

SENDAI FRAMEWORK VOLUNTARY COMMITMENTS

Guideline for submission

Version 1.0
December 2018



<https://sendaicommitments.unisdr.org/>



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Key Points

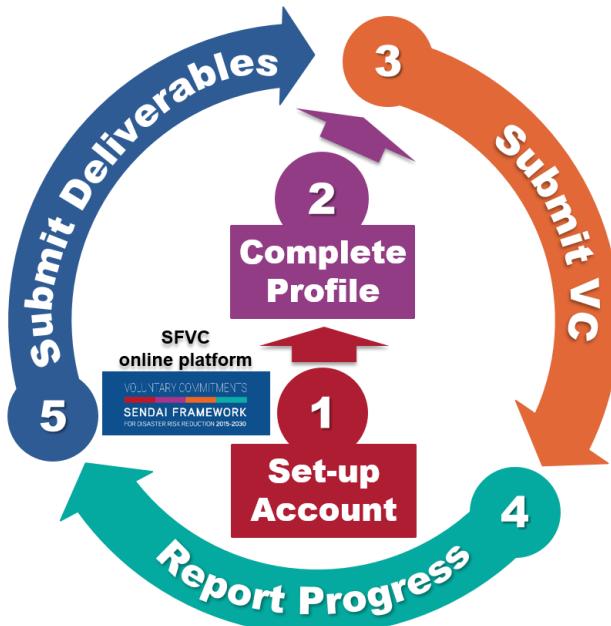
How to submit and follow-up a Voluntary Commitment

Submission and follow-up of a Voluntary Commitment (VC) using the online platform is self-explanatory. However, please read this guideline along with our Terms of Use¹ as it may help you clear any doubts and understand key additional information.

Steps 1 to 3 allow you to submit a VC. If approved, your VC will be published in the Sendai Framework Voluntary Commitments (SFVC) online platform. Then, follow-up is done in steps 4 and 5.

- create an account and sign in, Step 1;
- complete your user profile information, Step 2;
- input all details² related to your VC and submit, Step 3.
- provide updates about your VC by submitting progress reports, step 4;
- and present the outputs of your VC by submitting deliverables, Step 5.

Figure 1: VC lifecycle



Source: UNISDR

For a detailed explanation, see the section on "[Making a Voluntary Commitment](#)" in this Guideline.

Finally, this Guideline details other features and functionalities (editions, highlights, alternative methods for submission, etc.) that are available in the SFVC online platform. Appendixes include:

- sample answers, Appendix 1;
- checklist, Appendix 2;
- flowchart, Appendix 3;
- frequently asked questions, Appendix 4;
- and summary of VC status, Appendix 5.

¹ <https://sendaicommitments.unisdr.org/>

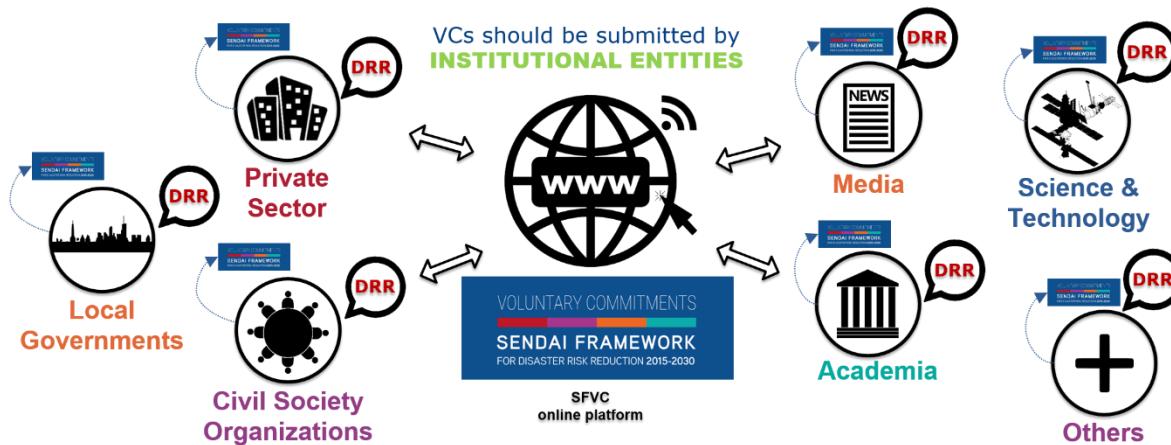
² Title, photo, scope, duration, description, deliverables, implementing organizations, focal points, topics, etc. Some content can be made private, such as your contact information, budget, partners or donor content.

Who can submit Voluntary Commitments?

All organizations working in DRR such as local governments, private sector, civil society organizations, academia, science and technology, media, etc. are invited to submit VCs.

- Only individuals representing organizations (institutional entities) can submit VCs. Eligibility for submission of a voluntary commitment is attached to an implementing organization with a physical address.
- The registration of VCs will be done through a focal point (FP) system. These focal points represent the implementing organizations. There can be single VCs (implemented by only one organization) or joint VCs (implemented by more than one organization). For both cases, a submitter will be requested to register at least two FPs (you can register more). One of them has to be designated as a Main FP. All registered FPs have access and can see the VC's submission details. However, only the designated Main FP can edit the VC.³ Changes in the designation of a Main FP can also be done through the SFVC online platform.

Figure 2: Organizations working in DRR can submit VCs



Source: UNISDR

National governments and UN agencies should not submit their voluntary commitments on this platform.

- National governments are kindly requested to submit their commitments to the [Sendai Framework Monitoring Tool](#)⁴ when their commitments are purely and solely under the initiative, operation and leadership of National Governments. For cases when a VC is jointly executed by multiple entities, non-government entities plus National Government(s), it will be regarded as a multi-stakeholder VC and should be submitted to the SFVC online platform.
- For UN agencies, an online platform for UN Plan of Action will also be established for submissions in due course.

³ See section on Editing the Commitment.

⁴ <https://sendaimonitor.unisdr.org/>

Benefits of the SFVC online platform

By submitting a VC and using the SFVC online platform, organizations can:

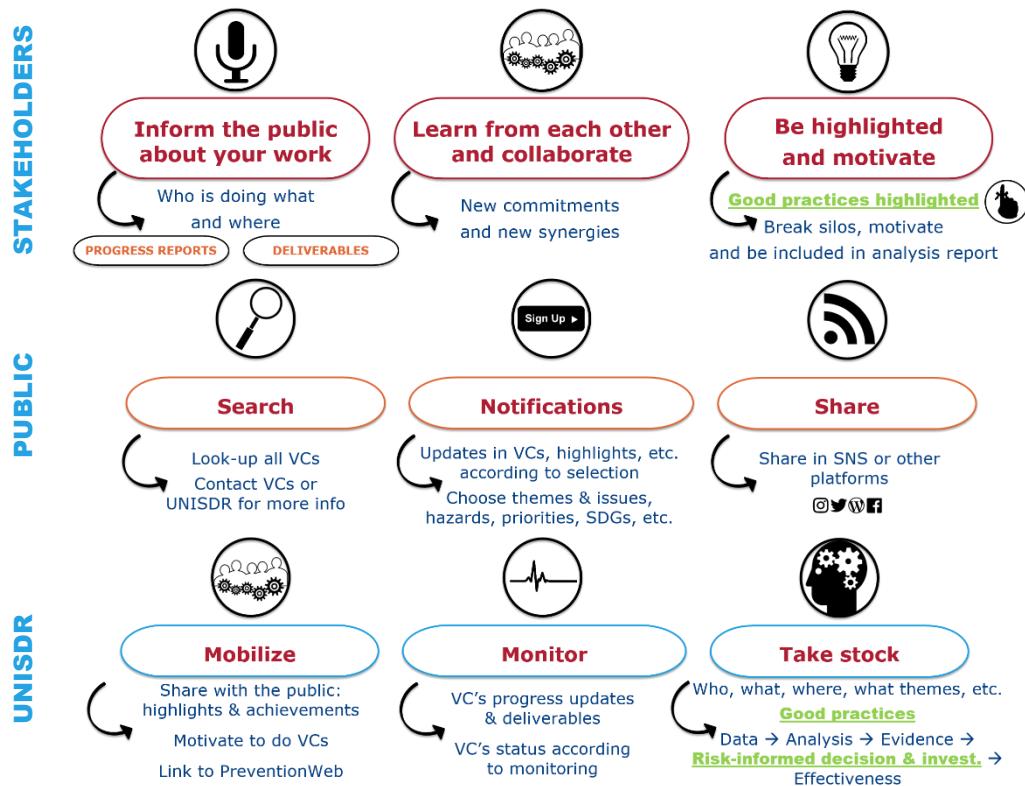
- Inform the world about your work
- Learn from others, create synergies and collaborate
- Get your work highlighted and motivate others

In addition to having VCs published, organizations can submit highlights featuring their achievements while the VC is being implemented and/or at the completion of a VC. These highlights along with other good practices are also published and promoted in the SFVC online platform. A synthesis and analysis report for the SFVC will be launched at the Global Platform in 2019 and on a biannual basis after that.

