



PROJECT FOR STRENGTHENING
THE ASEAN REGIONAL CAPACITY
ON DISASTER HEALTH MANAGEMENT

Proceedings of Meetings for
Joint Coordinating Committee (JCC),
Project Working Groups (PWGs), and
Sub-working Groups (SWGs)

Extension Phase: March 2021 – December 2021

January 2022

Japan International Cooperation Agency (JICA)

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

Extension Phase: March 2021 – December 2022

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Meetings Summary in the Extension Phase

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

Meetings	Date	Platform
2 nd Online PWG 2	22 March 2021	Microsoft Teams
2 nd Online PWG 1	23 March 2021	Webex
3 rd Online SWG on CD	15-16 July 2021	Microsoft Teams
6 th JCC	22 July 2021	Microsoft Teams
3 rd Online PWG 2	31 August 2021	Microsoft Teams
3 rd Online PWG 1	2 September 2021	Webex
4 th Online SWG on CD	13 December 2021	Microsoft Teams
2 nd Joint PWGs	14 December 2021	Webex

Joint Coordinating Committee (JCC)

EVENT	DATE	Platform	PARTICIPANTS	AGENDA
6 th JCC	22 July 2021	Microsoft Teams	ARCH Project, JICA, NIEM, TICA, MOPH, MoFA, CRA and TRC	1) Minutes of the Previous Meeting 2) Progress Report 3) Standard Curriculum Development 4) Publication of ARCH Articles in an International Journal 5) ASEAN Academic Conference 6) Project Working Group Meetings 7) Basic Principles for Technical Cooperation 8) Contents of Detail Design Report (DDR) 9) Draft Record of Discussions (R/D), Project Design Matrix (PDM), and Plan of Operation (PO)

6th Joint Coordinating Committee (JCC)

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

22 JULY 2021



Dr. Atchariya Pangma
Secretary-General,
National Institute for Emergency Medicine
Project Director,
Project for Strengthening the ASEAN
Regional Capacity on Disaster
Health Management
October 2021

Minutes of Meeting
The Sixth Joint Coordination Committee (JCC)
The Project for Strengthening the ASEAN Regional Capacity on Disaster Health Management
(ARCH Project)
22 July 2021 13:30-16:00 via Microsoft Team Online Conference Platform

Participants:

- | | |
|--------------------------------------|--|
| 1. Dr.Chaiyaporn Suchatsoonthorn, | National Institute for Emergency Medicine |
| 2. Dr.Suriya Wongkongkathep, | Advisory team, ARCH Project |
| 3. Dr.Jirot Sindhvananda, | Advisory team, ARCH Project |
| 4. Mr.Ashida Tatsuya, | Japan International Cooperation Agency (JICA) Headquarter |
| 5. Ms.Yamashita Yumiko, | Japan International Cooperation Agency (JICA) Headquarter |
| 6. Mr.Morita Takahiro, | Japan International Cooperation Agency (JICA)Thailand Office |
| 7. Mr.Yuasa Keiichiro, | Japan International Cooperation Agency (JICA)Thailand Office |
| 8. Mr.Mizukami Takahiro, | Japan International Cooperation Agency (JICA)Thailand Office |
| 9. Ms.Suwanna Navacharoen, | Japan International Cooperation Agency (JICA)Thailand Office |
| 10. Mr.Wattanawit Gajasen, | Thailand International Cooperation Agency (TICA),
Ministry of Foreign Affairs |
| 11. Ms.Thitichaya Panutnok, | Thailand International Cooperation Agency (TICA),
Ministry of Foreign Affairs |
| 12. Ms.Manika Mekprayoonthong, | Department of ASEAN Affairs, Ministry of Foreign Affairs |
| 13. Lieutenant General Amnat Barlee, | The Relief and Community Health Bureau, Thai Red Cross |
| 14. Ms.Kanungnij Chantaratin, | The Relief and Community Health Bureau, Thai Red Cross |
| 15. Ms.Mayuree Winothai, | Division of Global Health, Ministry of Public Health |
| 16. Mr.Ikeda Suichi, | Chief Advisor, ARCH Project |
| 17. Mr.Kita Taro, | Project Coordinator, ARCH Project |
| 18. Mr.Surachai Silawan, | National Institute for Emergency Medicine |
| 19. Dr.Anupong Sujariyakul, | Department of Disease Control, Ministry of Public Health |
| 20. Ms.Soawapak Hinjoy, | Office of International Cooperation,
Department of Disease Control, Ministry of Public Health |
| 21. Mr.Wattana Masunglong, | Office of International Cooperation,
Department of Disease Control, Ministry of Public Health |
| 22. Ms.Pitchapa Kleblumjeak, | Office of International Cooperation,
Department of Disease Control, Ministry of Public Health |
| 23. Dr.Phumin Silapunt, | Chulabhorn Hospital |
| 24. Dr.Apinya Luxruji, | Health Technical Office, Ministry of Public Health |
| 25. Ms.Sansana Limpaporn, | National Institute for Emergency Medicine |
| 26. Ms.Kittima Yuddhasaraprasiddhi, | National Institute for Emergency Medicine |
| 27. Ms.Dangfun Promkham, | National Institute for Emergency Medicine |
| 28. Ms.Hataya Kohkiatpong, | Division of Public Health Emergency Management,
Ministry of Public Health |
| 29. Ms.Ob-orm Utthasit, | ARCH Project |
| 30. Mr.Valintorn Chewasuchin, | ARCH Project |

1. The Sixth Joint Coordination Committee was convened on 22 July 2021 scheduled between 13:30 and 16:00 via Microsoft Team online conference platform, and opened by the Assistant Secretary-General of the National Institute for Emergency Medicine (NIEM), Dr. Chaiporn Suchatsoonthorn, on behalf of the ARCH Project Director, Flt.Lt. Atchariya Pangma, the Secretary-General of the NIEM, who cannot attend the meeting due to urgent appointment. Dr. Chaiporn Suchatsoonthorn greeted the participants and informed the meeting of the objective of this JCC meeting which is to seek endorsement of the Detailed Design Report and the Record of Discussion of ARCH Project Phase II.
2. The Chief Representative of JICA Thailand Office, Mr. MORITA Takahiro, delivered an opening remark and extend his appreciation for all the people concerned for their great contribution to the Project from the beginning of the project until today. Japan intends to expand diplomatic missions to secure human security in the region, promoting peace stability and cooperation. Japan is looking forward to cooperate with one another in the future.
3. The 30 committee members and participants had their chances to introduce themselves to the meeting.
4. Minutes of the Fifth Joint Coordination Committee was reviewed by Ms. Sansana Limpaporn. She reviewed the procedures in which the minutes will be circulated and approved by the participants. The meeting acknowledged the minutes of the Fifth Joint Coordination Committee.
5. Progress Report of the ARCH Project was delivered by Mr. Surachai Silawan, Project Director, indicating that there are eight activities in the Re-Extension phase; including the drafting of the work plan for POA on Disaster Health Management, Regional Collaboration Drill, Information sheet format for lesson learned from disaster response and the actual case, endorsing the regional collaboration tools by ASEAN (with feedback of minimal revisions), recommendation for ASEAN standards or methods on some necessary issues for deployment of AMS-EMT, study reports on curriculum development on disaster health management in AMS, academic international seminar and developing the standard curriculum on disaster health management. During COVID-19, the project has conducted several online meetings and activities.

Plan of the Activities in the Remaining Period of the ARCH Project

5. Progress of the development of the two ASEAN Standard Curriculum on Disaster Health Management were presented by Dr. Phumin Silapunt. Dr. Phumin indicated that these are the first curriculum and the first time ASEAN develops this standard educational program together. It was mentioned that the activities started back during the PWG2 meeting in Bali 2019 followed by three sub-working group meetings participated by two members from each member state. There are two standard curriculums; including the Basic Disaster Health Management Course with 15 modules in which each member state has participated in drafting up the modules. The 3rd SWG has agreed with the core contents of each module with some feedbacks and comments. The second course is the Coordination Course which is the In-country course in order to ensure that the affected AMS will be well-prepared to coordinate with the incoming EMTs during disasters. Now, the project is seeking the resource persons for these two courses.
6. The presentation by Mr. Ikeda was combined three topics for the publication of ARCH Articles in an International Journal, ASEAN Academic Conference and Project Working Groups Meetings.. First, Mr. IKEDA made overviewed on the concept that ARCH Project has produced a lot of knowledge but is not known to experts and academicians outside of the ASEAN region and Japan. Therefore, the project decided to add the additional activity to create publications on ARCH-related activities in an influential international academic journal on DHM which is the Pre-hospital and Disaster Medicine (PDM) Journal.

ARCH Project related manuscripts will be published as a supplementary issue of the PDM. The project has invited the Thai task force and core members of RCD host countries as well as JAC members and JICA advisors to write manuscripts for the academic articles of the supplementary issue. To prepare, the project sought for professional advises, and created Advisory Working Group consisting of the Japanese academicians on DM with Dr. Phumin and Dr. Prasit. The manuscripts were expected to be submitted around end of August.

Secondly, the ASEAN Academic Conference was expected to be convened between 23-25 November 2021 in Thailand and virtually depending on the COVID-19 situation in Thailand. The conference will be convened with the theme of "How can ASEAN realize One ASEAN, One Response in the field of disaster health management?". The conference will be a kick-off for the establishment of the ASEAN Academic Network and to share the articles published in the PDM journal. The project would like to invite the candidate members of the ASEAN Academic Network to participate, invite representatives from World Health Organization, presenters of the articles from the AMS.

Third, the Project Working Groups Meetings in the remaining period will be planned to be organized in the late August for PWG1 and PWG2 virtually, and organize joint meetings of both PWGs in late November 2021, face-to-face, back-to-back with the Academic Conference.

Dr. Anupong is concerned about the plan for conducting the ASEAN Academic Conference during the pandemic, suggesting to use webinar instead. If we need to conduct once in every two years, using webinar is a good start. Dr. Phumin responded that the online meeting has already been considered as a back-up plan. If the government of Thailand opened the country and accepted the foreigners, the conference may be conducted face-to-face. The project has to monitor for some time to make a decision. The project will discuss again during the PWGs Meeting. Dr. Anupong concerns that the time the project has left to decide and plan for the conference is less and less. If the project still confirms to do so, the project needs to make a good plan.

Preparation of ARCH Project Phase II

9. The representative of JICA, Mr. ASHIDA, summarized the Basic Principles for Technical Cooperation. When JICA begins the project, detailed planning survey must be conducted to make common understanding on JICA Technical Cooperation Project. Given the current situation, the detailed planning survey for ARCH 2 shall be conducted remotely through online meetings and the developing of Detailed Design Report. This detailed planning survey for the ARCH 2 is expected to be conducted during June and July 2021. The basic principles is composed of eleven components/items. As for the Implementation Structures, the Joint Coordination Committee (JCC) must be organized for JICA technical cooperation projects. Other important components are the Undertaking of the Counterparts (i.e., Section 4.1 Privilege /Section 4.2 Convenience for the members/ Section 4.3 Services), Reporting and the Monitoring and Evaluation. The schedule for the commencement of ARCH 2 was explained. The approval procedure for signing of Record of Discussions (R/D) of the project will take three months from the Thai side; therefore, it will start in August.

Mr. Wattanawit from TICA asked the question on the "Undertaking of the Counterparts" if the Counterparts for this project are NIEM and MOPH. Mr. ASHIDA confirmed his comments. Mr. Wattanawit thinks that some responsibilities belongs to TICA and not NIEM or MOPH, so the overall sections could be broadened to other related agencies. As such, the wording ".....the Counterparts" should be changed to ".....Thai side". Mr. ASHIDA claimed that this is put to remind of the technical

cooperation. Mr. IKEDA responded that the document will not be put as the direct part of the RD but it is just a reference document of the RD that should be applied to all JICA projects all over the world.

