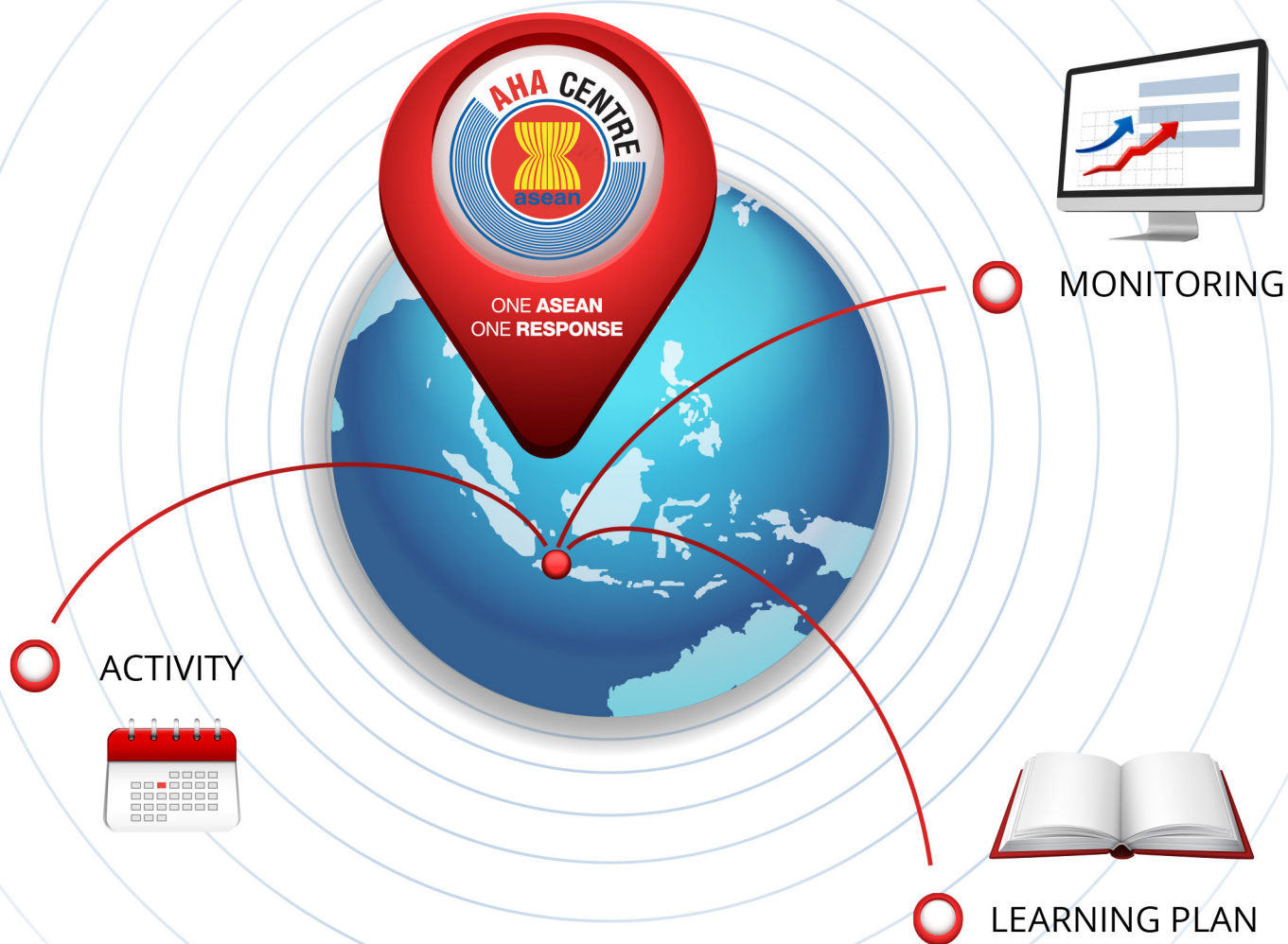


AHA CENTRE WORK PLAN 2025



Activity, Monitoring, and Learning Plan



ONE **ASEAN**
ONE **RESPONSE**

AHA CENTRE

Work Plan 2025

Activity, Monitoring, and Learning Plan

**The ASEAN Coordinating Centre for Humanitarian
Assistance on disaster management (AHA Centre)**

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Disclaimer:

The AHA Centre Work Plan 2025 was endorsed by the 14th Meeting of the Governing Board of the AHA Centre held on 8 June 2021. The activities in the Work Plan will be reviewed and updated annually through the ASEAN Committee on Disaster Management (ACDM) Working Group meetings to ensure continued effectiveness and responsiveness to the changing operating environments.

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Activity, Monitoring, and Learning Plan

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Priority 1

AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
	1.1.1.2. National and subnational risk profiles and capacities for each ASEAN Member State compiled, updated and monitored	Sub-output 1.1.1.2.1. National Disaster Preparedness Baseline Assessments (NDPBA) facilitated in AMS						In cooperation with PDC
		1.1.1.2.1.1. Finalize the ongoing NDPBA in Indonesia, Philippines and Viet Nam with relevant partners and stakeholders						
		1.1.1.2.1.2. Develop an NDPBA portal into the ASEAN Disaster Information Network (ADINet) to share the assessment results						
		1.1.1.2.1.3. Integrate NDPBA results into the Disaster Monitoring and Response System (DMRS) for a more enhanced disaster monitoring and analysis						
		1.1.1.2.1.4. Upload NDPBA results in publishing risk assessment chapters in ARMOR						EU SAHA (for ARMOR)
		1.1.1.2.1.5. Continue the conduct of NDPBA in three (3) more AMS (3 AMS in 2023, 2 AMS in 2024 and 2 AMS in 2025)						Funding to be identified
	1.1.1.3. A partners' platform for NDADS, regional actors and stakeholders, including relevant ASEAN Sectoral Bodies, the academic community, think tanks, risk experts, technology companies and other reputable institutions, is established to gather/ adopt and co-develop theories and other knowledge products on risk assessment	Sub-output 1.1.1.3.1. ASEAN Disaster Information Laboratory (ADILab), which is a research and innovation network or a community practice on disaster risk assessment						
		1.1.1.3.1.1. Develop a concept note / Talk on the establishment of ADILab						
		1.1.1.3.1.2. Seek ACDA WG PHM endorsement of the concept note						
		1.1.1.3.1.3. Conduct consultations with potential pioneer members and relevant stakeholders to help in the development and establishment of ADILab						

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Priority 1

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ACRONYMS

AADMER	ASEAN Agreement on Disaster Management and Emergency Response
AAR	After-Action Review
ACDM	ASEAN Committee on Disaster Management
ACFRP	AHA Centre Financial Rules and Procedures
ACPF	ASEAN-CSO Partnership Framework
ADDM	ASEAN Day for Disaster Management
ADILab	ASEAN Disaster Information Laboratory
ADINet	ASEAN Disaster Information Network
ADMER Fund	ASEAN Disaster Management and Emergency Relief Fund
AHA Centre	ASEAN Coordinating Centre for Humanitarian Assistance on disaster management
AHAC	ASEAN Humanitarian Assistance Coordinator
AI	Artificial Intelligence
AJDRP	ASEAN Joint Disaster Response Plan
AMCDRR	Asian Ministerial Conference for Disaster Risk Reduction
AMMDM	ASEAN Ministerial Meeting on Disaster Management
AMS	ASEAN Member State
APG	AADMER Partnership Group
APMCDRR	Asia-Pacific Ministerial Conference on Disaster Risk Reduction
ARDEX	ASEAN Regional Disaster Emergency Response Simulation Exercise
ARMOR	ASEAN Risk Monitor and Disaster Management Review
ASCEND	ASEAN Standards and Certification for Experts in Disaster Management
ASEAN	Association of Southeast Asian Nations
ASEAN-ERAT	ASEAN Emergency Response and Assessment Team
ASEC	ASEAN Secretariat
AURF	ASEAN Urban Resilience Forum
BGAN	Broadband Global Area Network





CBDRM	Community-Based Disaster Risk Management
CCA	Climate Change Adaptation
CIQ	Customs, Immigration and Quarantine
COP	Conference of the Parties
CSO	Civil Society Organisation
DELSA	Disaster Emergency Logistics System for ASEAN
ACE Programme	AHA Centre Executive Programme
DI	Disaster Information
DM	Disaster Management
DMA	Disaster Monitoring and Analysis
DMRS	Disaster Monitoring and Response System
DOM	DELSA Operations Manual
DRFI	Disaster Risk Financing and Insurance
DRR	Disaster Risk Reduction
EAS	East Asia Summit
EOC	Emergency Operations Centre
ERO	Emergency Response Organisation
ERP	Enterprise Resource Planning
ESUPS	Emergency Supply Prepositioning Strategy
EU	European Union
EWS	Early Warning System
FGD	Focus Group Discussion
FUTUREScapes	Future-Driven Strengthening of Capacities of ASEAN Disaster Management Professionals in Emergency Response and in Building Resilience
HPNW	Humanitarian Networks and Partnerships Week
ICT	Information Communication Technology
IDDR	International Day for Disaster Reduction
IEC	Information, Education and Communication
IFRC	International Federation of Red Cross and Red Crescent Societies
INSARAG	International Search and Rescue Advisory Group





IPSAS	International Public Sector Accounting Standards
JOCCA	Joint Operation and Coordination Centre of ASEAN
KCM Team	Knowledge and Change Management Team
KM	Knowledge Management
LMS	Learning Management System
NDMO	National Disaster Management Organisation
NDPBA	National Disaster Preparedness Baseline Assessment
NGO	Non-Governmental Organisation
OAOR	One ASEAN One Response
OLMS	Online Learning Management System
PDC	Pacific Disaster Center
PGI	Protection, Gender and Inclusion
RCG	Regional Consultative Group
RM	Resource Mobilisation
RVA	Risk and Vulnerability Assessment
SASOP	Standard Operating Procedure for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations
SEPDM	ASEAN Senior Executive Programme on Disaster Management
SOP	Standard Operating Procedure
SPDDM	ASEAN Strategic Policy Dialogue on Disaster Management
TWG	Technical Working Group
UNDAC	United Nations Disaster Assessment and Coordination
UNOCHA	United Nations Office for the Coordination of Humanitarian Affairs
VSAT	Very Small Aperture terminal
WebEOC	ASEAN Web-based Emergency Operations Centre
WG GL	ACDM Working Group on Global Leadership
WG PNM	ACDM Working Group on Prevention and Mitigation
WG PRR	ACDM Working Group on Preparedness, Response and Recovery





EXECUTIVE SUMMARY

As we enter this new strategic period 2021-2025, the AHA Centre is also marking an important milestone this year in celebrating its 10th anniversary. This has been the opportune time to reflect on the achievements and significant evolution of the organisation over the last decade as well as to redefine our future. In the last 10 years, the AHA Centre has successfully responded to numerous disasters across the region, as well as provided humanitarian assistance in other settings on a case-by-case basis and subjected to approval by the Governing Board.

In rethinking our future, the AHA Centre has reaffirmed its commitment to enhance our core services to support ASEAN, as the primary regional coordinating agency on disaster management and emergency response, while ensuring synergy, adaptability and readiness of its systems, procedures and skills. The AHA Centre Work Plan 2025 is synchronised to the AADMER Work Programme 2021 - 2025, to ensure ASEAN's cohesive and coordinated unity in responding to disasters is both strengthened and aligned. The AHA Centre aims to reinforce and strengthen the regional strategic direction which seeks to acknowledge and reflect the knowledge, expertise, and experience of the ASEAN Member States.

This five-year Work Plan marks the shift into the period of 'Transforming', as the AHA Centre repositions itself as it evolves and adapts to the changing humanitarian landscape in the region characterised by a stronger desire for nationally-led response amidst the threats of potentially more devastating consequences of disasters exacerbated by climate change and unmitigated risk factors.

The AHA Centre is instituting changes to assume a more transformative role that will help enable stronger national disaster management capacities of ASEAN Member States. The AHA Centre will remain focused on the core mandate of disaster management and emergency response focusing on natural disasters, whilst readying itself internally to provide humanitarian assistance for other settings on a case-by-case basis, subjected to the approval by its Governing Board.

The focus of the next five years is to establish the AHA Centre as an enabler for ASEAN to become a global leader in disaster management by 2025, coordinating assistance through collective ASEAN response in line with the principles of One ASEAN One Response, whilst ensuring the organisation remains sustainable and relevant to the needs of the ASEAN Member States. This will include strengthening the current work and services focusing on disaster management and emergency response in line with the objectives of AADMER. The organisation will continue to lead the way to regional resilience, as a centre of information, learning and excellence.





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BACKGROUND

The Association of Southeast Asian Nations (ASEAN) is an inter-governmental organisation comprising ten Member States from the Southeast Asian regions. Established on 8 August 1967, today ASEAN has a population of over 650 million people with the third largest labour force in the world, and by 2050, ASEAN is expected to rank as the fifth-largest economy in the world.¹ Today, ASEAN has a population of over 667 million people² with the third largest labour force in the world, and by 2050, ASEAN is expected to rank as the fourth-largest economy in the world. Yet, ASEAN is also the most disaster-prone region in the world due to natural hazards³. 7.68% of the global disaster mortalities occurred in the ASEAN region during the period of 2015-2020⁴. During this period, the region contributed to 6,135 of the 79,834 deaths^{5,6} due to disasters worldwide. The total economic loss was US\$11.1 billion⁷.

About 10.8 million people⁸ were displaced temporarily and disasters affected a total of 104.5 million people⁹. In short, about one in four people in the region were victims to disasters from 2015 to 2021. There was a 98.36% decrease in the rate of disaster mortality from 61 deaths per 100,000 people (during 2004 to 2014) down to 1 death per 100,000 people (during 2015 to 2021)¹⁰.

To reduce disaster losses and enhance ASEAN's collective response to disasters, the ASEAN Member States developed the ASEAN Agreement on Disaster Management and Emergency Response (AADMER). AADMER was signed by the ASEAN Foreign Ministers on 26 July 2005 in Vientiane, Lao PDR. The Agreement entered into force on 24 December 2009, following ratification by all ASEAN Member States. Under the AADMER, the ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (the AHA Centre) was to be established to facilitate cooperation and coordination among ASEAN Member States, and with relevant United Nations and international organisations, in promoting regional collaboration.

The Agreement on the Establishment of the AHA Centre was signed by the ASEAN Foreign Ministers, and witnessed by the ASEAN Leaders on 17 November 2011 at the 19th ASEAN Summit, held in Bali, Indonesia. The AHA Centre in the past nine (9) years since its establishment has enacted emergency response mechanisms to a total of 36 disasters in seven countries across the region as of March 2021, which includes preparedness and assessment missions on seven (7) occasions. Earthquakes, floods and typhoons have been the main disasters experienced.

¹ ASEAN Key Figures 2020 see https://www.aseanstats.org/wp-content/uploads/2020/11/ASEAN_Key_Figures_2020.pdf

² Southeast Asia Population (2020). <https://www.worldometers.info/world-population/south-eastern-asia-population/>

³ "There are no natural disasters" (2020). PreventionWeb. <https://www.preventionweb.net/news/view/72892>

⁴ Percentage computed by the AHA Centre only for 2015-2020 (no global tally yet for the year 2021)

⁵ Based on ADINet records from reports from NDMOs and official information sources

⁶ Reliefweb <https://reliefweb.int/report/world/annual-disaster-statistical-review-2015-numbers-and-trends;>

<https://reliefweb.int/report/world/annual-disaster-statistical-review-2016-numbers-and-trends;>

<https://reliefweb.int/report/world/natural-disasters-2017;>

<https://reliefweb.int/report/world/natural-disasters-2018;>

<https://reliefweb.int/report/world/natural-disasters-2019;>

<https://reliefweb.int/report/world/2020-non-covid-year-disasters-global-trends-and-perspectives>

⁷ Based on ADINet records from reports from NDMOs and official information sources.

⁸ Based on ADINet records from reports from NDMOs and official information sources.

⁹ Based on ADINet records from reports from NDMOs and official information sources.

¹⁰ 2004-2014 mortality accumulated from 11 years; 2015-2021 mortality accumulated from 7 years.





The ASEAN Emergency Response and Assessment Team (ASEAN-ERAT) has been deployed to 28 missions in seven (7) ASEAN Member States by mobilising 74 out of 322 personnel from the ASEAN-ERAT pool. Established in 2012, the Disaster Emergency Logistics System for ASEAN (DELSA) located in Subang, Malaysia is a key mechanism to facilitate swift provision of relief items to ASEAN countries. In 2019, two satellite warehouses were established in the Philippines and Thailand as part of the DELSA network to ensure faster mobilisation of relief items in times of emergencies to the affected ASEAN Member States.

The AHA Centre Executive (ACE) Programme has been conducted in six (6) batches since 2014, to develop and mentor future regional leaders in disaster management. Trained through a 1000-hour course, the 6-month ACE Programme has resulted in 97 skilled and prepared future leaders on disaster management from the ASEAN Member States. To realise the vision of ASEAN for global leadership, the AHA Centre has also embarked on the standards and certification project, and launched the ten-year ICT roadmap for disaster management.

The AHA Centre has also established numerous systems and tools to facilitate ASEAN's coordinated and collective response to disasters. These include: the Disaster Monitoring and Response System (DMRS) to allow the AHA Centre to monitor disaster events across the region; the Web-based Emergency Operation Centre (WebEOC) as an online information platform hub to ensure a shared understanding of evolving disaster situations between the EOC of the AHA Centre and those of the ten ASEAN Member States; and the ASEAN Disaster Information Network (ADInet) to relay information and raise awareness of unfolding disaster situations to the public.

The AHA Centre has also provided regular updates both during times of emergency through Flash Updates and Situation Updates, and non-emergency times through Weekly Disaster Updates, the monthly newsletter the Column, and the yearly publication of the ASEAN Risk Monitor and Disaster Management Review (ARMOR). The AHA Centre has also provided regular updates both during emergency times through Flash Updates and Situation Updates, and non-emergency times through Weekly Disaster Updates, Disaster Risk Foresight, and the Column. As of the end of March 2021, 4,413 disaster information products have been issued, consisting of 258 Flash Updates, 433 Weekly Disaster Updates, 104 Monthly Disaster Outlook, 205 Situation Updates, and 3,413 Disaster Alerts as well as disaster risk foresight incorporated in the ARMOR publication.

The AHA Centre has also developed joint response mechanisms, such as the ASEAN Joint Disaster Response Plan (AJDRP) to operationalise the ASEAN Declaration on One ASEAN One Response in engaging and arranging assets and capacity of all relevant parties and stakeholders; and the Joint Operations and Coordination Centre of ASEAN (JOCCA) to allow the temporary establishment of a central coordinating centre in the affected area of an ASEAN country experiencing a disaster, and tested them in actual disaster situations such as the 2018 Central Sulawesi's earthquake, tsunami and liquefaction in Indonesia. The AHA Centre has also co-organised the biennial ASEAN Regional Disaster Emergency Response Simulation Exercise (ARDEX) in 2013, 2016 and 2018 to review and test various joint response mechanisms of ASEAN.





The AHA Centre reports to the Governing Board of the AHA Centre, which assumes overall responsibility for governance and is accountable for the operations of the AHA Centre. The Governing Board comprises the Heads of National Disaster Management Organisations (NDMOs) of the ASEAN Member States and the ASEAN Secretariat as an ex-officio member. The AHA Centre serves as the Secretariat of the Governing Board. The functions of the Governing Board are outlined in the Agreement on the Establishment of the AHA Centre. The Governing Board members also serve as the Focal Points of the ASEAN Committee on Disaster Management (ACDM) and oversee the implementation of AADMER work programmes.

