INDICATIVE WORKPLAN
Operationalising the ASEAN Standards and Certification for Experts in Disaster Management (ASCEND) (2019 – 2021)
The ASEAN Coordinating Centre for Humanitarian Assistance in Disaster Management
2019-2021

Objective/Output	Planned Activities	Time-frame																																			
		Year 1												Year 2												Year 3											
		Quarter 1			Quarter 2			Quarter 3			Quarter 4			Quarter 1			Quarter 2			Quarter 3			Quarter 4			Quarter 1			Quarter 2			Quarter 3			Quarter 4		
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
Objective 1: Enhance the Capacity of the 5 identified core countries in the implementation of ASCEND																																					
Output 1: Standardise training curriculum for ASEAN assessors	Workshop on the training curiculum for ASEAN Assessors (1)																																				
Output 2:Train 90 ASEAN Assessors from 5 priority countries	Trainings for ASEAN Assessors (3)																																				
Output 3: Certify the initial batch of 100 disaster management professionals	Pilot assessment activities (4)																																				
Output 4: Knowledge of training and certification mechanism in disaster management of Korea	Benchmarking Study (ROK) (2)																																				
Objective 2: Establish a regionally recognised training and competency standards covering 5 professions in disaster management																																					
Output 1: Identify basic professions in disaster management in the Southeast Asia Region	Baseline research to identify additional professions in disaster management																																				
	Hire Consultants for the Baseline Research (1)																																				
Output 2: ASCEND toolboxes for 5 professions	Hire Consultants to develop ASCEND toolboxes (5)																																				
	Workshops on the development of ASCEND toolboxes (5)																																				
	Workshop to develop standardise training curricula on Disaster Management (3)																																				
Output 2: Train at least 30 disaster management professionals using ASCEND curriculum	ASCEND TOT (2)																																				
	Pilot ASCEND trainings using the standardise ASCEND curicula (2)																																				
Objective 3: Improve the capacity of the AHA Centre in order to serve as the ASCEND secretariat																																					
Output 1: . Establish an ASCEND unit	Hire 1 ASCEND Project Coordinator																																				
	Hire 1 ASCEND officer																																				
	Hire 1 Project Assistant																																				
	Hire 1 Finance Assistant																																				
	Recruit 2 Interns																																				
Output 2: Establish ASCEND database registration system	Hire vendor for the ASCEND Database																																				
	Development of the ASCEND Database																																				
Objective 4: Promote understanding of the ASCEND Framework among the AEAN Member States and other sectors in ASEAN in order to facilitate the inclusion of ASCEND into the ASEAN Mutually Recognised Agreement (MRA)																																					
Output 1: . Brochures, Leaflets and other Information, Education and Communication (IEC) materials on ASCEND distributed to the general public	Produce brochures/leaflets on ASCEND																																				
	Publish ASCEND Framework																																				
	Video or other IEC materials on ASCEND Framework																																				
Output 2: ASCEND Roadshow in at least 5 ASEAN countries	ASCEND seminar in 5 ASEAN countries (prioritising non-core countries)																																				
Monitoring and Evaluation																																					
Project Steering Committee	Project Steering Committee Regular Meeting (6)																																				
Audit	Engage External Audit Company																																				