



# **Guidebook for Preparation of ARCH Regional Collaboration Drill (RCD)**

ARCH Project  
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ARCH Project:  
Project for Strengthening the ASEAN Regional Capacity on Disaster Health  
Management/ Since 2016, NIEM Thailand and JICA Japan.

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## **Introduction of this Handbook:**

This guidance is designed to support a host country to successfully organize a Regional Coordination Drill (RCD) under the ARCH Project. The contents are divided into several steps, starting from choosing the host country, planning and preparation, conducting, and reviewing and recommendation process for the next RCD.

The purpose of developing this guidance is as follows:

- (1) To reduce host burden for preparation of the RCD
- (2) To standardize the preparation process
- (3) To maintain quality of the achievement in RCD
- (4) To keep institutional memory of conducting RCD

Readers of this handbook will find orientations as to how to prepare the event. In addition, those who have already involved in this event in the past may contribute to improve the efficiency and effectiveness of RCD by adding the knowledge into this. In this regard, this handbook will be treated as a “live document” and should be revised the contents accordingly in flexible manner.

Also, this handbook is intentionally designed as only introduce minimal information and all the contents are delivered in succinct manner. This is because to improve user-friendliness. The structure is understood as trunk-branches relation. This handbook is the trunk that navigate the whole picture of the event, and all the details are captured in the branches; appendixes. If readers would like to see further information, please go and deep dive in these appendixes.

## **How to Contact ARCH Project:**

Any inquiries may be sent to the ARCH Project Team through the following contacts. Should a country intend to host the event, the proposal shall be submitted to these contacts too.

TO ARCH Project: [archpro1@outlook.com](mailto:archpro1@outlook.com)

With copy to: [health@asean.org](mailto:health@asean.org) (Health Division, ASEAN Secretariat)

[sikeda3620@outlook.jp](mailto:sikeda3620@outlook.jp) (Mr. Shuichi IKEDA, Chief Advisor, ARCH)

[sansana@email.com](mailto:sansana@email.com) (Ms. Sansana Limpaporn, Thailand NIEM)

## **Record of Revision:**

- The concept note was drafted in July 2019 by Shuichi IKEDA, Chief Advisor, ARCH Project.

## **Abbreviation**

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## **1. OVERVIEW OF RCD**

### **1-1. Purpose of RCD**

- o To simulate host country's strategy, guideline or procedures for its disaster response, including acceptance of I-EMTs.
- o For AMS participants to familiarize with the regional tools that were developed by the ARCH project, in order to clarify required measures and directions for capacity development so that each AMS I-EMT can efficiently and effectively deploy to other country in the ASEAN region.

### **1-2. Overall Program**

The standard duration of the RCD program is 4 days, shown as following rough distribution of contents:

Day 1. Workshop for pre-learning on the coordination tools and methodology

Day 2. Preparatory Sessions

Day 3. Field Exercise

Day 4. Table Top Exercise (De-Mobilization) and After Action Review

*[Attachment] Template and Sample Program*

*[Attachment] Catalogue of Program Component*

### **1-3. Stakeholders of RCD**

#### **(1) Host Country:**

The host country has the primary responsibility in managing the preparation as well as conducting the RCD. RCD is an opportunity to simulate their national response plan in practical manner therefore it is expected to lead the process with ownership together with the Mentor Group as well as the ARCH Project.

#### **(2) Mentor Group**

The responsibility of the mentor group is to provide technical knowledge from the perspective of ARCH project, medical practice in international disaster medicine, and methodology of conducting simulation exercise and so on in order to improve the quality of the RCD. The group is normally formed every year for each RCD, and this is composed of members from Thailand and Japan together with the previous host country. If required, other resource people may be joined in this group.

#### **(3) ARCH Project**

The role of the ARCH Project is to ensure that the RCD is being prepared or conducted in the way that ARCH intends to. Also, this provide budgetary support for the events as well as its preparation process. This serves as a primary contact point to the host country as well as all the stakeholders.

#### **(4) ASEAN Member States (AMS)**

AMS normally contribute to the RCD by providing a skeleton team composed of 5 members from its origin country. AMS use the RCD as an opportunity to train their members in regional and international context.