10. The Detailed Design Report (DDR) was presented by Mr. IKEDA. DDR is a product to the detailed planning survey. Since last month, the team is trying to make DDR in consultation with the Thai side about the designing of the new project. The draft DDR was circulated to all the main players of the Thai side and submitted to the project Director. On 29 June, the project director acknowledged it. The DDR outlines the project framework indicating the project period, project purpose, which aligns with the goal of the Plan of Action to Implement the ASEAN Leaders' Declaration on Disaster Health Management, the expected outputs that reflected three priority areas of the POA, verifiable indicators of the overall goals and purpose (12 targets of the regional level targets of POA, partially support for the national targets). Major events are outlined in the DDR indicating the frequency of conducting each activity in each year. The DDR also outlines the inputs from both Thai side and Japanese side and the implementation structure. During August, JICA will issue a facilitation letter for signing of the R/D to TICA. During August to October, Thai side will perform their procedures of the signing and by the second week of November, the R/D is expected to be designed. The PDM or Project Design Matrix will be attached as the Annex of DDR and also the Plan of Operation (PO) as a tentative implementation plan of the project.

Draft R/D is also attached in this DDR. Three parties will sign in this R/D. The R/D will state the purpose, background of R/D, terms of conducts for the cooperation under this project. The main points discussed will be put in Annex 1 stating the administration of the project, the implementation structures and Undertaking of the Counterparts. Japanese side plans to dispatch one more JICA expert and hire one more project assistant to the project; therefore, a bigger office need for the JICA expanded project team.

Dr. Anupong made a comment on appreciating JICA for their continuous support to the project.

Mr. Wattanawit appreciated all agencies' effort. TICA has supported the ARCH Project Phase II and facilitated for the process of approving, signing, and implementation of the Project. He asks for the progress of the drafting of the R/D since there is less time. TICA is not the delivery of the R/D from Japanese side to Thai side, but TICA would like to see the full text of draft R/D internally if there is any comments so that the R/D can be revised before JICA officially send R/D to TICA for Thai counterpart agencies for confirmation of the R/D contents. In this regard, he suggests that, to expedite the whole process before signing, all concerned agencies should internally review the full contents of R/D and provide the feedback until it leads to final version so that JICA can kick-off the final R/D from Japanese side to Thai side.

Dr. Suriya had raised two points. First, the new JCC under the ARCH Project II. MOPH as the co-partner, he mentioned it will be better to have co-chair of the JCC from MOPH other than the Secretary-General of NIEM. Secondly, RCCDHM is a mechanism that have already established, thus ARCH project has to work with and under its guidance. It needs a clear protocol to identify role and function of each body. For instance, when ASEAN Academic Network is planned for its first meeting by ARCH in November 2021, as the activity has been endorsed in POA, then it is RCCDHM who take its responsibility to consider the Network Establishment Framework including its steering body and composition, its role and function, network membership, the secretariat, etc. Therefore, ARCH should deliver a concept note describing Academic Network and submit to RCCDHM and Health Cluster 2/ASEAN SOMHD for consideration at least 6 months in advance.

Dr.Jiroj made his proposal. He thinks that the project should cover biohazard element to the project in addition to the natural disasters, and raised the question whether the project can set the working group to work in the biohazard or pandemic issue. The project can link the evidence-based information between countries, conduct the drill on pandemic, etc. He asked whether phase II incorporate pandemic into the project. Dr.Anupong responded that since the ASEAN Summit in 2019, ASEAN agreed to establish the ASEAN Center for Public Health Emergency and Emerging Diseases, they already have the feasibility study to set up this center by McKinsey Institute. This goes to the AHMM meeting. Dr.Chaiyaporn responded on behalf of NIEM that the organization may not have expertise on this area; however, it is ready to support the Ministry of Public Health if it leads.

Dr.Saowapak responded on the issue of joint assistance among countries in the region. In the past, Thailand has deployed the joint investigation team to other countries during various epidemics and disasters. However, in the case of COVID-19, the Emergency Decree limited travel between countries. To reduce this gap, Thailand provides technical support including clips of laboratory protocols, case management and quarantine management to distribute other countries. For face-to-face assistance, Thailand must seek approval from the Centre for COVID-19 Situation Administration (CCSA) to invite the team to come to Thailand or send to other countries. When the situation improves, DDC will inquire if there is a possibility.

Mr.IKEDA responded on JCC. JICA welcomed the involvement of MOPH and it is a very good idea for MOPH will take responsibility as Co-chair. About relation between RCC-DHM and ARCH Project, RCC-DHM will cover larger responsibility related to the POA. ARCH Project would like to work closely with the Secretariat of the RCC-DHM. ARCH Project can give comments and advices to the RCC-DHM. To respond to Dr.Jiroj, ARCH 1 already initiated some activities related to the pandemic, and can be continued to ARCH 2 and it is necessary to discuss how ARCH2 can work for activities on the pandemic and public health emergencies in collaboration with other ASEAN initiatives such as ASEAN Center for Public Health Emergency and Emerging Diseases

The chairman declared the endorsement of the JCC meeting on the Detailed Design Report of the Project for Strengthening the ASEAN Regional Capacity on Disaster Health Management (ARCH Project) Phase II, Draft Record of Discussions (R/D), Project Design Matrix (PDM), and Plan of Operation (PO) of the Project for Strengthening the ASEAN Regional Capacity on Disaster Health Management (ARCH Project) Phase II.

11. Schedule to Implement the ARCH phase 2

- August 2021:
 - 2nd Week: JICA sends a Minutes of Meeting of 6th JCC, DDR and draft R/D to TICA
 - 4th Week: TICA sends draft R/D to NIEM to approve the R/D
- September 2021
 - 1st Week: NIEM confirms and sends to MOPH to approve the R/D
 - 3rd Week: MoPH approves it and sends back to NIEM
- October 2021
 - 1st Week: NIEM sends their approval to TICA
 - 2nd Week: TICA sends the approval to JICA
 - 3rd Week: JICA signs R/D and sends to NIEM
 - 4th week: NIEM signs and sends RD to MOPH
- November 2021
 - 2nd week: MOPH signs R/D and sends two signed R/D back to NIEM
 - NIEM sends the signs RD to JICA and a copy to TICA
- January 2022
 - 1st Jan: the ARCH Phase 2 commences

12. The Sixth Joint Coordination Committee was concluded with the Chairman delivered his closing speech, appreciating the contributions of all related agencies and participation of stakeholders in the ARCH Project activities. The Chairman appreciated the hard work Project Team has performed throughout the first phase of the project, and hope that the project activities will be commenced normally in the next phase.

[Presentations in the meeting can be found here.](#)

<https://drive.google.com/drive/u/2/folders/15dT-9m-OcGPrATwD-LqsUllEMB7MNxDK>



Document of 6th JCC, ARCH Project

or

Joint Project Working Group (Joint PWGs) 1 & 2

EVENT	DATE	PLACE	PARTICIPANTS	AGENDA
2 nd Online Joint PWG 1 & 2	14 December 2021	Cisco Webex	ASEAN Member States, ASEAN Secretariat, Project Team, and other related organizations	1) Updates from the ASEAN Secretariat 2) Overall Progress of the ARCH Project Extension Phase 3) Progress on the Standard Curriculum Development 4) Results of the Preparatory Meeting for the ASEAN Academic Network on Disaster Health Management (AANDHM), and the ASEAN Academic Conference 5) Project Review and Completion Report of the ARCH Project (Phase 1 and Extension Phase) 6) Implementation Plan for the Main Activities of ARCH Project Phase 2, and TORs of PWG 1 and 2 of the ARCH Project Phase 2

2nd Online Joint Project Working Group 1 & 2

SECOND ONLINE JOINT PROJECT WORKING GROUPS (PWG) CONFERENCE

PROJECT FOR STRENGTHENING ASEAN REGIONAL CAPACITY ON
DISASTER HEALTH MANAGEMENT (ARCH PROJECT)
14 DECEMBER 2021 / 13.00 -16.00 BANGKOK TIME

SUMMARY OF AGREEMENTS AND WAYS FORWARD

UPDATES FROM ASEAN SECRETARIAT

- Noted the decisions relevant to the ARCH Project and Disaster Health Management, which emanated from recent ASEAN Meetings, namely the: 16th JTF on HADR, 38th/39th ASEAN Summits and Related Summits, 16th ASEAN SOMHD and Related Meetings, and the ASEAN Health Cluster 2 Planning Meeting.

OVERALL PROGRESS OF THE ARCH PROJECT EXTENSION PHASE

- Noted the overall progress of the ARCH Project Extension Phase across the five project outputs, including the following:
 - Organization of the Regional Coordination Committee on DHM (RCC-DHM);
 - Adoption and implementation of the POA to operationalise the ALD on DHM;
 - Development of the ASEAN EMT SOP and its integration with ASEAN SASOP;
 - On-going establishment of the ASEAN Institute on Disaster Health Management (AIDHM) and ASEAN Academic Network on Disaster Health Management (AANDHM);
 - Conduct of Regional Collaboration Drills, and development of a Preparation Handbook;
 - Conduct of the inaugural ASEAN Academic Conference;
 - Development of the ASEAN Collective Measures (ACM);
 - Development of standard curricula for Basic DHM Course and In-country Coordination Course; and,
 - Publication of ARCH Project Handbook, supplementary edition of ARCH articles in WADEM's Pre-hospital and Disaster Medicine journal, and the COVID-19 Case Study.
- Agreed on the need for an organized knowledge management system, including information storage

PROGRESS ON STANDARD CURRICULUM DEVELOPMENT

- Noted the progress on the development of two standard curricula, the Basic DHM Course (B Course) and In-Country Coordination Course (C Course);
- On the B Course, further noted the course objectives, plan of action, schedule and details of the proposed conduct of the workshop, and ways forward;
- For the C Course, further noted the course objectives, progress of curriculum development where currently in the implementation plan design after completion of course framework and formulation, and future planning
- Noted the planned next activities, including preparation of a face-to-face mock-up workshop in late 2022.

1 Summary of Agreements & Ways Forward, Second Online Joint PWG Conference ARCH Project
14 December 2021 via video conference

RESULTS OF THE PREPARATORY MEETING FOR THE ASEAN ACADEMIC NETWORK ON DISASTER HEALTH MANAGEMENT (AANDHM), AND THE ASEAN ACADEMIC CONFERENCE

- Noted the conduct and outputs of the Preparatory Meeting for the AANDHM. Further noted the previous circulation of revised TOR of Steering Committee which was amended from National Focal Point Meeting for review and/ or endorsement with the deadline by 31 Dec 2021, including a consideration of a proposed name, 'Steering Committee'. The TOR shall subsequently be proposed to RCCDHM in mid-Jan 2022;
- Noted the conduct of the inaugural ASEAN Academic Conference on DHM, and the key points from the four sessions and one panel discussion;
- Noted that three ASEAN Member States have submitted nominations for their AANDHM NFP Institute and at the same time kindly requested the rest of AMS to complete the identification/nomination of their NFP Institute, and to share the information to the RCCDHM Secretariat, copy furnished the ASEAN Secretariat and the ARCH Project Team with the deadline by the end of Jan 2022. The list of NFP shall subsequently be submitted to RCCDHM for their advanced review prior to the RCCDHM Meeting in Feb/ March 2022;
- Noted the AIDHM as the proposed secretariat of AANDHM and which role is assumed by the RCC-DHM Secretariat in the interim while the Institute is still being set-up;
- Further noted the update on the establishment of the AIDHM, including the consultation with RCC-DHM Chair and subsequent communication with interested countries, Indonesia and Thailand, on the confirmation of their expression of interest and provision of detailed plan on the establishment, operation, and sustainability, which is aimed to be submitted by 15 January 2022.
- Looked forward to the immediate determination of the host of the Institute.

