Call for Proposals

Facilitator for
Asia-Europe Foundation (ASEF) & Ministry of Public Health (MoPH) Thailand
Joint Event
High-level Meeting on Risk Communications for Public Health Emergencies:
Risk Communication Beyond the Country Borders
18–19 September 2018, Bangkok, Thailand
Asia-Europe Foundation Public Health Network (ASEF PHN)

Overview
In 2008, leaders of the Asia-Europe Meeting (ASEM) confirmed their commitment to promoting global security and determination to combat global health threats, including pandemic influenza at the 7th ASEM Summit (ASEM7). Since its official launch in 2009, the Asia-Europe Foundation Public Health Network (ASEF PHN) has been contributing to improve ASEM Partners’ capacity for managing public health emergencies by targeting experts from both health and non-health sectors (governments, international organisations, business corporations, academia, media and non-profit organisations) across Asia and Europe.

The High-Level Meeting on Risk Communications for Public Health Emergencies: Risk Communication beyond the country borders is a joint undertaking between the ASEF PHN and the Ministry of Public Health (MoPH) Thailand. It is part of ASEF PHN’s series of workshops and meetings on risk communications, which began in 2013. The upcoming meeting will focus on strengthening countries’ capacity to support emergency risk communication for public health emergencies with a special focus on external risk communication beyond country borders.

Call for Proposals
ASEF PHN is seeking an independent consultant to undertake a role of facilitator for the High-level Meeting on Risk Communications for Public Health Emergencies:

Role
Facilitator for the meeting, including pre-meeting preparation

Event date & Location
18–19 September 2019, Bangkok, Thailand

Time Frame
May–September 2019 (preparation and implementation)

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1 The Asia-Europe Meeting (ASEM) is an intergovernmental forum for dialogue and cooperation established in 1996 to deepen relations between Asia and Europe, which addresses political, economic and socio-cultural issues of common concern. The 53 ASEM Partners are Australia, Austria, Bangladesh, Belgium, Brunei Darussalam, Bulgaria, Cambodia, China, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Indonesia, Ireland, Italy, Japan, Kazakhstan, Korea, the Lao PDR, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mongolia, Myanmar, the Netherlands, New Zealand, Norway, Pakistan, the Philippines, Poland, Portugal, Romania, the Russian Federation, Singapore, Slovakia, Slovenia, Spain, Sweden, Switzerland, Thailand, the United Kingdom, Viet Nam, the European Union and the ASEAN Secretariat. For more information, please visit https://www.ASEMinfoboard.org/about/partners
The expectations for this role are:

- Collaborate with ASEF and MoPH Thailand in preparation and designing the programme of the meeting by contributing technical expertise, including a write-up of simulation scenario as required; and
- Facilitate the part of the meeting related to the simulation exercise and conclusion

The meeting is planned to take place on 18-19 September 2019 in Bangkok, Thailand. The selected facilitator also needs to submit a facilitation plan and refine a tentative programme prior to the High-level Meeting. Hence, the work will commence May 2019. For details of the scope of the meeting, please refer to the annexe.

**Candidate Requirements**

- Citizen of an ASEM country
- Experience in facilitating workshops/meetings and conducting simulation exercises in the field of public health, preferably related to risk communication
- Good understanding of the institutional structures and working mechanisms of the European Union and of the similar regional frameworks in Asia
- Strong communication and interpersonal skills including tact and cultural sensitivity
- Graduate qualifications in public health, ideally majoring in risk communication/emergency response or any related fields
- Experience in working with intergovernmental/international organisations would be a plus

**Applications & Contact Details**

Interested individuals should send a draft proposal including brief information about the methodology to implement the activities (maximum 5 pages; please refer to the application form, which includes financial proposal), together with the CV and accompanying cover letter demonstrating suitability.

Applications should be emailed to Ms Riko KIMOTO, Project Manager for ASEF Public Health Network (riko.kimoto@asef.org) by Sunday, 31 March 2019, 23h59 (Singapore time). Please direct your inquiries to Riko.
Annexe: Details of the Purpose and Scope of ASEF & MoPH Thailand Joint High-level Meeting

1. Background & Description

As global connectivity increases, the risk of pandemic also increases – in an interdependent world, public health incidents may rapidly affect other countries and even trigger emergency crises in other regions, as seen by the example of Ebola outbreak in 2014-2015. Risk Communication plays an essential role to protect the public from health threats as well as prevent negative consequences on non-health sectors such as the country’s economy, trade and tourism industry. Therefore, the scope of risk communication is not limited to communication within the country, but it should also consider the global public and beyond the health sector.

In 2019, ASEF and MoPH Thailand jointly host the “High-level Meeting on Risk Communications for Public Health Emergencies” with a focus on how to disseminate information beyond the country borders.

1.1 Objectives

The overall aim of this High-level Meeting is to strengthen countries’ capacity to support Emergency Risk Communication (ERC) for Public Health Emergencies (PHE), especially in regard to external relations. The relationship between pandemic and tourism will be examined to demonstrate the importance of risk communication and its influence beyond the country borders and the health sector. It will explore difficulties related to the dissemination of information beyond the country borders at the time of PHE, and share the best practices. It will also explore opportunities and challenges for inter-sectoral cooperation beyond the health sector in the time of PHE for ERC. The specific objectives are:

- To identify difficulties in informing diverse populations about PHE;
- To discuss possible ways to inform the public outside of the national territory in ERC;
- To develop recommendations on actions needed to inform the global public about PHE;
- To present “economic case”, which can be used to convince other sectors such as the Ministry of Finance regarding the importance of preparedness and response including risk communication.

1.2 Description

The meeting aims to have approximately 50 participants across Asia and Europe, representing relevant ministries such as the Ministry of Health, Foreign Affairs, Finance, and Tourism, as well as International Organisations. It also aims to gather private sectors including tourism, aviation industry, hotels etc, whose economic activity can be heavily affected by Public Health Emergencies. Participants will discuss and evaluate the challenges and actions needed in risk communications for public health emergencies particularly concerning disseminating information beyond the country borders. Together, the participants will develop action-oriented recommendations to address these challenges. The meeting will consist of presentations of case studies by professionals with hands-on experience and scenario-based debate on making the best possible decisions for risk communication as an important part of crisis management, including group discussions for in-depth analyses of scenarios.
1.3 Programme (tentative)

Day 1
- Panel discussion highlighting different sector’s concerns related to Risk Communications for Public Health Emergencies
- Case studies related to risk communication beyond the county borders (topics and presenters to be decided)
- Plenary discussion about case studies
- Introduction to a simulation exercise
- Group work to discuss the simulation exercise and identify important points

Day 2
- Continuation of a simulation exercise (group discussions and presentation of results)
- Drawing recommendations and conclusions

2. Purpose of the facilitator
- Collaborate with ASEF and MoPH Thailand in designing the meeting programme by contributing technical expertise
- Facilitate the meeting related to simulation exercises and wrap-up
- Support Panel discussion/case study presentation session on Day 1 if necessary

3. Existing information sources
- Programme documentation (previous workshop/meeting reports)
- ASEF and MoPH Thailand websites
- Feedback from ASEF and previous participants

4. Timeline
- By 31 May: Submission of a facilitation plan, design and tentative programme for the High-level Meeting
- June-September: Preparation of facilitation, including simulation scenario/s
- 18–19 September: Facilitation of the event in Bangkok, Thailand
- By 30 September: Submission of the slides and other materials used