**(5) ASEAN Secretariat (ASEC) / AHA Centre**

ASEAN Secretariat and AHA Centre provide the regional context in ASEAN. ASEAN works as a primary link in relation to the greater context of ASEAN disaster management based on the AADMER, and relevant key strategic agenda in the Disaster Health Management. AHA Centre is a resource especially for regional coordination in disaster management, and will involve in the RCD process to ensure the regional coordination methodology is appropriately reflected in preparation and conducting the RCD.

**1-4. Expected Participants**

Other than the stakeholders above, the following group of people may be involved in the RCD:

- o World Health Organization (Headquarter, Regional or Country Office)
- o Emergency Medical Teams in the host country (Government, Academics, Private sectors, NGOs and Red Cross)
- o Relevant international organizations
- o Relevant National official agencies (e.g. Customs and airport officials)
- o Local authorities

**1-5. Expenditure**

Financial arrangement for organizing the RCD will be made in the very early stage of the preparation. The expenditures will normally be borne and shared by the ARCH project(JICA) and the host country. There is a template for standard cost sharing that can be used for a discussion on what expenditures should be borne by the host.

*[Attachment] Expected Expenditures and Cost Sharing*

**2. PLANNING AND PREPARATION****2-1. Early Planning Stage****(1) Selection of a Host Country**

A host of the next RCD is decided by the following process.

- o A country which intends to be a host for the next RCD should submit its Statement of Interest to the ARCH Project and ASEC by at least two months before the previous RCD event.

*[Attachment] Template of the Statement of Interest*

**(2) Information sharing by ARCH Project of the Guidance on RCD Preparation**

The Secretariat will make sure if the host can follow the framework of the RCD (duration of the event, contents, cost sharing, concept, exercise management method and so on). The Guidebook for Preparation of RCD will be shared with the host as an aid for the preparation.

- o The Secretariat will share compulsory contents that should be included in the RCD program (if there is any).

*[Attachment] List of Compulsory Contents in RCD*

- o Specifications for accommodation, indoor facilities for presentations such as a hotel, and outdoor venues for field exercise will be shared by the Secretariat.

*[Attachment] Criteria for RCD Event facilities*

- o The Secretariat will inform that the basic idea is required to be captured and submitted with the Initial Planning Framework in prior to the upcoming Mentor Group Meeting so that the mentor group will facilitate the discussion based on the given information.

*[Attachment] Initial Planning Framework*

- o As this stage is very important to form the foundation of the RCD, this could be more than simply an “information sharing”. For example, organizing a small workshop with short-listed people may be beneficial for the host to understand the magnitude of the preparation and its event; this is recommended especially if the host had not been exposed to the previous RCDs and not familiar with the event.

### **(3) Organizing Mentor Group**

The Mentor Group is usually composed of members from Thailand, Japan and the previous host country. Also, experienced resources who can contribute to the planning process may be invited. The size of the mentor group is flexible but the core members should be kept up to 10 people (3 per each country) in order to maintain efficiency and effectiveness in its advisory work. The mentor group member will be selected after the next host is decided. The mentor group internally discusses on objectives to accomplish in the upcoming RCD. It is suggested to review lessons from the previous RCD first and discuss the upcoming event so that the all the stakeholders can share the same understanding, including good practices and rooms for improvement.

### **(4) Organizing Decision Making System and implementation taskforce in the Host Country**

In the host country, Internal decision making system needs to be formed. This may include the following sections and processes:

- o Planning, Operations, Logistics, Communications, Supports, Admin and Finance and so on (How the system works varies from one country to another therefore the system may be established differently and flexibly.)
- o Task allocation and member selection of these sections.
- o Identification and execution of roles and responsibility.
- o Setting meeting frequency (each section as well as the inter-section meeting).
- o Designation of a focal point to the Mentor Group and ARCH Project

It is likely that in the host side, inter-ministerial or agency efforts is required as the event preparation ranges to several jurisdictional sectors. It is suggested to appoint a leading organization on behalf of the country.



**(5) Request for the Host Country**

In this early planning stage, it is important for the host to consider what they need to prepare before the upcoming 1<sup>st</sup> Consultation Meeting with the Mentor Group, and if the host manage to develop the following items before the meeting, this will facilitate preparation work in the latter stage.

Also, the following items will be the main subject for discussion during the 1<sup>st</sup> Consultation Meeting with the Mentor Group therefore it is strongly recommended that the host country have internal discussion on these items prior to the meeting, and come to the discussion table with a rough framework of the RCD or at least general direction on how the host country would like to utilize the opportunity for their capacity development.

