



ONE ASEAN ONE RESPONSE



Japan-ASEAN Cooperation

# GENERAL INFORMATION

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The 7<sup>th</sup> ASEAN-Emergency Response & Assessment Team  
(ASEAN-ERAT) Induction Course

24 April-01 May 2017

Malaysia

Welcome to the 7<sup>th</sup> ASEAN-ERAT Induction Course!

These information notes aim to provide logistical and administrative guidance to optimize participants' learning experience.

## BACKGROUND

In March 2010, the ASEAN Committee on Disaster Management (ACDM) adopted the AADMER Work Programme that contains the strategies for implementing AADMER. One of the flagship projects identified by the ACDM Working Group on Preparedness and Response was the 'Establishment of a fully-functional ASEAN Emergency Response & Assessment Team (ASEAN-ERAT).

The ASEAN-ERAT was envisioned to strengthen ASEAN's preparedness and capacity to respond to disasters, and ensure the rapid and collective deployment of ASEAN's resources following a major disaster in one or more Member States within the ASEAN region. It was however, adopted during the 23<sup>rd</sup> ASEAN Committee on Disaster Management meeting in Danang, Vietnam that the role of the ASEAN-ERAT will be expanded to include support to emergency response operations. In addition to rapid assessment, ASEAN-ERAT roles will also include support to logistics, emergency communications, and coordination, among others. Hence, the ASEAN-ERAT will be known henceforth as ASEAN Emergency Response and Assessment Team.

The ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre) in collaboration with the National Disaster Management Agency of Malaysia with support from ASEAN Member States and partners will conduct the 7<sup>th</sup> ASEAN-Induction Course in the Malaysia 24 April-1 May 2017.

## OBJECTIVES

The main objective of the 7<sup>th</sup> ASEAN-ERAT Induction Course is to prepare regional responders, with experience in emergency management and coordination, to respond to a major disaster in the ASEAN region. On-site they will be able to assist national governments and the AHA Centre in meeting regional or international needs for early and qualified information during the initial phase of a sudden-onset emergency, and in the coordination of regional or international relief at the national level and/or the site of the emergency.

## EXPECTED OUTPUTS

At the end of the Induction Course, participants are expected to:

- Appreciate the range of tactical and operational roles undertaken by the ASEAN-Emergency Response and Assessment Team;
- Understand the regional mechanism in Disaster Management & Emergency Response in ASEAN; and

- Familiarize with the assessment and emergency response tools to assist the AHA Centre and national government in meeting regional or international needs for the initial phase of a disaster.

## PARTICIPANTS

The 7<sup>th</sup> ASEAN-ERAT Induction Course will be participating by representative from all 10 ASEAN Member States, Civil Society Organization, partners' organisation, ASEAN Secretariat and AHA Centre.

## COURSE PROGRAMME AND VENUE

The 7th ASEAN-ERAT Induction Course will be held on 24 April - 01 May 2017. The course is consist of class room sessions and simulation exercise. Participants coming from outside of Malaysia are expected to arrive on the 23 April 2017.

1. An informal introduction session will be held on the 23 April 2017 at the Everly Putrajaya hotel. All participants are required to attend this session.
2. The class room sessions will be held on:  
Date : 24 April – 28 April 2017  
Venue: Everly Putrajaya Hotel  
Remarks: lunch and two coffee breaks will be provided by organizer
3. The Simulation Exercise will be held on:  
Date : 29 April – 1 May 2017  
Venue: SMART Base, Putrajaya-Malaysia  
Remarks: meals will be provided by organizer

Course programme agenda is available in the attachment.

## FUNDING ARRANGEMENT

Your participations in this Course will be self-funded.

## ACCOMMODATION

Participants are responsible for their own hotel accommodation cost from the period of 23 – 28 April 2017 (during class room session). Group accommodation for participants during simulation exercise 29 – 30 April 2017 will be provided and covered by the organizer at the SMART Headquarter.

The organizer will provide lunch and coffee breaks during the classroom session and meals during simulation exercise.

Room rates with breakfast at the Everly Putrajaya hotel as follows:

- Standard room : RM 200
- Twin sharing room: RM 220

The organiser can help to book for your accommodation at the Everly Putrajaya hotel and you can pay directly to the hotel upon your arrival.

There are nearby hotels such as Putrajaya Sangri-La Hotel, Marriot Hotel Putrajaya and you can book directly to these hotels.

## TRAVEL ARRANGEMENT

1. The organiser will not provide airport transfer from Kuala Lumpur International Airport to The Everly Putrajaya hotel. Upon your arrival to Kuala Lumpur International Airport, there are two options for the transportation:
  - Taxi, directly go to the counter, ask for Everly Putrajaya hotel with estimated cost around 60-70RM depends on the traffic.
  - Train; there is a counter inside the airport.  
<https://www.rome2rio.com/s/Kuala-Lumpur-Airport-KUL/The-Everly-Putrajaya>  
<https://www.kliaekspres.com/plan-buy/schedule/>
2. Organizer will provide transportation from Everly Putrajaya hotel to the Simulation Exercise venue in SMART Headquarter, Putrajaya on 29 April 2017. All participants are required to gather at the lobby of the hotel in the morning of 29 April 2017 at 08.00 am.
3. After completion of the simulation exercise, the organizer will provide airport transfer from The SMART Headquarter at Pulau Meranti to Putrajaya train station.

## ATTIRE & EQUIPMENT

Participants are required to wear smart casual attire for the Opening Ceremony.

Dress code for the entire course session is casual. Participants should not wear short pants and slipper during the course.

For the purpose of simulation exercise, participants are required to bring along outdoor equipment and outfit, such as a waterproof jacket, sturdy shoes, carrier backpack or duffel bag, flash light, sun glasses, towel, mosquito net & repellent and personal medicine.

All Participants are required to bring laptop with a Wi-Fi connection feature, Microsoft Word and Google Earth application for some of the training sessions.

## CURRENCY

The Malaysia currency is Ringgit Malaysia (RM). Most foreign currencies can easily be changed at banks, hotels, and authorized dealers (Approximately USD 1= RM 4.43). Authorized Money Exchange at the Kuala Lumpur International Airport (after clearing Airport Customs) offers better exchange rate compare to other locations in town. Major foreign credit cards are also accepted in major hotels, resorts, shops and restaurants.

## LANGUAGE FOR THE COURSE DELIVERY

All training sessions will be conducted in English.

## CERTIFICATE OF COMPLETION & ATTENDANCE

All participants are required to attend all training sessions as stipulated in the training programme. Participant is not allowed to take leave and/or off in lieu during the course. However, any urgent leave application due to unforeseen circumstances should be directed to the Course Administrator. Participants, who need to report sick, are to consult the Medical Officer through the Course Administrator.

Prior to the course, participants are also required to complete a Pre-course learning. There are several task to be completed as per provided in the Pre-course learning guide attached.

Participants will be assessed on their performance during the course. The Certificate of Completion will be awarded when attendance minimum of 80% attained.

## MEDICAL EXPENSES & INSURANCE

Participants are responsible for their own travel and medical insurance as well as for any medical costs that would be incurred.

## CONTACT PERSONS

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