

National COVID-19 Incident Command Structure

The Incident Command System (ICS) for COVID-19 management for Bhutan will consist of three tiers; the national, regional and local level. The national level shall be known as the National COVID-19 Task Force (NC19TF) and it shall be the highest decision-making body for the matters related to the COVID-19 management. At the regional level, there shall be three COVID-19 Task Forces (C19TF) stationed at Thimphu, Phuentsholing and Samdrup Jongkhar.

The Dzongkhag COVID-19 Task Force shall report to the respective regional C19TF(s), who shall report directly to the NC19TF.

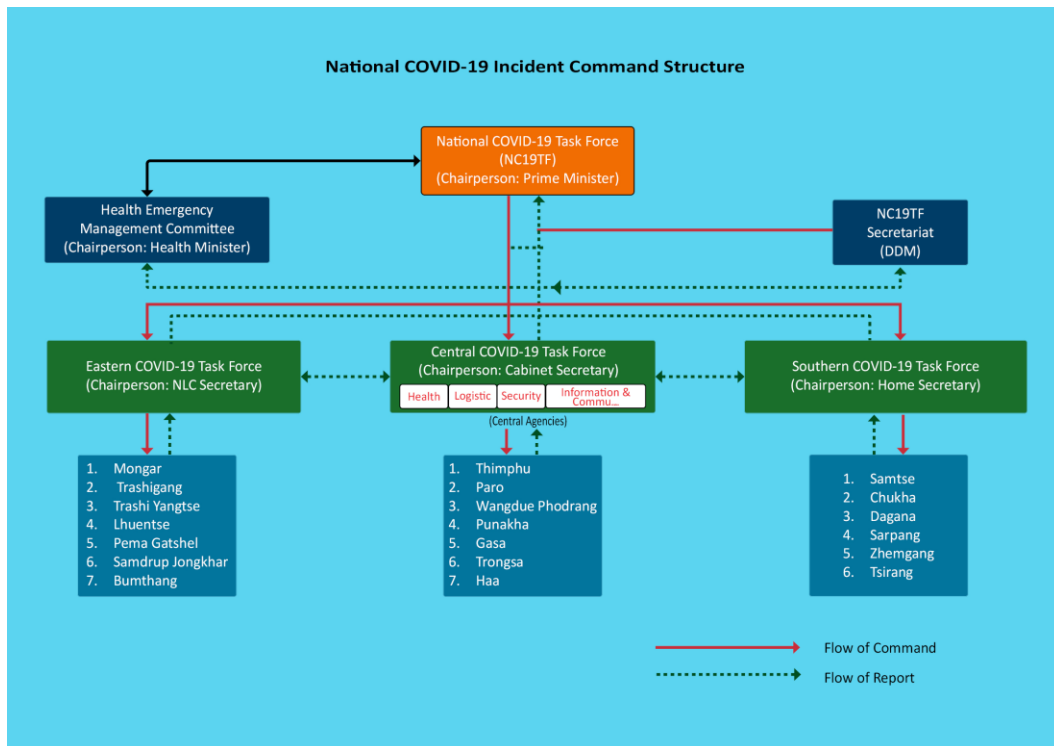


Figure 1 National COVID-19 Incident Command Structure

1. National COVID-19 Task Force

a) Team Composition:

1. Hon'ble Prime Minister
2. Foreign Minister
3. Health Minister
4. COO, RBA
5. Chief of Police, RBP

b) Terms of Reference:

- i. Be the apex body for decision making on all policy matters related to COVID-19
- ii. Provide direction and oversight for multi-sectoral preparedness and response activities at national and regional levels
- iii. Assess and review the COVID-19 national preparedness and response plan of the ministries, agencies and regional C19TF for community transmission
- iv. Submit periodic report on security, economy, and preparedness and response for COVID-19 to His Majesty's Secretariat
- v. Declare different stages of COVID-19 pandemic in Bhutan
- vi. Approve and notify the enforcement and lifting of community quarantine, Dungkhag, Dzongkhag, Thromde or national lockdown
- vii. Declare the containment of COVID-19 outbreaks
- viii. Deactivate all Incident Command System and conduct debriefing in consultation with HEMC.
- ix. Provide decisions on the necessity / requirement of international support
- x. Approve resources (technical and financial) required for the COVID-19 management.

