARCH Project Team and/or Thailand for the nomination of national focal points;
 - b. On the structure and membership, it was recommended to have more than one institute as national focal points, which shall include an official from an institute under the Ministry of Health and another from a non-government or a private institute, taking into consideration the reporting hierarchy in the governments. However, for more effective and efficient coordination, the Meeting was reminded that the 6th PWG 2 Meeting decided that there would only be one national focal point that will coordinate with the Academic Network through the RCC DHM Coordinating Secretariat, and which will also be responsible for coordination of national institutes that are part of the network;
 - c. To further define the roles and responsibility of national institutes that are part of the network, the national focal points from each AMS, and the RCC in relation to their operationalization.
15. The Meeting agreed on the following:
 - a. The ARCH Project Team will further review the TOR based on feedback from the Meeting. The revised TOR will be presented during the First Meeting of RCC DHM in January 2020 for their consideration and endorsement.
 - b. Subsequently, a call for nomination of national focal points for the Academic Network will be circulated.

AGENDA 5: REGIONAL DISASTER HEALTH TRAINING CENTRE AND DEVELOPMENT OF STANDARD TRAINING CURRICULUM

16. The Meeting also noted the presentation from the ARCH Project Team on the standard training curriculum, which touched upon the conceptual framework and tiers of trainings, proposed priority curricula to be developed, the creation of a curriculum development committee including profiles of membership, and proposed timeline in curriculum development. The presentation and concept paper appear as **ANNEX 6**.
17. The Meeting noted the conceptual framework for the regional training center including the members qualifications, the plan for the first curriculum development meeting, and expected outputs for the curriculum. The Meeting further noted the curriculum will be developed based on the basic/local context of EMT and standardize for all AMS.
18. The Meeting exchanged views which key points have been summarized below:
 - a. The network of training centres on disaster health management will consist of members from ASEAN Member States that have specific expertise, and will be delivering trainings based on their expertise; it is acknowledged that there are training centres that offer and deliver a range of courses under the umbrella on disaster health management;
 - b. The network of training centres is envisaged to support each other in the development of training curriculum, and subsequently in the delivery of trainings
 - c. To consider expanding the qualification to expert non-medical professionals to ensure operational concerns are captured; the last meeting recommended the involvement of academic institutions with background on curriculum development
 - d. If there are AMS cannot fulfill the criteria considering that disaster health management is relatively a new and diverse area. It is requested that the AMS will endeavor to nominate members who are closest to the agreed criteria
 - e. It was highlighted that all AMS need to be engaged in the curriculum development, as the process is also a national capacity development.
19. The Meeting agreed the following:
 - a. The proposed qualifications for membership to the sub-working group for curriculum development be considered guidelines for ASEAN Member States, and with 3-5 years of experience; Non-medical professionals with relevant background and experience can be nominated by AMS to ensure operational aspects can also be captured;

- b. The sub-working group will meet three times in 2020: February, May and August
- c. ARCH Project Team will circulate through ASEAN Secretariat the call for nomination of SWG for Curriculum Development by early December 2019.

AGENDA 6: RESULTS OF QUESTIONNAIRE FOR ACADEMIC/TRAINING, SYSTEMS AND NEEDS FOR CAPACITY DEVELOPMENT ON DHM IN AMS

- 20. The Meeting noted the presentation from the ARCH Project Team on the draft report of the survey component of the Study on Capacity Development for Disaster Health Management in ASEAN Member States, which focused on current medical education system and disaster health management, educational institutes providing emergency medical programme, education and training needs that require external support, and potential educational institutes that can develop curriculum and conduct trainings for DHM in countries. The key preliminary findings and recommendations from the survey highlighted appears as **ANNEX 7**.
- 21. The Meeting exchanged views which key points have been summarized below:
 - a. The Meeting noted the different status of available training curricula related to emergency medicine, based on the survey results;
 - b. The current study focused on education and training for doctors and nurses, and has not included education and training for paramedics though it is recognized that they are one of the components in emergency medicine; and
 - c. Some AMS may still need to complete the survey, therefore there's a need to complete the survey in order to have a regional information on the status of training curriculum in the region.
- 22. The Meeting agreed on the following:
 - a. The ARCH Project Team, with copy to ASEAN Secretariat, will circulate the completed survey questionnaire to relevant AMS for their review and verification. ASEAN Member States will revert to the ARCH Project Team with proposed revisions or confirmation of data provided within three weeks from receipt of the completed questionnaire;
 - b. The Meeting noted on the needs for multisectoral coordination and support, as well as resources that may be obtained from the private sectors, CSOs, etc.; and
 - c. The Meeting agreed to determine a set of criteria for the selection of national focal points for ASEAN academic network.

AGENDA 7: PLAN FOR FIELD VISITS IN CLMV ON CAPACITY DEVELOPMENT FOR DHM

23. The Meeting noted the presentation of the ARCH Project Team on the proposed field visits to Cambodia, Lao PDR, Myanmar and Viet Nam, which is the second component of the Study discussed above, and which objectives are to:
- a. Identify possible educational/training institutes that conduct domestic DHM training programmes
 - b. Identify training and competency needs for personnel in DHM
 - c. Identify needs for external support for the conduct of domestic DHM training programmes
 - d. Specify AMS education/training institutes that will potentially be part of the ASEAN academic/training centres network on DHM
24. The Meeting also noted the items to be covered by the field study (on the bases of the survey) including proposed institutes to be engaged in the study, team composition, proposed schedule and proposed next steps. The presentation appears as **ANNEX 8**.
25. The Meeting agreed on the conduct of the field study, as well as on the following:
- a. ARCH Project Team and countries to be visited to further consult and agree on the dates of field study, agencies to be visited and other actions related to the preparation and conduct of the field study;
 - b. ARCH Project Team through ASEAN Secretariat will send letters along with concept paper to countries that will be visited for the field study; and,
 - c. ARCH Project Team through ASEAN Secretariat will send letters along with concept paper to ASEAN Member States inviting them to participate in the field study.

