

## **Presentation Guidelines**

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

**2008 Working Group Meeting (WGM-2)  
15-17 July 2008, Green Plaza Hotel, Da Nang, Vietnam**

Date : 25 to 27 June 2008

Venue : Green Plaza Hotel, Da Nang, Vietnam

Participants : ADPC, USAID /OFDA, USAID Country missions, Country Representatives from PROMISE Partners, city representatives, other selected networking partners

#### **1. Introduction**

Overall objectives of the PROMISE project is to adopt specific hydro-met preparedness and mitigation measures, Increase stakeholder involvement, enhance strategies, application of tools, methodologies on urban community preparedness and mitigation, enhance coordination with USAID development partners and missions in order to ensure synergies and complementarities of program activities with USAID strategies, strengthen networks and regional links with Urban Risk Management institutions. The PROMISE project activities in partner countries of Bangladesh, Philippines, Pakistan, Sri Lanka and Vietnam are on the verge of completion of their project activities, and Indonesia project has just commenced its activities. Countries have adopted their own strategies in mapping of hazards, assessing the vulnerabilities and risk and planning and implementation of city level hydro-meteorological risk management practices in target cities keeping the pace with different cultures, indigenous practices and presented a unique set of urban disaster mitigation and preparedness practices. The PROMISE Working Group Meeting 2008 is expected to showcase the good practices of hydro-meteorological risk management practices for community resilience in secondary cities in selected target countries.

#### **1.1. Objectives**

The intention of the Working Group Meeting 2008 (WGM-2) is to share and exchange the experience of partner countries in hydro-meteorological risk management and to see the possibilities of benchmarking them against each other. During the process of implementation, city authorities, partner agencies and selected at risk communities have acquired a considerable knowledge and experience in adopting specific risk management practices, which can be continued as a base for urban risk reduction and disaster mitigation in future. The adopted practices and assessment tools can be replicated elsewhere if information can be disseminated to a larger audience. The Working Group Meeting (WGM), as a project management and networking tool, leaves an open platform for discussions on the roles of different stakeholders and partners and for validation of the appropriateness of executed actions for ensuring the sustainability.

## 2. Expected Activities

Except Indonesia, other partners have achieved more than 80% of their activities presented in the Performance Monitoring Plan (PMP) by now and projects are expected to be completed by end June 2008. Therefore, entire session of WGM-2 need to be enriched with facts & figures, inputs & outputs to highlight the results achieved and process adopted during the last three years of implementation of the program. The accomplishments should be evaluated against the target objectives of the program analyzing the challenges, constraints as well as opportunities presented during implementation of the program while working in the selected secondary cities. ADPC expects WGM-2 to be a networking forum to showcase good practices of Urban Risk Management for sharing of the experience gained through the program activities with other regional development partners and other institutions involved in urban disaster risk reduction. With the idea of showcasing the achievements, WGM-2 will consist of formal presentations, workshops, exhibition corner/display stalls and a field visit to demonstration project sites in Da Nang, Vietnam.

## 3. Formal Workshop Sessions

Over the period of project implementation, lead institutions have gathered immense experience in reduction of urban vulnerability in terms of physical, social, economic, environmental nature. One may have achieved highest support while another had marginal support from stakeholders during the implementation but most important thing is to evaluate the process adopted. Success stories can be emerged in diverse fields and it is interesting to present the same to other country partners and networking institutions. Hence, ADPC request the partners to focus on case studies of urban vulnerability reduction based on, but not limited to, one or more of the following themes:

1. **Practices for Mainstreaming** the DRR in urban development
  - a. Institutionalizing of DRR in the local government sector
  - b. Integration of DRR in other urban sector development initiatives (planning of infrastructure, road construction, schools, hospitals, urban planning etc)
2. **Technology Development and Transfer** for DRR
  - a. Establishment of EWS and first responder capacity development
  - b. Developing HVRC assessment to be used as the basis for DRR actions
  - c. Revision of Building by-laws for controlled development of hazard-prone areas
  - d. Master planning /Urban land use planning integrating DRR
  - e. Enforcement of Building codes for enhanced DRR
  - f. Implementation of the Recovery programs with preparedness and mitigation components
3. **Networking and Partnership** development for DRR
  - a. Mobilizing the support for Local community organizations
  - b. Working with Urban Local bodies
  - c. Formal and informal DRM committees with Elected Members and civil society
  - d. Collaboration with Local technical institutions

