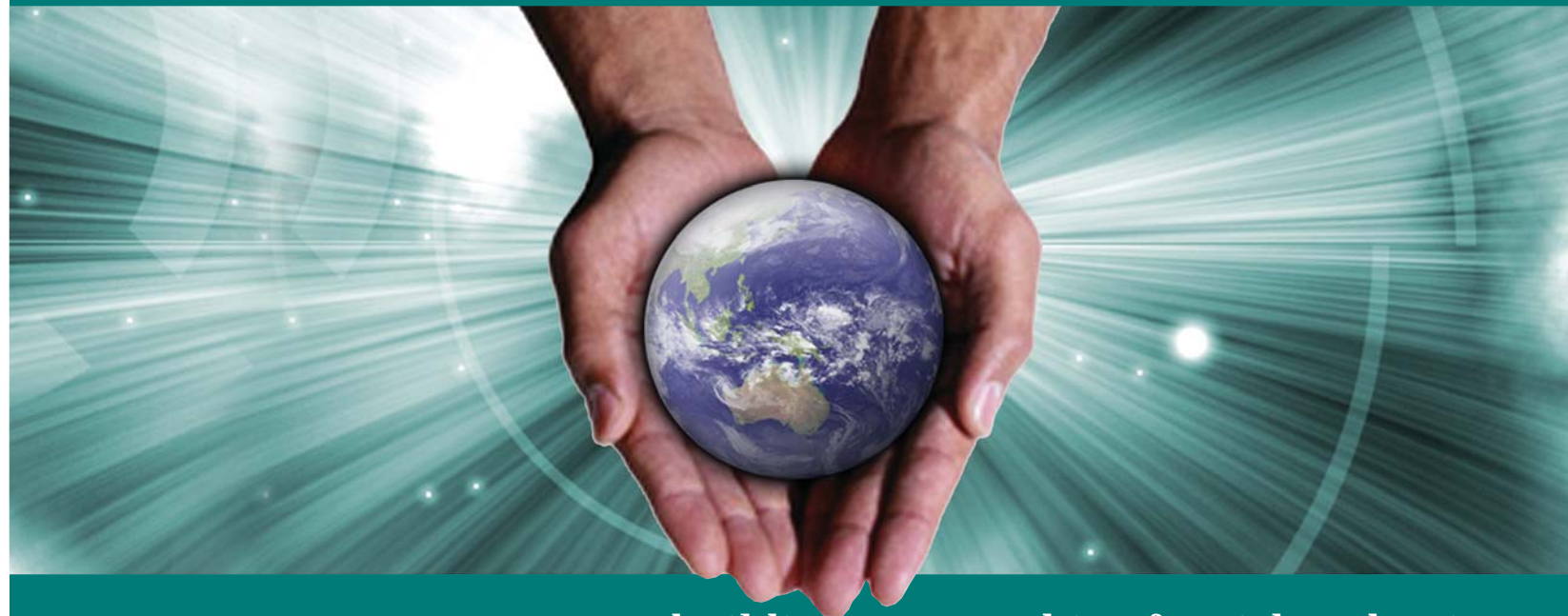


# Third Disaster Management Practitioners' Workshop for Southeast Asia

Institutionalizing Community Based Disaster Risk Management in  
Government Policy Making, Planning and Program Activities



building partnerships for risk reduction

United Nations Conference Center, Bangkok, Thailand, 10-13 May 2004

# the workshop

## third sea dmp workshop

One of ADPC's strategic goals is to facilitate partnerships and exchange of experiences that promote disaster reduction in Asia. It is fully supportive of ASEAN's goal to create disaster resilient communities through identified strategies such as supporting the creation and development of sub-regional, and regional level networks of groups working on community-based disaster management (CBDM).

In the past three years, a number of disaster management practitioners from several Southeast Asian countries, through DIPECHO funding, twice met and discussed community-based disaster risk management issues common to the countries – Cambodia, Myanmar, Lao PDR, Vietnam, Philippines, Thailand and Indonesia. Although these two meetings were limited in terms of participating countries, the foundation has been laid towards establishing a sustainable regular mechanism to address common issues in disaster risk management.

To further respond to the expressed need for peer support in the operational and technical issues surrounding disaster risk management, a regular gathering of disaster management practitioners from within the region is vital and central to the region's knowledge building on disaster risk management. Recognizing this important regional need, the Partnerships for Disaster Reduction – Southeast Asia Project (PDR-SEA) of ADPC and UNESCAP together with the International Federation of Red Cross and Red Crescent Societies has organized the Third Southeast Asia Disaster Management Practitioners' Workshop to be held on May 10-13, 2004 in Bangkok, Thailand.

## workshop objectives

The workshop aims to:

- promote knowledge, building in disaster risk management within the Southeast Asian region, learn lessons from sharing, and review of current disaster risk management knowledge & practice of Southeast Asian countries, as well as from the global disaster risk management practices
- offer an opportunity to identify national and local activities to which peers commit themselves to provide support to each other
- foster and strengthen connections between and among practitioners and disaster management organizations
- contribute to the region's policy as well as program development and strategy formulation benefiting not only the governments and NGOs but the donors and multi-lateral agencies as well
- publish and disseminate written materials on disaster risk management useful to the end users within and outside Southeast Asia
- be a catalyst that will bring about the formation of a regional network of disaster management practitioners

## workshop theme

The theme of the workshop is **"Institutionalizing Community-Based Disaster Risk Management (CBDRM) in Government Policy Making, Planning and Program Activities"**.

