

# **Program for Hydro-Meteorological Disaster Mitigation in Secondary Cities in South and South East Asia (PROMISE)**

## **Annual Working Group Meeting 1 (WGM-1) 2 to 4 October 2006 Manila, The Philippines**

### **Guidelines for Presentations**

These Guidelines are divided into two parts:

Part I- Guidelines for presentations by Country Partner Coordinators  
at the WGM 1

Part II- Guidelines for Coordinators' meeting

### **Part I. Guidelines for presentations by Country Partner Coordinators at the WGM 1**

#### **1. Introduction**

Two annual networking meetings of the Program for Hydro-Meteorological Disaster Mitigation in Secondary Cities in South and Southeast Asia (PROMISE) are planned in the Annual Work Plan of PROMISE for its effective implementation. These two events are the following:

1. Annual meeting of the Core Group for Monitoring which includes USAID/OFDA, USAID country missions and ADPC
2. Annual Working Group (AWG) Meeting of the Program partners

As the members of the Core Group for Monitoring also serve as Program Partners, one combined meeting of the two groups will be held in Manila from 2 to 4 October 2006.

The WGM is considered as one of the program management tools and as the main networking event of the Program. WGM meeting is attended by USAID/OFDA representatives of the region and Washington, USAID country mission representatives, ADPC and country partner institutions. Some of the regional Partners will also be invited to attend the meeting.

The Project Coordinators of each city demonstration project in the PROMISE target countries play a vital role in the management structure of the program. S/He is responsible for the implementation of the program activities planned according to the "Project Implementation Work Plan" agreed with respective Lead Institution in each country, Monitoring & Evaluation (M&E) and reporting the project progress.

In addition, reporting the performance of these activities as per the “Performance Monitoring Plan” (PMP) developed and agreed with the Lead Institution is a major function assigned to the Coordinators.

## **2. Purpose of WGM Presentation Guidelines**

The purpose of providing the Guidelines as set below is to enable the Program Coordinators to be better prepared in presenting the progress of the planned activities, in achieving the objectives and expectations of the Program. This should include major challenges encountered in initiating implementation, key impediments/constraints, if any, thus enabling the WGM to take appropriate decisions to direct the program implementation in its correct trajectory.

## **3. Guidelines**

The Coordinators are expected to make four presentations at the WGM 1. Please see the Proposed Agenda of the WGM 1 already forwarded to you. The Guidelines given here are structured

- to bring the required focus to your presentation, given the presence of the key stakeholders of the PROMISE
- to facilitate the preparation of a quality presentation that would generate an active and healthy discussion
- to take decisions in directing and steering the PROMISE

The main focus of each presentation therefore should be on the respective components of the PROMISE.

### **3.1 Component 1- Demonstration Projects**

As you know, the activities under this component are at different levels of implementation at present in the cities under your responsibility. However, you have already initiated activities on HAZARD, VULNERABILITY AND RISK ASSESSMENT. (Please refer to the Agenda)

It is therefore very necessary for you to focus your presentation on the progress achieved in the planned activities. Please therefore ensure to highlight the following during your presentation;

- Baseline survey (if carried out at the beginning of the project)
- Tools used in assessments
- Hazard and Vulnerability/Capacity assessment
- Risk assessment
- Future activities for mitigation, preparedness and emergency response to be undertaken under the next phase
- Process adopted
- Planning consultation/ training workshops and meetings held at the city level as well as community level
- An assessment of completed activities

In preparing this presentation, kindly pay your attention to the following specific and general requirements:

1. Give a map of the City and the project sites in the first slide. Using this slide, prepare to present a short description /profile of the city.
2. Present Hazards by type – a general presentation. Maybe some pictures will help to visually depict the situation.
3. Hazard mapping – Give a short description of the methodology selected, rationale for selecting the methodology including its advantages particularly in terms of its reliability and sustainability.
4. Vulnerability assessment – What tools used, what challenges encountered? What are the main constraints? Are there similar activities done by others such as partner agencies? How was the participation of community members and other stakeholders?
5. What is the present status of all planned activities for the reporting period? Give your assessment on the achievements so far. If you are satisfied with the present progress, what more can be done to make the situation better. If you are not satisfied, give reasons for your assessment and also propose your corrective measures.
6. What assistance you need to correct the existing problem situation? Identify the needs, and by whom and how can these needs be fulfilled.
7. What are the lessons you learned during this period that you would like to share with the other country partners?