- o Working committees with names and responsibilities.
- o Work and Financial Plan
- o Rough idea of Master scenario.
  
- o Country profile in relation to risk of natural disasters and other type of disasters.
  
- o Relevant regulations, Laws, protocols, SOPs and so on.
- o List of activities in RCD program.
- o List of options for the accommodation and field exercise venue
- o National training needs and clear intention why they would like to host the event.

**NOTE:** All of these items may not be completed at this stage, and this will be developed in consultation with the mentor group later. The detailed information such as the following will not be prepared at this stage.

- Field exercise design with relevant details
- List of required logistics
- Layout and possible venues
- Forms to be used
- Injects List
- Session Plan
- List of Exercise Controllers, Exercise Support, Informant

**(6) Standard Preparation Timetable**

One of a frequently asked question in terms of RCD preparation is how much time is required for preparation of RCD as minimum. It is always difficult to answer as so many factors are affecting this. However, it would be beneficial for a host in many aspects to understand the brief idea of how much time roughly takes. From the previous experience, one of a benchmark could be 10 months for the preparation. If the situation does not permit and the preparation window shrinks even less than 10 months, it seems rather haste and the event may have to conduct in premature fashion and naturally it may result in small harvest. Hence, if situation allows, at least 10 months is required for the lead time prior to the event. This 10 months starts from the 1<sup>st</sup> Consultation Meeting with Mentor Group, and **NOT** 10 months since the submission of the Statement of Interest nor since the

end of previous RCD.

#### Standard Timeline for RCD Preparation

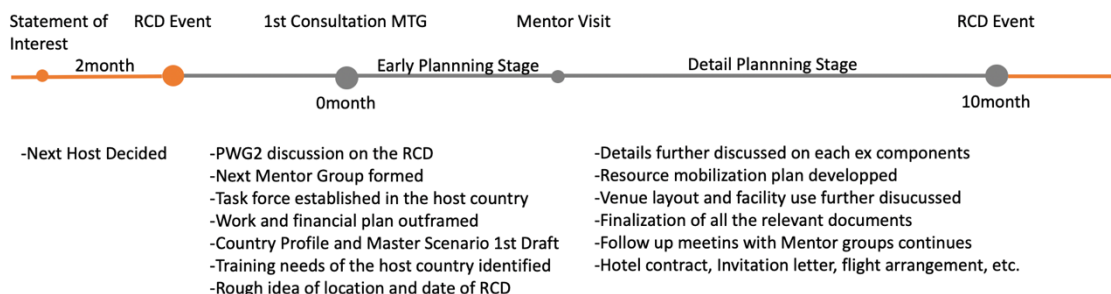


Diagram: Standard preparation timeline

## 2-2. 1<sup>st</sup> Consultation Meeting with Mentor Groups

### (1) Purpose

The prepared rough idea or framework of RCD in the previous stage will be used as a baseline information for this meeting. The purpose of this consultation is for the mentor teams to provide professional advices on all the drafted outline of the RCD event from every aspect of managing the RCD. Based on experience by the mentor group, the drafted ideas will be further developed during this meeting. The meeting will be facilitated based on the Initial Planning Framework, which is submitted in the previous stage.

**NOTE:** The location of this meeting may not be in the host country. It can be held as a side meeting of Regional Consultation Committee (RCC), Projective Working Group (PWG) or other opportunities.

### (2) Expected participants

This is a meeting with only short listed people. This includes ARCH Project (Thai and Japan side), mentor group members, as well as the host of the upcoming RCD. Also, ASEC and AHA Centre will be asked to participate in this meeting in order to share their view. Each mentor country will send one for two experienced participants who had been closely involved in the past RCDs. The total of the participants for this meeting will be around 20. Other than the listed above, should there be any relevant stakeholders who are deemed to be important to get involved at this stage, the ARCH Project will flexibly consider the participation.

### (3) Expected Outcomes

The expected outcomes of this meeting will be as follows:

- o The date of the RCD event is confirmed.
- o Work approach is mutually agreed among the host and the mentor group.
- o Details of the cost sharing is agreed.
- o 1<sup>st</sup> draft of the overall program is reviewed and updated.
- o All the relevant members make themselves acquaintance with each other.