PROJECT REVIEW AND COMPLETION REPORT OF THE ARCH PROJECT (PHASE 1 AND EXTENSION PHASE)

- Noted the conduct of a project review of the ARCH Phase 1 and Extension Phase, and the endorsement of the draft report after circulation to PWG 1 and PWG 2 Members for their inputs and feedback. Further noted the overall accomplishments of the ARCH Project against identified indicators, the summary comments on the evaluation criteria used and on the project implementation process.
- Concurred on the conclusions of the review on the significant contribution of the ARCH Project to the strengthening of national capacity on disaster health management, and of regional health response cooperation as part of the overall ASEAN disaster management mechanisms.
- Reiterated the appreciation of the leadership of Thailand, the strong and sustained support of JICA and Japan Advisory Committee, and the cooperation of ASEAN Member States through the PWG 1 and PWG 2 Members and ARCH Project Contact Points.
- Noted the preparation of the comprehensive project completion report of the ARCH Project Phase 1 and Extension Phase, and agreed on the circulation of the draft report for the PWG 1 and PWG 2 Members to review and/ or endorse of the said document by 15 January 2022.

- 2 Summary of Agreements & Ways Forward, Second Online Joint PWG Conference ARCH Project 14 December 2021 via video conference

- Agreed to explore the publication of ARCH Project Phase 1 and Extension Phase key achievements and progress, based on the completion report and project review.

IMPLEMENTATION PLAN FOR THE MAIN ACTIVITIES OF ARCH PROJECT PHASE 2, AND TORs OF PWG 1 AND 2 OF THE ARCH PROJECT PHASE 2

- Noted the implementation plan of priority activities as part of ARCH Project Phase 2, which kicks off in January 2022.
- Further noted that ARCH Project Phase 2 activities that will be hosted by ASEAN Member States will be further discussed and decided at the next PWG meeting.
- Noted the ARCH Project strategy on training programmes, and agreed for PWG 1 and PWG 2 Members to share comments including support needs in relation to the conduct of proposed training courses developed through the SWG-CD.
- Noted the draft TORs of PWG 1 and PWG 2 for ARCH Project Phase 2, which revisions are based on approved priority outputs and priorities of ARCH Project 2, and agreed on their circulation to PWG 1 and PWG 2 Members for ad-referendum review and/or endorsement of the said documents by 15 January 2022.
- Looked forward to the sustained cooperation and active participation of PWG 1 and PWG 2 Members in the implementation of ARCH Project Phase 2, as well as explore further cooperation and synergies with RCC-DHM, AIDHM and AANDHM, and other relevant non-health sector mechanisms and platforms.

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Project Working Group (PWG) 1

EVENT	DATE	PLACE	PARTICIPANTS	AGENDA
2 nd Online PWG 1	23 March 2021	Cisco Webex	ASEAN Member States, ASEAN Secretariat, AHA Center, JAC, and Project Team	1) Updates from the ASEAN Secretariat 2) Updates on the Finalization of EMT SOP, and Integration of EMT SOP into ASEAN SASOP 3) Updates on ASEAN Collective Measures for AMS I-EMT 4) Planned Activities for the ARCH Re-Extension Phase, and Updates on the Preparation of ARCH 2
3 rd Online PWG 1	2 September 2021	Cisco Webex	ASEAN Member States, ASEAN Secretariat, AHA Center, JAC, and Project Team	1) Updates from the ASEAN Secretariat 2) Updates on the Finalization of EMT SOP, and Integration of EMT SOP into ASEAN SASOP 3) Updates on the ASEAN Collective Measures (ACM) for AMS I- EMT 4) Plans on the Implementation of Activities in the Remaining Period of the ARCH Project Extension Phase (including ASEAN Academic Conference), and Updates on the Preparation of ARCH Project Phase 2

2nd 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 (ARCH PROJECT)

23 MARCH 2021, 9:00-11:00AM BANGKOK TIME

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 (PWG) 1 from Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Philippines, Singapore, Thailand, and Viet Nam, as well as representatives from the ARCH Project Team, Japanese Advisory Committee, Japan International Cooperation Agency (JICA), ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre), and ASEAN Secretariat. The List of Participants appears in [Annex 1](#).

2. The Meeting was convened to continue the implementation of priorities within the ARCH Project Extension Phase specifically under the purview of PWG 1 in consideration of travel restrictions resulting from the COVID-19 pandemic. The 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, delivered opening remarks. He welcomed the participants and highlighted their contributions to initiatives under the PWG 1 of ARCH Project to advance disaster health management, namely the Standard Operating Procedures for the Coordination of Emergency Medical Teams in ASEAN (ASEAN EMT SOP) the and ASEAN Collective Measures for ASEAN Member States International-EMT (ACM) and which progress would be discussed. He also underlined the importance to discuss the implementation of key activities of the ARCH Re-Extension Phase and the preparations for ARCH Project Phase 2. Dr. Sindhvananda also expressed his appreciation to the partners for their support and looked forward for a productive and fruitful discussion.

UPDATES FROM THE ASEAN SECRETARIAT

4. The Meeting noted the updates from the ASEAN Secretariat on the sustained and expanded ASEAN Health Sector's response to the COVID-19 pandemic including initiatives for strengthening regional public health emergency preparedness. The update focused on (i) the establishment of the ASEAN Centre for Public Health Emergencies and Emerging Diseases (ACPHEED), (ii) the development of ASEAN Public Health Emergency Coordination System (APHECS), (iv) the ASEAN-WHO-EU project on Enhancing regional coordination in response to COVID-19, and (v) the Strengthening ASEAN's Capacities on Crisis and Health-Related Communication supported by GIZ. The ASEAN Secretariat also briefed the Meeting on commitments of support from Dialogue Partners that were announced at the 36th/37th ASEAN Summit and Related Meetings in November 2020; as well as the upcoming sectoral events that are relevant to the ARCH Project. The presentation appears as [Annex 3](#).

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

5. The Meeting noted the updates from the ARCH Project Team on the progress of consultations on the revisions of the draft ASEAN EMT SOP resulting from the (i) table-top exercise involving representatives from health and disaster management sectors of ASEAN Member States organised by AHA Centre and ARCH Project and supported by the ASEAN Secretariat as part of the process of integration of the ASEAN EMT SOP into the ASEAN Standard Operating Procedure for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (SASOP), (ii) further inputs from the ASEAN Committee on Disaster Management (ACDM) Working Group on Preparedness, Response and Recovery (ACDM WG PPR) through the AHA Centre, and (iii) recommendations from the Sub-Working Group on ASEAN Collective Measures for ASEAN I-EMT (SWG-ACM). The Meeting also noted the summary of revisions, and the recent endorsement of the revisions by the Regional Coordination Committee on Disaster Health Management (RCC-DHM). The presentation appears as **Annex 4**.

6. Moving forward, the Meeting further noted that the revised ASEAN EMT SOP will be elevated to the ASEAN Health Cluster 2 on Responding to All Hazards and Emerging Threats for further review and/or endorsement, and subsequently transmitted to ACDM WG on PRR for final testing through the ASEAN Regional Disaster Emergency Response Simulation Exercise (ARDEX) scheduled in March 2022. Relatedly, the AHA Centre also provided updates on ARDEX where the ASEAN EMT SOP has been agreed to be tested, and that the exercise is likely to be held through online platform consisting of table-top and functional exercises. The AHA Centre representation also suggested that the ASEAN EMT SOP should be general, as much as possible, as it will be integrated to the ASEAN SASOP.

UPDATES ON THE ASEAN COLLECTIVE MEASURES FOR AMS I-EMT

7. The ARCH Project Team updated the Meeting on the progress of SWG-ACM's work which, based on the analyses of the regional context, and capacity gaps or challenges, have put forward recommendations to address operational challenges in the deployment of EMT that are fulfill WHO EMT standards. These recommendations include the development of (i) Database of Receiving Country for I-EMT deployment, (ii) Guidance on Medical Malpractice, (iii) and Guidance on Waste Management. The Meeting also noted the proposed ways forward/timeline in the finalization of the recommendations. The presentation appears as **Annex 5**.

8. The Meeting exchanged views and further noted the following:

- The database is still at its initial stage. It is envisaged to be a living document owned by each AMS that will be completed and updated at any time the AMS, through their focal points deem it necessary. As such, each AMS is encouraged to organize In-country Course for the Coordination of EMT (which is currently finalized by PWG 2), which is also an opportunity to update their national database.
- The information requested in the database may be confidential or difficult to collect as shared by some PWG 1 members.

- AMS may provide or update information on the database to the ARCH Project Team as the need arises using the latest version of the form;
- These issues will be further studied as part of the ARCH Project Phase 2. The SWG-ACM may also wish to consider looking into the mechanism of data collection in updating the list of modules for deployable assets, among others, by the AHA Centre as reference.

9. The Meeting also agreed to review and provide inputs on the SWG-ACM interim report and recommendations for further consideration at the next SWG-ACM meeting planned in July 2021.

PLANNED ACTIVITIES FOR THE ARCH RE-EXTENSION PHASE, AND UPDATES ON THE PREPARATION OF ARCH 2

10. The Meeting noted the updates from the ARCH Project Team on the implementation of endorsed activities during the re-extension phase of the ARCH Project and the preparation of ARCH Project Phase 2. The Meeting further noted the proposed framework, outputs and key activities of ARCH Project Phase 2 which will be implemented between 2022-2025 and which supports the implementation of the Plan of Action to operationalize the ASEAN Leaders Declaration on Disaster Health Management (POA/ALD on DHM) 2019-2025, including the completed or on-going consultations for review and endorsement at AHC 2, Senior Officials Meeting on Health Development (SOMHD), and ASEAN Committee of Permanent Representative (CPR) levels as part of the ASEAN project appraisal and project approval process. The presentation appears as [Annex 6](#).

11. Furthermore, the Meeting agreed to consider the enhancement of mutual learning during the ARCH Project Phase 2, including the facilitation of AMS with WHO-verified EMT as mentors to other AMS which undergo EMT accreditation processes. The Meeting also encouraged and enjoined the continued participation and support of all PWG 1 members and contact points of AMS in the finalization of consultations of project proposal and implementation of ARCH Project Phase 2.

12. Subsequently the ARCH Project Team also provided brief update related to the documentation and sharing of good practices on COVID-19 response with potential upcoming activity is an experience sharing by Singapore. The Meeting also agreed on the dissemination of good practice on COVID-19 among AMS.

