

1st Meeting of the Advisory Working Groups to support development of the ‘Asia Regional Plan for Implementation of the Sendai Framework’

28-29 March 2016

Venue: The Landmark Hotel, 138 Sukhumvit Rd, Khlong Toei, Bangkok 10110

Summary Report

1. The meeting of the Advisory Working Groups (AWG) to support development of the ‘Asia Regional Plan for Implementation of the Sendai Framework’ was held on 28-29 March 2016 in Bangkok. The members (*please see the list of participants in annex III*) discussed and provided extensive comments on the terms of reference of the Advisory Working Group and the Asia Regional Plan.
2. The main objectives of this first AWG meeting were:
 - a. Agree on the proposed terms of reference for the respective advisory working groups.
 - b. Review the ‘Asia Regional plan for Implementation of the Sendai Framework’ and provide initial input to the overall document and more specifically on the formulation of the two year action plan.
 - c. Agree on a timeline for activities of each working group in the lead up to the AMCDRR 2016 (*e.g. consultation, subsequent revision and finalization of the regional plan*)

Background and rationale of the meeting:

3. The need for a policy guidance and plan for implementation of the post 2015 DRR Framework (The Sendai Framework for Disaster Risk Reduction 2015-2030) was discussed in the ISDR Asia Partnership (IAP) meeting held in Dec 2014, June 2015 and November 2015. At the 6th AMCDRR held in June 2014, the Bangkok Declaration¹ urged “*support (for) the implementation of the post-2015 framework for disaster risk reduction, in particular **the ‘Asia Pacific regional HFA2 implementation plan and the priority actions stated in this Declaration’.***”
4. The ISDR Asia Partnership (IAP) meeting in December 2014 reached consensus on the need for Policy Guidance for the implementation of the Sendai Framework. Policy Guidance is required for the development and implementation of the Regional Implementation Plan of SFDRR that was agreed at the 6thAMCDRR.

¹<http://6thamcdrr-thailand.net/6thamcdrr/Portals/0/Final%20Bangkok%20Declaration%20-6%20AMCDRR%20-final%2026%20June-0800%20hours.pdf>

5. The IAP members were consulted in both June and November 2015 sessions on the structure and content of the Asia Regional Plan for implementation of the Sendai Framework.
6. The IAP meeting in June 2015 agreed upon the following (please see the Annex 1 on the summary of the IAP meeting , 3-5 June 2015)
 - a. Preparation of '**Country DRM status report, 2015**' as the baseline for setting national and local priorities for Sendai Framework implementation and its future monitoring and reporting.
 - b. Development of policy guidance, sector briefs and a road map to help governments and stakeholders implement the Sendai Framework .
 - c. The roadmap was agreed on to be developed providing a 15 years direction along with an action plan for every 4-5 year.
 - d. Consensus was reached on the expected outcomes of AMCDRR 2016 to be held in India in November 2016, which included: 1) Declaration; 2) Adoption of the Regional roadmap/ plan for Sendai Framework implementation (that includes Policy Guidance and national level plans) and 3) Statement of Commitments from governments and stakeholders.
7. Followed by the agreements in IAP , June 2015, an Asian Leaders' meeting towards implementation of the Sendai Framework for Disaster Risk Reduction in Asia and 2nd ISDR Asia Partnership (IAP) meeting of 2015 was held in New Delhi on 17-19 November 2015.
8. Based on the previous two IAP meetings (Dec 2014 and June 2015) and as directed by the members of the IAP, a Pre-zero draft of the Asia Regional Plan was prepared by the UNISDR secretariat and shared with IAP members (during the meeting) for comments.
9. IAP members provided extensive comments during the meeting and continued commenting (by email and phone) until Jan 2016. The comments resulted in a substantial revision of the pre-zero draft document.
10. The 'Asia Regional Plan for Implementation of the Sendai Framework' has been revised and structured around: a) Broader **policy guidance** towards setting a direction for implementation of the framework in the regional context; b) **Longer term road map**, spanning the 15-year horizon of the Sendai Framework outlining the implementation pathway with intended results setting the focus; c) **Two-year action plan** with specific activities and achievable targets by the public and private sectors as well as local actors *(the two year periodicity is mainly to coincide with the biennial Asia Ministerial Conferences that will provided an opportunity to review and revise the plan in a periodic manner)*

Purpose and Composition of the Advisory Working Group

11. In order to develop the Regional Plan through the appropriate level of consultation and collaboration, UNISDR in consultation with the Government of India and ISDR Asia

Partnership (IAP), proposed three 'Advisory Working Group (AWG)' arrangement.
(Please see the TOR of the Advisory Working Group).

