

# Pacific Platform for Disaster Risk Management 2010

**16<sup>th</sup> Regional Disaster Managers Meeting: 9<sup>th</sup> - 11<sup>th</sup> August 2010**  
Professional Development Workshop for Regional Disaster Managers  
Holiday Inn, Suva, Fiji



## Objectives

- Increased clarity around the roles and expectations of the Regional Disaster Managers (RDMs)
- Articulation of the barriers that 'get in the way' of delivering against expectations
- To understand the exact nature of support that NDMOs get in-country from the government, NGOs, regional organisations, UN et.al
- RDMs to clearly define what expectations they have of international, regional and national support agencies
- Identification of areas where 'institutional strengthening' is required
- Identification of skill gaps and personal capacity development needs based on proposed draft job descriptions for RDMs
- Development of personal training priorities to support capacity building plans for RDMs
- To foster team building for RDMs to see themselves as 'leaders' in DRM in the Pacific

## Facilitators

- Helen Sinclair, HRM and Capacity Building Consultant
- Mosese Sikivou, SOPAC Manager Community Risk Programme
- Stephanie Zoll, SOPAC Community Risk Programme

## WORKSHOP AGENDA

Monday 9<sup>th</sup> August

Time	Agenda	Facilitator
9.00am	<p><b>Opening Session</b></p> <ul style="list-style-type: none"> <li>• <b>Welcome</b></li> <li>• <b>Overview and Objectives of the Workshop</b></li> <li>• <b>Participants Introduction</b></li> <li>• <b>Team Building exercise</b></li> </ul> <p>▪ What does a typical day look like in the life of a Regional Disaster Manager!</p> <p><i>Rationale: To establish the context for the workshop and to obtain a better understanding of the typical routine of the RDMs</i></p>	Helen Sinclair Mosese Sikivou
10.00am	<b>Morning Tea</b>	
10.30am	<p><b>Session 1: Challenges Facing the RDMs in Addressing the Requirements of their Position's</b></p> <p>▪ What are some of the things that get in the way of doing your job as you would like to do it?</p> <p><i>Rationale: To take stock of the local situations—identify and celebrate successes and classify the impediments--whether they relate to organisational development, workforce development or are they are a resourcing issue.</i></p>	Helen Sinclair
12.00pm	<b>Lunch</b>	
1.00 pm	<p><b>Session 2: Strategies for Change: If you had the power how would you do it differently?</b></p> <p>▪ Barriers/Strategies for change and improvement to enable overall institutional strengthening and capacity development</p> <p><i>Rationale: Building on the morning sessions work to empower the RDMs to openly 'state' the barriers they face and work together to identify solutions that would work for them.</i></p>	Helen Sinclair
2.15pm	<b>Afternoon Tea</b>	

<b>Time</b>	<b>Agenda</b>	<b>Facilitator</b>
2.30pm	<p><b>Session 3: Expectations</b></p> <ul style="list-style-type: none"> <li>▪ <b>Articulate the ‘expectations’. Using the Corporate Plans, government policies / strategies, agency frameworks, etc. work with the RDMs to define what is expected of them in that role.</b></li> </ul> <p><i>Rationale: Work to determine the ‘key responsibility areas’ for the RDMs linking back to Corporate Plans and government policies/strategies</i></p>	Helen Sinclair Moses Sikiyou
3.15pm	<p><b>Session 4: Develop draft Job Description</b></p> <ul style="list-style-type: none"> <li>▪ <b>Assigning the different responsibilities into key areas cross referencing to the tasks identified in the ‘typical day’</b></li> </ul> <p><i>Rationale: Working together to give ‘new’ form to the role and responsibilities of an RDM in such a way that increases ownership and understanding.</i></p>	Helen Sinclair
3.50pm	<b>Review of Day 1</b>	Helen Sinclair Moses Sikiyou
4.00pm	<b>End of Day</b>	
4.30pm	<b>Outcomes of the Seismology, Seismic Hazard, and Tsunami Early Warning Workshop, 12<sup>th</sup> – 23<sup>rd</sup> July 2010, Suva, Fiji</b>	Lasarus Vuetibau (Fiji MDR) Oleen Poll (FSM OEEM)
5.00pm	<b>Cook Islands Early Warning Information Data Base (Open for Partner Organisations)</b>	Patrick Arioka (DRM Consultant)
6.00pm	<b>Welcome Reception</b>	SOPAC

Tuesday 10<sup>th</sup> August

Time	Agenda	Facilitator
8.30am	Recap of Day 1	Helen Sinclair
8.45am	<p><b>Session 4 (Cont'd): Review and Confirmation of Draft Job Description</b></p> <ul style="list-style-type: none"> <li>▪ To confirm that WE have fairly depicted the role and the responsibilities of an RDM</li> <li>▪ Identify omissions and clarify any confusion</li> <li>▪ To identify and include the skills, knowledge and qualities that an RDM should possess</li> </ul> <p><i>Rationale: To maximise ownership of the 'job description'—(both the role and responsibilities) and obtain a commitment to work towards implementing the job description in their own department.</i></p>	Helen Sinclair Moses Sikivou
9.15 am	<p><b>Session 5: Skills Audit</b></p> <ul style="list-style-type: none"> <li>▪ <b>Using the draft job description as a base, engage RDMs in a self assessment process to identify their strengths, and learning and development needs.</b></li> </ul> <p><i>Rationale: To determine base line skills of the RDMs</i></p>	Helen Sinclair
<b>BREAK</b>	<b>Morning Tea</b>	
10.30 am	<p><b>Session 6: Training Needs Analysis</b></p> <ul style="list-style-type: none"> <li>▪ <b>Identify the gaps between the skills that are needed to competently deliver against the expectations of the job description and the skills that the RDMs actually have.</b></li> </ul> <p><i>Rationale: The identified individual skill gaps will form the basis for specific needs training on a personal training plan.</i></p>	Helen Sinclair Moses Sikivou
11.00 am	<p><b>Session 7: Personal/Professional Training Plans</b></p> <ul style="list-style-type: none"> <li>▪ Preparation of individual training plans that can be taken back to the NDMOs for: <ul style="list-style-type: none"> <li>→ Goal setting for individuals</li> <li>→ Consideration in the NDMOs training plan</li> <li>→ To be used as a yard stick and measure skills enhancement as new skills and experience gained</li> </ul> </li> </ul>	Helen Sinclair Moses Sikivou