Development of the AHA Centre Work Plan 2025 is based primarily on the AADMER Work Programme 2021-2025¹¹. In addition to that, the AHA Centre also refers to the following ASEAN policy and programme documents that envisage the role of the AHA Centre as the primary ASEAN regional coordinating agency on disaster management and emergency response:

1. The ASEAN Agreement on Disaster Management and Emergency Response (AADMER)¹²
2. The ASEAN Vision 2025 on Disaster Management¹³
3. The ASEAN Declaration on One ASEAN One Response¹⁴
4. The AADMER Work Programmes (2010-2015¹⁵, 2016-2020¹⁶, and 2021-2025¹⁷)

¹¹ AADMER Work Programme 2021-2025 see <https://asean.org/storage/AADMER-Work-Programme-2021-2025.pdf>

¹² ASEAN Agreement on Disaster Management and Emergency Response see <https://ahacentre.org/publication/asean-agreement-on-disaster-management-and-emergency-response-aadmer/>

¹³ ASEAN Vision 2025 on Disaster Management see https://www.asean.org/storage/2012/05/fa-220416_DM2025_email.pdf

¹⁴ ASEAN Declaration on One ASEAN One Response see <https://ahacentre.org/wp-content/uploads/2018/03/AHA-GDE-One-ASEAN-One-Response-FINAL-1810318-1.pdf>

¹⁵ AADMER Work Programme 2010-2015 see <https://ahacentre.org/wp-content/uploads/2018/03/AHA-GDE-One-ASEAN-One-Response-FINAL-1810318-1.pdf>

¹⁶ AADMER Work Programme 2016-2020 see <https://www.asean.org/wp-content/uploads/2016/02/AADMER-Work-Programme-2016-2020-v1.6.pdf>

¹⁷ Op.Cit. AADMER Work Programme 2021-2025





VISION AND MISSION OF THE AHA CENTRE

The AHA Centre's evolution over the past decade has been significant and can be defined by three (3) distinct phases. The first five years of the AHA Centre (2012-2016) involved a period of 'Building.' This period saw the pioneers lay the foundations of the AHA Centre – drafting standard operating procedures, building the emergency operations centre, developing internal capacities, among others. The 'Building' period laid the groundwork for the next five years which can be described as the period of 'Expanding' (2017-2021).

The period saw the AHA Centre strengthening its role in coordinating the disaster response efforts by AMS and operationalising the One ASEAN One Response declaration. This period also saw a tremendous growth of the AHA Centre from an organisation with 13 staff in core positions, to an organisation with as many as 50 full-time core and project staff. This almost four-fold increase in human resources and capacity was made possible by the commitment of the ASEAN Member States to increase their annual and equal contribution to the AHA Centre Fund as well as the generous contribution of partners to various projects. At the same time, this period also saw a remarkable increase of projects and programmes supported by both established Dialogue and emerging partners.

The next five years (2021-2025) will be the period of 'Transforming.' This period will be defined by how the AHA Centre will re-position itself as it evolves and adapts to the changing humanitarian landscape in the region characterised by a stronger desire for a nationally-led response amidst the threats of potentially more devastating consequences of disasters exacerbated by unmitigated risk factors.

The AHA Centre will institute changes to assume a more transformative role that will help enable stronger national disaster management capacities of ASEAN Member States.

As guided by the AHA Centre Governing Board's Strategic Direction for 2021-2025 presented at the 13th Meeting of the Governing Board of the AHA Centre on 26 November 2020, the AHA Centre aims to establish itself as the enabler for ASEAN to become a global leader in disaster management, coordinating assistance through collective ASEAN response in line with the principle of One ASEAN One Response. As a trusted organisation leading the way to regional resilience, the AHA Centre will be a centre of information, learning and excellence.

VISION

The AHA Centre's vision for 2021-2025: ASEAN responding as ONE to support disaster-affected communities and becoming a global leader in disaster management.

MISSION

The AHA Centre's mission for 2021-2025: To facilitate and coordinate ASEAN's efforts in reducing disaster losses and responding to disaster emergencies as ONE, as a centre for information, learning and excellence.





MANDATE

The mandate of the AHA Centre remains relevant and therefore will not be changing, rather there will be a focus on strengthening and deepening the current work and services currently provided. The core mandate will continue to focus on two (2) primary elements of Disaster Management and Emergency Response, delivered through i) Reducing Risk, and ii) Joint Emergency Response, in line with the objectives of AADMER.

CORE FUNCTIONS

The AHA Centre will deliver primary services in the following four (4) core functions:



- a. **Coordination**
Supporting affected ASEAN Member State’s disaster response operations, as well as facilitating and coordinating arrangements for disaster relief assistance from Member States, ASEAN partners and humanitarian actors. Strengthening scaling-up of resources and capabilities to support affected countries to enhance and complement national leadership.
- b. **Disaster Information Management**
Monitoring hazards, and collecting, analysing and timely dissemination of key relevant information to support disaster management. Ensuring inter-connectivity of disaster monitoring platforms in the region with the AHA Centre’s platform. Exploring new innovations in hazard monitoring to ensure better accuracy and faster response. Disaster Information Management systems and risk analysis will contribute to anticipatory and early action across the region.
- c. **Knowledge and Outreach**
Facilitating and promoting the exchange of expertise and knowledge, capability strengthening, influencing and disseminating ASEAN best practices and lessons learned on disaster management to further strengthen regional capacity and national leadership, and contribute to global leadership on Disaster Management.





d. **Resource Management**

As part of the Standby Arrangements, ensure the efficient and effective management, and timely mobilisation of required assets and capacities within the region to support affected Member States. This is beyond the resources currently managed by the AHA Centre such as the ASEAN Emergency Response and Assessment Team (ERAT) and Disaster Emergency Logistics System for ASEAN (DELSA). This shall primarily include mobilisation and deployment of identified assets and capacities under the ASEAN Joint Disaster Response Plan (AJDRP) modules, with the ASEAN-ERAT and DELSA as an auxiliary support to affected Member States. It also includes engagement through SASOP, and financing mechanisms including the ADMER Fund and the AHA Centre Fund.



AHA CENTRE PRIORITY AREAS BASED ON THE AADMER WORK PROGRAMME 2021-2025

The above-mentioned core functions of the AHA Centre will be performed through the implementation of the following priorities under the AHA Centre Work Plan 2025:

- Priority 1** Risk Assessment and Monitoring
- Priority 2** Prevention and Mitigation
- Priority 3** Preparedness and Response
- Priority 4** Resilient Recovery
- Priority 5** Global Leadership
- Priority 6** Corporate and Governance

Priorities 1 to 5 are based on the outcomes and outputs under the five (5) Priority Programmes in the AADMER Work Programme 2021-2025. The AHA Centre has also included Priority 6 to further strengthen corporate and governance of the AHA Centre. This particular priority area takes into account the existing AHA Centre’s work on finance, administration, procurement and human resources, to strengthen its corporate, institutional development and governance.



AHA CENTRE WORK PLAN STRATEGY





The AADMER Work Programme 2021-2025 has adopted an implementation and results monitoring and evaluation system to ensure that outputs are completed and intended outcomes are achieved and tracked in an efficient and effective manner. In line with the above, the AHA Centre Work Plan 2025 is also utilising the result-based project management to focus in achieving the result targeted under the AADMER Work Programme 2021-2025.

Under the AADMER Work Programme 2021-2025, the ACDM has assigned 25 out of 30 outcomes and 71 out of 117 outputs to the AHA Centre. This AHA Centre Work Plan 2025 therefore attempts to translate these outcomes and outputs under the AADMER Work Programme 2021-2025 designated to the AHA Centre into activity levels.

Without changing the assigned outcomes, outputs and timelines, the AHA Centre has designed the key activities following nine (9) working principles:

1. Ensure measurable activities, and describe strategies to carry out the activities;
2. Ensure clarity so that the audience can easily understand how the activities will be conducted;
3. When there are groups of activities, group them into sub-outputs that contribute to the specific outcomes and outputs assigned to the AHA Centre;
4. Ensure connectivity between the key activities under the AHA Centre Work Plan 2025, and their contribution to the outcomes and the outputs assigned to the AHA Centre under the AADMER Work Programme 2021-2025;
5. For sensitive topic/content, use the wording from project proposals and documents agreed by the ACDM or Governing Board as the main reference;

6. Indicate where funding is not available, to facilitate resource mobilisation efforts and discussion with potential partners;
7. Avoid heavy reliance on external experts and consultants, and identify those that can be done in-house and through existing programmes and projects;
8. Ensure that the timeline is in line with the AADMER Work Programme 2021-2025, and identify specific quarters of activities to be conducted in 2021;
9. Identify the unit in charge within the AHA Centre to hasten the roll-out and clarify responsibilities.

The Work Plan aims to capture a full picture of all the different tasks that need to be done by the AHA Centre for all of the project deliverables to be completed. This document helps in keeping track of when different pieces of work are scheduled to start and end as the works are broken down into small enough pieces to get into the details of what work will actually be completed and how long it will take to do that. The AHA Centre will utilise this work plan to test the initial assumptions about what the end date of a certain project will be, and give the opportunity to find solutions if the assumptions made at the beginning of the implementation need to be adjusted.

This strategy defines which processes, outputs and services contribute to the achievement of clearly stated expected accomplishments and objectives to feed into the AADMER Work Programme 2021-2025. The AHA Centre is set to focus on achieving results, improving performance, integrating lessons learned into management decisions, and monitoring and reporting on performance.





AHA CENTRE'S **FIVE-YEAR** ACTIVITY PLAN



The following are the matrices of the five-year key activities planned related to the AADMER Work Programme 2021-2025 Priority Programmes. The AHA Centre has also set its own internal Corporate and Governance priority to support the implementation of activities under the Work Programme.



PRIORITY 1: RISK ASSESSMENT AND MONITORING

No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
1.	Sub-output 1.1.1.1.1. A study on potential new and increasingly multi-layered, multi-hazard disaster risk scenarios, including transboundary hazards, through consultation with ASEAN Member States (AMS), experts and relevant stakeholders, conducted	Priority Programme 1: Risk Assessment and Monitoring Sub Priority 1.1. Risk Assessment	
2.	Sub-output 1.1.1.2.1. National Disaster Preparedness Baseline Assessments (NDPBA) facilitated in AMS		
3.	Sub-output 1.1.1.3.1. ASEAN Disaster Information Laboratory (ADILab), which is a research and innovation network or a community practice on disaster risk assessment, established & operationalised		
4.	Sub-output 1.1.1.4.1. An online repository platform for relevant risk assessment reports, disaster scenarios, technical studies, best practices and other relevant knowledge products, developed, enhanced and maintained as part of ADINet		
5.	Sub-output 1.1.2.1.1. AHA Centre's tools and platforms for risk assessment and monitoring enhanced & maintained	Priority Programme 1: Risk Assessment and Monitoring Sub Priority 1.1. Risk Assessment Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	Capacity building design and implementation are under PP 5
6.	Sub-output 1.1.2.2.1. An online repository of data analysis methods developed, enhanced and maintained	Priority Programme 1: Risk Assessment and Monitoring Sub-Priority 1.1. Risk Assessment Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	Establishment of ADINet platform is under PP5





No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
7.	Sub-output 1.1.2.3.1. Disaster risk data sharing agreements with relevant regional and national actors and stakeholders established	Priority Programme 1: Risk Assessment and Monitoring Sub-Priority 1.1. Risk Assessment	
8.	Sub-output 1.1.2.4.1. ASEAN guidelines on disaster data disaggregation for risk assessment to support preparedness & response planning developed & implemented		
9.	Sub-output 1.1.2.5.1. Enhanced Risk and Vulnerability Assessment (RVA) Guidelines integrating gender and social inclusion	Priority Programme 1: Risk Assessment and Monitoring Sub Priority 1.1. Risk Assessment	Capacity building design and implementation are under PP 5
10.	Sub-output 1.1.3.1.1. AMS NDMOs and the AHA Centre's forecasting and monitoring capacity for climate-related hazards strengthened	Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	
11.	Sub-output 1.1.3.2.1. AMS NDMOs & AHA Centre's risk modelling capacity for sudden onset climate hazards developed and improved		
12.	Sub-output 1.1.3.3.1. Operational cooperation with relevant ASEAN sectoral bodies, other actors and institutions working on climate information established and strengthened	Priority Programme 1: Risk Assessment and Monitoring Sub-Priority 1.1. Risk Assessment	
13.	Sub-output 1.2.1.1.1. Enhanced ASEAN Disaster Monitoring and Response System (DMRS)	Priority Programme 1: Risk Assessment and Monitoring Sub-Priority 1.2. Early Warning Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	Capacity building design and implementation are under PP 5
14.	Sub-output 1.2.1.2.1. Operational cooperation and linkages with relevant institutions working on tsunami early warning and the AMS NDMOs strengthened	Priority Programme 1: Risk Assessment and Monitoring Sub-Priority 1.2. Early Warning	
15.	Sub-output 1.2.1.3.1. Enhanced multi-hazard early warning platforms		





Priority 1

No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
16.	Sub-output 1.2.1.4.1. Regional interoperability of multi-hazard early warning platforms and the AHA Centre information products enhanced	Priority Programme 1: Risk Assessment and Monitoring Sub-Priority 1.2. Early Warning	
17.	Sub-output 1.2.1.5.1. A regional capacity building programme on the use of Early Warning Systems (EWS) tools for disaster management professionals conducted	Priority Programme 1: Risk Assessment and Monitoring Sub-Priority 1.2. Early Warning Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	Capacity building design and implementation, online learning platform are under PP 5
18.	Sub-output 1.3.1.2.1. Multi-hazard risk assessment section in the ADInet developed and promoted.	Priority Programme 1: Risk Assessment and Monitoring Sub-Priority 1.3. Risk Communication	ADInet development and ARMOR publication are under PP 5.
19.	Sub-output 1.3.1.3.1. Notification subscription in the ADInet developed and promoted.	Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	
20.	Sub-output 1.3.1.3.2. AMS NDMOs risk communication and public dissemination platforms promoted.	Priority Programme 1: Risk Assessment and Monitoring Sub-Priority 1.3. Risk Communication	



PRIORITY 2: PREVENTION AND MITIGATION

Priority 2

No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
21.	Sub-output 2.1.1.3.1. An online repository focusing on climate change as part of the ASEAN Disaster Information Network (ADInet) established and maintained.	Priority Programme 2: Prevention and Mitigation Sub-Priority 2.1. Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA)	Development of ADInet and E-Learning platform are under PP5.
22.	Sub-output 2.1.1.3.2. Training content on climate change in the Online Learning Management System (LMS) established and maintained.	Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	
23.	Sub-output 2.2.2.3.1. Continued maintenance of the ASEAN Urban Resilience Forum website (www.aurf.ahacentre.org)	Priority Programme 2: Prevention and Mitigation Sub-Priority 2.2. Resilient Cities and Human Settlements	





Priority 2

No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
24.	Sub-output 2.3.2.1.1. Relevant AHA Centre's risk assessment dan data analysis shared to support ASEAN DRFI Programme, when requested	Priority Programme 2: Prevention and Mitigation Sub-Priority 2.3. Resilient Economy	
25.	Sub-output 2.4.2.2.1. Continued maintenance of the ASEAN Urban Resilience Forum website (www.aurf.ahacentre.org)	Priority Programme 2: Prevention and Mitigation Sub-Priority 2.4. Resilient Infrastructure	
26.	Sub-output 2.5.3.3.1. Utilisation of ARMOR to promote and support social inclusion in disaster management in the ASEAN region, in collaboration with the APG and other stakeholders through ACPF	Priority Programme 2: Prevention and Mitigation Sub-Priority 2.5. Vulnerable Groups and Community-Based Disaster Risk Management (CBDRM)	ARMOR publication is under PP5.
27.	Sub-output 2.6.1.3.1. Utilisation of ARMOR as one of the tools for risk-informed and evidence-based policy making and decision-making	Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	



PRIORITY 3: PREPAREDNESS AND RESPONSE

Priority 3

No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
28.	Sub-output 3.1.1.1.1. Internal gap analysis on the AHA Centre's capability to respond effectively to human-induced crises, including conflicts, conducted and gaps addressed.		
29.	Gaps in the existing regional response plans (i.e. AJDRP) incorporating the perspectives of protection, gender and inclusion (PGI), identified and addressed	Priority Programme 3: Preparedness and Response Sub-Priority 3.1. Advance Planning, Coordination, and Diversification of Instruments for Regional Preparedness	
30.	Sub-output 3.1.1.1.3. A series of AJDRP workshops (2021-2025) using new and increasingly complex multi-layered, multi-hazard and/or transboundary hazards scenarios with PGI inclusion involving several AMS simultaneously, conducted & gaps addressed		
31.	Sub-output 3.1.1.2.1. A study on trigger mechanisms and possible pre-disaster anticipatory actions grounded on forecast-based impact analysis conducted and gaps addressed		





No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
32.	Sub-output 3.1.1.3.1. A platform for engagement with reputable and relevant CSOs, NGOs, and private sector entities using AJDRP established and utilised	Priority Programme 3: Preparedness and Response Sub-Priority 3.1. Advance Planning, Coordination, and Diversification of Instruments for Regional Preparedness	
33.	Sub-output 3.1.1.4.1. A joint action plan with NGOs, CSOs and private sector entities for inclusion into standby arrangements under the AJDRP developed & implemented		
34.	Sub-output 3.1.2.1.1. Roadshows of One ASEAN One Response (OAOR) in the identified countries (3 AMS) based on capacity gaps assessment to promote familiarisation and better understanding on ASEAN disaster management tools and mechanisms, conducted	Priority Programme 3: Preparedness and Response Sub-Priority 3.1. Advance Planning, Coordination, and Diversification of Instruments for Regional Preparedness Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	Design an implementation of knowledge management event is under PP5
35.	Sub-output 3.1.2.1.2. A pool of professional cadre of referees for ARDEX and other exercises established and maintained	Priority Programme 3: Preparedness and Response Sub-Priority 3.1. Advance Planning, Coordination, and Diversification of Instruments for Regional Preparedness Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	Design an implementation of knowledge management event is under PP5
36.	Sub-output 3.1.2.1.3. Inclusion of ASEAN regional disaster management mechanisms in the strategic opportunities such as key events and trainings organised by international organisations		
37.	Sub-output 3.1.2.2.1. Briefing paper developed to contribute the TWG's discussion on ADMER Fund	Priority Programme 3: Preparedness and Response Sub-Priority 3.1. Advance Planning, Coordination, and Diversification of Instruments for Regional Preparedness	
38.	Sub-output 3.1.2.2.2. AHA Centre's resource mobilisation strategy, including branding and fund-raising, refined and adopted		
39.	Sub-output 3.1.3.1.1. ARDEX (2022 and 2024) conducted to strengthen regional response mechanisms		