12. The Advisory Working Group with support from the UNISDR AP secretariat will mainly work on the revised 'Asia Regional Plan' document to shape the outcome document with the main emphasis on formulating a concrete **Two-year action plan**. The Asia Regional Plan along with the two-year action plan will be tabled in the upcoming IAP meeting in June 2016 for further broader consultation and consensus with countries and partners.
13. The Advisory Working Group members are initially identified from the IAP member list. Their participation is non-representational of their respective governments or organizations and purely on individual capacity. They are preliminarily identified based on their expertise and expressed voluntary interest in carrying out this responsibility as an individual. The AWG may collectively decide to add or modify its member base in mutual consensus at a later stage.
14. The AWG members worked in groups as well in plenary and carried out an in-depth review of the terms of reference and the revised draft regional plan. The following are the summary of the feedback and inputs received from the members.

Summary of comments and feedback

Feedback on the TOR of AWG:

- Current TOR and the nature of AWG as non-representational were welcomed by all members.
- UNISDR to provide rationale behind categorization of the advisory working groups as public, private, local and consultation mechanism through IAP and stakeholder groups.
- Coordination of AWGs for integrated output and linkages of AMCDRR Technical sessions need to be established.
- UNISDR as Secretariat to support coordination and integration of input among the groups.
- Ensure legitimacy and role of AWGs within the AMCDRR 2016 preparatory process. Outputs from AWGs should be validated by the countries and in IAP.
- AWG can also support implementation of the Regional Plan.
- More members in the Public Sector AWG need to be added e.g. from countries (such as Indonesia, Philippines, Sri Lanka and Pakistan) and/or independent public policy related institution (such as the Lee Kuan Yew school of public policy).
- Similarly, local government associations and networks may also be considered for inclusion in the Local Action AWG.

Feedback on AMCDRR 2016

- AWG accepts role to contribute to the preparation of the AMCDRR 2016.
- AMCDRR 2016 to provide opportunity for Private Sector and other stakeholders to present good practice and promote public-private partnership dialogue.
- AMCDRR 2016 to consider prominence of local implementation issues and further explore inclusion of issues such as:

- ✓ Key messages from the Advisory Working Groups are presented in the technical sessions.
 - ✓ 'Asia Local Leaders Forum' as part of AMCDRR.
- The 'Declaration' should also seek input from thematic events and stakeholders statements of actions.
 - Thematic sessions need to be promoted and highlighted to ensure adequate participation.
 - The AWGs may consider providing coordinated inputs on specific issues to be highlighted in country statements during the Ministerial sessions.
 - Engagement of ministries of local governments/local development at AMCDRR need to be promoted by the host and participating countries.
 - Urban resilience and Habitat III outcomes should be highlighted during the conference.

Feedback and comments on the Asia Regional Plan for Implementation of the Sendai Framework:

- The Regional Plan should compliment and be the driving force for national efforts; and should not be considered as a replacement of the national plans.
- DRR, response to CC and SDGs linkage as common thread for integrated actions need to be highlighted
- Ensure linkage with Central Asia - *engage CA representatives in next meeting*
- The overall structure and the changes in the revised regional plan was welcomed by the AWG members.
- A suggestion was made to revise the 'Overview' part with more analytical rationale for development of the regional plan. More information on the challenges and gaps during the HFA implementation as well as a reference to the current status of the Sendai Framework implementation after a year of its adoption may be included.
- A 'Regional Support Mechanism' should be available to provide technical support to the regional plan and promote the SFDRR implementation at all levels. This need to be defined in the current regional plan document.

Comments on the Policy Guidance section of the Asia Regional Plan:

- The Policy guidance was generally accepted.
- Inclusion of reference to the World Humanitarian Summit and Habitat III outcomes recommended.
- On enabling environment the following were emphasized:
 - Building local authorities' understanding of linkages between Sendai, national policies/plans and local actions
 - Translating knowledge into practical guidance
 - The critical issues of resourcing/financing local actions
 - National actions to support local risk-informed plans and decision making; capacity of communities and local partnerships for sustained results vs. changes

in local leadership and people-to-people collaboration including across countries as a force for local actions

- Reference APEC in point b) on strengthening regional cooperation was recommended.
- Specifically reference the importance of private sector partnership in point d) on strengthening engagement of development sectors was made.
- In the local level section, it was recommended to align the list of stakeholders to the stakeholders listed in the Sendai Framework.