AGENDA 8: SCHEDULE SETTING AND MEMBERS OF THE FIELD TRIPS IN CLMV ON CAPACITY DEVELOPMENT FOR DHM

26. The Meeting noted the proposed schedule of the field study as discussed with representatives
- a. Lao PDR and Cambodia
 - Lao PDR - 11-14 February 2020
 - Cambodia - 17-19 February 2020
 - b. Myanmar and Viet Nam
 - Myanmar - 3-6 March 2020
 - Viet Nam - 9-11 March 2020
27. Brunei Darussalam, Malaysia and Singapore expressed interest to be part of the field study in Cambodia and Lao PDR, while Indonesia and Philippines expressed their interest to join the study to Myanmar and Viet Nam;

AGENDA 9: WRAP UP AND WAYS FORWARD

28. The Meeting adopted the Summary and Ways Forward of the Seventh Meeting of PWG 2 held on 29 November 2019, as presented by ASEAN Secretariat.

Online Project Working Group (PWG) 2

ONLINE PROJECT WORKING GROUP 2 CONFERENCE PROJECT FOR STRENGTHENING THE ASEAN REGIONAL CAPACITY ON DISASTER HEALTH MANAGEMENT

1:30-3.30PM BANGKOK TIME, 20 OCTOBER 2020

AGENDA ITEM	AGREEMENTS AND WAYS FORWARD
Updates from the ASEAN Secretariat	<ul style="list-style-type: none"> The Meeting noted the updates from ASEAN Secretariat
Updates from the Sub-Working Group on Curriculum Development	<ul style="list-style-type: none"> The Meeting noted the key discussions, agreements and conclusions from the second meeting of SWG-CD which discussed the draft curricula for Basic DHM and In-Country Coordination Course. The Meeting also noted the next steps agreed by SWG-CD in the development of standard curricula, in particular: <ul style="list-style-type: none"> Preparation of articles and presentations by interested AMS and submission by second week of December 2020 Conduct of third meeting of SWG-CD in January 2021 to review and endorse articles and presentations Development of course materials (instruction, scenarios, exercises) Pilot testing of courses in Myanmar in 09/2021 as part of RCD preparation (to be confirmed, subject to travel regulations related to COVID-19)
Proposal on ASEAN Academic Network and ASEAN Institute for Disaster Health Management (AIDHM)	<ul style="list-style-type: none"> The Meeting reviewed the terms of reference of the AIDHM and ASEAN Academic Network, as mechanisms to further facilitate the operationalisation of the POA/ALD on DHM and support the RCC-DHM as the main implementing mechanism of the POA/ALD on DHM. The Meeting agreed for PWG 2 Members to make a final review of the TOR of the AIDHM and ASEAN Academic Network, in consultation with relevant MOH offices and provide inputs to the ARCH Project copy ASEAN Secretariat by 3 November 2020. The Meeting agreed that subsequent to the endorsement by PWG 2, the TOR will be elevated to RCC-DHM for further consultation and endorsement.
Updates on the ASEAN Academic Seminar, and Proposed Publication of a Set of Articles on ARCH Project Achievement and Impact	<ul style="list-style-type: none"> The Meeting noted the updates from the ARCH Project Team on the proposed three-day academic seminar scheduled in September 2021, and the publication of academic articles on ARCH Project achievement and impact. The Meeting noted that the proposed academic publication requests manuscripts from AMS on the impact of the ARCH Project on national DHM capacity development. The Meeting agreed that PWG 2 Members will review the concept papers and guidelines on the academic seminar

AGENDA ITEM	AGREEMENTS AND WAYS FORWARD
	and academic articles and submit feedback/inputs to the ARCH Project Team, copy ASEAN Secretariat, by 3 November 2020.
Updates on the 5 th Regional Collaboration Drill, and RCD Preparation Guidebook	<ul style="list-style-type: none"> • The Meeting noted the updates from the ARCH Project Team on the conduct of the 5th RCD, and drafting of RCD Preparation Guidebook. • The Meeting also noted the continued interest of Myanmar to host the 5th RCD, and that Myanmar and ARCH Project Team will revisit the feasibility of holding of the RCD in Myanmar in the first quarter of 2021. • The Meeting noted that the RCD Preparation Guidebook is designed for senior officials and is aimed to be a user-friendly and succinct document, with a lot of annexes. • The Meeting agreed for PWG 2 Members to review the latest version of the RCD Preparation Guidebook and to provide feedback/inputs to Mr. Tsukasa Katsube/JICA (e-mail: katsube.tsukasa.3@jica.go.jp) by 30 November 2020. • The Meeting also agreed that the draft Guidebook will be utilized in the preparation of the next RCD in Myanmar.
ARCH Project Extension Phase Implementation Plan in 2021 (with proposed alternatives)	<ul style="list-style-type: none"> • The Meeting noted the schedule of implementation of activities for the ARCH Project Extension Phase. • The Meeting agreed to revisit in January 2021 the schedule and modality in the implementation of activities in consideration of the prevailing situation of COVID-19 pandemic.

Sub-working Group for ASEAN Collective Measures/ Approaches

EVENT	DATE	PLACE	PARTICIPANTS	AGENDA
1 st SWG for ACM	20 January 202	Bangkok, Thailand	(10) ARCH Project, Indonesia, Myanmar, Philippines, Thailand, Viet Nam, ASEAN Secretariat and Consultant	1) Expected Outputs/ Products (Proposal from Japan-Thailand Bilateral Meeting) 2) Report from Consultant (relevant international/ national policy and guideline) 3) Discussion on Contents/ Details of each Output/ Product 4) Briefing on questionnaire for target countries and field trip plan
Online Consultation of SWG on ACM	7 August 2020	Microsoft Teams	Myanmar, Indonesia, Thailand, Viet Nam, Philippines, Japan	1) Background/ Update/ Reschedule 2) Proposal on ASEAN Collective Measures - Waste Management - Placement of Liaison Officer - Preposition of EMT items - Set of Information for AMS I-EMT - Foreign Medical License - Medical Accident - Future Strategy of the ASEAN Collective Measures