- o A roadmap leading up to the event is developed with some major milestones, and this became a common planning tool for all the stakeholders.
- o Expected objectives of both the host country and the Mentor Group is discussed and both are incorporated in the RCD program by consent.
- o Identification and assignment of focal points of outstanding tasks.
- o Setting up deadlines for further work (until the upcoming mentor group visit).
- o Dates and logistics arrangement of upcoming mentor visit is discussed.
- o Lessons learnt from the previous RCD is reviewed among the participants.
- o Setting goal and expected achievement by conducting RCD
- o Performance Indicator for host country and participants

**NOTE:** Should there be a need for follow up consultation meeting, it may be arranged in consultation with stakeholders.

## **2-3. Mentor Group Visit**

### **(1) Areas of Discussion and Required Information**

This is the first time for the mentor group to visit indoor and outdoor facilities of the event. This is an opportunity to discuss great details of the overall program. This can cover from administrative issue such as the accommodation arrangement to technical details such as the location of tents of each EMT and so on so forth.

In relation to the 1<sup>st</sup> consultation meeting, the outcome of the meeting should be better organized and further developed before this mentor visit. The following items are the main subjects of the discussion during the visit therefore these needs to be prepared prior to the mentor visit. These are mainly effort of the host side and the mentor group will support this process.

- o Updated version of the event program.
- o Annotated agenda.
- o Master scenario of the simulation exercise.
- o Internal work plan of the preparation (who does what, how and by when).
- o General information of confirmed accommodation and venue for the field exercise.
- o Rough logistics plan (how and where to/from for how many people).
- o List of Identified issues.
- o Visit of senior officials who are in charge of RCD.
- o Health protocols for prevention of COVID19

Accordingly, the primary objective of the visit is for all the stakeholders including the mentor group to see the progress of the preparation and make sure of all the above items are being arranged as expected manner.

### **(2) Duration of the Visit and Time Allocation during the Visit**

During the mentor group visit, there should be 3 basic agenda to be accomplished. These are A: discussion with the national focal point (ideally a senior level of MoH who is in charge of the RCD), B: visit of the field exercise venue, and C: visit of accommodation for confirming the logistics arrangement as well as audit of the event environment such as the size of the main venue. It may be safer to allocate 1 day for each of A, B and C. Even if the locations of these are geographically spread out, it is

more realistic to do so. An estimation of the time will be shown below.

Agenda	Discussion Subject	Time
A. MoH Discussion	-General exchange and visit senior officials.	0.5 days
B. Field Ex Venue	-Technical Details at the venue.	0.5 days
	-Follow up of field visit/Further planning	0.5 days
C. Accommodation check	-Guest rooms, meals, meeting environment etc.	0.5 days
	-in country transportation among A, B and C.	0.5 days
	Total	2.5days

### **(3) Expected Achievement of the Visit**

With approximately 3days of the visit, it is expected to have the following achievements:

- o The mentor group confirms that the event venue setting including indoor and outdoor facility is good enough for conducting the RCD program.
- o Great detail of information about the event is updated and the mentor group is well familiarized. Also, this will form a foundation of the further planning; namely session planning, logistics planning, resource mobilization and so on.
- o Both of opportunities and constraints are identified and the countermeasures will be discussed in the latter stage.
- o Accommodation, meals, transportation and so on, in other words “real life support” are discussed or confirmed, so that the host as well as the Secretariat officially announce the event framework to potential participants of the AMS.
- o Safe venue and weather are checked.
- o Making sure of there is sufficient number of facilitators.

### **(4) Expected Participants during the Visit**

As this is important milestone for the entire planning, it is ideal to have all the core event organizers jointly involve in this visit. This includes the following people:

- o The host with core planning members and taskforce members
- o Senior officials (only for the MoH meeting)
- o The ARCH Project (Thailand and Japan)
- o The mentor group (especially those who are in charge of RCD)
- o JICA country office (those who supports the real-life-support arrangement)

### **(5) Way Forward after the Visit**

From the day when the host and the mentor group confirmed that the basic framework of the event is satisfied, the preparation enters into detail planning stage. This planning will be done jointly by the host and the mentor group side, and this will likely to be discussed and taken cared by small groups with relevant responsibility in particular task. Most of the rest of the preparation will be carried out by this fine-tuning type of detailed discussion, and there will be less formal type of meeting arrangement follows. However, there should be a periodical meeting arranged by the host and the mentor group in order to check the entire progress of the preparation and review the efficiency

of work.

