DRAFT
Concept Note
Call for Applications: RPHL Network Secondment Programme 2027
Laboratory quality management, PT provider development and outbreak response

1. Overview

Since 2024, the RPHL Network has supported member countries in the development of their National Laboratory Strategic Plans (NLSPs) to strengthen national laboratory systems and accelerate progress toward sustainable laboratory capacity. Building on this foundation, the RPHL Network Secondment Programme aims to translate NLSP strategies into practical action through a structured, hands-on learning approach.

This second programme provides tailored, country-specific capacity building by placing nominated laboratory professionals in host institutions within the RPHL Network. The programme is designed to address priority gaps in quality management systems, PT provider development, and outbreak preparedness and response, identified in national priorities, including NLSPs where available, and to support their progress toward quality standards such as ISO 15189 and ISO/IEC 17043, IS035001 through direct exposure to hands-on best practices, peer learning, and practical application.

Through a five-day intensive secondment, participants will engage in focused learning aligned with their proposed thematic areas: quality management systems, PT provider development in line with ISO/IEC 17043, and outbreak preparedness and response, while fostering regional collaboration and knowledge exchange among RPHL Network members. Participants are encouraged to become resource persons who support other RPHL Network member countries after the programme.

2 mid-level of lab professional from the following eligible participating countries (Support by ASEAN UK HSP)**:**

- Cambodia
- Indonesia
- Lao PDR
- Malaysia
- Myanmar
- Singapore
- Thailand
- Timor-Leste
- Viet Nam

**Non-ASEAN Countries can apply with self-support*

2. Objectives

1. To enhance technical and managerial competencies of nominated participants through hands-on, practice-based learning aligned with country-specific priorities.
2. To accelerate the implementation of national laboratory priorities, including NLSPs, by addressing identified gaps in quality management systems, PT provider development, and outbreak preparedness and response.
3. To promote peer learning and regional collaboration among RPHL Network member countries through direct engagement with host institutions and experts.
4. To facilitate knowledge transfer and sustainability by enabling participants to apply and scale up lessons learned within their national laboratory systems after completion of the secondment.
5. To strengthen regional laboratory networks by building long-term professional linkages and shared practices across participating countries.

3. Eligible Thematic Areas

Applications must address at least one of the following areas:

- Quality management system (QMS): document and record control, risk management, internal audit, management review and continual improvement, aligned with ISO 15189 and, for PT providers, ISO/IEC 17043. ISO 35001.
- PT provider development: PT scheme design, PT item preparation, homogeneity and stability, statistical evaluation, reporting, and preparation for ISO/IEC 17043 accreditation.
- Lab preparedness and response

4. Who Can Apply

- Nominated candidates from the participating countries listed above.
- National laboratories or institutions working on quality management systems, PT provider development, or outbreak preparedness and response.
- Maximum of two fully funded participants by RPHL Network per country.
- 2-4 additional self-support is acceptable

5. Equal Opportunity and Accessibility

The RPHL Network welcomes applications from all eligible professionals, and applications from all gender, early-career staff and people with disabilities are encouraged. Countries are invited to consider balance and inclusion when making nominations. Applications will be assessed against the published criteria, and the reasons for selection will be recorded.

If you need any support to take part, such as access, materials in another format or captions, please tell us in your application or registration. This is optional and confidential, and adjustments are arranged as early as possible where available and applicable.

6. How to Apply

- Applicants are kindly requested to submit the following documents:
- A concept note, prepared in accordance with the provided template
- A curriculum vitae (CV) of the nominated candidate(s)
- Nomination will be coursed through respective RPHL Network Contact Peron only

The concept note should state the thematic area(s) of interest and describe the current status of the selected area(s) in the laboratory or country, the priority gaps, the proposed institutional roles, and the expected outputs after the secondment. Applications will be reviewed by the RPHL Network Selection Committee based on readiness, alignment with national priorities (including the NLSP, where available), and commitment to the post-return action plan and follow-up. Nominating institutions are encouraged to consider gender balance, early-career staff and inclusion when selecting candidates.

7. Duration of the Secondment

The secondment programme will be conducted over a period of five days. During this period, participants will engage in structured, hands-on learning activities on their selected thematic areas, aligned with national priorities, including those identified in National Laboratory Strategic Plans (NLSPs) where available.

8. Host Country

The secondment programme will be hosted by an RPHL Network member country with well-established technical expertise and facilities relevant to EQA and PT.

Host country and institution:
Host Country: Thailand, Singapore, Viet Nam (TBC)
Institution: To be confirmed, host arrangements will be confirmed based on institutional capacity and logistical considerations.

9. Award

Selected participants will receive:

- Round-trip economy airfare
- Accommodation in the host country for the duration of the secondment
- Daily Subsistence Allowance (DSA) in accordance with applicable policies
- Travel insurance for the duration of the programme
- Meeting package and local transport

This support package is intended to enable participants to fully focus on learning and knowledge exchange during the secondment.

10. Participant Commitments

Selected participants are expected to:

- Complete the pre- and post-programme surveys and the three-month follow-up survey
- Develop a post-return action plan for their institution
- Submit a mission report after the programme
- Take part in mentoring and follow-up activities, including video conferences and monitoring visits
- Join the RPHL Network roster of Subject Matter Experts, where appropriate
- Take part in the Community of Practice and share experience and good practices with other member countries
- Where feasible, provide technical assistance to other countries in the region.

11. Grant Conditions and Safeguards

This programme is co-funded, with part of the support provided under the HSP Grant, for which RPHL is the sole grantee. All participants, hosts and facilitators are expected to comply with the grant conditions and with safeguarding, whistleblowing, data-sharing and conflict-of-interest requirements. The standard reminders will be presented at the beginning of the event and recorded.

12. How to Submit

Nominations and application documents (the concept note and CVs) should be submitted by email to the RPHL Network Secretariat at pattariya.m@rphlnetwork.org **by 15 December 2026.**