1st Sub-working Group for ASEAN Collective Measures/ Approaches

Event	1st SWG on ASEAN Collective Approach/ Measure Meeting
Dates	20 January 2020
Venue	Novotel Bangkok on Siam square
Participants	10 Participants from ARCH Project, Indonesia, Myanmar, Philippines, Thailand, Viet Nam, ASEAN Secretariat and Consultant
Agenda	<ul style="list-style-type: none"> - Expected Outputs/ Products (Proposal from Japan- Thailand Bilateral Meeting) - Report from Consultant (relevant International/ National policy and guideline) - Discussion on Contents/ Details of each Output/ Product - Briefing on Questionnaire for target countries & Field trip plan
Summary of Discussion	<ul style="list-style-type: none"> - The meeting discussed and agreed on the expected outputs/ products as well as their details in reference to/ based on the recommendation given by the Bilateral meeting. - Consulted about Questionnaire development in line with the previously agreed - Expected outputs/ Products and their accompanying activities. <ol style="list-style-type: none"> 1.) Customs Clearance <ul style="list-style-type: none"> - By June; Identify specific procedure in line with RDC, EMTCC protocol. - Identify EMT items and medicine by referring WHO Interagency Emergency Health Kit (IEHK) 2017 by WHO. 2.) Waste Management <ul style="list-style-type: none"> - Research existing EMT waste management guidelines by referring JDR Medical Waste Management Guideline. - Identify applicable parts of national waste management guidelines for AMS I-EMT in target countries. - Find issues and challenges to fill gaps between the existing EMT guidelines and requirements of waste management in target countries. 3.) Medical Malpractice <ul style="list-style-type: none"> - Develop new insurance scheme is very difficult task. - Collect opinions/past experiences regarding Government to Government compensation arrangement for medical malpractice by EMT 4.) Logistic Issue <ul style="list-style-type: none"> - Identify restrictions of import/ export regarding equipment brought by AMS I-EMT (e.g. Satellite phone) 5.) Legal Issue

	<ul style="list-style-type: none"> - Registration process of foreign medical practitioner (Medical doctor, Nurse, EMT) example; Medical Doctor: ASEAN Mutual Recognition Arrangements (MRA) on Medical Practitioners - Confirm necessity to obtain work permit in addition to MRA
Important Decisions	<ul style="list-style-type: none"> - Products/ Recommendation will be presented at 2nd SWG meeting (June 2020) - Agreed on the process ahead regarding the Questionnaire finalization, distribution and submission, which shall be completed by the end of February as well as implementation of Online discussion as required.
Attachments	<ul style="list-style-type: none"> - List of participants - Overall Programme - Meeting Document <ul style="list-style-type: none"> i) Expected Output ii) Example of Questionnaire of Indonesia iii) Summary Report Presentation

Online Consultation of Sub-working Group on ASEAN Collective Measures/ Approaches

Summary and Way forward

Online Consultation of **SWG** on ASEAN Collective Measures

7 August 2020

Introduction

The Online Consultation was convoked by ARCH Project Team, attended by members of Sub-working Group (SWG) on ASEAN Collective Measures (ACM), consisting of Indonesia, Myanmar, Philippines, Thailand, ASEAN Secretariat and Japan, as well as members of Japan Advisory Committee and Ministry of Public Health Thailand as resource persons. The List of Participants appears as **ANNEX 1**.

Session 1: Update/ Resumption on ACM

- The meeting noted the presentation from ARCH Project expert on Update and Resumption on ACM. The presentation appears as **ANNEX 2**
- The meeting noted the presentation from Koei Research & Consulting (KRC) for the Survey on Five Priority Issues for ASEAN collective measure/approach. The presentation appears as **ANNEX 3**

Session 2: Draft Recommendations on ACM

- The meeting noted the presentation from ARCH Project expert on Draft Recommendations on ACM with the seven components and proposals. The presentation appears as **ANNEX 4**
- The meeting exchanged views regarding overall recommendations, with the SWG Philippines suggesting that relevant SOPs be developed with reference to existing SOPs of EMT Thailand, as well as referring newly published "Introduction to COVID-19 waste management, United Nations Environment Program (UNEP), 2020" suggested by the SWG Japan with the need to incorporate the concept of staff protection from infection into waste management in the wake of the COVID-19 pandemic.

Waste Management

1. Standard SOP for Waste/ Pharmaceutical disposal Management with specific national information is developed
2. Revision of AMS I-EMT SOP/ SASOP is proposed for the registration/ disposal of Controlled medicine

Placement of Liaison Officer

Placement of Liaison officers is proposed to support AMS I-EMT by dealing with various coordination/ logistic issues during the EMT deployment.

1.AMS I-EMT SOP/ SASOP is revised to formalize the Liaison officer placement

2.Terms of reference of the Liaison officers is developed

- The meeting exchanged views regarding the relevancy of the proposed Liaison officer placement including clarification on which of the 5 areas of ACM the position intends to correspond to, as well as the needs to develop its Terms of reference, while EMTCC is originally designed to support EMT operation.
- While the meeting noted the response by ARCH Project expert that the position is designed to support AMS I-EMT dealing with various challenges on the ground relating to coordination and logistic issues, the SWG will be requested to review the relevancy of the proposed Liaison officer placement.

Preposition of EMT items

Preposition of EMT medicine and equipment in the receiving country is proposed by;

1.Use of DELSA warehouse

2.As part of EMT preparedness of receiving country

- The meeting exchanged views regarding application of the proposed prepositioned stockpile by using DELSA warehouse system in real disaster situation considering various aspects such as location, transportation and maintenance of items requiring special arrangement.
- The ARCH Project Team will communicate with AHA Centre for further information collection for development of the concept.
- ASEC shared the ongoing discussion led by Viet Nam over the DELSA warehouse, which has currently a limitation to manage medicine and medical equipment, to increase capacity to respond to COVID-19 response.

Set of information for AMS I-EMT

Development of Database with set of information required for EMT deployment, which is regularly updated and accessible by AMS, is proposed

Foreign Medical License

1.Identify national procedure to endorse foreign medical license

2.AMS I-EMT SOP/ SASOP revision is drafted to ensure that signing of the Contractual arrangement shall be interpreted as endorsement/ clearance for AMS I-EMT medical professional to practice.

Medical Accident

1. Revision of AMS I-EMT SOP/ SASOP is proposed to define follow-up procedure for Medical accident
2. SOP to follow up Medical accident will be proposed for AMS I-EMT
 - The Medical Accident SOP developed by EMT Thailand was suggested by SWG Philippines as reference document.

