THE ASEAN MILITARIES READY GROUP ON HUMANITARIAN ASSISTANCE AND DISASTER RELIEF (AMRG ON HADR)

TERMS OF REFERENCE (TOR) FOR THE MILITARY REPRESENTATIVE TO THE AHA CENTRE

Introduction

1. The proposal to establish the ASEAN Militaries Ready Group on HADR (AMRG on HADR) was first put forward at the ASEAN Defence Ministers’ Meeting Retreat (ADMM Retreat) on 19 November 2014 in Bagan, Myanmar. It was suggested that a ready group among the militaries of the ASEAN Member States be established for quick deployment to countries facing disaster emergency.

2. The Defence Ministers of ASEAN Member States adopted the Concept Paper on ASEAN Militaries Ready Group on Humanitarian Assistance and Disaster Relief (AMRG on HADR) at the 9th ASEAN Defence Ministers’ Meeting (ADMM) on 16 March 2015 in Langkawi, Kedah, Malaysia. The Concept Paper in its final form has consolidated the inputs from all ASEAN Member States (AMS), the ASEAN Secretariat and ASEAN Coordinating Centre for Humanitarian Assistance on disaster management (AHA Centre).

3. It serves as a collective and solid intent to establish an ASEAN military team for quick deployment to support humanitarian assistance and disaster relief (HADR) in a coordinated manner. The adopted Concept Paper on the AMRG on HADR is in ANNEX 1. The ASEAN Defence Ministers at the 10th ADMM held in May 2016 in Vientiane, Lao PDR subsequently adopted the Terms of Reference on the AMRG on HADR. The adopted TOR on the AMRG on HADR is in ANNEX 2.

4. The ASEAN Declaration on One ASEAN, One Response: ASEAN Responding to Disasters as One in the Region and Outside the Region was adopted and signed by the ASEAN Leaders on 6 September 2016 during the 28th and 29th ASEAN Summits in Vientiane, Lao PDR. The Declaration aims to enhance speed, volume and efficient response to disasters.

5. The Declaration affirms that the AHA Centre “is the primary ASEAN regional coordinating agency on disaster management and emergency response” and tasks the AHA Centre to operationalise the vision of One ASEAN, One Response. The Leaders through the Declaration also agreed to “earmark on a voluntary basis, both civilian and military assets, resources, capabilities and capacities, which may be available for the ASEAN Standby Arrangements that can be mobilised immediately to disaster-affected areas through the coordination of the AHA Centre”.

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1 Concept Paper on AMRG on HADR, paragraph 1
2 TOR on AMRG on HADR, paragraph on Introduction
3 ASEAN Declaration on One ASEAN One Response, point 7
6. The development of the TOR is guided by the mechanisms under the ASEAN Agreement on Disaster Management and Emergency Response (AADMER), the ASEAN Declaration on One ASEAN One Response as well as the relevant provisions under the Concept Paper and TOR on the AMRG on HADR adopted by the 9th and 10th ADMM, respectively.

**Background**

7. During disaster emergency, the military forces are always expected to be ready to respond rapidly, effectively and in coordinated manner. As what been expected by the people, that militaries are trained to respond in such situation and able to utilise reliable assets in coordinated manner. It is understood that, the respond and situation may vary between the Member States on the role of the militaries, nevertheless, the fact remains that the military has been significantly deployed to assist in disaster emergency⁴, although it might not be its primary task at national level.

8. ASEAN Militaries’ representatives should become members at the AHA Centre, which will serve as the process owner of the Group. The role of the Military Representative is to assist the AHA Centre to facilitate in deploying the group in timely manner⁵.

**Aim**

9. The aim of this TOR is to elaborate on the purpose, scope, mechanisms and functions for the designated Military Representative, as well as to specify related responsibilities at the AHA Centre⁶.

**Purpose and Scope**

10. The overall objective of the Military Representative to the AHA Centre is to facilitate Civil Military coordination and information dispersal during disaster preparedness and response between the AMRG on HADR, the AHA Centre and the Affected State.

