



Standard Operating Procedures
of
ASEAN Center of Military Medicine
for General Administration
(2016)

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Backgrounds

1. The 9th ASEAN Defence Ministers' Meeting (ADMM) in Langkawi, Malaysia in March 2015 adopted the Concept Paper on Establishment of ASEAN Center of Military Medicine (ACMM) which indicates that the ACMM will be established in Thailand. The ACMM will be a center to coordinate military medical activities among the ASEAN Member States (AMS), Plus Countries, and relevant agencies. The ADMM tasked the ASEAN Defence Senior Officials' Meeting (ADSOM) to work out the operational details and modalities for its implementation.
2. The Ministry of Defence (MOD), Kingdom of Thailand conducted the ACMM Terms of Reference (TOR) Consideration Meeting among the ADSOM Working Group Leaders at Samui Island, Suratthani Province, Thailand in June 2015. In this regard, they drafted the TOR of the ACMM, in dealing with its operational procedures and framework.
3. The 10th ADMM held in Vientiane, Lao People's Democratic Republic in May 2016, adopted the TOR of the ACMM which is a productive outcome of the mentioned TOR Consideration Meeting.
4. The ACMM has drafted the Standard Operating Procedures (SOPs) to be the guidelines and operational procedure, which is called " Standing Operating Procedures of the ASEAN Center of Military Medicine (SOPs of ACMM) for General Administration (2016)". It is abbreviated as "SOP-001".

SOP-001 Framework

5. The SOP-001 validity shall be in force the Board of Directors' approval.
6. Objectives of SOP-001
 - 6.1 To standardize the operational procedures of the ACMM.
 - 6.2 To determine the operational procedures and framework of the ACMM in accordance with followings:
 - 6.2.1 Concept Paper on Establishment of ACMM
 - 6.2.2 TOR of the ACMM
 - 6.3 To use it as a reference for operational procedures of the ACMM.

- 6.4 To enable ACMM's officers to suitably operate in temporarily replacing other officers if necessary.
7. SOP-001 shall cover all levels of readiness condition (REDCON) of its operation.

Definitions

8. The terms in this SOPs is defined as follows:
- 8.1 ASEAN Member States (AMS) refers to any countries which are members of the Association of South-East Asia Nations (ASEAN). It includes Brunei Darussalam, Kingdom of Cambodia, Republic of Indonesia, Lao People's Democratic Republic, Malaysia, Republic of the Union of Myanmar, Republic of the Philippines, Republic of Singapore, Kingdom of Thailand, and Socialist Republic of Vietnam.
- 8.2 Plus Countries refers to "Plus Countries" which appears in the Concept Paper on Establishment of ACMM and TOR of the ACMM. These countries are dialogue partners under the purview of ASEAN Defence Ministers' Meeting-Plus (ADMM-Plus) which is composed of the Commonwealth of Australia, People's Republic of China, Republic of India, Japan, New Zealand, Republic of Korea, Russian Federation and the United States of America.
- 8.3 Military Medical Services (MMS) refers to "Military Medical Services" which appears in the Concept Paper on Establishment of ACMM and TOR of the ACMM. The MMS are the military medical units which are authorized by the MOD of their respective countries to be responsible for military medical cooperation and collaboration under the purviews of ADMM-Plus framework.
- 8.4 ASEAN Center of Military Medicine (ACMM) refers to the "ACMM" which appears in the Concept Paper on Establishment of ACMM and TOR of the ACMM. The Center shall be an entity associated with ASEAN which is to be the center for cooperating and coordinating all areas of military medicine activities among the AMS and Plus Countries as well as other relevant agencies.
- 8.5 Board of Directors The Board of Directors is composed of authorized representatives from the respective governments of the AMS. The Board is responsible for determining the operational guidelines of the Center in accordance with ADMM Policy and also approving its work plans, including budget plans which are proposed by the Secretariat Office of the ACMM. The Chairman of the Board is the representative of the AMS holding the Chairmanship of ASEAN.
- 8.6 Secretariat Office refers to "Secretariat Office" appears in the TOR of the ACMM which is the main operational component to operate the Center in accordance with the approved policy framework and work plans. **The Secretariat Chief shall be in charge.** The Secretariat Office is composed of 5 sections as follows:

- 8.6.1 Information Section,
 - 8.6.2 Planning and Operations Section,
 - 8.6.3 Coordination Section,
 - 8.6.4 Communication and Information Technology Section (CITS),
 - 8.6.5 Administrative Section.
- 8.7 Time The operating time of the ACMM is GMT+7 Time Zone.
- 8.8 Readiness Condition (REDCON) The level of operational readiness of the ACMM is called “Readiness Condition” or “REDCON”. It is divided into 3 levels:
- 8.8.1 Operating in normal situations (REDCON-1);
 - 8.8.2 Operating in semi-emergency situations (REDCON-2);
 - 8.8.3 Operating in emergency situations (REDCON-3).
- 8.9 Emergency Situations The Emergency Situations include maritime disasters and threats, terrorism and/ or natural or man-made disasters which occur in the ASEAN region on such a large scale that require the ACMM to proceed with the mobilization of the military medical resources from the AMS and Plus Countries in order to coordinate with assisting countries to provide medical assistance to the affected states. In this situation, the ACMM shall declare REDCON-1.
- 8.10 Crisis Situations The Crisis Situations include maritime disaster and threats, terrorism and/or natural or man-made disasters which occur in the ASEAN region. It reflects significant impacts on the affected states, resulting in the ennoblement of the “ State of Emergency” and request for assistance from other countries to respond to those challenges by the affected states.
- 8.11 Critical Areas refers to affected areas in the AMS in which large- scale maritime disasters or terrorism and/or natural or man-made disasters have occurred. It reflects massive devastation, resulting in the request for assistance from other countries to respond to those challenges to be made by that country.
- 8.12 Liaison Officers (LOs) refers to “Liaison Officers” or “Los” which appears in TOR of the ACMM. The LOs are the authorized representatives from the AMS and Plus Countries who work in the Coordination Section which was mentioned in Article 8.6.
- 8.13 ACMM Coordination Officers refers to the authorized officers of the ACMM who shall be sent to the Emergency Operation Center (EOC) and/ or Multinational Coordination Center (MNCC) of the affected states, and relevant agencies in order to coordinate and facilitate the deployment of military medical assistance to the affected areas/states. It is called “ACMM Coordination Officers” or “ACMM COs”

- 8.14 ASEAN Military Medical Assessment Team (AMMAT) refers to the military medical assessment team which, when permitted, shall be deployed to the affected states to assess the medical needs and provide preliminary information for the EOC/MNCC. It shall also send the information to the ACMM for processing and disseminating to assisting countries.

General Administration

9. ACMM Functions
- 9.1 planning, directing, coordinating, advising, operating and supervising in terms of military medical cooperation and collaboration among the AMS. The ACMM also conducts those duties with the AMS and Plus Countries so as to be in accordance with the TOR of the ACMM.
- 9.2 planning, directing, coordinating, advising, operating and supervising in terms of enhancing military medical capabilities, including standardization of joint/combined military medical operations in supporting Military Operations Other Than War (MOOTW) among the AMS as well as between the AMS and Plus Countries so as to be in accordance with the TOR of the ACMM and ADMM framework.
10. The picture below shows the official logo of the ACMM.