No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
40.	Sub-output 3.1.3.1.2. Other regional exercises such as DELSA Operations Manual (DOM) exercises, and internal AHA Centre's exercises such as Emergency Response Organisation (ERO) exercises to test and strengthen existing networks and systems, conducted	Priority Programme 3: Preparedness and Response Sub-Priority 3.1. Advance Planning, Coordination, and Diversification of Instruments for Regional Preparedness	
41.	Sub-output 3.1.3.1.3. Deployment of ASEAN-ERAT to regional/global simulation exercises such as INSARAG exercise and UNDAC trainings & exercises to test interoperability of ERAT and UNDAC and contribute OAOR X.0 (response outside the region)		
42.	Sub-output 3.1.3.2.1. Platforms identified and outreach strategy developed to share after-action (AAR) reviews and lessons learnt		
43.	Sub-output 3.1.3.2.2. Enhanced ARDEX Referees Handbook		
44.	Sub-output 3.1.3.2.5. Short-term secondment of AHA Centre's staff to AMS NDMOs to gain operational understandings of AMS NDMOs systems and provide support as required		
45.	Sub-output 3.1.3.3.1. Feasibility studies for ASEAN to respond beyond the region	Priority Programme 3: Preparedness and Response Sub-Priority 3.2. Strengthen Capacity Building for Effective Regional Response	
46.	Sub-output 3.2.1.1.1. A regionally customised curriculum for national level supply chain management developed and training conducted		
47.	Sub-output 3.2.1.2.1. Studies to improve DELSA operations and anticipate needs from new disaster scenarios conducted and recommendations proposed		
48.	Sub-output 3.2.1.3.1. An integrated digital logistics dashboard suite to support end-to-end humanitarian logistics and digital supply chain management established		
49.	Sub-output 3.2.1.4.1. The next phase of the logistic roadmap developed		





No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
50.	Sub-output 3.2.1.4.2. A business continuity plan for the whole DELSA network developed and enhanced	Priority Programme 3: Preparedness and Response Sub-Priority 3.2. Strengthen Capacity Building for Effective Regional Response	
51.	Sub-output 3.2.2.1.1. ASEAN-ERAT induction courses conducted		
52.	Sub-output 3.2.2.1.2. ASEAN-ERAT refresher courses conducted to maintain the quality of the regional pool of ASEAN-ERAT members		
53.	Sub-output 3.2.2.1.3. ASEAN-ERAT network maintained through online and offline activities		
54.	Sub-output 3.2.2.1.4. Coaching Clinics conducted to continuously hone the skills of ASEAN-ERAT Level 2 specialists		
55.	Sub-output 3.2.2.1.5. ASEAN-ERAT advanced courses conducted to generate a regional pool of ASEAN-ERAT specialists and team leaders		
56.	Sub-output 3.2.2.1.6. Deployment of ASEAN-ERAT members for preparedness missions during peacetime to AMS to gain operational understandings of AMS NDMOs systems and provide support as required		
57.	Sub-output 3.2.2.2.1. Strengthened role of in-country ASEAN-ERAT networks in national and local disaster response systems		
58.	Sub-output 3.2.2.4.1. Systems and tools for ASEAN-ERAT recognition system institutionalised		
59.	Sub-output 3.2.2.5.1. Competency framework and curriculum for ASEAN-ERAT specialists enhanced	Priority Programme 3: Preparedness and Response Sub-Priority 3.1. Advance Planning, Coordination, and Diversification of Instruments for Regional Preparedness	Standardisation and certification are under ASCEND project in PP5





No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
		Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	
60.	Sub-output 3.2.3.1.1. ASEAN-ERAT communication devices modernised to support reliable communications during the responses		
61.	Sub-output 3.2.3.1.2. An ASEAN Emergency Telecommunication Network established		
62.	Sub-output 3.2.4.1.1. A study to define disaster information (DI) products and needs conducted		
63.	Sub-output 3.2.4.2.1. An enhanced platform and tool for data collection, survey and analysis to assist rapid damage and needs assessment (DAKO) developed	Priority Programme 3: Preparedness and Response Sub-Priority 3.2. Strengthen Capacity Building for Effective Regional Response	
64.	Sub-output 3.2.4.2.2. Advanced technologies, such as satellite and drone-generated data utilised to facilitate and enhance rapid damage & needs assessment, data analysis and information products		
65.	Sub-output 3.2.4.2.3. A study to review current assessment methods and tools for emergency response in a pandemic setting and other future challenges conducted		
66.	Sub-output 3.2.4.3.1. Interoperability of NDMOs, AHA Centre, ASEC and other sectoral bodies' EOCs (such as infrastructures, platforms, SOPs, tools and personnel) established and/or enhanced		
67.	Sub-output 3.2.4.3.2. Personnel qualifications of EOCs in ASEAN (AHA Centre and NDMOs) through ASCEND standardised	Priority Programme 3: Preparedness and Response Sub-Priority 3.2. Strengthen Capacity Building for Effective Regional Response Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	Standardisation and certification are under ASCEND project in PP5





Priority 3

No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
68.	Sub-output 3.2.2.4.1. Interconnectivity of ICT systems and communications among EOCs of NDMOs, AHA Centre and ASEAN Secretariat strengthened	Priority Programme 3: Preparedness and Response Sub-Priority 3.2. Strengthen Capacity Building for Effective Regional Response	
69.	Sub-output 3.2.4.4.2. WebEOC functions as a coordination platform among EOCs and its integration with ASEAN-ERAT manager systems enhanced		
70.	Sub-output 3.2.4.5.1. Data-driven decision-making during response in ASEAN through the use of machine learning and artificial intelligence (AI) enhanced		
71.	Sub-output 3.2.4.5.2. A data strategic blueprint to guide automation of data collection, processing and analysis using machine learning and AI developed and utilised		



PRIORITY 4: RESILIENT RECOVERY

Priority 4

No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
72.	Sub-output 4.1.1.1.1. A training curriculum on pre-disaster recovery planning and post-disaster needs assessment developed	Priority Programme 4: Resilient Recovery Sub-Priority 4.1. Pre-Disaster Programmes on Resilient Recovery	
73.	Sub-output 4.1.1.2.1. Lessons learnt/best practices from the ASEAN Village in Palu, Central Sulawesi identified and shared with relevant stakeholders	Priority Programme 4: Resilient Recovery Sub-Priority 4.1. Pre-Disaster Programmes on Resilient Recovery Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	AAR is under Knowledge Management in PP5
74.	Sub-output 4.1.2.1.2. Advanced technologies, such as satellite and drone-generated data, utilised to facilitate and enhance post-disaster needs assessment	Priority Programme 4: Resilient Recovery Sub-Priority 4.1. Pre-Disaster Programmes on Resilient Recovery	





Priority 4

No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
75.		Priority Programme 4: Resilient Recovery Sub-Priority 4.1. Pre-Disaster Programmes on Resilient Recovery 4.1.2.2. Data sharing mechanism for post-disaster recovery-related data established, including the use of existing disaster-related database as well as data from relevant ASEAN Sectoral Bodies	Request clarification from ACDM WG PRR on the mechanism required
76.	Sub-output 4.2.2.2.1. A briefing paper developed to contribute the TWG's discussion on ADMER Fund	Priority Programme 4: Resilient Recovery Sub-Priority 4.2. Preparedness for Regional Recovery Assistance for Large-Scale Disasters	



PRIORITY 5: GLOBAL LEADERSHIP

Priority 5

No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
77.	Sub-output 5.1.1.1.1. A scoping study on knowledge management (KM) needs of ASEAN stakeholders conducted		
78.	Sub-output 5.1.1.2.1. E-learning strategy and programme for ASEAN developed		
79.	Sub-output 5.1.1.3.1. Continued conduct of e-learning contents, such as ACE (2021) and Futurescape, ASEAN-ERAT, etc.		
80.	Sub-output 5.1.1.4.1. All knowledge management products integrated into ADINet	Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	Capacity Building, Certification, E-Learning System, Knowledge Sharing Platform, Knowledge Exchange Events to support PP1, PP2, PP3, PP4
81.	Sub-output 1.1.5.1. Cross-sectoral innovation conferences to champion innovative solutions beyond disaster management (DM) sector conducted		
82.	Sub-output 5.1.1.6.1. Annual publication of ARMOR as a continued platform to bridge science and decision making produced		





No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
83.	Sub-output 5.1.1.7.1. A community of practice within the existing & potential networks, i.e. AIM-Net, ACE Programme, ASEAN-ERAT, ADILab, ASEAN journalists' network, AMS NDMOs' communications focal points, ARMOR network, recovery trainers, and humanitarian logistics/HELIX network, etc., developed and established		
84.	Sub-output 5.1.1.7.2. Regular media gathering of the journalists' network (nine regular media gatherings in total, from 2021-2025) organised		
85.	Sub-output 5.1.2.1.2. FUTUREScares programme (as the post-ACE programme) to further elevate disaster leadership skills and knowledge of disaster management professionals in AMS, implemented		
86.	Sub-output 5.1.2.1.3. Internal capacity development of the AHA Centre and ASEAN-ERAT to respond to human-induced disasters conducted	Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	Capacity Building, Certification, E-Learning System, Knowledge Sharing Platform, Knowledge Exchange Events to support PP1, PP2, PP3, PP4
87.	Sub-output 5.1.2.1.4. Trainings for Communications Focal Points from the AMS NDMOs conducted		
88.	Sub-output 5.1.2.1.5. ASEAN-ERAT trainings conducted (please see activities under PP3)		
89.	Sub-output 5.1.2.1.6. Training for the Disaster Response Team in Myanmar conducted (see activities under PP3)		
90.	Sub-output 5.1.2.1.7. AHA Centre's training programmes and capabilities re-configured and strengthened		
91.	Sub-output 5.1.2.1.8. Trainings on agreed identified areas conducted		
92.	Sub-output 5.1.2.3.1. ASCEND standard competency, toolboxes and training curriculum familiarised to all capacity building programmes at the AHA Centre		





No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
93.	Sub-output 5.1.2.3.2. ASEAN- ERAT specialist training and other capacity building programmes at the AHA Centre aligned with the ASCEND competency standard and training curriculum	Priority Programme 5: Global Leadership Sub-Priority 5.1. Knowledge Management for Regional Resilience Building	Capacity Building, Certification, E-Learning System, Knowledge Sharing Platform, Knowledge Exchange Events to support PP1, PP2, PP3, PP4
94.	Sub-output 5.1.2.4.1. Functional ASCEND institutional arrangement that will host and sustain the certification programme established		
95.	Sub-output 5.1.2.4.2. ASCEND Toolboxes which consist of assessor's manual, trainer's guide and candidate's manual, and training curricula made available		
96.	Sub-output 5.1.2.4.3. Database of certified DM professionals and assessors (within ASCEND Certification Management System) developed and maintained		
97.	Sub-output 5.1.2.4.4. ASCEND promotion through Information, Education and Communication (IEC) materials and conduct dissemination to key stakeholders and general public organised		
98.	Sub-output 5.1.2.4.5. ASCEND certification assessment piloted and regularly conducted		
99.	Sub-output 5.1.2.4.6. ASCEND sustainability strategy to sustain the ASCEND programme beyond the project lifetime developed and implemented		
100.	Sub-output 5.2.1.1.1. Benchmarking studies and knowledge exchange, such as on professional certification and standardisation in disaster management, EOC connectivity, recovery, voluntary arrangements, etc. conducted	Priority Programme 5: Global Leadership Sub-Priority 5.2. Sharing of Regional Knowledge and Experiences to Demonstrate Global Leadership in Disaster Management	Capacity Building, Certification, E-Learning System, Knowledge Sharing Platform, Knowledge Exchange Events to support PP1, PP2, PP3, PP4
101.	Sub-output 5.2.1.1.2. Practical exchange of experts between AMS in areas of preparedness and response facilitated		





Priority 5

No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
102.	Sub-output 5.2.1.1.3. Participation in regional and international events, such as SPDDM, SEPDM, AMCDRR, APMCDRR, Global Platform, HPNW, INSARAG Asia Pacific, Regional Consultative Group (RCG), etc.	Priority Programme 5: Global Leadership Sub-Priority 5.2. Sharing of Regional Knowledge and Experiences to Demonstrate Global Leadership in Disaster Management	Capacity Building, Certification, E-Learning System, Knowledge Sharing Platform, Knowledge Exchange Events to support PP1, PP2, PP3, PP4
103.	Sub-output 5.2.1.2.1. Participation of international participants from outside of ASEAN in the AHA Centre's organised training programmes such as FUTURESapes and ASCEND programmes, on a self-funding basis		



PRIORITY 6: CORPORATE AND GOVERNANCE

Priority 6

No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
104.	Output 6.1.1.1. Current existing ERP enhanced to support Finance, Administration and Procurement	Priority Programme 6: Corporate and Governance Sub-Priority 1. Towards smarter, green and more efficient & effective organisation	
105.	Output 6.1.1.2. New modules for HR Information System (HRIS), service request and other smart office system developed based on SOPs		
106.	Output 6.1.2.1. Internal KM database and filing systems of the AHA Centre enhanced to structure the information management system		
107.	Output 6.1.2.2. Accessible contact management system developed to strengthen and maintain relationships		
108.	Output 6.1.3.1. All current existing and new ICT infrastructures and platforms regularly updated, monitored, and maintained		
109.	Output 6.1.3.2. Regular cyber security awareness and ICT security audits conducted		





No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
110.	Output 6.1.4.1. Resources for ICT platform license and subscription, cloud infrastructure cost, telecommunication support, hardware maintenance and replacement, well budgeted	Priority Programme 6: Corporate and Governance Sub-Priority 1. Towards smarter, green and more efficient & effective organisation	
111.	Output 6.1.5.1. List of potential/pre-qualified suppliers developed and maintained		
112.	Output 6.1.5.2. Long-term framework agreements with qualified suppliers and vendors established to contribute to an efficient and non-bureaucratic organisation		
113.	Output 6.1.6.1. ICT Policy, updated and operationalised to enhance staff awareness and compliance		
114.	Output 6.1.7.1. The Agreement between the Government of the Republic of Indonesia and the AHA Centre on Hosting and Granting Privileges and Immunities, fully operationalised		
115.	Output 6.1.7.2. AHA Centre's operational mobility and representation enhanced		
116.	Output 6.1.7.3. AHA Centre's staff work environment improved through office renovation	Priority Programme 6: Corporate and Governance Sub-Priority 2. A more transparent and accountable organisation	
117.	Output 6.2.1.1. Financial rules and procedures reviewed and remain relevant to reflect best practices and international standards to ensure a transparent and accountable organisation		
118.	Output 6.2.1.2. Familiarisation of the financial rules and procedures including new and/or updated financial rules and procedures		
119.	Output 6.2.1.3. External financial audits for the AHA Centre Fund and projects conducted, and improvements (if any) followed through		





No	AHA Centre Work Plan 2021-2025	AADMER Work Programme 2021-2025	Remarks
120.	Output 6.2.1.4 AHA Centre's internal control processes assessed and strengthened	Priority Programme 6: Corporate and Governance Sub-Priority 2. A more transparent and accountable organisation	
121.	Output 6.2.1.5 AHA Centre's governance, including risk management, internal control processes and compliance with organisation's rules and regulations, enhanced		
122.	Output 6.2.1.5 AHA Centre's governance, including risk management, internal control processes and compliance with organisation's rules and regulations, enhanced		
123.	Output 6.2.2.1 Regular reports, evaluation, and updates on implementation progress shared with ACDM WG GL		
124.	Output 6.2.3.1 Procurement manual enhanced and well implemented		
125.	Output 6.3.1.1 Five-year HR Blueprint for the AHA Centre developed	Priority Programme 6: Corporate and Governance Sub-Priority 3. Highly competent and engaged professionals	
126.	Output 6.3.1.2 Competitiveness of the compensation & benefit package of the AHA Centre enhanced to attract highly-professional talents from the region		
127.	Output 6.3.1.3 Enhanced organisational structure of the AHA Centre that is adaptable and agile to future challenges & needs		
128.	Output 6.3.1.4 Strategies and guidelines for the development and retention of staff, as part of the overall HR Blueprint Strategy		
129.	Output 6.3.2.1 Enhanced induction programme to instil the core values and optimise experience through the onboarding process		
130.	Output 6.3.2.2 Learning and Development (L&D) plan for all AHA Centre staff members, enhanced		





AHA CENTRE'S MONITORING AND LEARNING PLAN

IMPLEMENTATION MONITORING

RESULT MONITORING



In line with the AADMER Work Programme 2021-2025 Monitoring and Evaluation Plan, the AHA Centre has also designed its monitoring and learning plan as follows:



1. IMPLEMENTATION MONITORING

The day to day and month to month implementation of a project involves the implementation of activities and expenditure of budget. The steps in implementing activities are highly specific to the activity in question, and for the AHA Centre's respective staff, these will involve management of logistics, coordination of partners and their work, and provision of technical inputs.

Expenditures made in the field through projects will be reported on a monthly basis and entered into the accounts of the project. Specific guidance on project finance, including budgets, expenditure and reporting is provided by the Corporate Affairs Division.

The AHA Centre's staff provides technical inputs to the implementation of projects. The provision of technical inputs is planned at the time of project conceptualisation and design and is an important part of any project budget. Technical inputs can also be received from partners and consultants under contract to the project.

Implementation monitoring tracks and reports on progress in delivery of the project during its life. Projects are typically planned on annual cycles and are adjusted every six months based on monitoring data collected either by the project team or through an assessment mission by the Knowledge and Change Management (KCM) team. The AHA Centre implementation monitoring entails:

- Collecting data on the implementation of activities and outputs, according to the annual work plan;
- Collecting data on the indicators specified in the Output planned;
- Reviewing the financial situation of the project.



2. RESULT MONITORING

Result monitoring is undertaken to answer specific questions, to guide the ACDM, ACDM Working Groups, donors, decision-makers and senior management team, and to provide information on whether underlying assumptions used in development and designs of the AHA Centre Work Plan 2025 were valid, what worked and what did not work, and why. It emphasises analysing factors that affected results whether positive or negative, and on identifying lessons learned.





The categories of information collected during the result monitoring are:

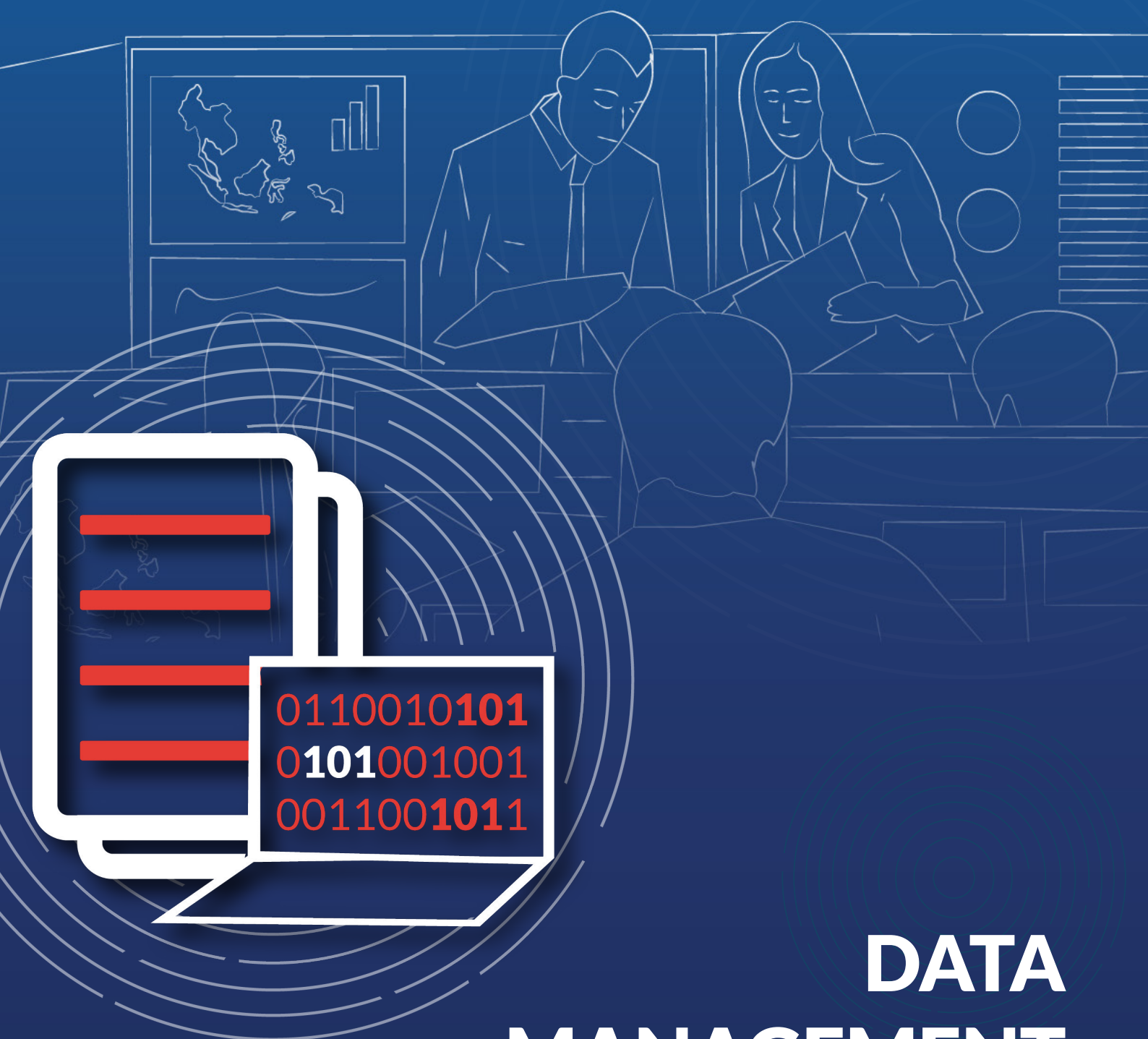
- Information on the implementation of planned activities and stakeholder participation, to support the day-to-day management of the projects;
- Information on the results attained through project activities and stakeholder response, to assess progress towards results and review work plans for follow-up; and
- Information on the achievement of specific objectives and impact, to review the strategy approach and problem solving.

