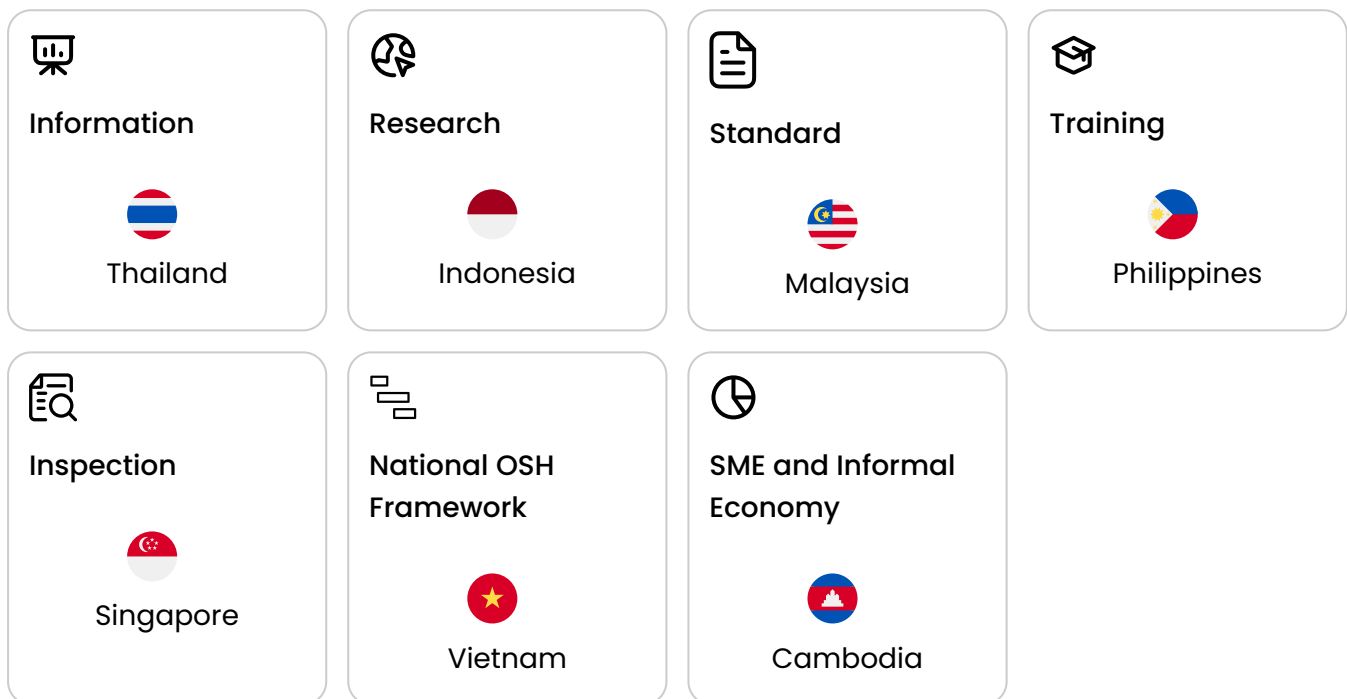


## Programme Area

The activities of ASEAN-OSHNET comprises of 7 main areas and appointed 7 member countries as Programme Area Coordinator as follow:

