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(นางสาวเสาวพัทธ์ อึ้งน้อย)

ผู้อำนวยการสำนักงานความร่วมมือระหว่างประเทศ

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รองอธิบดี ปฏิบัติราชการแทน

อธิบดีกรมควบคุมโรค

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OICDDC <oic.ddc@gmail.com>

[Invitation] MBT Activity: ASEAN Emergency Operation Centre (EOC) Network Certified Online Course for ASEAN Member States in collaboration with Justice Institute of British Columbia (JIBC) Canada

1 ข้อความ

Michael Glen <michael.glen@asean.org>

8 มิถุนายน 2566 เวลา 13:10

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 สำเนา: "DR. HAZLINA BINTI YAHAYA (MOH)" <dr_hazlina@moh.gov.my>, "noviakuswara@hotmail.com" <noviakuswara@hotmail.com>, "Dr. Norhayati bt Rusli" <dr_norhayati@moh.gov.my>, Health Division <Health@asean.org>

To : ASEAN Health Cluster 2 Country Coordinators and Alternates

Subject : [Invitation] MBT Activity: ASEAN Emergency Operation Centre (EOC) Network Certified Online Course for ASEAN Member States in collaboration with Justice Institute of British Columbia (JIBC) Canada

Dear ASEAN Health Cluster 2 Country Coordinator and Alternates,

Greetings from the ASEAN Secretariat.

1. The ASEAN Secretariat respectfully transmitting to you the attached letter of invitation from the Ministry of Health Malaysia as the Lead Country for ASEAN EOC Network, for the new batch of Certified Online Courses for ASEAN Member States in collaboration with the Justice Institute of British Columbia (JIBC) Canada. The course program will be started on 10 July 2023 – November 2023 through virtual and in-person (limited) mechanisms, please refer to the attached concept note and info sheet for your kind perusal.
2. This specific ASEAN EOC Network activity in collaboration with JIBC was part of the endorsed as an add-on activity of the Mitigation of Biological Threats (MBT) Phase 2 programme led by ASEAN EOC Network which was endorsed on 21 July 2021 by the ASEAN Health Cluster 2.
3. Kindly submit the complete registration form before or on 20 June 2023 to Dr Novia Kuswara (noviakuswara@hotmail.com) with a copy to Dr Hazlina binti Yahaya (dr_hazlina@moh.gov.my and my email address (michael.glen@asean.org). Please also be informed a virtual briefing session will also be conducted on 20 June 2023 at 2.00 pm Kuala Lumpur time, kindly find below the zoom invitation for your consideration:

Topic: EOC courses briefing by JIBC, Canada
Time: Jun 20, 2023 02:00 PM Kuala Lumpur

Join Zoom Meeting

<https://us02web.zoom.us/j/86431582990?pwd=c1JrQjFKZWVhU0RYUTVPdz09>

Meeting ID: 864 3158 2990

Passcode: 372437

Thank you for your kind attention and cooperation.

Best regards,

Michael Glen (Mr.)

Programme Coordinator (Health Security)

Mitigation of Biological Threats (MBT)

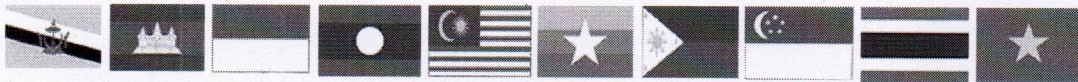
Health Division, the ASEAN Secretariat

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 **EOC Course Invitation Letter.pdf**
854K

 **EOC Course Concept Note.pdf**
860K

 **ANNEX 1 EOC Training Series Info Sheet 20230528[60].pdf**
93K

 **ANNEX 2 Registration form.doc**
95K

ASEAN EOC Network

Emergency Operations Centre Training Series

The Disease Control Division, Ministry of Health Malaysia, in collaboration with ASEAN Secretariat and Global Affairs Canada, is pleased to offer the Health EOC Training Series which is being organized and hosted jointly with the Justice Institute of British Columbia (JIBC), Canada.

The goal of this training series is to provide foundational knowledge, skills and abilities for public health professionals who may be assigned to an Emergency Operations Centre during an emergency or disaster.

The series consists of three progressive courses which start with introductory information, move onto EOC processes and practices, and then conclude with applied-based functional training experiences. Participants are encouraged to complete all three courses, but value can be gained by complete just Course 1 or Course 2 in the series.

The courses are delivery through various delivery format and participants must successfully complete the previous course to be eligible for the next course in the series. Course are delivered in English with some select translation scheduled for later in 2023.

Course 1:

Introduction to Health Emergency Operations Centre (Online, Self-Paced)

This 3-hour self-paced online study course provides introductory knowledge about EOC's, their role in Public Health Emergency Management, organizational structure, general personnel responsibilities, set-up, and activation considerations. This course is a great foundational for anyone working in an EOC. Once enrolled, participants will have two weeks to complete the course.

Course 2:

Health EOC Processes and Practices (Online and Virtual Sessions, Instructor Guided)

This 14-hour group-based, online/virtual course provides knowledge and skills about common EOC process and practices including information management, incident reporting, action planning, resource management, situation reporting, demobilization. Participants will need to attend all scheduled learning events over the course's two-week timeline. This course builds on Course 1 and provides more tangible skills for those with additional EOC responsibilities.

ASEAN EOC Network

Emergency Operations Centre Training Series

Course 3:

Health Emergency Operations Centre Application (In-Person, Instructor Guided)

This 14-hour (2 day) in-person instructor guided course provides participants an applied-based learning experience where they can put into action the knowledge and skills learned in Courses 1 and 2. Participants will work through a series of coached and guided functional EOC exercises where they can assume different roles and responsibilities in a safe learning environment.