In this detail planning stage, the following materials will be core elements to connect all the other works together. It should be reminded that any changes to these integral parts may affect others' works, and therefore it is very important to have a couple core staffs to monitor the entire progress and relationships of all the works.

Script for the master scenario by each scene

Inject plan for each technical session

Layout plans for the indoor/outdoor venues

Logistical requirement for real life support as well as all the technical session

Case description for patients and other role players

Session planning with duration, logistics requirement, location, time table and so on.

Resource mobilization (especially who does what in terms of exercise controller and mentor roles)

Arrangement of VIP visit and representation during the event

*[Attachment] Logistics Requirement*

## **2-4. Follow Up Meetings**

The following opportunity may be or may not be required depends on the progress of the preparation. Whether any of follow up opportunity needs to be arranged or not will be decided among the host, the secretarial and the mentor group. In case these are still necessary to take place, there are some options to do so. Options are as follows:

### **(1) Tele-Conference**

This should be utilized more often than other means so that both of the host side and the mentor group side spend less cost and discuss efficiently in a certain limited time. As the RCD event date come closer, there are many things likely to pose questions to move forward. For instance, some of these may be requests for clarification on logistics arrangement, and others could be like details check-up of a certain items. These "fine tuning" level of issues can be solved by communication among the stakeholders over phone call.

### **(2) Additional Mentor Group Visit**

In case of major changes in critical element of the event happens, the stakeholders may need an additional mentor group visit to provide the alternative solutions. In this circumstance, the visit will be arranged accordingly. Or even there is no major changes in plan, if the preparation has not met a benchmark set by the stakeholders, it may require an intensive preparation by actually visiting the venue for a certain length of days.

**(3) Rehearsal/Final Check of the Event**

A host country may find a benefit of having a “rehearsal” of the even at some point in the final stage of the preparation. It is totally a decision of the host side that they would like to arrange a rehearsal or not. In the past practices, all of the host countries had some kind of rehearsal. Some defines a rehearsal as a “trial run” of a RCD, and accordingly the size of the event is as much as a RCD; simply without International participants. Others may imagine a rehearsal as a “spot check” of particular items. There is no right or wrong way of doing this. The only thing the host needs to consider is that if a rehearsal is conducted in the way that can identify potential issues for final tuning of the preparation and that can address existing issues.

In the past rehearsal, it seems that these tend to focus more on internal resource movement behind the scene. This includes quality check of informants’ performance (role of “local patients”), fine calculation of event timetable, quick identification of logistics bottlenecks, education of domestic stakeholders in terms of how international disaster medicine works and how the relevant domestic response protocols would be applied, and so on. Again, if rehearsal should be arranged or not is totally up to the host decision, and normally international stakeholders does not involve in this process.

**2-5. Other Preparation****(1) Administration Arrangement**

There are several administration arrangements for the RCD as per listed below:

- hotel Contract
- Invitation letter
- Participants allowance
- Flight Arrangement and Logistical Support for the Participants from AMS
- Visa arrangement in case needed

These are normally completed by the event host as well as the ARCH Project. The rough division of labor between these two is if the arrangement is something to do with the international participant or not. The ARCH Project will be only responsible for international participants’ flight arrangement, per-diem allowance, meeting package, airport transportation and so on. International travel insurance is optional at their own cost. Arrangement of necessary logistic supports should be borne to the Host Country such as transportation to exercise sites if necessary and at least one international coordinator to help the Project team during the event. However, transportation of international participants to exercise site will be arranged by ARCH Project.

It is also Important to issue an invitation letter to AMS, ASEC, AHA Centre and relevant partners at least 8 weeks before the event. The draft letter will be prepared by the ARCH project team and be distributed to AMS by ASEC. In case that visa is needed, the Host Country should issue an official letter to incoming AMS to facilitate the application.

*[Attachment] Brief Timeline of Administration Arrangement*

**NOTE:** The Host Country will propose several options for the venue of meeting and accommodation to the ARCH project. The Host country and JICA Office in the host country will discuss to select the hotel according to necessary process for fair comparison among the candidates in consultation with ARCH project team. The hotel should have 100 guest rooms and meeting room(s) that can accommodate 200 guests for plenary sessions, with easy to access from a major international airport and to exercise site (less than an hour drive). This should be located nearby each other.