WRAP-UP AND WAYS FORWARD

13. 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 the updates from the ASEAN Secretariat on the sustained and expanded ASEAN Health Sector's response to the COVID-19 pandemic including initiatives for strengthening public health

AGENDA ITEM	AGREEMENTS AND WAYS FORWARD
	emergency preparedness, and upcoming sectoral events that are relevant to the ARCH Project.
Updates on the Finalization of EMT SOP and Integration of EMT SOP into ASEAN SASOP	<ul style="list-style-type: none"> Noted the updates from the ARCH Project Team on the recent conclusion of RCC-DHM consultation on revisions of the EMT SOP, resulting from the AHC 2 CC and ACDM WG on P&R tabletop exercise and the work of the SWG on ACM. Further noted that revised EMT SOP will be elevated to AHC 2 CC for further review and/or endorsement, and subsequently to ACDM through the WG on PRR for testing in ARDEX scheduled in March 2022.
Updates on ASEAN Collective Measures for AMS I-EMT	<ul style="list-style-type: none"> Noted the updates from the ARCH Project Team on the progress of SWG – ACM's work, including recommendations to address operational challenges and proposed supplementary tools, as well as ways forward in the finalization of the recommendations. Noted that some of the information requested in the database may be confidential or difficult to collect; these and other issues will be further studied as part of the ARCH Project Phase 2. Agreed that AMS may provide/updated information on the 'database for receiving I-EMT' to the ARCH Project Team as the need arises using the latest version of the form. Agreed that the interim report and recommendations of the SWG-ACM will be circulated PWG 1 Members for review and inputs when ready; subsequently, PWG 1 Members will provide feedback for consideration of the SWG-ACM meeting in July 2021.
Planned activities for the ARCH re-extension phase, and updates on the preparation of ARCH 2	<ul style="list-style-type: none"> Noted the updates from the ARCH Project Team on the implementation of endorsed activities during the re-extension phase of the ARCH Project, as well as the proposal to further document good practices. Further noted the framework, outputs and key activities of ARCH Project Phase 2 (which supports implementation of POA/ALD on DHM), including the completed or on-going consultations for review and endorsement at AHC 2, SOMHD and CPR levels as

AGENDA ITEM	AGREEMENTS AND WAYS FORWARD
	<p>part of the ASEAN project appraisal and project approval process.</p> <ul style="list-style-type: none">• Agreed to consider in Phase 2 the enhancement of mutual learning, including the facilitation of AMS with WHO-verified EMT as mentors to other AMS undergoing EMT accreditation processes.• Encouraged and enjoined the continued participation and support of all PWG 1 Members and contact points of ASEAN Member States in the finalization of consultations of the project proposal, and implementation of ARCH Project Phase 2.

CLOSING REMARK

14. Dr. Jirot Sindhvananda closed the Meeting by commending participants for the productive discussions. He further expressed hope that the decisions and guidance from this Meeting will signify further implementation of the ARCH Project, particularly initiatives under the purview of PWG 1.

3rd Online Project Working Group (PWG) 1

ENDORSED

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

2 SEPTEMBER 2021, 13:00-14:00 BANGKOK TIME

INTRODUCTION

1. Chaired by Thailand as Lead Country of the ARCH Project, the Meeting was attended by Project Working Group (PWG) 1 Members from Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Philippines, Singapore, Thailand, and Viet Nam, as well as representatives from the ARCH Project Team, Japanese Advisory Committee, Japan International Cooperation Agency (JICA), ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre), and the Health Division of ASEAN Secretariat. The List of Participants appears in [Annex 1](#).
2. The Meeting was held to update and discuss the implementation of priority activities under the responsibility of PWG 1 within the ARCH Project Extension Phase. The agenda appears as [Annex 2](#).

OPENING REMARK

3. Dr. Jiro Sindhvananda, Senior Adviser to Chulabhorn International College of Medicine, Thammasat University, as Chair of the Meeting delivered his opening remarks. He welcomed and appreciated the participants for allocating time for this meeting amidst their busy schedule. Dr. Sindhvananda also underlined the significance of initiatives and efforts made by PWG 1 of ARCH Project, including the Standard Operating Procedures for the Coordination of Emergency Medical Teams in ASEAN (ASEAN EMT SOP) and its integration to the ASEAN Standard Operating Procedure for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations (SASOP), and the ASEAN Collective Measures (ACM) for ASEAN Member States International-EMT which contains a number of important documents needed during health emergency response. He concluded by wishing for a fruitful and productive meeting.

UPDATES FROM THE ASEAN SECRETARIAT

4. The Meeting acknowledged the updates from the ASEAN Secretariat on several initiatives and efforts by the ASEAN Health Sector in responding to the COVID-19 pandemic, including new and on-going initiatives that contribute to strengthening future public health emergency preparedness with highlights on the establishment of the ASEAN Centre for Public Health Emergencies and Emerging Diseases (ACPHEED), the development of the framework and structure of the ASEAN Public Health Emergency Coordination System (APHECS), the implementation of project on Strengthening Regional Initiatives in ASEAN on COVID-19 Response and Other PHE. The Meeting also noted the outcomes from the Special Video Conference of ASEAN Health Ministers Meeting (AHMM) on COVID-19 held on 22 July 2021. The ASEAN Secretariat also shared the schedule of upcoming ASEAN Health Sector Meetings within the year of 2021. The presentation appears as [Annex 3](#).

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

5. The Meeting noted the updates from the ARCH Project Team on the progress on the endorsement of the revised ASEAN EMT SOP by ASEAN Health Cluster (AHC) 2 in April

1 | Report of the PWG 1 Conference, ARCH Project, 2 September 2021

ENDORSED

2021. The Meeting also expressed appreciation to the efforts of the ASEAN Health Sector on the integration of the ASEAN EMT SOP into the ASEAN SASOP, particularly through the ongoing coordination with ASEAN Committee on Disaster Management (ACDM) and with the Disaster Management and Humanitarian Assistance Division of the ASEAN Secretariat, the transmittal of the revised EMT SOP to the ACDM Working Group on Preparedness, Response and Recovery (WG on PRR) for review and further testing in the next ASEAN Regional Disaster Emergency Response Simulation Exercise (ARDEX).

6. The Meeting was also informed on the cancellation of ARDEX in 2021 and 2022 as announced during the 15th Joint Task Force to Promote Synergy with other Relevant ASEAN Bodies on humanitarian assistance and disaster relief (JTF on HADR) meeting in July 2021.

In light of this recent development, the following next steps were noted:

- AHC 2 Chair Philippines together with ARCH Project Lead Country Thailand will attend the 2nd ACDM WG on PRR on 9 September 2021 to further discuss and explore ways forward in the integration of the ASEAN EMT SOP into ASEAN SASOP;
- ACWG WG on PRR to elevate proposed ways forward to ACDM that will meet on 11-14 October 2021;
- ASEAN Health Sector including the ARCH Project will be updated on the outcomes of the ACDM meeting in due course; and
- Further progress will be reported in the next PWG 1 meeting

7. Taking into consideration that there was no decision on schedule of the next ARDEX, the Meeting was briefed that close coordination between AHC 2 and ACDM WG on PRR had been done through the facilitation of the Health Division and DMHAD of the ASEAN Secretariat. Based on this coordination, two recommendations might be surfaced and considered, namely: (i) the full integration of the ASEAN EMT SOP into ASEAN SASOP without the need for testing via ARDEX in consideration of the completion of the first step of the integration process through the conduct of the table top exercise (TTX) in November 2019, where there were minimal proposed revisions, or (ii) interim integration of the ASEAN EMT SOP subject to final testing through the next possible conduct of ARDEX.

The presentation appears as **Annex 4**.

UPDATES ON THE ASEAN COLLECTIVE MEASURES (ACM) FOR AMS I-EMT

8. The ARCH Project Team updated the Meeting on the substantive progress made by Sub-Working Group (SWG) on ACM through the development of a draft report on the ACM in the context of regional emergency medical response to disasters. The presentation covered in more detail the elaboration of sections regarding the (i) five ACM recommendations, (ii) challenges and analysis, (iii) management of ACM products, (iv) future status of the ACM, and (v) annexes of the report. The Meeting also expressed appreciation to the hard work by the ARCH Project Team and SWG-ACM in analysing the challenges and issues in emergency medical response, and for proposing recommendations and options for consideration of AMS.

9. The Meeting further noted the following points:

- The set of recommendations and options that have been developed by SWG-ACM with the aim to address issues on logistics, customs clearance, medical waste management, medical malpractice and medical registration; as well as the supplementary tools, procedures or guidelines developed to address those issues;
- There are challenges and gaps to complete the work on the ACM during the ARCH Extension phase until December 2021 and as such, priority activities to fully execute the recommendations will be carried out as part of ARCH Project Phase 2; and,
- Proposal to continue the work of SWG-ACM in ARCH Project Phase 2, and the need to look into new critical issues that may need to be addressed in the next phase.

ENDORSED

10. The Meeting also discussed and exchanged views on several matters which were summarized as follows:

- The need to review the term I-EMT which was based on the PWG 1 decision made in July 2019, with the consideration that this term may confuse with the WHO EMT Initiative. On the other hand, it was also pointed out that the term EMT is generally used by many response organisations regardless of the classification status by WHO. Therefore, Thailand suggested to replace the term I-EMT with AMS EMT and ASEAN Secretariat to also revisit the agreement during PWG 1 meeting in 2019;
- Philippines expressed their concern that they may not be comfortable in sharing the information that they provided in the database of EMT; and rather suggested their view that the database, being a living document, should be maintained by each country and not openly accessed by all AMS;
- It was underlined that the SOP and guidelines developed through the ARCH Project serve as reference for AMS to further formulate their national procedures and guidelines to complement the toolkit produced by the WHO EMT Initiative;
- The need to consider the situation where receiving countries may have challenges in covering indemnification of medical malpractice of deployed EMT, taking into account NGO-managed EMT which may be in good number;
- Reiteration on the aim of proposed collective measures to be used in assisting AMS in the development of EMT that can be deployed in compliance of WHO EMT standards through the cooperation between deploying and receiving countries;
- In the further development of regional EMT capacity, it will be worthwhile to look into mechanisms where the affected AMS determine priority needs and gaps which can be covered by assisting AMS and hence having tailored arrangement based on the need and situation of receiving country;
- Notation on proposal from Viet Nam to continue exchange of experiences of AMS in medical response in COVID-19 outbreaks and related matters such as COVID-19 vaccination roll-out.

11. As next steps, noting the endorsement of draft Report on the ACM, its recommendations, and annexes from the SWG-ACM via ad-referendum consultation between 13-24 August 2021, the Meeting agreed on the following:

- PWG 1 Members will review and provide inputs to the draft report by 30 September 2021;
- ARCH Project Team will finalise the report by November 2021; and,
- PWG 1 Members will endorse the report at the next meeting in December 2021 as a product during the ARCH Project Extension Phase.

The presentation appears as **Annex 5**.

PLANNED ACTIVITIES FOR THE ARCH RE-EXTENSION PHASE, AND UPDATES ON THE PREPARATION OF ARCH 2

10. The ARCH Project Team updated the Meeting on upcoming activities that will be implemented by both PWG 1 and PWG 2 in the remaining Period of the ARCH Project Extension Phase until December 2021, as well as on preparations for the implementation of ARCH Project Phase 2. It was noted that the last PWG 1 Meeting will be held in December 2021 to touch upon ARCH Project Phase 2 particularly the future strategies and priority activities under the PWG 1.

11. The Meeting also acknowledged the ARCH Project Phase 2 project framework which will be implemented from January 2022 to March 2026 including its overall goal, outputs, verifiable indicator, major events and activities, and implementation structure. PWG 1 also took note that the ARCH Project Project 2 will support the realisation of three of the five priorities of the Plan of Action to Implement the ASEAN Leaders Declaration on Disaster Health Management

ENDORSED

(POA/ALD on DHM) 2019-2025, and further discussions on priority areas not covered by ARCH Project 2 will be made by RCC-DHM. It was further noted that the RCC-DHM is in the process of developing an implementation plan for POA/ALD priorities not being covered by ARCH Project Phase 2, which will form part as annex of the ASEAN Health Cluster 2 Work Programme 2021-2025.

The presentation appears as **Annex 6**.

