



ONE ASEAN ONE RESPONSE

## Logistics Rundown for the ASCEND Certification Trial Simulation

22-25 November 2022

@ Bogor, Indonesia

(Subject to changes)

Day/Date	ASSESSORS (4 days activities)	EXPERTS (3 days activities)	CANDIDATES (3 days activities)	OBSERVERS (2 days activities)	LOGISTICS
<b>D – 14</b> <b>9 Nov 2022</b>	<b>ONLINE BRIEFING</b> <ul style="list-style-type: none"> <li>TRAINING on CERTEMY</li> <li>Reading materials (Assessor's Guides, Assessment Instruments)</li> </ul>		<b>ONLINE BRIEFING</b> <ul style="list-style-type: none"> <li>Reading materials (Website, Learner's Guides)</li> <li>Documents/portfolios to be prepared</li> <li>Registration on CERTEMY</li> </ul>		<ul style="list-style-type: none"> <li>Flight Tickets (including travel insurance) for participants. Around 50 flight tickets from 10 ASEAN Member States + Republic of Korea (ROK).               <ul style="list-style-type: none"> <li>16 assessors from 8 AMS (BNPB assessors might not need a flight ticket)</li> <li>5 experts from APG and PMI (if flight ticket is needed)</li> <li>10 candidates from APG and/or PMI (if flight ticket is needed)</li> <li>10 observers from 9 AMS (BNPB observers might not need a flight ticket)</li> <li>3 observers from KNFA (from ROK)</li> <li>2 from RDI (domestic flight)</li> </ul> </li> <li>Air flight tickets → The most direct and economical flight available.</li> </ul>
<b>D – 7</b> <b>15 Nov 2022</b>	<b>ONLINE BRIEFING before departure</b> <ul style="list-style-type: none"> <li>Accommodations, venues, logistics, etc.</li> </ul>				

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<b>Day 0: Monday, 21 November 2022</b>	ARRIVAL AT THE HOTEL				<ul style="list-style-type: none"> <li>• Accommodation (<u>include breakfast and airport transfer - 5 nights</u>) for: <ul style="list-style-type: none"> <li>- 4 ASCEND PMT</li> <li>- 2 RDI Colleagues</li> <li>- 2 BNSP Colleagues</li> <li>- 18 Assessors</li> </ul> </li> </ul>
<b>Day 1: Tuesday, 22 November 2022</b>	ASSESSORS BRIEFING (HOTEL) <ul style="list-style-type: none"> <li>• General introduction and scenario</li> <li>• Distribution of roles &amp; responsibility</li> <li>• Familiarisation of forms and CERTEMY</li> <li>• Visualisation of assessment flows</li> <li>• Assessor's uniform</li> </ul>	ARRIVAL AT THE HOTEL			<ul style="list-style-type: none"> <li>• Accommodation (<u>include breakfast and airport transfer, 4 nights</u>) for: <ul style="list-style-type: none"> <li>- (+/-) 5 Experts</li> <li>- (+/-) 10 candidates</li> </ul> </li> <li>• Full day meeting package @ hotel: <ul style="list-style-type: none"> <li>- Room with 40 seats capacity</li> <li>- 2x Coffee Breaks</li> <li>- 1x Lunch</li> <li>- Backdrop</li> <li>- Rolled banner</li> <li>- Presentation equipment</li> <li>- Sound system</li> <li>- Fast internet connection</li> <li>- Printing materials as needed</li> <li>- ID Card for participants</li> </ul> </li> <li>• Documentation (videographer/photographer)</li> </ul>

