ACE
AHA CENTRE EXECUTIVE PROGRAMME

Preparing the Future Leaders of Disaster Management in ASEAN
Preparing the Future Leaders of Disaster Managers in ASEAN

This Programme is an innovative and dynamic immersion-cum-on-the-job training for ASEAN professionals specialising in the field of disaster management.
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Programme Highlights

THIS programme is an innovative and dynamic immersion-cum-on-the-job training for ASEAN professionals specialising in the field of disaster management. The programme is conducted directly at the AHA Centre which is the central nerve for ASEAN-wide disaster management coordination and emergency response.
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Preparing the Future Leaders of Disaster Managers in ASEAN
The AHA Centre Executive Programme will provide the Region with a strong network of qualified disaster management professionals.
Forewords

Mr. Vu Van Tu
Chair of ACDM

THROUGH THE establishment of the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management, the Association of Southeast Asian Nations has affirmed its commitment to improve disaster management cooperation and coordination in the region. The AHA Centre Executive Programme will provide the Region with a strong network of qualified disaster management professionals, which will enhance ASEAN capacity in collectively responding to disasters.
Forewords

ON BEHALF of the Government of Japan, I would like to welcome the launching of AHA Centre Executive Programme. This programme aims at strengthening the capacity of officers in National Disaster Management Organizations (NDMOs) of ASEAN Member States and establishing a network among them, hence helps strengthen disaster response capability of ASEAN as a whole. ASEAN region frequently suffers from natural disasters and thus experiences huge human and economic damages. With ASEAN integration in 2015 approaching, establishment of a disaster-resilient community is a matter of urgency for ASEAN. I sincerely hope this programme will contribute to tackling this issue.

Japan, like many ASEAN Member States, is a disaster-prone country, so that disaster management is one of the priority areas for Japan in its assistance to ASEAN. Japan’s assistance has been extended to AHA Centre based on the concept of “ASEAN Disaster Management Network”. It is our pleasure to see that, with our assistance, AHA Centre and NDMOs can now communicate and exchange information in a rapid and smooth manner through ICT system (WebEOC), and relief items stockpiled in ASEAN Disaster Emergency Logistic System in Subang, Malaysia, are quickly deployed to disaster-affected people. By making good use of its experience and knowledge, Japan will continue to extend effective and needs-oriented assistance to ASEAN in the area of disaster management.
BUILDING a disaster-resilient nations and safer communities in ASEAN region is the vision of AHA Centre. With the mandate from the ASEAN Agreement on Disaster Management and Emergency Response (AADMER), and the Agreement on the Establishment of the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management, AHA Centre facilitates cooperation and coordination in promoting regional collaboration in disaster management.

AHA CENTRE is well positioned to produce the ASEAN’s future leaders in Disaster Management which is vitally important to the economic and social well-being of ASEAN community. Through the cooperation with the Government of Japan, the AHA Centre Executive Programme will enhance the capacity of ASEAN Member States’ disaster managers through the exchange of knowledge and skills amongst them and with other disaster management experts in the Region.

The ACE Programme can only be successful upon your generous supports and commitment. We are truly looking forward to continue our fruitful cooperation.
ASEAN region is one of the world’s most natural disaster-prone regions, and it is exposed to almost all types of natural hazards, including floods, typhoons, droughts, landslides, earthquakes, tsunamis and volcanic eruptions.
ASEAN region is one of the world’s most natural disaster-prone regions, and it is exposed to almost all types of natural hazards, including floods, typhoons, droughts, landslides, earthquakes, tsunamis and volcanic eruptions. During the last decade, both large-scale and medium-scale disasters hit ASEAN region. The most devastating disasters were the Indian Ocean Tsunami in 2004 and Cyclone Nargis in 2008. Multiple, medium-scale disasters have also occurred simultaneously in many countries of ASEAN. The intensity and frequency of disasters have increased significantly over the past decade, resulting in an unprecedented loss of lives and destruction of infrastructure, property and livelihoods.