### **3.2 Component 2- Regional and National Capacity Building**

The focus of this presentation should be on **TRAINING** (Please refer to the Agenda). In preparing the presentation, kindly consult your training partner/s. If necessary, you may attempt to prepare a joint presentation. This is only a suggestion. However, the idea is that National Training partner/s should be fully involved and integrated in the PROMISE by now in order to ensure effective delivery of the training.

In this context it is necessary for you to present the progress achieved in the planned activities. Please therefore ensure to highlight the following during your presentation;

- Training plan, including the name/s of the National Training Institute/s, Levels of Training i.e National, City and Community level and the number of training events planned
- Participation in ADPC training events

- Capacity building of your own organization to undertake Urban Risk Management activities
- Institutionalization of Regional training at National level with Partner Training Institution
- Sustainability in National level training for local government officials and elected representatives in the respective country
- An assessment of completed activities
- Opportunities, difficulties, lessons learned
- Training plan for the next phase

### **3.3 Component 3 - ADVOCACY FOR MAINSTREAMING RISK MANAGEMENT IN URBAN GOVERNANCE** (Please refer to the Agenda)

It is very necessary for you to focus your presentation **ONLY** on the activities on **advocacy for mainstreaming Disaster management in the Local Government sector**.

Therefore, please ensure to highlight the progress achieved in the planned activities, particularly the following:

- General local government set up of the country and strategy adopted in mainstreaming
- Activity plan and accomplishments to date (sensitization workshops, discussions with local government officials, elected representatives, workshops, study tours, etc)
- Opportunities, difficulties, lessons learned
- Plan on Advocacy for Mainstreaming Disaster Risk Management for the next phase
- Suggested activities at national or regional level to be undertaken in collaboration with ADPC

### **3.4 Component 4 – Regional Networking and Information Dissemination**

The focus of this presentation shall be on **INFORMATION NETWORKING AND PUBLIC AWARENESS** (Please refer to the Agenda)

It is therefore very necessary for you to highlight the progress achieved in the planned activities, particularly the following:

- Plan for implementation of activities under the component
- Achievements to date
- Community level information sharing, public awareness creation
- School programs

- Any other plans for city level activities for creating public awareness (Disaster Safety Day or any other networking events)
- Opportunities, difficulties, lessons learned
- Plan on information dissemination, public awareness creation for the next phase
- Planned case studies

#### **4. General Guidelines**

- The presentation should be prepared using MS Power Point software.
- Prepare separate presentations for each component and send the same to ADPC (you can bring it when you are coming to attend the Regional Training during 25-30 September 2006). ADPC will make arrangements to upload all the presentations into a common laptop computer to save time.
- Each presentation should not exceed 10 slides and plan to complete making the presentation within **15 minutes**.
- Present in the form of bullet points. Do not print pages or narratives into the slides.
- The font size should be 20 and the colours used should be client friendly and readable from a distance of 10 meters.
- Use the instructions given in the PROGRAM branding strategy for display of ADPC and USAID logos.

### **Part II. Guidelines for the Coordinator's meeting.**

As you have been already informed, there will be a separate meeting of the Coordinators to share the experience of implementing the PROMISE so far. This will provide you a common platform to present your individual achievements/ frustrations/ challenges and any other concerns that need to be addressed by the implementing partners of PROMISE

We understand particularly that all the partners have encountered difficulties in undertaking reporting of Financial and Programmatic aspects of country demonstration projects. In order to have a fruitful discussion on the requirements we suggest that you bring along the following documents:

1. Project Monitoring Plan (PMP)
2. Project Implementation Work Plan
3. All Monthly Reports submitted to date
4. All Quarterly Reports submitted to date

5. All Cash Request Forms submitted to date
6. All Monthly Disbursement Reports submitted to date.
7. Copy of the Grant and Schedule

ADPC looks forward to a close dialogue and a fruitful discussion at this meeting with the Coordinators in order to build up the next phase of the PROMISE based on the lessons learned so far. We therefore would appreciate your fullest cooperation in preparing the requested documents and active participation at the deliberations of the meetings.