## **2-6. In-Country Training as Preparation for National Coordination Staffs**

Given that the RCD is a training platform for AMS regional actors as well as the relevant actors in the host country. Especially, in the field exercise, quality of the coordination practice greatly depends on how much the national coordination mechanism is simulated by the coordination staffs of the national actors. In this sense, the host country may have intention to improve capacity of their national coordination staffs as one of a preparation step. In this case the host may request ARCH project the 'In-Country Course for Coordination on EMTs' to be conducted during the preparation stage. The primary purpose of this course is to improve the coordination capacity of the national coordination staffs in conjunction with regional and international coordination methodology. By utilizing this course, the host country may be able to improve the coordination capacity and be thoroughly ready for the coordination components in RCD at the same time. The main contents of the course is threefold: (1) To learn national coordination system of the host country, (2) to learn regional and international coordination methodology, (3) to discuss how the regional and international coordination methodology can be integrated in the host country. Further details are found in the document below.

*[Attachment] Concept of In-Country Course for Coordination on EMTs.*

## **3. CONDUCTING RCD**

### **3-1. Final Preparation**

Prior to the actual execution of the RCD, the Mentor Group needs to arrive earlier in the venue at least 3 days before the Day 1 of the RDC so that the Mentor Group will be able to have full 2 working days in order to complete the final preparation of the event. This 2 days will be spent for:

- Checking the Venue setting (both of indoor and outdoor facilities)
- Checking weather
- Confirming staff allocation plan (both of the host side and ARCH/International side)
- Administrative Payment arrangement for accommodation fee, Daily allowance for the participants, transportation arrangement, meeting with senior officials
- Reconfirming the Session plan (final check of the all aspects of each component)
- Sub meeting for each training component (e.g. Quality Assurance Visit)
- Final confirmation of the event flow with annotated timetable/event program

### **3-2. Pre-deployment procedures**

By the time the event initiated, in the notional scenario of the RCD field exercise, the hazard had have already occurred and the host country had already embraced the humanitarian damage that was caused by the hazard, and eventually EMTs from AMS are coming to the country for assistance.

To simulate this, it has been accustomed in the past RCD to practice this portion of the exercise before the international participants arrives in the country in the reality. This is normally taken place around 7days before the RCD starts.

In the case of 4<sup>th</sup> RCD in Bali, Indonesia, the volcano eruption occurred 1 week before the RCD, and the international request so called “pre-deployment procedures” was practiced prior to the event. Upon the request, all the AMS countries responded during set timeframe, and all of these were conducted online and table top base in prior to the RCD. When all the AMD participants arrives, this earlier practice is integrated to the field exercise.

This earlier exercise of pre-deployment procedures is normally done between the host (disaster affected) country with requesting assistance from ASEAN countries and the AMS (EMT sending country) with offering assistance, through the AHA centre and diplomatic channels.

### **3-3. Day 1 for Preparatory Workshop**

At this point, the RCD is finally started. The majority of Day1 is spent for administrative announcement part and practical part. Agenda of Day1 likely to include as follows:

#### **(1)Administrative Part**

- Opening remarks of senior officials
- Introduction of Participants
- Safety instructions during the event
- Use of facilities
- Navigation of the whole program

#### **(2) Practical Part**

- Updates on ARCH progress
- Exercise on SASOP and ARCH standard tool use
- Introduction of ASEAN Collective Measures (ACM)
- Introduction disaster situation for the simulation exercise
- Review of regional/international coordination methodology
- Introduction of disaster response (management) mechanism of the host country in particular the responsibility of Health Emergency Operations Center (HEOC) and relevant national/local legal framework
- Comprehensive Team Information (CTI)
- Practice on offering and receiving EMTs (border crossing exercise may be included)
- Other relevant presentations or practical sessions

Although depending on the host arrangement, an Official Dinner invited by the host government may take place either of the day during the RCD event duration.



### **3-4. Day 2 for TTX**

Some of the practical sessions shown in the Day1 may be placed in the agenda of the Day 2. There is no rule as to where and which days these items should be placed. The host and mentor group will discuss on this and find the most appropriate way.