Some disasters, particularly the large-scale disasters, could exceed the capacity of the affected countries to cope. In these situations, humanitarian assistance from other countries and the humanitarian community are inevitably required. Some disasters strike in remote areas, and the response could be more efficient when assistance come from the neighbouring countries in view of proximity.

Following a disaster, government of the affected country immediately makes available emergency relief items, but the supply stocks existing within the country could be limited and soon exhausted. There may also be a risk that relief items cannot be delivered
Some disasters, particularly the large-scale disasters, could exceed the capacity of the affected countries to cope. In these situations, humanitarian assistance from other countries and the humanitarian community are inevitably required.

In addition to an effective regional mechanism, there is a need to ensure that disaster emergency logistics capacity in the country is strengthened. While emergency relief items could be deployed to supplement the country’s capacity in the event of a disaster emergency, an effective distribution system as well as capacity development within the country is still required. As part of the country’s preparedness strategy, all of these will have to be put in place before disaster strikes.

In view of the above, there is a need for a regional mechanism to be in place for the ASEAN region where assistance, such as emergency relief items, can be provided immediately to supplement the capacity of the affected country.

within a short notice, and the price may increase due to scarcity of relief items.

Capacity for procurement and logistic inside the country could also be inadequate. When a disaster strikes, unavailability of relief items or the slow mobilisation of relief items could cause emergency response operations to be ineffective and eventually result in unnecessary human suffering and loss of lives.
Establishment of a **Disaster Emergency Logistic System** for ASEAN

Among many options, the 18th Meeting of the ASEAN Committee on Disaster Management (ACDM) in September 2011 and subsequently the regional workshop in December 2011 agreed to the option of having a regional stockpile at the United Nations Humanitarian Response Depot (UNHRD) in Subang as the most feasible and cost-effective solution to address the current situation. It was also agreed that the establishment of the ASEAN disaster emergency logistics system should be done stage by stage, and a regional stockpile will be one of the first steps. The Government of Japan provides support for the implementation of the project and on 18 July 2012, the project document was approved by the Government of Japan for the Establishment of a Disaster Emergency Logistic System for ASEAN.

The Establishment of a Disaster Emergency Logistic System for ASEAN is supported by the Government of Japan through Japan – ASEAN Integration Fund (JAIF). The project aims to develop a disaster emergency logistics system for ASEAN through the establishment of a regional stockpile of relief items and pre-arrangements with potential suppliers and transporters. The project also aims to enhance the capacity of the AHA Centre and ASEAN Member States in disaster emergency logistics operations. It is expected that the regional stockpile will ensure quick availability of emergency relief items that can be accessed by Member States and considered as internal assets in both large-scale and especially medium-scale disasters. In addition to building the regional stockpile, the project also aims to support institutional capacity development through AHA Centre Executive Programme.
**IN ADDITION** to the establishment of a regional disaster emergency stockpile, the project also aims to strengthen institutional capacity development of ASEAN Member States as well as the AHA Centre.

The AHA Centre was established as part of ASEAN’s commitment to strengthen regional preparedness and ensure collective response to disasters in the region. However, since the AHA Centre was just established in November 2011, its capacity in performing the above functions is still limited.

AHA Centre is also still at the early stage in establishing connection and coordination with the Member States.

There is a need to ensure that officials in the National Disaster Management Organisations (NDMOs) are clear of the AHA Centre’s roles and responsibilities, and they are also familiar with each other’s operating requirements and staff.

To address the above issues of capacity and connectivity, the project suggests an “Institutional Capacity Development” component where one of the elements would be the attachment of potential leaders of the NDMOs to the AHA Centre.

The issues identified above (in terms of the needs of capacity development and connectivity in AHA Centre as well as in the ASEAN Member States) can be addressed in a number of ways. There
are various possible schemes, such as scholarships, short training courses, workshops, seminars, etc.