Therefore, this monitoring can be broken down into three types:

- On-going monitoring: to identify and highlight problems as they emerge;
- Regular monitoring: to analyse problems and deviations and suggest follow-up measures; and
- Monitoring at specific moments of project life: to review the whole strategy and recommend adjustments.

During the project lifetime, the monitor can collect data through self-assessment questionnaires, individual and group interviews, surveys, before and after situation or picture, site visits, reviewing deliverables and substantive project documentation, evaluation of training, user participation, review of issues and risks, and observations.





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DATA MANAGEMENT

DATA COLLECTION

DATA QUALITY

DATA STORAGE

DATA ANALYSIS AND USE



DATA COLLECTION

The AHA Centre takes a whole team approach to data collection and analysis. The KCM and Communications Officers will conduct some data collection directly and will be responsible for maintaining all performance indicator data storage and reporting. Priority Programmes leads and project officers will also have data collection responsibilities related to their area.

The AHA Centre will use multiple data collection methods. Depending on the source, data will be collected continuously (as with digital platforms) or as interventions occur (as with training, workshop, meeting), monthly (through Zoho project tracking and summary); quarterly (with output level data), semi-annually (mini-surveys of trainees and partners and MSC stories), or annually. Data sources will include partner reports and documentation, digital analytics, the AHA Centre’s monitoring tools, and observation.

Data collection will rely primarily on paper-based solutions in the field but will also include digital tools if they are found to be cost-effective, as well as digital analytics. Once data is received by the KCM and Communications Officers, they will verify and clean the data before they are entered in final form as indicator actuals and qualitative findings and reported to the ASEC web-based monitoring platform. The majority of indicator data will be processed using Excel and/or database software (to be selected).

Data will be disaggregated by sex, institution (including actual sectoral bodies, organisations, communities, universities), location, topic and other categories as appropriate to the data type and useful to the AHA Centre.

Data limitations, if any, will be described for each performance indicator in the Work Plan. Generally, simple quantitative indicators will not have significant limitations, nevertheless KCM Officer will design the instruments and samples to allow for informally representative data. Numbers related to digital applications, such as numbers of individuals reached, will be approximate and may include double counting as digital analytics do not necessarily obtain true counts of unique individuals. For instance, there will be double counting across platforms where a given individual accesses multiple platforms. The limitations of such indicators are unavoidable given that there will be multiple partners, platforms and messages. However, the KCM Officer will retain data at the partner level to enable more granular analysis; and trends in digital data will be meaningful.

With regard to third party and media, KCM and Communications Officers will be trained in a variety of open-source analysis best practices. They will be trained to document the sources of all information used as well as to look for multiple source confirmation before using the information for reporting. The AHA Centre will provide them with links to all source material to provide a complete picture of the data as well as to allow them to follow up on the veracity of the information themselves.





2. DATA QUALITY

The AHA Centre will implement strong procedures to ensure data quality. All data will be reviewed for quality standards related to validity, integrity, precision, reliability, and timeliness. Data quality assurance procedures will include:

- Building data quality into indicators from the start by clearly identifying definitions, data collection methods, and establishing tools that facilitate consistent and high-quality data collection.
- Incorporating data quality check points in activity systems. This will entail periodic verification of data, systematic review of the data prior to the preparation and submission of reports (such as the Governing Board report), and internal use and analysis of the data, all of which allow activity staff to identify any quality issues early on.
- Maintaining supporting documentation. The AHA Centre staff understand the importance of ensuring that data can be verified. Therefore, supporting documentation will be maintained so data can be traced to the source. All electronic files will be backed up regularly. Important deliverables and project documentation will be stored electronically at the AHA Centre Master Document folder in the shared Google drive.
- Consultation with partners on monitoring and work continuously with partners and stakeholders to build understanding of the usefulness of high-quality monitoring data.



3. DATA STORAGE

The AHA Centre is in the process of determining the appropriate location for project data, considering security concerns, ease of use, and cost effectiveness. Project data may be captured in PDF or Word-doc, Excel-based system and/or a database program, pictures and videos. Each project will have a dedicated folder on the AHA Centre's file sharing and content governance system, designed for monitoring, reporting, promotion and learning purposes.

Generally, the heads of divisions, project leads, Resource Mobilisation Manager, KCM and ICT Officers are expected to have full access to the shared folder; while other officers and assistants have full access only to their respective projects and will have view-only access to the shared folder. The ICT team will ensure that their files, both paper and soft copies, are secured.





DATA ANALYSIS AND USE

Analysis of data will be framed by the results the AHA Centre seeks to achieve, whether assumptions are holding and what action needs to be taken. Thus, the report will emphasise key outcomes, learning and actions taken as a result. These reports will collate and update all performance data, including the performance indicator tracking table, and will be used to inform any updates to the work plan and activity schedule. Data will feed into annual work plans.





ANNEX: DETAILED ACTIVITY PLAN 2021-2025

FIVE-YEAR PLAN FOR
PRIORITY 1:
**RISK ASSESSMENT
AND MONITORING**

FIVE-YEAR PLAN FOR
PRIORITY 2:
PREVENTION AND MITIGATION

FIVE-YEAR PLAN FOR
PRIORITY 3:
**PREPAREDNESS
AND RESPONSE**

FIVE-YEAR PLAN FOR
PRIORITY 4:
RESILIENT RECOVERY

FIVE-YEAR PLAN FOR
PRIORITY 5:
GLOBAL LEADERSHIP

FIVE-YEAR PLAN FOR
PRIORITY 6:
**CORPORATE
AND GOVERNANCE**



The following are the detailed activity matrices of the AHA Centre Work Plan 2025. The matrices will be treated as a living document where modifications and adjustments will be conducted regularly as necessary.



FIVE-YEAR PLAN FOR **PRIORITY 1:** **RISK ASSESSMENT AND MONITORING**

AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
Sub-Priority 1.1 : Risk Assessment								
1.1.1. Risk assessment and scenarios developed and utilised	1.1.1.1. Risk and vulnerability assessments and disaster scenarios, including potential transboundary disasters, developed in coordination with relevant ASEAN Sectoral Bodies	Sub-output 1.1.1.1.1. A study on potential new and increasingly multi-layered, multi-hazard disaster risk scenarios, including transboundary hazards, through consultation with ASEAN Member States (AMS), experts and relevant stakeholders, conducted						
		1.1.1.1.1. Develop a concept note for the conduct of research						DFAT Australia or Canada for technical support
		1.1.1.1.1.2. Conduct a desk research, gather data from field & stakeholders, analyse data inputs, and package initial study results						
		1.1.1.1.1.3. Conduct consultations of study results with ACDM WG PNM and relevant stakeholders, and revise them accordingly						EU SAHA (for ARMOR)
		1.1.1.1.1.4. Disseminate the study report in the AHA Centre's website and the summarised study results with additional analyses in the ASEAN Risk Monitor and Disaster Management Review (ARMOR)						





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
	1.1.1.2. National and subnational risk profiles and capacities for each ASEAN Member State compiled, updated and monitored	Sub-output 1.1.1.2.1. National Disaster Preparedness Baseline Assessments (NDPBA) facilitated in AMS						
		1.1.1.2.1.1. Finalise the ongoing NDPBA in Indonesia, Philippines and Viet Nam with relevant partners and stakeholders	●					In cooperation with PDC
		1.1.1.2.1.2. Develop an NDPBA portal into the ASEAN Disaster Information Network (ADINet) to share the assessment results		●	●	●	●	
		1.1.1.2.1.3. Integrate NDPBA results into the Disaster Monitoring and Response System (DMRS) for a more enhanced disaster monitoring and analysis		●	●	●	●	
		1.1.1.2.1.4. Utilise NDPBA results in publishing risk assessment chapters in ARMOR		●	●	●	●	EU SAHA (for ARMOR)
		1.1.1.2.1.5. Continue the conduct of NDPBA in three (7) more AMS (3 AMS in 2023, 2 AMS in 2024 and 2 AMS in 2025)		●	●	●	●	Funding to be identified
	1.1.1.3. A partners' platform for NDMOs, regional actors and stakeholders, including relevant ASEAN Sectoral Bodies, the academic community, think tanks, risk experts, technology companies and other reputable institutions, is established to gather/ adopt and co-develop studies and other knowledge products on risk assessment	Sub-output 1.1.1.3.1. ASEAN Disaster Information Laboratory (ADILab), which is a research and innovation network or a community practice on disaster risk assessment, established & operationalised						
		1.1.1.3.1.1. Develop a concept note / ToR on the establishment of ADILab	●					
		1.1.1.3.1.2. Seek ACDM WG PNM endorsement of the concept note	●					
		1.1.1.3.1.3. Conduct consultations with potential pioneer members and relevant stakeholders to help in the development and establishment of ADILab		●				





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		1.1.1.3.1.4. Launch the ADILab through a dedicated online platform, and operationalise the ADILab		●	●	●	●	
		1.1.1.3.1.5. Conduct ADILab Summit biennially, in conjunction with other innovation conferences under the ACDM, to share and discuss studies & innovations conducted by ADILab members			●		●	Funding to be identified, potentially under EU SAHA
	1.1.1.4. Online platform (innovation hub) for relevant risk assessment reports, disaster scenarios, technical studies, best practices and other relevant knowledge products developed	Sub-output 1.1.1.4.1. An online repository platform for relevant risk assessment reports, disaster scenarios, technical studies, best practices and other relevant knowledge products, developed, enhanced and maintained as part of ADINet						
		1.1.1.4.1.1. Create the online repository platform as part of the ADINet	●					
		1.1.1.4.1.2. Populate the platform with relevant risk assessment reports, disaster scenarios, technical studies, best practices and other relevant knowledge products, and consistently increase the quantity & quality of the products	●	●	●	●	●	
		1.1.1.4.1.3. Enhance & maintain the crawling engine capacity of ADINet to automate collection of reports, studies and other products		●	●	●	●	Funding to be identified
	1.1.2. Innovative tools in risk assessment and monitoring developed/ adapted and utilised	Sub-output 1.1.2.1.1. AHA Centre's tools and platforms for risk assessment and monitoring enhanced & maintained						
		1.1.2.1.1.1. Enhance & maintain interoperability among the existing systems in the AHA Centre, i.e. DMRS, ADINet, DAKO (i.e. data collection & analysis platform of the AHA Centre) and WebEOC	●	●	●	●	●	
		1.1.2.1.1.2. Enhance & maintain interoperability of DMRS with AMS NDMOs and other external data sources	●	●	●	●	●	





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		1.1.2.1.1.3. Enhance & maintain analytical capabilities of DMRS		●				Funding required
		1.1.2.1.1.4. Develop a chatbot service to allow the public to provide crowd data to the AHA Centre's tools and platforms		●				Funding required
		1.1.2.1.1.5. Conduct familiarisation and relevant trainings to NDMOs of AMS on the AHA Centre's tools and platforms		●	●	●	●	Funding required
	1.1.2.2. A wider range of data analysis methods utilised and institutionalised	Sub-output 1.1.2.2.1. An online repository of data analysis methods developed, enhanced and maintained						
		1.1.2.2.1.1. Take stock of existing AHA Centre's and AMS NDMOs data analysis methods	●					
		1.1.2.2.1.2. Develop an online repository of data analysis methods, as part of the ADINet	●					
		1.1.2.2.1.3. Further gather data analysis methods used by ADILab members and other potential sources/partners, and regularly store them in the online repository		●	●	●	●	
		1.1.2.2.1.4. Integrate new and innovative data analysis methods in the AHA Centre's tools and platforms		●	●	●	●	Funding required
		1.1.2.2.1.5. Conduct familiarisation and relevant trainings to NDMOs, the AHA Centre, and ADILab members on new and innovative data analysis methods		●	●	●	●	Funding required
	1.1.2.3. Disaster risk data sharing agreements with relevant regional and national actors and stakeholders established	Sub-output 1.1.2.3.1. Disaster risk data sharing agreements with relevant regional and national actors and stakeholders established						
		1.1.2.3.1.1. Identify baseline disaster risk data necessary to facilitate regional cooperation on disaster management and emergency response	●					Funding to be identified, potentially SDC





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		1.1.2.3.1.2. Develop disaster risk data sharing agreements through the AHA Centre Information Management Network (AIM-Net)		●				Funding to be identified, potentially SDC
		1.1.2.3.1.3. Undertake consultations with ACDM WG PM on the risk data sharing agreements, and seek subsequent approvals from the ACDM as required		●				
	1.1.2.4. Disaggregated data on disaster management across ASEAN Member States collected and utilised for risk assessment	Sub-output 1.1.2.4.1. ASEAN guidelines on disaster data disaggregation for risk assessment to support preparedness & response planning developed & implemented						Funding to be identified, technical support needed
		1.1.2.4.1.1. Take stock of AMS capacity and practices in data disaggregation	●					
		1.1.2.4.1.2. Identify best practices in data disaggregation within and outside the region		●				
		1.1.2.4.1.3. Develop ASEAN guidelines on utilising disaster data disaggregation, and consult the ACDM WG PNM to seek ACDM approval as required		●				Funding to be identified
		1.1.2.4.1.4. Conduct capacity building on ASEAN guidelines on disaster data disaggregation for AMS NDMOs, the AHA Centre and relevant stakeholders		●	●	●	●	
		1.1.2.4.1.5. Implement disaster data disaggregation in the AHA Centre's tools, platforms & information products, and promote the implementation of disaster data disaggregation guidelines in AMS NDMOs		●	●	●	●	
	1.1.2.5. Training modules/a User Manual for RVA Guidelines covering gender and social inclusion aspects developed	Sub-output 1.1.2.5.1. Enhanced Risk and Vulnerability Assessment (RVA) Guidelines integrating gender and social inclusion						





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
1.1.3. Climate Modelling and Forecasting Capacity Strengthened	1.1.3.1. Forecasting and monitoring capacity for climate-related hazards, especially slow-onset disasters such as drought, strengthened	1.1.2.5.1.1. Review the existing RVA Guidelines, to integrate including gender and social inclusion		●				Technical support, UN Women & UNFPA through ASEAN-UN JSPDM
		1.1.2.5.1.2. Conduct workshops to integrate gender and social inclusion modules in the RVA Guidelines		●				Canada (component 2)
		1.1.2.5.1.3. Conduct trainings on gender and social inclusion modules in the RVA Guidelines for the AMS NDMOs and the AHA Centre		●	●	●		
		Sub-output 1.1.3.1.1. AMS NDMOs and the AHA Centre's forecasting and monitoring capacity for climate-related hazards strengthened						
		1.1.3.1.1.1. Take stock of AMS NDMOs and AHA Centre's capacity and practice in forecasting and monitoring climate-related hazards, especially slow-onset disasters		●				
		1.1.3.1.1.2. Conduct a workshop to identify best practices in forecasting and monitoring climate-related hazards, especially slow-onset disasters, within and outside the region		●				
		1.1.3.1.1.3. Conduct capacity-building for the AMS NDMOs and the AHA Centre on the use of forecasting and monitoring of climate-related hazards in disaster management decision-making		●	●	●	●	Funding to be identified
		1.1.3.1.1.4. Integrate forecasting and monitoring climate-related hazards, especially slow-onset disasters, in the AHA Centre's tools and platforms, and promote integration in the AMS NDMOs' systems		●	●	●	●	





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		1.1.3.1.1.5. Continuously innovate in forecasting and monitoring climate-related hazards, leveraging on ADILab among others		●	●	●	●	Funding to be identified
	1.1.3.2. Risk modelling capacity for sudden onset climate hazards such as floods and landslides developed and improved	Sub-output 1.1.3.2.1. AMS NDMOs & AHA Centre's risk modelling capacity for sudden onset climate hazards developed and improved						
		1.1.3.2.1.1. Take stock of AMS NDMOs and the AHA Centre's risk modelling capacity for sudden onset climate hazards		●				
		1.1.3.2.1.2. Conduct a workshop (back-to-back with workshop on 1.1.3.1.1.2) to identify best practices in risk modelling for sudden onset climate hazards within and outside the region		●				
		1.1.3.2.1.3. Conduct capacity-building for AMS NDMOs and the AHA Centre on the use of risk modelling for sudden onset climate hazards in disaster management decision-making		●				Funding to be identified, technical support needed
		1.1.3.2.1.4. Integrate risk modelling capacity for sudden onset climate hazards in the AHA Centre's tools and platforms, and promote integration in the AMS NDMOs' systems		●	●	●	●	
		1.1.3.2.1.5. Continuously innovate in risk modelling for sudden onset climate hazards, leveraging ADILab among others		●	●	●	●	
	1.1.3.3. Cooperation with relevant ASEAN sectoral bodies/ actors/ institutions strengthened towards providing reliable information and systems to detect, predict, monitor and utilise relevant climate trends	Sub-output 1.1.3.3.1. Operational cooperation with relevant ASEAN sectoral bodies, other actors and institutions working on climate information established and strengthened						
		1.1.3.3.1.1. Take stock of ASEAN sectoral bodies, other actors and institutions working on climate information		●				