At the end of the workshop, the participants should be able to: agree on a common "concept" of what CBDRM is and its important contribution to sustainable development; identify best practices that promote institutionalization of CBDRM; identify issues that limit the promotion and institutionalization of CBDRM and make recommendations to address the issues; share lessons learned about institutionalizing CBDRM; identify a feasible and concrete plan of action.

## workshop directors

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Pacific**



**European  
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Humanitarian  
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# workshop program

MAY 10, MONDAY	Registration Opening Ceremony	MORNING BREAK	Keynote Presentations: CBDRM Conceptual Framework CBDRM and its Contribution to Sustainable Development  Workshop 1: Nature and Practice of CBDRM in Southeast Asia	LUNCH	Keynote Presentations: Role of Stakeholders (Donors, Civil Society, Private Sector) in CBDRM  Speaker Presentations: Support of Regional Bodies to Institutionalization of CBDRM	AFTERNOON BREAK	Reporting and Synthesis  WELCOME DINNER
MAY 11, TUESDAY	Keynote Presentations: Institutionalizing CBDRM in Government Policies, Planning & Budgets: Perspectives of Government, NGOs, CBDM Organizations	MORNING BREAK	Workshop 2: Institutionalizing CBDRM in Government Policies, Planning & Budgets	LUNCH	Continuation of Workshop 2	AFTERNOON BREAK	Reporting and Synthesis
MAY 12, WEDNESDAY	Workshop 3: Monitoring and Evaluation of CBDRM Programs	MORNING BREAK	Workshop 4: Gender and CBDRM	LUNCH	Reporting and Synthesis of Workshops 3 and 4	AFTERNOON BREAK	Keynote Presentation: UN Contribution in Institutionalizing, Sustaining and Supporting CBDRM  Cocktail Reception and Launch of CBDRM Field Practitioners Handbook
MAY 13, THURSDAY	Presentation of Workshop Results and Dialogue with Different Agencies	MORNING BREAK	Workshop 5: Cooperation Framework  Workshop 6: Action Planning	LUNCH	Report Preparation and Reporting  Workshop Synthesis  Evaluation	AFTERNOON BREAK	Closing Ceremony

## WORKSHOP STRUCTURE

The workshop will consist of two parts.

The first part will focus on the following:

- Sharing and review of CBDRM framework and practices in SEA countries

- Learning lessons from practices in the following key areas of work: institutionalizing CBDRM in government policy making, planning & program activities; gender in CBDRM; and M&E in CBDRM

- Theorizing on future applications of lessons learned

- Formulating recommendations.

The second part will concentrate on presenting recommendations to relevant government bodies, multilateral agencies and donors.

The workshop will employ a range of formats to enable participants to share knowledge and stimulate active discussion including:

- Keynote presentations from international and national leaders in disaster management
- Open forums and plenary sessions
- Participative workshops
- Poster and photo exhibitions

### Workshop 1: Nature and Practice of CBDRM in Southeast Asia

Current practice of CBDRM in SEA - elements, features, characteristics, practice, key issues, and others

Identification of contribution of CBDRM in sustainable development in SEA

### Workshop 2: Institutionalizing CBDRM in Government Policies, Planning & Budgets

Facilitating and limiting factors

List of recommendations and best practices

### Workshop 3: Monitoring and Evaluation

Different approaches in M&E

Facilitating and limiting factors in M&E of CBDRM in SEA

List of recommendations and best practices

### Workshop 4: Gender and CBDRM

Different approaches in integrating gender in CBDRM

Facilitating and limiting factors in mainstreaming gender in CBDRM

List of recommendations and best practices

### Workshop 5: Cooperation Framework

Drafting of principles for cooperation

Identification of areas of cooperation in CBDRM institutionalization and implementation

### Workshop 6: Action Planning

Formulation of action plans for the next six months and one year

Planning for the next Disaster Management Practitioners' Workshop

# registration form

<b>Title</b>	<b>Last Name</b>	<b>First Name</b>
<b>Preferred Name on Badge</b>		
<b>Position</b>		
<b>Organization</b>		
<b>Postal Address</b>		
<b>City</b>	<b>Country</b>	<b>Post Code</b>
<b>Telephone</b>	<b>Fax</b>	
<b>Email</b>		
<b>Special Dietary Requirements</b>		
<b>Other Special Needs</b>		
<b>Signature</b>		

## Accommodation

We recommend that you make your accommodation bookings at either of these hotels.  
Please inform them that you are a delegate of this workshop in order to get their special rate.

