

16 June 2014

Dear Colleagues,

The Republic of the Philippines and the United States of America cordially invite the ASEAN Regional Forum (ARF) members to a Cross-Sectoral Security Cooperation on Bio-Preparedness workshop to be held in Manila, Philippines from 26-28 August 2014. This ARF Ministers endorsed event focuses on “Best Practices for Preparedness and Response to a Biological Event” and will produce a national guideline template on bio-preparedness and response system.

This event builds upon five previous ASEAN bio-preparedness workshops and best business practices established on countering biological preparedness from 2009 to 2013. The most recent ASEAN workshop completed was the ARF Cross-Sectoral Security Cooperation on Bio-Preparedness and Disaster Response: Inception Planning workshop of 3-5 September 2013 in Makati, Philippines.

This workshop will facilitate discussion on the way ahead for follow-on events in 2015 and beyond. Attendees should consist of four executive level participants from each nation:

- (1) Countering Weapons of Mass Destruction Policy Maker;
- (1) Law Enforcement (Civilian or Military);
- (1) Civilian-Military Defense Officials;
- (1) Healthcare, Public Health, Agriculture or Veterinary (Civilian or Military).

Attached you will find the coordinated PHL-USA Draft National Guideline Template on Bio-Preparedness, adopted Concept Paper with enclosures and Administrative documents. Your collective input to the provisional bio-preparedness guideline is requested no later than 26 July 2014 as directed in the administrative enclosure.

The administrative section of this invitation also includes registration information and all other supporting documents.

I look forward to your delegation’s participation in what will be a meaningful workshop.

Very truly yours,

LUIS T. CRUZ
Assistant Secretary and
ASEAN-Philippines Director-General

Copy to:
ARF Members
ARF Unit/ASEAN Secretariat
Permanent Mission of the Philippines to ASEAN



ARF CROSS- SECTORAL SECURITY COOPERATION ON BIO-PREPAREDNESS
WORKSHOP
26-28 AUGUST 2014
ADMINISTRATIVE ARRANGEMENTS

This document contains important administrative and logistical considerations for the **ARF Cross-Sectoral Security Cooperation on Bio-Preparedness workshop on 26-28 August 2014 in Manila, Philippines**. Please read carefully to ensure a smooth and worry-free event.

1. Preparation for the Workshop

This three-day workshop is aimed at providing the opportunity for ARF members to develop a national bio-preparedness guideline which will enhance ARF core capacities. Country delegates are requested to review the ARF-approved Best Practices for Preparedness and Response to a Biological Event document, which serves as a primary main reference for ARF participants to develop their national bio-preparedness guideline.

2. Participation and Attendance

The invitation list has been carefully developed to include select representatives and key officials from a number of participating institutions, including ARF members, the ARF Unit, United States Government Agencies, and the United Nation. It is advised that participants attend the entire event, which commences on Tuesday, 26 August 2014 and concludes on Thursday, 28 August 2014.

The Republic of the Philippines will host the workshop and the United States will bear the administrative costs. International travel, accommodations, and other related costs necessary for participation will be borne by the participants' respective host nation though some funding may be available to provide assistance with participation.

3. Meeting Venue

The workshop will be held at:

InterContinental Manila

1 Ayala Avenue, Makati City 1226 Philippines

Tel +63-2-793-7000 <http://www.ihg.com/intercontinental/hotels/gb/en/manila/mnlha/hoteldetail>

4. Confirmation and Registration

In order to make the necessary preparations for this event, all delegates must submit their completed registration forms via the workshop email: arf.bio.ws@gmail.com no later than 1 August 2014.

To access documents pertinent to the ARF Bio-Preparedness Workshop, go to the All Partners Access Network (APAN) located at: <https://community.apan.org/arf/bio-prep/default.aspx>.

5. Read Ahead

The workshop's primary deliverable is to develop a national guideline template on bio-preparedness response. This is a first step towards developing a national bio-preparedness program, which is one of the recommendations in enclosure 7 (see APAN website), and a Plan of Action and Milestones of follow-on activities, actions and deliverables.

Your collective input to the PHL-USA provisional bio-preparedness guideline is requested **no later than 26 July 2014**, which will be collated in advance and discussed in detail during the workshop. Please send your input to the workshop points of contact identified below.

6. Dress Code

Business suit, national dress, and Service Alpha equivalent for all uniform service members on the first day. The remainder of the workshop is business attire.