11. The picture below shows the official logo of the AMMAT.



12. Assignment of responsibilities in the Secretariat Office
- The Secretariat Chief is in charge of the Office. **There are two Deputy Secretariat Chiefs, an ACMM Chief of Staff and a Head of Secretariat Office who shall assist the Secretariat Chief in managing the Office.** They are assigned to be responsible for:

- A. Deputy Chief of Secretariat (1) is responsible for managing the operation of the Information Section, Planning and Operation Section, and Administrative Section.
- B. Deputy Chief of Secretariat (2) is responsible for managing the operation of the Coordination section and CITS.
- C. ACMM Chief of Staff is assigned to assist the Secretariat Chief in general staff supervision and overseeing all secretariat office operations.
- D. Head of Secretariat Office is responsible for the administrative arrangement within the Office.

12.1 Information Section

12.1.1 Chief of Information Section is the head of this section.

12.1.2 It is composed of

- a. Medical Data Collection Branch;
- b. Data Analysis Branch;
- c. AMMAT.

12.1.3 Responsibilities

- a. The planning, directing, coordinating, advising, operating and controlling of
 - i. monitoring and surveillance of medical and non-medical threats that may affect the ASEAN region;
 - ii. gathering and analyzing medical and nonmedical data/information,
 - iii. producing and disseminating medical information;
 - iv. assessing medical needs and tendency of critical situations in the affected areas.
- b. Others.

12.2 Planning and Operations Section

12.2.1 Chief of Planning and Operations Section is the commander of this section.

12.2.2 It is composed of

- a. Planning Branch;
- b. Operations Branch;
- c. Joint Training Branch;
- d. Public Relations Branch.

12.2.3 Responsibilities

- a. The Planning, Directing, Coordinating, Advising, Operating and Controlling of
 - i. enhancing joint/combined military medical readiness in support of MOOTW among the AMS as follows;

- arranging a registered military medical asset list of the AMS and Plus Countries which can be mobilized and deployed in supporting joint/combined military medical operations;
- producing and developing joint/combined medical plans;
- conducting training courses and joint combined exercises among the AMS and Plus Countries.

ii. Conducting Civil Affairs Operations and Public Relations in supporting ACMM operations.

b. The Planning, Directing, Coordinating, Advising and Controlling of

- i. conducting joint combined military medical operations in supporting MOOTW among the AMS;
- ii. conducting military medical research cooperation among the AMS and Plus Countries;
- iii. conducting Operation Security.

c. Others.

12.3 Coordination Section

12.3.1 Chief of Coordination Section is the head of this section.

12.3.2 It is composed of the LOs from the AMS and Plus Countries.

12.3.3 Responsibilities

- a. planning, directing, coordinating, advising, operating and controlling the cooperation among the ACMM, AMS and Plus Countries, as well as relevant agencies to support ACMM operations.
- b. Others.

12.4 CITS

12.4.1 Chief of CITS is the chief of this section.

12.4.2 It is composed of

- a. Satellite-Communication Branch;
- b. Radio-Transmission Branch;
- c. Information Technology (IT) Support Branch.

12.4.3 Responsibilities

- a. The Planning, Directing, Coordinating, Advising, Operating and Controlling of
 - i. arranging the communication system of ACMM;
 - ii. arranging the technical setup of the Video Teleconference (VTC) system to establish communication among the ACMM, AMS and Plus Countries as well as relevant agencies, including broadcasting via the pre determined communication channels;

- iii. establishing and maintaining communication, including broadcasting via IT system among MMS of the AMS and Plus Countries as well as relevant agencies in affected states and/or critical areas;
 - iv. administrating the ACMM webpage and website;
 - v. conducting security of ACMM Information Technology (IT) system.
- b. Others.

12.5 Administrative Section

12.5.1 Chief of Administrative Section is the head of this section.

12.5.2 It is composed of

- a. Personal Branch;
- b. Logistics Branch;
- c. Financial Branch;
- d. Legal Branch.

12.5.3 Responsibilities

- a. The planning, directing, coordinating, advising, operating and controlling of
 - i. Human Resource Management of the ACMM;
 - ii. Logistics management of the ACMM;
 - iii. Comp trolling and financing for the ACMM;
 - iv. Coordinating and advising for laws, rules, standards and mandatory duties for supporting ACMM.
- b. Other assignments that have not been assigned to any section.

13. Administration

13.1 Administration of the ACMM shall be the responsibility of the Board of Directors.

13.2 Administration of the Secretariat Office shall be the responsibility of the Secretariat Chief.

13.3 ACMM shall operate according to its REDCON.

13.4 SOPs of ACMM

13.4.1 The Planning and Operations Section, and the LOs from the AMS and Plus Countries, shall develop SOPs of ACMM for supporting MOOTW under the purviews of ADMM-Plus framework for:

- a. SOPs of ACMM in medically supporting Humanitarian Assistance and Disaster Relief Operations (SOPs-ACMM for HADR);
- b. SOPs of ACMM in medically supporting Maritime Security Operations (SOPs-ACMM for MS);
- c. SOPs of ACMM in medically supporting Counter Terrorism Operations (SOPs-ACMM for CT);

- d. SOPs of ACMM in medically supporting Peace Keeping Operations (SOPs-ACMM for PKO);
 - e. SOPs of ACMM in medically supporting Humanitarian Mine Actions (SOPs-ACMM for HMA).
- 13.4.2 The SOPs existing in Article 13.4.1 shall be approved by the Board of Directors, by using guideline in Article 23.4.4.
- 13.4.3 The approved SOPs in Article 13.4.2 shall be duplicated and created as electronic files by the Planning and Operations Section. The documents and files shall be kept and secured at the Planning and Operations Section, Coordination Section, and Administrative Section.
- 13.5 Guidelines for Sections
- 13.5.1 Each Sections shall draft their SOPs and operational details that conform to SOP-001.
- 13.5.2 SOPs and operational details existing in Article 13.5.1 shall be approved by the ACMM Chief of Staff.
- 13.5.3 Each Sections shall duplicate and create electronic files of which is approved in Article 13.5.2. Copies of the documents and files shall be kept and secured at the Secretariat Office.
- 13.6 Authorizing the Power of Attorney
- 13.6.1 Approval of SOPs, rules, guidelines, and work instructions of the ACMM shall be the responsibility of the Board of Directors.
- 13.6.2 Secretariat Chief
- a. The Secretariat Chief shall give authority to the Deputy Secretariat Chief to act as a temporary replacement for when the Secretariat Chief is away from Bangkok for more than 24 hours.
 - b. Issues which authority cannot be given in Article 13.6.1 a.
 - i. Declaring REDCON-3;
 - ii. Taking action in REDCON-3;
 - iii. Administrating ACMM personnel;
 - iv. Authorizing accessibility for ACMM personnel to access “Level of Classified”;
 - v. Operating for financing and budgeting of the ACMM;
 - vi. Authorizing AMMAT to operate.
- 13.6.3 Chief of section
- a. The Chief of section shall request for permission to give authority to the Head of Branch as a temporary replacement for when the Chief of section is away from Bangkok for more than 24 hours, by using the

guideline in Article 15.2 (for Coordination Section, authorization shall be given to senior officer).

- b. Issues which authority cannot be given in Article 13.6.3 a.
 - i. The consideration for declaring REDCON-3;
 - ii. Taking action in REDCON-3.
- c. The authorized temporary replacement as stated in Article 13.6.3 a. shall report to his/her Chief as soon as the mission is completed or when the Chief of section retrieves his/her authority.

