Third Disaster Management Practitioners’ Workshop for Southeast Asia

Institutionalizing Community Based Disaster Risk Management in Government Policy Making, Planning and Program Activities

building partnerships for risk reduction

United Nations Conference Center, Bangkok, Thailand, 10-13 May 2004
The workshop aims to:

- promote knowledge, building in disaster risk management within the Southeast Asian region, learn lessons from sharing, and review of current disaster risk management knowledge & practice of Southeast Asian countries, as well as from the global disaster risk management practices
- offer an opportunity to identify national and local activities to which peers commit themselves to provide support to each other
- foster and strengthen connections between and among practitioners and disaster management organizations
- contribute to the region's policy as well as program development and strategy formulation benefiting not only the governments and NGOs but the donors and multi-lateral agencies as well
- publish and disseminate written materials on disaster risk management useful to the end users within and outside Southeast Asia
- be a catalyst that will bring about the formation of a regional network of disaster management practitioners

The theme of the workshop is “Institutionalizing Community-Based Disaster Risk Management (CBDRM) in Government Policy Making, Planning and Program Activities”.

At the end of the workshop, the participants should be able to: agree on a common “concept” of what CBDRM is and its important contribution to sustainable development; identify best practices that promote institutionalization of CBDRM; identify issues that limit the promotion and institutionalization of CBDRM and make recommendations to address the issues; share lessons learned about institutionalizing CBDRM; identify a feasible and concrete plan of action.

Workshop directors

Mr. Merrick Chatfield
Director, Strategic Risk Management
Asian Disaster Preparedness Center
PO Box 4, Klong Luang, Pathumthani, Thailand
Phone +662-5165900 Fax +662-5245350
Email merrick@adpc.net

Dr. Ian Wilderspin
Bangkok Regional Disaster Management Coordinator (Preparedness)
International Federation of Red Cross and Red Crescent Societies - SEA Regional Delegation
4/Floor, Asoke Tower, 219/8-10 Sukhumvit Soi 21 (Soi Asoke), Bangkok, Thailand
Phone +662-6408211 Fax +662-6408220
Email ifrch22@ifrc.org
### Workshop Program

**MAY 10, MONDAY**
- **Regulation**
- **Opening Ceremony**

**MORNING BREAK**
- Keynote Presentations: CBDRM Conceptual Framework and its Contribution to Sustainable Development
- Workshop 1: Nature and Practice of CBDRM in Southeast Asia
- Lunch
- Keynote Presentations: Role of Stakeholders (Donors, Civil Society, Private Sector) in CBDRM
- Speaker Presentations: Support of Regional Bodies to Institutionalization of CBDRM

**AFTERNOON BREAK**
- Reporting and Synthesis
- **WELCOME DINNER**

**MAY 11, TUESDAY**
- **Registration**
- **Opening Ceremony**

**MORNING BREAK**
- Keynote Presentations: Institutionalizing CBDRM in Government Policies, Planning & Budgets: Perspectives of Government, NGOs, CBDM Organizations
- Workshop 2: Institutionalizing CBDRM in Government Policies, Planning & Budgets

**AFTERNOON BREAK**
- Recognition of Workshop 2
- Keynote Presentations: Institutionalizing CBDRM in Government Policies, Planning & Budgets: Perspectives of Government, NGOs, CBDM Organizations
- Workshop 3: Monitoring and Evaluation of CBDRM Programs
- Workshop 4: Gender and CBDRM
- Workshop 5: Cooperation Framework
- Workshop 6: Action Planning
- Reporting and Synthesis of Workshops 3 and 4

**MAY 12, WEDNESDAY**
- **Registration**
- **Opening Ceremony**

**MORNING BREAK**
- Keynote Presentations: Institutionalizing CBDRM in Government Policies, Planning & Budgets: Perspectives of Government, NGOs, CBDM Organizations
- Workshop 2: Institutionalizing CBDRM in Government Policies, Planning & Budgets
- Lunch
- Keynote Presentations: Institutionalizing, Sustaining and Supporting CBDRM
- Cocktail Reception and Launch of CBDRM Field Practitioners Handbook

**AFTERNOON BREAK**
- **CLOSING CEREMONY**
- Presentation of Workshop Results and Dialogue with Different Agencies
- Workshop Synthesis Evaluation
- Closing Ceremony