WRAP-UP AND WAYS FORWARD

12. 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 the updates from the ASEAN Secretariat on the sustained and expanded ASEAN Health Sector's response to the COVID-19 pandemic, including new and on-going initiatives to strengthen future public health emergency preparedness, as well as upcoming sectoral meetings and events.
Updates on the Finalization of EMT SOP and Integration of EMT SOP into ASEAN SASOP	<ul style="list-style-type: none"> Noted and expressed appreciation on the updates from the ARCH Project Team on the further development of the EMT SOP through the endorsement by ASEAN Health Cluster 2 in April 2021, and on the integration with ASEAN SASOP through the transmittal of the revised EMT SOP to the ACDM WG on PRR for testing in the next ARDEX. Noted further the following, in consideration of the cancellation of ARDEX in 2021 and 2022: <ul style="list-style-type: none"> ASEAN Health Cluster 2 Chair Philippines together with ARCH Project Lead Country Thailand will attend the 2nd ACDM WG on PRR on 9 September 2021 to further discuss and explore ways forward in the integration of EMT SOP into ASEAN SASOP; ACWG WG on PRR to elevate proposed ways forward to ACDM that will meet on 11-14 October 2021; ASEAN Health Sector, including the ARCH Project, will be updated on the outcomes of the ACDM meeting in due course; and, Further progress will be reported in the next PWG 1 meeting
Updates on the ASEAN Collective Measures (ACM) for AMS I-EMT	<ul style="list-style-type: none"> Noted on the updates from the ARCH Project Team on the substantive progress of the work of the SWG - ACM to address identified operational challenges in regional emergency medical response in disasters, summarized through the draft <i>Report on ACM and Its Recommendations, and Annexes</i>. Noted further the following:

ENDORSED

AGENDA ITEM	AGREEMENTS AND WAYS FORWARD
	<ul style="list-style-type: none"> - Set of recommendations and options that aim to address logistics, customs clearance, medical waste management, medical malpractice and medical registration issues; and the development of supplementary tools, procedures or guidelines to address the issues; - Challenges and gaps in completing the work during the extension phase; - Priority activities to fully execute the recommendations that will be carried out as part of ARCH Project Phase 2; and, - Proposal to continue the work of SWG-ACM in ARCH Project Phase 2 to look into new critical issues that may need to be addressed in the next phase. <ul style="list-style-type: none"> • Expressed appreciation to the hard work of the ARCH Project Team and the SWG-ACM in analysing the issues and for proposing recommendations and options for consideration of AMS. • Exchanged views on the updates which discussion points were summarized as follows: <ul style="list-style-type: none"> - Review the use of AMS I-EMT, which was based on decision made in July 2019, as this may confuse with the WHO EMT Initiative; it was noted that EMT is generally used by many response organisations, whether classified or not by WHO; - Philippines expressed that they may not be comfortable in sharing the information that they provide in the database of EMT; - Purpose of SOP and guidelines developed through the ARCH Project are for reference of AMS intending to formulate their national procedures and guidelines, in addition to the toolkit produced by the WHO EMT Initiative; - Consider that receiving countries may have challenges in covering indemnification of medical malpractice of deployed EMT taking into account NGO-managed EMT which may be in good number; - Reiterated that the proposed collective measures aim to assist AMS in the development of EMT that can be deployed that comply WHO EMT standards through cooperation of AMS deploying and receiving countries. - In the further development of regional EMT capacity, consider looking into mechanisms for affected AMS to determine priority needs and gaps which can be covered by assisting AMS.

ENDORSED

AGENDA ITEM	AGREEMENTS AND WAYS FORWARD
	<ul style="list-style-type: none"> Noted the proposal of Viet Nam to continue the exchange of experiences of AMS in medical response in COVID-19 outbreaks, as well as related matters such as COVID-19 vaccination roll-out. Noted that the draft <i>Report on the ACM and Its Recommendations, and Annexes</i>, have been endorsed by the SWG-ACM via ad-referendum consultation between 13-24 August 2021, and agreed on the following next steps: <ul style="list-style-type: none"> PWG 1 Members to review and provide inputs to the Report by 30 September 2021; ARCH Project Team to finalise the Report by November 2021; and, PWG 1 Members to endorse the Report at the next meeting in December 2021 as a product during the ARCH Project Extension Phase.
Plans for the Implementation of Activities in the Remaining Period of the ARCH Project Re-Extension Phase, and Updates on the Preparation of ARCH Project Phase 2	<ul style="list-style-type: none"> Noted the updates from the ARCH Project Team on the progress of implementation of endorsed activities under the ARCH Project Extension Phase and implemented by PWG 1 and PWG 2, and the schedule of implementation of remaining activities during the Extension Phase, including the PWG 1 Meeting in December 2021 to discuss and agree on strategies and priority activities for ARCH Project Phase 2. Noted the framework of ARCH Project Phase 2, which implementation will commence from January 2022 – March 2026, including its outputs, major events and activities, and implementation structure, that supports the realisation of three of the five priorities of the POA/ALD on DHM 2019-2025. Noted that priority areas not covered by ARCH Project will be further discussed by RCC-DHM which is in the process of developing an implementation plan for the POA/ALD on DHM.

CLOSING REMARK

13. Dr. Jirot Sindhvananda closed the Meeting by expressing his appreciation to the participants for their active engagement during the virtual meeting. He was convinced that the work and outputs of PWG 1 will significantly contribute to further improvement of disaster health management capability in the region.

Project Working Group (PWG) 2

EVENT	DATE	PLACE	PARTICIPANTS	AGENDA
2 nd Online PWG 2	22 March 2021	Microsoft Teams	ASEAN Member States, ASEAN Secretariat, JICA, Project Team, and other related organizations	1) Updates from the ASEAN Secretariat 2) Updates on the TOR of the ASEAN Academic Network and ASEAN Institute for Disaster Health Management (AIDHM) 3) Updates from the Sub-Working Group on Standard Curriculum Development 4) Updates on the Fifth Regional Collaboration Drill (RCD) and RCD Guidebook Development 5) Updates on the Publication of Academic Articles on ARCH and the Plan for ASEAN Academic Conference 6) Planned Activities for the ARCH Re-Extension Phase, and Updates on the Preparation of ARCH 2
3 rd Online PWG 2	31 August 2021	Microsoft Teams	ASEAN Member States, ASEAN Secretariat, AHA Center, JAC, and Project Team	1) Updates from the ASEAN Secretariat 2) Updates on the TOR of the ASEAN Academic Network on Disaster Health Management (AANDHM) and ASEAN Institute for Disaster Health Management (AIDHM) 3) Updates from the Sub-Working Group on Standard Curriculum Development 4) Updates on the RCD Guidebook Development 5) Updates on the Publication of Academic Articles on ARCH Project and the Plans for ASEAN Academic Conference 6) Plans for the Implementation of Activities in the Remaining Period of the ARCH Project Extension Phase, and Updates on the Preparation of ARCH Project Phase 2

2nd Online Project Working Group (PWG) 2

REPORT OF THE ONLINE PROJECT WORKING GROUP 2 CONFERENCE PROJECT FOR STRENGTHENING THE ASEAN REGIONAL CAPACITY ON DISASTER HEALTH MANAGEMENT (ARCH PROJECT)

22 March 2021, 1:00pm-3:00pm Bangkok Time

INTRODUCTION

1. Chaired by Thailand as Lead Country of the ARCH Project, the Meeting was attended by representatives from Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Philippines, Singapore, Thailand, and Viet Nam; the ARCH Project Team, Japanese Advisory Committee, Japan International Cooperation Agency (JICA) and ASEAN Secretariat. The List of Participants appears as [Annex 1](#).

2. The Meeting discussed the implementation of initiatives under the ARCH Project Extension Phase particularly under the purview of Project Working Group (PWG) 2. The agenda appears as [Annex 2](#).

OPENING REMARK

3. Dr. Narain Chotirosniramit, as the Chair of the Meeting, delivered opening remarks. He welcomed participants and highlighted the importance of ensuring continuation of progress and achievement of activities under the responsibility of PWG 2, including: the establishment of the ASEAN Academic Network and the ASEAN Institute for Disaster Health Management (AIDHM), the development of standard curricula for disaster health management, the conduct of the 5th Regional Collaboration Drill (RCD) and its preparation guidebook, and the publication of articles on ARCH and the conduct of ASEAN Academic Conference. Dr. Narain also wished a fruitful discussion that would guide the implementation of the said activities, therefore advancing disaster health management capacity in the ASEAN.

UPDATES FROM THE ASEAN SECRETARIAT

4. The Meeting noted the updates from the ASEAN Secretariat on the sustained and expanded ASEAN Health Sector's response to the COVID-19 pandemic, including initiatives for strengthening regional public health emergency preparedness. The update focused on (i) the establishment of the ASEAN Centre for Public Health Emergencies and Emerging Diseases, (ii) the development of ASEAN Public Health Emergency Coordination System (APHECS), (iv) the ASEAN-WHO-EU project on Enhancing regional coordination in response to COVID-19, (v) the Strengthening ASEAN's Capacities on Crisis and Health-Related Communication supported by GIZ. The ASEAN Secretariat also brief the Meeting on commitments of support from Dialogue Partners that were announced at 36th/37th ASEAN Summit and Related Meetings in November 2020; as well as the upcoming sectoral events that are relevant to the ARCH Project. The presentation appears as [Annex 3](#).

**UPDATES ON THE TOR OF ASEAN ACADEMIC NETWORK AND ASEAN INSTITUTE
FOR DISASTER HEALTH MANAGEMENT (AIDHM)**

5. The Meeting noted the updates from the ARCH Project Team on the on-going consultation of the terms of reference (TOR) of the ASEAN Academic Network on Disaster Health Management (AANDHM) and ASEAN Institute for Disaster Health Management (AIDHM) at the level of the Regional Coordination Committee on Disaster Health Management (RCC-DHM), which elaborated on the proposed key revisions and their rationales on both TORs from the ad-referendum consultation conducted from December 2020 to March 2021. The presentation appears as [Annex 4](#).

6. The discussion that ensued highlighted on the following:

- Regarding the ASEAN Academic Network, the designated National Focal Points will be expected to define and agree on specific regulations or procedures, such as the duration of membership of institutions;
- On the AIDHM and like most ASEAN centres, the host country is expected to bear the costs of the institute's secretariat, including human resources, office premises and its day-to-day operations. The financial contribution for the institute's programmes, including capacity building or training activities can be sought from other AMS and external partners.

7. On the ways forward, the Meeting further noted the recirculation of the revised draft TORs to RCC-DHM for final review and/or endorsement before subsequent elevation to AHC 2 Country Coordinators (CC) and Senior Officials Meeting on Health Development (SOMHD) Focal Points. The Meeting also agreed for PWG 2 Members to coordinate with their respective RCC-DHM Members, AHC 2 CC, and SOMHD Focal Points with the intention of facilitating and expediting internal reviews and/or endorsement of the TOR at each level.

**UPDATES FROM THE SUB-WORKING GROUP ON CURRICULUM DEVELOPMENT
(SWG-CD)**

8. The ARCH Project Team updated the Meeting on the progress of SWG-CD work on the development of two regional standard curricula, namely: Basic Disaster Health Management (BDHM) Course, and In-Country Course for the Coordination of EMT. The presentations appear as [Annex 5](#).