- e. Private sector involvement
  - f. Partnership with media
4. **Governance** and DRR
- a. Public Private Partnership as a social responsibility for DRR
  - b. Community participation in DRR planning and decision-making process
  - c. Winning local community leaders and community support for implementation of Small Scale Demonstration Projects
  - d. Gaining the support of political leadership for DRR
5. **Planning and Implementation** process for DRR
- a. Community mobilization and CBDRM based practices for DRR
  - b. Networking with other stakeholders for replication of DRR
  - c. Tools and innovative strategies/practices for Risk assessment and implementation of risk treatment solutions
  - d. Community led emergency response systems for urban risk reduction

### 3.1. **Presentation of case studies**

Each participating country is expected to deliver their case study presentations on five (5) selected themes (minimum) or more and case study should be developed using the project experience of their target city. It is opened to have sub themes under above, if they are wish to highlight practices of specific nature. In order to keep the unique order of the content matter it is advisable to have a well-structured presentation. The presentation can be done using power point or using the display panels in the exhibition. The contents of the presentation should be:

- i) **Introduction** - Give a short introduction about the activities in the city, with respect to the theme selected and actions taken on the same regard.
- ii) **Background Information** - Illustrate background of the actions taken and methodologies adopted in preparation of the environment for implementation of planned activities and maintaining the sequence
- iii) **Achievements** – Explain significant achievements with a suitable comparison of expected vs. actual. In addition, methodology selected, rationale for selecting the methodology, sustainability of the outcome and possibilities of replication in other communities/cities
- iv) **Lessons Learned** for each selected good practice – Give at least **three lessons learned** during the whole process. You may include formal and informal practices, restrictions, limitations, obstacles, and support / interference from external and internal institutions. Obstacles may be of administrative, technical, socio – economical nature. Explain the scale of interventions and constraints, and tools/methods used to overcome.
- v) **Conclusion** - Handing over the ownership, maintaining sustainability with and without external support, expected future plans, continuation of process at national and / or regional level etc, should be addressed here.

#### 4. General Information

The leader or his/ her country representative is invited to make their presentation with quality enriched with facts, proofs, and photographs concerning the themes selected.

- i) Each country should plan the presentation for 15- to 20-minute period using MS Powerpoint or display materials. Usually, a slide restricted to six lines in a slide and six words in a row will have optimum visualization. A suitable font size (not smaller than font size 18 for descriptions and not larger than 28 –30 for titles and sub-titles) may be used.
- ii) Tables in small fonts with lots of information are discouraged in Powerpoint presentations. However, such tables can be attached to handouts.
- iii) .All partners are requested to forward :
  - The list of good practices selected for presentation and names of the presenters by **30<sup>th</sup> of May 2008** and
  - Their finalized presentations material to ADPC to Ms. Padma Karunaratne ([padma@adpc.net](mailto:padma@adpc.net)) and to Ms. Gabrielle Iglesias ([iglesias@adpc.net](mailto:iglesias@adpc.net)) via e mail not later than **10<sup>th</sup> June 2008**. Equipment (multimedia Projector, overhead projector, computers etc.) will be provided by organizers. **It is important to observe the above mentioned dates since we have to get the translations of all presentations submitted to authorities in Vietnam for obtaining visa for the presenters.**

At the end of all the presentations, ADPC Resource persons will summaries the session based on the case studies presented.

**Note:** ADPC will make arrangements to provide a full sponsorship for participation only for those participants who will submit the presentations before the scheduled date of submission. ADPC wishes to strengthen the relationship with partners in target countries and expects the fullest corporation to meet the objectives of the meeting at its maximum. PROMISE team will be sending you soon the guidelines for selection of participants and the possible sponsorship, which will be provided by ADPC for participation.

#### 5. Exhibition corner/ display stalls

The purpose of this corner is to support the WGM workshop sessions to highlight the good practices through series of photographs, displays, publications etc and to provide an opportunity for the representatives of the partner countries to explain them in detail during the meeting. Each partner should highlight how the beneficiaries (community members, schools, local authority, DRM committee members, etc.) were involved in the process, the project outcome achieved towards vulnerability reduction and scale of the benefit each sector/stakeholder received. Display materials should emphasize the extent of the local community involvement, their ownership towards the end task, active participation in activities including the process of decision-making and implementation. The partners should select a minimum of five (5) good practices for display from the various activities implemented under the city demonstration projects. The size of the area provided to each country is about (2m X 3m). Partners are free to design their presentations in their own creative way. They should bring all printed materials, posters, photographs (enlarged to A4 size), videos, publications, leaflets etc used in project activities for display. Organizers will offer local facilitation. Partners may bring additional copies so that they are distributed among interested other members.