**MAY 13, THURSDAY**
- **Registration**
- **Opening Ceremony**

**MORNING BREAK**
- Keynote Presentations: Institutionalizing CBDRM in Government Policies, Planning & Budgets: Perspectives of Government, NGOs, CBDM Organizations
- Workshop 2: Institutionalizing CBDRM in Government Policies, Planning & Budgets
- Lunch
- Keynote Presentations: Institutionalizing, Sustaining and Supporting CBDRM
- Cocktail Reception and Launch of CBDRM Field Practitioners Handbook

**AFTERNOON BREAK**
- **CLOSING CEREMONY**
- Presentation of Workshop Results and Dialogue with Different Agencies
- Workshop Synthesis Evaluation
- Closing Ceremony

### Workshop Structure

The workshop will consist of two parts.

The first part will focus on the following:
- Sharing and review of CBDRM framework and practices in SEA countries
- Learning lessons from practices in the following key areas of work: institutionalizing CBDRM in government policy making, planning & program activities; gender in CBDRM; and M&E in CBDRM
- Theorizing on future applications of lessons learned
- Formulating recommendations.

The second part will concentrate on presenting recommendations to relevant government bodies, multilateral agencies and donors.

The workshop will employ a wide range of formats to enable participants to share knowledge and stimulate active discussion including:
- Keynote presentations from international and national leaders in disaster management
- Open forums and plenary sessions
- Participative workshops
- Poster and photo exhibitions

### Workshop Details

1. **Workshop 1: Nature and Practice of CBDRM in Southeast Asia**
   - Current practice of CBDRM in SEA: elements, features, characteristics, practice, key issues, and others
   - Identification of contribution of CBDRM in sustainable development in SEA

2. **Workshop 2: Institutionalizing CBDRM in Government Policies, Planning & Budgets**
   - Facilitating and limiting factors
   - List of recommendations and best practices

3. **Workshop 3: Monitoring and Evaluation**
   - Different approaches in M&E
   - Facilitating and limiting factors in M&E of CBDRM in SEA
   - List of recommendations and best practices

4. **Workshop 4: Gender and CBDRM**
   - Different approaches in integrating gender in CBDRM
   - Facilitating and limiting factors in mainstreaming gender in CBDRM
   - List of recommendations and best practices

5. **Workshop 5: Cooperation Framework**
   - Drafting of principles for cooperation
   - Identification of areas of cooperation in CBDRM institutionalization and implementation

6. **Workshop 6: Action Planning**
   - Formulation of action plans for the next six months and one year
   - Planning for the next Disaster Management Practitioners’ Workshop
# Registration Form

**Title**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred Name on Badge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Country</th>
<th>Post Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Dietary Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Special Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Signature**

---

**Accommodation**

We recommend that you make your accommodation bookings at either of these hotels. Please inform them that you are a delegate of this workshop in order to get their special rate.

- **Trang Hotel**
  
  99/1 Wisutkasat Road, Bangkok 10200
  
  Phone +662-2811402 Fax +2803610
  
  Email sales@trang-hotel.co.th
  
  URL www.tranghotel.co.th
  
  Single Room (USD 21/night, incl. ABF)
  
  Double Room (USD 24/night, incl. ABF)

- **Grand China Princess Hotel**
  
  215 Yaowarat Road, Samphantawong, Bangkok 10100
  
  Phone +662-2249977 Fax +662-2247999
  
  Email gcp@grandchina.com
  
  URL www.grandchina.com
  
  Single Room (USD 40/night, incl. ABF)
  
  Double Room (USD 45/night, incl. ABF)

---

**I have booked myself at TRANG HOTEL**

**I have booked myself at GRAND CHINA HOTEL**

**I have booked myself at another hotel (please specify hotel name)**

---

**Photo Exhibit**

- I will bring materials for the photo exhibit
- Please provide some information about your exhibit

---

**Delegate Registration Fee**

The delegate registration fee is USD 150 per delegate.

- I enclose a bankdraft cheque of US Dollars 150, payable to ADPC Foundation
- I will process payment through bank transfer, please provide me with your bank details
- I will pay the registration fee in cash during the morning registration on May 10

---

To register for the Third Southeast Asia Disaster Management Practitioners’ Workshop, please complete this form and mail or fax it to Ms. Vicky Diopenes, ADPC, PO Box 4, Klong Luang, Pathumthani 12120, Thailand.

