



Call for Proposals

Facilitator/s for

Asia-Europe Foundation (ASEF) & Santé Publique France (SPFRANCE)
joint event:

High-level Meeting on Risk Communications for Public Health Emergencies: “How Can We Include Migrants & Ethnic Minorities?”

10–11 October 2018, Paris, France

Asia-Europe Foundation Public Health Network (ASEF PHN)

Overview

In 2008, leaders of the Asia-Europe Meeting (ASEM)¹ confirmed their commitment to promote 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* is a joint undertaking between the ASEF PHN and the Santé Publique France (SPFRANCE). 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, especially in relation to migrants and ethnic minorities.

Call for Proposals

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

Role	Facilitator/s for the meeting, pre-meeting preparation and post-meeting report development
Event date & Location	10–11 October 2018, Paris, France
Time Frame	July–end-November 2018 (preparation implementation and reporting)

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 www.ASEMinfoboard.org

The expectations for this role are:

- Collaborate with ASEF and SPFRANCE in preparation and designing the programme of the meeting by contributing technical expertise, including write-up of simulation scenario as required;
- Facilitate the meeting (ice-breaker, case studies, panel and group discussions, simulation exercises and wrap-up);
- Provide assistance for communication strategies including use of social media; and
- Produce a report of the meeting.

The meeting is planned to take place on 10–11 October 2018 in Paris, France. 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 end of July 2018. For details of the scope of the meeting, please refer to the annex.

Candidate Requirements

- Citizen of an ASEM country (for individual facilitators) and/or company located in an ASEM country (for consultancy companies)
- 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
- Experience in writing reports on international projects
- Strong communication and inter-personal 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
- Experience in working with migrants and ethnic minorities at the time of a public health emergency would be a plus
- Knowledge about effective use of social media would be a plus

Applications & Contact Details

Interested parties should send a draft proposal including brief information about the company and methodology to implement the activities (maximum 5 pages; please refer to application form, which includes financial proposal), together with their CV and accompanying cover letter demonstrating suitability. If you form a team of more than 2 people, indicate their role(s).

Applications should be emailed to Ms Riko KIMOTO, Project Executive for ASEF Public Health Network (riko.kimoto@asef.org) by **Thursday, 19 July 2018, 23h59 (Singapore time)**. Please direct your inquiries to Riko.

Annex: Details of the Purpose and Scope of ASEF & SPFRANCE Joint High-level Meeting

1. Background and Description

Launched in 2009, the ASEF Public Health Network (PHN) has contributed to strengthening ASEM Partners' capacity for managing public health emergencies through sharing best practices and analysing lessons learnt. While building capacity to prepare against possible public health threats including pandemics, risk communication is one of the core capacities required under the International Health Regulation (IHR)—emerged to be a challenge across the ASEM Partners. Since then, ASEF PHN has organised 4 risk communication workshops between 2013 and 2016, in order to improve risk communication before, during and after public health crisis among both health and non-health sectors. Last year, ASEF PHN co-organised a High-level Meeting with the Korea Centers for Disease Control & Prevention (KCDC), which was the 5th of the series of risk communication events.

In 2018, ASEF and the Santé Publique France jointly host the “*High-level Meeting on Risk Communications for Public Health Emergencies*” with a focus on how to reach special population, particularly migrants and ethnic minorities.

1.1 Objectives

The overall aim of this High-level Meeting is to strengthen countries' capacity to support Emergency Risk Communications (ERC) for Public Health Emergencies (PHE), especially in relation to migrants and ethnic minorities. It will explore difficulties related to informing migrants/ethnic minority groups at the time of PHE. The High-level Meeting will try to identify possible obstacles to including migrants and ethnic minorities in ERC and develop strategies to communicate risks to such population before, during and after PHE.

Specific objectives are:

- To identify difficulties to inform diverse populations about PHE;
- To discuss possible solutions to include migrants and ethnic minorities in ERC;
- To develop recommendations on actions needed to inform migrants and ethnic minorities about PHE.

1.2 Description

The meeting aims to have approximately 45 participants across Asia and Europe, including senior-level officials/advisors/decision-makers from Ministries of Health or equivalent as well as spokespersons/senior-level media personnel from Ministries of Health and/or other related ministries. Participants will discuss and evaluate the challenges and actions needed in risk communications for public health emergencies particularly concerning migrants and ethnic minorities. 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

- Short lecture/session about risk communication in crisis management context, highlighting public communication, internal communication and social engagement. It also covers situations related to migrants and ethnic minorities.
- Case studies (topics and presenters to be decided)
- Plenary discussion about case studies
- Introduction to a simulation exercise
- Group work to discuss about 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 SPFRANCE in designing the meeting programme by contributing technical expertise
- Facilitate the meeting (ice-breaker, case studies, working group discussions, simulation exercises, and wrap-up)
- Produce a meeting report
- Support ASEF and SPFRANCE on pre-event/during event/post-event communications, including use of social media

3. Existing information sources

- Programme documentation (previous workshop/meeting reports)
- ASEF and SPFRANCE's websites
- Feedback from ASEF and previous participants

4. Timeline

- By 31 July: Submission of a facilitation plan, design and tentative programme for the High-level Meeting
- August–September: Preparation of facilitation, including simulation scenario/s
- 10–11 October: Facilitation of the event in Paris, France
- By 31 October: Submission of the draft meeting report
- By 30 November: Submission of the final meeting report