2. Secretariat to the National COVID-19 Task Force (NC19TF)

a) Team composition:

- *Jigme Thinlye Namgyal, Director General, DDM*
- *Kinley Dorji, Chief, CDD, Ministry of Health*
- *Pema Singye, Chief, RRD, DDM*
- *Thinley Norbu, Chief, RPRD, DDM*
- *Sonam Deki, DCPO, PRD, DDM*
- *Additional officials as deemed necessary*

b) Terms of Reference:

- i. Serve as secretariat to the NC19TF
- ii. Serve as national center for coordination and communication related to COVID-19 preparedness and response activities at the national level
- iii. Convey executive and policy decision of the NC19TF
- iv. Liaise, coordinate and follow-up with ministries, agencies and regional C19TFs
- v. Appraise the NC19TF on day to day basis on new development and status of implementation of preparedness and response activities related to COVID-19
- vi. Collect and Review the agenda submitted by the Regional COVID-19 Task Force
- vii. Organize and arrange the NC19TF meetings
- viii. Record, maintain and circulate minutes of the meetings
- ix. Follow-up the progress on the decisions of the NC19 TF
- x. Any other tasks assigned by the NC19TF

3. Central COVID-19 Task Force

The Central C19TF will be the national body for coordination, resource tracking and maintaining inventory in a centralized system, liaising with agencies and providing backstopping. This C19TF shall be headed by the Cabinet Secretary.

The following desk will be stationed in NEOC:

- i. Security section
- ii. Health section
- iii. Logistic section
- iv. Information and Communication section

Team composition:

i. Security desk

- Col. Passang Dorji, RBP
- Col. Bachu Nono, RBA
- Representative from DeSuung Office
- Additional members as deemed necessary by the Security desk

ii. Health section

- Secretary, MoH
- Kinley Dorji, Chief, EMSD, MoH
- Additional members to be nominated by the MoH

iii. Logistic section

- Secretary, MoWHS
- Rabgye Tobden, Director, DoS, MoAF
- Representative from MoEA

- *Representative from FCB*
- *Representative from MoAF*
- *Additional members as deemed necessary the Logistic desk*

iv. Information and Communication

- *Secretary, MoIC*
- *Leki Choeda, Planning Officer, RSTA*
- *Additional members to be nominated by the MoIC*

Terms of Reference for Central C19TF:

- i. Provide supervision, monitoring and support to district C19TFs implementing preparedness and response activities related to COVID-19. Coordinate with the C19TFs in the South and East.
- ii. Maintain up to date comprehensive resource tracking and inventory system for the country. The C19TF's SEP system may be replicated
- iii. Serve as center for coordination and communication related to COVID-19 preparedness and response activities for the eight Dzongkhags and Thimphu Thromde
- iv. Ensure 8 Dzongkhags and Thromde are able to manage lockdown to prevent potential local and community transmission of COVID 19
- v. Ensure smooth and seamless enforcement of lockdowns
- vi. Collect and maintain data and statistics related to COVID 19 preparedness and response activities at the national level
- vii. Liaise, coordinate and follow-up with Dzongkhags and Thromde
- viii. Appraise the NC19TF Secretariat on day to day basis on new development and status of implementation of preparedness and response activities related to COVID-19.
- ix. Provide technical support to the NC19TF for COVID-19 management
- x. Review and recommend the requirement of resources for COVID-19 management

4. Regional COVID-19 Task Force(s)

In addition to the central C19TF, there shall be two regional C19TFs as follows:

4.1 Southern COVID-19 Task Force- Phuentsholing

a. Team composition

- i. Sonam Topgay, Secretary Ministry of Home and Culture Affairs
- ii. Karma Tshering, Secretary, Ministry of Economic Affairs (MoEA)
- iii. Dr. Pandup Tshering, Director General, Department of Medical Services
- iv. Pemba Wangchuk, Director General, RSTA
- v. Yonten Namgyel, Director General, Department of Industries, MoEA