13.6.4 The authorized temporary replacements shall be overed when donors of power attorney retrieve their authority.

14. Document Systems

14.1 Rule, Guidelines, and Work Instruction

14.1.1 Planning and Operations Section shall plan, direct, coordinate, advise, operate, control classified data.

14.1.2 CITS shall plan, direct, coordinate, advise, operate, control the electronic document system of the ACMM which includes creating, filing, and shredding electronic documents.

14.1.3 Head of Office shall plan, direct, coordinate, advise, operate, control all issues of paper document system of the ACMM, except classified documents.

14.2 Classification

14.2.1 Chief of each section shall determine level of document classification and proceed by using guidelines in Article 15.5.

14.2.2 Chief of each section shall report the considered personnel who shall have authority to access classified documents through the Planning and Operations Section.

14.3 Kept and secure

14.3.1 CITS shall plan, direct, coordinate, advise, operate, control to keep and secure all electronic documents except classified documents.

14.3.2 Head of Office shall plan, coordinate, control, and register to keep and secure all documents in order to easily trace, check, and use.

14.3.3 Each sections shall manage their filing system for classified documents.

14.4 ACMM shall use “Royal Thai Army Regulations” as guidelines for its documents, except for using the “ACMM Logo” existng in Article 10 instead of the “Garuda emblem” and using the section number “ACMM/A.D.”

15. Reporting Mechanisms

- 15.1 Reports for adjusting the level of REDCON
 - 15.1.1 The Chief of Information Section and Chief of Planning and Operations Section, shall consider the mandatory and appropriate level to adjust REDCON.
 - 15.1.2 The Chief of Planning and Operations Section shall report by using guidelines in Article 15.3 to adjust the REDCON level when there is consensus in Article 15.1.1.
- 15.2 General reports, authorization reports, and operating reports shall be considered through the chain of command.
- 15.3 Urgent Reports
 - 15.3.1 Chief of Section shall report through the chain of command by the fastest means of communication.
 - 15.3.2 Sections shall operate by using guidelines in Article 15.2 within 24 hours. In case of urgent need for the signature, the procedure shall bypass the commanding officers who are not available, however, they shall be informed later.
- 15.4 Routine Reports
 - 15.4.1 Daily Report
 - a. Each section shall propose its daily report through the Planning and Operations Section before 1430 hours.
 - b. Planning and Operations Section shall compose ACMM daily report by using information in Article 15.4.1 a. and Article 22.1.2, and shall report by using the guidelines in Article 15.2 before 0800 hours of the next day of duty. Officer on duty shall compose daily report on weekends and holidays.
 - 15.4.2 Monthly Report
 - a. The Secretariat Chief shall report for duty in Article 15.4.2 b. to the Chairman of the Board of Directors by using the guidelines in Article 20.1.2.
 - b. Planning and Operations Section shall compose the ACMM monthly report by using information in Article 15.4.1 b. and proceed by using guidelines in Article 15.2 within the last day of duty of the month.
- 15.5 Classified Reports
 - 15.5.1 Chief of each section shall temporarily classify the documents and shall verbally report through the chain of command.
 - 15.5.2 Chief of each section shall propose consideration report directly to the Secretariat Chief.

15.5.3 Chief of Section mentioned in Article 15.5.1 shall verbally inform the personnel who is authorized access classified information in Article 15.5.2.

16. Budgeting System

16.1 Kinds of Budget

16.1.1 Operational Budget is the budget for implementation during REDCON-1 and REDCON-2 except for operating as project-based activities. It shall be supported by the Kingdom of Thailand during 2016-2017 and by the AMS from 1st January 2018.

16.1.2 Project Budget is the budget for operating project-based initiatives. It shall be supported by the Kingdom of Thailand during 2016-2017 and by the AMS from 1st January 2018.

16.1.3 Action Budget is the budget for operating ACMM during REDCON-1. It shall be supported by the Kingdom of Thailand during 2016-2017 and by the AMS, Plus Countries, and relevant organizations from 1st January 2018.

16.2 Procedures for requesting budget support

16.2.1 Requesting budget support from the AMS

- a. Each section shall estimate the budget requirements and its details and propose this to the Administrative Section.
- b. The details of budget requirement referred to in Article 16.2.1 a. shall be checked and initially approved by the Administrative Section. It shall then be proposed through Secretariat Chief by using the guidelines in Article 15.2.
- c. The Secretariat Chief shall report to the Board of Directors for approval by using the guidelines in Article 20.1.1.
- d. Administrative Section shall formally inform the amount of authorized budget to related sections by using the guidelines in Article 15.2.

16.2.2 Requesting budget support from the Plus Countries

- a. Each section shall estimate project-based budget requirements and its details and propose this to the Administrative Section and attach the details of the project which has been approved by using the guidelines in Article 17.1.3.
- b. Proceed by using the guidelines in Article 16.2.1 b. and Article 16.2.1 c.
- c. The Administrative Section shall inform the Coordination Section by using the guidelines in Article 15.2.
- d. The Coordination Section shall coordinate to request the support budget from the Plus Countries.

e. The Coordination Section shall formally inform the amount of authorized budget to related sections by using the guidelines in Article 15.2.

16.2.3 Requesting budget support from relevant agencies shall be operated by using the guidelines in Article 16.2.2.

17. Project

17.1 Guidelines

17.1.1 Each section shall propose initiated projects for authorization through the Planning and Operations Section.

17.1.2 The Planning and Operations Section shall report for authorization by using the guidelines in Article 15.2 when the projects in Article 17.1.1 corresponds with the strategic plan of the ACMM.

17.1.3 The Secretariat Chief shall report for authorization to the Board of Directors by using the guidelines in Article 20.1.1, Article 20.1.2, or Article 20.1.3.

17.1.4 The Planning and Operations Section shall inform the section in Article 17.1.1 in order to acknowledge the consideration results from the Board of Directors (Article 17.1.3) by using the guidelines in Article 15.2.

17.1.5 The section in Article 17.1.1 shall report for authorization through the Planning and Operations Section, in order to operate the projects which have been authorized in Article 17.1.3 within the timeframe indicated.

17.1.6 The Planning and Operations Section shall coordinate with the Administrative Section to confirm whether there is a budget to support the operation of projects in Article 17.1.5:

a. The procedures for requesting budget support shall be carried out by using the guidelines in Article 16.1.2 when there is not enough budget prepared for operating the project. Approval shall be informed to the Planning and Operations Section by using the guidelines in Article 15.2 when the support is received.

b. In case of meeting the budget, the Administrative Section shall reconsider the appropriate amount of budget. Approval shall be informed to the Planning and Operations Section by using the guidelines in Article 15.2.

17.1.7 The Planning and Operations Section shall report for authorization to operate the project, by using the guidelines in Article 15.2, when the support in Article 17.1.6 is received.

17.1.8 The section in Article 17.1.5 shall operate the project as authorized in Article 17.1.7.

17.2 Support

17.2.1 The Planning and Operations section shall plan, direct, coordinate, advise, operate, control to publicize the projects in Article 17.1.8.

17.2.2 The Administrative Section shall

a. plan, direct, coordinate, advise, operate, control of

i. The supply cycle of assets;

ii. The procedures of budgeting to support the project.

b. direct, coordinate, advise, operate, and control the budget disbursement of the project.

17.2.3 The CITS shall coordinate and conduct public relations for project activity in Article 17.2.1.

17.2.4 Every section shall support project implementation with the authorization of Article 17.1.7 as requested from the section mentioned in Article 17.1.8.