7. Accommodations

The event organizers have lodging rooms blocked at the InterContinental Manila. All bookings will be on a first come, first serve basis beginning 1 July 2014 until 31 July 2014. When booking, be sure to mention **ARF 2014** in order to obtain discounted rate. Participants are solely responsible for any additional incidental expenses.

It is strongly recommended that international participants arrive the day prior to the event on Monday, 25 August 2014 and depart on Friday, 29 August 2014.

8. Travel and Visa Requirements

For any international travel, it is advised that you apply for travel insurance on your own. Travelers insurance is not a reimbursable item and the event organizers will not be held liable for any claim resulting from death, injury, sickness or other disability. Similarly, participants are responsible for excess baggage charges or baggage insurance.

Airport pick-up and drop-off is the delegate's responsibility. Depending on your specific flight arrival and departure times, the InterContinental Manila offers transportation services. Please coordinate directly with a InterContinental representative.

Participants who require visa are advised to contact the nearest Philippines Embassy or Consulate-General in their country to find out about visa requirements. Please note that passport must not be within **six months of expiration prior to arriving in Manila, Philippines.**

9. For further information, please contact the following workshop points of contact:

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ARF CROSS SECTORAL SECURITY COOPERATION ON BIO-PREPAREDNESS
WORKSHOP
26-28 AUGUST 2014

DELEGATE REGISTRATION FORM

Name (as written in passport)		
Name to appear on identification badge		
Title		
Country		
Designation/Position/Military Rank		
Gender		
Date of Birth		
Passport number		
Passport date of expiration		
Organization/Agency		
Full Address		
Telephone		
Mobile		
Facsimile		
Email address		
Itinerary	Arrival	Departure
- Date		
- Time		
- Flight Number		
Head of Delegation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please identify which sub-group you are representing (check box).	<input type="checkbox"/> Countering Weapons of Mass Destruction Policy Maker <input type="checkbox"/> Law Enforcement (Civilian or Military) <input type="checkbox"/> Civilian-Military Defense Officials <input type="checkbox"/> Healthcare, Public Health, Agriculture or Veterinary (Civilian or Military)	

Please send completed registration on or before 1 August 2014 to: arf.bio.ws@gmail.com

CONCEPT PAPER

ASEAN Regional Forum (ARF) Cross-Sectoral Security Cooperation on Bio-Preparedness and Disaster Response

Proposal

The 20th ARF Ministers approved the Best Practices for Preparedness and Response to a Biological Event as a reference paper for ARF participants to develop their own national guidelines on biological event preparedness and response system as well as the original version of this concept paper. This revised concept paper aims to include the above recommendation from the ARF ministers.

The Republic of the Philippines and the United States propose to sponsor and host a project under the ARF Work Plan on Counter-terrorism and Transnational Crime (CTTC) that will focus on the “Next Steps to Multilateral Security Cooperation on Bio-Preparedness and Disaster Response” including recommendations the ARF participants can consider and utilize in developing their own national guidelines on biological event preparedness and response system that can be further developed into a national bio-preparedness program.

This multi-year project includes a series of workshops and appropriate activities that intend to build on, plan for, develop and substantiate concrete and practical follow-on activities to implement the “Best Practices” and “Recommendations” resulting from the 2009 ARF Workshop on Biological Threat Reduction; the 2010 ARF Workshop on Bio-Risk Management; the 2011 ARF Workshop on Disease Detection and Surveillance; the 2012 ARF Workshop on Preparedness and Response for a Biological Event; and the 2013 ARF Cross-Sectoral Security Cooperation on Bio-Preparedness and Disaster Response: Inception Planning Workshop (Enclosures 1 through 7). Additionally, the Priority Areas delineated by the ARF Work Plan on CTTC, Non-Proliferation and Disarmament (NPD), Disaster Relief (DR) and other related work plans will be taken into consideration and incorporated as appropriate to the activities, concepts and products developed.

A cross-sectoral endeavor that straddles both the ASEAN Political-Security Community (APSCC) and ASEAN Socio-Cultural Community (ASCC) as indicated in appropriate sections of the APSCC and ASCC blueprints, this project will facilitate accomplishing multiple ARF and ASEAN objectives including those outlined in Priority Area #2 (chemical, biological, radiological and nuclear) of the ARF CTTC Work Plan, Priority Area #A (non-proliferation) of the ARF NPD Work Plan, Priority Area #1 of the ARF Work Plan on Disaster Relief 2012-2014 (Networking and Information Sharing) and the Hanoi Plan of Action to Implement the ARF Vision Statement, as well as support the vision of “Healthy ASEAN 2020.” This will also contribute to the 2014-2015 focus on preparedness and response under the Biological and Toxins Weapons Convention and serve as a useful example of advancing regional security cooperation.