9. The Meeting noted the brief updates related to BDHM Course, which focused on the (i) six course competencies which will be realized through a blended learning approach consisting of off-site individual study on the knowledge/theory and face to face workshop for joint application and skills development, (ii) the nine course modules, covering general disaster health management, medical medicine, and logistic-related topics, and (iii) progress of modules development and submission by AMS. While for the In-country Coordination Course for Coordination of EMT, the updated curriculum and changes of contents based on advice from PWG 2, specifically the reduction of course duration to four-days or 22 hours was also explained and acknowledged by the Meeting, as well as notation on the need to test the course as part of the conduct of the next RCD.

10. The Meeting also agreed for Lead Country Thailand and Cambodia to further discuss on contribution in the development of draft module materials and presentations for the BDHM Course. The Meeting further noted planned convening of the 3rd SWG-CD meeting, tentatively in late April or early May 2021 to finalise the course materials and contents, and to plan for the pilot-testing of the courses.

UPDATES ON THE 5TH REGIONAL COLLABORATION DRILL (RCD) AND RCD PREPARATION GUIDEBOOK

11. The Meeting noted the updates from the ARCH Project Team on (i) the further re-scheduling of the 5th RCD that will be hosted by Myanmar to 2022 considering the ongoing COVID-19 situation; and (ii) the progress on the development of the guidebook for RCD preparation. The presentation appears as [Annex 6](#).

12. Regarding the conduct of 5th RCD, the Meeting agreed that the ARCH Project Team will provide further updates in the next PWG 2 online conference planned in July 2021. The Meeting also noted the outstanding tasks in the finalization of the guidebook, which include populating the annexes, creating 'must-read' sections, conducting a test run, completing the whole document, as well as subsequently circulating the guidebook for feedback and inputs for finalization at the next PWG 2 online conference.

UPDATES ON THE PUBLICATION OF ACADEMIC ARTICLES ON ARCH AND THE PLAN FOR ASEAN ACADEMIC CONFERENCE

13. The ARCH Project Team updated the Meeting on the planned conduct of a three-day ASEAN Academic Conference tentatively in September 2021, with dates to be finalized during the next PWG 2 meeting. The event aims to facilitate discussions on emergency medicine and disaster health management, the experiences and lessons from AMS and Japan, the contributions of the ARCH Project to national policy and capacity development and to realising the One ASEAN One Response in disaster health management; and is designed as a combination of face-to-face conference in Bangkok and a virtual conference for overseas delegates. It is also envisaged that the first meeting of the ASEAN Academic Network Steering Committee will take place as a side event of the Conference. The Meeting further discussed that the final dates will be revisited and determined by COVID-19 situation in Thailand. The presentation appears as [Annex 6](#).

14. The Meeting further noted the updates on the preparation of academic articles for publication in peer-reviewed journal specifically targeting Prehospital and Disaster Medicine International Journal by the University of Cambridge, including the schedule for publication and circulation of questionnaire as basis for writing an article on impact of ARCH Project on national disaster health management.

PLANNED ACTIVITIES FOR THE ARCH RE-EXTENSION PHASE, AND UPDATES ON THE PREPARATION OF ARCH 2

15. The ARCH Project Team updated the Meeting on the implementation of endorsed activities during the remaining period of ARCH Re-Extension Phase (April – December 2021), and noted the progress in the preparation of ARCH Project Phase 2 that will be implemented

from 2022 - 2025. The Meeting further noted the framework, expected outputs and key activities of the proposed ARCH Project Phase 2 which will focus on policy, coordination, institutional and operational capacity, HRD, and research, as well as the ongoing project appraisal and approval process involving AHC 2, SOMHD and ASEAN Committee of Permanent Representative (CPR). The presentation appears as [Annex 6](#).

16. The Meeting encouraged and enjoined the continued participation and support of all PWG 2 members and contact points of AMS in the finalization of consultations of the project proposal, and implementation of ARCH Project Phase 2 particularly on the conduct of RCD and peer-review activities, taking into account these responsibilities will be carried out by AMS and AIDHM after the completion of ARCH Project Phase 2.

17. Subsequently, the ARCH Project Team also provided a brief update on the on-going good practice documentation and sharing on COVID-19 response, with the potential holding of another webinar that will upcoming activity is an experience sharing by Singapore.

WRAP-UP AND WAYS FORWARD

18. The Meeting endorsed the agreements and ways forward corresponding each agenda item as presented by the ASEAN Secretariat, as outlined below:

AGENDA ITEM	AGREEMENTS AND WAYS FORWARD
Updates from the ASEAN Secretariat	<ul style="list-style-type: none"> The Meeting noted the updates from the ASEAN Secretariat on the sustained and expanded ASEAN Health Sector's response to the COVID-19 pandemic including initiatives for strengthening public health emergency preparedness, and upcoming sectoral events that are relevant to the ARCH Project.
Updates on the TOR of ASEAN Academic Network and ASEAN Institute for Disaster Health Management (AIDHM)	<ul style="list-style-type: none"> The Meeting Noted the updates from the ARCH Project Team on the on-going consultation of the draft Terms of Reference (TOR) at the level of the RCC-DHM, including the key revisions resulting from the recently concluded round of consultation (December 2020-March 2021). Further noted that the revised draft TOR will be recirculated to RCC-DHM for final review and/or endorsement, and subsequently elevated to AHC 2 CC and SOMHD Focal Points for further review and/or endorsement. Agreed to coordinate with RCC-DHM, and subsequently with AHC 2 CC and SOMHD Focal Points to facilitate and expedite internal reviews and/or endorsement of the TOR.
Updates from the Sub-Working Group on Curriculum Development	<ul style="list-style-type: none"> The Meeting noted the updates from the ARCH Project Team on the progress of SWG – SCD's work on the development of Basic Disaster Health Management Course and In-Country Course for Coordination of EMT.

AGENDA ITEM	AGREEMENTS AND WAYS FORWARD
	<ul style="list-style-type: none"> Agreed for Lead Country Thailand and Cambodia to further discuss on contribution in the development of draft module materials and presentations for the BDHM Course. Further noted the ways forward in the finalization of the course curricula, including the follow up video conference of SWG-SCD in late April or early May 2021 to finalise course materials and contents, and to plan for the pilot-testing of the course.
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 further re-scheduling of the Fifth RCD to 2022 considering the prevailing COVID-19 pandemic situation, and on the efforts to consult with Myanmar on the feasibility of hosting the event in 2022. Agreed that ARCH Project Team will further updates will be provided in the next PWG 2 online conference planned in July 2021. Noted the updates on the development of the RCD Guidebook, including outstanding tasks with the view of completing the whole document within 2021 and the request of ARCH Project Team for feedback and inputs on the document which will be circulated in due course.
Updates on Publication of Articles on ARCH and the plan for ASEAN Academic Conference	<ul style="list-style-type: none"> The Meeting noted the updates on the planned ASEAN academic conference sometime in September 2021 as a blended face-to-face and virtual event, and which dates will be finalized during the follow up PWG 2 meeting in July 2021. Further noted the updates on the preparation of academic articles for publication in peer-reviewed journal, including the circulation of questionnaire as basis for writing an article on impact of ARCH Project on national DHM.
Planned activities for the ARCH re-extension phase, and updates on the preparation of ARCH 2	<ul style="list-style-type: none"> The Meeting noted the updates from the ARCH Project Team on the implementation of endorsed activities during the re-extension phase of the ARCH Project. Further noted the framework, outputs and key activities of ARCH Project Phase 2, including the completed or on-going consultations for review and endorsement at AHC 2, SOMHD and CPR levels as part of the ASEAN project appraisal and project approval process. Encouraged and enjoined the continued participation and support of all PWG 2 members and contact points of ASEAN Member

AGENDA ITEM	AGREEMENTS AND WAYS FORWARD
	States in the finalization of consultations of project proposal, and implementation of ARCH Project Phase 2.

CLOSING REMARK

19. Dr. Narain Chotirosniramit closed the meeting by congratulating the participants for the fruitful discussion. He also underlined the readiness of the ARCH Project Team in supporting future activities and expressed hope for the continued cooperation in disaster health management through the ARCH Project, particularly on priority initiatives that are under the purview of PWG 2.

3rd Online Project Working Group (PWG) 2

ENDORSED

**REPORT OF THE
ONLINE PROJECT WORKING GROUP 2 CONFERENCE
PROJECT FOR STRENGTHENING THE ASEAN REGIONAL CAPACITY ON
DISASTER HEALTH MANAGEMENT (ARCH PROJECT)**

31 August 2021, 1:00pm-3:00pm Bangkok Time

INTRODUCTION

1. The Meeting was chaired by Thailand as the Lead Country of ARCH Project, and attended by Project Working Group (PWG) 2 members from Cambodia, Indonesia, Malaysia, Myanmar, Philippines, Thailand, and Viet Nam, as well as representatives from the ARCH Project Team, Japanese Advisory Committee, Japan International Cooperation Agency (JICA) and ASEAN Secretariat through the Health Division. The List of Participants appears as [Annex 1](#).
2. This Meeting discussed the implementation of initiatives under the purview of PWG 2 during the ARCH Project Extension Phase. The agenda appears as [Annex 2](#).

OPENING REMARK

3. Dr. Narain Chotirosniramit, Director of Maharaj Nakorn Chiang Mai Hospital, as the Chair of the meeting started his opening remarks by welcoming all participants. He highlighted the progress and importance of activities under the responsibility of PWG 2 of ARCH Project, namely: the establishment of the ASEAN Academic Network on Disaster Health Management (AANDHM) and ASEAN Institute for Disaster Health Management (AIDHM) through the ongoing consultation of their terms of references (TORs), the development of standard curricula for disaster health management, Regional Collaboration Drill (RCD) guidebook, and publication of articles on ARCH Project and conduct of the ASEAN Academic Conference. Dr. Narain looked forward to a productive meeting and expressed his hope that the COVID-19 pandemic would end soon so that the group could scale up implementation of initiatives through face-to-face activities.

UPDATES FROM THE ASEAN SECRETARIAT

4. The Meeting acknowledged the updates from the ASEAN Secretariat on several initiatives by the ASEAN Health Sector in responding to the COVID-19 pandemic, with detailed explanation on the establishment of the ASEAN Centre for Public Health Emergencies and Emerging Diseases, the development of framework and structure for the ASEAN Public Health Emergency Coordination System (APHECS), the implementation of project on Strengthening Regional Initiatives in ASEAN on COVID-19 Response and Other Public Health Emergencies, among others. The Meeting also noted the outcomes from the Special Video Conference of ASEAN Health Ministers Meeting on COVID-19 held on 22 July 2021. Subsequently, the ASEAN Secretariat also briefed the Meeting on upcoming ASEAN Health Sector meetings until the end of 2021. Related to the presented initiatives, it was reaffirmed that the ARCH Project has been viewed to be contributing to regional response to emergencies and will be engaged in consultations in the development of APHECS. The presentation appears as [Annex 3](#).

UPDATES ON THE TOR OF ASEAN ACADEMIC NETWORK ON DISASTER HEALTH MANAGEMENT (AANDHM) AND ASEAN INSTITUTE FOR DISASTER HEALTH MANAGEMENT (AIDHM)

5. The ASEAN Secretariat provided updates on the status of consultation of the TOR of the ASEAN Academic Network on Disaster Health Management (AANDHM) and ASEAN Institute

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for Disaster Health Management (AIDHM) which were being reviewed by the ASEAN Health Cluster (AHC) 2 on Responding to All Hazards and Emerging Threats, and the Regional Coordination Committee on Disaster Health Management (RCC-DHM), respectively.

