

38th Regional Training on Disaster Management Course (DMC-38)

Organized by

Asian Disaster Preparedness Center

10th–28th November 2008

Bangkok, Thailand

PURPOSE

The purpose of the course is to provide comprehensive disaster management knowledge and skills to enhance the capabilities of managers who have key disaster management responsibilities. It is designed to enable professionals working in disaster management, development and donor agencies to effectively integrate disaster management into their programs and policies. Participants will be encouraged to develop key skills and adopt proactive attitudes through participation in interactive lectures and reflection on a range of key issues raised during discussions and practical activities.

OBJECTIVES

By completing the DMC participants will learn how to:

- * develop effective strategies and systems for disaster prevention, mitigation, response and recovery
- * apply risk management processes in order to identify, assess and deal with disaster risks
- * utilise an emergency coordination center to manage disaster events
- * assess key implementation issues and requirements in disaster management

COURSE DELIVERY STRATEGY

The course will promote the sharing of relevant managerial experience and knowledge and will equip participants with appropriate decision making, strategic and analytical processes. It will encourage participants to think creatively and will utilize contemporary adult learning methodologies, including:

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| * Interactive lectures | * Group work |
| * Classroom exercises | * Exercise/Simulation activities |
| * Presentations | * Discussions |
| * Video shows | * Instructional games |

Participants are asked to participate fully in all of the above course activities. Certificates will only be awarded to participants who complete all course requirements.

COURSE CURRICULUM

Module 1: Defining the Task

This introductory module is designed to inform participants of the:

- ✓ Global Disaster Risk Situation
- ✓ Basic Concepts and Terminologies in Disaster Management
- ✓ Disaster and Development
- ✓ Introduction to Disaster Risk Management Process
- ✓ Hazard, Vulnerability, Capacity and Risk Assessment

This module concludes with simulation exercise on Risk Assessment.

Module 2: Preparedness Planning

- ✓ Overview of Preparedness Planning and Concepts
- ✓ Preparedness for Emergency Health and Mental Health
- ✓ Role of Media during Emergencies
- ✓ Preparedness Considerations in Water and Sanitation, Relief Delivery and Logistics
- ✓ Planning for Damage Assessment and Needs Analysis
- ✓ Evacuation Planning Considerations
- ✓ Disaster Recovery and Reconstruction: Concepts, Practice and Guidelines for Preparedness
- ✓ Damage and Loss Estimation in Recovery Planning
- ✓ Establishing End to End Early Warning Systems
- ✓ Mainstreaming Disaster Management in Development Planning
- ✓ Linking Prevention and Mitigation to preparedness

This module includes exercises on DANA and Preparedness Planning.

Module 3: Emergency Response

- ✓ Emergency Response Management: Principles and Concepts
- ✓ Response Case Studies
- ✓ Information Management
- ✓ Emergency Coordination Centers

This module concludes with a simulation exercise on setting-up a Coordination Center.

Module 4: Making Disaster Management Work

- ✓ Management strategies, Decision Making and Change Management
- ✓ People Management: Working in Multi-Agency Teams
- ✓ Staff Welfare and Security

- ✓ Emerging Issues
- ✓ Adopting a Strategic Approach to Disaster Management

This module includes discussion and exercise on development of strategic approaches and concludes with simulation exercise on Recovery Planning.

Note: The curriculum shown is for guidance only. ADPC's ongoing course improvement process may lead to some changes in topics and structure.

MATCHING PARTICIPANTS' NEEDS

Participants will be asked to send details of their disaster management responsibilities to ADPC as part of the course nomination process. This information will be utilised by presenters and resource persons prior to and during the course to ensure that course materials and activities are tailored to participants' needs wherever possible.