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<b>Day 2: Wednesday, 23 November 2022</b>	<b>ASSESSORS &amp; EXPERTS BRIEFING (VENUE)</b> <ul style="list-style-type: none"> <li>• Familiarisation of venue</li> <li>• Dry run of Assessment Process</li> <li>• Practice on CERTEMY (for assessors only)</li> </ul>		<b>CANDIDATES BRIEFING (HOTEL)</b> <ul style="list-style-type: none"> <li>• Assessment flow</li> <li>• Distribution of roles &amp; responsibility</li> <li>• Register via CERTEMY (records few examples to be shown to observers)</li> </ul>	<b>ARRIVAL AT THE HOTEL</b>	<ul style="list-style-type: none"> <li>• Accommodation (include <u>breakfast and airport transfer, 3 nights</u>) for: <ul style="list-style-type: none"> <li>- Appr. 9 observers 9 AMS</li> <li>- 1 observers form BNPB</li> <li>- 1 observers from ASEC</li> <li>- 1 observers from AKPMT</li> <li>- 3 for KNFA (ROK)</li> </ul> </li> <li>• Full day meeting package @ hotel: <ul style="list-style-type: none"> <li>- Room with 40 seats capacity</li> <li>- 2x Coffee Breaks</li> <li>- 1x Lunch</li> <li>- Backdrop</li> <li>- Rolled banner</li> <li>- Presentation equipment</li> <li>- Sound system</li> <li>- Fast internet connection</li> <li>- Printing materials as needed</li> <li>- ID card for participants</li> </ul> </li> <li>• Mobilisation of Assessors &amp; Experts from hotel to LSP-BNPB in Sentul to hotel (est. 25 persons): <ul style="list-style-type: none"> <li>- Minibus/bus/van</li> </ul> </li> <li>• Snacks/coffee breaks and lunch for assessors and experts at the LSP-BNPB for 40 persons.</li> <li>• Documentation (videographer/photographer)</li> </ul>

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<b>Day 3: Thursday, 24 November 2022</b>	<ul style="list-style-type: none"> <li>• ASSESSMENT SIMULATION (VENUE) (<i>Details of activities to follow</i>)</li> <li>• 1<sup>st</sup> batch AM (officer) and 2<sup>nd</sup> batch PM (coordinator)</li> <li>• Briefing on the evaluation workshop</li> </ul>			<ul style="list-style-type: none"> <li>• OBSERVERS' BRIEFING (VENUE) <ul style="list-style-type: none"> <li>○ ASCEND Video</li> <li>○ Introduction Presentations</li> <li>○ Trial Simulation flow</li> <li>○ Venue Tour</li> </ul> </li> <li>• Observation of <b>ASSESSMENT SIMULATION</b></li> <li>• Briefing on the evaluation workshop</li> <li>• Presentation/roleplay on the decision-making process after the assessment process (Review Committee meeting, certificate hand-over)</li> </ul>	<ul style="list-style-type: none"> <li>• Mobilisation of all participants from hotel to LSP-BNPB in Sentul to hotel (est. 50 persons): <ul style="list-style-type: none"> <li>- Minibus/bus/van</li> </ul> </li> <li>• Meeting Room @ LSP-BNPB Venue preparation (for 30 participants) <ul style="list-style-type: none"> <li>- Backdrop</li> <li>- Rolled banner</li> <li>- Presentation equipment</li> <li>- Sound system</li> <li>- Fast internet connection</li> <li>- Printing materials as needed</li> <li>- ID card for participants</li> </ul> </li> <li>• Snacks/coffee breaks and lunch for all participants at the LSP-BNPB (appr. 80 packs)</li> <li>• Documentation (videographer/photographer)</li> <li>• Official welcoming diner for participants (appr. 50 participants).</li> </ul>

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<b>Day 4: Friday, 25 November 2022</b>	EVALUATION WORKSHOP (HOTEL) <ul style="list-style-type: none"> <li>• Discussion and consensus on the preferred institutional arrangement and mutual recognition among ASEAN Member States</li> </ul>				<ul style="list-style-type: none"> <li>• Full day meeting package @ hotel:               <ul style="list-style-type: none"> <li>- Room with 80-90 seats capacity</li> <li>- 2x Coffee Breaks</li> <li>- 1x Lunch</li> <li>- Backdrop</li> <li>- Rolled banner</li> <li>- Presentation equipment</li> <li>- Sound system</li> <li>- Fast internet connection</li> <li>- Printing materials as needed</li> <li>- ID card for participants</li> </ul> </li> <li>• Hybrid meeting (?)</li> <li>• Documentation (videographer/photographer)</li> </ul>
<b>D5 Saturday</b>	DEPARTURE				Airport transfer