Future strategy of the ASEAN Collective Measures

1. Future strategy of "ASEAN Collective Measures (ACM)" is drafted
2. AMS I-EMT SOP/ SASOP is revised to formalize "AMS I-EMT Lessons Learnt Report" template as part of ACM framework

WRAP-UP AND WAYS FORWARD

- ASEC reminded the necessary process forward and current status of the integration of AMS I-EMT SOP into SASOP which has been reviewed by ACDM PRWG through TTX Indonesia 2019, and required to submit to PWG1 and RCC-DHM for consultation and endorsement as well as ASEAN HC2 and SOMHD before the re-submission to ACDM for ARDEX Philippines 2021.
- The meeting noted on the process and proposed schedule on revision of the AMS I-EMT SOP/ SASOP, and the proposed final draft will be submitted to AHA Centre two months prior to ARDEX in 2021 following the submission to online PWG1 meeting in October 2020, followed by consultation/ endorsement by RCC-DHM in 1st Quarter of 2021.
- The meeting also noted that the report on study on relevant international/national policy and guidelines carried out by KRC (Consultant team) is scheduled to be circulated to SWG by the end of August 2020.
- The meeting agreed on the proposed resumption schedule and requested activities for ACM which includes email- based consultation and additional Questionnaire survey, and the submission of interim/ final report to PWG1 meeting in 1st Quarter and 3rd Quarter of 2021 respectively.

CLOSING

ARCH Project Team expressed gratitude and appreciation to all members and resource persons of SWG on ASEAN Collective Measures for their valuable inputs and contribution to the success of the Meeting.

Sub-working Group on Curriculum Development

EVENT	DATE	PLACE	PARTICIPANTS	AGENDA
1 st SWG on CD	13 – 14 February 2020	Bangkok, Thailand	(31) SWG member, ARCH Project	1) Review of the ASEAN Health Cooperative Framework 2) Brief on PWG 2 Priorities 3) Purposes, Objectives, and Outcomes of SWG Meeting 4) Conclusions of Requirements from ARCH Project Activities for DHM Training Course 5) Purpose for Basic DHM Training Courses 6) Brainstorming for Basic DHM Training Courses 7) Purpose of EMT Coordination during Disaster Training Course 8) Conclusions of Requirements from ARCH Project Activities for EMT Coordination during Disaster Training Course 9) Brainstorming for EMT Coordination during Disasters Training Course 10) Draft of the Basic DHM Training Course 11) Draft on the EMT Coordination during Disaster Training Course
Thai-Japanese Experts of SWG on CD	16 June 2020	Microsoft Teams	Thai and Japanese Taskforce	1) BDHM Curriculum
2 nd SWG on CD between Thai-Japanese Experts	21 July 2020	Microsoft Teams	Thai and Japanese Taskforce	1) Coordination Curriculum
Online Consultation of SWG on the ASEAN CD	22 September 2020	Microsoft Teams	SWG Members, ASEC, AHA Centre, JAC, JICA and ARCH Project	1) Review of the 1 st SWG on Basic Course on DHM 2) Draft Contents on Basic Course on DHM 3) Next Step for Basic Course on DHM in-Country Coordination Course

1st Sub-working Group on Curriculum Development

Summary of the First Meeting of Sub-Working Group (SWG) on Curriculum Development 13-14 February 2020 in Bangkok, Thailand

1. The 1st Meeting of Sub-Working Group (SWG) on Curriculum Development was hosted by Chulabhorn Royal Academy, National Institute for Emergency Medicine and Japan International Cooperation Agency on 13-14 February 2020 at Pullman Bangkok Grande Sukhumvit.

2. Review of the ASEAN Health Cooperative Framework

- Review of the ASEAN Health Cooperative Framework was delivered by representative from the ASEAN Secretariat, Health Division.
- The meeting noted components of ASEAN Health Cooperation that are related to Disaster Health Management; including,
 - ASEAN Post 2015 Health Development Agenda (APHDA)
 - ASEAN Health Cluster 2 on Responding to All Hazards and Emerging Threats
 - The Project on ASEAN Regional Capacity Strengthening on Disaster Health Management or ARCH Project.
- ASEAN Post 2015 Health Development Agenda has been operationalized with four Health Clusters and 20 health priorities. Disaster Health Management is in Health Cluster 2, and becomes the 12th Priority in the APHDA. ASEAN ARCH Project is one of the activities that are planned to be executed under 12th Priority in the APHDA apart from the Declaration/Joint Statement on Disaster Health Management.
- ASEAN ARCH Project was developed based on the Regional survey on status of disaster medicine which found that each ASEAN Member State (AMS) has diverse needs, capacity, institutional arrangements, and human resources. The project aims to enhance AMS capacity, while strengthen regional coordination in disaster health response, and with Phase one being completed the project provided the following results;
 - Regional coordination platform is set up.
 - Framework for regional collaboration practices is developed.
 - Tools for effective regional collaboration on disaster health management are developed.
 - Academic networking in AMS is enhanced.
 - Capacity development activities for each AMS are implemented.
- The meeting noted that the ARCH project has now entering the Extension Phase, and are introduced with the newly established structure; including,
 - Regional Coordination Committee on Disaster Health Management (RCCDHM) which was organized for the first time in January 2020.
 - Sub-Working Group on Collective Measures (under Project Working Group 1)
 - Sub-Working Group on Curriculum Development (under Project Working Group 2)

3. Brief on Project Working Group 2 (PWG2) Priorities

- The meeting noted inputs from the Fourth Regional Collaboration Drill;
 - Consider mass casualty incident management, acute disease outbreak or CBRNE resulting from impact of main disaster, as part of scenario/injects; and,
 - Enhance information management.
- Academic Network will be developed to support academic activities on DHM in every AMS.
- International Seminar is planned to be organized in the first quarter of 2021.
- A Study on Academic/Training, Systems and Needs for Capacity Development in DHM in AMS have been conducted through questionnaire-based survey and field study to identify possible training institutes, training needs, needs for external support and possible institutes that may be members of academic network.

- Standard Training Curriculum will be developed to address common regional needs and adapted to local context. Sub-Working Group on Curriculum Development will develop training curricula and facilitate the verification and certification processes.
- Regional Disaster Health Training Center then will deliver the training curricula.