Also, users will be able to link a submission to a previously announced commitment. A number of organizations made commitments before and during the Third UN World Conference on Disaster Risk Reduction (WCDRR) in 2015. Since then, significant progress has been made with their initiatives. Thus, in addition to being open for brand-new commitments, the SFVC online platform will also allow a submitter to indicate if the commitment being submitted was previously announced. If so, the user can select from a list of VCs announced prior or at the Third WCDRR that has been curated by UNISDR (for more details, see section on Making a Voluntary Commitment, [Step 3: Overview](#)).

Furthermore, the SFVC online platform has benefits for the public in general as well as for UNISDR in order to keep implementing the Sendai Framework in an effective way. Please see the figure below.

Figure 3: Benefits of the SFVC online platform



Source: UNISDR

Contextual Information

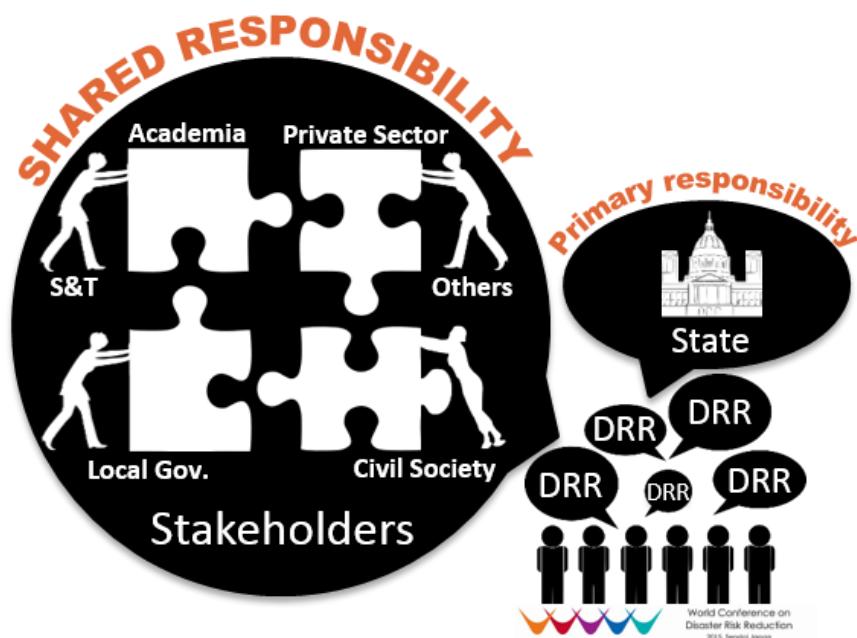
Sendai Framework Voluntary Commitments

The Sendai Framework Voluntary Commitments (SFVCs) initiative has its beginnings in the support of partnerships for Disaster Risk Reduction (DRR) expressed by the General Assembly (GA) resolutions [68/211 \(2013\)⁵](#) and [69/219 \(2014\)⁶](#) which invite all stakeholders and their networks to contribute with Voluntary Commitments (VCs).

Subsequently, in the Third UN World Conference on Disaster Risk Reduction (WCDRR), held from 14 to 18 March 2015 in Sendai City, Miyagi Prefecture, Japan, UN Member States adopted the Sendai Framework for Disaster Risk Reduction 2015-2030, which was subsequently endorsed by the UN General Assembly following the WCDRR. The Sendai Framework is a 15-year, voluntary, non-binding agreement which identified the State as having the primary responsibility for DRR, but it also underlined the shared responsibility of stakeholders such as local governments, private sector, academia and civil society, among others.

As a result, the GA resolution [69/283 \(2015\)⁷](#) called for specific and time-bound VCs by stakeholders at local, national, regional and global levels in line with DRR strategies and plans to support the implementation of the Sendai Framework. It also states that these VCs should be publicized through the website of the United Nations Office for Disaster Risk Reduction (UNISDR). The SFVC online platform aims to deliver the mandate given to UNISDR by the GA.

Figure 4: All-of-society approach for DRR



Source: UNISDR

⁵ <http://undocs.org/A/RES/68/211>

⁶ <http://undocs.org/A/RES/69/219>

⁷ <http://undocs.org/A/RES/69/283>

See also Reports of Secretary General A/73/268, A/71/230, A/70/282, and A/69/364.

Purpose of the SFVC online platform

To start delivering on the mandate given by the GA, a strategy paper for the SFVC was developed in line with the overall UNISDR Partnership and Stakeholder Engagement Strategy. For implementing the strategy, the SFVC online platform was established in 2018 as a mechanism to mobilize, monitor and take stock of the commitments from multi-stakeholders in support of the implementation of the Sendai Framework until 2030.

The purposes of the SFVC online platform are:

- to incentivize stakeholders to inform the public about their work;
- to serve as a vehicle for sharing commitments and initiatives and for motivating towards the implementation of the Sendai Framework
- to enable UNISDR to take stock and monitor the progress and impact

Key milestones and phases

Table 1: Key milestones

Date	Milestone
December, 2018	Pre-launch and demonstration of the SFVC online platform at major events
December 31, 2018	Official launch of the SFVC online platform Call for Submission of Voluntary Commitments
February 15, 2019	Deadline for initial submission: VCs submitted by this date will be included in the first SFVC Analysis Report to be presented at the Global Platform 2019 SFVC online platform is ALWAYS open for submissions
May, 2019	Launching event for the first Analysis Report during the Global Platform 2019

Source: UNISDR

The SFVC online platform is being developed in two phases with a mini release in the middle. Phase one aims at launching the platform and allowing users to submit voluntary commitments. The Mini Release aims at enabling the execution of actions over submitted commitments (approve, clarify or reject). Finally, phase two will enable the use of all available tools (see section on Other Features in this guideline).

Table 2: Phases in the development of the SFVC online platform

Phases	2018				2019				
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Phase 1	MiniRelease	Phase 2	Phase 2						

Source: UNISDR

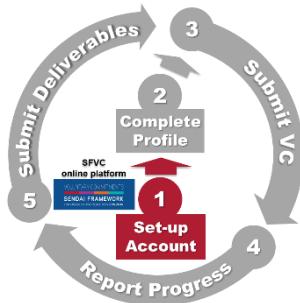
UNISDR Voluntary Commitments team

As the administrator of the SFVC online platform, the UNISDR Voluntary Commitments Team will be: reviewing submissions of VCs from stakeholders; monitoring the progress and reminders to stakeholders to submit updates of a VC via reports and deliverables; and overseeing the general functioning of the platform. The team will also provide help for any stakeholders that have questions about VCs and the SFVC online platform in general. Finally, the team will draft an Analysis Report of the SFVC initiative on a biannual basis.

The UNISDR Voluntary Commitments Team can be reached at: unisdr-sendai-vc@un.org

Making a Voluntary Commitment

STEP 1: SETTING UP AN ACCOUNT



Sign in to the SFVC online platform

If you already have an account on **PreventionWeb (PW)**,⁸

SIGN IN

Please use the same credentials (e-mail and password) as for PW for signing in to the SFVC online platform.

If you do not have an account in PW, please create one first.

once your account is approved, you can sign in to the SFVC online platform

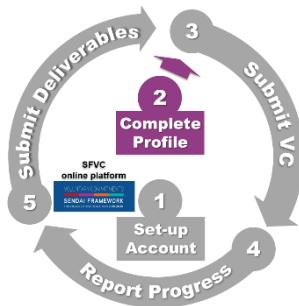
In case you do not remember your password, please contact PW

1 SET-UP ACCOUNT

⁸ <https://www.preventionweb.net/> PreventionWeb is a collaborative knowledge sharing platform on disaster risk reduction (DRR), managed by the UN Office for Disaster Risk Reduction (UNISDR).

STEP 2: COMPLETE YOUR PROFILE

Please enter a few more details for completing your profile.



Enter details of your profile

2 COMPLETE PROFILE

ADDITIONAL DETAILS

Salutation, position, street address, country or territory, city/town, postal code

Complete your profile

Thank you for registering for the Voluntary Commitments Platform.

The next step is to add a few more details to your profile before you can create a commitment.

Please [contact us](#) directly with any questions.

PROFILE

SALUTATION *

FIRST NAME **LAST NAME** Your Name, Email, and Organization can be changed later by [logging in to PreventionWeb](#) and accessing your account settings.

EMAIL

ORGANIZATION

POSITION *

STREET ADDRESS *

COUNTRY OR TERRITORY *

SAVE PROFILE

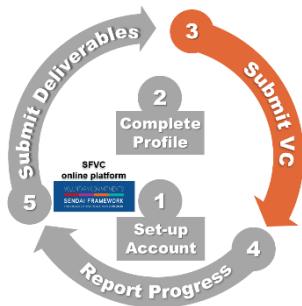
Press this button to save your information and complete your profile.

Notes:

- 🔒** In Step 3 (submit commitment), you can select to make all this information private (only Focal Points and UNISDR can see)

STEP 3: SUBMIT A VOLUNTARY COMMITMENT

Please input all details and submit your VC for publication. UNISDR will review your submission.