In the past RCD, it is likely that simulation exercise of Reception Departure Centre (RDC) is taken place in the afternoon slots of the program.

### **3-5. Day 3 for Field Exercise**

The entire Day3 is normally spent for a field simulation exercise. All the participants visit the field exercise venue and participate in the exercise. In the past RCD, the day ends when the simulation reaches to “Departure of EMTs from the affected country”, and the participants return back to the accommodation. This is followed with the departure procedure at the hotel next day. During the simulation exercise, the following components are usually conducted:

- Establishment of working environment
- Mobile Communication set up
- Reporting of operations with Minimum Dataset
- EMTCC meeting with HEOC coordination
- Patient Referral
- Health Needs Assessment
- Quality Assurance Visit to I-EMT by EMTCC
- Demobilization (Making and submission of Emergency Medical Team Exit Report)

### **3-6. Day 4: After Action Review**

The Day4 may starts with the follow up of the previous day; Demobilization. In this practice, participants will simulate the exit procedure of the host country by learning unique Customs, Immigration and Quarantine process. After this, the simulation exercise is finally completed and the event change-over to final stage of the RCD event. In this stage, the following agenda will likely be set:

- Internal discussion in each team for feedback presentation session
- Presentation of each AMS team feedback
- Internal discussion and event evaluation among the mentor group member
- Feedback for the event by the mentor group
- Summary report by ARCH Project
- Closing remarks by the host and ARCH project

*[Attachment] Evaluation Sheet/Participants Feedback of the Event.*  
*[Attachment] Catalogue of RCD Components.*

## **4. REVIEW AND RECOMMENDATION PROCESS**

### **4-1. Reviewing the whole process**

Right after the closure event of the RCD, ARCH project and the mentor group together with ASEAN Secretariat and AHA Centre will have event review. This includes the (1) review and evaluation of the 4-day RCD event itself and (2) the almost 1-year process of the preparation as well. (1) probably tends to focus on technical and concrete topics while (2) weigh more on the process management and interaction among stakeholders. The evaluation criteria below may be applied to both of them:

- What went well (good practice)
- What would have been better (issues and rooms for improvement)
- What should be inherited by next year
- How this can be managed differently
- Achievement of the goal/objectives that were set at the initial stage of planning

These review and evaluation should be summarized in reporting fashion and will be submitted to the closest PWG2.

*[Attachment] Process and Event Evaluation Form.*

The PWG2 will discuss on how the next RCD should be improved based on the evaluation report submitted by the Mentor group, and provide advices and give direction for the next RCD. This direction will frame orientation of the next event and this will be implemented by the mentor group.

*[Attachment] AMS I-EMT Lessons Learnt Report Template.*

### **4-2. Organizing a new mentor team for next RCD**

The end of RCD, at the same time, is a start of the next RCD planning. The lessons learned should be relayed to the next event and the main driver of this is the mentor group. A new mentor group will be formed by including Thailand, Japan and the newly RCD-experienced country. Previous RCD host countries may be requested to join the mentor group. This is an institutional handover of the previous RCD to the next RCD. This discussion may take place at the very end of the RCD event, particularly during the event review session with the host. Also the follow up will be noticed by the ARCH project later, informing of when, where and how to resume the discussion for the next RCD planning.

### **4-3. Choosing a host country for next RCD**

In theory, as introduced in the *2. Planning and Preparation\_2-1. Early Planning Stage\_(1) Selection of a Host Country*, the next RCD host country should have been already decided at the RCD event. As per introduced in the aforementioned chapter, a country intends to host the next RCD is required to submit the relevant document 2 months prior to the RCD event of the year.

The next RCD host country is expected to participate in the RCD and at the end of the program, it is also expected to have a meeting among stakeholders of the next RCD, including the newly appointed mentor group and the upcoming host. In this meeting, rough framework and vision of the host country will be shared. This is rather introductory session and nothing specific will be discussed.

## **5. DEPOSITORY OF INFORMATION**

All the relevant documents and templates are stored the following location:

<https://XXXXXXXXX.com> (This will be instructed by the Secretariat)

### **Appendix(Guidelines and Templates / Samples)**

ANNEX1: Title of Annex here

ANNEX2: Title of Annex here

ANNEX3

ANNEX4

ANNEX5

ANNEX6

ANNEX7

ANNEX8