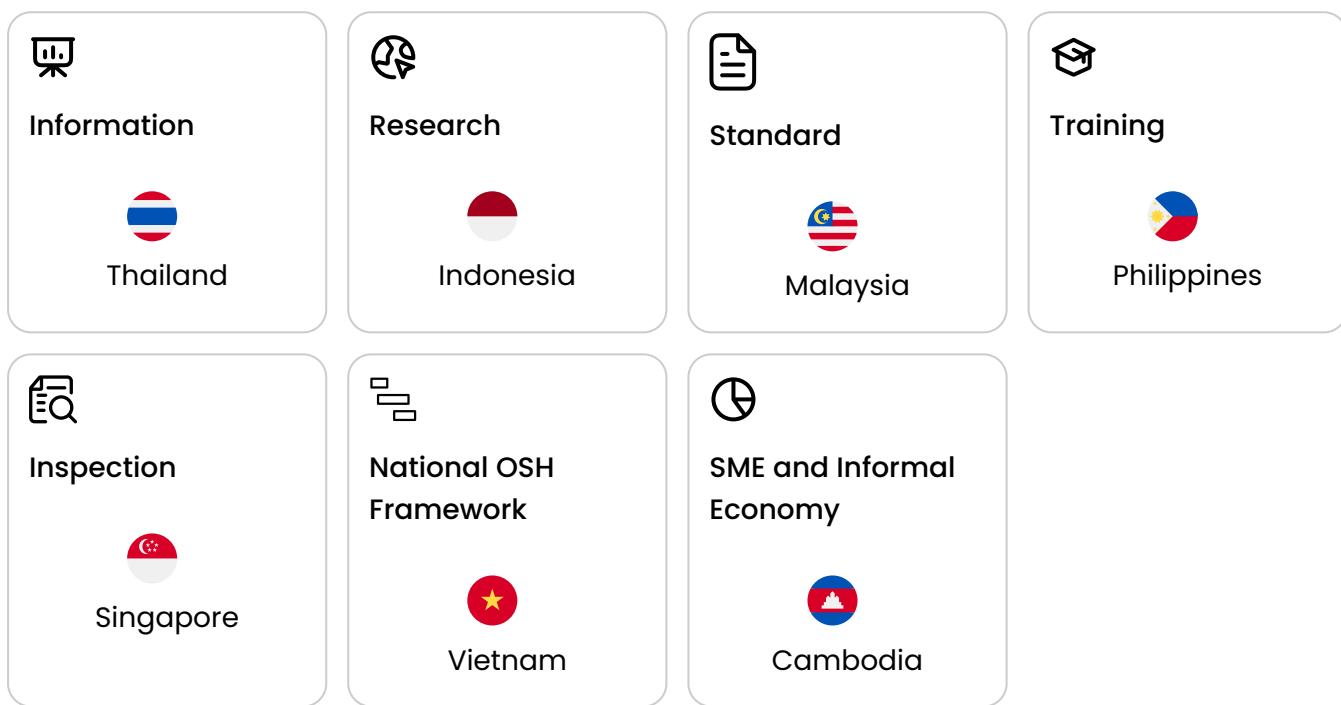


Programme Area

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

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