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		1.1.3.3.1.2. Develop operational cooperation with relevant ASEAN sectoral bodies, other actors and institutions working on climate information						
		1.1.3.3.1.3. Regularly hold coordination meetings with relevant ASEAN sectoral bodies, other actors and institutions working on climate information						
		1.1.3.3.1.4. Implement and strengthen operational cooperation, leveraging on ADILab among others						
Sub-Priority 1.2 : Early Warning								
1.2.1. Regional multi-hazard monitoring and early warning system adapted and strengthened end-to-end	1.2.1.1. Functionalities, utilisation rate and interoperability of the ASEAN Disaster Monitoring and Response System (DMRS) enhanced	Sub-output 1.2.1.1.1. Enhanced ASEAN Disaster Monitoring and Response System (DMRS)						
		1.2.1.1.1.1. Conduct a review of existing functionalities, utilisation rate, and interoperability of the DMRS						
		1.2.1.1.1.2. Conduct a workshop to identify best practices, gaps, and needs for enhancement of DMRS in terms of functionalities, utilisation rate, and interoperability						Funding to be identified, potentially through cooperation with PDC and US
		1.2.1.1.1.3. Implement recommendations of the workshop into the DMRS						
		1.2.1.1.1.4. Conduct capacity building for the AHA Centre, AMS NDMOs, and relevant stakeholders on the use of the enhanced DMRS						
		1.2.1.1.1.5. Implement latest monitoring and analysis technologies and capabilities into the DMRS, leveraging ADILab among others						





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
	1.2.1.2. Regional capacity on tsunami early warning strengthened in partnership with relevant institutions	Sub-output 1.2.1.2.1. Operational cooperation and linkages with relevant institutions working on tsunami early warning and the AMS NDMOs strengthened						
		1.2.1.2.1.1. Map relevant institutions working on tsunami early warning	●					
		1.2.1.2.1.2. Build on, reinvigorate & maintain operational cooperation and linkages with relevant institutions working on tsunami early warning and the AMS NDMOs		●	●	●	●	
	1.2.1.3. Early warning platforms from relevant ASEAN Sectoral Bodies and other relevant institutions are identified and utilised towards building a network of early warning platforms in the ASEAN	1.2.1.2.1.3. Conduct an exercise to test and strengthen operational cooperation and linkages with relevant institutions working on tsunami early warning and the AMS NDMOs <i>*to be linked with output 3.1.1.1 on updated regional response plan on new risk scenarios</i>	●					EU SAHA
		Sub-output 1.2.1.3.1. Enhanced multi-hazard early warning platforms						
		1.2.1.3.1.1. Take stock of early warning platforms, and map ASEAN sectoral bodies and relevant institutions working on early warning systems	●					
	1.2.1.4. Early warning technologies, including real-time data stream and monitoring tools complemented by automated and interactive information dissemination platforms, developed/ strengthened and utilised	1.2.1.3.1.2. Conduct a workshop to identify and benchmark best practices on multi-hazard early warning systems within and outside the region		●				Funding to be identified
		Sub-output 1.2.1.4.1. Regional interoperability of multi-hazard early warning platforms and the AHA Centre information products enhanced						
		1.2.1.4.1.1. Integrate multi-hazard early warning platforms of ASEAN sectoral bodies and other relevant institutions with the ASEAN DMRS and AMS NDMO's EOCs		●	●	●	●	Funding to be identified, potentially with PDC





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		1.2.1.4.1.2. Review and enhance automation of Flash Alerts and Flash Updates of the AHA Centre		●		●		Funding to be identified, potentially with PDC
		1.2.1.4.1.3. Conduct a review of the regional interoperability of multi-hazard early warning platforms			●		●	
	1.2.1.5. A regional capacity building programme to enhance knowledge and capabilities of disaster management professionals in the region to use multiple EWS tools is available/conducted	Sub-output 1.2.1.5.1. A regional capacity building programme on the use of Early Warning Systems (EWS) tools for disaster management professionals conducted						Funding to be identified
		1.2.1.5.1.1. Conduct a workshop on knowledge and capability needs of disaster management professionals on the use of EWS tools		●				
		1.2.1.5.1.2. Develop the capacity building programme on the use of EWS tools for disaster management professionals, and conduct regular reviews		●	●	●	●	Technical support
		1.2.1.5.1.3. Integrate a capacity building programme on the use of EWS tools for disaster management professionals into the Futurescapes and the Online Learning Management System (OLMS)		●	●	●	●	Futurescape under JAIF, OLMS project under New Zealand
	Sub-Priority 1.3: Risk Communication							
	1.3.1. Risk communication and public dissemination platforms improved	1.3.1.2. Regional awareness platforms leveraging multi-hazard risk assessment are organised/ established/ promoted.						
		Sub-output 1.3.1.2.1. Multi-hazard risk assessment section in the ADINet developed and promoted						
		1.3.1.2.1.1. Develop the multi-hazard risk assessment section in the ADINet	●					
		1.3.1.2.1.2. Promote the multi-hazard risk assessment section of the ADINet through social media and podcasts	●					
		1.3.1.2.1.3. Promote the multi-hazard risk assessment section of the ADINet in the ARMOR 3rd edition launch	●					EU-SAHA





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
	1.3.1.3. Digital platforms (e.g. ADINet and mobile applications) for disseminating risk information to the general public established or enhanced	Sub-output 1.3.1.3.1. Notification subscription in the ADINet developed and promoted						AHA Centre Fund (for MailChimp)
		1.3.1.3.1.1. Develop notification subscription in the ADINet				●		
		1.3.1.3.1.2. Promote ADINet notification subscription through social media				●	●	
		Sub-output 1.3.1.3.2. AMS NDMOs risk communication and public dissemination platforms promoted						EU SAHA
		1.3.1.3.2.1. Take stock of risk communication and public dissemination platforms of AMS NDMOs				●		
		1.3.1.3.2.2. Promote risk communication and public dissemination platforms of AMS NDMOs through social media				●	●	



FIVE-YEAR PLAN FOR PRIORITY 2: PREVENTION AND MITIGATION

AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
Sub-Priority 2.1: Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA)								
2.1.1. Regional programmes on DRR-CCA are scaled-up through capacity building and increased cooperation with the climate and environment-related sectors and actors in the region	2.1.1.3. Platform to share knowledge, policies, data, and skills on climate change impacts, implementation of river basin management, countermeasures for climate change impacts including policies developed	Sub-output 2.1.1.3.1. An online repository focusing on climate change as part of the ASEAN Disaster Information Network (ADINet) established and maintained						
		2.1.1.3.1.1. Create a repository in the ADINet for knowledge products focusing on climate change impacts						
		2.1.1.3.1.1. Populate the repository in ADINet with knowledge products focusing on climate change impacts						





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		2.1.1.3.1.1. Enhance the crawling engine capacity of ADInet to automate collection of reports, studies and other products		●				Funding required
		2.1.1.3.1.4. Add more knowledge products in the AHA Centre's online repository section		●	●	●	●	
		Sub-output 2.1.1.3.2. Training content on climate change in the Online Learning Management System (LMS) established and maintained						
		2.1.1.3.2.1. Take stock of available e-learning content on climate change impact	●					
		2.1.1.3.2.2. Develop e-learning curriculum on climate change		●				LMS project with NZ for curriculum development
		2.1.1.3.2.3. Pilot e-learning curriculum on climate change impact			●			
		2.1.1.3.2.4. Launch the e-learning curriculum on climate change impact				●		
		2.1.1.3.2.5. Review and assess the ASEAN e-learning curriculum on climate change impact					●	
Sub-Priority 2.2: Resilient Cities and Human Settlements								
2.2.2. Capacity building and knowledge sharing initiatives on cities and human settlements are expanded	2.2.2.3. An online platform (innovation hub) for: (i) sharing of best practices and innovation on resilient cities and human settlements exposed to climate and disaster resilience; and (ii) sharing of training tools and courses in disaster risk management for urban planning practitioners developed	Sub-output 2.2.2.3.1. Continued maintenance of the ASEAN Urban Resilience Forum website (www.aurf.ahacentre.org)	●	●	●	●	●	AHA Centre Fund





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
Sub-Priority 2.3: Resilient Economy								
2.3.2. Expanded reach of the ASEAN Disaster Risk Financing and Insurance (DRFI) Programme in the region	2.3.2.1. Risk assessment component of the DRFI programme continuously supported, and communication of relevant risk assessments to the ASEAN Finance Sector and Regulators enhanced	Sub-output 2.3.2.1.1. Relevant AHA Centre's risk assessment dan data analysis shared to support ASEAN DRFI Programme, when requested	●	●	●	●	●	
Sub-priority 2.4: Resilient Infrastructure								
2.4.2. Enhanced knowledge and capacity on resilience of key infrastructure	2.4.2.2. An online platform (innovation hub) for: (i) sharing of best practices and innovations on resilient infrastructure exposed to climate and disaster risks; (ii) sharing of training tools and courses in disaster risk management for relevant actors on resilient infrastructure developed; and (iii) promotion of disaster resilient indigenous community shelters are developed/adopted	Sub-output 2.4.2.2.1. Continued maintenance of the ASEAN Urban Resilience Forum website (www.aurf.ahacentre.org)	●	●	●	●	●	AHA Centre Fund
Sub-Priority 2.5: Vulnerable Groups and Community-Based Disaster Risk Management (CBDRM)								
2.5.3. Strengthened cross-sectoral collaboration and civil society engagement on social inclusion in disaster management	2.5.3.3. The roles and functions of the AADMER Partnership Group (APG) strengthened to support implementation and operationalisation of the ACDM-CSO Partnership Framework (ACPF)	Sub-output 2.5.3.3.1. Utilisation of ARMOR to promote and support social inclusion in disaster management in the ASEAN region, in collaboration with the APG and other stakeholders through ACPF -link to PP5.1.1.6 on ARMOR	●	●	●	●	●	EU-SAHA
Sub-Priority 2.6: Risk Governance								
2.6.1. Strengthened disaster risk governance to manage disaster risk	2.6.1.3. Tools for risk-informed and evidence-based policy making and decision-making developed/ promoted	Sub-output 2.6.1.3.1. Utilisation of ARMOR as one of the tools for risk-informed and evidence-based policy making and decision-making -link to PP5.1.1.6 on ARMOR	●	●	●	●	●	EU-SAHA





FIVE-YEAR PLAN FOR **PRIORITY 3:** **PREPAREDNESS AND RESPONSE**

AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
Sub-Priority 3.1: Advance Planning, Coordination, and Diversification of Instruments for Regional Preparedness								
3.1.1. Enhanced collective response through standby arrangements and partnerships for new disaster scenarios	3.1.1.1. Updated regional response plans for new risk scenarios (country-level, transboundary, co-occurrence of disasters), and gap analysis of modules (assets and capabilities) are developed to meet the potential immediate needs of affected communities.	Sub-output 3.1.1.1.1. Internal gap analysis on the AHA Centre's capability to respond effectively to human-induced crises, including conflicts, conducted and gaps addressed						DFAT Australia, as approved by GB in Oct 2020
		3.1.1.1.1.1. Conduct a study to determine the gaps in terms of the AHA Centre's capability to respond to human-induced crises, such as through internal workshops, ERO exercises, etc.	●					
		3.1.1.1.1.2. Undertake a mapping exercise and focused group discussions (FGDs) to identify relevant actors and stakeholders in the region, and their roles & potential contributions	●					
		3.1.1.1.1.3. Develop the gap analysis and mapping report with recommendations for discussion with ACDM WG PRR Preparedness, Response and Recovery (PRR)	●					
		3.1.1.1.1.4. Implement the recommendations of the study to address the gaps, such as through training, development of SOPs, etc. involving the internal AHA Centre's staff and ASEAN-ERAT specialists		●	●			SDC for the technical support and funding for workshop
		Sub-output 3.1.1.1.2. Gaps in the existing regional response plans (i.e. AJDRP) incorporating the perspectives of protection, gender and inclusion (PGI), identified and addressed						
		3.1.1.1.2.1. Assess the existing regional response plans to determine the gaps in PGI	●					
		3.1.1.1.2.2. Conduct a workshop to validate the findings of the study involving AMS and identified partners	●					





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		3.1.1.1.2.3. Develop the report based on the assessment and the workshop findings and present the recommendations to ACDM WG PRR (and potentially ACDM WG PNM)	●					
		3.1.1.1.2.4. Implement the recommendations of the study such as through training and review of methodologies and SOPs		●	●	●	●	Canada (funding to be confirmed)
		Sub-output 3.1.1.1.3. A series of AJDRP workshops (2021-2025) using new and increasingly complex multi-layered, multi-hazard and/or transboundary hazards scenarios with PGI inclusion involving several AMS simultaneously, conducted & gaps addressed						
		3.1.1.1.3.1. Organise AJDRP workshops, to validate the three existing AJDRP scenarios and contingency plans, involving AMS and relevant sectors and stakeholders	●					EU-SAHA
		3.1.1.1.3.2. Organise AJDRP workshops based on the new and increasingly complex multi-layered, multi-hazard and/or transboundary hazards scenarios		●				
		3.1.1.1.3.3. Develop response plans based on identified gaps and the roles of sectors & stakeholders in line with OAOR .		●				DFAT Australia or Canada for technical support
		3.1.1.1.1.4. Undertake consultations with concerned AMS on the response plans and support to be provided from ASEAN		●	●			





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
	3.1.1.2. Response trigger mechanism and pre-disaster anticipatory actions grounded on forecast-based impact analysis developed.	Sub-output 3.1.1.2.1. A study on trigger mechanisms and possible pre-disaster anticipatory actions grounded on forecast-based impact analysis conducted and gaps addressed						
		3.1.1.2.1.1. Assess the current trigger mechanisms used at the national levels that have been used to activate response	●					
		3.1.1.2.1.2. Take stock of good practices in AMS and others in terms of pre-disaster trigger mechanisms that have allowed for anticipatory actions	●					
		3.1.1.2.1.3. Assess gaps in preparedness capacities as well as forecast-based impact analysis where enhancements such as institutional strengthening, policy development, structural mitigation, forecast-based financing, etc. are needed	●	●				To be identified
		3.1.1.2.1.4. Provide a platform to facilitate knowledge sharing among AMS to enable anticipatory actions, and provide other support as required such as pre-disaster technical support and response preparedness missions	●	●	●	●	●	Canada (to be confirmed)
	3.1.1.3. A platform for dialogue with reputable and relevant CSOs, NGOs, and private sector entities in the region for implementation of One ASEAN One Response is established	Sub-output 3.1.1.3.1. A platform for engagement with reputable and relevant CSOs, NGOs, and private sector entities using AJDRP established and utilised						
		3.1.1.3.1.1. Design the AJDRP to accommodate sessions to engage with reputable and relevant CSOs, NGOs, and private sector entities in the region for implementation of One ASEAN One Response (OAOR)	●					EU-SAHA





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
3.1.2. Strengthened disaster planning, coordination mechanisms and processes	3.1.1.4. Engagement with existing and new partners are strengthened with concrete contributions, including the NGOs and CSOs and private sector entities, incorporated to the standby arrangements (AJDRP), to expand the pool of resources required for ASEAN emergency response	3.1.1.3.1.2. Identify potential support of CSOs, NGOs, and private sector entities into the ASEAN standby arrangement modules	●					
		Sub-output 3.1.1.4.1. A joint action plan with NGOs, CSOs and private sector entities for inclusion into standby arrangements under the AJDRP developed & implemented						
		3.1.1.4.1.1. Develop the joint action plan	●					
		3.1.1.4.1.2. Test the joint action plan		●		●		
	3.1.2.1. ASEAN disaster management tools and mechanisms socialised and engaged relevant ASEAN sectors (such as ASEAN health sector, ASEAN militaries) to strengthen their interoperability with the Standard Operating Procedure for Regional Standby Arrangement and Coordination of Joint Disaster Relief and Emergency Response Operations (SASOP)	3.1.1.4.1.3. Re-evaluate to determine gaps and resources that NGOs, CSOs and private sector entities can provide		●		●		
		Sub-output 3.1.2.1.1. Roadshows of One ASEAN One Response (OAOR) in the identified countries (3 AMS) based on capacity gaps assessment to promote familiarisation and better understanding on ASEAN disaster management tools and mechanisms, conducted						
		3.1.2.1.1.1. Determine the criteria that could be used as the basis to conduct OAOR roadshows, such as AJDRP scenarios, lessons from previous OAOR roadshows, consultations with ACDM WG PRR, history of emergency responses in AMS, receiving and giving countries, the success indicators, etc.	●					Funding not required
		3.1.2.1.1.2. Design the conduct of OAOR roadshows that are suitable to the needs of the countries, preferably back-to-back with other major regional events in the countries, such as ACDM meetings, ADDM/IDDR, AJDRP workshops, ASEAN- ERAT induction courses, etc. to achieve maximum impact	●					Funding not required
		3.1.2.1.1.3. Conduct OAOR roadshows in the identified countries, and identify practical applications of the regional tools and mechanisms at the national and local levels and other possible follow-up learnings and needs of the countries	●	●	●	●	●	EU-SAHA





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		Sub-output 3.1.1.4.1. A joint action plan with NGOs, CSOs and private sector entities for inclusion into standby arrangements under the AJDRP developed & implemented						
		3.1.2.1.2.1. Determine the criteria for the professional cadre of experts to serve as referees for ARDEX to ensure their skills and appropriateness of background, and set up their roles and responsibilities	●					Technical support from RedR, SDC, CFE-DM
		3.1.2.1.2.2. Develop a standard certified ARDEX referee training programme, referencing among others the current ARDEX referee handbook	●					
		3.1.2.1.2.3. Conduct the standard referee training with all potential referees from NDMOs, other sectors in AMS, and partners		●				
		3.1.2.1.2.4. Set up the cadre of experts		●				
		3.1.2.1.2.5. Conduct regular refresher courses as well as exercises, including exposing them to other national- and regional-level exercises and after-action reviews		●	●	●	●	EU-SAHA (ARDEX), others to be identified
		Sub-output 3.1.2.1.3. Inclusion of ASEAN regional disaster management mechanisms in the strategic opportunities such as key events and trainings organised by international organisations						
		3.1.2.1.3.1. Take stock of & identify strategic opportunities, such as events and trainings organised at the regional and international level such as humanitarian civil-military coordination exercises, CFE-DM Pacific Partnership exercises, UNOCHA & IFRC events and exercises	●					Funding not required
		3.1.2.1.3.2. Enhance & refine existing contents or modules that can be offered to these events and trainings	●					





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		3.1.2.1.3.3. Replicate, include or participate in these identified strategic events/trainings to deliver the contents or modules	●	●	●	●	●	Sponsored by event organisers or AHA Centre Fund
		3.1.2.2. Feasibility study on strengthening the ADMER Fund and other funding mechanisms in support of One ASEAN One Response is commissioned	●					Technical input from RedR
		Sub-output 3.1.2.2.1. Briefing paper developed to contribute the TWG's discussion on ADMER Fund	●					
		Sub-output 3.1.2.2.2. AHA Centre's resource mobilisation strategy, including branding and fund-raising, refined and adopted						
		3.1.2.2.2.1. Conduct desk study research and consultations to refine and further develop the Resource Mobilisation (RM) strategy of the AHA Centre, utilising among others the 2017 RM strategy adopted by GB	●					Technical input from RedR
		3.1.2.2.2.2. Internally review the first draft	●					
		3.1.2.2.2.3. Undertake consultations with AMS and ASEAN Secretariat through the GB for consideration and adoption	●					
3.1.3. Enhanced preparedness for response to large-scale disasters	3.1.3.1. Regular drills and exercises (i.e. ASEAN Regional Disaster Emergency Response Simulation Exercise) conducted to strengthen ASEAN's disaster response mechanisms	Sub-output 3.1.3.1.1. ARDEX (2022 and 2024) conducted to strengthen regional response mechanisms						
		3.1.3.1.1.1. Develop new and increasingly complex multi-layered, multi-hazard and/or transboundary hazards scenarios involving several AMS simultaneously	●		●			
		3.1.3.1.1.2. Conduct ARDEX to test and validate the current SASOP and other regional mechanisms to see if these mechanisms are fit for purpose against the scenarios, and how the different actors and stakeholders work together in the spirit of OAOR		●		●		Partially by EU-SAHA project (for ARDEX)