6. The Meeting also took note of the summary of amendments on both TORs, and the next steps in the consultation process. The Meeting further noted that prior to the further consultations on the TOR of AIDHM, the host country has been recommended to be determined at the level of RCC-DHM in consideration of the expressions of interest made by RCC-DHM Indonesia and Thailand through e-mail consultation. In this regard, the following steps were shared:

- ASEAN Secretariat will communicate with RCC-DHM Chair and Secretariat on the outcome of consultation among ASEAN Member States, through the RCC-DHM, on the expression of interest to host the Institute, and the possible steps in determining the host country;
- Interested AMS to be requested to formalize their expression of interest via letter from Senior Officials, and specify their detailed plans on the Institute's establishment, operations and sustainability, as guided by the draft TOR;
- RCC-DHM to discuss and determine the host country through consensus, and which may involve: (i) initial meeting to discuss and agree on the selection process, (ii) bilateral discussion between interested AMS, and (iii) follow-up meeting to further discuss on the results of the bilateral discussion, and agree on host country decision; and,
- The host country decision and draft TOR will be elevated to AHC 2 and SOMHD for further review and endorsement.

The presentation appears as [Annex 4](#).

UPDATES FROM THE SUB-WORKING GROUP ON STANDARD CURRICULUM DEVELOPMENT (SWG-CD)

7. The ARCH Project Team reported to the Meeting on the progress of the development of Basic Disaster Health Management (BDHM) Course and In-Country Course for the Coordination of EMT as conducted by SWG-CD, as well as revisited the general information about both courses including the overview, objective, competencies, and module structure.

8. Following the 3rd SWG-CD meeting in July 2021 where all modules were reviewed and proposed revisions were made, the Meeting noted the next steps in the development of BDHM Course including the need for the conduct of additional SWG meetings to finalise the modules' contents based on received inputs, develop workshop materials, conduct of pilot trainings, as well as the need for external reviewers and editors. The Meeting also agreed to elevate the training outline to the AHC 2 and SOMHD for endorsement, in parallel to the finalization of detailed training materials.

9. Regarding the In-Country Course for Coordination of EMT, the ARCH Project Team informed the Meeting on the plan to finalize the session plans and the development of session materials, as well as identification of resource persons as the next steps for the development of this particular course.

10. The Meeting agreed to further consult and coordinate with WHO to obtain recognition of both training courses, which have been developed based on WHO guidelines, templates, and materials. Relatedly, potential support in capacity building and practical recommendation could also be further explored with WHO.

The presentation appears as [Annex 5 and 6](#).

ENDORSED

UPDATES ON THE RCD GUIDEBOOK DEVELOPMENT

11. The Meeting noted the update from the ARCH Project Team on the development of Guidebook for Preparation of RCD with major updates including the completion of the main body, the finalization of annexes, and the depository of the materials that is already made available.

12. The ARCH Project Team also explained the way forward after the guidebook finalization, namely: the conduct of trials for usability check, the incorporation of advice from mentor teams, and the further discussion on the long-term depository mechanism and related resources including the possibility to utilize the AIDHM for the purpose. The PWG 2 agreed to make a final review of the guidebook until 30 September 2021 prior to the finalization.

The presentation and draft guidebook appear as **Annex 7 and 8**, respectively.

UPDATES ON THE PUBLICATION OF ACADEMIC ARTICLES ON ARCH PROJECT AND PLANS FOR ASEAN ACADEMIC CONFERENCE

13. The ARCH Project Team updated the Meeting on the publication of five peer-reviewed articles on ARCH in a supplemental issue of an international journal, the Prehospital and Disaster Medicine (PDM). The Meeting further noted the engagement of 43 persons as contributing authors of the articles, guided by an advisory working group consisting of academic experts from Thailand and Japan.

14. The PWG 2 also noted the plan for the conduct of an ASEAN Academic Conference to be tentatively held on 1-2 December 2021 through virtual platform. The Meeting was further informed on the conference's main theme on *How can ASEAN release the "One ASEAN One Response" in the field of disaster health management*, as well as discussed the target participants, the agenda that comprises of four sessions and one panel discussion, and guideline for presentation. The Meeting agreed to review and provide inputs and/or endorsement to the draft conference's concept note by 15 September 2021, which will further enable the ARCH Project Team to proceed with actual preparations.

15. The Meeting also noted the proposed schedule of a Preparatory Meeting of the AANDHM to be conducted prior the Academic Conference on 30 November 2021 to be attended by representatives of potential/candidate National Focal Points (NFP) from AMS. The meeting aims to confirm the TOR and next steps towards the actual establishment of the network. The PWG 2 members also agreed to initiate internal discussions within their respective offices for the identification of NFP for AANDHM based on the TOR, anticipating that NFP could be identified and could attend the Preparatory Meeting. If NFP nomination has not been decided, the Meeting was informed that, based on the draft TOR, representatives from RCC-DHM may attend the Preparatory Meeting as ad-interim NFP.

The presentation and concept note appear as **Annex 9 and 10**, respectively.

PLANS FOR THE IMPLEMENTATION OF ACTIVITIES IN THE REMAINING PERIOD OF THE ARCH PROJECT RE-EXTENSION PHASE, AND UPDATES ON THE PREPARATION OF ARCH PROJECT PHASE 2

16. The ARCH Project Team updated the Meeting on planned activities for the remaining period of the ARCH Re-extension Phase, and on preparations for the implementation of ARCH Project Phase 2. The updates included the progress of major activities and respective ways forward with highlight on the postponement of 5th RCD to ARCH Phase 2 due to travel restrictions resulting from COVID-19 pandemic; and calendar of activities during the remaining period where the last PWG 2 meeting during the ARCH Project Extension Phase is planned

ENDORSED

in December 2021 to discuss and agree on strategies and priority activities for ARCH Project Phase 2.

17. The Meeting also acknowledged the ARCH Project Phase 2 project framework which is to be implemented from January 2022 to March 2026, including its overall goal, outputs, verifiable indicator, major events and activities, and implementation structure. The PWG 2 members agreed to continue their support in the implementation of ARCH Project Phase 2.

The presentation appears as **Annex 11**.

WRAP-UP AND WAYS FORWARD

18. The Meeting endorsed the agreements and ways forward corresponding each agenda item as presented by the ASEAN Secretariat, as outlined below:

AGENDA ITEM	AGREEMENTS AND WAYS FORWARD
Updates from the ASEAN Secretariat	<ul style="list-style-type: none"> Noted the updates from the ASEAN Secretariat on the sustained and expanded ASEAN Health Sector's response to the COVID-19 pandemic including initiatives to respond to COVID-19 and for strengthening public health emergency preparedness, and upcoming sectoral events.
Updates on the TOR of ASEAN Academic Network on Disaster Health Management (AANDHM) and ASEAN Institute for Disaster Health Management (AIDHM)	<ul style="list-style-type: none"> Noted the updates from ASEAN Secretariat on the on-going consultation of the draft TOR of AANDHM at the level of ASEAN Health Cluster 2 and the draft TOR of AIDHM at the level of the RCC-DHM, including key changes from the last consultation. Noted the proposed next steps for the AIDHM, particularly the host country selection that will be facilitated at the level of RCC-DHM.
Updates from the Sub-Working Group on Standard Curriculum Development	<ul style="list-style-type: none"> Noted the updates from the ARCH Project Team on the progress of SWG – CD's work on the development of Basic Disaster Health Management Course, including the need for the conduct of additional SWG meetings to finalise the modules, develop workshop materials, and pilot trainings, as well as the need for external reviewers and editors to finalise the modules. Agreed on the proposal of ARCH Project Team on the finalization of the Basic DHM Training Outline based on samples as references that will be shared by the ASEAN Secretariat, and on the submission to the ASEAN Health Sector for endorsement while the training materials are being further developed. Noted the updates from the ARCH Project Team on the progress on the development of the In-Country Course for Coordination of EMT, including plans for the finalization of session plans and development of session materials, and identification of resource persons. Noted that the courses have been developed based on guidelines and materials from WHO, and agreed that consultation and coordination with WHO will be made for possible recognition of the trainings.

ENDORSED

AGENDA ITEM	AGREEMENTS AND WAYS FORWARD
Updates on RCD Guidebook Development	<ul style="list-style-type: none"> Noted the updates from the ARCH Project Team on the further development of the RCD Guidebook which main body has been completed and annexes sorted out and ready for use. Agreed to provide further comments and questions by 30 September 2021 to the ARCH Project Team, after which the Guidebook will be finalized. Agreed that after the RCD Guidebook finalization, it will need to be further trialed for usability, as well as for the ARCH Project to incorporate advice from mentor teams, if any, and to further discuss the long-term depository mechanism for the guidebook and related resources, such as through the AIDHM.
Updates on the Publication of Academic Articles on ARCH Project and Plans for ASEAN Academic Conference	<ul style="list-style-type: none"> Noted the updates on the proposed publication of a supplemental issue of the Prehospital and Disaster Medicine that will feature the ARCH Project through five peer-reviewed articles guided by an advisory working group consisting of academic experts from Thailand and Japan. Noted the updates on the proposed ASEAN Academic Conference tentatively set on 1-2 December 2021 that will centre on the theme on 'how can ASEAN release the "One ASEAN One Response" in the field of disaster health management'. Noted that a Preparatory Meeting of the ASEAN Academic Network is planned to be conducted on 30 November 2021 attended by representatives of candidate AMS National Focal Points (NFP) to discuss the steps towards the actual establishment of the AANDHM. Agreed for PWG 2 members to initiate internal discussions for the identification of AMS NFP for the AANDHM, based on the TOR, with the hope that NFP are already identified in time for the Preparatory Meeting. Agreed that PWG 2 members will review, provide inputs and/or endorse the concept note by 15 September 2021 to enable the ARCH Project Team to proceed with actual preparations.
Plans for the Implementation of Activities in the Remaining Period of the ARCH Project Re-Extension Phase, and Updates on the Preparation of ARCH Project Phase 2	<ul style="list-style-type: none"> Noted the updates from the ARCH Project Team on the progress of implementation of endorsed activities during the re-extension phase of the ARCH Project, including among others the cancellation of the regional collaboration drill due to travel restrictions resulting from COVID-19 pandemic. Noted the schedule of remaining activities and timelines for consideration of PWG 2 members, including the last PWG 2 meeting in December 2021 to discuss and agree on strategies and priority activities for ARCH Project Phase 2. Noted the framework of ARCH Project Phase 2 which implementation will commence from January 2022 – March 2026.

ENDORSED

AGENDA ITEM	AGREEMENTS AND WAYS FORWARD
	<p>including its outputs, major events and activities, and implementation structure.</p> <ul style="list-style-type: none">• Enjoined the continued support of PWG 2 members and AMS in the implementation of ARCH Project Phase 2.

CLOSING REMARK

19. Dr. Narain Chotirosniramit closed the meeting by expressing his gratitude and appreciation to the participants for their contribution and for the constructive discussions. He also underlined the importance of the initiatives under the purview of PWG 2 to advance the disaster health management capacity in the region. He looked forward to the next steps to be translated into concrete action.