I have booked myself at TRANG HOTEL

I have booked myself at GRAND CHINA HOTEL

I have booked myself at another hotel (please specify hotel name)

**Trang Hotel**  
99/1 Wisutkasat Road, Bangkok 10200  
Phone +662-2811402 Fax +2803610  
Email sales@trang-hotel.co.th  
URL www.tranghotel.co.th  
Single Room (USD 21/night, incl. ABF)  
Double Room(USD 24/night, incl. ABF)

**Grand China Princess Hotel**  
215 Yaowarat Road, Samphantawong, Bangkok 10100  
Phone +662-2249977 Fax +662-2247999  
Email gcp@grandchina.com  
URL www.grandchina.com  
Single Room (USD 40/night, incl. ABF)  
Double Room(USD 45/night, incl. ABF)

## Photo Exhibit

I will bring materials for the photo exhibit

Please provide some information about your exhibit

## Delegate Registration Fee

The delegate registration fee is USD 150 per delegate.

I enclose a bankdraft cheque of US Dollars 150, payable to ADPC Foundation

I will process payment through bank transfer, please provide me with your bank details

I will pay the registration fee in cash during the morning registration on May 10

To register for the Third Southeast Asia Disaster Management Practitioners' Workshop, please complete this form and mail or fax it to Ms. Vicky Diopenes, ADPC, PO Box 4, Klong Luang, Pathumthani 12120, Thailand. Phone: +662-5165900 ext. 408 Fax: +662-5245350/5245360 by 20 April 2004, if possible.

# information

## **Venue and Duration**

The Workshop will be held at the United Nations Conference Center (UNCC) in Rajadamnern Nok Avenue, Bangkok, Thailand on May 10-13, 2004. The UNCC is located in the heart of the city, near the business, historical, and tourist districts of Bangkok.

## **Visa Requirements**

Citizens of ASEAN member countries, as well as USA, Australia, Switzerland, Japan, and the United Kingdom can obtain a one-month (30 days) visitor's visa at the immigration channel upon arrival at the international airport in Bangkok. Citizens of other countries should obtain a Thai Visa from the Royal Thai Embassy or Consulate located in your country before entering Thailand. Please secure your visa at least three weeks prior to scheduled departure.

## **Bangkok in May**

*Sawasdee!* May is a lovely month to spend in Thailand. It is the middle of summer, and the weather is very pleasant. Bangkok has bountiful shopping areas, night markets, evening entertainment, and restaurants serving both Thai and international cuisine. There are also many tourist and historical places to visit in the city. Truly, Bangkok or "*Krung Thep*" or "City of Angels", is a magical place, one that captivates the imagination and leaves you with amazing experiences.

## **Accommodation**

Delegates are responsible for their own accommodation bookings. There are two hotels (Trang Hotel and the Grand China Princess Hotel) near the conference center that we recommend for your stay. Details are in the registration form. Shuttle service will be provided from these hotels.

## **Socials**

A Welcome Dinner will be held on the evening of 10 May 2004. There will also be an afternoon cocktail reception on 12 May 2004.

## **Photo Exhibit**

A photo exhibition will be held concurrent with the workshop. The photos should depict general disaster management and practice, or CBDRM work done by your organization or in your locality. You may also bring promotional materials, posters, books, brochures and publications for display. We will be able to provide a limited space depending on the number of exhibitors. Photo display panels will be made available. All delegates who wish to bring materials for the exhibit should advise the secretariat as soon as possible.

## **Registration Fees**

The delegate registration fee is USD 150. This includes attendance at all sessions, workshop bag and materials, conference proceedings, lunches, morning and afternoon coffee/snacks, and the welcome and cocktail receptions. Registration and fees should be made by 20 April 2004, if possible. Concessions and sponsorships may be made available for community leaders and local NGO CBDRM practitioners from Southeast Asian countries, and are subject to funding availability.

## **Payment of Fees and Transferability**

Payment should be made in advance either through bank transfer or by sending a bankdraft cheque. Fees may also be accepted in cash during the workshop registration on May 10. Please note that personal cheques are not acceptable. We also can not process credit card payments. Delegates who find themselves unable to attend the workshop after submitting the registration form and payment may nominate a substitute. All substitutions must be advised in writing to the Conference Secretariat. Registration fees are transferable and non-refundable.

## **Workshop Secretariat**

All inquiries may be directed to:

Ms. Vicky Diopenes  
Project Coordinator  
Partnerships for Disaster Reduction – Southeast Asia  
Asian Disaster Preparedness Center  
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For updates on the workshop, please visit: <http://www.adpc.net/pdr-sea/pdr-sea.html>

*Partnerships for Disaster Reduction Southeast Asia, phase-2 (PDR-SEA 2) is a regional project of the Asian Disaster Preparedness Center, implemented in partnership with the United Nations Economic and Social Commission for Asia and the Pacific, with funding from the European Commission Humanitarian Aid Office (ECHO) under its Third DIPECHO Action Plan for Southeast Asia. It seeks to address disaster-related issues within the context of sustainable development, with communities targeted as major beneficiaries in six target countries: Cambodia, Indonesia, Lao PDR, the Philippines, Thailand and Vietnam. It plans to achieve this through networking and information, sharing of best practices, experiences and methodologies among disaster management practitioners, and by enhancing capacities of disaster management practitioners to use practical tools to implement community based disaster management projects.*

*For more information please contact  
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