One of the best approaches to address the issues would be through the AHA Centre Executive Programme (ACE Programme). The AHA Centre is the most suitable platform to expose the officers from the Member States to learn AHA Centre’s processes as well as Member States’ operating requirements in disaster management. The officers attached to the AHA Centre will also serve as additional capacity for the Centre and promote coordination and connectivity between AHA Centre and the Member States.

This programme is an innovative and dynamic immersion-cum-on-the-job training for ASEAN professionals specialising in the field of disaster management. The programme is conducted directly at the AHA Centre which is the central nerve for ASEAN-wide disaster management coordination and emergency response. The Operations Room of the AHA Centre is equipped with state-of-the-art information technology facilities and powerful software programmes to track disaster flash points, enabling the programme to prepare the participants to be the region’s experts and leaders in disaster monitoring, preparedness and response.

The AHA Centre is the most suitable platform to expose the officers from the Member States to learn AHA Centre’s processes as well as Member States’ operating requirements in disaster management.
The primary purpose of the programme is to provide exposure and capacity building in disaster management with a particular focus on the regional emergency response logistics system.
AHA Centre Executive Programme intends to provide on-the-job training and capacity building for professionals from NDMOs of ASEAN Member States who are pursuing a career in disaster management. It gives them an opportunity to acquire professional experience in regional cooperation on disaster management by exposing them to regional setting with ASEAN Dialogue Partners, United Nations, international organisations, as well as providing a platform to form a strong network among themselves for strengthening future regional cooperation.

The primary purpose of the programme is to provide exposure and capacity building in disaster management with a particular focus on the regional emergency response logistic system.

Various capacity building activities, exposure to regional challenges in disaster management, opportunity to broaden the horizon and opportunity to meet and share ideas with leaders are expected to be a strong foundation for building their capacity to be the future ASEAN leaders on disaster management.

The immediate objectives are:

1. To address and provide the need for the officers to master various aspects relating to ASEAN’s disaster management preparedness and response through the AHA Centre-led intra-regional coordination mechanism;

2. To introduce the officers to the logistic activities and scope of work of the AHA Centre and involve them in a series of technical training, on the job training and special projects within the ASEAN’s logistic system framework;

Upon graduation, these officers are expected to enhance their technical knowledge, master procedures for coordinated and timely response, manage logistics planning for emergency response, and form lasting bond among fellow disaster management professionals in the region.
To build and strengthen networks and connectivity among ASEAN Member States through the officers during the programme as well as post programme;

To provide technical support to the AHA Centre for its day-to-day activities as well as activities and projects conducted by AHA Centre;

To provide a regional and international environment in which the officers can enrich their understanding, enhance experience and skills in learning, and create a sense of regionalism and cooperation among the officers to build a strong foundation for the officers to become the future leaders of ASEAN on disaster management.

The programme targets officers from the NDMOs of the 10 ASEAN Member States. Upon graduation, these officers are expected to enhance their technical knowledge, master procedures for coordinated and timely response, manage logistics planning for emergency response, and form lasting bond among fellow disaster management professionals in the region.

With the support from the Government of Japan through Japan – ASEAN Integration Fund (JAIF), the programme is set for an implementation in 2014 and 2015, targeting to generate at least 60 new disaster management champions across ASEAN. The qualified graduates may also be considered for further learning opportunities subject to available funds from other sources.
Knowledge sharing with various disaster management actors is key in ACE Programme.

Hands-on experience in disaster emergency response, including field coordination, will provide valuable lessons to the participants.

Through ACE Programme, the Officers will gain a good understanding on regional disaster management mechanisms.

The Officers will also learn about disaster management cooperation in the Region.
The Programme

The capacity building programme under the AHA Centre Executive Programme will be delivered through a variety of activities.
The AHA Centre Executive Programme is a six-months programme in which the selected officer will be required to stay full time with the AHA Centre in Jakarta, Indonesia during the period of the programme. The capacity building programme under the AHA Centre Executive Programme will be delivered through a variety of activities. Together with the AHA Centre’s staff members, the officers are expected to utilise about 50% of their time working at the AHA Centre during the programme.