Comments on the Roadmap section of the Asia Regional Plan:

- Welcomed by the AWG as a overall indicative 'pathway'.
- Results/milestones need to be made clearer and detailed in the first 4-6 year and as broader intended results for the remaining years.
- The following milestones (at different years) should be amended to include reference to the private sector i.e:
 - XX percent of countries have developed regulatory frameworks to reinforce risk considerations and risk reduction measures into development initiatives, in particular in the infrastructure and business sector.
 - All countries established dialogue mechanisms with multi-sector and multi-stakeholders' dialogue for risk-informed and innovative risk management

Comments on the **2-year Action Plan section of the Asia Regional Plan:**

The AWGs were mainly focused on formulating a concrete action plan for the next 2 years with tangible, measurable and achievable actions. The initial draft matrix developed by UNISDR secretariat was extensively discussed in respective groups and the matrix was revised. The overall observations on the 2 years action plan were as followed:

- Analysis of progress to date to justify the proposed actions was felt missing.
- Actions are in logical order but can be further streamlined.
- Need to highlight some tangible results within the next 2 years among many actions.
- The 2 year action plan will be a guide for countries in understanding the sequential approach to the overall implementation of the framework, however, depending on the level of progress, availability of resources and capacity in country, the prioritization of actions will be carried out by individual countries.
- Policy development dimension should focus on development of an overarching policy framework rather than new set of individual policies.
- Actions need to be defined towards a “Regional Support Mechanism” .
- Key mandate of Public sector to create enabling environment needs to be reflected. i.e. move the action to strengthen collaboration between national & local governments to Public sector.
- The monitoring and evaluation of the Regional plan and its actions need to be further elaborated.

Key milestones and Next steps

- **5th April 2016:** summary of meeting discussions and consolidated comments and inputs shared with all AWGs.
- **30th April 2016:** All AWGs submit final 2-year action plan
- **31st May 2016:** Next draft of the Regional Plan shared with IAP
- **20th and 24th June 2016:** AWG meetings (as back to back with IAP)
- **21-22 June 2016:** IAP meeting.

Annex I

1st Meeting of the Advisory Working Groups to support development of the 'Asia Regional Plan for Implementation of the Sendai Framework'

28-29 March 2016

Venue: The Landmark Hotel, 138 Sukhumvit Rd, Khlong Toei, Bangkok 10110

The Asia Ministerial Conference on Disaster Risk Reduction 2016 (AMCDRR) which will be held in November 2016 in India aims at endorsing a 'Regional Plan for Implementation of the Sendai Framework'. In order to develop the Regional Plan through the appropriate level of consultation and collaboration, UNISDR in consultation with the Government of India and ISDR Asia Partnership (IAP), proposed a three 'Advisory Working Group' arrangement with senior level experts from public, private and local level respectively. The experts shall voluntarily join the Advisory Working Group in their individual capacity. They will provide their advisory services as well as lead the development of the content of the regional plan by giving their technical input. UNISDR AP office will function as the secretariat of the advisory working groups.

To initiate the establishment of the advisory working group arrangement, the first meeting of the three advisory working groups is proposed for 28-29 March 2016 in Bangkok (Venue- TBC). For terms of reference of the Advisory Working Group, please refer to the Annex 1 to this agenda.

Objectives:

The main objectives of the meeting are:

- Agree on the proposed terms of reference for the respective advisory working groups.
- Review the zero draft of the 'Regional plan for Implementation of the Sendai Framework' and provide initial input to the overall document and more specifically on the formulation of the two year action plan.
- Agree on a timeline for activities in the lead up to the AMCDRR (*e.g. consultation, subsequent revision and finalization of the regional plan*)

Format of the meeting:

The two-day meeting will be organized in two parts: two plenary and three advisory working group sessions. The members of the three advisory working groups namely: i) **Public sector advisory working group**, ii) **Private sector advisory working group**, iii) **Local level implementation advisory working group** will meet in separate rooms (working sessions) to deliberate on the regional plan and working modality of their respective group. All groups will meet in plenary session on Day 1 morning and Day 2 afternoon.