17.3 Reporting mechanisms

17.3.1 The Secretariat Chief shall report to the Board of Directors by using the guidelines in Article 20.1.1.

17.3.2 The Coordination Section shall

a. Report to the AMS by using guidelines in Article 20.2.1;

b. Report to the Plus Countries by using guidelines in Article 20.2.1;

c. Report to relevant international organizations by using the documents referred to in Article 14.4.

17.3.3 The section in Article 17.1.8 shall summarize the projects when the operation is completed and report through the Planning and Operations Section.

18. Security

18.1 The Secretariat office shall arrange security for the area, documents and personnel.

18.2 Responsibility

18.2.1 The Planning and Operation Section shall plan, direct, coordinate, advise, operate, control the security of area and personnel of the ACMM.

18.2.2 The CITS shall plan, direct, coordinate, advise, operate, control

a. Security for the IT system of ACMM;

b. Security for the electronic documents of ACMM;

c. Maintenance of the security systems for area and personnel of ACMM.

18.2.3 The Head of Secretariat Office shall

a. plan, service, cooperate, advise and direct the security for ACMM documents;

- b. conduct and cooperate for the security of the area and personnel including the operating systems for area and personnel within ACMM.
 - 18.2.4 Chief of section shall direct his/her personnel to comply with operation security measures.
 - 18.2.5 Personnel have to conduct according to the operation security measures including directly reporting to the ACMM in the case of any misconduct.
- 19. Public Relations
 - 19.1 The Secretariat Office has to arrange public relations to comprehensively support the ACMM.
 - 19.2 Responsibility
 - 19.2.1 Planning and Operations Section shall Plan, Direct, Coordinate, Advise, Operate and Control public relations for ACMM operations.
 - 19.2.2 Each sections shall
 - a. support pictures, videos, contents and any messages that is coordinated from the Planning and Operations Section;
 - b. conduct according to plans in Article 19.2.1.
- 20. Meetings
 - 20.1 Board of Directors Meetings
 - 20.1.1 Annual meeting in Thailand
 - a. Members of the meeting include
 - i. Board of Directors,
 - ii. Secretariat Chief;
 - iii. Deputy Secretariat Chief;
 - iv. ACMM Chief of staff;
 - v. Chief of Information Section;
 - vi. Chief of Planning and Operations Section;
 - vii. Chief of Administrative Section;
 - viii. Chief of Coordination Section;
 - ix. Chief of CITS.
 - b. Chairman of the Board of Directors shall be chairman of the meeting.
 - c. The Secretariat Chief shall
 - i. be the meeting secretary;
 - ii. consider additional participants, and if appropriated, report to the Board of Directors, for approval, via electronic mail.
 - d. Reporting mechanisms
 - i. Chairman of the Board of Directors shall report to the ADMM.

- ii. The Secretariat Chief shall compose the meeting report and submit to the Board of Directors via electronic mail.
- iii. The Coordination section shall report to LOs from the AMS via electronic mail.

20.1.2 The VTC shall be conducted monthly

- a. Members of the meeting include
 - i. Board of Directors;
 - ii. Secretariat Chief;
 - iii. Deputy Secretariat Chief;
 - iv. ACMM Chief of staff;
 - v. Chief of Information Section;
 - vi. Chief of Planning and Operations Section;
 - vii. Chief of Administrative Section;
 - viii. Chief of Coordination Section;
 - ix. Chief of CITS.
- b. Chairman of the Board of Directors shall be chairman of the meeting.
- c. The Secretariat Chief shall
 - i. be the meeting secretary;
 - ii. consider additional participants, if appropriated, and request for approval by Board of Directors via electronic mail.
- d. Reporting mechanisms
 - i. The Secretariat Chief shall compose the meeting report and submit to the Board of Directors via electronic mail.
 - ii. The Coordination section shall report to LOs from the AMS through electronic mail.

20.1.3 The Secretariat Chief shall organize additional meetings or VTC in case of emergencies and request for authorization through the Chairman of the Board of Directors via electronic mail.

20.2 LOs meeting

20.2.1 Bi-Annual meeting in Thailand

- a. Members of the meeting include
 - i. Secretariat Chief;
 - ii. Deputy Secretariat Chief;
 - iii. ACMM Chief of staff;
 - iv. Chief of Information Section;
 - v. Chief of Planning and Operations Section;
 - vi. Chief of Administrative Section;

- vii. Chief of CITS;
 - viii. LOs from the AMS;
 - ix. LOs from the Plus Countries.
- b. The Secretariat Chief shall
- i. be chairman of the meeting;
 - ii. determine additional participants, if appropriated.
- c. The ACMM Chief of Staff shall be the meeting secretary.
- d. Reporting mechanisms
- i. The Secretariat Chief shall report to the Board of Directors via electronic mail and also using guidelines in Article 20.2.1.
 - ii. The ACMM Chief of Staff shall compose the meeting report and submit by using guidelines in Article 15.2.
 - iii. The Coordination Section shall report to LOs from the AMS and Plus Countries via electronic mail.
- 20.2.2 The VTC shall be conducted weekly.
- a. Members of the meeting include
- i. Secretariat Chief;
 - ii. Deputy Secretariat Chief;
 - iii. ACMM Chief of staff;
 - iv. Chief of Information Section;
 - v. Chief of Planning and Operations Section;
 - vi. Chief of Administrative Section;
 - vii. Chief of CITS;
 - viii. LOs from the AMS;
 - ix. LOs from the Plus Countries.
- b. The Secretariat Chief shall
- i. be chairman of the meeting;
 - ii. determine additional participants, if appropriated.
- c. The ACMM Chief of Staff shall be the meeting secretary.
- d. Reporting mechanisms
- i. The Secretariat Chief shall report to the Board of Directors by using guidelines in Article 20.2.1 and also via electronic mail.
 - ii. The ACMM Chief of Staff shall compose the meeting report and submit by using guidelines in Article 15.2.
 - iii. The Coordination Section shall report to LOs from the AMS and Plus Countries by using guidelines in Article 20.2.2.

- 20.2.3 The Secretariat Chief shall consider the additional meeting or VTC in case of emergency.
- 20.3 Meeting with relevant organizations
 - 20.3.1 The Board of Directors has authority to conduct meeting with relevant organizations.
 - 20.3.2 The Secretariat Chief has the authority to organize meetings with
 - a. United Nations Agencies;
 - b. Entities in Annex 1 and Annex 2 of ASEAN charter;
 - c. ASEAN Agencies;
 - d. International Organizations that has been authorized according to Article 20.3.1.
 - 20.3.3 Any other meeting that is not mentioned in Article 20.3.2 shall be authorized by the Board of Directors by using guidelines in Article 20.1.2 and also via electronic mail.
 - 20.3.4 Instructions
 - a. ACMM Members of the meeting include
 - i. Secretariat Chief;
 - ii. Deputy Secretariat Chief;
 - iii. ACMM Chief of staff;
 - iv. Chief of Information Section;
 - v. Chief of Planning and Operations Section;
 - vi. Chief of Administrative Section;
 - vii. Chief of CITS;
 - viii. Chief of Coordination Section.
 - b. The Secretariat Chief shall
 - i. be head of ACMM participants;
 - ii. determine additional participants, if appropriated.
 - c. The ACMM Chief of Staff shall consider the meeting objectives with verbal authorization from the Secretariat.
 - d. The Chief of Coordination Section shall be the secretary for ACMM side.
 - 20.3.5 Reporting mechanisms
 - a. The Secretariat Chief shall report to the Board of Directors by using the guideline in Article 20.1.3 and also via electronic mail.
 - b. The Coordination Section shall compose the meeting report and submit by using guidelines in Article 15.2 and Article 20.2.2.
- 20.4 The responsibility in organizaing the meeting in ACMM
 - 20.4.1 The Secretariat Chief has the authority to determine its agendas.

