

# Second Announcement

# Pacific Platform for Disaster Risk Management 2010

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The Pacific Platform for Disaster Risk Management (PPDRM) was formally endorsed by the SOPAC Governing Council at its annual meeting held in Tuvalu on October 28<sup>th</sup> 2009. The Platform has been established to allow opportunities for exchange and sharing of experiences within the Pacific Islands Region in relation to policy and operational aspects of disaster risk reduction and disaster management and the link to climate change adaptation. The PPDRM will not replace but rather will seek to harmonise existing regional mechanisms for DRM and serve as the link between Pacific Island Countries and the Global Platform for Disaster Risk Reduction of the ISDR system. In recognition of the success and wide acceptance of the existing regional DRM mechanisms, it was decided that the meetings of the Pacific Regional Disaster Managers; the Pacific CEOs; and, the Pacific Disaster Risk Management Partnership Network, will be considered the PPDRM.

The Pacific Islands Applied Geoscience Commission (SOPAC) wishes to announce the Pacific Platform for DRM from 9<sup>th</sup> – 13<sup>th</sup> August, 2010. This years Pacific Platform for DRM is jointly organised by the Pacific Islands Applied Geoscience Commission (SOPAC), the Pacific Sub Regional Office of the Secretariat for the United Nations International Strategy for Disaster Reduction (UNISDR), the United Nation Development Programme Pacific Centre (UNDP PC), the United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA), The Asia Foundation/USAID/Office of US Foreign Disaster Assistance (TAF/OFDA), the International Federation for Red Cross and Red Crescent Societies (IFRC) as well as the European Union (EU) and the Australian Agency for International Development (AusAID) as members of the Pacific Disaster Risk Management Partnership Network.

The Pacific Platform for DRM for 2010 will comprise the following meetings:

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

*(Closed Meeting for Regional Disaster Managers and SOPAC Community Risk Programme)*

The workshop will seek to examine the full nature of demands that Regional Disaster Managers currently experience (and will experience in future) and to establish their collective perception on the nature of capacity building support they require. It is anticipated that the future programme of training support to Regional Disaster Managers will comprise a mix of DRM specific capacity building and as well 'corporate leadership/management' capacity building.

- **5<sup>th</sup> Annual Meeting of the Pacific Disaster Risk Management Partnership Network: Enhancing the Implementation of the Pacific DRR & DM Framework for Action through a Multi Stakeholder Approach, 12<sup>th</sup> – 13<sup>th</sup> August, Holiday Inn, Suva.**

The 5<sup>th</sup> Pacific Disaster Risk Management Partnership Network Meeting will provide an opportunity for direct exchange and learning on matters of mutual concern to Pacific Island Countries and Territories and also the Caribbean, as well as provide a platform to share experiences of collaboration with various stakeholders on DRM.

For any immediate enquiries please contact:

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# 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
- Frederique Lehoux, 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>• Welcome</li> <li>• Overview and Objectives of the Workshop</li> <li>• Participants Introduction</li> <li>• Team Building exercise</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 Moses Sikivou Frédérique Lehoux
10.00am	<p><b>Morning Tea</b></p>	
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 Frédérique Lehoux
12.00pm	<p><b>Lunch</b></p>	
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 Frédérique Lehoux

<b>Time</b>	<b>Agenda</b>	<b>Facilitator</b>
<b>2.15pm</b>	<b>Afternoon Tea</b>	
<b>2.30pm</b>	<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 Mosese Sikivou Frédérique Lehoux
<b>3.15pm</b>	<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 Frédérique Lehoux
<b>3.50pm</b>	<b>Review of Day 1</b>	Helen Sinclair Mosese Sikivou Frédérique Lehoux
<b>4.00pm</b>	<b>End of Day</b>	
<b>6.00pm</b>	<b>Welcome Reception</b>	SOPAC

Tuesday 10<sup>th</sup> August

Time	Agenda	Facilitator
8.30am	<b>Recap of Day 1</b>	Helen Sinclair Frédérique Lehoux
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 Mosese Sikivou Frédérique Lehoux
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 Frédérique Lehoux
<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 Mosese Sikivou Frédérique Lehoux
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> </ul> </li> </ul>	Helen Sinclair Mosese Sikivou Frédérique Lehoux

	<ul style="list-style-type: none"> <li>→ To be used as a yard stick and measure skills enhancement as new skills and experience gained</li> <li>→ To be considered for support by the Pacific DRM Partnership Network</li> </ul> <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 Frédérique Lehoux
<b>BREAK</b>	<b>Afternoon Tea</b>	
<b>2.30pm</b>	<b>Side Event: Demonstration of ‘Yellow Bird’ Alert System</b>	David Templeman,  <i>Former Director General of Emergency Management Australia</i>  Mosese Sikivou Frédérique Lehoux
<b>3.40 pm</b>	<b>Review of Day 2</b>	
<b>4.00pm</b>	<b>End of Day</b>	

Wednesday 11<sup>th</sup> August

Time	Agenda	Facilitator
8.30am	Recap of Day 2	Helen Sinclair Frédérique Lehoux
8.45 am	Review the process: draft job description; skills audit; training needs analysis; personal training plans. Observe the linkages	Helen Sinclair Frédérique Lehoux
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 Frédérique Lehoux
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 Moses Sikivou Frédérique Lehoux