Participants:

Participants will be from the attached list of individuals in Annex II (*the names are derived from IAP members list and based on their expertise and expressed voluntary interest in carrying out this responsibility*)

Draft Meeting Agenda

28-29 March 2016

Venue: The Landmark Hotel, 138 Sukhumvit Rd, Khlong Toei, Bangkok 10110 Day 1: Monday
28 March 2016

Advisory Working Group: Plenary Session (*All WG in plenary*)

Chair:

09:00 - 09:15	Welcome and introduction to the agenda: Ms Feng Min Kan, Head, UNISDR Asia Pacific
09:15 – 09:30	Introduction of participants
09:30 – 10:15	Introduction of the Advisory Working Group ToR and the AMCDRR 2016 substantive requirements (including an update on the AMCDRR 2016 preparation) followed by Q &A – UNISDR
10:15 – 10:30	COFFEE BREAK
10:30 – 12:00	Presentation on the revised Asia Regional Plan followed by discussion -UNISDR
12:00 – 12:15	Advisory working group arrangement and setting the context for the working sessions - UNISDR
12:15 – 13:30	Lunch

Working Sessions (*The Three Working Groups meet in separate rooms*)

Agenda

13:30 – 13:45	Chair's remarks and introduction to the working session
13:45 – 14:15	Comments on ToR
14:15 – 16:00	Discussion on the revised draft of the Regional Plan for the implementation of the Sendai Framework' : 1) Overall comments on the 'Regional Plan' (<i>feedback and reflection on the adequateness of the content and structure</i>) (15 min) 2) Reflection on the policy guidance (45 min) 3) Input to the roadmap (45 min)
16:15 – 17:30	What actions are required in the next 2 years to accelerate the implementation of the Sendai Framework in the region (discussion will focus on how to develop a 2 years action plan) Wrap up of the working session

* Please see the advisory note for specific guiding questions for Working session

Day 2: Tuesday 29 March 2016

Working Session continuation (*Three Working Groups meet in separate rooms*)

09:00 – 09:15	Recap of Day 1 discussion and setting the context for Day 2 - UNISDR
09:15 – 10:45	Discussion: Continuation of 2 year action plan and follow up work plan of the Advisory Working Group with responsibilities and timeline – facilitated by Chair/ Co-chair of respective AWG
10:45 – 11:00	COFFEE BREAK

Plenary Session (*All Working Groups in plenary*)

11:00 – 12:30	Presentation of the final summary of each AWG followed by discussion
12:30 – 13:30	LUNCH
13:30 – 14:30	Plenary discussion: Putting it together
14:30 – 15:30	Final summary and next steps: Followed by closing
15:30	COFFEE BREAK and END OF MEETING