Overview

Start by filling the overview information



See sample answers in Appendix 1

3 SUBMIT VC - Overview

TITLE OF COMMITMENT	<p><i>Please enter a title that is short and descriptive.</i></p>	< 80 characters
PHOTO ILLUSTRATING THE COMMITMENT	<p><i>Please submit a photo which represents your Voluntary Commitment. This should be a symbolic photo, not an organizational photo or logo.</i></p> <p> <i>Please choose a horizontal photo with a 16:10 Aspect Ratio: You may use an online tool such as Croppola or others to help format your image properly.</i></p>	< 2 MB. JPEG or PNG
GEOGRAPHIC SCOPE OF THE COMMITMENT	<p><i>Select from a drop-down menu with several options.</i></p> <p> GLOBAL: <i>Your commitment has a global nature if it is open and able to be implemented in any country or territory in the world that wishes to participate (it does not mean that you are currently implementing in all countries).</i> <u>CONSIDER:</u> <i>If you select global, people and stakeholders ALL OVER THE WORLD can see and understand that your VC is available for them in their own country or territory.</i></p> <p> REGIONAL: <i>If you only select the name of the region(s), without specifying any country, it means that your commitment is open and able to be implemented in ALL countries or territories, within the selected region(s).</i> <i>If you select the name of the region(s) and also select certain countries or territories within each region(s), it means that your commitment has a regional focus but it is open and available only in the selected countries or territories.</i></p> <p> NATIONAL OR LOCAL: <i>Select one or more countries or territories. If your commitment has a local nature, please also provide State/Province/Prefecture; City; and/or Locality.</i></p>	

3 SUBMIT VC - Overview

EXPECTED DURATION	Enter the starting and ending date	Month and year
COMMITMENT PREVIOUSLY ANNOUNCED AT WCDRR	<p><i>The SFVC online platform highly values the contributions that have already been made by stakeholders for the Sendai Framework. This option allows the user to select a VC that was announced prior to or during the Third UN World Conference on DRR conducted in March 2015.</i></p> <p><i>In this way and through the current submission, you can revise/update the progress that has been done and show that your submission builds on a previously announced VC.</i></p> <p> If you select YES, then, press: LINK TO COMMITMENT</p> <p><i>and select from a list of commitments previously announced.</i></p> <p><i>UNISDR has done an intensive analysis to determine the list of previously announced commitments. If you do not find your previously announced commitment in the list, please contact the UNISDR Voluntary Commitments Team:</i> unisdr-sendai-vc@un.org</p>	
COMMITMENT PART OF AN UMBRELLA INITIATIVE	<p><i>An umbrella initiative is a major initiative that is generally formally agreed and defined. It provides a framework and consolidates efforts by several entities to support and advance specific areas of work, such as a joint stakeholder commitment at a Regional Platform.</i></p> <p><i>Thus, when you submit a VC, you can also specify if your VC is also part of or in support of an umbrella initiative.</i></p> <p><i>First, please answer the question of whether your VC is part of an umbrella initiative.</i></p> <p> NO: If your VC is not, then, no further action is required. YES: If your VC is part of an umbrella initiative:</p> <p>Please enter the name of the umbrella initiative (if your commitment contributes to more than one umbrella initiative at the same time, please enter the names separated by a comma)</p>	<p>Max. approx. 30 words / 300 characters max</p>

NEXT

Press this button to go to the next subtitle.

<h3 style="color: orange; text-align: center;">3 SUBMIT VVC - Description</h3>	<p>Description</p> <p>In this step, you can describe what your commitment is about</p>	 <p>See sample answers in Appendix 1</p>
	SHORT DESCRIPTION	<p><i>The short description should contain:</i></p>
	DESCRIPTION OF COMMITMENT	<p><i>Goal and scope of the commitment.</i></p>
	NARRATIVE QUESTIONS	<p><i>It will be visible in the list of commitments (At Glance) on the platform and on the UNISDR PreventionWeb, if you have an organizational profile within PreventionWeb.</i></p>

NEXT

Press this button to go to the next subtitle.

3 SUBMIT VC - Deliverables

Deliverables

Please enter all major deliverables of this commitment.

Deliverables means the specific outcome/output of your VC. For example, “100 community leaders trained by conducting five training workshops on DRR” or “Developed a knowledge product as a hand book to raise awareness and to take action on DRR for children.” Deliverables showcase the results and constitute means of verification for the execution of the VC. Thus, their submission determines whether a VC will be considered completed.

If the commitment has a deliverable that is ready for submission (completed in the past), specify the information and upload this deliverable in the OUTPUT OF DELIVERABLE subtitle.



See sample answers in Appendix 1

DELIVERABLE NAME	<i>Please enter the name of your deliverable</i>	< 80 characters
DELIVERABLE DESCRIPTION	<i>Please provide a description of the deliverable and be as specific as possible. Deliverables are the end-products of the commitment.</i> <i>If your deliverable is in the past, please also enter the description here.</i>	< 1000 characters
INTENDED DATE OF DELIVERABLE	<i>Set month and date of intended delivery.</i>	Month and date
OUTPUT OF DELIVERABLE	<i>By the intended date of delivery, please return here to upload the output of your deliverable (you can submit publications, outcomes of workshops, videos, links, photographs, etc.).</i>	Upload by the intended date of delivery

Deliverables

Please enter all major deliverables of this commitment/initiative.

Deliverable means a specific outcome/output of your Voluntary Commitment. For example, “100 community leaders trained by conducting five training workshops on DRR” or “Developed a knowledge product as a hand book to raise awareness and to take action on DRR for children.”

- DELIVERABLE #1

DELIVERABLE NAME *

Max. approx. 8 words / 80 characters max.

DELIVERABLE DESCRIPTION *

Max. approx. 100 words / 1000 characters max.

INTENDED DATE OF DELIVERY *
You will be sent a first reminder for submission a month before the intended date of delivery.

Month Year

OUTPUT OF DELIVERABLE
By the intended date of delivery, please return here to your commitment to upload the output of your deliverable (you can submit publications, outcomes of workshops, videos, links, photographs, etc.).
If your deliverable date is in the past, please add the output information now.

ADD ANOTHER DELIVERABLE

Press this button to add more deliverables.

NEXT

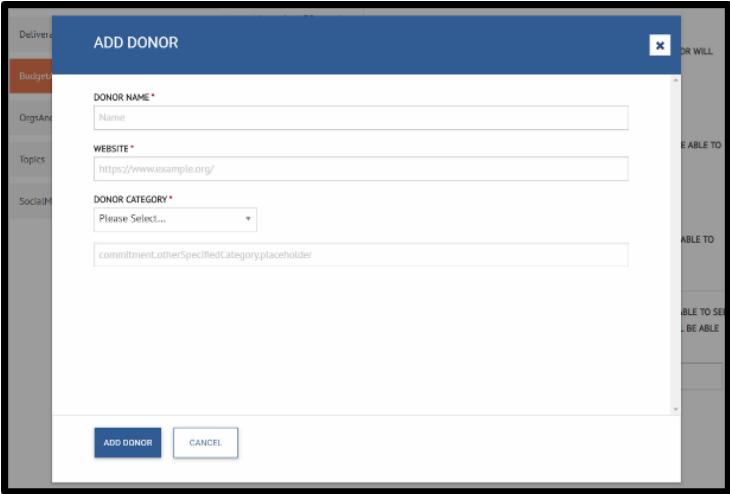
Press this button to go to the next subtitle.

Budget & Donors

Here you can provide information about the scope and budget of your VC.



See sample answers in Appendix 1

SCALE OF BENEFICIARIES	<i>Select from a drop-down menu with several options (less than 50 people, 50-100, 100-200, etc.).</i>
BUDGET SCALE	<i>Select from a drop-down menu with several options (under USD100, 100-1000, 1000-5000, etc.).</i>
SECURED BUDGET SIZE	<i>Select from a drop-down menu with several options (0 to 100 with increments of 10 percent).</i>
DONORS	<i>You will be required donor's name, category (drop-down menu) and website</i> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">ADD DONOR</div> <p><i>Press this button to add donors</i></p> <p><i>Fill the information in the following window:</i></p> 

NEXT

Press this button to go to the next subtitle.

Notes:

- 🔒 Click the tick boxes to make any of these information private (only FPs and UNISDR can see)

3 SUBMIT VC – Organizations & Focal Points

Organizations & focal points

Please share information about those working in the VC.

If the commitment is being carried out by multiple organizations, add details of the other organizations under implementers. Additional focal points from these organizations can be added to the commitment. At least two focal points need to be specified.

Partner organizations that are involved in the commitment but are not the main implementers can be listed under partners.



See sample answers in Appendix 1

IMPLEMENTING ORGANIZATIONS

You will be required to enter the organization's name, address, category (drop-down menu) and website.

Implementers are the core organizations responsible for the Voluntary Commitment. By adding another implementer, you can also invite focal points from that organization who will then have access to see internal details of the commitment.

[ADD AN ORGANIZATION](#)

Press this button to add organizations

FOCAL POINTS

You will be required to enter the name, role, organization and whether or not he/she is the main focal point.

You can add additional focal points for this commitment from your or your partners' organizations. Each user will receive a notification and will then be able to see internal details of the commitment.

[INVITE FOCAL POINTS](#)

Press this button to add more focal points

OTHER PARTNERS

You will be required to enter the organization's name, address, category (drop-down menu) and website.