Expectations and Completion:

To be successful, participants need to:

- Schedule time to review all course content and engage in applicable activities by established deadlines.
- Obtain a passing grade of 70% or higher on all learning assessments.
- Actively participate in scheduled live virtual training sessions (Course 2).
- Actively contribute in discussions to support collaboratively learning (Courses 2 and 3).

Upon successful completion of each course, participants will be provided a certificate of completion.

CONCEPT NOTE:

**ASEAN EMERGENCY OPERATION CENTRE (EOC)
NETWORK PROJECT: CERTIFIED EOC COURSE
FOR ASEAN MEMBER STATES (AMS)
FROM 10th JULY THROUGH NOVEMBER 2023
(SERIES OF EOC TRAINING COURSES)**

1. INTRODUCTION

One of the objectives of the ASEAN EOC network development is to develop and implement Public Health EOC (PHEOC) training for all AMS. Offered through the ASEAN EOC network and delivered by the Justice Institute of British Columbia (JIBC) Canada, these initial EOC courses are meant to introduce general EOC practices, familiarize participants with a cohort-based online learning environment, and solicit feedback on adaptations and adjustments to contextualize future training for the network. Three cohort had been conducted as a pilot project since 2021 and positive feedback had been gathered from all the AMS who participated in the course.

2. COURSE DESCRIPTION

This EOC course teaches fundamental practices and processes necessary for personnel working within an EOC. The course is based on Incident Command System (ICS) principles and course topics include: EOC primary functions and organizational structure; communication links; activation and demobilization guidelines; staffing considerations; workspace; managing operational information; and worker care.

3. PURPOSE

The purpose of this training series is to provide foundational knowledge, skills, and abilities for public health professionals who may be assigned to an EOC during an emergency or disaster.

4. COURSE FORMAT

The series consists of three progressive courses which start with introductory information, move on to EOC processes and practices, and then conclude with applied-based functional training experiences. Participants are encouraged to complete all three courses, but value can be gained by completing just Course 1 or Course 2 in the series.

The courses are delivered through various delivery format and participants must successfully complete the previous course to be eligible for the next course in the series.

Course 1 :

**Introduction to Health Emergency Operations Centre (Online, Self-Paced)
Will be started on 10 July 2023, 10 participants from each AMS invited to join
the course 1**

This 3-hour self-paced online study course provides introductory knowledge about EOC's, their role in Public Health Emergency Management, organizational structure, general personnel responsibilities, set-up, and activation considerations. This course is a great foundation for anyone working in an EOC. Once enrolled, participants will have two weeks to complete the course. Participants must successfully complete Course 1 to be eligible for Course 2.

Course 2:

Health EOC Processes and Practices, (Online/ Virtual Sessions with Instructor Guided) will be started on October 2023

This 14-hour group-based, online/ virtual course provides knowledge and skills about common EOC processes and practices including information management, incident reporting, action planning, resource management, situation reporting, and demobilization. Participants will need to attend all scheduled learning events over the course's two-week timeline. This course builds on Course 1 and provides more tangible skills for those with additional EOC responsibilities. Participants must successfully complete Course 2 to be eligible for Course 3.

Course 3:

Health Emergency Operations Centre Application (In-Person, Instructor Guided) will be held in a hotel in Kuala Lumpur, Malaysia in November 2023

This 14-hour (2 day) in-person instructor guided course provides participants with an applied-based learning experience where they can put into action the knowledge and skills learned in Courses 1 and 2. Participants will work through a series of coached and guided functional EOC exercises where they can assume different roles and responsibilities in a safe learning environment.

5. PARTICIPANTS

Anyone working in EOC can join these courses.

6. ORGANISATION OF WORKSHOP

The workshop will be jointly organised with JIBC Canada, the Ministry of Health Malaysia, and the ASEAN Secretariat.

7. FUNDING AND PARTICIPATION COSTS

There will be no cost involved for all participants to join Course 1 and Course 2. For Course 3 participation of representatives from AMS, an invitation letter with specific participants' names will be sent to all participants through the ASEAN Secretariat. The cost of participation will be covered by the ASEAN-Global Affairs Canada (GAC) Funds through the ASEAN Secretariat.

The following will be covered:

- a. Most direct return economy airfare. Participants will be assisted in arranging tickets that will allow them to arrive in Kuala Lumpur.
- b. Airport transfer will **not** be provided.
- c. Accommodation and meals during the course will be arranged and paid by the organizer (Implementing country Malaysia and ASEC).
- d. Allowances for unprovided meals and other expenses will be given to all participants.

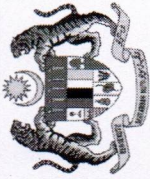
8. BRIEFING OF THE COURSES

The Disease Control Division of the Ministry of Malaysia also invites you to participate in a virtual information session it is hosting on June 20, 2023, at 1400 hrs (MYT) for AMS to learn more about the ASEAN EOC Course from JIBC, Canada and ask any questions that will assist AMS nominate candidates to attend this course. A zoom link for this briefing will be circulated to this group via email.

9. REGISTRATION AND FURTHER DETAILS

Identified/designated participants are requested to complete the Registration Form (**Annex 2**) on or before 25 June 2023. All participants are requested to submit completed forms at the earliest convenience.

For clarification and additional information, interested parties are requested to immediately contact the Project Coordinator, Dr. Novia Kuswara, via e-mail: noviakuswara@hotmail.com, with a copy to Dr. Hazlina binti Yahaya: dr_hazlina@moh.gov.my and Michael Glen: michael.glen@asean.org



**ASEAN EOC NETWORK
CERTIFIED EMERGENCY OPERATIONS CENTRE (EOC)
TRAINING SERIES
JULY-NOVEMBER 2023**



Country :

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