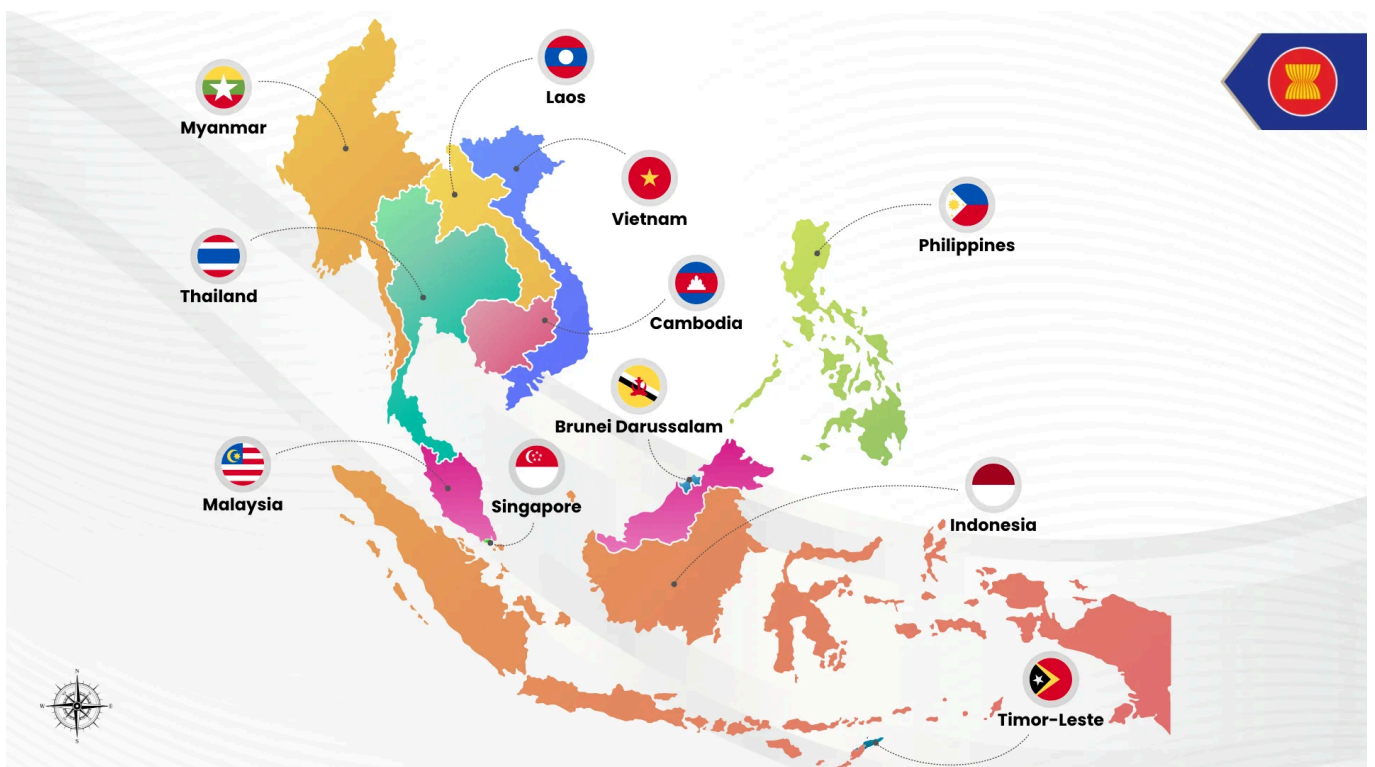


### Role of Programme Area Coordinator:

- Preparing the Project proposal and Propose to Coordinating Board via ASEAN-OSHNET Secretariat
- Develop milestone of project which already approved by Coordinating Board
- To Implement project based on milestone
- Submit the progress report to ASEAN-OSHNET Secretariat
- Submit the final report



## Linkage and coordination between the ASEAN-OSHNET Secretariat and the Programme Area Coordinators



## **PROCESS**

### **1. Approved Programs**

Coordinating Board Meeting shall define programs that become part of ASEAN-OSHNET work plan implementation

PERFORMED BY Coordinating Board

### **2. Contacting Program Area Coordinator**

The Secretariat of ASEAN-OSHNET Sends formal letter to program area coordinators for asking their confirmation in preparing proposal for proposed programs

PERFORMED BY ASEAN-OSHNET Secretariat

### **3. Confirmation from Program Area Coordinator**

- a. Send confirmation letter to ASEAN-OSHNET Secretariat
- b. Then in consultation with OSHNET Secretariat, select and prepare the proposal

PERFORMED BY Program Area Coordinator

### **4. Submitting**

Programme Area Coordinator submit the selected proposal to Secretariat of ASEAN-OSHNET

PERFORMED BY ASEAN-OSHNET Secretariat

### **5. Approving Proposed Program/proposal**

- a. Review and approving proposed program to be execute or submitted to the respective/interested donor agencies/countries
- b. Prepare, in consultation with the ASEAN Secretariat information and references for the respective/interested donor agencies/countries

PERFORMED BY ASEAN-OSHNET Secretariat

### **6. ASEAN Secretariat Assistance**

- a. Assist OSHNET Secretariat and Program Area Coordinator in substantive proposed program preparations
- b. Prepare Information in related to ASEAN policy or Dialogue Partner relations

PERFORMED BY ASEAN Secretariat

### **7. Program Execution**

Programme Area Coordinator be responsible for execute the Programme

PERFORMED BY Programme Area Coordinator

## **8. Secretariat roles and responsibilities**

- a. Prepare the Program Progress Report
- b. Facilitating program area coordinator for administrative matter

PERFORMED BY ASEAN OSHNET Secretariat

## **9. Program Area Coordinator roles and responsibilities**

- a. Organise program implementation and monitoring the progress
- b. Provide the progress report and responsible for compilation of the final report

PERFORMED BY Program Area Coordinator

## **10. ASEAN Secretariat roles and responsibilities**

- a. Serve as resource person during the program execution
- b. Facilitate the administrative and financial matter with the dialogue partners or donor country

PERFORMED BY ASEAN Secretariat

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### **ASEAN OCCUPATIONAL SAFETY AND HEALTH NETWORK (ASEAN-OSHNET)**

Ministry of Labour, Thailand

Occupational Safety and Health Division  
Department of Labour Protection and Welfare  
Ministry of Labour, Thailand