**Mechanisms**

11. The following are mechanisms of the Military Representative to the AHA Centre:

   a. ASEAN Militaries’ representatives should become members at AHA Centre, which will serve as the process owner of the Group⁷.

   b. The Military Representative to the AHA Centre will liaise directly to

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⁴ Concept paper on AMRG on HADR, paragraph 2  
⁵ Concept Paper on AMRG on HADR, paragraph 22  
⁶ TOR on AMRG on HADR, paragraph 24  
⁷ From Concept Paper AMRG on HADR paragraph 22
the AHA Centre Executive Director. During an active response, the Military Representative will maintain its liaison role as part of the AHA Centre Emergency Response Organisation (ERO) structure as specified in **ANNEX 3**.

c. The Military Representative to the AHA Centre will attend all meetings of the AMRG. He/she will endeavour to attend the related meetings as suggested by the AHA Centre Executive Director.

**Functions**

12. The following are the functions of the Military Representative:

   a. Retain updated information related to AMRG’s military assets, capabilities and capacities in providing assistance;

   b. Establish and maintain liaison with respective National Focal Point (NFP) of AMS;

   c. Collate reports amongst AMRG;

   d. Facilitate AMRG on HADR operations in the Affected State;

   e. Propose and/or endeavour to participate in activities that can strengthen AMRG coordination on the ground and/or enhance ASEAN civil-military coordination, including exercises, joint workshops, joint planning, and other activities as identified, to contribute to the realisation of the ASEAN Declaration on One ASEAN One Response;

   f. Endeavour to participate in attending the Technical Working Group on Civil-Military Coordination (TWG CIMIC), the Joint Task Force on HADR, and other meetings as suggested by the AHA Centre Executive Director;

   g. Support the role of the AHA Centre as the primary coordinating agency during disaster emergency response, by actively liaising with Assisting and Affected States’ Military Liaison Officer (LO) and if necessary be deployed to the AHA Centre and/or Affected State;

   h. Monitor the implementation of the AMRG operations and report the progress to the AHA Centre and to parent HQ of the militaries participating in the AMRG; and

   i. Coordinate a network of AMS country representatives which could be a designated officer or their Defence Attaché.

**Requirements**

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8 Points (a) – (d) are based on the TOR on AMRG on HADR, paragraph 20
13. The proposed designation of the Military Representative will be a military officer from the ASEAN Chairman country or the ASEAN Chairman country Defence Attaché (DA). The options for where the Military Representative should be based are as follows:

   a. The Military Representative will serve one year at AHA Centre; or

   b. The Military Representative will be based at respective country and periodically visit the AHA Centre. In the event of the deployment of AMRG on HADR, the Military Representative may be stationed at the AHA Centre.

14. An additional Military Representative at the AHA Centre may be appointed on a voluntary basis by any AMS.

15. The Military Representative shall be a military officer preferably trained in civil-military coordination with minimum rank of Major or equivalent.

**Administrative & Financial Arrangements**

16. The AHA Centre shall provide a space and standard office equipment for appropriate working condition at the AHA Centre premises.

17. The Military Representative shall have access to AHA Centre facilities relevant to the execution of the task.

18. Funding by AHA Centre: The participation of the Military Representative to related meetings as suggested by AHA Centre Executive Director shall be supported by the AHA Centre through funding of applicable and related expenses according to AHA Centre’s financial regulations.

19. Funding by AMS: Designation of the Military Representative to the AHA Centre shall be self-funded by respective AMS.

20. The guideline for Military Representative to AHA Centre is as in ANNEX 4.

**Adoption**

21. The AHA Centre shall liaise and coordinate with ADSOM-Malaysia as proponent of AMRG on the development of this TOR to ensure that the effort would fit into the on-going process under the ADMM in operationalising the AMRG on HADR.

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9 TOR on AMRG on HADR, paragraph 20
10 TOR on AMRG on HADR, paragraph 21
11 TOR on AMRG on HADR, paragraph 23
22. This TOR shall be subjected to ASEAN Defence Senior Officials’ Meeting (ADSM) Working Group for consideration and submitted to ADSM for endorsement and subsequently to ADMM for adoption\textsuperscript{12}.

**Operationalisation**

23. This TOR shall be subjected for consideration of the ASEAN Committee on Disaster Management (ACDM) Working Group on Preparedness and Response, and subsequently submitted to the ACDM for information.