You may list other partners here who play a role in your Voluntary Commitment. These organizations may support the VC but are not responsible for it. Please do not enter donors here as they are listed separately (under Budget & Donors).

[ADD MORE PARTNERS](#)

Press this button to add more partners

[NEXT](#)

Press this button to go to the next subtitle.

Notes:

- In Step 3 (Submit Commitment), you can add additional FPs for a commitment from your organization or a co-implementing organization.
- In Step 3 (Submit Commitment), you can select to make all this information private (only FPs and UNISDR can see)
- At least two FPs needs to be specified

Topics

Please specify which of the following topics your commitment is addressing.



See sample answers in Appendix 1

THEMES, ISSUES AND HAZARDS	<p><i>Here you can select which themes and hazards your voluntary commitment is covering.</i></p> <p><i>You will be provided a drop-down menu with several options both for Themes and Issues as well as for Hazards. The available options use the same classification as PreventionWeb.</i></p>
SENDAI PRIORITIES & TARGETS	<p><i>Please select the Sendai Priorities, targets and indicators that your Voluntary Commitment is contributing to.</i></p> <p><i>You have to click on the boxes that apply. Once you select a target, the related indicator will load and you can select from those. More than one option can be selected for all cases.</i></p>
SUSTAINABLE DEVELOPMENT GOALS	<p><i>Please also select the SDGs that your Voluntary Commitment is contributing to. You may select as applicable.</i></p>

3 SUBMIT VC - Topics

The screenshot shows a form titled 'Topics' with a sidebar of navigation arrows. The main content area includes sections for 'THEMES ISSUES AND HAZARDS' and 'SENDAI PRIORITIES & TARGETS', each with dropdown menus and checkboxes for selection.

Topics

Please specify which of the following topics your commitment is addressing.

THEMES ISSUES AND HAZARDS

Which themes and hazards is your voluntary commitment covering or related to?

THEMES AND ISSUES *

Please select... ▾

HAZARDS *

Please select... ▾

SENDAI PRIORITIES & TARGETS

Which Sendai Priorities and targets and indicators is your Voluntary Commitment contributing to? Please click on the boxes that apply.

SENDAI PRIORITIES FOR ACTION *

common.priority.P1 common.priority.description.P1	common.priority.P2 common.priority.description.P2	common.priority.P3 common.priority.description.P3
common.priority.P4 common.priority.description.P4		

NEXT

Press this button to go to the next subtitle.

Notes:

- Submissions of voluntary commitments for Sendai Framework are not linked to the Partnerships for SDGs online platform. Please make a separate submission to the Partnerships for SDGs platform for voluntary commitments working on Sustainable Development Goals.

3 SUBMIT VC – Social media & other information

Social Media & Other Information

In this subsection, you can insert links for displaying videos from YouTube and Twitter feeds directly on your commitment home page. You can also specify additional links and documents.

SOCIAL MEDIA	<p><i>You may add YouTube videos by specifying the URL and the display name of the video.</i></p> <p><i>Likewise, you may include the URL to Twitter and other social media.</i></p>
OTHER REPORTS, PUBLICATIONS AND/OR LINKS	<p><i>Here you may provide a link or upload a document.</i></p>

PREVIEW

Press this button if you want to preview your VC before submission.

SUBMIT COMMITMENT

Press this button for completing the submission of your VC.

Notes:

- Thank you for submitting your commitment.
 - Please note that until the commitment has been approved and published, only you, focal points and UNISDR can view it.
 - After submitting your commitment, UNISDR will review the details. If there is any missing information or details that need further clarification, UNISDR will contact the main focal point.
-  You will be notified as soon as UNISDR has reviewed your submission.
- If a commitment does not follow the guideline, is not relevant or is not eligible, it might not be approved for publication.
-  If approved, UNISDR will publish your VC in the SFVC online platform!

Please note that UNISDR will review your commitment. Once your commitment is published, most content provided will be visible to the public except some you can select to keep private, such as your contact information, budget, partners or donor content.

STEP 4: SUBMIT PROGRESS REPORTS

Provide regular updates about your VC by submitting progress reports.



It is a simple and straightforward report that you can submit through the online platform. The first progress report has to be submitted six months after the VC was published in the SFVC online platform. Subsequent Progress Reports will be requested every six months (since the last published progress report) as long as the VC is active.

Below, points one and two will be visible to the public once UNISDR has reviewed and approved the Progress Report. Points three to five are only visible to UNISDR and will inform the overall reporting at a global level.



See sample answers in Appendix 1

4 REPORT PROGRESS

1. SUMMARY PROGRESS UPDATE	<p><i>Please provide progress update of the commitment/initiative.</i></p> <p><i>Provide details about the execution of the VC. For instance, you can mention:</i></p> <ul style="list-style-type: none">- what has been done,- when,- where,- who was involved and- what objectives or deliverables were achieved. <p><i>You can also share a summary of how you are evaluating, challenges found and next steps.</i></p> <p> <i>Note that this update is visible to the public.</i></p>	< 200 words
2. ACHIEVEMENTS AT A GLANCE	<p><i>Please be as specific as possible and highlight any concrete actions, objectives, etc. that were completed and are helping your organization implement its commitment.</i></p> <p><i>You can share any relevant data, figures, documents, links, etc. that support your achievements (if what you want to share was declared as a deliverable during the submission, please submit it as a deliverable. See Step 5).</i></p> <p> <i>Note that this update is visible to the public.</i></p>	< 150 words

4 REPORT PROGRESS

3. HOW ARE YOU ASSESSING PROGRESS?	<p><i>Please share information regarding how progress is being measured.</i></p> <p><i>For example, you can share:</i></p> <ul style="list-style-type: none"> - <i>how you will know that the goal(s), objective(s) and/or deliverable(s) are being reached.</i> <p><i>Ideally, you should also share:</i></p> <ul style="list-style-type: none"> - <i>what methods are you using to collect the evaluation information,</i> - <i>what methods are you using to analyse the evaluation information,</i> - <i>when the evaluations are being conducted,</i> - <i>who is responsible and</i> - <i>how the results will be used⁹</i> <p> <i>Note that this update is only visible to UNISDR.</i></p>	<i>< 150 words</i>
4. CHALLENGES IN IMPLEMENTATION	<p><i>Please share any specific challenges faced in implementing and achieving results (financial, human resources, etc.).</i></p> <p> <i>Note that this update is only visible to UNISDR.</i></p>	<i>< 100 words</i>
5. NEXT STEPS FOR THE NEXT YEAR?	<p><i>Please highlight actions and plans to take for the next one year to advance implementation of this commitment.</i></p> <p> <i>Note that this update is only visible to UNISDR.</i></p>	<i>< 100 words</i>

PREVIEW

SUBMIT COMMITMENT

Press this button if you want to preview your report before submission.

Press this button for completing the submission of your Progress Report.

Notes:

- UNISDR will review your Progress Report(s) after they are submitted. Progress Reports (the parts visible to the public) will be available for viewing on the commitment's profile page, under the section "Progress Reports & Deliverables."
- To monitor Progress Reports, the following timeline is followed:
 - Six months after the commitment is published, a first reminder is sent. If a Progress Report is not submitted, a reminder will be sent every month
 - If a Progress Report is not submitted after three months (since the first reminder), the status of the VC changes to "Progress Update Needed"
 - If a Progress Report is not submitted after six months (since the first reminder), the status of the VC changes to "Progress Not Updated"
- The status of the commitments will appear both on the full profile page and also in the search engine.
- Progress Reports help UNISDR to take stock and monitor the execution of the VC. It also allows to ensure that VCs published in the online platform are active. Finally, the feedback will be analysed and included in the SFVC Analysis Report which will guide future actions.

4 SUBMIT DELIVERABLES

STEP 5: SUBMIT DELIVERABLE(S)

Present the outputs of your VC by submitting deliverables.



Deliverables are specific outcomes/outputs that are produced in connection or as a result of executing the VC. In other words, deliverables are the end-products of the commitment.

Remember that in Step 3, you listed and provided a specific description for each deliverable associated to your commitment. In this step, you can submit evidence/outputs for the previously specified deliverables (publications, outcomes of workshops, videos, links, photographs, etc.) as a way to demonstrate the execution of the VC.



See sample answers in Appendix 1

OUTPUT OF DELIVERABLE	<i>By the intended date of delivery, please return here to upload the output of your deliverable (you can submit publications, outcomes of workshops, videos, links, photographs, etc.).</i>	Upload
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SUBMIT COMMITMENT

Press this button for completing the submission of your Progress Report.

Notes:

- To monitor Deliverables, the following timeline is followed:
 - One month before the intended date of delivery, a first reminder to submit a Deliverable is sent.
 - If a Deliverable is not submitted (by the intended date of delivery), the status of the VC changes to “Deliverable Update Needed” and a reminder is sent every month
 - If a Deliverable is not submitted after three months (since the intended date of delivery), the status of the VC changes to “Inactive”
- Deliverables constitute means of verification for the execution of the VC. Thus, their submission determines whether a VC could be considered completed.
- If your deliverable is in the past, please also enter the output information here. You can add a document and/or a link that highlights your delivery.
- After all the deliverables are uploaded, UNISDR will review and change the commitment status to “Completed.”
- The focal point can also choose to extend the due date of the deliverable (see section on Making Changes/Editing the commitment). Any of these changes will be first sent to UNISDR for review and verification.