- vi. Sonam Tenzin, Director General, Department of Trade, MoEA
- vii. Wangchuk Thayey, Director General, Department Revenue and Customs
- viii. Minjur Dorji, Dzongda, Chhukha
- ix. Thinley Dorji, Member/Secretary General, Royal Privy Council/BIFA
- x. Pema L. Dorji, Director, Department of Immigration, MoHCA
- xi. Tashi Penjor, Director, Department of Law and Order
- xii. Sonam Wangdi, Director, Department of Labor
- xiii. Chewang Rinzin, Director, RIGSS, Phuentsholing
- xiv. Kinley Wangdi, Director, DoS, MoFA
- xv. Dorji Wangchu, DCOP, Colonel, RBP
- xvi. Sonam Yoezer, Lt. Col Colonel, RBA
- xvii. Lungten Jamtsho, Executive Secretary, Phuentsholing Thromde
- xviii. Naiten Wangchuk, Chief Executive Officer, FCB
- xix. Jamyang Phuntsho, Chief, BAFRA
- xx. Jigme Tenzin, Dy. Chief of Protocol, MFA

4.2 Eastern COVID-19 Task Force - Mongar

a. Team composition

- i. Pema Chewang, Secretary, National Land Commission Secretariat
- ii. Yonten Phuntsho, Zimponwom, Office of the Gyaltshab, Monggar
- iii. Chief, National Land Commission Secretariat

4.3 Terms of reference

- i. Coordinate and oversee the implementation of preparedness and response for COVID-19 at regional level
- ii. Ensure the availability of essential supplies at all times
- iii. Facilitate import and export of essential supplies
- iv. Enhance and monitor border security
- v. Coordinate information and command flow between national (NC19TF) and local COVID-19 Task Force
- vi. Provide policy directives, support and guidance to the local COVID-19 Task Force on preparedness and response operations.
- vii. Provide oversight and monitoring for activities related to COVID-19
- viii. Cross border coordination with counterparts

5. Health Emergency Management Committee

a. Terms of reference

- i. Approve plan, policies, guidelines, hazard/risk maps and SOPs on health emergencies
- ii. Coordinate with NC19TF on the health emergency management
- iii. Recommend NC19TF on the declaration of outbreaks/epidemics and subsidence of outbreak/pandemic in the country

- iv. Review and provide policy and technical decision related to all response measures (case notification, isolation, quarantine, case management, travel advisory, movement restriction, logistic support)
- v. Take decision on travel advisory/ press release
- vi. Issue executive orders for enforcement of response activities
- vii. Coordinate and mobilize health resources from national and international partners.
- viii. Identify the key stakeholders for effective implementation of the Health Emergency and Disaster Contingency Plan
- ix. Liaise with UN and other international agencies for fund mobilization and technical assistance

6. Dzongkhag/Dungkhag COVID Task Forces

- i. Develop, review and update local COVID-19 Contingency plan
- ii. Implement all preparedness and response measures related to COVID-19
- iii. Enforce community quarantine, and locality lockdown on the directives of NC19TF
- iv. Ensure continuity of essential goods, medical supplies and services during lockdown
- v. Provide relief services (kidu) to the vulnerable sections in consultation with His Majesty's Secretariat
- vi. Report and update situation to regional C19TF and NC19TF
- vii. Communicate risk and preventive measures to the public
- viii. Maintain inventory of resources including HR

7. Ministry/agency COVID-19 Task Forces

- i. Establish COVID-19 Task Force within their organization
- ii. Develop sector specific relevant preparedness and response plan for COVID-19
- iii. Report to NC19TF on the progress of the activities related to COVID-19
- iv. Ensure implementation of the directives from NC19TF related to COVID-19
- v. Any policy interventions should either align to the NC19TF directive or seek guidance
- vi. Understand and implement the lockdown measures provided by the NC19TF