4. Purposes, Objectives and Outcomes of SWG meeting

- The meeting noted there will be two meetings of SWG on Curriculum Development; including in February, May and June/July 2020.
- The meeting noted the plan for the SWG meeting on Curriculum Development;
 - SWG should develop TWO training curriculums by August 2020.
 - Basic course for domestic deployment of national EMT
 - Coordination of Disaster medical operation
- The 1st training course for Coordination of Disaster medical operation shall be organized in August in Myanmar to strengthen their EMTCC.
- The 1st training course for domestic deployment of national EMT will be organized by Chulabhorn Royal Academy in 2021.
- Dr. Prasit, representative from Thailand, added on purposes of having standardized curriculums on Disaster Health Management. He adds that every country will have International EMTs that reach WHO standards; however, ASEAN needs to set its standard team by using same standards and training curriculums, so that AMS can help each other although they haven't met WHO standard.
- Dr. Phumin, speaker of the session, further delivered a proposal for coordinating body of academic network. He proposed that ARCH project team should be coordinating body of the academic network in the first stage while RCCDHM designs and setups the appropriate body.
- This issue will be discussed in next project working group 2meeting and present to next RCCDHM meeting in the Philippines.

5. Conclusions of requirements from ARCH project activities for Disaster Health Management training course

- The meeting noted inputs from four Regional Collaboration Drills.
- In each RCD, different concepts had been injected with gradual progress.
 - Pre-Deployment process were being more practiced in the third and fourth RCD.
 - Composite team and quality assurances had been introduced in the fourth RCD.
 - Other issues included RDC process (Reception and Departure Center), EMTCC, Reporting Form, Health Needs Assessment, Information management and Demobilizing phase.
- Dr. Prasit introduced a Learning Pyramid and stated each drill deploys different learning approaches.
- Dr. Prasit summarized the inputs from AMS towards training needs (Table 1);
 - 1st RCD: AMS needs many capacity-building topics.
 - 2nd RCD: AMS concerned on differences in triage system.
 - 3rd RCD: AMS raised the needs to include other public health issues not related to trauma.
 - 4th RCD: AMS needs an emphasis on Team management.

Table 1. Inputs RCDs associated with Basic Disaster Health Management training course

1 st RCD	2 nd RCD	3 rd RCD	4 th RCD
-Public health -Team management -Protocol of working -Standardize facility, equipment and medicine -Legal provision -Checklist and action card (role and responsibility) -EMT curriculum	-Standardize equipment and medicine -Standard triage -ICS -AMS standard knowledges and skills -Understand roles and responsibility	-Other health issues e.g. heat -public health -mixed team -CBRNE -EMT standard	-SOPs -Team management -Regional training course (basic & instructor) -Regional training programs

1 st RCD	2 nd RCD	3 rd RCD	4 th RCD
-SOPs for EMT -5Cs (command, control, coordination, communication, cooperation)			

6. Purpose for Basic Disaster Health Management Training Courses

- The meeting noted purposes, background and conceptual framework of Basic Disaster Health Management Training Courses delivered by Dr. Phummarin.
- Training Course on Basic Disaster Health Management has been designed based on the tool developed by the Project Working Group 1: Minimum Requirements and Qualifications for Members of Emergency Medical Team (EMT).
- Conceptual Framework: Small EMTs will be trained with the basic course before gathered up to be a bigger team which will be trained in the advance course.
- Development of this curriculum will go through a process, starting from Planning, Developing Content, Selection of Education methods, Assessment and Education Environment.
- Objectives of Basic Disaster Health Management Training Courses:
 - Develop disaster-related healthcare team
 - Enhance competent knowledge, clinical and non-technical skills
 - Managing and coordination skills
 - Providing healthcare
 - Be self-sufficient

7. Brainstorming for Basic Disaster Health Management Training Courses

- The session allowed participants to propose topics that should be included in Basic Disaster Health Management Training Courses, methods of teaching and durations of the course.

A. Requirement and Core Competencies: The following list shows the proposed topics by AMS.

Requirement and Core Competencies
Incident Command System (ICS)
Standardized color coding and categorization for equipment
Regulations, legislations and laws on disaster management in affected countries
Training material, SOPs, Standardized participants, Qualification of EMT
Introduction on concepts of disaster health management
Management of donations
Pre-hospital/in-hospital setting
Standardized code alert system
Basic radio communication, installations, etc.
Information management
Other public health issues i.e. sanitation, rehabilitation, disease outbreak
Composition of EMTs (number/qualification)
Health Needs Assessment
Leadership management during disaster (Team management i.e. team dynamic)
Safety and security of team and facility
Dead bodies management
Critical resource management
Self-sufficiency skill/survival skill
Logistics management
Business continuity plan and Contingency Plan
Minimum standard for humanitarian response

Requirement and Core Competencies
Intersectionality
Ethical issues
Demobilization plan
Public Health Surveillance
Hospital Evacuation
Civil-military coordination
Linkage of health clusters to other agencies
Introduction to working in hostile environment
Risk Communication
Finance and administration skill
GPS and map reading, navigation
Emergency Operation Center (EOC) (Team coordination)
Triage system (Physical and Psychological)
Hazard vulnerability analysis
Disaster Risk Reduction
Infection prevention and control i.e. PPE, quarantine, etc.
Disease outbreak
Waste management
Field Exercise and Table Top Exercise

B. Learning Activities

Activities	Details
Lecture	15% of the course With E-learning as prerequisite and Pre-test (CAI)
Brainstorming	60% of the course Using Scenario-based approach (use real disaster, compiling of situation, specific situation)
Group Discussion	Using Scenario-based approach (use real disaster, compiling of situation, specific situation) Guide questions (facilitator-led discussion) Identify roles and responsibility
TTX	Agreed to be utilized.
FTX	Agreed to be utilized.
Post-test	Use MPL with repetition of test.
Game-based approach	Prize-driven
Simulation	Specific skill (lifting and transporting skill)

*Remark: standardized training materials, less clinical aspect, different languages, individual and team score (MPL)

C. Duration of the course:

Five days with pre-course learning

8. Purpose of EMT coordination during disaster training course

- The meeting noted purposes of the EMT coordination during disaster training course delivered by Dr. Phummarin.
- Objective of EMT coordination during disaster training course:
 - to build the personnel who have ability to
 - Coordinate and integrate with local disaster authorities and health system
 - Facilitate and give suggestion in managing Disaster Health Management team
 - Evaluate and analyze specific health needs
- The meetings provided feedbacks on the concepts of the course regarding the composition between domestic coordination and international coordination based on WHO EMTCC Handbook. Therefore, the following options are made;

Options	Details
A. Same or little deviation from WHO EMTCC but use in the ASEAN training	Reduce challenges from expenditure
B. Basic or Domestic Coordination training course as baseline course before extended to WHO EMTCC course on international deployment	Create another course for the locality to be integrated further.
C. Make a supplementary chapter in WHO EMTCC Handbook	
D. Combination of all above options	

- The meeting suggested that Option A will be the fastest option if there are only 6 months and two meetings of SWG left. Dr.Prasit proposed that all options can be combined.