- 20.4.2 The Planning and Operations Section shall plan, direct, coordinate, advise, operate, control the ACMM meetings and also propose the agendas that will be discussed in the meeting.
- 20.4.3 The Administrative Section shall
 - a. plan, direct, coordinate, advise, operate, control budget disbursement of the meeting;
 - b. direct, coordinate, advise, operate, control for distributing the budget in the meeting.
- 20.4.4 The Coordination Section shall plan, direct, coordinate, advise, operate, control the arrival and accompany the AMS and Plus countries members during their stay in Thailand.
- 20.4.5 The CITS shall plan, direct, coordinate, advise, operate, control to facilitate the electronic communication within the meeting.
- 20.4.6 The Head of Office shall plan, direct, coordinate, advise, operate, control of
 - a. administrative arrangement of the meeting facilities and facilitates meeting except electronic communication;
 - b. welcoming the delegates at the meeting;
 - c. providing food services during the meeting.
- 20.4.7 The meeting secretary shall compose the meeting report.
- 20.4.8 The related Section shall set up the content and related meetings in the Article 20.4.1.
- 20.5 Participating in other host meetings
 - 20.5.1 The CITS shall plan, direct, coordinate, advise, operate, control the data processing, including ACMM presentations.
 - 20.5.2 The section shall propose the agendas and contents for the meeting and related content by using guidelines in Article 15.2.
 - 20.5.3 The representatives from ACMM shall verbally summarise and report the meeting minutes to the section stated in Article 20.5.2 as soon as the meeting is over and conduct following the guidelines in Article 15.2 within 3 working days.
- 21. Welcoming the visitors to ACMM
 - 21.1 The visiting to ACMM shall be authorized by the Board of Directors who shall grant authority to the Secretariat Chief.
 - 21.2 The Planning and Operations Section shall plan, direct, coordinate, advice, operate and control the visiting of ACMM, including the presentation.
 - 21.3 The Administrative Section shall

- 21.3.1 plan, direct, coordinate, advise, operate and control the budget disbursement;
- 21.3.2 direct, coordinate, advise, operate and control the financing of the budget for the visiting.
- 21.4 The CITS shall plan, direct, coordinate, advise, operate and control to facilitate the electronic communication.
- 21.5 The Head of Office shall plan, direct, coordinate, advise, operate and control
 - 21.5.1 the preparation of the venues and facilities except IT equipment;
 - 21.5.2 the welcoming of visitors shall be by the guidelines stated in Article 21.2;
 - 21.5.3 the provision of food services.
- 21.6 Each section shall prepare the contents for the presentation as stated in Article 21.2 as requested.

Operating in REDCON-1 and REDCON-2

- 22. Processing data, informations and medical informations
 - 22.1 Monitoring and surveillance crisis situations
 - 22.1.1 ACMM shall prepare one operation officer and one assisting officer in charge of the daily situation and check for warning indications and monitor crisis situations within or outside the region that may affect the security of the AMS.
 - 22.1.2 Personnel acting under Article 22.1.1 shall issue a daily situation report using forms indicated by the information section.
 - 22.1.3 If during operation in Article 22.1.1, any abnormalities which may pose a threat to the security of the AMS, the personnel mentioned in Article 22.1.2 shall immediately report to the Chief of Information Section by means of the fastest communication line and follow procedures in Article 22.1.2.
 - 22.1.4 If the Chief of Information Section considers that the REDCON level has to be modified to suit the threat situation in Article 22.1.3, he shall proceed according to Article 15.1.
 - 22.2 Medical information shall be produced by the Information Section utilizing information from Article 22.1.2, from MMS of the AMS and Plus Countries, relevant agencies and also other resources.
 - 22.3 Dissemination of Information and Medical Information
 - 22.3.1 The Information Section shall request for authorization to disseminate information and medical information as of Article 22.1.2 and Article 22.2 by chain of command verbally.

- 22.3.2 The Information Section shall coordinate and disseminate information in Article 22.3.1 to the Planning and Operations Section, Coordination Section and CITS after receiving authorization in Article 22.3.1.
- 22.3.3 The Planning and Operations Section shall post the information and medical information in Article 22.3.2 on the ACMM webpage.
- 22.3.4 The Coordination Section shall report the information and medical information in Article 22.3.2 to the MMS of the AMS and Plus Countries, also to relevant agencies via electronic mail.
- 22.3.5 The CITS shall post the information and medical information in Article 22.3.2 on the ACMM website.
- 22.4 Other responsibilities
 - 22.4.1 The Secretariat Chief has the authorization to disseminate the information and medical information in Article 22.3.1.
 - 22.4.2 The Information Section shall plan, direct, coordinate, advise, operate, control the procedures in Article 22.3.3, Article 22.3.4 and Article 22.3.5.
 - 22.4.3 The Head of Office shall arrange working schedule for the operations officers and their assistances as stated in Article 22.1.1 and request for authorization according to Article 15.2.
 - 22.4.4 Sections shall support their personnel to operate as stated in Article 22.1.1 when requested.
- 23. Readiness preparation for joint/combined medical operations
 - 23.1 AMMAT
 - 23.1.1 AMMAT shall be ready to deploy
 - a. within 6 hours for REDCON-1;
 - b. within 2 hours for REDCON-2.
 - 23.1.2 Instructions
 - a. Personnel preparation
 - i. Personnel preparedness by using guidelines in Article 26.4.1.
 - ii. Unit capability enhancement by using guidelines in Article 23.3.
 - b. Equipment preparation by using guidelines in Article 27.
 - c. The Planning and Operations Section shall operate, coordinate, and advise the operational plan of the AMMAT.
 - d. The CITS shall plan, direct, coordinate, advise, operate and control the establishment and maintenance of communication between ACMM and the AMMAT operating in the field.
 - 23.2 Registered Military Medical Force List of AMS and Plus Countries

- 23.2.1 Utilizing report as highest classification level and updating the Lists every six months.
- 23.2.2 Instructions
 - a. The Planning and Operations Section shall determine requirements for the Lists.
 - b. The Coordination Section shall request for the Lists from the MMS of the AMS and Plus Countries in voluntarily basis.
 - c. The Coordination Section shall report additional information from Article 23.2.2 b., by means of Article 15.5 to the Planning and Operations Section.
 - d. The Planning and Operations Section shall produce the Lists by utilizing information from Article 23.2.2 c. as an operational framework.
 - e. The Planning and Operations Section shall review the Lists with LOs of respective countries.
- 23.2.3 The Lists stated in Article 23.2.2 e. shall be kept and secured at the Planning and Operations Section.
- 23.3 Education, training and joint/combined exercises
 - 23.3.1 Planning of training and exercises
 - a. The Planning and Operations Section, Information Section and the Coordination Section shall consider and prioritize topics for training and exercises for AMS and Plus Countries
 - i. joint/combined medical plans approved in Article 23.4.4 d.;
 - ii. mutual requirements from the AMS.
 - b. Coordination Section shall coordinate MMS of the Plus Countries and relevant agencies to support the training and exercises.
 - c. Planning and Operations Section shall produce training and exercises plan.
 - d. LOs of the AMS and Plus Countries shall functions as Joint Staffs in training and exercises.
 - 23.3.2 Request for approval of training and exercises shall be in accordance with Article 17.1:
 - a. The Board of Directors is authorized to approve its principles according to Article 17.1.3.
 - b. The Secretariat Chief is authorized to approve its implementation according to Article 17.1.7.
 - c. The Planning and Operations Section shall implement through Articles 17.1.1, 17.1.5 and 17.1.8