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		3.1.3.1.1.3. Conduct after-action-reviews and referees' evaluations to evaluate the conduct of ARDEX, and suggest refinements, inclusion, changes or adaptations of SASOP and other regional mechanisms		●		●		
		3.1.3.1.1.4. Monitor progress & share the implementation of after-action-reviews & referees' evaluation reports, such as through ACDM WG PRR meetings, to ensure follow-through		●	●	●	●	
		Sub-output 3.1.3.1.2. Other regional exercises such as DELSA Operations Manual (DOM) exercises, and internal AHA Centre's exercises such as Emergency Response Organisation (ERO) exercises to test and strengthen existing networks and systems, conducted						
		3.1.3.1.2.1. Develop scenarios for the exercises	●					SDC and DELSA Phase 2 (for DELSA DOM)
		3.1.3.1.2.2. Conduct the exercises within the DELSA network as well as internal AHA Centre's ERO exercises quarterly to test and validate the current DOM, ERO guidelines and other mechanisms	●	●	●	●	●	SDC for DELSA SOP exercise in Chain at ERO - funding support not required
		3.1.3.1.2.3. Conduct after-action-reviews, and suggest refinements or adaptations of DOM, ERO guidelines and other mechanisms		●	●	●	●	
		3.1.3.1.2.4. Monitor progress of the implementation of after-action-reviews to ensure follow-through		●	●	●	●	
		Sub-output 3.1.3.1.3. Deployment of ASEAN-ERAT to regional/global simulation exercises such as INSARAG exercise and UNDAC trainings & exercises to test interoperability of ERAT and UNDAC and contribute OAOR X.0 (response outside the region)						
		3.1.3.1.3.1. Develop scenarios for the exercises		●	●	●	●	EU SAHA and JAIF (ERAT)
		3.1.3.1.3.2. Conduct the exercises to test and validate the current interoperability guidelines		●	●	●	●	





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
	3.1.3.2. Platform for sharing lessons Learnt and Best Practices from exercises and deployments developed and maintained	3.1.3.1.3.3. Conduct after-action-reviews, and suggest refinements, or adaptations of ERAT-UNDAC interoperability guidelines		●	●	●	●	
		3.1.3.1.3.4. Monitor and share progress of the implementation of after-action-reviews with ACDM WG PRR and trilateral meetings of ASEC-AHA Centre-OCHA, to ensure follow-through		●	●	●	●	
		Sub-output 3.1.3.2.1. Platforms identified and outreach strategy developed to share after-action (AAR) reviews and lessons learnt						Funding not required
		3.1.3.2.1.1. Organise internal workshops to develop a structured AAR process and identify suitable platforms to share AAR outcomes with AMS and partners	●		●		●	
		3.1.3.2.1.2. Develop the AAR manual that will include the strategy and suitable platforms to share the lessons learnt	●		●		●	
		Sub-output 3.1.3.2.2. Enhanced ARDEX Referees Handbook						Funding not required
		3.1.3.2.2.1. Review latest draft of the Referees Handbook	●		●		●	
		3.1.3.2.2.2. Update the draft Referees Handbook	●		●		●	
		Sub-output 3.1.3.2.5. Short-term secondment of AHA Centre's staff to AMS NDMOs to gain operational understandings of AMS NDMOs systems and provide support as required						Funding to be determined
		3.1.3.2.5.1. Develop a concept note for the secondment programme		●				
		3.1.3.2.5.2. Consult with the ACDM WG PRR on the concept note for adoption by the ACDM		●				






AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
Strengthened Regional Humanitarian Supply Chain Management	Feasibility studies for ASEAN to respond beyond the region developed	3.1.3.2.5.3. Operationalise the secondment programme in the identified AMS NDMOs						
		3.1.3.2.5.4. Review & evaluate the outcomes of the secondment programme						
		Sub-output 3.1.3.3.1. Feasibility studies for ASEAN to respond beyond the region						
		3.1.3.3.1.1. Develop a concept note for feasibility studies for ASEAN to respond beyond the region						Funding to be identified
		3.1.3.3.1.2. Conduct feasibility studies, including identifying good practices and capacity gaps, for ASEAN's collective response beyond the region						
		3.1.3.3.1.3. Present the feasibility study outcomes to ACDM WG PRR for consultation and deliberation						
	Sub-Priority 3.2: Strengthen Capacity Building for Effective Regional Response							
	Regionally customised capacity building programme on national level supply chain management is developed	Sub-output 3.2.1.1.1. A regionally customised curriculum for national level supply chain management developed and training conducted						
		3.2.1.1.1.1. Review proposed curriculum from the study on capacity needs assessment for AMS NDMOs, to determine training priorities for NDMOs						
		3.2.1.1.1.2. Identify potential training partners & resources to deliver the training priorities for the AMS NDMOs						
		3.2.1.1.1.3. Roll-out the training programme						Funding to be identified





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
	3.2.1.2. Audits and studies conducted to improve DELSA operations and anticipate needs from new disaster scenarios, such as pandemics (where feasible), and to identify specific relief items that meet the needs of women and vulnerable groups	Sub-output 3.2.1.2.1. Studies to improve DELSA operations and anticipate needs from new disaster scenarios conducted and recommendations proposed						Technical support to be explored
		3.2.1.2.1.1. Conduct the studies, referencing on the new disaster scenarios, to evaluate the stockpiles of relief items and determine the appropriateness and relevance of the stockpiles						
		3.2.1.2.1.2. Propose the specific relief items based on the outcome of the studies and consult the ACDM WG PRR						
	3.2.1.3. Enhanced regional logistics information management system, integrated with real-time monitoring tool covering the designated DELSA warehouses	Sub-output 3.2.1.3.1. An integrated digital logistics dashboard suite to support end-to-end humanitarian logistics and digital supply chain management established						JAIF (DELSA-ICT)
		3.2.1.3.1.1. Establish the network of suppliers						
		3.2.1.3.1.2. Develop the suppliers and stock information system						JAIF (DELSA-ICT)
		3.2.1.3.1.3. Conduct training and familiarisation of the suppliers' network & stock information system						Funding to be identified
		3.2.1.3.1.4. Develop a digital supply chain management, referencing among others on Emergency Supply Prepositioning Strategy (ESUPS)						Funding to be identified, potentially from Japan after DELSA-ICT, and Temasek Foundation
	3.2.1.4. A logistics roadmap that includes strategic outlook of regional humanitarian logistics supply chain, regulatory harmonisation for humanitarian access (including CIQP procedures), and business continuity planning for DELSA updated	Sub-output 3.2.1.4.1. The next phase of the logistic roadmap developed						JAIF (DELSA Phase 2)
		3.2.1.4.1.1. Conduct the DELSA sustainability study and other discussions such as HELIX to determine the future needs of humanitarian emergency logistics in ASEAN						





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		3.2.1.4.1.2. Assess Customs, Immigration and Quarantine (CIQ) procedures of AMS in facilitating international assistance, to determine needs/gaps in humanitarian logistic supply chain	●					SDC
		3.2.1.4.1.3. Review the current logistic roadmap as the basis to develop a new logistic roadmap		●				JAIF (DELSA-ICT)
		3.2.1.4.1.4. Develop the next phase of the logistic roadmap		●				JAIF (DELSA-ICT)
		Sub-output 3.2.1.4.2. A business continuity plan for the whole DELSA network developed and enhanced						
		3.2.1.4.2.1. Conduct a strategic assessment of the operating contexts to understand the risks and opportunities		●				To be identified, potentially RedR or SDC
		3.2.1.4.2.2. Design appropriate mitigation measures to address the risks and optimise the opportunities		●				
		3.2.1.4.2.3. Enhance the existing DELSA operations manual (DOM) to include business continuity plans for the whole DELSA network		●				
3.2.2. Strengthened capabilities of ASEAN-ERAT to respond to disasters effectively	3.2.2.1. A pool of ASEAN-ERAT trained members with different specialisations in each level is maintained and engaged through conduct of specialists / advanced courses (e.g. rapid assessment, information management, civil-military coordination, humanitarian logistic, early recovery), and team leader course.	Sub-output 3.2.2.1.1 ASEAN-ERAT induction courses conducted						
		3.2.2.1.1.1. Conduct ASEAN-ERAT induction courses every two years		●		●		JAIF (ERAT) and EU SAHA
		Sub-output 3.2.2.1.2. ASEAN-ERAT refresher courses conducted to maintain the quality of the regional pool of ASEAN-ERAT members						
		3.2.2.1.2.1. Develop and institutionalise the ASEAN-ERAT refresher courses, including through mini courses and full refresher courses, to maintain knowledge and skills of ASEAN-ERAT members	●					JAIF (ERAT) and EU-SAHA project





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		3.2.2.1.2.2. Conduct ASEAN-ERAT refresher courses annually	●	●	●	●	●	
		Sub-output 3.2.2.1.3. ASEAN-ERAT network maintained through online and offline activities						
		3.2.2.1.3.1. Conduct Refresh Your Mind on Rapid Assessment	●	●	●	●	●	JAIF (ERAT)
		3.2.2.1.3.2. Conduct Refresh Your Mind on IM and Basic Mapping	●	●	●	●	●	
		3.2.2.1.3.3. Conduct Refresh Your Mind on Humanitarian Logistics	●	●	●	●	●	
		3.2.2.1.3.4. Conduct Refresh Your Mind on Localisation, and ERAT- UNDAC Interoperability	●	●	●	●	●	
		Sub-output 3.2.2.1.4. Coaching Clinics conducted to continuously hone the skills of ASEAN-ERAT Level 2 specialists						
		3.2.2.1.4.1. Develop the concept note	●					
		3.2.2.1.4.2. Conduct coaching clinics	●					
		3.2.2.1.4.3. Evaluate the progress of skills enhancement of ASEAN-ERAT specialists	●	●	●	●	●	
		Sub-output 3.2.2.1.5. ASEAN-ERAT advanced courses conducted to generate a regional pool of ASEAN- ERAT specialists and team leaders						
		3.2.2.1.5.1. Develop simulation exercise packages for ASEAN-ERAT advanced courses on Rapid Assessment, Information Management, Humanitarian Logistics, and Humanitarian Civil-Military Coordination	●					JAIF and EU-SAHA
		3.2.2.1.5.2. Deliver the full advance courses, including the simulation exercises		●	●	●	●	






AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		3.2.2.1.5.3. Assess the conduct of the advanced courses and develop training reports		●	●	●	●	
		Sub-output 3.2.2.1.6. Deployment of ASEAN-ERAT members for preparedness missions during peacetime to AMS to gain operational understandings of AMS NDMOs systems and provide support as required						
		3.2.2.1.6.1. Develop a concept note for the preparedness mission programmes		●				Funding to be identified
		3.2.2.1.6.2. Consult with the ASEAN-ERAT Advisory Group and ACDM WG PRR		●				
		3.2.2.1.6.3. Operationalise the programme in the identified AMS NDMOs			●	●		
		3.2.2.1.6.4. Review & evaluate the outcomes of the preparedness mission programmes					●	
	3.2.2.2. In-country ASEAN-ERAT network facilitated to strengthen national / sub-national disaster response capacity	Sub-output 3.2.2.2.1. Strengthened role of in-country ASEAN-ERAT networks in national and local disaster response systems						
		3.2.2.2.1.1. Facilitate consultations involving ASEAN-ERAT Advisory Group and In-Country Networks in terms of needs for strengthening in-country networks	●					JAIF (for pilot project in Myanmar)
		3.2.2.2.1.2. Monitor and assess the progress through ASEAN-ERAT Advisory Group meetings	●					
		3.2.2.2.1.3. Conduct pilot activities based on needs, such as localisation of ASEAN-ERAT curriculum, development of guidelines and methodologies to train local specialists, etc.	●	●	●	●	●	Respective AMS, AHA Centre (to be identified)
	3.2.2.3. Conduct of regular connectivity test and formulation / updating of a standardised deployment mechanism for ASEAN-ERAT to exercises and disaster response operations	Sub-output 3.2.2.3.1. Regular connectivity test conducted on a quarterly basis	●	●	●	●	●	Funding not required
		Sub-output 3.2.2.3.2. Annual pre-deployment roster updated	●	●	●	●	●	Funding not required





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
	3.2.2.4. Recognition system for AMS contributions and identification of ASEAN-ERAT deployment towards stronger regional disaster preparedness and response established	Sub-output 3.2.2.4.1 Systems and tools for ASEAN-ERAT recognition system institutionalised						Funding not required
		3.2.2.4.1.1. Update the ASEAN-ERAT Management Manual to include recognition system for the ASEAN-ERAT from the AHA Centre and the respective NDMO	●	●	●	●	●	
	3.2.2.5. Competency standards (i.e. qualification checklist) for ASEAN-ERAT developed	3.2.2.4.1.2. Operationalise the ASEAN-ERAT recognition system and deployment record to recognise the services of the ASEAN-ERAT members in deployment and support for trainings	●	●	●	●	●	
		Sub-output: 3.2.2.5.1. Competency framework and curriculum for ASEAN-ERAT specialists enhanced						Funding not required
		3.2.2.5.1.1. Review competency framework and curriculum for ASEAN ERAT specialists	●					
		3.2.2.5.1.2. Align the competency standards between the ASEAN-ERAT specialists and ASCEND	●					
		3.2.2.5.1.3. Consult on the competency standards with the ASCEND Reference Group, ASEAN-ERAT Advisory Group and ACDM WG PRR	●					
		3.2.2.5.1.4. Obtain endorsement on the competency standards from the ACDM WG PRR		●				
	3.2.3. Reliable Emergency Telecommunications Network for supporting ASEAN response	Sub-output: 3.2.3.1.1. ASEAN-ERAT communication devices modernised to support reliable communications during the responses						JAIF (DELSA Phase III project and ERAT project)
		3.2.3.1.1.1. Procure satellite communication devices (i.e. BGAN (4), satellite phones (2), two-way radios (4), GPS devices (2))		●				
	3.2.3.1. ICT equipment and capabilities supporting ASEAN-ERAT and AHA Centre's preparedness and response operations maintained and updated, if needed	3.2.3.1.1.2. Preposition 3 sets of satellite communication devices (i.e. VSAT, battery, two-way radio, router, generator set) in the three AJDRP countries (i.e. Indonesia, Myanmar and Philippines)		●				





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		3.2.3.1.1.3. Provide training for ASEAN-ERAT members as part of the ASEAN-ERAT Induction/Refresher Courses		●	●	●	●	
		Sub-output: 3.2.3.1.2. An ASEAN Emergency Telecommunication Network established						
		3.2.3.1.2.1. Identify the current state of Emergency Telecommunications in AMS and in the ASEAN region;		●				
		3.2.3.1.2.2. Deliberate and exchange insights on Emergency Telecommunications for all disaster management phases, as well as innovations in Emergency Telecommunications in AMS and in the ASEAN region		●				
		3.2.3.1.2.3. Explore potential collaboration on Emergency Telecommunications within AMS, NDMOs, humanitarian actors, NGOs and private sectors		●				
		3.2.3.1.2.4. Define the role of the AHA Centre as an operational engine and coordination on Emergency Telecommunications in the ASEAN region		●				
	3.2.3.2. Partnership framework with telecommunication service providers developed	Sub-output 3.2.3.2.1. A partnership plan of action for the formation of ASEAN Emergency Telecommunication Network comprising AMS, NDMOs, humanitarian actors, NGOs and private sectors, established		●				JAIF (DELSA Phase III project)
3.2.4. Enhanced assessment capabilities for robust information management system and interoperable EOCs network	3.2.4.1. Disaster information product needs of ASEAN stakeholders are well defined at various coordination levels (strategic, operational, and tactical).	Sub-output 3.2.4.1.1. A study to define disaster information (DI) products and needs conducted 3.2.4.1.1.1. Take stock of existing disaster information (DI) products and DI dissemination tools of the ASEAN stakeholders, i.e. AHA Centre, the AMS (including the NDMOs,	●					Funding to be secured, potentially under EU-SAHA





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		the warning agencies and other relevant agencies of AMS) as well as other relevant stakeholders and partners (such as UNOCHA, IFRC, PDC, EU Emergency Response, etc.) Coordination Centre, CSOs, etc.)						
		3.2.4.1.1.2. Identify the gaps and the needs of the ASEAN stakeholders based on the outcome of the survey	●					
		3.2.4.1.1.3. Re-design the DI products and dissemination tools of the AHA Centre to the ASEAN stakeholders		●				
		3.2.4.1.1.4. Conduct a workshop to validate the re-designed DI products and make adjustments accordingly		●				
		3.2.4.1.1.5. Conduct continuous improvements and evaluate effectiveness of DI information products and dissemination tools through annual after-action-reviews of the AHA Centre's responses		●	●	●	●	
	3.2.4.2. Innovative methods/ instruments for rapid damage and needs assessment during emergency response developed/adapted	Sub-output 3.2.4.2.1. An enhanced platform and tool for data collection, survey and analysis to assist rapid damage and needs assessment (DAKO) developed						ICT Phase 4
		3.2.4.2.1.1. Develop DAKO, which is a data collection, survey and analysis tool based on Open Data Kit (the same source of KOBO), but further enhanced with real-time data analytics and interactive dashboard	●					
		3.2.4.2.1.2. Enhance the DAKO tool to have the capability for rapid damage and needs assessment tailored to the needs of ASEAN-ERAT and AMS NDMOs	●	●				In-house & potentially supported by DELSA-ICT





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		3.2.4.2.1.3. Test & validate DAKO with ASEAN-ERAT (such as through ERAT coaching clinic) as well as ASEAN users/stakeholders (such as AIM-Net and EOCs of NDMOs, CSOs, other field partners) to ensure that it can effectively serve as a common, ready-to-use template and platform for rapid damage and needs assessment	●	●				Funding not required
		3.2.4.2.1.4. Conduct a series of wider familiarisation and training sessions on DAKO for ASEAN-ERAT and other ASEAN users/stakeholders (NDMOs, CSOs, other field partners, etc.)	●	●				ERAT (JAIF) Funding to be identified for other ASEAN users/stakeholders E-learning (DELSA-ICT by JAIF)
		Sub-output 3.2.4.2.2. Advanced technologies, such as satellite and drone-generated data utilised to facilitate and enhance rapid damage & needs assessment, data analysis and information products						
		3.2.4.2.2.1. Identify existing & potential advanced technologies and partners	●					Funding not required
		3.2.4.2.2.2. Identify training gaps and capacity needs and priorities of the AHA Centre and AMS	●					Funding to be identified, some prospective partners that can be explored (BSURE, Map Action)
		3.2.4.2.2.3. Conduct required capacity building and exercises for the AHA Centre and AMS based on needs and priorities		●	●	●	●	
		Sub-output 3.2.4.2.3. A study to review current assessment methods and tools for emergency response in a pandemic setting and other future challenges conducted						
		3.2.4.2.3.1. Conduct key informant interviews with AMS such as Indonesia, Philippines and Viet Nam that have experienced in conducting emergency response in the midst of pandemic	●					Funding not required