⁹ Reference to World Bank and IPA materials. Books second edition for free, etc. Teaming up could help to have better evaluations. <https://fundingforgood.org/what-are-evaluation-methods/>

Editing the Commitment

If there are any new changes made to the voluntary commitment, some details of the commitment can be edited.¹⁰ Go to Home page and, under My Commitments, click on the commitment that you want to edit. Then, click the EDIT button. Make any necessary changes to the commitment and submit. Changes will be first submitted to UNISDR to be reviewed and verified before they appear on the profile page of the commitment. UNISDR could ask for clarification before the editions are approved.

We have two edition categories:

- MAJOR: It changes the major number in the version of your commitment. For instance, Version 1, Version 2, etc. Major editions include:
title of commitment, short description, description, geographic scope, expected duration, answers to narrative questions, progress report, deliverable, intended date of delivery, implementing organizations, focal point info (adding, removing, change in organization)
- MINOR: It changes the minor number in the version of your commitment. For instance, Version 1.1, Version 1.2, etc. Minor editions include:
All other changes not classified as major. For example, other partners, photo illustrating the commitment, secured budget size, donors, social media & other info, budget scale, themes and issues, hazards, priorities of action, global targets, indicators and SDGs

Highlights

A VC can submit a highlight while it is being executed or after completion. If a submitted highlight is approved by VC Admin, it will be featured on the home page of the SFVC online platform. Highlights allow organizations to showcase their achievements. These highlights could be an incentive to further mobilize existing and new partners to accelerate their efforts and actions. Highlighted commitments are featured in a short article with one photograph, describing recent achievements and progresses. UNISDR will send e-newsletters to stakeholders with the highlighted commitments, as well as the latest updates regarding the SFVC online platform.

In addition, highlights will also be published on PreventionWeb if the featured organization has a profile page on PreventionWeb.

Alternative methods of submission

In consideration of stakeholders with disabilities, elderly and other special cases, UNISDR has also projected alternative ways for submitting a VC. If applicable, you may submit a VC through:¹¹

- A physical (printed) form filled by hand and sent by postal mail or fax
- A digital form in MS Word to allow submission by e-mail or fax
- A phone call to UNISDR Office in Japan: +81 78 262 5550 (applies only to stakeholders with disabilities or other special cases)

¹⁰ Updates make reference to Progress Reports and Deliverables.

¹¹ All costs must be covered by the submitter.

Other Features

Using the search engine on the SFVC online platform:

Click the tab “Commitments” at the top of the web page. Users can search for Voluntary Commitments via the following filters: keywords, organization name and category, geography, Sendai Priority of Action and Targets, Sustainable Development Goals, Time frame, Status, and Issues & Hazards. At the top of the search results, the applied filters are shown (“FILTERED BY”). Click the “x” sign to eliminate any filters you want to stop using.

RESET ALL

Click here if you want to clear all filters.

Subscription for notifications:

A notification will be sent by email when the subscribed commitment makes an update. Users can subscribe to receive updates on commitments by the following categories: Regions, Countries, Priorities, Hazards and Themes & Issues.

NOTIFY ME

Click here to subscribe to notifications.

Contact main focal point:

If you are interested in a particular commitment and want to get more information, go to the commitment’s page and press the “Contact Focal Point” button. This will allow you to send a message to the main focal point of that particular commitment. Likewise, the main focal point of your commitment can be contacted by other people who are interested in your initiative. Hopefully, these exchanges can create synergies and opportunities for collaboration. However, UNISDR is not responsible for these communications.

CONTACT FOCAL POINT

Click here to contact the main focal point.

Flagging system:

If the content of any published voluntary commitment raises some concerns, there is a flagging system where stakeholders and public users can flag the commitment. When flagging a commitment, the user will have to identify themselves and submit a form stating reasons why the commitment raises a concern. References and supporting information/documents will be required and can be attached. UNISDR will review these flagging reports and contact the focal point of the flagged voluntary commitment. UNISDR can review and cancel the publication of flagged voluntary commitments if necessary.

Sharing commitments on social media:

To share the commitment on social media platforms, go to the commitment’s profile page. Click the sharing link button next to the name of the commitment.

Deleting your commitment:

If the organization/focal point wants to delete their voluntary commitment, they can send a request to UNISDR to delete their commitment. The request will be reviewed and if approved, the commitment will be removed from the SFVC online platform.

Link to PreventionWeb:

Published voluntary commitments will not only be viewed on the SFVC online platform, but also on PreventionWeb. If the organization has a profile page on PreventionWeb, the profile will be featuring the voluntary commitment(s), highlights (if their commitment was highlighted on the SFVC online platform), and relevant documents related to the commitment.

Usage of the SFVC Logo

Stakeholders are allowed to use the Sendai Framework Voluntary Commitments Logo to raise visibility of their commitment.

The Sendai Framework Voluntary Commitments logo may not be used for the following purposes:

- Promotion of products or services
- Commercial or personal financial gains

The use of the logo by non-UN entities does not imply the endorsement by the United Nations of such entity, its product or services, planned activities or others.

The United Nations emblem and the UNISDR logo cannot be used by non-UN entities.

Below, you may find two versions of the Sendai Framework Voluntary Commitments Logo.



Figure: SFVC Logo – White

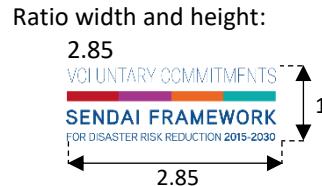
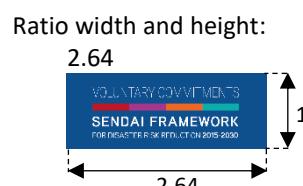


Figure: SFVC Logo – Blue



Appendix 1: Sample Answers

If in doubt, please find below sample answers from a fictitious VC.

STEP 1: Set-up Account		
STEP 1: Set-up	VC Submission Information	Sample answer
	Account on PreventionWeb (PW)?	
	- Not registered with PreventionWeb	- Not registered with PreventionWeb (user is linked to PreventionWeb so that he/she can make an account)
	- Registered with PreventionWeb	- User is invited to sign-in
	Sign-in	
	- E-mail address of user	- hakiyama@childvision.jp
	- Password	- [enter password]
	After user is signed-in → STEP 2: Complete Profile	
	VC Submission Information	Sample answer
STEP 2: Complete Profile	Main Focal Point info	
	- Salutation	- Ms.
	- First Name (populated from PW)	- Hoshi
	- Last Name (populated from PW)	- Akiyama
	- E-mail (populated from PW)	- hoshi_akiyama@email.com
	- Organization (populated from PW)	- Child Vision International
	- Position	- Head of Japan Office
	- Street address	- 1-5-2 Wakinohana
	- Country or territory	- Japan
	- City/Town	- Kobe
	- Postal Code	- 123-1234
STEP 3: Submit Commitment	Create commitment or simple register	
	- Case 1: Save profile and create commitment	- Case 1: Save profile and, then, press ADD NEW COMMITMENT
	- Case 2: Simple register	- Case 2: Browse information, register for notifications, etc.
	After profile is completed → STEP 3: Submit Commitment	
STEP 3: Submit Commitment	VC Submission Information	Sample answer
	Overview	
	- Title of commitment (Max. aprox. 8 words / 80 caract.)	- Promoting Child-Centred Disaster Risk Reduction in South-East Asia
	- Photo illustrating the commitment (< 2 MB. JPEG or PNG Adequate aspect ratio 16:10)	- Photo attached
		
	- Geographic scope of commitment	- National: Japan, Philippines, Nepal
	- Expected Duration	- April 2016-March 2020
	- Commitment previously announced at WCDRR?	- Yes: go to the list and select the adequate one