	<p>→ To be considered for support by the Pacific DRM Partnership Network</p> <p><i>Rationale: Working to maximise the up-take of training opportunities based on a TNA process.</i></p>	
<b>12.00pm</b>	<b>Lunch</b>	
<b>1.00pm</b>	<p><b>Session 8: Communications-- Realities on the Ground</b></p> <ul style="list-style-type: none"> <li>▪ Getting the message across—how successful are you in getting the message across?</li> <li>▪ What are the easy bits?</li> <li>▪ What are the different inhibitors?</li> <li>▪ Do you have a 'Communication Strategy'?</li> <li>▪ Managing Upwards Strategies—providing feedback and reports</li> <li>▪ Communication Strategies</li> </ul> <p><i>Rationale: To maximise communications by working to achieve better outcomes.</i></p>	Helen Sinclair
<b>BREAK</b>	<b>Afternoon Tea</b>	
<b>2.30pm</b>	<b>Draft SOPAC Strategic Plan 2011-2015</b>	Dr. Russell Howorth, SOPAC Director Moses Sikivou
<b>3.30pm</b>	<b>Review of Day 2</b>	
<b>3.45pm</b>	<b>Side Event: Demonstration of 'Yellow Bird' Alert System</b>	David Templeman, <i>Former Director General of Emergency Management Australia</i>  Moses Sikivou
<b>5.00 pm</b>	<p><b>Gender and DRM Workshop for Regional Disaster Managers</b></p> <p><i>Objective: To sensitise Regional Disaster Managers on issues in relation to gender and disaster risk management</i></p>	Facilitator: Karen Bernard (UNDP PC), Asha Kambon (ECLAC), Jacinda Fairholm (UNDP-CRMI)

Wednesday 11<sup>th</sup> August

Time	Agenda	Facilitator
8.30am	Recap of Day 2	Helen Sinclair
8.45 am	Review the process: draft job description; skills audit; training needs analysis; personal training plans. Observe the linkages	Helen Sinclair
9.00 am	<p><b>Session 9: Build a model of the ‘ideal’ RDM for the Pacific</b></p> <ul style="list-style-type: none"> <li>▪ Identify the ‘enabling characteristics’</li> <li>▪ Highlight the key factors for success</li> </ul> <p><i>Rationale: To confirm the learning from the workshop and provide a mental picture of the ‘ideal’ RDM</i></p>	Helen Sinclair
10.00am	<b>Morning Tea</b>	
10.30am	<p><b>Session 10: Planning for Success—Action Planning</b></p> <ul style="list-style-type: none"> <li>▪ With the new job description as the base and with reference to the Corporate Plan develop an ‘Action Plan’ for moving forward. Using the increased understanding of the RDM role articulate new strategies to: <ul style="list-style-type: none"> <li>→ implement the RDM role</li> <li>→ increase knowledge transfer</li> <li>→ maximise communications</li> <li>→ maximise skills</li> <li>→ boost performance</li> <li>→ meet expectations</li> </ul> </li> </ul> <p><i>Rationale: To develop a tool for the RDMs can use to move forward and bring about change in the National Disaster Management Office</i></p>	Helen Sinclair Mosese Sikivou
11.40am	<p><b>Session 11: Way Forward for RDM Training</b></p> <ul style="list-style-type: none"> <li>▪ Explore how the information from the Skills Audit and Training Needs Analysis processes will</li> </ul>	Mosese Sikivou

	<p>be used by SOPAC and partners to enhance training opportunities for RDMs for the future</p> <p><i>Rationale: To offer an explanation of how the workshop outcomes will be used to guide training opportunities for the future.</i></p> <p><b>Close of Professional Development Workshop</b></p>	
<b>12.00pm</b>	<b>Lunch</b>	
<b>1.00pm</b>	<p><b>OPEN SESSION*</b></p> <p><b>Presentation of Country Reports</b></p> <p><i>Rationale: To provide RDMs with the opportunity to present progress reports in relation to in-country DRM initiatives</i></p>	Moses Sikiyou
<b>3.00pm</b>	<b>Afternoon Tea</b>	
<b>3.15pm</b>	<b>Presentation of Country Reports (Cont'd)</b>	Moses Sikiyou
<b>4.00pm</b>	<b>Consideration of Draft Workshop/Meeting Outcomes &amp; Closing*</b>	Moses Sikiyou
<b>5.00</b>	<b>BREAK</b>	
<b>5.30</b>	<b>ADB/World Bank/SOPAC Initiative: Risk Exposure Data bases and Risk Modelling for DRM/CCA*</b>	Michael Bonte (SOPAC), Edy Borotoisworo (ADB), Edward Anderson (World Bank), Yumiko Tateshita (World Bank)
<b>7.00</b>	<b>Reception</b>	Hosted by ADB

\* For Regional Disaster Managers and partner organisation representatives