

Training Objectives

WHO South-East Asia Regional and Country Offices Emergency Readiness Training II

At the end of this training, participants should be able to:

1

Assess the status of readiness of his/her respective office

2

Review progress of learning from previous readiness training

3

Develop a Business Continuity Plan

4

Develop a Contingency Plan



Learning objectives

To review status of readiness of
WHO Country Offices

To orient staff on the need of Business Continuity
Plan (BCP) and support to prepare the draft BCP for
respective WHO country offices



To orient staff on Contingency Plans (CP) and support
to prepare a CP for respective WHO country offices

To orient staff on elements of readiness (policies, documents;
tools/templates; rosters; networks/partnerships; exercises/training; key
information systems)

Training milestones



Understanding IMS and operational readiness

Lessons learnt, delivering ERF performance standards

Develop draft Business Continuity Plan

Develop draft Contingency Planning

Ability to identify sources of operational and technical support

Training facilitators

Dr Anne Ancia

Ms Tamara Curtin Niemi

Dr. Arturo Pesigan

Dr. Nilesh Buddh

Dr. Vason Pinyowiwat

Dr. Anil Bhola

Dr. Sourabh Kr. Sinha

Administrative Announcements (1/3)

1. A copy of the meeting agenda, programme, ERF, draft templates of BCP & CP along with the list of participants and other meeting related documents are placed in your docket folder
2. A “Quick Reference” booklet is placed on your desk for kind reference, we request you to kindly keep the booklet back before leaving
3. Participants shall access the share point for this training, templates of BCP & CP was uploaded with reference materials. Request all WCO to kindly open the templates as “edit” and save it on share point itself. Please refer to link below

http://wimsextranet.searo.who.int/EMO/Readiness_workshop2/

Administrative Announcements (2/3)

4. Kindly review your details especially email address etc as reflected in the 'list of participants' and notify the secretariat in case there are any corrections. This is very important and please do these during the tea/coffee break today so that the list is updated
5. The bank is located at the ground floor. We also have an ATM located within the SEARO premises near the entry gate. Participants can use their international debit/ATM cards to withdraw INR
6. The office of our travel agent ie CWT (Carlson Wagonlit) is also located at the ground floor. You may please contact them for your travel related queries

Administrative Announcements (3/3)

7. There are rest rooms located on each of the floors. You can spot the one for this floor just straight as you get out of this meeting room
8. Tea / coffee as well as lunch for today will be served outside the conference hall lobby area which is located in the same floor. Our secretariat will guide you accordingly
9. Today's session is expected to finish at 17:30hrs. A transport from the hotel will be waiting outside the office to take you all back to the hotel
10. The wi-fi password for internet access will soon be flashed in the screen and you are requested to make a note of it

Thank you!