24. The designation of the Military Representative to the AHA Centre shall begin in 2018 subjected to paragraph 23.

25. The AHA Centre shall liaise with ADSOM-Malaysia through the TWG on CIMIC and/or the Joint Task Force on HADR on the progress of the operationalisation of the TOR to ensure that it is in line with the on-going process under the ADMM in operationalising the AMRG on HADR.

26. The AHA Centre shall be responsible for reporting the operationalisation of this TOR to the ACDM.

27. ADSOM Malaysia shall be responsible for reporting the operationalisation of this TOR to the ADMM.

**Review Mechanism**

28. This TOR, being an evolving document, can be subject to further review as deemed necessary.

\textsuperscript{12} TOR on AMRG on HADR, paragraph 41
GUIDELINE FOR
MILITARY REPRESENTATIVE TO AHA CENTRE

1. GENERAL OVERVIEW

This reference is prepared to assist Military Representative(s) (MilRep) on what to prepare and expect during the deployment at AHA Centre. The MilRep at AHA Centre is a Military Representative appointed from the ASEAN Chairman country and other ASEAN Member States (AMS). On official or administrative basis/issues the MilRep is still subjected to inform own headquarters with regards to executive decision that is not within the purview of AHA Centre.

This reference is an evolving document that is to be updated from time to time for improvement\textsuperscript{13}. The content of this material is unclassified and neither to state any sensitive information that belongs to any AMS nor remarks which is prejudice to specific parties. It is to be used as reference to clarify the MilRep administrative/operational matters during their deployment at AHA Centre.

2. ADMINISTRATIVE

2.1. Documentation

Documentation is vital for the early arrival of the MilRep. Prior to deployment at AHA Centre, MilRep is responsible to attain certain documents such as:

a. Medical report;

b. International driving permit;

c. Insurance coverage; and

d. Letter of appointment.

In order to ensure smooth process, the travel document must be valid and approved under immigration laws. ASEAN Secretariat shall assist in the visa application process for the MilRep\textsuperscript{14} at AHA Centre as per AHA Centre international staff. If the MilRep is the Defence Attaché (DA) or his/her representative, they will use their diplomatic visa. AHA Centre shall provide an AHA Centre ID which will be used as primary ID throughout MilRep’s deployment at AHA Centre.

A letter of appointment is to be produced by the AMS’s appropriate authority from the ASEAN Chairman Country. The letter of appointment shall detail out:

a. The name of the officer;

b. The rank of the officer;

\textsuperscript{13} This documents will be updated whenever necessary after approval.

\textsuperscript{14} The MilRep can be the Defence Attaché.
c. The organisation the officer is from;
d. The effective and finishing date of the appointment; and
e. Curriculum Vitae (optional attachment).

A copy of the letter is to be given to the Executive Director of the AHA Centre and the ASEAN Secretariat at least a month prior to the effective date in order to allow smooth transition between the outgoing and the new coming MilRep.

The appropriate authority of the ASEAN Chairman Country is to formally inform the Executive Director of the AHA Centre and the ASEAN Secretariat in writing should there be any changes to the appointment of the MilRep.

The period of transition between the outgoing and incoming Military Representative shall be ten working days prior to the effective date of appointment of the incoming Military Representative. The AHA Centre shall coordinate the transition between the outgoing and incoming Military Representative.

The outgoing MilRep shall prepare documents which contain necessary information for the incoming officer. These documents include, but not limited to:

a. A list of any pending tasks;
b. Meetings to attend;
c. Reports of past events / activities / operations;
d. Related ASEAN HADR references; and
e. The updated list of POC and NFP of the AMS.

2.2. Code of Conduct and Performance Appraisal

a. In general, the MilRep should adhere to the own country military discipline. Any disciplinary action will be taken by own country;
b. The MilRep should also respect the staff rules and regulations and code of conduct of the AHA Centre while performing his/her duties;
c. The MilRep should be in respective country’s military uniform during official functions or when requested by AHA Centre. Civilian or work attire in accordance with AHA Centre dress code is permitted during normal working hours;
d. The performance appraisal of the MilRep will be done by the Executive Director of AHA Centre in accordance with AHA Centre’s
existing procedures and submitted to the appropriate authority;

e. MilRep shall adhere to bilateral agreement between his/her country and the country in which AHA Centre is located throughout his/her appointment;

f. The MilRep will adhere to the security rules and regulation that is observed by AHA Centre while in any of its premises; and

g. The MilRep shall not release any meeting reports and classified information without the approval of the Executive Director of AHA Centre.