PARTICIPANTS

The course is tailored for senior level disaster managers and development workers from the Asian and Pacific regions, including officials of national and provincial governments, defense forces, police and emergency services, staff of training institutes, institutions of public administration, national and international NGOs, IFRC/ICRC, UN agencies and the private sector. Participants who have a considerable measure of responsibility in the area of disaster mitigation, preparedness, response, recovery, and disaster management policy will gain the most from the curriculum. As course participants come from a diverse range of countries and organizations, and the class size is limited to thirty persons, ADPC accepts nominations from Asia and the Pacific on a "first come, first served" basis, provided the applicant meets the requirements. A limited number of participants from other regions will also be accepted, on a case by case and "first come first served" basis.

LANGUAGE

All teaching and course materials are in English. It is essential that participants are fully conversant in English.

RESOURCE PERSONS

International experienced practitioners and experts from different organizations will complement ADPC's in house expertise to conduct and facilitate the DMC course.

COURSE FEE

The tuition fee is **US\$ 2500** with a registration fee of US\$40. For the convenience of participants, ADPC also provides a Full Package option which includes tuition fee, registration fee, all meals (Breakfast, Lunch and Dinner) and a choice of shared or single accommodation. Details of this option will be provided on request.

Travel cost is not included in the course fee. All participants are responsible for their own travel and visa expenses, including transportation from and to airport, and also for health/accident insurance and personal expenses.

GROUP DISCOUNT

ADPC has established an arrangement which recognizes the special needs of sponsoring organizations who wish to send large groups to the course. This operates when one single organization decides to send a group of five persons to the course, in which case the tuition fee US\$ 2500 will be waived for the sixth participant from that organization. The discount arrangements also apply to the full-package payment option, in which case the sixth participant will only pay the balance of the fee after deducting the tuition fee discount. Further details will be provided on request.

PAYMENT

If you are selected to attend the course, the payment should be transferred to ADPC account through bank or international demand draft (DD) not later than 10th of October 2008. Otherwise, your participation will be cancelled. Please note that personal checks are not acceptable.

ACCOMMODATION

The accommodation will be arranged at the same hotel where the training will be held. The room will be arranged from 9th to 28th Nov. Please note that if a participant wants to stay a few more days in Bangkok prior to and after the course, all arrangements and expenses for the extra days will be born by the participant.

REGISTRATION

Interested persons can apply as individuals although preference will be given to those sponsored by the organizations.

An application Form is available on ADPC website <http://www.adpc.net/v2007/TRG/DOWNLOAD/trgappliform.doc>.

Application forms should be submitted by 30th September 2008 through email, fax or mail by post. (See contact details below).

Pre-course information will be provided once you have been accepted for the course.

CANCELLATION

If you are unable to attend, a substitute applicant is welcome to attend in your place, provided the participation criteria described above have been met. Cancellation of attendance should be notified at least 3 weeks prior to course commencement; in which case, a full refund less 15% of course fee for banking charges and administrative costs will be made. No refunds are available for cancellation within 3 weeks prior to course commencement.

DMC ALUMNI LEAGUE

The DMC was first delivered in 1986, and is ADPC's flagship course. It has been attended by a large range of people from national governments, UN agencies, NGOs, IFRC/RCS, and other organizations. There are more than 1,300 DMC Alumni to date from over 70 countries who occupy leadership positions across numerous sectors all over the world, especially in the Asia-Pacific Region. Many of them play pioneering and institution building roles, and have contributed significantly to the enhancement of disaster management capabilities in the region. They retain their links with ADPC and many are actively involved in partnerships facilitated by ADPC at the regional and national levels. Successful completion of the DMC will qualify you to join in this distinguished and rich heritage, which is continually enriched by new participants. We look forward to welcoming you to this league!

ASIAN DISASTER PREPAREDNESS CENTER

Established in 1986, ADPC is the lead regional resource center dedicated to disaster reduction in Asia and the Pacific. ADPC works with governments, NGOs and communities of the Asia and Pacific region to strengthen their capacities in disaster preparedness, mitigation and response through professional training, technical assistance, regional program management and information and research.

The ADPC library has over 7,000 entries, including 500 videos on disaster management. Participants can feel free to access these resources.

CONTACT ADDRESS

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