9. Conclusions of requirements from ARCH Project activities for EMT coordination during disaster training course

- Dr.Prasit introduced the concept of the drill to the participants in which the drill divided scenario into regional and provincial levels and the drill used WHO EMTCC concept to run the scenario.
- Dr.Prasit summarized inputs from AMS towards training needs for EMT Coordination (Table 2).

Table 2. Inputs RCDs associated with EMT coordination during disaster training course

1 st RCD	2 nd RCD	3 rd RCD	4 th RCD
-Referral system -RCD roles and functions -Coordination with other units e.g. ERAT, SAR, social welfare -Language -Communication platform and facility	-CIQ, RDC and other coordination procedures -Information management	-Logistics and communications -I-speed utilization	-Roles of affected country -Deployment agreement -Coordination procedures

10. Brainstorming for EMT coordination during disasters training course

- The session allowed participants to propose topics that should be included in EMT coordination during disasters training course, methods of teaching and durations of the course.

A. Requirement and Core Competencies: The following list shows the proposed topics by AMS

Requirement and Core Competencies
Protocol for national and international pre-deployment
Concept for RDC
Logistics and communication (Affected country) i.e. Transportation
Cultures and beliefs
Language barriers
Data and Information management
Incident management system and EOC system (EMTCC Structure and functions)
Standard Facility installation
EMTCC handbook
Pre-deployment assessment and preparation (i.e. insurance, professional approval process)
Demobilization procedures
Overview of all relevant agencies (i.e. AHA Centre, JOCCA, SASOP, AADMER)
CIQ process
Scene assessment and safety
Roles, responsibilities and capacities of EMTs and EMTCC members
Concept of VOSOCC (Virtual OSOCC), WebEOC, JOCCA
Press Conference
Health Needs Assessment and Evaluation (planning) and prioritization and matching needs and resources
Communication and Advising skills, empowerment and advocacy
General concept of Disaster Management with focus on Disaster Health Management (Cycle, Management process, Concepts, Public health, risk assessment)
Minimum standard of EMT coordination from EMT Coordination Handbook
Sub-clusters under health cluster system (i.e. Mental health)
Concept of EOC function
Psychological first aid, PTSD (volunteer, victim, team) and post evaluation
Post-deployment plan
Quality assurance and supportive functions
Learning mindset (local mechanism, adaptation, etc.)
Code of conduct and ethical issues
Safety and Vulnerable group
Management of non-compliant team
Strengthening the capacity of EOC staff

B. Learning Activities

Activities	Details
Lecture	30% of the course with E-learning as prerequisite and pre-test Pre-test: Doesn't have to set minimum score (MPL) and can be used as reward.
Brainstorming and Group Discussion	30% of the course Scenario-based discussion, lesson learned from real incident Demonstration can be part of group discussion
Simulation	Can be conducted on Communication system and VOSOCC
Exercise	Scenario-based
Post-test	Use multiple choices questions

C. Duration of the course:

Four days including e-learning. However, a pilot course should be done in 3 days.

The meeting proposed that the course should be evaluated by the third party.

11. Draft of the Basic Disaster Health Management Training Course

- Dr. Phummarin compiled the inputs given by the participants and propose the draft curriculum.

A. Core Competencies

Core competencies will be categorized into 6 groups as follows;

1. Describe disaster health management and disaster risk reduction framework
2. Recognize identity/entities and mechanism of disaster health management
3. Demonstrate communication and information management
4. Demonstrate self-sufficiency in the disaster area
5. Demonstrate Critical resource management
6. Demonstrate specific a.) medical care and b.) logistic support

B. Sub-competencies

Each core competency has its sub-competencies and topics as illustrated in Table 3.

Table 3. Sub-competencies in each core competency

Core competencies	Sub-Competencies/topics
1. Describe disaster health management and disaster risk reduction framework	1.1 Introduction on concepts of disaster health management
	1.2 Other public health issues i.e. sanitation, rehabilitation, disease outbreak, public health surveillance
	1.3 Health Needs Assessment
	1.4 Infection prevention and control i.e. PPE, quarantine, etc.
	1.5 Hazard vulnerability analysis (HVA)
	1.6 Disaster Risk Reduction
2. Recognize identity/entities and mechanism of disaster health management	2.1 Composition of EMTs (number/qualification)
	2.2 Regulations, legislations and laws on disaster management in affected countries
	2.3 Minimum standard for humanitarian response
	2.4 Emergency Operation Center (EOC) (Team coordination)
	2.5 Incident command system (ICS)
	2.6 Ethical issues
3. Demonstrate communication and information management	3.1 Communication theories (information >> Tool >> Reception)
	3.2 Risk Communication
	3.3 Information management (Minimum Data set)
IV. Demonstrate self-sufficiency in the disaster area	4.1 Self-sufficiency skill/survival skill
	4.2 Introduction to working in hostile (Austier) environment
	4.3 GPS and map reading, navigation
	4.4 Safety and security of team and facility

Core competencies	Sub-Competencies/topics
V. Demonstrate Critical resource management	5.1 Leadership management during disaster (Team management i.e. team dynamic)
	5.2 Intersectionality
	5.3 Demobilization plan
	5.4 Business continuity plan and Contingency Plan
	5.5 (SOPs) Standardized color coding and categorization for equipment
	5.6 (SOPs) Waste management
	5.7 (SOPs) Dead bodies management (Certificates of death)
VI. Demonstrate specific medical care and Logistic support	
a. Medical care	6.1a Pre-hospital/in-hospital setting
	6.2a Triage system (Physical and Psychological)
	6.3a Psychological issues for EMT, volunteer, victims (first aid)
b. Logistic support	6.1b Basic radio communication, installations, etc.
	6.2b Logistics management (Principles of logistics)
	6.3b Finance and administration skill

C. Other categories

International deployment	Management of donations
Coordination course	Civil-military coordination
	Linkage of health clusters to other agencies
	Risk Communication
	Emergency Operation Center (EOC) (Team coordination)
Practice concern	Training material, SOPs, standardized participants, qualification of EMT
	Field Exercise and Table Top Exercise
Affecting area aspect	Hospital Evacuation