- 23.3.3 Support for training and exercises follows the guidelines in Article 17.2.
- 23.3.4 Report mechanisms
 - a. Chairman of the Board of Directors shall report to ADMM or ADMM-Plus accordingly.
 - b. The Secretariat Chief shall report to Board of Directors via electronic mail and also according to Article 20.1.1.
 - c. The Planning and Operations Section shall report the results when completed by using the guidelines in Article 15.2 and Article 20.2.2.
- 23.4 Joint/combined medical plans
 - 23.4.1 Joint/ combined medical plans in supporting HADR operations shall be prioritized.
 - 23.4.2 The Planning and Operations Section, Information Section and Coordination Section shall prioritize threats and Area of Operations (AO) for the plans.
 - 23.4.3 LOs of the AMS involved in the AO mentioned in Article 23.4.2 shall function as Joint Staff.
 - 23.4.4 Instructions for authorization of the plans
 - a. The Planning and Operations Section shall request for authorization of the plans, which are drafted by using the guidelines in Article 15.2.
 - b. The Secretariat Chief shall request for authorization of the plans in Article 23.4.4 a. by using the guidelines in Article 20.1.1 or Article 20.1.2.
 - c. Chairman of the Board of Directors shall request for authorization of the plans in Article 23.4.4 b. to the MOD of related AMS.
 - d. MOD of AMS has the authority to authorize the plans in Article 23.4.4 c.
 - e. In the case that the Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) should be carried out with the MOD of related AMS, it should follow the guidelines of the respective countries.
 - 23.4.5 Keeping and securing the joint/combined medical plans
 - a. The Planning and Operations Section and MOD of related AMS shall keep and secure the approved joint/ combined medical plans in Article 23.4.4 d.
 - b. In case the plans in Article 23.4.5 a. involve HADR operations, the Coordination Section shall request for authorisation from the MOD of related AMS to send copies of this plan to the AHA center.
- 24. Joint Researches
 - 24.1 Joint Research planning

- 24.1.1 Planning and Operations Section, Information Section and Coordination Section shall consider and prioritize topics for joint research, taking into consideration the following :
 - a. Common threats of the ASEAN community;
 - b. Mutual interests of the AMS;
 - c. Policies from the ADMM;
 - d. Policies from the Board of Directors.
- 24.1.2 LOs from the AMS and Plus Countries shall act as Joint Staff in research planning.
- 24.2 Procedures
 - 24.2.1 Request for approval to conduct joint research by using the guidelines in Article 17.1:
 - a. Board of Directors has the authority to approve its principle in Article 17.1.3.
 - b. Secretariat Chief has the authority to approve its implementation in Article 17.1.7.
 - c. Planning and Operations Section shall implement through Articles 17.1.1, 17.1.5 and 17.1.8.
 - 24.2.2 Support of joint research shall follow the guidelines in Article 17.2.
 - 24.2.3 Reports mechanisms
 - a. Planning and Operations Section shall summarize the progress of researches following the timeframe and shall report by using the guidelines in Article 15.2 and Article 20.2.2.
 - b. Secretariat Chief shall report progress of researches following the timeframe by using the guidelines in Article 20.1.1.
 - c. Chairman of the Board of Directors shall report progress of researches following the timeframe to ADMM or ADMM-Plus.
- 25. Coordination
 - 25.1 List of Board of Directors and LOs
 - 25.1.1 The Coordination Section shall develop a list of the Board of Directors and LOs of the AMS, Plus Countries, and relevant agencies. The list shall be updated every 6 months.
 - 25.1.2 The List in Article 25.1.1 shall be kept and secured at the Coordination Section.
 - 25.1.3 The CITS shall keep and secure electronic copies of the list of Board of Directors and LOs in Article 25.1.1.

- 25.2 Official coordination channels to the AMS, Plus Countries, and International Organizations:
 - 25.2.1 Channels assigned by the Coordination Section which has been approved by using the guidelines in Article 13.5.2.
 - 25.2.2 ASEAN framework meetings.
 - 25.2.3 Meetings according to Article 20.1 and Article 20.3.
 - 25.2.4 Meetings according to Article 20.2.
 - 25.2.5 Documents prepared in accordance to Article 14.4.
- 25.3 Instructions
 - 25.3.1 The sections, that wish to contact AMS, Plus Countries and relevant agencies, shall request for authorization using Article 15.2, as well as the attached details of medical coordination and appropriate channels
 - 25.3.2 Coordination in Articles 25.2.1, 25.2.4 and 25.2.5 shall be implemented by the Coordination Section.
 - 25.3.3 Coordination in Article 25.2.2 shall be conducted as approved in Article 25.3.1 following guidelines in Article 20.4 and Article 20.5.
 - 25.3.4 Coordination in Article 25.2.3 shall be conducted by the Secretariat Chief proceeding as approved in Article 25.3.1.
 - 25.3.5 In the case of the absence of the officer in the Coordination Section in Article 25.3.2, a copy of report shall be submitted to the Coordination Section for acknowledgement.
- 25.4 Daily report
 - 25.4.1 The Coordination Section shall compose, as well as keep and secure the daily report.
 - 25.4.2 The CITS shall keep and secure electronic documents of the daily report.
- 26. Human Resource Management (HRM)
 - 26.1 Job Specifications and Job Descriptions
 - 26.1.1 The Board of Directors has the authority to approve Job Specifications and Job Descriptions of the ACMM by having the Secretariat Chief report by using the guidelines in Article 20.1.1 or Article 20.1.2.
 - 26.1.2 Planning and Operations Section shall prepare the Job Specifications of the ACMM by using the guidelines in Article 15.2.
 - 26.1.3 Job Description of each position shall be suitable with its mission and requirement and shall be requested for approval by the Administrative Section.

- 26.1.4 Copies of Job Specification and Job Description of each position approved in Article 26.1.1 shall be kept by respective sections and the Administrative Section.
 - 26.1.5 CITS shall retain electronic copies of Job Specification and Job Description of each position approved in Article 26.1.1.
- 26.2 Personnel recruitment
- 26.2.1 Terms of consideration
 - a. Job Specifications and Job Descriptions of ACMM in Article 26.1.
 - b. Personal experience of personnel and performance of personnel by considering
 - i. Operating missions in ACMM following the evaluation results in Article 26.3;
 - ii. Preparation of joint/combined Medical Plan supporting MOOTW;
 - iii. Joint/combined Medical Operations supporting MOOTW;
 - iv. Exercise or exercise planning of Joint/ Combined Medical Operations supporting MOOTW.
 - 26.2.2 Instructions
 - a. Recruiting of the Board of Directors shall be the decision of respective AMS governments.
 - b. The Board of Directors has the authority to assign the Secretariat Chief.
 - c. The Secretariat Chief has the authority to assign personnel in the Secretariat Office.
 - d. Terms for consideration for personal assignment in the Secretariat Office:
 - i. Personal assignment in the Secretariat Office before the year 2018 shall be conducted by the Royal Thai Army.
 - ii. Board of Directors has the authority to approve the guidelines in Article 26.2.2 d. (paragraph 3).
 - iii. The Secretariat Chief shall request for approval of the guidelines in Article 26.2.2 d. (paragraph 4) to the Board of Directors by using the guidelines in Article 20.1.1 or Article 20.1.2.
 - iv. Administrative Section shall design personnel assignment guidelines to be transparent, fair and in accordance with terms in Article 26.2.1, with accountability and requesting for approval by using the guidelines in Article 15.2.