The officers will be involved in training courses, workshops, comparative studies through field visits to disaster-affected areas in Japan, deployment to on-going disasters in the ASEAN region, and facilitating the field deployment as well as any other disaster response experiences. In addition to hands on experience working at the AHA Centre, the officers will be involved in training courses, workshops, comparative studies through field visits to disaster-affected areas in Japan, deployment to on-going disasters in the ASEAN region, and facilitating the field deployment as well as any other disaster response experiences. During the programme, the officers will experience the following activities and programme such as:
Hands-on Experience
Working at the AHA Centre

UNDER the directive and direct supervision of the Executive Director of the AHA Centre, the officers will be given various assignments pertaining to the AHA Centre’s operations to allow them to have hands-on experience on the modus operandi of emergency operations room in both emergency and non-emergency situations.

The officers will also be given training on cutting-edge disaster management in terms of ICT equipment and software such as AHA Centre’s Disaster Monitoring Response System as well as crisis information management system. This will be a very important factor to ensure seamless connectivity between NDMOs and the AHA Centre and among the NDMOs themselves.

The officers will also be given training on cutting-edge disaster management in terms of ICT equipment and software.
Sharpening Technical Competencies

Specialised Training and Skills Enhancement

THE COURSE aims at preparing the NDMO officers to master various aspects relating to disaster management preparedness and response including logistics and procurement as well as ASEAN’s regional mechanism on disaster management.

One of the key areas is competency in managing logistic systems of ASEAN’s regional emergency stockpile. The course will provide practical tools and templates/systems for undertaking logistic need assessment and planning, procurement, warehouse management and inventory, transport operation, custom clearance, distribution, monitoring and evaluation. In addition, other important soft skills which are important for leadership capacity such as communication, media engagement, decision making and critical thinking will also be part of the training programmes.
Learning from the Top
Leaders Talk

These special sessions are expected to enrich the learning process.

THE PROGRAMME will invite leaders from various sectors to deliver a speech to the officers to broaden the perspectives as well as inspire the officers. The speakers are expected from various institutions that have leadership positions or were former leaders such as from governments, dialogue partners, private sectors, United Nations, international organisations, Red Cross/Red Crescent Movement and others. These special sessions are expected to enrich the learning process as well as broaden the AHA Centre’s outreach with external partners and the public at large.
This programme will be delivered upon involvement of AHA Centre during disaster situation in an affected country. The programme is designed as practical, applied-oriented training, featuring deployment of officers for disaster management-related special missions. The objective is to further sensitise the officers with real-life situations on the ground at the times of emergency, particularly the importance of coordination with other stakeholders. This programme will be delivered upon involvement of AHA Centre during disaster situation in an affected country. The officers that will be deployed are based on qualifications and conditions determined by AHA Centre and the affected country.
Expanding Horizon
Study Visit to Japan

This programme will feature exposures to international experiences for lessons learnt, benchmarking, and best practices in the field of disaster management. This will be conducted through case studies and actual site visits to locations and countries to be studied. In partnership with Japan, the programme will undertake a study visit to examine disaster management systems and platforms in Japan and learn best practices from experiences in the Great East Japan Earthquake which struck the country in March 2011.
Team Building

Developing Regional Networks

The proposed programme will also allow internalisation and institutionalisation of AADMER and AHA Centre operations among the officers.

**One important output of the programme is developing strong team spirit and lasting bond and networking among disaster management fellows.** For this purpose, the programme will feature various team building activities including group assignments during the on-the-job training at the AHA Centre. Upon graduation, the graduates of the programme will be asked to form and manage a sustainable post-programme communication and networks through an alumni group.

Through the AHA Centre Executive Programme, the AHA Centre will be able to strengthen networks of competent officials in Member States that can facilitate coordination between the AHA Centre and the affected country as well as with the assisting country in the event of disaster emergencies. The proposed programme will also allow internalisation and institutionalisation of AADMER and AHA Centre operations among the officers.