Sub-working Group on Curriculum Development

EVENT	DATE	Platform	PARTICIPANTS	AGENDA
3 rd Online Consultation of SWG on the ASEAN CD	15-16 July 2021	Microsoft Teams	SWG Members, ASEC, AHA Centre, JAC, JICA and ARCH Project	1) Minute of the 2 nd Sub-Working Group on Curriculum Development 2) Module 1 to 12B presentation 3) Summary of B-Course 4) Review draft Modules of Coordination Course 5) Discussion on Workshop of B-Course
4 th Online Consultation of SWG on the ASEAN CD	13 December 2021	Microsoft Teams	SWG Members, ASEC, AHA Centre, JAC, JICA and ARCH Project	1) Minute of the 3 rd Sub-Working Group on Curriculum Development 2) Review on BDHM 3) Remark and discussion on BDHM workshop's objective 4) Update of development for Coordination Course 5) Product image in the ARCH extension and plan in the ARCH2 6) Plan for Trial training course in Japan 7) Project Strategy for training programs under the ARCH2

3rd Online Sub-working Group on Curriculum Development

THIRD MEETING (ONLINE) OF
SUB-WORKING GROUP (SWG) ON CURRICULUM DEVELOPMENT
15-16 July 2021

SUMMARY AND WAYS FORWARD

1. Summary of Minutes of the 2nd Meeting of Sub-Working Group on Curriculum Development

- The Meeting noted the summary of discussions, agreements, and ways forward of the 2nd Meeting of SWG-CD conducted in September 2020, as well as the progress of these agreements and ways forward.

2. Presentation of draft modules for the Basic Disaster Health Management Training Course (B-Course)

- The Meeting expressed appreciation to members of SWG-CD for their commitment to the ARCH Project through the drafting of articles of the different modules (following the agreed template) that constitute the B-Course, as well as the corresponding PowerPoint materials used to present the modules.
- The Meeting noted the modules and their content as presented by preparers, and thereafter exchanged general views and feedback, which are outlined below (Note: For feedback and recommendations on specific module, please refer to relevant module section):
 - As target training participants are domestic/national responders, simplify terms throughout the document (including title); prioritise which information to be included in each article and provide links for relevant further reading
 - As regional standard training course, lessons learned sections are anticipated to be more general and country-specific experiences can be supplementary (such as on module 2 by Indonesia)
 - Module preparers to coordinate with other preparers to discuss and agree which aspects of module contents to cover to reduce overlaps and duplication
 - Include a module overview at the
 - SWG-CD members can further share feedback and suggestions by e-mailing the ARCH Project Team and preparer of specific module articles
- The Meeting noted the summary of comments and feedback on the B-Course. The Meeting also exchanged views, which key points are summarized as follows:
 - SWG-CD members to revise and update the modules/articles based on general and specific inputs from the Meeting;
 - ARCH Project Team to consult with Brunei Darussalam, Indonesia and Viet Nam to discuss on content that are included in the modules they are developing and agree on which content belongs to which module in order to reduce overlaps and duplication;

- An overall course development coordinator/chief editor may need to be identified to go through all the modules to ensure there is no unnecessary duplication and critical topics are covered, and language used are simplified and harmonized.
- While the module articles are being finalised and facilitator guides are developed, the SWG-CD can already elevate the course curriculum/training outline for review and/or endorsement by the ASEAN Health Sector.
- The ARCH Project Team will further communicate with SWG-CD on these matters.

3. Review of draft Modules of In-Country Coordination Course (C-Course)

- The Meeting noted the updates from the ARCH Project Team on the status of further development of the course, specifically on the session plans, materials, and resource persons. The Meeting also noted the following:
 - The four-day course will cover international and regional mechanisms and methodology in the first three day, while the fourth day will dedicate on the application of concepts at the local/national level. The further development of the course to consider the balance between international and regional methodologies, and national mechanisms and methodologies. AMS implementing the course are expected to adapt the course contents according to their context.
 - The priority of the ARCH Project Team now is the further development and finalisation of the session plans, the identification of resource persons to be part of the course implementation team, and development of session materials.
 - The ARCH Project includes the conduct of trainings for ASM as part of the regional collaboration drills, as well as the conduct of a course for trainers to develop a regional pool of resource person who will be responsible leading in-country trainings.
 - The development of pre-reading materials is still being discussed considering perceived challenges in preparing material for a diverse. Nevertheless, the team may proceed by working with RCD host country in the development of the pre-reading materials, by following the process of developing pre-reading materials applied by B-Course.
 - The ARCH Project Team may need the support of AMS resource persons in the development of the pre-reading materials; it will internally discuss and communicate with the SWG-CD.

4. Discussion on Workshop for B-Course

- The Meeting noted the presentation on the methods in the delivery of the course modules, such as group discussions, hands-on simulation practice, integrative workshop/table-top exercise, among others. The Meeting also noted the request of the ARCH Project Team for inputs from SWG-CD in the identification and development of scenarios that will be bases in the further development of the training methods.
- The Meeting agreed that the ARCH Project Team will propose a detailed template for the development of session plans, as well as scenarios that will be used in the development of these plans, which will be presented to SWG-CD for their feedback. The ARCH Project Team will further communicate on the matter in due course.

4th Online Sub-working Group on Curriculum Development

FOURTH MEETING OF THE SUB-WORKING GROUP ON CURRICULUM DEVELOPMENT

PROJECT FOR STRENGTHENING
ASEAN REGIONAL CAPACITY ON DISASTER HEALTH MANAGEMENT

13 December 2021 / 9.00 – 16.00 Bangkok time

SUMMARY AND WAYS FORWARD

MINUTES FROM THE 3RD SWG CD

1. Noted the summary of agreements and ways forward from the Third Meeting of the Sub-Working Group on Curriculum Development conducted on 15-16 July 2021.

BASIC DISASTER HEALTH MANAGEMENT COURSE

2. Noted the updates from the SWG-CD Secretariat on the progress on the revision of modules since the last meeting (July 2021), as well as the on-going review of the modules to ensure harmonised and simplified language and to eliminate unnecessary duplication.
 - Agreed that SWG-CD Members will work with assigned editors in the finalisation of the modules.
3. Noted ***the proposed workshops (course methods)*** to facilitate development of manual, application and appraisal skills, team management and integrated skills through the course.
4. Noted the proposal of the ARCH Project Team to ***revise the duration of the Basic DHM Course from five to three days*** by integrating the table-top and two field exercises into one 'putting it all together' exercise (table-top exercise) and after-action review and discussion.
 - Agreed on the proposed revised the Basic DHM Course which is more concise, feasible and manageable;
 - Exchanged views which points are summarised as follows:
 - There should be pre-requisites for course participants given their various background, experience and knowledge

- Consider a mix of learning methods which will make the course more attractive
 - Consider more interactive methods with more visualization, such as pictures or infographics
 - Recommend specific workshop methods in the delivery of the revised course modules, while also considering local context and practices
 - Prepared modules can be used as pre-reading materials or further developed into pre-recorded lecture or sessions which will be fulfilled by each participant before attending the course; this is to achieve a level of understanding among participants
 - Consider an assessment on the pre-reading materials and pre-course exercises conducted before participants attend the course
 - Some AMS may consider pre-course sessions to cover national disaster management systems and mechanisms to level off understanding of participants who come from various backgrounds
 - Ensure proper referencing of published materials and articles cited in the modules
- Further noted that the changes in different modules and workshops will be finalised and consolidated into a document, and which will be presented in the next SWG-CD meeting.
5. Noted ***the proposed workshops (course methods)*** to facilitate development of skills categorised into manual, application and appraisal; team management; and integrative skills, through the course.
6. Further noted the following:
- The proposed methods, equipment/materials needed, instructor/facilitator needs and processes of the workshops (course methods), such as group discussions, hands-on exercises, games, and tabletop exercise/integrative workshop, that will be used in delivering the modules.
 - The proposed expected outcomes and answers from the workshops that will guide instructors and facilitators in assessing participants and teams
 - The importance of the development of a well-designed scenario for the integrative workshop, which serves as the main assessment process of the course.
 - The example forms and documents that may be used by participants/teams in responding to the games and exercises
 - The ICS game seems to be complicated, and may need to explore how to access reference materials (videos) that will guide instructors and facilitators in learning and in executing the game.
 - The SWG-CD Secretariat Team will compile proposed/available scenarios for the different workshops, and will share them to SCW-CD Members for review, feedback and further recommendations.

7. Noted that the SWG-CD Secretariat Team is finalising a draft **workshop instruction manual** which outlines all workshops (course methods) for the different modules. Further noted that a mock-up course is proposed to be conducted in Q3/2022 to test and review the manual and other course materials with the involvement of trainers from AMS.
8. Exchanged views which points are summarised as follows:
 - Include a non-disaster-related ice-breaking or getting-to-know session before the start of the course, which method is observed to be mostly discussions and interaction among participants.
 - In the adaptation of the course materials, the translation of materials into national and local context and language may be considered.
 - AMS trainers participating in the mock-up course may be able to provide further insights into the course adaptation and roll-out in their respective countries. The ARCH Project may be able to support follow-up activities at the national level.
 - To maintain the ASEAN-flavour of the courses and capture various experiences from AMS, SWG-CD may consider identifying a repository of training reviews and documentation which can be accessed by other AMS.
9. Agreed that the SWG-CD Secretariat will prepare and share a timeline of activities to finalise the course materials leading to the conduct of a mock-up course, for reference of the SWG-CD.

IN-COUNTRY COORDINATION COURSE

10. Noted the updates from the SWG-CD Secretariat Team on the course framework, formulation and implementation plan, including the preparation of all key session plans, the development of session materials, and identification of resource persons for the four-day course.
11. Further noted the following:
 - The pre-course learning/component is proposed to be developed by each AMS in consideration of variances in coordination processes at national and local levels. Nevertheless, the pre-course may focus on information gathering and decision making, how-to-situational assessment, mobilisation of N-EMT (or local partners) and of I-EMT (or EMT from other AMS)
 - The proposed merger of related modules, i.e. Module 1 on Course Introduction and Module 2 on Orientation to the Course, and Module 19 on Exit Strategy and Demobilisation and Module 20 on Considerations in Transition (while consider including Logistics for Coordination, and Experience Sharing such as from Japan DMAT)
 - The course can be implemented as a stand-alone course, or a course given to the host of the RCD as preparation for the organisation and delivery of the drill

- It is envisaged that eventually each AMS will have trainers/resource persons to deliver the In-Country Coordination Course
- The suggested profile of participants and process of selection, including the compulsory and preferred prerequisites for participants, will be the final decision of AMS
- The selection of experts who will be involved in the preparation of session materials in December 2021 and January 2022, the preparation of session materials in Q2/2022, and the conduct of a mock-up course in Q4/2022

12. Exchanged views which points are summarised as follows:

- The course will integrate country-specific information into the pre-reading materials to capture national-level mechanisms; the development of pre-reading materials are part of the priorities in 2022
- The delivery of the course may be context specific and be based on practical considerations, taking into consideration the technical expertise available in some countries among others
- Consider a second tier where AMS experts can be a resource of trainings of other countries, particularly those with recent response experiences
- The ASEAN Collective Measures will be a valuable reference in the further development of the C-Course as well as in the development of protocols for receiving I-EMT
- The consideration of identifying resource persons that will cover international/regional as well as national/domestic/local mechanisms and arrangements
- To refer to emergency coordination training materials produced by AHA Centre for the further development of modules related to ASEAN disaster management mechanisms.

PROJECT STRATEGY FOR TRAINING PROGRAMMES UNDER ARCH 2

13. Noted, as part of ARCH 2 (2022-2025), the regional trainings that are scheduled to be undertaken in Thailand and Japan for the purpose of training trainers, networking, testing of modules of courses prepared through SWG-CD, and conduct of emerging issues such as on public health emergencies.

14. Further noted the following:

- Detailed implementation plan for training activities in 2022
- ARCH 2 can also support the conduct of the two courses at national level, through advise on curriculum/teaching materials, development of implementation plan and dispatch of lecturers
- ARCH Project to consider the possible delivery of some of the courses via virtual platform

- While the peer review study/activity in Thailand will involve all AMS, the succeeding studies in other countries may only involve three countries. The latter will be further discussed in the next PWG 2 meeting.

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