

**Training Workshop on Emergency Management and Disaster Response**  
**How to conduct simulation exercise (Sim-Ex)**  
**10-12 Dec 2025**  
**Manila, Philippines**

**Agenda (08/12/2025)**

Time	Topic	Responsibility
<b>Day -1 Wednesday, 10 December 2025: Introductions to Simulation Exercises</b>		
08:30	Registration	BAI and WOAHA
<b>9.00</b>	<b>Opening Session</b>	<b>MC: Dr Janice Garcia,BAI</b>
9.00	Welcome Remark by WOAHA Sub Regional Representative	Dr Naree Ketusing
9.10	Opening remark by Officer-in-Charge, Director, Bureau of Animal Industry (BAI) Remark by Assistant Secretary, Department of Agriculture, Philippines	Dr. Christian Daquigan Dr. Benjamin Albarece
9.20	Objectives of the training workshop Pre-survey workshop findings Introductions	Dr Ashish Sutar
<b>Session 1: Why Simulation exercises matter</b>		
9.40	Presentation on WOAHA guidelines	Dr Ashish Sutar
10.00	Benefits for animal health emergency preparedness	Dr Naritsorn Pholperm
10.20	Veterinary case examples	Dr John Weaver
10.40	Coffee break and Group Photo	
<b>11.05</b>	<b>Session 2: Principles of exercise design</b>	
11.05	Needs assessment	Dr Leo Ioth
11.20	Simulation exercise in practice -Philippines experience	Dr Josua Cruz, BAI
11.35	Defining aims and objectives	Dr Naritsorn Pholperm
11.50	Group exercise I: on aims/objectives	Dr John Weaver
<b>12.30</b>	<b>Lunch</b>	
<b>13.30</b>	<b>Welcome address by Philippines CVO</b>	
13.30	Remark by Chief Veterinary Officer and WOAHA Delegate, Undersecretary for Livestock, Department of Agriculture	Dr. Constante Palabrica
<b>13.45</b>	<b>Session 3: Exercise Scope and Type</b>	

13.45	Types of exercises (table-top, drill, functional, full-scale)	Dr Leo Loth
14.00	Choosing exercise type and scope	Dr Naritsorn Pholperm
14.15	Advantages of a Sim-Ex programme	Dr Leo Loth
14.30	Group exercise II: Brainstorming on scope and type	Dr Naritsorn Pholperm
<b>14.45</b>	<b>Session 4: Key components</b>	
14.45	Core components: scenario, injects, roles, timelines, AAR	Dr John Weaver
15.15	Elements of realistic outbreak scenario	Dr Karma Rinzin
15.45	Coffee break	
<b>16.05</b>	<b>Session 5: Group Exercise – ‘world cafe’</b>	
16.05	Group exercise III: Determining core Sim-Ex components	Facilitators
17.00	Close of Day 1	Dr Karma Rinzin
18.30	Dinner	
<b>DAY 2 Thursday, 11 December 2025, Development of exercise</b>		
8.30	Recap Day 1 & Objectives for Day 2	Dr John Weaver
<b>8.45</b>	<b>Session 6: Managing exercises</b>	
8.45	Roles: Facilitators, controllers, players, observers, private sector, comms, etc	Dr Leo Loth
9.05	Establishment of a Sim-Ex management team Pre-training/engagement	Dr Naritsorn Pholperm
9.30	Group exercise IV: Roles and Stakeholders engaged in Sim-Ex	Dr John Weaver
10.15	Coffee break	
<b>10.35</b>	<b>Session 7: Resourcing a Sim-Ex</b>	
10.35	Venue, IT, equipment and budget/resource needs	Dr Naritsorn Pholperm
10.50	Use of AI, and other software	Dr Leo Loth
11.05	Group exercise V: Logistics and resources	Dr Leo Loth
12.30	Lunch	
<b>13.30</b>	<b>Session 8: Exercise communication and facilitation</b>	
13.30	Communication and preparation of stakeholders/others	Mr Basilio Valdehuesa
14.00	Maintaining engagement, technique for running discussions, handling unexpected actions - Menti session	Dr Ashish Sutar and Dr Naritsorn Pholperm
14.30	Plenary discussion feedback from countries	Dr Karma Rinzin
<b>14.50</b>	<b>Session 9: Exercise Documentation</b>	
14.50	Writing exercise plans and facilitator guides	Dr John Weaver
15.10	Templates for injects, role cards, evaluation forms	Dr Leo Loth
15.30	Coffee break	

<b>15.50</b>	<b>Session 10: Developing a full-scale Sim-Ex</b>	
15.50	Steps in designing and implementing a functional and full-scale Sim-Ex	Dr Leo Loth
16.00	Group exercise VI: Developing and managing functional and full-scale Sim-Ex's	Dr Leo Loth
17.00	Close of the Day 2	Dr Ashish Sutar
<b>DAY 3 Friday, 12 December 2025 Exercise evaluation and follow up</b>		
8.30	Recap & Objectives for Day 3	Dr Naritsorn Pholperm
<b>8.45</b>	<b>Session 11: How to evaluate exercises</b>	
8.45	Evaluation approaches	Dr John Weaver
9.05	Peer and trainer feedback	Dr Leo Loth
9.15	Linking evaluation to preparedness improvement	Dr Naritsorn Pholperm
9.30	Plenary discussion	All
<b>10.15</b>	<b>Session 12: Lessons Learnt &amp; Best Practices</b>	
10.15	Common pitfalls and how to avoid them	Dr John Weaver
10.35	Practical tips for success	Dr Leo Loth
<b>10.35</b>	<b>Coffee break</b>	
10.55	Group exercise VII: Countries develop plans for national Sim-Ex programmes	Dr Ashish Sutar and Dr Karma Rinzin
11.15	Participant/country reflections: "three key lessons I'll apply"	Dr Naree Ketusing
<b>11.30</b>	<b>Closing session</b>	
11.30	Next steps and way forward – Cross Border Sim-Ex	Dr Ashish Sutar
11.35	Certificates of completion	Dr Naree Ketusing Dr John Weaver
11.50	Workshop closing remarks WOAH SRR SEA Officer-in-Charge, Animal Health and Welfare Division, BAI, Philippines	Dr Naree Ketusing Dr. Oscar Jhan Cabanayan
<b>12.00</b>	<b>End of the Workshop and Lunch</b>	