The institutional capacity development will also allow the AHA Centre to perform its functions in strengthening regional preparedness and ensuring collective response to disasters in the region. SOPs, guidelines and manuals will be developed as required to support the capacity of the AHA Centre in performing its functions.
Managing Project
Special Project Assignments

Based on their interest and individual’s strength, each officer will be assigned with one thematic area with which he/she will work throughout the programme. The thematic areas include rapid response, communication and procurement.

They will be assigned to specific organisations including private companies and international or local NGOs to learn from their systems related but not limited to emergency logistic systems. The learning will be presented to and shared with other officers.

This component allows officers to strengthen their skills in a specific area, in addition to the general understanding of the overall picture of disaster management. Furthermore, they will be equipped with the skill to manage a project for attaining specific objective with a certain time frame and input.
Attaining Global Perspective

Understanding How International Humanitarian System Works

THIS programme will enhance understanding of officers on the current situation and dynamics of international humanitarian system in order to cultivate a global perspective. For this purpose, officers will be involved in a series of sessions inviting guest speakers from various reputable international organisations, such as UN agencies, Red Cross/Red Crescent Movement and other international organisations to gain knowledge on how international humanitarian system works.
Public Speaking
Presenting and Exchanging Ideas

**PRESENTING** something in a concise and precise manner and being able to answer inquiries in front of an audience are the important elements for future leaders. In this programme, officers will mutually brush up their presentation skills. Each officer will be required to conduct several presentations and be challenged by his/her colleagues, through which they are expected to increase and enhance their public speaking and communication skills.
Shaping the Future of ASEAN
Writing Vision and Strategy on Disaster Management for the Region

The officer will make a presentation on their specific case for debate with their colleagues.

\* AS THE CULMINATION of their work during the AHA Centre Executive Programme, the officers, individually or in a team, will prepare a written analysis of cases stating the future vision and strategy on disaster management with a regional perspective. The officer will make a presentation on their specific case for debate with their colleagues. Their analysis and fruits of discussion and debate will be a valuable input and contribution for the AHA Centre as well as for all NDMOs in the region.
Qualifications

CANDIDATES for the AHA Centre Executive Programme will be selected on a competitive basis. The candidate must be able to stay full time at the AHA Centre to take part in all of the assigned activities during the overall period of the programme. The following qualifications are required for consideration:

- Minimum Bachelor degree in relevant subject. Candidate with a Master’s degree will be an advantage.
- Good command of written and spoken English;
- At least three (3) years of relevant work experience;
- Good understanding of disaster emergency preparedness and response;
- Sound understanding of the regional knowledge, relevant information on disaster management issues;
- Personal qualities such as leadership, initiative, adaptability, and sound judgment;
- Ability to work under pressure;
- Ability to adapt to new environments, and to establish and maintain good working relations with individuals of different cultural backgrounds;
- Good computer skills;
- It is expected that applicants should be no older than 32 year-old. However, should there be no qualified candidate within the required age and/or based on special consideration of the sending country, the applicants up to 40 year-old can also be considered and selected during the selection process to join the programme.

SELECTION MECHANISM

The programme is open to ASEAN nationals from the NDMOs of the ASEAN Member States. The maximum number of officers to join the programme and to be attached at the AHA Centre per country per batch is 2 (two) officers.

Applicants should complete a personal history form and submit it to the ACDM Focal Point in each NDMO. The National Focal Point will nominate 2 candidates. Final decision on the selection will be made jointly between the National Focal Points and the AHA Centre.
UPON successful completion of the 6 (six) months’ programme, AHA Centre will provide an official certificate of completion of the programme to the officers. In addition, certificates may also be given by relevant training providers or partners.

The officers are also expected to demonstrate and share the value of knowledge, skills, lessons learnt, and networks of their experiences in order to bring positive influence to their NDMOs. The selected officer must submit to the respective NDMO a written commitment to continue their work at the respective NDMO upon completion of this programme. The respective NDMO will determine the terms and conditions for the returning officers to continue their work at the NDMO according to its own rules and regulations.