STEP 3: Submit Commitment	<p>Description</p> <ul style="list-style-type: none"> - Short description (Max. approx. 30 words / 300 characters) - Description of commitment (Max. approx. 225 words / 2,250 characters) <p>Narrative questions:</p> <ul style="list-style-type: none"> - 1) Did the Sendai Framework change or contribute to changes in your activities/organization? (Max. approx. 75 words / 750 characters) - 2) What led you to make this commitment/initiative? What was your position before making this 	<p>The program includes the organization of a series of workshops targeted at children in three countries (Japan, Philippines and Nepal) to increase children's understanding of hazards and learn about DRR.</p> <p>The mission of Child Vision International is to ensure that in addressing public policy (including disaster risk), the well-being of children is always the first priority. To implement this mission, Child Vision International promotes children's participation in DRR activities, advocates for child protection legislation and supports making schools safe from disasters.</p> <p>Our DRR activities are based on evidence such as Pfefferbaum, Pfefferbaum and Van Horn (2018) that suggested children involvement in DRR not only helps preparedness, response, recovery, and resilience but also enhances children's self-efficacy, interpersonal relationships as well as social connections and networks within the community. Based on that evidence, our commitment is to execute the program "Promoting Child-Centred Disaster Risk Reduction" with the goal of letting children understand hazards, learn about DRR and discuss how they can contribute to building resilience of their own communities in the countries of Japan, Philippines and Nepal. The objective is to organize seven workshops across three countries during the period of 2016 to 2020. The workshops will include both theoretical and practical components so that children can learn, discuss and implement the knowledge by conducting exercises such as town watching and simulations of evacuation. As a result, our commitment will produce the following outputs: Three publications (one for each country) from these workshops as educational and knowledge (including an evaluation of the program) materials. The publications will be completed by the end of the program in 2020. Children who are not attending these workshops can also learn from these publications in the future. We hope our program can not only train children but also help understand better ways to interact with them for DRR.</p> <p>Yes. Because the Sendai Framework recognizes children as an important actor for changes, we decided to explicitly include DRR perspectives in our long-standing advocacy activities oriented at children. Also, our activities targeted at DRR and Children find greater justification when contrasted with the internationally agreed instruments rolled-out by the Sendai Framework.</p> <p>Before the adoption of the Sendai Framework, our activities did not focus on DRR related perspectives. However, to respond to the all-of-society engagement principle stipulated in the Sendai Framework, we have started this new programme focusing on promoting child-</p>
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	<p>Voluntary Commitment / prior to the Sendai Framework? (Max approx. 113 words / 1,125 characters)</p>	centred DRR. Specifically, according to the Sendai Framework stance on the role of stakeholders, children and youth need to be recognized in DRR related legislation, national practice and educational curricula.
Deliverables		
	<ul style="list-style-type: none"> - Deliverable name (Max. approx. 8 words / 80 charact.) - Deliverable description (Max. approx. 40 words / 300 characters) - Intended date of delivery - Output of deliverable 	<ul style="list-style-type: none"> - Promoting Child-Centred Disaster Risk Reduction: The case of Nepal - After conducting two workshops in Nepal, we produce a publication that includes educational and knowledge materials. The contents could be useful for other organizations working on DRR activities focused on children. We also include an evaluation of the impact and lessons learned from our program. - December 2018 - Upload file (insert file name as you want it to appear in the link)
	<ul style="list-style-type: none"> - Deliverable name (Max. approx. 8 words / 80 charact.) - Deliverable description (Max. approx. 40 words / 300 characters) - Intended date of delivery - Output of deliverable 	<ul style="list-style-type: none"> - Promoting Child-Centred Disaster Risk Reduction: The case of the Philippines - After conducting three workshops in the Philippines, we produced this publication that includes educational and knowledge materials. The contents could be useful for other organizations working on DRR activities focused on children. We also include an evaluation of the impact and lessons learned from our program. - June 2019 - Upload file (insert file name as you want it to appear in the link)
	<ul style="list-style-type: none"> - Deliverable name (Max. approx. 8 words / 80 charact.) - Deliverable description (Max. approx. 40 words / 300 characters) - Intended date of delivery - Output of deliverable 	<ul style="list-style-type: none"> - Promoting Child-Centred Disaster Risk Reduction: The case of Japan - After conducting two workshops in Japan, we produced this publication that includes educational and knowledge materials. The contents could be useful for other organizations working on DRR activities focused on children. We also include an evaluation of the impact and lessons learned from our program. - March 2020 - Upload file (insert file name as you want it to appear in the link)

STEP 3: Submit Commitment

Budget & donors	
Budget - Scale of beneficiaries (can be made private) - Budget scale (can be made private) - Secured budget size (can be made private)	- USD 10,000 - 50,000 - more than 200 people - 100%
Donors	
- Privacy - Donor name - Category - Website	- MFP has selected NOT to make this information private - Foundation XYZ - Foundations - www.[name].org
Organizations & Focal Points	
Implementing organizations - Implementing organization name - Address - Category - Website	- Child Vision International - 1-5-2, Wakinohoma, Kobe, Japan - Civil society, volunteers, community-based organizations - www.childvision.org
- Implementing organization name - Address - Category - Website	- Save the Kids Japan - 1-5-2, Wakinohoma, Kobe, 4F, Japan - Civil society, volunteers, community-based organizations - www.savekidsjapan.org
- Implementing organization name - Address - Category - Website	- Japan Kids Foundation - 1-5-2, Wakinohoma, Kobe, 3F, Japan - Civil society, volunteers, community-based organizations - www.japankidsfoundation.org
Focal points - Name - Position - Organization - Email - Main Focal Point (MFP)? - Private	- Ms. Hoshi Akiyama - Head of Japan Office - Child Vision Japan - hoshi_akiyama@email.com - Main focal point - MFP has selected NOT to make this information private
- Name - Position - Organization - Email - Main Focal Point (MFP)? - Private	- Mr. Taro Tanaka - Head of Office - Save the Kids Japan - taro_tanaka@email.com - No - MFP has selected NOT to make this information private
- Name - Position - Organization - Email - Main Focal Point (MFP)? - Private	- Ms. Sora Abe - Director - Japan Kids Foundation - sora_abe@email.com - No - MFP has selected NOT to make this information private

STEP 3: Submit Commitment	Other partners - Name - Address - Category - Website	- NA
	Topics	
	- Themes and Issues - Hazards - Sendai Priorities for Action - Sendai Global Targets - Sendai Global Indicators - Sustainable Development Goals	- Children and Youth - Earthquake: seismic, tectonic - Flood - Priority 1: Understanding disaster risk - Priority 4: Enhancing disaster preparedness for effective response, and to «Build Back Better» in recovery, rehabilitation and reconstruction - Global target B: Substantially reduce the number of affected people globally by 2030, aiming to lower the average global figure per 100,000 between 2020-2030 compared to 2005-2015 - Indicator B-1: Number of directly affected people attributed to disasters, per 100,000 population - Indicator B-2: Number of injured or ill people attributed to disasters - SDG Goal 4: Quality education - SDG Goal 5: Gender equality
	Social media & other info	
	- Youtube share URL - Display name - Twitter URL - Other reports/publications/links	- Link to Facebook page

STEP 3: Submit Commitment

This is an example of how the commitment will look once it is published (sample, webpage construction is still in progress):

The screenshot shows a sample commitment page for "Promoting Child-Centred Disaster Risk Reduction". The page includes a header with the UNISDR logo and "VOLUNTARY COMMITMENTS SENDAI FRAMEWORK FOR DISASTER RISK REDUCTION 2015-2030". The main content area displays the commitment details, implementation partners, global indicators, and development goals. A sidebar on the right shows a video thumbnail and a Twitter feed.

COMMITMENT	ID	DURATION	LAST UPDATED	VERSION	STATUS
Promoting Child-Centred Disaster Risk Reduction	20180402_002	Jan 2015 - Dec 2020	18 April 2018	1.0	PUBLISHED

IMPLEMENTERS
Child Vision International
Save the Kids Japan
Japan Kids Foundation

SCOPE
Regional - Asia
Japan, Nepal, Philippines

BUDGET SCALE
USD 10,000 - 50,000

SCALE OF BENEFICIARIES
200 - 500 people

DONORS
Donor organisation 1
Donor organisation 2

THEMES & ISSUES
Children and Youth

HAZARDS
Earthquake, Floods

SENDAI PRIORITIES FOR ACTION

- PRIORITY 1 Understanding disaster risk
- PRIORITY 4 Enhancing disaster preparedness for effective response, and to «Build Back Better» in recovery, rehabilitation and reconstruction

SENDAI GLOBAL INDICATORS

- B-1 Number of directly affected people attributed to disasters, per 100,000 population.
- B-2 Number of injured or ill people attributed to disasters, per 100,000 population.

SUSTAINABLE DEVELOPMENT GOALS

COMMITMENT PREVIOUSLY ANNOUNCED AT WCDRR
YES - View announcement

Description
Child Vision International is committed to ensure that in addressing disaster risk, the well-being of children is always the first priority. Through conducting the program entitled "Promoting Child-Centred Disaster Risk Reduction", Child Vision International promotes children's participation in DRR activities, advocates for child protection legislation and making schools safe from disasters.

Progress report & deliverables
The program includes organization of a series of workshops targeted at children in three countries (Japan, Philippines and Nepal) where children understand hazards, learn about DRR and discuss how they can contribute to building resilience of their own communities. The program also includes development of publications from these workshops as educational and knowledge materials from which children who are not attending these workshops can learn from the publications.

Highlights
1) Did the Sendai Framework change or contribute to changes in your activities/organization?
Yes. As the Sendai Framework recognizes children as an important actor for changes, we decided to explicitly include DRR perspectives in our long-standing advocacy activities targeted at children. Also our activities targeted at DRR and Children is more justified by the internationally agreed instruments, Sendai Framework.
2) What led you to make this commitment/initiative? What was your position before making this Voluntary Commitment / prior to the Sendai Framework?
Before the adoption of Sendai Framework, our activities did not focus on DRR related perspectives. However, to respond to the all-of-society engagement stipulated in the Sendai Framework, we have started this new programme focusing on promoting child-centered DRR.