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		3.2.4.2.3.2. Conduct a study to review the assessment tools and methods used during the response amid pandemic	●					Funding not required
		3.2.4.2.3.3. Observe how the rapid needs assessments on the ground done by the above AMS, to facilitate on-the-job training and peer-to-peer learning	●					Funding to be identified, potentially from Canada
		3.2.4.2.3.4. Refine ASEAN-ERAT methodologies, based on the above interviews, study and learning		●				Funding not required
		3.2.4.2.3.5. Incorporate the refinements in the ASEAN-ERAT courses and exercises		●	●			Funding not required
	3.2.4.3. Interoperability of EOCs systems and standardized personnel qualification among EOCs in ASEAN (10 NDMOs and the AHA Centre), ASEAN Secretariat, and other region-based centres enhanced	Sub-output 3.2.4.3.1. Interoperability of NDMOs, AHA Centre, ASEC and other sectoral bodies' EOCs (such as infrastructures, platforms, SOPs, tools and personnel) established and/or enhanced						
		3.2.4.3.1.1. Take stock of other sectors' EOCs in the ASEAN region (outside of AHA Centre and NDMOs' EOCs) that may contribute to disaster management agenda in ASEAN, such as ASMC, AEIC, etc.		●				Funding not required
		3.2.4.3.1.2. Identify potential areas of collaboration with other sectors' EOCs to promote interoperability in ASEAN		●	●			
		3.2.4.3.1.3. Institutionalise mutual collaboration with other sectors' EOCs			●	●		
		Sub-output 3.2.4.3.2. Personnel qualifications of EOCs in ASEAN (AHA Centre and NDMOs) through ASCEND standardised						
		3.2.4.3.2.1. Disseminate and institutionalise ASCEND competency standards and training curriculum among EOCs in ASEAN		●				ROK (ASCEND)






AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
	3.2.4.4. ICT readiness for dependable inter- connectivity among EOCs (NDMOs and the AHA Centre) and ASEAN Secretariat sustained	3.2.4.3.2.2. Promote ASCEND certification and identify potential candidates to take ASCEND certification in EOCs		●				
		3.2.4.3.2.3. Conduct ASCEND pilot certification assessment in EOC		●	●			
		Sub-output 3.2.4.4.1. Interconnectivity of ICT systems and communications among EOCs of NDMOs, AHA Centre and ASEAN Secretariat strengthened						
		3.2.4.4.1.1. Take stock of the ICT inter-connectivity and communications among NDMOs of AMS, the AHA Centre and the ASEAN Secretariat	●					JAIF (ICT Phase 4)
		3.2.4.4.1.2. Develop minimum standards and checklists to improve inter-connectivity and communications	●					
		3.2.4.4.1.3. Identify gaps and needs and provide recommendations based on minimum standards and checklists to improve inter-connectivity and communications	●					
		3.2.4.4.1.4. Conduct routine EOCs' inter-connectivity and communication tests to sustain the network	●	●	●	●	●	
		Sub-output 3.2.4.4.2. WebEOC functions as a coordination platform among EOCs and its integration with ASEAN-ERAT manager systems enhanced						
		3.2.4.4.2.1. Undertake consultations with AMS NDMOs on the utilisation of WebEOC as a coordination platform among EOCs	●					JAIF (ICT Phase 4)
		3.2.4.4.2.2. Identify and improve the WebEOC system in order to increase the utilisation	●					





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
	3.2.4.5. Data driven decision-making during response supported through expanded collaboration with diverse partners to explore and adopt machine learning and artificial intelligence for a holistic information management	3.2.4.4.2.3. Conduct regular WebEOC familiarisation	●	●	●	●	●	
		3.2.4.4.2.4. Maintain the WebEOC system, and upgrade the system as required		●	●	●	●	To be identified
		Sub-output 3.2.4.5.1. Data-driven decision-making during response in ASEAN through the use of machine learning and artificial intelligence (AI) enhanced						
		3.2.4.5.1.1. Assess how machine learning and AI can enhance data-driven decision-making during response in ASEAN	●					
		3.2.4.5.1.2. Identify resources and partners to support the utilisation of machine learning and AI for data-driven decision making		●				
		3.2.4.5.1.3. Develop the AHA Centre's capacity to innovate data-driven decision-making during response in ASEAN using machine learning and AI		●	●	●	●	Funding to be identified
		3.2.4.5.1.4. Establish and sustain linkages between identified partners with NDMOs of AMS and the AHA Centre to continuously update knowledge and technologies, such as through regular engagement, knowledge sharing and table-top exercises		●	●	●	●	
		Sub-output 3.2.4.5.2. A data strategic blueprint to guide automation of data collection, processing and analysis using machine learning and AI developed and utilised						
		3.2.4.5.2.1. Take stock of existing data sources, processes and technologies	●					
		3.2.4.5.2.2. Develop a data strategic blueprint		●				
		3.2.4.5.2.3. Operationalise the blueprint to enhance data collection, processing and analysis		●	●	●	●	Funding to be identified





FIVE-YEAR PLAN FOR **PRIORITY 4:** **RESILIENT RECOVERY**

AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
Sub-Priority 4.1: Pre-Disaster Programmes on Resilient Recovery								
4.1.1. Increased capacity on disaster recovery	4.1.1.1. Capacity building programme on pre-disaster recovery planning and post disaster needs assessment developed with consideration of the urban landscapes, livelihood recovery, and the needs and participation of women and vulnerable groups during recovery	Sub-output: 4.1.1.1.1. A training curriculum on pre-disaster recovery planning and post-disaster needs assessment developed						Potential technical support from IFRC, UNDP, World Bank and ADB
		4.1.1.1.1.1. Take stock of the existing recovery trainings for reference .						
	4.1.1.2. Platform/s for sharing of information and best practices between NDMOs, relevant national agencies, local governments, partners and stakeholders working on recovery established and implemented	Sub-output 4.1.1.2.1. Lessons learnt/best practices from the ASEAN Village in Palu, Central Sulawesi identified and shared with relevant stakeholders						DFAT Australia
		4.1.1.2.1.1. Develop and publish coffee table book and videos on the establishment of the ASEAN Village						
		4.1.1.2.1.1. Disseminate the publications during the grand launch of the ASEAN Village						No additional funding required
		Sub-output 4.1.1.2.2. Sustained and consistent sharing of best practices and lessons learnt using existing platforms or forums such as SPDDM, SEPDM, ARMOR, the Column, and online platforms such as the AHA Centre website and social media						
		Sub-output 4.1.2.1.2. Advanced technologies, such as satellite and drone-generated data, utilised to facilitate and enhance post-disaster needs assessment						No funding required
		4.1.2.1.2.1. Identify existing & potential advanced technologies and partners						





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		4.1.2.1.2.2. Identify training gaps and capacity needs and priorities of the AHA Centre and AMS						
	4.1.2.2. Data sharing mechanism for post-disaster recovery-related data established, including the use of existing disaster-related database as well as data from relevant ASEAN Sectoral Bodies	Request clarification from ACDM WG PRR on the mechanism required						
Sub-Priority 4.2: Preparedness for Regional Recovery Assistance for Large-Scale Disasters								
4.2.2. Mechanism for resource mobilization for recovery developed	4.2.2.2. Ad-hoc regional funding and financial management mechanisms and platforms for recovery (e.g. use of crowdfunding, online donation platform and/or tracking mechanism, as appropriate) developed and utilised to support recovery efforts for large scale disasters in the region when needed	Sub-output 4.2.2.2.1. A briefing paper developed to contribute the TWG's discussion on ADMER Fund						





FIVE-YEAR PLAN FOR PRIORITY 5: GLOBAL LEADERSHIP


AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
Sub-Priority 5.1: Knowledge Management for Regional Resilience Building								
5.1.1. Improved regional disaster and climate-related knowledge management	5.1.1.1. A scoping study on the ASEAN stakeholders' disaster and climate-related knowledge management needs (including its user Interface/user experience) is completed.	Sub-output 5.1.1.1.1. A scoping study on knowledge management (KM) needs of ASEAN stakeholders conducted						
		5.1.1.1.1.1. Develop a concept note on scoping study on knowledge management needs - related to PP1 (1.1.1.4. Online platform for relevant risk assessment report), and PP2 (2.1.1.3, 2.2.2.3 and 2.4.2.2. Platforms to share knowledge and data & skills on climate change impacts, resilient cities and resilient infrastructure) .						
		5.1.1.1.1.2. Conduct the scoping study to identify relevant stakeholders in disaster management and their knowledge management needs						
		5.1.1.1.1.3. Organise a workshop to validate the findings of the study						
		5.1.1.1.1.4. Develop recommendations for the development of KM platform						
	5.1.1.2. E-learning strategy and programme for ASEAN established, including utilising the open or closed training courses developed under previous and current AWP.	Sub-output 5.1.1.2.1. E-learning strategy and programme for ASEAN developed						
		5.1.1.2.1.1. Organise5.1.1.2.1.1 Develop the e-learning strategy and programme Note: Study on e-learning needs in three countries (Indonesia, Philippines and Myanmar) will be used as a reference						
		5.1.1.2.1.2. Map existing & relevant e-learning programmes provided by ASEAN entities or other partners & stakeholders						





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		5.1.1.2.1.3. Facilitate consultation(s) with relevant ACDM WGs as well as and other partners & stakeholders, to come up with the strategy and determine the delivery of the e-learning programme .	●					
		5.1.1.2.1.4. Develop and implement the e-learning strategy & programme, together with identified partners		●	●	●	●	Potential funding from NZ
		5.1.1.2.1.5. Conduct annual reviews on the implementation of the ASEAN e-learning strategy & programme		●	●	●	●	
	5.1.1.3. E-learning platform to host and continuously implement capacity building programmes in ASEAN is available in line with the ICT Roadmap on Disaster Management	Sub-output 5.1.1.3.1. Continued conduct of e-learning contents, such as ACE (2021) and Futurescape, ASEAN-ERAT, etc.						
		5.1.1.3.1.1. Deliver ACE and Futurescape e-learning content	●	●	●			JAIF
		5.1.1.3.1.2. Deliver ASEAN-ERAT e-learning content	●	●	●	●	●	
		Sub-output 5.1.1.3.2 Content of the ASEAN e-learning curriculum programme developed <i>* to be done based & dependent on the e-learning strategy to be developed in sub-output 5.1.1.2.1.</i>		●	●	●		To be identified, potentially NZ
	5.1.1.4. Web-based knowledge management system encompassing all priority programmes developed / enhanced to bridge relevant science,	Sub-output 5.1.1.4.1. All knowledge management products integrated into ADINet						
		5.1.1.4.1.1. Develop TOR for the enhancement of ADINet to integrate all the knowledge management products	●					



AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
	research, best practices to support evidence-based policy/programmes and mutual learning among ASEAN Member States and beyond.	5.1.1.4.1.2. Take stock of knowledge management platforms on disaster management	●					To be determined
		5.1.1.4.1.3. Develop the functions and modules to enhance the ADINet		●				
		5.1.1.4.1.4. Organise a series of discussion forums to discuss the possibility of integration/linking with the regional knowledge management platform		●				
		5.1.1.4.1.5. Consistently promote and socialise the new functions of ADINet through various forums & social media and link with AHA Centre sponsored events	●	●	●	●	●	
	5.1.1.5. Platforms to crowdsource innovative DRM solutions through engagement with ASEAN actors, citizens, and regional partners.	Sub-output 5.1.1.5.1. Cross-sectoral innovation conferences to champion innovative solutions beyond disaster management (DM) sector conducted						To be identified
		5.1.1.5.1.1. Map out relevant sectors (i.e. smart cities network, transport, ICT, youth, agriculture, energy, etc.), partners (i.e. ASEAN Dialogue Partners, UN, Red Cross) and stakeholders (i.e. civil society, private sector consortiums) that can champion innovation solutions beyond DM sectors, to identify problems, common areas of interests, themes and potential contributions				●		
		5.1.1.5.1.2. Facilitate coordination forum of implementing agencies to develop strategies to conduct cross-sectoral innovation conferences				●		
		5.1.1.5.1.3. Conduct cross-sectoral innovation conferences to champion innovative solutions beyond DM sector				●		





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
	5.1.1.6. ACDM's periodic publications on disaster management knowledge and research to document the ASEAN's future outlook and key lessons learnt from responding to disasters is consistently produced (e.g. ARMOR, ASEAN Disaster Resilience Outlook, among other thematic publications)..	Sub-output 5.1.1.6.1. Annual publication of ARMOR as a continued platform to bridge science and decision making produced						EU SAHA
		5.1.1.6.1.1. Refine the roadmap and outreach strategy for ARMOR for the next five years, to increase ASEAN's thought leadership, enhance readership & coverage of ARMOR, and strengthen credibility recognition & relevance		●				
		5.1.1.6.1.2. Publish and disseminate ARMOR, such as through webinars, video clips, and other media	●	●	●	●	●	
		Sub-output 5.1.1.6.1.2. Knowledge products documenting the AHA Centre's journey over the past decade (2011-2021) developed through print, video and audio media	●					EU SAHA (printing & design)
		Sub-output 5.1.1.6.1.3. AHA Centre's after-action-reviews and lessons learnt from the AHA Centre's response to disasters documented	●				●	DFAT Australia (C. Sulawesi's recovery, 2021)
	5.1.1.7. A regional community of practice on disaster management is established composed of practitioners, academics, scholars, journalists, policy makers and other relevant actors encompassing various sectors.	Sub-output 5.1.1.7.1 A community of practice within the existing & potential networks, i.e. AIM-Net, ACE Programme, ASEAN-ERAT, ADILab, ASEAN journalists' network, AMS NDMOs' communications focal points, ARMOR network, recovery trainers, and humanitarian logistics/HELIX network, etc., developed and established						Respective projects, additional to be identified
		5.1.1.7.1.1. Identify existing and potential networks within DM and relevant sectors where 'community of practice' can be promoted	●					
		5.1.1.7.1.2. Identify needs and opportunities of the networks and community of practice, for the AHA Centre, AMS and ASEAN as a whole, for generating new knowledge and collaboration within & across the networks	●	●	●	●	●	





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
5.1.2. Enhanced capacity of disaster management of ASEAN	5.1.2.1. Capacity building programmes targeting disaster management leaders and practitioners in ASEAN are provided	5.1.1.7.1.3. Design engagement points and identify thought leaders within each network or community of practice to sustain their contributions to the overall DM agenda in ASEAN and AMS	●	●	●	●	●	
		Sub-output 5.1.1.7.2. Regular media gathering of the journalists' network (nine regular media gatherings in total, from 2021-2025) organised						
		5.1.1.7.2.1. Identify potential strategic media partners in the target country	●	●	●	●	●	
		5.1.1.7.2.2. Identify discussion points for the gatherings	●	●	●	●	●	EU-SAHA
		5.1.1.7.2.3. Organise media gatherings (1x in 2021, 2x per year from 2022-2025)	●	●	●	●	●	
		Sub-output 5.1.2.1.1 AHA Centre Executive (ACE) Programme 7th Batch to train and generate future leaders on disaster management, implemented	●	●				
		Sub-output 5.1.2.1.2. FUTUREScapes programme (as the post-ACE programme) to further elevate disaster leadership skills and knowledge of disaster management professionals in AMS, implemented						
		5.1.2.1.2.1. Finalise the concept note for FUTUREScapes	●					
		5.1.2.1.2.2. Organise ACE Partners Forum to discuss the concept note	●					
		5.1.2.1.2.3. Secure funding for the conduct of FUTUREScapes	●					
		5.1.2.1.2.4. Conduct the FUTUREScapes		●	●			
		Sub-output 5.1.2.1.3. Internal capacity development of the AHA Centre and ASEAN-ERAT to respond to human-induced disasters conducted						





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		5.1.2.1.3.1. Develop TOR for the consultancy to conduct internal capacity needs assessment of the AHA Centre	●					DFAT Australia (project approved)
		5.1.2.1.3.2. Recruit consultant and conduct internal capacity needs assessment	●					
		5.1.2.1.3.3. Conduct internal workshops/ trainings of the AHA Centre and ASEAN-ERAT on capacity to respond to human induced disasters <i>*For continued activities on SOP development, please see PP 3 - 3.1.1.1</i>	●	●	●			
		Sub-output 5.1.2.1.4. Trainings for Communications Focal Points from the AMS NDMOs conducted						EU-SAHA (project approved)
		5.1.2.1.4.1. Identify and engage partners to help deliver the training	●					
		5.1.2.1.4.2. Design the training for Communications Focal Points from the AMS NDMOs	●					
		5.1.2.1.4.3. Organise a series of trainings (4x) for the Communications Focal Points from the AMS NDMOs		●	●	●		
		Sub-output 5.1.2.1.5. ASEAN-ERAT trainings conducted (please see activities under PP3)						JAIF
		5.1.2.1.5.1. Conduct induction & refresher courses (PP3 - 3.2.2.1.1)		●	●	●	●	
		5.1.2.1.5.2. Conduct advanced courses (PP3 - 3.2.2.1.2)	●	●	●	●		
		5.1.2.1.5.3. Conduct coaching clinics (PP3 - 3.2.2.1.3)	●	●	●	●		
		Sub-output 5.1.2.1.6. ASEAN-ERAT trainings conducted (please see activities under PP3)						






AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		5.1.2.1.6.1. Organise adaptation workshop on the curriculum development, referencing ASEAN-ERAT course curriculum	●					JAIF (project approved)
		5.1.2.1.6.2. Conduct Training of Trainers to form the pool of trainers for the Myanmar Disaster Response Team	●					
		5.1.2.1.6.3. Conduct the roll-out of Myanmar Disaster Response Team training <i>*For other activities, please see PP3 - 3.2.2.2</i>	To be determined					
		Sub-output 5.1.2.1.7. AHA Centre's training programmes and capabilities re-configured and strengthened						
		5.1.2.1.7.1. Develop a common Theory of Change that includes all capacity building programmes at the AHA Centre	●					
		5.1.2.1.7.2. Develop a concept note to propose the strengthening of the AHA Centre's capabilities to consolidate training programmes	●					To be determined
		5.1.2.1.7.3. Seek guidance of AMS through GB on the concept note	●					
		5.1.2.1.7.4. Implement the recommendations as guided by the GB		●	●	●	●	
		Sub-output 5.1.2.1.8. Trainings on agreed identified areas conducted						
		5.1.2.1.8.1. Conduct trainings on Protection, Gender and Inclusion (PGI)		●	●	●	●	Canada (proposed)
		5.1.2.1.8.2. Conduct trainings for ASCEND Assessors (see sub-output PP5 - 5.1.2.4.5)		●	●			ROK
		5.1.2.1.8.3. Conduct trainings on Emergency Telecommunications and Logistics		●				JAIF (DELSA-ICT, proposed)





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
	5.1.2.3. Specialised training and capacity building programmes aligned with the ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) Framework	Sub-output 5.1.2.3.1 ASCEND standard competency, toolboxes and training curriculum familiarised to all capacity building programmes at the AHA Centre	●	●	●			ROK (ASCEND)
		Sub-output 5.1.2.3.2 ASEAN- ERAT specialist training and other capacity building programmes at the AHA Centre aligned with the ASCEND competency standard and training curriculum	●	●	●			
	5.1.2.4. A pool of disaster management assessors and professionals certified under the ASCEND framework	Sub-output 5.1.2.4.1. Functional ASCEND institutional arrangement that will host and sustain the certification programme established						
		5.1.2.4.1.1. Conduct baseline study to identify common ASEAN DM occupations in AMS and the existing regional certification initiatives, as well as understand the national certification system and key stakeholders in each AMS	●					
		5.1.2.4.1.2. Strengthen the capacity of the AHA Centre to serve as the ASCEND secretariat	●	●	●			
		5.1.2.4.1.3. Establish coordination and enhance the capacity of key national stakeholders of the pilot countries for implementing ASCEND	●	●	●			
		5.1.2.4.1.4. Develop and agree on the institutional arrangement and governance mechanism for ASCEND pilot implementation	●	●	●			
		5.1.2.4.1.5. Sustain the established institutional arrangement and governance mechanism for long-term ASCEND implementation	●	●				