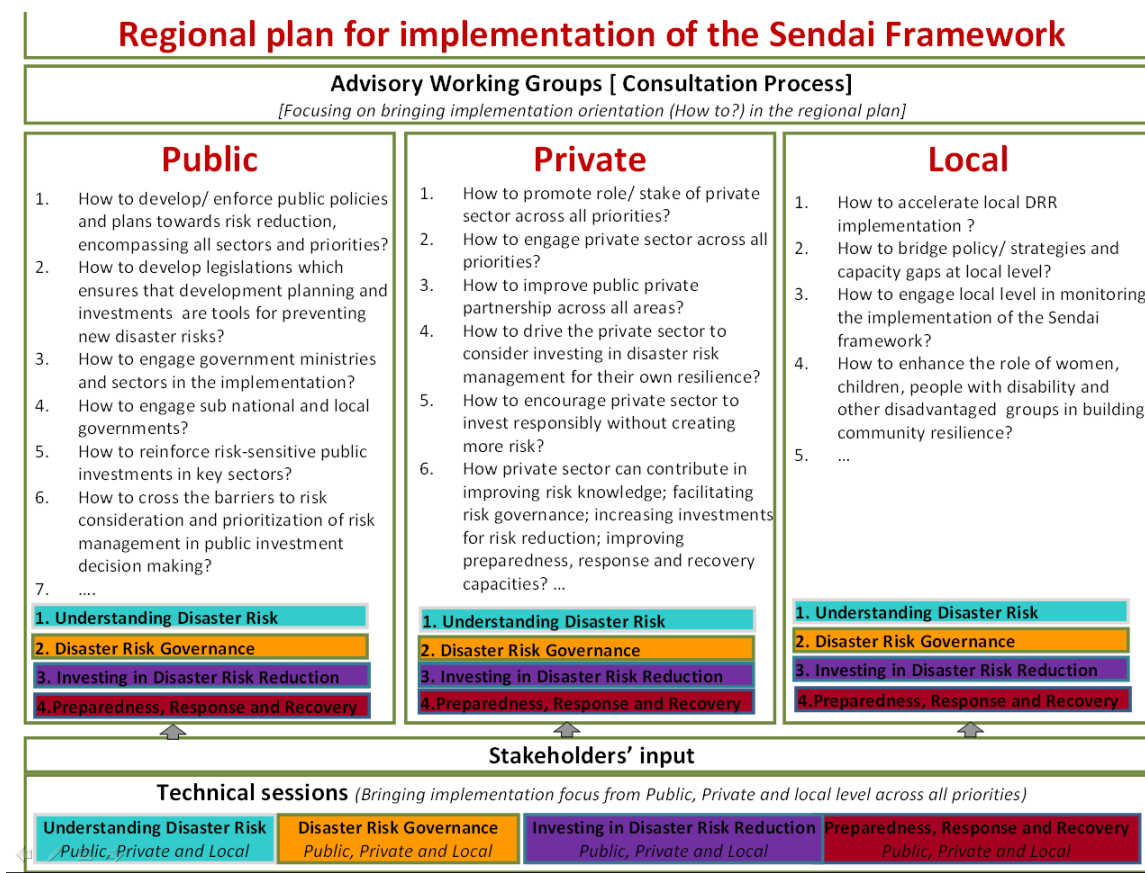
Annex II:

Terms of Reference for Advisory Working Groups to support development of the ‘Asia Regional Plan for Implementation of the Sendai Framework’

Background:

The Asian Ministerial Conference for Disaster Risk Reduction will be hosted by the Government of India in 2016. As a follow-up from the 6th Asian Ministerial Conference outcome (2014) and as a requirement of the Sendai Framework, the intended outcome of the ministerial conference in India will be to develop an ‘Asia Regional Plan for Implementation of the Sendai Framework’.

In order to develop the outcome document, the ‘Regional plan for Implementation of the Sendai Framework’, the consultation process will ensure that all priority areas/ sub-themes are developed with engagement of key implementers from the public, private and local level. In addition to the broader consultations at the IAP towards the overall preparation of the conference and its outcome, three advisory working groups are proposed specifically for the purpose of developing the regional plan. They will be composed of individuals with expertise in public policy, private sector engagement and local level implementation respectively. The group will have a role in providing both advisory and technical input to the conference outcome document.



Stakeholder groups are encouraged to carry out their consultations and provide consolidated input to the advisory working groups for incorporation in the final regional plan.

The intended benefit of this working group arrangement will be the cross-fertilization of the priority areas and different implementation levels of the Sendai Framework. This arrangement will also ensure that the regional plan has an adequate implementation orientation that can be fostered by governments, private sector and local communities.

The above diagram depicts the working group arrangement with a focus of bringing out 'How to implement DRR?' across all priority areas of the Sendai Framework. The output from the advisory working groups will feed into the technical sessions at the conference where deliberations will be around the priority areas of the Sendai framework and how to implement it through governments, the private sector and local level.

The Advisory Working Groups

The following are the brief terms of reference and proposed working group composition to aid the consultation process:

1. Objective:
 - a. To provide an implementation orientation to the 'Asia Regional Plan for Implementation of the Sendai Framework' from the perspective of the respective working group (i.e public, private and local)
2. Function of the AWG
 - a. Provide and identify expert knowledge on the conference theme and sub-themes.
 - b. Provide advisory, substantive and technical input to the main outcome document of the AMCDRR i.e the 'Asia Regional Plan for implementation of the Sendai Framework', particularly:
 - i. Provide inputs to further improve the Policy guidance (part 1);
 - ii. Provide input and validate the proposed long term plan or roadmap for Sendai Framework implementation in Asia to achieve its Targets and goal (part 2)
 - iii. Provide input on specific actionable plan for the 2 years (part 3) along with a monitoring plan for the same.
 - iv. Address issues of 'How to' implement the Sendai framework from the perspective of key actors (government, local government and other stakeholders) through their expert analysis of all priority areas of the Sendai Framework.
 - c. Collaborate and coordinate with other advisory working groups to bring coherence to all working group inputs to the outcome document.
3. Operational modality:

- a. The working group members shall collaborate mainly online using a closed mailing list as well as other means, such as webex, skype etc.
 - b. Members may meet face-to-face at a mutually convenient location and time to develop a work plan and deliberate on the outcome document. *(NB: at least 3-4 face to face meeting will be required prior to the conference)*
 - c. Each working group shall identify a Chair and a Co-chair who will hold the main responsible to draft the respective input document.
 - d. A designated UNISDR staff member shall provide secretariat support to each working group.
 - e. Advisory working groups shall closely coordinate with each other by keeping each other regularly informed.
 - f. Respective working group chairs will consolidate input from the various stakeholder group focal points.
 - g. The Chair and Co-chairs of each working will meet periodically to finalize a consolidated outcome document.
4. Key milestones:
- a. Establishment of WG and first inception meeting – by 31 Mar 2016
 - b. Draft input document to the draft Asia Regional Plan for Implementation of the Sendai Framework’ in line with the above-mentioned functions – 31 Apr 2016
 - c. Consolidation of three WG papers in to the final outcome document – 30 Jun 2016
 - d. Consolidated final draft outcome document presentation – 15 July 2016
5. Composition of the respective advisory working groups **(proposed)**:

Public sector advisory working group:

- a. The public sector working group will mainly consist of policy and strategy development experts from government.
- b. The group will have a mix of senior policy levels officials, sectoral experts (from one or two key sectors and planning institutions)
- c. Proposed public sector working group members: (Please see Annex 1 above)

Private sector advisory working group:

- a. The private sector working group will comprise a mix of sectors and expertise engaged in various aspects of business across the region.
- b. Proposed private sector working group members: (Please see Annex 1 above)

Local level implementation advisory working group:

- a. The local level implementation working group will comprise of individual practitioners and experts from local governments, national governments, civil society and other stakeholder groups.
- b. Proposed local level advisory working group members: (Please see Annex 1 above)

Annex III:

List of participants attended the AWG meeting:

Public sector advisory working group:

- 1) Ms Fathimath Thasneem, Deputy Minister, Maldives –Chair (TBC)
- 2) Mr Kamal Kishore, Member NDMA, India, Co-chair (via Skype)
- 3) Ms Putheany Chou, Deputy Director General, Planning , Cambodia
- 4) General Badral Tuvsin, Chief, NEMA, Mongolia
- 5) Mr Kaoru SAITO, Director of International Cooperation Division, Japan [only attended half day on 28 March]

Private sector advisory working group:

- 1) Sandra Wu, Kokusai Kogyo (Japan) [Chair]
- 2) Managing Director of Business Continuity Planning Asia Mr Henry Ee, (Singapore)
- 3) Chairperson of the Center for Asia Pacific Partnership, Ms Sayanaa Lkhagvasuren (Mongolia)
- 4) Safe Hotels Vice President Asia Pacific for Business Development, Mr Bert van Walbeek (Thailand)
- 5) Dr Kavintheran Thambiratnam, Program Director MIGHT (Malaysia)
- 6) Mr Nirankar Saxena, Senior Director, FICCI , India (Co-Chair)

Local level implementation advisory working group:

- 1) Mr. Raditya Jati, Deputy Director for DRR, BNPB, Indonesia (Chair)
- 2) Ms Veena Kumari Meena, Joint Secretary, Disaster Management, Ministry of Home Affairs (Co-chair, host country) [could not attend]
- 3) Mr. Ahmed Kamal, Member (DRR), NDMA, Islamabad, Pakistan [could not attend]
- 4) Mr. Vijay Amalalikit, President of Environment Committee, Thai National League of Municipality and Mayor of Panas-Nikhom Municipality
- 5) Aty Violeta Seva, Advisor to Makati Mayor, Advocate of Making Cities Resilient Campaign
- 6) Mr. Manu Gupta, Chair of ADRRN and Chair of CSO Stakeholder Group
- 7) Nelson Castano, IFRC