D. Contents of the curriculum

Module	Learning Objectives	Time	Competency
Module 1. General knowledge in disaster	- To describe definition, types, extent of disaster.	0.5 hour	1.1
	- To understand mechanism of each disaster's hazard.		1.5
	- To describe impact of disaster to affected area.		1.6
	- To understand disaster cycle and risk assessment.		
Module 2. Disaster and disaster health management	- To describe general concept of disaster management in each process of disaster cycle.	1 hour	1.2
	- To describe definition of health, health system and disaster health management.		1.3
			1.4

Module	Learning Objectives	Time	Competency
	<ul style="list-style-type: none"> - To understand and discuss about disaster health management. - To compare general disaster management to disaster health management. 		
Module 3. Laws, regulations and administrations in disaster management	<ul style="list-style-type: none"> - To recognize important policy and framework. - To understand laws and regulations of disaster health management in local and national level. - To identify organizations which take part in disaster health management in local, national and ASEAN level. - To understand documentation, financial protocol and administration process in disaster management. 	1 hour	2.2 2.3 2.4 6.3b
Module 4. communication and coordination mechanism in disaster management	<ul style="list-style-type: none"> - To describe content, receiver, time interval, method and reason of communication in disaster situation. - To describe importance of minimal data set and reporting system in disaster management. - To describe coordination mechanism in local, national and ASEAN level in disaster situation. 	1 hour	3.1 3.2 3.3
Module 5. Role and capability of Basic disaster management team	<ul style="list-style-type: none"> - To describe role and responsibility of basic disaster management team. - To describe strengths and weaknesses of basic disaster management team. 	0.5 hour	2.1
Module 6. Survival theories	<ul style="list-style-type: none"> - To understand factors to survive in critical situations. - To describe how to survive in critical situations. - To describe self-preparedness and team preparedness to survive in critical situations. - To describe how to conduct safety, adequate food and water, establishment of accommodation. 	1 hour	4.1 4.2 4.3 4.4
Module 7. Obligation to the affected area	<ul style="list-style-type: none"> - To describe environmental control during settlement. - To describe waste management. 	0.5 hour	5.6
Module 8. Critical resource management theory	<ul style="list-style-type: none"> - To understand concept of perception and situation awareness. - To understand comprehensive and holistic thinking. - To understand projection and critical thinking to resolve problems. 	1.5 hour	5.1 – 5.7
Module 9. Ethic and humanitarian issues	<ul style="list-style-type: none"> - To understand ethical issues in disaster management. - To understand humanitarian issues on WASH, shelter and health system approach. 	0.5 hour	2.6

Module	Learning Objectives	Time	Competency
Module 10a. Basic disaster emergency response	(Health personnel ONLY) - To describe concept of disaster emergency response (CSCATTT). - To describe psychological response in disaster.	0.5 hour	6.1 – 6.3
Module 11a. Specific hazard 1 - Earthquake / tsunami - Typhoon - Eruption - Building collapse - Social unrest	(Health personnel ONLY) - To describe concept of abrupt onset disaster. - To describe specific concern in clinical practice - High velocity laceration - Burn - Crush syndrome - Bomb injury/ chemical injury/ Radiation injury - etc.	1 hour	
Module 12a. Specific hazard 2 - Flooding - Drought - Wildfire - Endemic disease	(Health personnel ONLY) - To describe concept of long-standing disaster. - To describe specific concern in clinical practice - Exacerbation of chronic disease - Weather related disease - Pollution related - Disease control and Health surveillance	1 hour	
Module 10b. Communication devices installment and operation	(Logistician ONLY) - To understand component and mechanism of communication devices such as radio transmitter (Single sided band), satellite communication, or other innovations. - To describe strengths and weaknesses of each type of communication devices - To describe how to set-up devices and how to operate and control devices.	1 hour	6.1b
Module 11b. Transportation and control	(Logistician ONLY) - To describe concept of transportation in disaster. - To describe appropriate type of transportation in each specific condition. - To describe how to perform safe transportation and control.	0.5 hour	6.2 b
Module 12b. Facility installment	(Logistician ONLY) - To describe concept of basic facility such as accommodation, electricity, light, water, waste, included clinical facilities. - To describe how to install the facilities effectively.	1 hour	6.2 b

E. Draft Schedule

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	07.00 - 08.00	08.00 - 09.00	9.00 - 10.00	10.00 - 11.00	11.00 - 12.00		13.00 - 14.00	14.00 - 15.00	15.00 - 16.00	16.00 - 17.00	17.00 - 24.00
Day 1	Greeting / Registration	Course introduction	Group discussion : Disaster and disaster health management			Lunch	Group discussion : Lesson learnt and storytelling	Lecture : Incident command system	Group discussion : Laws and regulations in disaster management		SDL*
Day 2	SDL*	General workshop : perception and situation awareness		General workshop : Comprehension, communication and decision making			General workshop : Team work (Games)		Group discussion : Roles and mission of Basic disaster management team		SDL*
Day 3	SDL*	Lecture : introduction to Medical team coordination	Group discussion : Ethics, accountability and humanitarian effort	Clinical workshop 1 Triage and disaster response procedures / psychosocial response in disaster			Clinical workshop 2 : Group discussion : specific hazard management	Clinical workshop 3 : Medical records health need assessment and minimal data set		SDL	
				Technical workshop 1 : Review of lifting and moving skills			Technical workshop 2 : Transportation and safety		Technical workshop 3 : Communication devices installments and operation		
Day 4	SDL*	Table top exercise : PUTTING IT ALL TOGETHER					Brief team and self deployment	Field exercise : Field deployment / facilities establishment / communication system installment and operation / safety protocols / clinical facilities settlement / etc.			Field exercise : scenario encounter (about 6-8 hours)
Day 5	SDL*	Field exercise : scenario encounter continue Coordination cells meeting / daily report and after action review					Post-test examination		Course evaluation		Closing ceremony

F. Feedback from participants

- The meeting adds “post-deployment plan” to core competency V.
- The meeting raised the issue on “Hospital Evacuation” whether I-EMTs can perform it or not, since it might be the authorities of the local. Dr.Prasit gave the idea that it is still the concept that I-EMTs need to know to assess the situation before evacuating the patients, and administration personnel of hospitals can also benefit from this process. I-EMTs are supporters for this task.
- The meeting raised the question over the issuance of certificates.
 - The meeting noted that the certificates will be issued by RCCDHM.
 - The meeting noted the proposal of 5 year-certificates.
- The meeting raised a question over the frequency to organize this course.
 - The meeting noted that at least two courses could be organized before instructor and refresh courses.
- The meeting was reminded of the background differences between the individual. The course should discuss more on the Care of Carers, to prepare the personnel physically and psychologically. A scenario-based exercise can help facilitate this task.