26.3 Evaluation of personnel performance

26.3.1 ACMM shall evaluate personnel performance every February and August.

26.3.2 Administrative Section shall issue performance evaluation guideline of personnel by utilizing Job Specification and Job Description in Article 26.1 as a framework for evaluation and shall request for approval by using the guidelines in Article 15.2.

26.3.3 Evaluation results of personnel's performance shall be classified.

26.3.4 Instructions

a. Board of Directors shall evaluate the performances of the Secretariat Chief, deputy Secretariat Chief, and the ACMM Chief of Staff by their performance outcome according to the annual work plan as terms for consideration.

b. The Secretariat Chief, deputy Secretariat Chief and ACMM Chiefs of Staff shall evaluate chiefs of each section by their performance outcome according to the annual work plan and by distinguishing their work responsibility in the Article 12 for as terms for consideration.

c. Chief of each sections shall evaluate personnel performance with the evaluation guidelines approved in Article 26.3.2 and shall report to Administrative Section for the consideration of personnel assignment.

d. The Secretarait Chief shall report the evaluation results of personnel with consideration of personnel assignment to the Board of Directors by using the guidelines in Article 20.1.1.

26.4 Administrative Section shall be mandatory

26.4.1 Development of each personnel shall proceed with the guidelines in Article 17 by considering nessessary operational skills for job description in Article 26.1;

26.4.2 Personnel management;

26.4.3 Operating for rights of personnel;

26.4.4 Personnel status monthly reports.

26.5 Leave

26.5.1 Chairman of the Board of Directors has the authority to approve the leave of the Secretariat Chief which shall be processed by electronics mail.

26.5.2 Secretariat Chief has the authority to approve leave of Deputy Secretariat chief, ACMM Chief of Staff and Chief of Section.

26.5.3 ACMM Chief of Staff has the authority to approve leave of personnel under the level of Chief of Sections.

- 26.5.4 Administrative Section shall
 - a. Arrange the leave form ready for submission;
 - b. Retain the leave records for the personnel evaluation purposes.
- 26.6 Punitive punishment
 - 26.6.1 Secretariat chief has the authority to punish personnel in the Secretariat Office.
 - 26.6.2 Consideration guidelines of “ Personnel punishment” and “ Appeal” before year 2018 shall be in accordance with “ Act. 2476, B.E of military discipline and further amendments” of Thailand.
 - 26.6.3 Preperation of penalizing guidelines after year 2018
 - a. The Board of Directors has the authority to approve the penalizing guidelines for personnel.
 - b. Administrative Section shall draft penalizing guidelines for personnel by utilizing principles in Article 26.6.4 and shall request for approval by using the guidelines in Article 15.2.
 - c. Secretariat Chief shall request for approval of penalizing guidelines of personnel in Article 26.6.3 b. to the Board of Directors by using the guidelines in Article 20.1.1 or Article 20.1.2.
 - 26.6.4 Principles
 - a. Penalising personnel shall report to respective countries of personnel.
 - b. Punishees shall be carefully verified of their allegations.
 - c. Punishees shall be notified in written form of their allegations and punishment.
 - d. Consideration for personal punishment shall be conducted by the investigation committee and punitive punishment committee.
- 26.7 All personnel shall be notified of
 - 26.7.1 SOP-001;
 - 26.7.2 Guidelines and operating procedures of ones assigned position in Article 13.5.2;
 - 26.7.3 Job description of present position as assigned in Article 26.1;
 - 26.7.4 Personnel rights of assigned position;
 - 26.7.5 Evaluation guidelines of personnel’ s operation performance in Article 26.3.
- 27. Logistics
 - 27.1 Administrative Section shall produce and update equipment status of the ACMM every 6 months.

- 27.2 Administrative Section shall produce logistics guidelines for ACMM following Article 13.5 and in accordance with the TOR of the ACMM.
- 27.3 Equipment and supplies procurement
- 27.3.1 Equipment and supplies procurement before the year 2018 shall be in accordance with the RTA regulations.
- 27.3.2 Responsibilities
- a. Administrative Section shall
 - i. Plan, direct, coordinate, advise, operate and control
 - Procurement of equipment and supplies to run project;
 - Budget disbursement for the procurement of all equipment and supplies.
 - ii. Direct, coordinate, advise, operate and control the disbursement of budget for equipment and supply procurement.
 - iii. Coordinate, operate and control of all equipment and supplies procurement according to priority.
 - b. Head of Secretariat Office shall plan, direct, coordinate, advise, operate and control office equipment and supplies procurement.
 - c. Section shall propose needs as follows:
 - i. Office equipment and supply shall be notified to the Head of Secretariat Office.
 - ii. Equipment and supplies for the project shall be notified to the Administrative Section
- 27.4 Maintenance of equipment before the year 2018 shall be in accordance with RTA regulations
28. Head of Secretariat Office shall produce service of personnel guidelines by using the guidelines in Article 13.5.
29. IT management
- 29.1 Responsibility
- 29.1.1 Planning and Operations Section shall plan, direct, coordinate, advise, operate and control the implementation of ACMM webpage for Public Relations.
- 29.1.2 CITS shall plan, direct, coordinate, advise, operate and control ACMM communication systems such as VTC system, radio transmission system, electronic mail, ACMM website and other necessary communication systems to maintain communication between ACMM and the MMS of the

AMS and Plus Countries as well as the relevant agencies throughout the 24/7 period

29.2 VTC

29.2.1 The secretariat chief has the authorization to utilize the VTC system.

29.2.2 CITS shall produce the VTC system guidelines by using the guidelines in Article 13.5.

29.2.3 Sections shall request for authorization to utilize VTC system by using the guidelines in Article 15.2.

29.3 ACMM Website

29.3.1 The Secretariat Chief has the authority to record or capture images on ACMM Website and may empower the authorization to the Chief of CITS.

29.3.2 CITS shall produce operational guidelines for ACMM Website by using the guidelines in Article 13.5 and in accordance with Thai legislation.

29.3.3 Sections that wish propose to record messages or pictures on the ACMM Website shall verbally request for authorization from Secretariat Chief.

29.4 ACMM Webpage

29.4.1 Secretariat Chief has the authority to record or capture images on ACMM Webpage and may empower the authorization to the Chief of Planning and Operations Section.

29.4.2 Planning and Operations Section shall produce operational guidelines for ACMM Webpage by using the guidelines in Article 13.5 and conforms to Thai legislation.

29.4.3 Sections that wish propose to record messages or pictures on the ACMM Webpage shall verbally request for authorization from the Secretariat Chief.

29.5 Electronic Mail System

29.5.1 Setting up email address with the ACMM domain shall be approved by the Secretariat Chief

29.5.2 CITS shall produce guidelines for the electronic mail system of the ACMM by using the guidelines in Article 13.5 and in accordance with Thai legislation.

