

ASEAN Regional Forum Disaster Relief Exercise 2013
Final Planning Conference
April 1st – 3rd, 2013
The Regent Hotel, Cha-am, Petchburi Province THAILAND

Report of Table Top Exercise Working Group

INTRODUCTION

1. The meeting of the ARF DiREx2013 TTX Working Group was conducted during the ARF DiREx2013 Final Planning Conference on April 1 – 3, 2013. The meeting was co-chaired by Mr. Choompol Pitchayachai (Thailand) and Ms. CHUN Hye Ran (Republic of Korea). The attendants were the representatives from Australia, Brunei Darussalam, Canada, China, European Union, New Zealand, Republic of Korea, Thailand, and United States. The list of attendants is in the ANNEX A.

DECISIONS

2. The meeting discussed the detail programme of the academic session and table-top exercise during ARF DiREx2013. The meeting decided to change the name of “Academic Session” to “Experts’ Session on Framework and Response” as proposed by the representative from New Zealand. The detail of the Experts’ Session and Table Top Exercise is in ANNEX B.
3. The representative from Brunei Darussalam, on behalf of ARF Chair, request that the ARF co-chair, Australia, to present on ARF Mechanisms at the Expert’s Session. The speakers for the Experts’ Session were identified as follow:
 - a. “The Framework for Disaster Management and Emergency Response in the Kingdom of Thailand” by the representative from Department of Disaster Prevention and Mitigation, THAILAND
 - b. “An Overview of ASEAN Mechanism for Disaster Management and Emergency Response” by Ms. Adelina Kamal (ASEAN Secretariat) and Mr. Faisal Said (Director of ASEAN Coordinating Centre for Humanitarian Assistance on Disaster Management)
 - c. “An Overview of ARF Mechanism for Disaster Management and Emergency Response” by ARF Co-Chair (Australia)
 - d. “The Role of the Humanitarian Community in International Disaster Relief Operation” by Mr. Oliver (UNOCHA)
 - e. “Key Definitions, Core Responsibilities, Regional and International Support, Initiation and other Key Legal Matters” by Ms. Tessa Kelly (International Federation of Red Cross)
4. The meeting suggested that the Experts’ Session should be a combination of formative information and experience in utilizing the frameworks in real disaster situation including the suggestion on how to cooperate between civil and military as well as between international humanitarian assistance organization and the affected

nations. Therefore; the co-chair should include the suggestion on such issue in the invitation letter to the speakers.

5. The participants for the Table Top Exercise are comprised of players, observers, and facilitators. Participation is based on the self-selection process upon registration. The meeting suggested that there should be the synopsis, criteria, and preparation guideline for the participant of the TTX attach to the invitation document and on the website. The co-chair prepared a draft situation manual; a document with the detail of concept note, scenario, and main questions, for the TTX participants. The Situation Manual will be circulated for comments from the Working Group and distribute during the ARF DiREx2013 TTX. The draft Situation Manual is in ANNEX C.
6. The Table Top Exercise is a discussion based exercise triggers by a scenario and framework of each group discussion. The scenario is designed to test the response of the participants according to their interested framework. The structure of the TTX according to the scenario and frameworks to be tested in the exercise are as follow;
Scenario
Move 1: Domestic Initial Response and Incident Notification
Move 2: International Initial Response and Relief Operation
Move 3: Early Recovery and Demobilization
Framework
Group 1: National Response Framework
Group 2: International Response Framework
Group 3: Foreign Citizen Assistance Framework
The TTX Working Group had developed set of main questions and supporting questions for each move and group according to the scenario. The TTX WG also developed a participant feedback form as a TTX evaluation tool which was shared with the After Action Review (AAR) Working Group.
7. The meeting identified and discussed the facilitators and their role in the exercise. The meeting also reviewed the facilitator briefing guideline. The facilitator briefing will be conduct by Mr. Marion Sloane, National Emergency Management Institute (USA) on May 7th, 2013. The list of the facilitators is in ANNEX D.

SUGGESTION

8. The meeting discussed on the expected outcome of the TTX Working Group and suggested that there should be a concrete recommendation which address the objective of the exercise to the ARF. The proposed outcomes were:
 - a. Identification of national/regional/International mechanisms or channels for cooperation during major disasters (for international organization and embassies within the affected countries)
 - b. Recommendations on how to coordinate between civil and military during major disaster
 9. The Co-chair reported the result of the meeting at the plenary session on April 3rd, 2013. The presentation report is in ANNEX E.
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