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
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/
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.
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!