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		5.1.2.4.1.6. Expand and develop relationship and coordination with other interested AMS				●	●	
		5.1.2.4.1.7. Sustain the capacity of the AHA Centre to serve as ASCEND secretariat				●	●	
		Sub-output 5.1.2.4.2. ASCEND Toolboxes which consist of assessor's manual, trainer's guide and candidate's manual, and training curricula made available						
		5.1.2.4.2.1. Develop ASCEND Toolboxes for the first five occupations (rapid assessment, humanitarian logistics, emergency operation centre, water-sanitation-hygiene, shelter management), taking into considerations inputs from the AMS and other stakeholders	●					ROK (ASCEND)
		5.1.2.4.2.2. Organise validation workshops for ASCEND toolboxes and training curricula with ASCEND Reference Group and other stakeholders	●					
		5.1.2.4.2.3. Obtain endorsement from the ACDM WG GL for the Toolboxes	●					
		5.1.2.4.2.4. Improve the existing Toolboxes based on the feedback from the pilot assessments		●	●			
		5.1.2.4.2.5. Expand the Toolboxes for other new occupations in disaster management sector				●	●	
		Sub-output 5.1.2.4.3. Database of certified DM professionals and assessors (within ASCEND Certification Management System) developed and maintained						
		5.1.2.4.3.1. Develop and pilot the ASCEND database system	●					





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		5.1.2.4.3.2. Train the use of the database system to ASCEND Secretariat (AHA Centre) and relevant stakeholders	●					ROK (ASCEND)
		5.1.2.4.3.3. Improve the database system based on the pilot assessments		●	●			
		5.1.2.4.3.4. Sustain the operationalisation of the database system				●	●	
		5.1.2.4.3.5. Populate and maintain the ASCEND database system				●	●	
		Sub-output 5.1.2.4.4. ASCEND promotion through Information, Education and Communication (IEC) materials and conduct dissemination to key stakeholders and general public organised						ROK (ASCEND)
		5.1.2.4.4.1. Produce and publish brochures, leaflets, videos on ASCEND	●	●	●			
		5.1.2.4.4.2. Organise ASCEND roadshows and/or participate in regional events in selected ASEAN countries	●	●	●			ROK (ASCEND)
		Sub-output 5.1.2.4.5. ASCEND certification assessment piloted and regularly conducted						
		5.1.2.4.5.1. Organise trainings on ASCEND Toolboxes and assessment methodology to ASCEND Assessors		●	●			
		5.1.2.4.5.2. Conduct the pilot assessment on the first five occupations (rapid assessment, humanitarian logistics, emergency operation centre, water-sanitation-hygiene, shelter management) through the national certification system		●	●			
		5.1.2.4.5.3. Evaluate the conduct of the pilot assessment for continuous improvements		●	●			





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		5.1.2.4.5.4. Conduct the certification assessment on a regular basis according to the agreed schedule with key stakeholders						
		Sub-output 5.1.2.4.6. ASCEND sustainability strategy to sustain the ASCEND programme beyond the project lifetime developed and implemented						
		5.1.2.4.6.1. Produce the ASCEND sustainability strategy based on the lessons learnt from the ASCEND pilot implementation						
		5.1.2.4.6.2. Validate and agree on the sustainability strategy, including resource mobilisation that involves relevant stakeholders						ROK (ASCEND)
		5.1.2.4.6.3. Implement the ASCEND sustainability strategy						
Sub-Priority 5.2 : Sharing of Regional Knowledge and Experiences to Demonstrate Global Leadership in Disaster Management								
5.2.1. Expanded and consistent Global Thought Leadership and Engagement of ASEAN	5.2.1.1. Knowledge exchange and information sharing on innovative disaster-related technologies and ASEAN's programmes with ASEAN Dialogue Partners, regional inter-governmental organisations, private sector, and other international organisations conducted	Sub-output 5.2.1.1.1. Benchmarking studies and knowledge exchange, such as on professional certification and standardisation in disaster management, EOC connectivity, recovery, voluntary arrangements, etc. conducted						
		Sub-output 5.2.1.1.2. Practical exchange of experts between AMS in areas of preparedness and response facilitated						Canada component 3 (proposed)
		Sub-output 5.2.1.1.3. Participation in regional and international events, such as SPDDM, SEPDM, AMCDRR, APMCDRR, Global Platform, HPNW, INSARAG Asia Pacific, Regional Consultative Group (RCG), etc.						Sponsored by event organiser or AHA Centre Fund
	5.2.1.2. Capacity building programmes targeting disaster management leaders outside of the ASEAN region are provided	Sub-output 5.2.1.2.1. Participation of international participants from outside of ASEAN in the AHA Centre's organised training programmes such as FUTUREScapes and ASCEND programmes, on a self-funding basis						Self-funding by the international participants





FIVE-YEAR PLAN FOR PRIORITY 6: CORPORATE AND GOVERNANCE

Outcomes	Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
Sub-Priority 1. Towards smarter, green and more efficient & effective organisation								
1.1. Enterprise Resource Planning (ERP) system for effective and efficient processes in the AHA Centre developed and enhanced	1.1.1. Current existing ERP enhanced to support Finance, Administration and Procurement	1.1.1.1. Design and develop new modules (i.e. inventory/asset monitoring, travel approval, budgeting) to be included in the current ERP system	●	●				Funding required
		1.1.1.2. Update and enhance the current Procurement and Finance modules to be aligned with Finance and Procurement SOPs	●	●	●	●	●	No additional budget required
	1.1.2. New modules for HR Information System (HRIS), service request and other smart office system developed based on SOPs	1.1.2.1. Design and develop modules for HRIS including e-payroll, performance management, contract management, consultant and employment records, etc.	●	●				Funding required
		1.1.2.2. Develop an e-recruitment platform to be integrated into the HRIS to automate the recruitment process, and to allow mapping & filtering of skills and areas of expertise of AHA Centre's staff, experts and consultants	●	●				Funding required
1.2. Internal information systems at the AHA Centre including Knowledge Management (KM) system enhanced	1.2.1. Internal KM database and filing systems of the AHA Centre enhanced to structure the information management system	1.2.1.1. Develop a digital library with a more structured filing system and search engine capability	●					No additional budget required
		1.2.1.2. Maintain the files and update the digital library records and taxonomy		●	●	●	●	No additional budget required
		1.2.1.3. Develop guidelines and conduct regular familiarisation sessions to all staff to effectively store, record, use and maintain information products		●	●	●	●	Technical support in terms of benchmarking of best practices





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
1.3. ICT infrastructures and platforms of the AHA Centre maintained and secured	1.2.2. Accessible contact management system developed to strengthen and maintain relationships	1.2.2.1. Develop and maintain a contact management system to capture the contact details of AHA Centre's network (i.e. partners, visitors, guests, workshop participants, etc.)		●	●	●	●	AHA Centre for system development
		1.2.2.2. Develop SOPs to be integrated into the AHA Centre's rules and regulations and the KM database, and familiarise the system		●	●	●	●	No additional budget required
	1.3.1. All current existing and new ICT infrastructures and platforms regularly updated, monitored, and maintained	1.3.1.1. Develop a maintenance plan and checklist for all existing and new ICT infrastructure and services	●	●	●	●	●	No additional budget required
		1.3.1.2. Develop an automatic service monitoring and alert system to monitor all infrastructures and services	●	●	●	●	●	No additional budget required
	1.3.2. Regular cyber security awareness and ICT security audits conducted	1.3.2.1. Conduct cyber security training and simulation quarterly	●	●	●	●	●	Funding required
		1.3.2.2. Conduct regular internal ICT audits annually	●	●	●	●	●	
		1.3.2.3. Integrate cyber security training as part of the new AHA Centre's induction programmes for staff	●	●	●	●	●	
	1.4.1. Resources for ICT platform license and subscription, cloud infrastructure cost, telecommunication support, hardware maintenance and replacement, well budgeted	1.4.1.1. Maintain and update a list of licenses and cost projection	●	●	●	●	●	AHA Centre Fund (maintenance and communication expense)
		1.4.1.2. Develop the hardware lifecycle management policy, including for planning asset disposal and replacement	●	●	●	●	●	AHA Centre Fund (maintenance and communication expense)
	1.4. ICT resources for all ICT infrastructures and platforms sustained and maintained							





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
1.5. A strategic partnership framework with suppliers & vendors established to ensure consistency and quality of products & services	1.5.1. List of potential/pre-qualified suppliers developed and maintained	1.4.1.3. Continuously improve the infrastructure configuration to ensure efficiency	●	●	●	●	●	AHA Centre Fund (maintenance and communication expense)
		1.4.1.4. Develop annual ICT budget to ensure sustainability of all ICT infrastructures and systems	●	●	●	●	●	AHA Centre Fund (maintenance and communication expense)
		1.5.1.1. Determine selection criteria to assess capacity and capability of the suppliers	●	●	●	●	●	No additional budget required
	1.5.2. Long-term framework agreements with qualified suppliers and vendors established to contribute to an efficient and non-bureaucratic organisation	1.5.1.2. Conduct selection of potential/pre-qualified suppliers	●	●	●	●	●	No additional budget required
		1.5.1.3. Maintain and periodically update list of potential/pre-qualified suppliers	●	●	●	●	●	No additional budget required
		1.5.2.1. Identify recurring required products & services, and develop a list of common items to consolidate the requirements and maximise value for money		●	●	●	●	No additional budget required
		1.5.2.2. Conduct a desk research on ASEAN-wide market survey to gather information on products and services needed		●	●	●	●	No additional budget required
		1.5.2.3. Develop and execute framework agreements with qualified suppliers & vendors, and determine the order mechanisms		●	●	●	●	No additional budget required
	1.6.1. ICT Policy, updated and operationalised to enhance staff awareness and compliance	1.6.1.1. Update the ICT Policy to be aligned with current technology, trends and threats	●	●	●	●	●	No additional budget required
		1.6.1.2. Familiarise the ICT Policy as part of the new AHA Centre's induction programme	●	●	●	●	●	No additional budget required





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		1.6.1.3. Conduct the ICT Policy refresher sharing sessions to all staff every six months	●	●	●	●	●	No additional budget required
1.7. Conducive and safe work environment established to increase staff productivity and well-being	1.7.1. The Agreement between the Government of the Republic of Indonesia and the AHA Centre on Hosting and Granting Privileges and Immunities, fully operationalised	1.7.1.1. Finalise the registration of the AHA Centre to the Ministry of Finance of the Republic of Indonesia to benefit from tax exemption privileges provided under the Agreement	●					No additional budget required
	1.7.2. AHA Centre's operational mobility and representation enhanced	1.7.2.1. Procure official vehicle with diplomatic license plate to enhance AHA Centre's operational mobility and representation	●					AHA Centre Fund
	1.7.3. AHA Centre's staff work environment improved through office renovation	1.7.3.1. Identify the requirements of office facilities & spaces to better reflect the current and future needs	●					AHA Centre Fund
		1.7.3.2. Renovate, reconfigure and improve the office facilities & spaces to enhance collaboration and promote an open & safe working environment	●					AHA Centre Fund
Sub-Priority 2. A more transparent and accountable organisation								
2.1. Integrity, transparency and accountability of the AHA Centre's corporate governance strengthened	2.1.1. Financial rules and procedures reviewed and remain relevant to reflect best practices and international standards to ensure a transparent and accountable organisation	2.1.1.1. Review and update the Financial Rules and Procedures (ACFRP) and propose recommendations to strengthen Finance SOPs and Guidelines in accordance with International Public Sector Accounting Standards (IPSAS) Guidelines	●				●	Technical support under EU-SAHA
		2.1.1.2. Review and update Approval Authority Matrix	●					
		2.1.1.3. Review and update SOP Advance	●					





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		2.1.1.4. Review and update SOP Cash and Cash Equivalents	●					
		2.1.1.5. Review and update SOP Inventory	●					
		2.1.1.6. Review and update SOP Account Payables	●					
		2.1.1.7. Review and update SOP Account Receivables	●					
		2.1.1.8. Review and update SOP Property, Plant & Equipment	●					
		2.1.1.9. Review and update SOP Budgeting	●					
		2.1.1.10. Review and update SOP Expense Reconciliation	●					
		2.1.1.11. Review and update SOP Travel	●					
		2.1.1.12. Review, update or develop other SOP and/or guidelines, as required	●					
		2.1.1.13. Propose and submit the updated Financial Rules and Procedures and new SOPs & Guidelines for approval by the Governing Board	●					
	2.1.2. Familiarisation of the financial rules and procedures including new and/or updated financial rules and procedures	2.1.2.1. Design and develop the module for Financial Rules and Procedures for inclusion in the Learning Management System	●	●				EU-SAHA or next phase of GIZ
		2.1.2.2. Conduct refresher courses for all AHA Centre staff once a year		●	●	●	●	No additional budget required





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
	2.1.3. External financial audits for the AHA Centre Fund and projects conducted, and improvements (if any) followed through	2.1.3.1. Engage the first-tier external auditor through procurement process (September-November every year)		●	●	●	●	AHA Centre Fund
		2.1.3.2. Conduct external audit, including submitting all documents required by the external auditor and reviewing the draft external audit report and Management Letter	●	●	●	●	●	
		2.1.3.3. Disseminate the final external audit reports & Management Letters to the GB (for the AHA Centre Fund) and donors (for projects)	●	●	●	●	●	
		2.1.3.4. Implement the recommendations (if any) of the external financial audits	●	●	●	●	●	
	2.1.4. AHA Centre's internal control processes assessed and strengthened	2.1.4.1. Conduct gap analysis of the current internal controls of the AHA Centre, according to established internal control standards	●					GIZ for technical support
		2.1.4.2. Develop most appropriate assessment methods, such as ISO 9001 and/ or EU Pillars Assessment, including the pros and cons, areas of improvements and implementation roadmap	●					GIZ for technical support
		2.1.4.3. Share the outcome of the gap analysis and the recommendations to the GB through the Budget Committee	●					GIZ for technical support
		2.1.4.4. Conduct capacity building for the AHA Centre's staff to prepare for the actual internal audits	●	●				GIZ for technical support
	2.1.5. AHA Centre's governance, including risk management, internal control processes and compliance with organisation's rules and regulations, enhanced	2.1.5.1. Engage external consultant from a reputable consulting firm to perform internal audits (June-August every year)		●	●	●	●	AHA Centre Fund or other project funds (to be identified)
		2.1.5.2. Conduct internal audits throughout the organization		●	●	●	●	





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
		2.1.5.3. Disseminate the internal audit results to the Budget Committee and GB		●	●	●	●	
		2.1.5.4. Implement the recommendations (if any) of the internal audits		●	●	●	●	
2.2. Implementation of "ICT Roadmap on Disaster Management for 2025 and Beyond" sufficiently monitored	2.2.1. Regular reports, evaluation, and updates on implementation progress shared with ACDM WG GL	2.2.1.1. Record and monitor progress and implementation of the ICT Roadmap	●	●	●	●	●	
		2.2.1.2. Report and update the implementation progress of the ICT Roadmap to ACDM WG GL	●	●	●	●	●	
2.3. Procurement Manual enhanced to improve transparency, accountability, and efficiency in AHA Centre's procurement process	2.3.1. Procurement manual enhanced and well implemented	2.3.1.1. Update Procurement Manual to facilitate the work during normal operations and emergency operations	●	●	●	●	●	GIZ
		2.3.1.2. Conduct a refresher discussion regularly to ensure awareness and familiarity on the overall of procurement processes		●	●	●	●	No additional budget required
		2.3.1.3. Schedule compliance audits regularly to ensure the manual is well implemented		●	●	●	●	Funding required
Sub-Priority 3. Highly competent and engaged professionals								
3.1. Highly-professional, agile and dynamic workforce	3.1.1. Five-year HR Blueprint for the AHA Centre developed	3.1.1.1. Assess the current overall HR strategy and practices of the AHA Centre	●					GIZ (for technical support)
		3.1.1.2. Develop a five-year HR blueprint for the AHA Centre, and propose the blueprint to the GB for consideration	●					





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
	3.1.2. Competitiveness of the compensation & benefit package of the AHA Centre enhanced to attract highly-professional talents from the region	3.1.2.1. Conduct compensation & benefit survey to assess competitiveness and identify options to allow the AHA Centre to attract the best talents in the region	●				●	EU-SAHA
		3.1.2.2. Develop the budget plans in consultation with the Budget Committee, to reflect the outcome of the compensation & benefit survey	●				●	No additional budget required
		3.1.2.3. Present the proposed budget reflecting the new/ updated compensation & benefit package, and present the recommendations to the Governing Board (GB), for consideration	●				●	No additional budget required
		3.1.2.4. Implement the new compensation & benefit package starting Q1 of 2022		●	●	●	●	AHA Centre Fund
	3.1.3. Enhanced organisational structure of the AHA Centre that is adaptable and agile to future challenges & needs	3.1.3.1. Assess the current organisational structure to determine if the structure can adapt to future challenges & needs	●	●				No additional budget required
		3.1.3.2. Propose recommendations if there are, to the GB for consideration		●				No additional budget required
		3.1.3.3. Develop the staffing plan as per the outcome of the compensation & benefit survey as well as the HR Strategy Blueprint		●				No additional budget required
		3.1.3.4. Implement the staffing plan			●	●	●	AHA Centre Fund





AADMER WP 2021-2025 Outcomes	AADMER WP 2021-2025 Outputs	AHA Centre Work Plan 2025 Key Activities	Timeline (year)					Funding
			2021	2022	2023	2024	2025	
3.2. Continuous improvements and staff development towards to support the aspiration of global leadership and One ASEAN One Response	3.1.4. Strategies and guidelines for the development and retention of staff, as part of the overall HR Blueprint Strategy	3.1.4.1. Assess the current HR systems and practices in developing and retaining staff	●					GIZ (technical support)
		3.1.4.2. Propose a strategy for staff development & retention, including staff engagement and working arrangements	●					
		3.1.4.3. Implement the staff development & retention strategy	●	●	●	●	●	AHA Centre Fund or potentially next phase of GIZ
	3.2.1. Enhanced induction programme to instill the core values and optimise experience through the onboarding process	3.2.1.1. Conduct review of the current induction programme	●	●	●	●	●	EU (LACER) for technical support
		3.2.1.2. Develop & fine-tune an integrated and comprehensive induction programme to facilitate onboarding of new staff and enhance their experience in the organization	●					EU (LACER) for technical support
		3.2.1.3. Conduct regular induction programme	●	●	●	●	●	EU (LACER) for pilot
		3.2.1.4. Conduct regular evaluation of the programme	●	●	●	●	●	No additional budget required
	3.2.2. Learning and Development (L&D) plan for all AHA Centre staff members, enhanced	3.2.2.1. Conduct a training needs analysis to identify gaps and needs	●	●	●	●	●	Funding required, potentially next phase of GIZ
		3.2.2.2. Develop a Learning and Development (L&D) plan, both compulsory and voluntary trainings;	●	●	●	●	●	
		3.2.2.3. Implement the L&D plan and integrate the modules into the Learning Management System (LMS)		●	●	●	●	No additional budget required
		3.2.2.4. Conduct review annually on the effectiveness of the plan and LMS modules		●	●	●	●	



AHA CENTRE WORK PLAN 2025

Activity, Monitoring, and Learning Plan

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