29.5.3 Setting up Electronic mail of the ACMM domain

a. ACMM shall create group electronic mail for

- i. Secretariat Office;
- ii. Information Section;
- iii. Planning and Operations Section;
- iv. Administrative Section;

- v. Coordination Section.
- b. Priority of electronic mail distribution shall be as follows:
 - Board of Directors;
 - Secretariat Chief;
 - Deputy Secretariat Chief;
 - ACMM Chief of Staff;
 - Chief of Sections;
 - LOs from the AMS;
 - LOs from the Plus Countries;
 - Head of Personnel Branch;
 - Head of Financial Branch;
 - Head of Public Relations Branch.
- c. Chief of Sections shall provide the electronic mail address to personnel

Operating in REDCON-3

- 30. Declaration of REDCON-3, deescalation of REDCON and taking action in REDCON-3 shall be the authority of the Secretariat Chief which cannot be empowered to anybody as stated in Article 13.6.2.
- 31. ACMM shall establish the surveillance and assessment system to indicate emergency situations, coordinate Joint/Combined Medical Operations of the AMS. Responsibility shall be assigned as follows:
 - 31.1 Information Section shall plan, direct, coordinate, advise, operate and control of
 - 31.1.1 Monitoring crisis situations in the AMS region to assess the situational trends and medical needs, in order to provide medical response to the affected state.
 - 31.1.2 Conducting medical information preparation of AO and disseminate information and medical information.
 - 31.2 Planning and Operations Section shall
 - 31.2.1 Plan, direct, coordinate, advise, operate and control
 - a. Establishing the Operation Room.
 - b. Preparing readiness for joint/combined medical operations of the AMS:
 - i. Arranging a registered Military Medical Asset list of AMS and Plus Countries which can be mobilized and deployed in supporting joint combined military medical operations;
 - ii. Developing medical joint plans;

- c. Conducting Civil Affairs Operations and Public Relations in supporting ACMM operations.
 - 31.2.2 Plan, direct, coordinate, and advise
 - a. Operating joint/combined medical operations.
 - b. Operating the AMMAT.
 - 31.3 Administrative Section shall
 - 31.3.1 Plan, direct, coordinate, advise, operate and control of
 - a. Administration of personnel and morale;
 - b. Logistics, maintenance, transportation and support of ACMM;
 - c. Budgeting in accordance with Article 16.1.3.
 - 31.3.2 Direct, coordinate, advise, operate and control of disbursement of money in accordance with Article 16.1.3
 - 31.4 Coordination Section shall
 - 31.4.1 Organize LOs from AMS and Plus Countries to station at ACMM.
 - 31.4.2 Plan, direct, coordinate, advise, operate and control of
 - a. Organizing VTC with the Board of Directors as tasked.
 - b. Organizing LO meetings as tasked.
 - c. Organize VTC with related agencies as tasked.
 - 31.5 CITS shall plan, direct, coordinate, advise, operate and control of
 - 31.5.1 Arranging the communication system of ACMM.
 - 31.5.2 Arranging the technical setup of the Video Teleconference (VTC) system to establish communication among ACMM, AMS and Plus Countries as well as relevant agencies, including broadcasting via the predetermined communication channels.
 - 31.5.3 Establishing and maintaining communication, including broadcasting via IT system among MMS of AMS and Plus Countries as well as relevant agencies in affected states and/or critical areas.
 - 31.5.4 Conducting security of IT system.
 - 31.6 Head of Secretariat Office shall be responsible for the administrative arrangement within the Office.
32. Document processing shall be in accordance with Article 14.
33. Reporting mechanisms
- 33.1 Report to adjust the REDCON shall be in accordance with Article 15.1.
 - 33.2 Report of non-related crisis issues shall be in accordance with Article 15.2.
 - 33.3 Chief of section shall immediately report to Joint Staff in the case of
 - 33.3.1 Situation is changed.

- 33.3.2 There is an adjustment in joint/combined medical operation plan.
- 33.3.3 There is an urgent issues.
- 33.3.4 Other situations determined by ACMM.
- 33.4 Routine report
 - 33.4.1 The Secretariat Chief shall report to the Board of Directors by using the guidelines in Article 20.1.3.
 - 33.4.2 The Chief of sections shall report by using the guidelines in Article 15.2.
- 33.5 Reporting when REDCON-1 is declared over
 - 33.5.1 The Secretariat Chief shall report operating results as stated in Article 33.5.2 to the Board of Directors and uses Article 20.1.2 and electronic communication.
 - 33.5.2 Planning and Operations Section shall report operational results by using the information in Article 33.3, Article 44.1.1, and Article 44.2 when REDCON-1 is declared over and uses Article 15.2 as a guideline for reporting.
 - 33.5.3 The Coordination Section shall report to AMS and plus countries by using the guidelines in Article 20.2.1.
- 34. Meeting
 - 34.1 The Secretariat Chief shall consider the meeting in Article 20.1.3 and Article 20.3.2 as needed.
 - 34.2 The meeting that other agencies host, use Article 20.5 as a guidelines.
- 35. Conducting the budgeting procedures use Article 16.1.3 as a guidelines.
- 36. Information processing
 - 36.1 Monitor the crisis situation by using Article 22.1 as a guideline and process in accordance with Article 33.3 and Article 33.4.
 - 36.2 Medical information procedures in accordance with Article 22.2.
 - 36.3 Disseminate information and medical information
 - 36.3.1 Information Section shall consider disseminate information and medical information in accordance with Article 36.1 and Article 36.2. It shall be sent to Planning and Operations Section, Coordination Section and CITS.
 - 36.3.2 Planning and Operations Section shall report information and medical information in Article 36.3.1 on ACMM webpage.
 - 36.3.3 Coordination Section shall report information and medical information in Article 36.3.1 to the AMS, Plus countries, and international organizations by using the guidelines in Article 20.2.3 and Article 20.3.2.

- 36.3.4 CITS shall report information and medical information in Article 36.3.1 on ACMM website.
37. AMMAT shall be ready to deploy to affected areas and states when receiving orders
 38. Planning and Operations Section shall develop the registered military asset list in Article 23.2.3, and by using the guidelines in Article 23.2.2, however, directly coordinate to LO of AMS and Plus countries.
 39. Planning and Operations Section shall develop joint/combined medical plan in Article 23.4.5; however, directly coordinates to LO of AMS and Plus countries.
 40. The coordination of AMS and Plus countries and relevant agencies
 - 40.1 Official channels to coordinate
 - 40.1.1 Meeting in Article 20.1.3;
 - 40.1.2 Meeting in Article 20.2.3 and Article 20.3.2;
 - 40.1.3 Documents in accordance with Article 14.4.
 - 40.2 Coordination in accordance with Article 40.1 shall be processed through the Joint Staff by
 - 40.2.1 The Secretariat Chief shall conduct by using the guidelines in Article 40.1.1.
 - 40.2.2 Planning and Operations Section conducting in Article 40.1.2 and Article 40.1.3.
 41. Security measures as stated in Article 18, however they shall be increased up to the highest level.
 42. During REDCON-3 , leave is not permitted. However, in the case of personnel getting sick, they need to report as stated in Article 15.2 with medical certification.
 43. Logistics as stated in Article 27.
 44. Public Relations as stated in Article 19.

LTC

(Khampai Phansliy)

The Chairman of Board of Director