



## Working Group: Administration

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Disaster Relief Exercise (DiREx) 2011  
Manado, 23-27 August 2010



## Issue 1: Finance

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- Co-host financing general rule:
    - Covers expenses related to the needs of ARF DiREx 2011 exercises
    - Not including: airfare, local transport, meals, accommodation, and personal expenses
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## Issue 1: Finance

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- Financing by Co-chairs
    - TTX: Venue, Equipments, etc. (TTX WG)
    - FTX: Boat/vessel (FTX)
    - Opening Ceremony: Venue, F&B, etc. (Element Support Group)
    - Closing Ceremony (Element Support Group)
    - Command/Communication Center: venue, IT equipments, etc. (Element Support Group)
    - Secretariat: venue, IT, stationery (Element Support Group)
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## Issue 1: Finance

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- Expenses of Exercises (ctd.)
    - Observer program: local transport (Support)
    - After Action Review: Venue, Meeting package (Support)
    - Media Center: venue, line of communication (Support)
    - Emergency arrangement: ambulance, evacuation (Support)
    - Participation Funding (Administration)
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## Issues 2: Secretariat

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- Location: Manado, Hotel to be decided
  - Information Needs:
    - Website for ARF DiREx: bilateral communication, exercise planners, and public (ASEAN Secretariat or Indonesia)
    - Notification/Invitation for FPC/SS
    - Communication structure of WG – Point of Contact
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## Issues 2: Secretariat

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- Secretariat Needs:
    - Organization
    - Venue
    - IT Infrastructure and related equipments
    - Stationery
    - Documentation
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## Follow-up

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- All WG facilitators to start identifying financial implication of their activities
  - Needs should be made as detailed as possible and provided to the Exec and Admin WG at the latest 26 August 2010
  - Executive Committee to direct on element support arrangement
  - WGs to prepare list of PoC
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