5. Program Monitoring

Regional monitoring of a program that is simultaneously implemented in several countries was undertaken in several forms:

- Baseline was set with the 2005 Planning Meeting in Bangkok
- 2007 Coordinators Meeting
- Working Group Meetings
- Briefing Notes
- Monthly and quarterly status reports
- Missions to country projects

5.1. 2005 Regional planning meeting to present the project concepts

The meeting from 17 to 18 October 2005 was held in Bangkok, Thailand. It was attended by nominees of the program implementing partners of city demonstration projects from five program countries (Bangladesh, Pakistan, Philippines, Sri Lanka and Viet Nam) and regional program staff. The objective was helped to conceptualize the program goals, objectives, and intended results. The program partners developed Phase I proposals, workplan and budget based on the outcome of the meeting.

5.2. 2006 WGM

The 2006 Working Group Meeting was held from 2 to 4 October 2006 in Manila, Philippines. The meeting covered the status, implementation, and monitoring of PROMISE, and had planning workshops for the second year of the program. Representatives from five country partners (Bangladesh, Pakistan, Philippines, Sri Lanka and Viet Nam) and local authorities of the demonstration cities presented status reports on participatory risk assessments conducted so far. Other invited guests provided technical support to country partners. The US Agency for International Development (USAID) country representatives for the five demonstration sites attended the WGM. The PROMISE program is funded by the Office of Foreign Disaster Assistance (OFDA), USAID. The links to the briefing notes, presentations and report are found here:

5.3.   2007 Project Coordinators Meeting

The 2007 Project Coordinators Meeting was held from 31 July to 1 August 2007 in Bangkok, Thailand. It was attended by representatives of all program partners from five program countries (Bangladesh, Pakistan, Philippines, Sri Lanka and Viet Nam). The agenda was programmatic reporting (project financial reporting, project management and administrative procedures), monitoring and evaluating.

5.4.   Briefing Notes

This product is compiled during the Working Group Meeting every year to inform the meeting participants of the status and accomplishments of the PROMISE. It also serves as a reference resource for various discussions both during and after the meeting. The document is uploaded to the PROMISE web page for reference. The 2006 WGM Briefing Notes can be found here:

http://www.adpc.net/v2007/Programs/UDRM/PROMISE/MONITORING%20&%20EVALUATION/Working%20Group%20Meeting/2006/Default-Working%20Group%20Meeting2006.asp

The online version of these 2008 Briefing Notes can be found here:

http://www.adpc.net/v2007/Programs/UDRM/PROMISE/MONITORING%20&%20EVALUATION/Working%20Group%20Meeting/2008/Default-Working%20Group%20Meeting2008.asp

5.5.   Monthly and Quarterly Status reports

These are required reports Results Based Monitoring (RBM), to ascertain whether the expected effects and impacts have been created. The project manager or coordinator is expected to report on the status of completion of scheduled activities for that month or quarter. Compliance rate by the countries is given in the table below. The reports should contain both results and financial status of the respective country projects. Financial reports are not uploaded to the PROMISE webpage.

The online monthly reports can be found here:

http://www.adpc.net/v2007/Programs/UDRM/PROMISE/MONITORING%20&%20EVALUATION/Monthly%20Status%20Reports/Default-Monthly_Status%20Reports.asp

The online quarterly reports can be found here:

http://www.adpc.net/v2007/Programs/UDRM/PROMISE/MONITORING%20&%20EVALUATION/Quarterly%20Status%20Reports/Default-Quarterly.asp

5.6. Missions to country projects

Missions are undertaken to check whether planned activities were carried out according to objectives and quality, time, etc. From the period October 2006 to June 2008, the following country project activities were monitored by missions:

Purpose	Date	Place	Details
Training	17 to 25 May 2007	Sri Lanka	C-BERC, meet with Sarvodaya
	17 to 19 Jul 2007	Dagupan	C-BERC
	24 to 28 Jul 2007	Hyderabad	C-BERC
	10 to 12 Sept 2007	Da Nang	C-BERC
	12 to 16 Nov 2007	Colombo	GDRR
	26 to 29 May 2008	Hyderabad	GDRR
Event	29 May to 1 Jun 2007	Dagupan	Flood Response Simulation
	5 to 8 Sept 2007	Dagupan	Study tour
	20 to 22 Mar 2008	Sri Lanka	City Workshop
	27 May 2008	Chittagong	Mock Drill
Others	1 to 4 Apr 2007	Hyderabad	Meeting with DCO
	2 to 8 May 2007	Dagupan	Meeting with TWG
	17 to 19 May 2007	Da Nang	Meeting with CECI
	2 to 15 Jun 2007	Da Nang	Case study data collection
	16 Jun 2007	Dhaka	Meeting with BDPC
	5 to 7 Aug 2007	Dhaka	Meeting with BDPC
	26 to 30 Aug 2007	Jakarta	PROMISE-Indonesia research
	29 Sept to 3 Oct 2007	Dhaka	Meeting with BDPC
	16 to 19 Oct 2007	Manila	Meeting with CDP
	17 to 19 Oct 2007	Dhaka	Meeting with BDPC
	13 Nov 2007	Chittagong	Meeting with BDPC
	18 to 21 Nov 2007	Jakarta	PROMISE-Indonesia research
	4 to 6 Dec 2007	Colombo	EWS; Meeting with Sarvodaya
	4 to 6 Feb 2008	Jakarta	Meeting with stakeholders
	6 to 7 Feb 2008	Chittagong	Case study data collection
	7 to 9 Feb 2008	Hyderabad	Meeting with AKPBSP
	13 to 15 Mar 2008	Bandung	Meeting with ITB
	17 to 19 Jun 2008	Da Nang	2008 WGM preparations