Organisations & focal points

Videos

Twitter feed

UNISDR launches historic initiative to collect comprehensive data on disaster risk reduction efforts preventionweb.net/news/view/57297

EXAMPLE

"Internal climate migration is a development issue. Unless we act now, it could become one of the兆 of climate change." @KGeorgina #Climategirls #Climatechange to drive 143 million from their homes unless we

Other documents / links

- Child-centered DRR facebook page
- Child-centered DRR in South-East Asia (2017)
- Child-centered DRR workshops (flickr)

*Information with key lock signs are only visible to UNISDR VC Admin and focal points. Users have the option to keep certain information un-published/not viewable to the public.

**If a user wants to update/edit the submitted VC: Enter new info → Wait for UNISDR approval

Wait for UNISDR approval → If approved, VC is published → **STEP 4: Report Progress**

Notes:

- Six months after the commitment is published or six months after the latest published progress report, a request to provide a Progress Report will be sent.
- If a Progress Report is not submitted, a reminder will be sent every month. If a Progress Report is not submitted after three months (since the first request - total 9 months), the status of the VC changes to “Progress Update Needed.”
- If a Progress Report is not submitted after six months (since the first progress update request, total 6 months since commitment was published or latest progress report was published plus 6 months of reminders = 12 months after VC is published), the status of the VC changes to “Progress Not Updated.”
- The next Progress Report will be requested six months after the latest Progress Report has been published and the cycle repeats itself until the voluntary commitment is completed.

STEP 4: Report Progress

VC Submission Information		Sample answer
Progress Report		
<p>- 1. Summary progress update (< 200 words)</p>	<p>- In the first six months, we managed to train personnel and conduct our first workshop about “Child-Centred Disaster Risk Reduction” in the country of Nepal. A number of 30 children between the ages of 10 to 12 years old participated. These children belong to local schools in the municipality of Bharatpur. It was helpful to have a clearly defined goal, scope and objectives as it allowed us to speed-up the definition of activities for the workshop. In the workshop, brief presentations by specialists and community leaders were combined with group dynamics. First, children learned about hazards. Then, they studied disaster risk reduction considering hazards in their communities. To put the knowledge in practice, town watching exercises and simulations of evacuation were scheduled (supervised by parents and teachers). We gathered relevant data before, during and after the workshop for evaluation purposes. This first experience provided a number of lessons learned. For example, we need to increase the involvement of parents to support and maintain activities that need to be executed as a result of the workshop.</p> <p>In the next six months, we aim to conduct our first workshop in the Philippines and start the preparation toward the publication for Nepal.</p>	
<p>- 2. Achievements at a glance (< 150 words)</p>	<p>- We: a) Defined contents for the workshop; b) Trained facilitators for Nepal; and c) Executed one workshop on “Child-Centred Disaster Risk Reduction” in Nepal with the participation of 30 children (10 to 12 years old) from the municipality of Bharatpur.</p>	

STEP 5: Submit Deliverables	<p>- 3. How are you assessing progress? (< 150 words)</p> <p>- 4. Challenges in implementation (< 100 words)</p> <p>- 5. Next steps for the next year (< 100 words)</p>	<p>- We are assessing progress in three ways: a) completion of tasks and budget; b) number of beneficiaries and c) impact of our program.</p> <p>a) We fulfilled the plan in terms of budget and execution of the first workshop during the first six months, but we need to start working in the publication for Nepal.</p> <p>b) We gathered data on attendance.</p> <p>c) In partnership with an academic institution, we defined a method for selecting participants and collecting data for evaluation purposes. We aim to determine if our program did indeed increase children's knowledge on DRR and generated ideas for building resilience that were eventually implemented in the community. In the future, we will explore conducting a Randomized Control Trial.</p> <p>- The execution of our first workshop allowed us to identify a couple of challenges whose consideration might help improve the delivery of our program.</p> <p>The first challenge was to secure parents' involvement in their children's' activities with the workshop.</p> <p>Another challenge is to further adapt the contents of the workshop to local contexts.</p> <p>- For the next year, we aim to conduct our first workshop in the Philippines and start the preparation for the publication of Nepal.</p>
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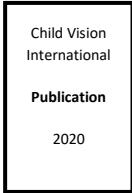
Wait for UNISDR approval → If approved, Report is published → **STEP 5: Submit Deliverables**

Notes:

- Once a VC is published, a month before the intended date of delivery, a first reminder to submit a Deliverable will be sent.
- If a Deliverable is not submitted (by the intended date of delivery), the status of the VC changes to "Deliverable Update Needed" and a reminder will be sent every month for three months.
- If a Deliverable is not submitted after three months (since the intended date of delivery), the status of the VC changes to "Inactive."

VC Submission Information	Sample answer
Deliverables	
<p>By the intended date of delivery, please return here to your commitment to upload the output of your deliverable (you can submit publications, outcomes of workshops, videos, links, photographs, etc.).</p> <p>If your deliverable date is in the past, please add the output information now.</p>	<p>Deliverable name: Promoting Child-Centred Disaster Risk Reduction: The case of Nepal</p> <p>Deliverable description: After conducting two workshops in Nepal, we produce a publication that includes educational and knowledge materials. The contents could be useful for other organizations working on DRR activities focused on children. We also include an evaluation of the impact and lessons learned from our program.</p> <p>Intended date of delivery: December 2018</p> <p>Output of deliverable:</p> <div style="text-align: center; border: 1px solid black; padding: 10px; margin-bottom: 10px;">  </div> <p>File name: Promoting Child-Centred Disaster Risk Reduction in Nepal</p>

STEP 5: Submit Deliverables

	<p>Deliverable name: Promoting Child-Centred Disaster Risk Reduction: The case of Philippines Deliverable description: After conducting three workshops in the Philippines, we produced this publication that includes educational and knowledge materials. The contents could be useful for other organizations working on DRR activities focused on children. We also include an evaluation of the impact and lessons learned from our program. Intended date of delivery: June 2019 Output of deliverable:</p> <div style="text-align: center;"></div> <p>File name: Promoting Child-Centred Disaster Risk Reduction in the Philippines</p> <p>Deliverable name: Promoting Child-Centred Disaster Risk Reduction: The case of Japan Deliverable description: After conducting two workshops in Japan, we produced this publication that includes educational and knowledge materials. The contents could be useful for other organizations working on DRR activities focused on children. We also include an evaluation of the impact and lessons learned from our program. Intended date of delivery: March 2020 Output of deliverable:</p> <div style="text-align: center;"></div> <p>File name: Promoting Child-Centred Disaster Risk Reduction in Japan</p>
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User submits Deliverables & No pending Progress Reports → Wait for UNISDR approval →

Voluntary Commitment is Completed

Completed VCs remain visible in the platform.

Start a new commitment!

OPTIONAL: Create a highlight						
OPTIONAL: Create a highlight	<p>Notes:</p> <ul style="list-style-type: none"> - Highlights will be shared in e-newsletters, home page of the SFVC online platform and, if approved, on PreventionWeb as well. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">VC Submission Information</th><th style="text-align: center; padding: 5px;">Sample answer</th></tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center; padding: 5px;">General info</td></tr> </tbody> </table>		VC Submission Information	Sample answer	General info	
VC Submission Information	Sample answer					
General info						
- Highlight title	- Child Vision International publishes report on children-focused DRR Workshops					
- Photo	- Photo attached					
						
- Content	<ul style="list-style-type: none"> - Child Vision International together with Save the Kids Japan and Japan Kids Foundation held a series of workshops in Japan, Philippines and Nepal with the goal of improving children's understanding about hazards and disaster risk reduction, as well as ways to contribute to their communities in building resilience. <p>One workshop is comprised of three sections: the first one was about learning different types of hazards while the second and third focused on disaster risk reduction, where children discussed about the hazards their communities could face, and did a town watching exercise and simulations of evacuation procedures to be better prepared for possible disasters.</p> <p>The result of the discussions and exercises that took place in the workshops was later compiled into three publications (one for each country). The publications list some of the positive outcomes or major lessons that came out of each workshop, and also serves as a hand book for communities to facilitate similar children-focused workshops in the future.</p> <ul style="list-style-type: none"> - https://hxhj4j.axshare.com/#g=1&p=highlight_detail - Promoting Child-Centred Disaster Risk Reduction in South-East Asia - Children and Youth - Earthquake - Priority 1, Priority 4 - Countries: Japan, Philippines, Nepal - Yes 					
- Link to publication or site						
- Related commitment						
- Themes & issues						
- Hazards						
- Sendai Priorities for Action						
- Geographic Scope						
- Submit for Publication on Prevention Web						

Published highlight will look like this (sample, webpage construction is still in progress):



Highlight

[◀ BACK TO HIGHLIGHTS](#)

Child Vision International publishes report on children-focused DRR workshops

10 March 2018



[Caption of photo can go here](#)

Child Vision International held a series of workshops in Japan, Philippines and Nepal with the goal of children learning about hazards and disaster risk reduction, as well as ways to contribute to their communities in building resilience.

One workshop is comprised of three sections: the first one was about learning different types of hazards while the second and third focused on disaster risk reduction, where children discussed about the hazards their communities could face, and did town watching exercise and simulations of evacuation procedures to better prepare for possible disasters.

The result of the discussions and exercises that took place in the workshops was later compiled into a publication. The publication lists some of the positive outcomes or major lessons that came out of each workshop, and also serves as a handbook for communities to facilitate similar children-focused workshops in the future.

