

**WHO South-East Asia Regional and Country Offices Emergency Readiness Training
12 - 14 December 2017, SEARO Conference Hall**

PROVISIONAL PROGRAMME

Day 1: Tuesday, 12 December 2017		
08:00-08:30	Registration	
08:30-09:00	Introductory Session	
	Welcome	Dr Roderico Ofrin Regional Emergency Director
	Opening Remarks	Dr. Poonam Khetrupal Singh Regional Director /WHO SEARO
	Introduction to the training continuum	Dr Roderico Ofrin
	Training objectives Introduction of training facilitators and participants	Dr Arturo Pesigan Programme Area Manager Emergency Operations
	Administrative announcements	
	Group photograph	
09:00-09:15	Tea/Coffee	
09:15-11:00	Session 1: Recap and Readiness Checklist	
09:15-09:45	Highlights of 1 st Emergency Readiness training	Dr Nilesh Buddha
09:45-10:30	Feedback of 1 st Emergency Readiness training <i>Sharing of feedback by DPR Korea, Indonesia, Myanmar, Nepal and Sri Lanka</i>	WCO participants
10:30-11:00	Status of regional WCOs readiness Where are we?	Dr Arturo Pesigan
11:00-12:30	Session 2: Business Continuity Plan (BCP)	
11:00-11:10	Overview of Business Continuity Plan (BCP)	Dr Arturo Pesigan
11:10-11:20	BCP framework and guidelines	Dr Anne Ancia
11:20-11:30	Open Forum – Q & A	Dr Arturo Pesigan & Dr. Anne Ancia
11:30-17:30	Session 3: Group work – Business Continuity Planning	
11:30-12:15	Stage I: Risk Assessment Matrix for BCP	Refer to annexure 1
12:15-12:30	<i>Presentation of Risk Assessment: Bhutan & DPR Korea</i>	Moderator: Dr Anne Ancia
12:30-13:30	Lunch	
13:30-14:20	Stage II: Risk Management Measures for safety & security of staff, premises, assets & operations	Refer to annexure 1
14:20-14:25	<i>Presentation of Risk Management Measures for safety & security of staff, premises, assets &</i>	Moderator: Dr Anne Ancia

	<i>operations: India</i>	
14:25 -15:10	Stage III: Critical operations & Functions	Refer to annexure 1
15:10-15:15	<i>Presentation of critical operations & functions: Indonesia</i>	Moderator: Dr. Anne Ancia
15:15 - 15:30	Tea/Coffee	
15:30-16:20	Stage IV: Response to emergency	Refer to annexure 1
16:20-16:30	<i>Presentation of Response to Emergency: Nepal & Sri Lanka</i>	Moderator: Dr Anne Ancia
16:30-17:15	Stage V: Activation & Deactivation of BCP with Action Plan	Refer to annexure 1
17:15-17:30	<i>Presentation of Activation & Deactivation of BCP with Action Plan: Timor Leste & Myanmar</i>	Moderator: Dr. Anne Ancia
Day 2: Wednesday, 13 December 2017		
08:30-08:45	Recap of Day 1	Dr Sourabh Sinha
08:45-09:00	Session 4: Contingency Planning (CP)	
08:45-08:50	Overview of Contingency Planning (CP)	Dr Arturo Pesigan
08:50-09:00	CP framework and guidelines	Dr Anne Ancia
09:00-16:30	Session 5: Group work exercise for CP (each country to choose any one hazard)	
09:00-09:10	CP Framework on situational analysis & risk assessment and scenarios & assumption	Dr Anne Ancia
09:10-10:10	Stage I: Situational analysis & risk assessment	Refer to annexure 1
10:10-11:15	Stage II: Scenarios & assumptions	Refer to annexure 1
11:15-11:30	Tea/Coffee	
11:30-11:35	CP Framework on mitigation strategy	Dr Anne Ancia
11:35-12:30	Stage III: Mitigation strategy	Refer to annexure 1
12:30-13:30	Lunch	
13:30-13:40	CP Framework on WHO preparedness and action plan	Dr Anne Ancia
13:30-14:15	Stage IV: WHO preparedness strategy	Refer to annexure 1
14:15-15:15	Stage V: Preliminary response plan & WHO action plan	Refer to annexure 1
15:15-15:30	Tea/Coffee	
15:30-16:30	Group discussion on CP – 3 break out rooms Sri Lanka room Conference hall SHOC room	Dr Anne Ancia Dr Arturo Pesigan Ms Tamara Curtin Niemi
Day 3: Thursday, 14 December 2017		
08:30–08:45	Recap of Day 2	Dr Sourabh Sinha
08:45–13:45	Session 6: Simulation Exercise	
08:45-08:50	Introduction: Agenda, orientation to exercise, explanation of feedback mechanism	Ms Tamara Curtin Niemi
08:50-09:00	Distribution of scenarios and questions	Ms Tamara Curtin Niemi
09:00-10:30	Activity: Countries work on the scenario material	Ms Tamara Curtin Niemi
10:30-10:45	Tea/Coffee	
10:45-12:30	Simulation Exercise on readiness planning & mitigation	Ms Tamara Curtin Niemi

12:30-13:30	Lunch	
13:30-13:45	Plenary Feedback session for simulation exercise	Ms Tamara Curtin Niemi
13:45-15:00	Session 7: Next steps and evaluation of the course	
13:45-14:45	Discussion on next steps	Ms Tamara Curtin Niemi Dr Arturo Pesigan
14:45-15:15	Completion of Evaluation	Ms Tamara Curtin Niemi Dr Sourabh Kumar Sinha
15:00-15:15	Closing Session	
15:00-15:15	Final remarks	Dr Pem Namgyal Director, Programme Management Dr Roderico Ofrin
15:15-15:30	Tea/Coffee	
15:30-16:30	Business meeting with RED and WHE <ul style="list-style-type: none"> • Roles and Responsibilities of WHE focal points • Communication protocols • Activities 2018 • Follow-up/discussion <i>Venue: SHOC Room – ground floor</i>	

Annexure 1:

S. No.	Name of the WCO	Session	Moderator	SEARO Team (Technical & Administrative support)
1	Bhutan	Session 3 and 5	Dr Vason Pinyowiwat	Ms Purvi Paliwal Mr Virendra Sharma
2	DPR Korea	Session 3 and 5	Dr Anne Ancia (Dr. Arturo Pesigan)	Dr. Moe Ko Oo Mr Sunil Bhambri
3	India	Session 3 and 5	Ms Tamara Curtin Niemi (Dr Vason P)	Dr Manish Kakkar Ms Raman Nayar
4	Indonesia	Session 3 and 5	Dr Arturo Pesigan	Mr Mayank Bansal
5	Myanmar	Session 3 and 5	Dr Nilesh Buddh	Dr Miftahul Fahmi Sembiring
6	Nepal	Session 3 and 5	Dr Arturo Pesigan	Mr Sanjeev Kashyap Mr Amit Singh
7	Sri Lanka	Session 3 and 5	Dr Sourabh Kumar Sinha	Mr Kuldeep Sharma
8	Timor Leste	Session 3 and 5	Dr Anil Bhola	Mr Pankaj Saxena
9	Bangladesh		Not able to join	
10	Maldives		Not able to join	
11	Thailand		Not able to join	