12. Draft on the EMT coordination during disasters training course

- The meeting noted the draft schedule to conduct EMT coordination during disasters training course as presented by Dr.Kriangsak.

A. Focus on the course

1. Leadership and Coordination
2. Communication (with EMTs, the MOH, and other coordinating entities)
3. Quality Assurance (by promoting and applying EMT Minimum Standards)
4. Supportive Services (operational support for the EMTCC)

B. Draft schedule: (Table 4)

C. Feedback

- The meeting gave an idea that the course on the first day (General information on Disaster Health Management) could be interactive lecture.

D. The first course will be conducted in Myanmar in August 2020.

13. Conclusion

- The meeting noted that the draft schedules are for the pilot courses.
- Dr.Prasit proposed to name the EMT Coordination course as CO-DMOT which stands for “Coordination of Disaster Medical Operation Team”
- Way forward:
 - The meeting noted the importance of working as a team.
 - Objectives of each topic will be added to be submitted in the next SWG meeting.
 - Course materials will have to be developed.
 - All comments are welcomed.
- The meeting was informed that the third meeting of the Sub-working group might be changed to June or July 2020 and experts from Japan will join this meeting.

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Table 4. Draft Schedule of EMT Coordination during disasters training course

	9.00 – 10.00		10.00 – 11.00		11.00 – 12.00	12.00 – 13.00	13.00 -14.00	14.00 – 15.00		15.00 – 16.00		16.00 – 17.00
Day 1	Pretest	Introduction	LT : Coordination function/Incident management		TD : Standard facility installation	Lunch	TD : Predeployment process	TD : Communication setup	DM : Public information management	TD : Ethic/legal issue	TD : Special issues	TD : HNA
Day 2	TD : Team briefing/local logistic issue	TD : Tasking and resource allocation		ST : Tasking and resource allocation			TD : data management	LT : SASOP and ASEAN mechanism in disaster response		DM : RDC process		TD : Multi-agencies coordination
Day 3	ST : Coordination of disaster medical operation team						TD : Quality assurance/Mx non-compliant	TD : Demobilization /deactivation		Post test		Course Evaluation

LT = Lecture TD = Topic discussion ST = Simulation
DM = Demonstration

Thai-Japanese Experts of Sub-working Group on Curriculum Development

Event	1 st Meeting of Sub-Working Group (SWG) on Curriculum Development between Thai-Japanese Experts
Dates	16 June 2020
Venue	Microsoft Teams
Participants	Thai and Japanese Taskforce
Agenda	<ul style="list-style-type: none"> ● BDHM Curriculum ● Coordination Curriculum (moved to the next meeting)
Summary of Discussion	<ul style="list-style-type: none"> ● Updates on both curriculums; 1) Basic Disaster Health Management Course (BDHM) and 2) EMTCC Course were presented ● This meeting only discussed on BDHM course on core competencies, training methods and target participants. ● Targets of this course are health professions. Participants of this course are expected to provide healthcare during disasters, being self-sufficient and having soft skills on critical resource management. At the end of the course, participants are expected to be able to develop Domestic Disaster Response Teams. ● The five-day course will be divided into three parts; Cognitive, Affective and Psychomotor parts. Cognitive part: 12 modules will be conducted with online approach.
Important Decisions	<ul style="list-style-type: none"> ● Further discussions concerning the following topics are needed; <ul style="list-style-type: none"> ○ Details of contents ○ Participation of AMS in SWG ○ Learning material list ○ Number of instructors and participant ○ Budget (Unit cost)
Attachments	<ul style="list-style-type: none"> ● Overall Programme ● Presentations and Documents <ul style="list-style-type: none"> ○ BDHM Curriculum ○ Coordination Curriculum (moved to the next meeting)

2nd Sub-working Group on Curriculum Development

Event	2 nd Meeting of Sub-Working Group (SWG) on Curriculum Development between Thai-Japanese Experts
Dates	21 July 2020
Venue	Microsoft Teams
Participants	Thai and Japanese Taskforce
Agenda	Coordination Curriculum
Summary of Discussion	<ul style="list-style-type: none"> • The draft training course “Coordination of Disaster Medical Operation Team” was presented. It is a 3-day training course aimed to build the personnel to have ability to coordinate with relevant agencies during disasters and facilitate in managing Disaster Health Management team. • The training course will be revised based on the discussion at the meeting and will be presented again during SWG Meeting in August. • Additional information will be added such as participant’s prerequisite and ASEAN related context. • 1st course is expected to launch in Myanmar as a part of RCD’s preparation in August 2021.
Important Decisions	<ul style="list-style-type: none"> • JAC members will take a leadership in drafting the contents of the course. The revised course will be presented during SWG meeting in August.
Attachments	Presentation: Coordination Curriculum

Online Consultation of SWG on the ASEAN Curriculum Development

Event	Online Consultation of SWG on the ASEAN Curriculum Development
Dates	22 nd September 2020
Platform	Microsoft Team
Participants	SWG Member, ASEC, AHA Centre, JAC, JICA and ARCH Project
Agenda	<ul style="list-style-type: none"> - Review of the 1st Sub-working Group on Basic Course on Disaster Health Management - Draft contents on Basic Course on Disaster Health Management - Next Step for Basic Course on Disaster Health Management In-Country Coordination Course
Summary of Discussion	<ul style="list-style-type: none"> - The curriculum needs the content of each module – ppt and textbook. Thailand asked AMS if they have time or volunteer to be responsible for some modules because some countries may have the same content already because it will save time no need to generate new things again. <p>Module 1: Brunei Darussalam Module 2: Indonesia Module 3: All AMS should create it by their own Module 4: Malaysia (Can use WHO minimum dataset if no reporting system available in the country) Module 5: Singapore Module 6: The Philippines Module 8: Thailand Module 11a: Vietnam</p>
Attachments	<ul style="list-style-type: none"> - Summary and Way forward - Presentation and Meeting Documents

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