In order to promote efficiencies as well as ensure ASEAN consensus and centrality, the sponsors will endeavor to conduct initial consultations with ASEAN members prior to

expanding workshops and related activities to the larger and more complex ARF domain. The ARF will be updated regularly on the progress of activities and the project.

Background

The first ARF Workshop on Biological Threat Reduction, jointly hosted by the Republic of the Philippines and the United States in 2009, introduced four pillars of international biological threat reduction: threat assessment; prevention; detection and surveillance; and response and recovery.

In 2010, Australia joined the Republic of the Philippines and the United States as co-sponsors to the second ARF Workshop focused on best practices of laboratory bio-risk management to prevent accidental release and intentional misuse of pathogens. The 2011 workshop focused on enhancing human and animal health networks and communities to improve infectious disease detection and surveillance to ensure the early detection of outbreaks, whether accidental, deliberate or natural, in origin. The fourth workshop in 2012 focused on Preparedness and Response to a Biological Event.

The Republic of the Philippines and the United States seek to expand this partnership with ASEAN and ARF participants to combat global biological threats arising from the nexus of terrorism, global/emerging infectious disease, and rapid expansion of dual use biological materials, technology and expertise. At the same time it will also allow participating countries, individually and collectively, to further consider the “best practices and recommendations” from earlier projects, further enhancing disaster risk reduction cooperation.

The desired objectives and results when achieved will enhance capacity for regional preparedness and generate support for developing a collective response to a biological event. Intent is to prevent an event from expanding into a major disaster that ignores national boundaries, triggering widespread loss of life and property, and causing severe economic hardship.

Project Objectives

1. The initial deliverable is to develop a national guideline template on bio preparedness. This is a first step towards developing a national bio-preparedness program which is one of the recommendations in enclosure (7) and a Plan of Action and Milestones (POA&M) of follow-on activities, actions and deliverables.
2. The co-sponsors working with ARF participants and the ARF Unit/ASEAN Secretariat will plan and develop concrete and practical follow-on activities to build upon and implement enclosure (1) the outcomes delineated in enclosures (2) to (7).
3. Develop a roadmap for practical and effective multilateral and cross-sectoral cooperation and collaboration to implement and validate bio-preparedness and disaster risk reduction best practices.
4. When practicable, consider focus areas and objectives from the various work plans ARF ISM and ADMM-Plus Experts Working Group (EWG) as well as the ASEAN Working Group on Pandemic Preparedness and Response (AWGPPR).

5. Initial focus areas that promote Multilateral Bio-Preparedness and Disaster Risk Reduction Cooperation may include: planning, capacity building, communications and sharing information, mitigation, and risk reduction.
6. Build upon previously related ASEAN and ARF security cooperation activities.
7. Enhance cooperation and coordination among foreign affairs, public and veterinary health, civilian law enforcement, and military sectors.
8. Support ASEAN related Disaster and Emergency Response Plans particularly the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) Work Program 2010-2015, as well as the SASOP (Standard Operating Procedures for Regional Standby Arrangements and Coordination of Joint Disaster Relief and Emergency Response Operations).
9. Strengthen Regional, International, Interagency and Private Sector Response Capacity as well as coordination mechanisms including the role of the ASEAN Humanitarian Assistance (AHA) Center.
10. Enhance the “Whole of Society” as well as ASEAN Regional Disaster and Emergency Response.

Language, Venue, Date, Duration

Workshop to Develop a Template for National Bio-preparedness Guidelines and POA&M for Follow-on Activities and Deliverables.

Language: English

Location: Makati, Philippines – First Activity

Date: 26-28 August 2014 – First Activity

Duration: 3 days

Participants

Desired participants and contributors to this project will include executive and directorate level leaders, strategic policymakers, civil-military defense officials, law enforcement, health, veterinary and bio-subject matter experts and practitioners. In particular, appropriate representation from the ministries of agriculture, health, law enforcement and defense would significantly add value to the technical deliberations. Details on the first and subsequent workshops or activities will be developed by the sponsors and provided via separate correspondence in due time.

Administrative Arrangements

The Republic of the Philippines will host the workshops and the United States will bear the administrative costs. International travel, accommodations, and other related costs necessary for participation will be borne by the participants' respective host nation though some funding may be available to provide assistance with participation.

Points of contact for this proposal are:

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