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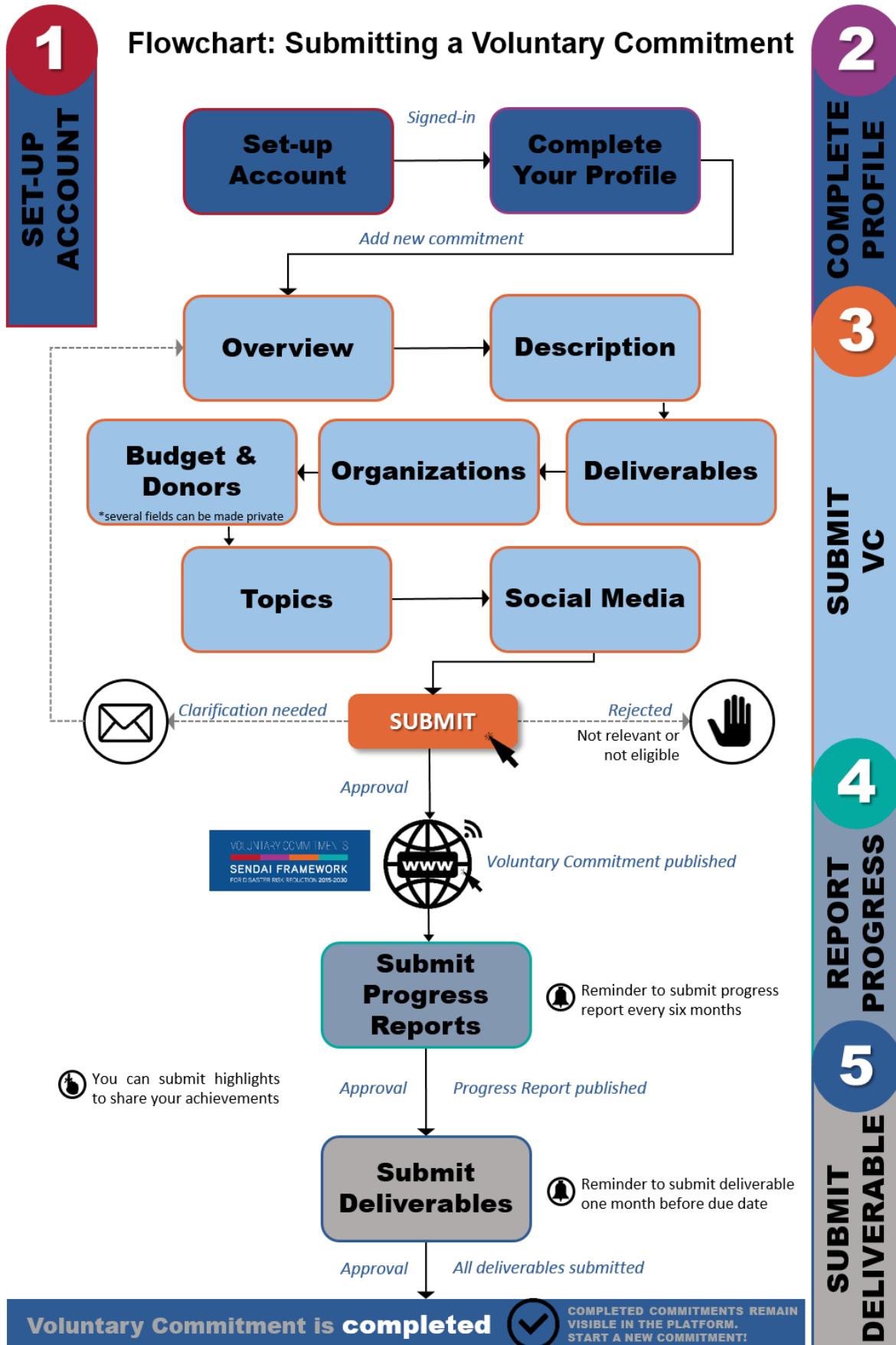


* After highlight is created → Wait for UNISDR Approval.

Appendix 2: Checklist

	<input checked="" type="checkbox"/> Be committed to the reduction of disaster risk and losses for a sustainable future
1	<input type="checkbox"/> Access the SFVC online platform
	<input type="checkbox"/> Sign-in (use PreventionWeb account)
	<input type="checkbox"/> Complete profile
2	<input type="checkbox"/> Salutation, position, street address, country/territory, city/town and postal code
	<input type="checkbox"/> Overview Title, photo, geographic scope, duration, submitted prior/during WCDRR and part of umbrella initiative
	<input type="checkbox"/> Description Short description, long description, narrative questions
	<input type="checkbox"/> Deliverables Name, description, date of delivery (output of deliverable)
	<input type="checkbox"/> Budget & donors Scale of beneficiaries (number of people), budget scale (in USD), secured budget size (%) and donors (names) <small>*This information can be made private</small>
3	<input type="checkbox"/> Organizations and focal points Implementing organizations, focal points and other partners
	<input type="checkbox"/> Topics Themes, issues and hazards, Sendai Priorities for Action, Sendai Targets and SDGs
	<input type="checkbox"/> Social media & other info
	<input type="checkbox"/> Submit
4	<input type="checkbox"/> Report progress (periodically)
5	<input type="checkbox"/> Submit deliverables (all declared deliverables)

Appendix 3: Flowchart



Appendix 4: Frequently Asked Questions

- Can the details of the commitment change after publication on the online platform?
 - Yes, details can be changed by updating the Commitment. See section “Making Changes/Editing the Commitment.”
- Can the details of the commitment that was submitted at WCDRR in 2015 be updated?
 - Yes, even if details of the commitment that was submitted previously did change, the focal point can update/add the new details.
 - If your previously announced VC has been already completed/implemented, please be encouraged to submit the updated information including the progress and deliverables retroactively, so that the online platform will be able to record and recognize such completed work.
- My organization submitted a commitment before/at the Third UN World Conference on Disaster Risk Reduction in 2015, but it is not in the existing list of commitments.
 - Please email the UNISDR Voluntary Commitments Team to inform them that the commitment is missing from the list, along with details of the commitment: when and where the commitment was submitted, the title of the commitment, focal point(s), and a brief description of the commitment.
 - The existing list of commitments has been made available after an intensive review of existing information (in several cases, the information was limited).
- Why is the commitment flagged?
 - A commitment could be flagged for numerous reasons, including misinformation, usage of the platform for commercial and advertisement purposes, etc. Users need to submit a form indicating clear reasons for flagging the commitment.
- Can a commitment be submitted in other languages?
 - The online platform is currently accepting submissions in English only. However, guidelines for submission in Spanish and French are planned to be available in the near future.
- Can a single person submit a commitment?
 - Eligibility of submission of a voluntary commitment is attached to an entity with a physical address. This means that only individuals representing entities/organizations can submit a voluntary commitment.

Appendix 5: Summary of VC Status

Public	Focal points and UNISDR VC Admin	Explanation about the status
	SUBMITTED	Voluntary commitment is submitted or edited and waiting for UNISDR VC Admin to review.
	CLARIFICATION NEEDED	UNISDR VC Admin requests clarification and the Main Focal Point makes changes/editions (before submitting again).
	REJECTED	UNISDR VC admin rejects the VC. (VC could be submitted again after major changes are made or as a new submission).
NEW	NEW	Voluntary commitment was reviewed and approved for publishing. The status new lasts for one month. After that, it becomes Active. It helps users be aware of recently made voluntary commitments.
ACTIVE	ACTIVE	A commitment is running smoothly. In other words, VC has been accepted for publishing for more than a month, it does not have any pending progress reports or any delayed deliverables (and, it has not being flagged). This should be the optimal status for a VC before the status changes to Completed.
PROGRESS UPDATE NEEDED	PROGRESS UPDATE NEEDED	Six months after the VC is published or six months after the latest published report, a request to provide a Progress Report will be sent. If a Progress Report is not submitted, a reminder will be sent every month. If a Progress Report is not submitted after three months (since the first request - total 9 months), the status of the VC changes to "Progress Update Needed."
DELIVERABLE UPDATE NEEDED	DELIVERABLE UPDATE NEEDED	One month before the intended date of delivery, a first reminder to submit a Deliverable will be sent. If a Deliverable is not submitted (by the intended date of delivery), the status of the VC changes to "Deliverable Update Needed" and a reminder will be sent every month for consecutive three months.
	PENDING APPROVAL PROGRESS REPORT	A submitted Progress Report is being reviewed by UNISDR VC Admin before approval for publishing.
	PENDING APPROVAL DELIVERABLE	A submitted Deliverable is being reviewed by UNISDR VC Admin before approval for publishing.
PROGRESS NOT UPDATED	PROGRESS NOT UPDATED	If a Progress Report is not submitted after six months (since the first progress update request – total 12 months after VC or latest progress report is published), the status of the VC changes to "Progress Not Updated."
INACTIVE	INACTIVE	If a Deliverable is not submitted after three months (since the intended date of delivery), the status of the VC changes to "Inactive."
COMPLETED	COMPLETED	If ALL deliverables for the VC are submitted (and approved) and the VC has no pending Progress Reports, the VC becomes COMPLETED.