2.4. Finance

The designation of the MilRep is a self-funding initiative\textsuperscript{15}. Therefore, the allowance, accommodation, medical and any additional cost incurred from this initiative, where applicable are to be borne by respective AMS. The participation of the MilRep to related meetings as suggested by AHA Centre Executive Director shall be supported by the AHA Centre through funding of applicable and related expenses according to AHA Centre’s financial regulations\textsuperscript{16}.

The AHA Centre shall provide a space and standard office equipment for appropriate working condition at the AHA Centre premises\textsuperscript{17}. The MilRep shall have access to AHA Centre facilities relevant to the execution of the task\textsuperscript{18}.

3. AMRG ON HADR WORKFLOW

The roles of MilRep as follows:

a. AHA Centre will receive request for assistance or consent to offer of assistance from the Affected State;

b. The AHA Centre shall share a list of requirements needed by the Affected State to the Assisting State;

c. MilRep shall liaise with the Assisting States’ militaries and AHA Centre utilising SASOP Chapter VI to identify Assisting States’ capabilities that can be deployed to support the affected AMS;

d. The AHA Centre shall then contact the affected AMS NFP/NDMO to confirm their acceptance of military assets;

e. The AMRG MilRep to AHA Centre shall contact respective AMRG Points of Contact for the deployment schedule of the military assets; and

\textsuperscript{15} TOR AMRG on HADR Para 34
\textsuperscript{16} AMRG on HADR TOR of the Military Representative to the AHA Centre, Para 18
\textsuperscript{17} AMRG on HADR TOR of the Military Representative to the AHA Centre, Para 16
\textsuperscript{18} TOR on AMRG on HADR, Para 23
f. The MilRep shall then assist the AMRG on HADR in its task to assist the Affected State in close coordination with the MNCC and the AHA Centre.

In performing the above tasks, the MilRep should coordinate closely with the AHA Centre, and refer to the mechanisms and tools under the AADMER, in particular the ASEAN SASOP.

4. WORKING ROUTINE

4.1. Function

The following are the functions of the MilRep:\footnote{TOR AMRG on HADR, Para 20}: 

a. Attend all meetings of the AMRG on HADR and endeavour to participate in related meetings as suggested by the AHA Centre Executive Director;

b. Retain updated information related to AMRG on HADR’s military assets, capabilities and capacities in providing assistance;

c. Establish and maintain liaison with respective AMRG on HADR Point of Contact;

d. Collate reports amongst AMRG on HADR:

i. Analyse the report for future reference;

ii. Disseminate analysed report or analysis to AMRG on HADR (on the disaster operation and/or MilRep lesson learnt); and

iii. Update capabilities and capacities of AMRG on HADR after operation.

e. Facilitate AMRG on HADR operations in the Affected State:

i. Monitor the deployment and operations through AHA Centre / Multi-National Coordinating Centre (MNCC) / Emergency Operation Centre (EOC) as and when required;

ii. Monitor and inform any additional assistance required by Affected State;

iii. Coordinate the additional assistance offered post-HADR operations by AMRG on HADR to Affected State; and

iv. Coordinate deployment of AMRG on HADR with MNCC as required.
f. Propose and/or endeavour to participate in activities that can strengthen AMRG on HADR coordination on the ground and/or enhance ASEAN civil-military coordination, including exercises, joint workshops, joint planning, and other activities as identified, to contribute to the realisation of the ASEAN Declaration on One ASEAN One Response;

g. Support the role of the AHA Centre as the primary ASEAN regional coordinating agency on disaster management and emergency response, by actively liaising with Assisting and Affected States’ Military Liaison Officer (LO) and if necessary be deployed to the AHA Centre and / or Affected State; and

h. Monitor the implementation of the AMRG operations and report the progress to the AHA Centre, ADSOM and to parent HQ of the military’s participating in the AMRG on HADR.