Phone: +662-5165900 ext. 408 Fax: +662-5245350/5245360 by 20 April 2004, if possible.
Partnerships for Disaster Reduction (PDR-SEA) is a regional project of the Asian Disaster Preparedness Center, implemented in partnership with the United Nations Economic and Social Commission for Asia and the Pacific, with funding from the European Commission Humanitarian Aid Office (ECHO) under its Third DIPECHO Action Plan for Southeast Asia. It seeks to address disaster-related issues within the context of sustainable development, with communities targeted as major beneficiaries in six target countries: Cambodia, Indonesia, Lao PDR, the Philippines, Thailand, and Vietnam. It plans to achieve this through networking and information sharing, experiences and methodologies among disaster management practitioners, and by enhancing capacities of disaster management practitioners to use practical tools to implement community-based disaster management projects.

Venue and Duration
The Workshop will be held at the United Nations Conference Center (UNCC) in Rajadamnern Nok Avenue, Bangkok, Thailand on May 10-13, 2004. The UNCC is located in the heart of the city, near the business, historical, and tourist districts of Bangkok.

Visa Requirements
Citizens of ASEAN member countries, as well as USA, Australia, Switzerland, Japan, and the United Kingdom, can obtain a one-month (30 days) visitor’s visa at the immigration channel upon arrival at the international airport in Bangkok. Citizens of other countries should obtain a Thai Visa from the Royal Thai Embassy or Consulate located in your country before entering Thailand. Please secure your visa at least three weeks prior to scheduled departure.

Bangkok in May
May is a lovely month to spend in Thailand. It is the middle of summer, and the weather is very pleasant. Bangkok has bountiful shopping areas, night markets, evening entertainment, and restaurants serving both Thai and international cuisine. There are also many tourist and historical places to visit in the city. Truly, Bangkok or “Krung Thep” or “City of Angels”, is a magical place, one that captivates the imagination and leaves you with amazing experiences.

Accommodation
Delegates are responsible for their own accommodation bookings. There are two hotels (Trang Hotel and the Grand China Princess Hotel) near the conference center that we recommend for your stay. Details are in the registration form. Shuttle service will be provided from these hotels.

Socials
A Welcome Dinner will be held on the evening of 10 May 2004. There will also be an afternoon cocktail reception on 12 May 2004.

Photo Exhibit
A photo exhibition will be held concurrent with the workshop. The photos should depict general disaster management and practice, or CBDRM work done by your organization or in your locality. You may also bring promotional materials, posters, books, brochures and publications for display. We will be able to provide a limited space depending on the number of exhibitors. Photo display panels will be made available. All delegates who wish to bring materials for the exhibit should advise the secretariat as soon as possible.

Registration Fees
The delegate registration fee is USD 150. This includes attendance at all sessions, workshop bag and materials, conference proceedings, lunches, morning and afternoon coffee/snacks, and the welcome and cocktail receptions. Registration and fees should be made by 20 April 2004, if possible. Concessions and sponsorships may be made available for community leaders and local NGO CBDRM practitioners from Southeast Asian countries, and are subject to funding availability.

Payment of Fees and Transferability
Payment should be made in advance either through bank transfer or by sending a bankdraft cheque. Fees may also be accepted in cash during the workshop registration on May 10. Please note that personal cheques are not acceptable. We also can not process credit card payments. Delegates who find themselves unable to attend the workshop after submitting the registration form and payment may nominate a substitute. All substitutions must be advised in writing to the Conference Secretariat. Registration fees are transferable and non-refundable.

Workshop Secretariat
All inquiries may be directed to:

Ms. Vicky Diopenes
Project Coordinator
Partnerships for Disaster Reduction – Southeast Asia
Asian Disaster Preparedness Center
PO Box 4, Klong Luang, Pathumthani 12120, Thailand
Phone: +662-5165900 ext. 408 Fax: +662-5245350 / 5245360 Email: vicky@adpc.net

For updates on the workshop, please visit: http://www.adpc.net/pdr-sea/pdr-sea.html