<b>11.40am</b>	<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 be used by SOPAC and partners to enhance training opportunities for RDMs for the future</li> </ul> <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>	Mosesé Sikivou Frédérique Lehoux
<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>	Mosesé Sikivou Frédérique Lehoux
<b>3.00pm</b>	<b>Afternoon Tea</b>	
<b>3.15pm</b>	<b>Presentation of Country Reports (Cont'd)</b>	Mosesé Sikivou Frédérique Lehoux
<b>4.00pm</b>	<b>Consideration of Draft Workshop/Meeting Outcomes &amp; Closing</b>	Mosesé Sikivou Frédérique Lehoux

\* For Regional Disaster Managers and partner organisation representatives

# Pacific Platform for Disaster Risk Management 2010

Theme: Enhancing the Implementation of the Pacific DRR & DM Framework for Action  
through a Multi Stakeholder Approach



[www.pacificdisaster.net](http://www.pacificdisaster.net)

5<sup>th</sup> Annual Meeting of the Pacific Disaster Risk Management Partnership Network: 12<sup>th</sup> - 13<sup>th</sup> August 2010

Holiday Inn  
Suva, Fiji

## Objectives

1. Review the outcomes of regional and global meetings that are of key relevance to DRM in the Pacific (*Agenda Item 1*)
2. Provide updates on the work of the Partnership Groups operating under the Partnership Network (*Agenda Item 2*)
3. Broaden the membership of the Pacific Disaster Risk Management Partnership Network to embrace additional interest groups keen to support DRM capacity building in the Pacific (*Agenda Item 3*)
4. Consult partners on the Mid-term Reviews of the Pacific Islands Framework for Action on Climate Change and the Pacific DM & DRR Framework for Action and the HFA, and share preliminary findings of the regional progress review in implementing the RFA (*Agenda Item 1 and 4 respectively*)
5. Strengthening South-South Cooperation with the Caribbean community by providing a platform for exchange among Pacific Island Countries, Pacific Territories and the Caribbean (*Agenda Item 5*)

## PROVISIONAL ANNOTATED AGENDA

Thursday 12<sup>th</sup> August

Time	Agenda	Sponsor
8.00am - 8.30am	<p>Welcome and Opening Remarks</p> <p>Opening Comments by organising partners for the 5<sup>th</sup> Annual Meeting</p>	<p>Dr. Russell Howorth, SOPAC Director</p> <p>Angelika Planitz, UNISDR            Karen Bernard, UNDP PC            Kathryn Hawley, TAF/OFDA            Peter Muller, UNOCHA            Ruth Lane, IFRC</p>
8.30am - 9.00am	<p><b>Agenda Item 1: Outcomes of Regional &amp; Global Meetings of Relevance to DRM in the Pacific</b></p> <ul style="list-style-type: none"> <li>▪ <b>Outcomes of 16<sup>th</sup> Regional Disaster Managers Meeting/Professional Development Workshop</b></li> </ul> <p><i>Objective: Inform partners of the key outcomes of the 16th Regional DM Meeting/Professional Development Workshop</i></p> <ul style="list-style-type: none"> <li>▪ <i>Presentation</i></li> <li>▪ <i>Q&amp;A with partners</i></li> </ul> <ul style="list-style-type: none"> <li>▪ <b>Report of the Pacific Delegation on the 2<sup>nd</sup> Session of the Global Platform for DRR in 2009</b></li> </ul> <p><i>Plenary discussion</i></p>	<p>Facilitator: Mosese Sikivou, SOPAC</p> <p>Designated representative of the 16<sup>th</sup> Regional Disaster Managers Meeting</p> <p>Angelika Planitz, UNISDR</p>
9.00am - 10.30am	<p><b>Agenda Item 1 (Cont'd):</b></p> <ul style="list-style-type: none"> <li>▪ <b>Mid Term Review of the Pacific Islands Framework for Action on Climate Change (PIFACC)</b></li> </ul> <p><i>Presentation &amp; Group discussion</i></p>	<p>Facilitator:</p> <p>Dr. Netatua Pelesikoti, Manager Pacific Futures Programme, SPREP</p>
10.30am -11.00am	<b>MORNING TEA</b>	

Time	Agenda	Sponsor
11.00am - 12.30am	<p><b>Agenda Item 2: Progress Updates from Working Groups of the Partnership Network in 2009/2010</b></p> <ul style="list-style-type: none"> <li>▪ UNISDR/UNDP PC: Mainstreaming DRR&amp;CCA</li> <li>▪ UNOCHA: Pacific Humanitarian Team</li> <li>▪ SOPAC/IFRC: Training &amp; Capacity Building</li> <li>▪ SOPAC/ADB/World Bank/GNS: Regional/National Risk Assessments and Pacific Disaster Reserve Fund</li> <li>▪ UNOCHA/SOPAC: Information Management for Disasters</li> </ul> <p><i>Objective:</i></p> <ul style="list-style-type: none"> <li>▪ <i>Provide updates on the work of the Partnership Groups under the Partnership Network.</i></li> </ul> <p><i>Presentations &amp; Plenary discussion</i></p>	<p>Facilitator: Mosese Sikivou, SOPAC</p> <p>Working Group Chairs</p>
12.30pm - 1.30pm	<b>LUNCH</b>	
1.30pm - 2.30pm	<p><b>Agenda Item 3: Partnership Groups and Multi Stakeholder Approaches</b></p> <p><i>Objective 1:</i></p> <ul style="list-style-type: none"> <li>▪ To provide an opportunity for representatives of various interest groups within the private sector, women’s organisations and , civil society as well as other stakeholders with an interest in DRM capacity building in the Pacific to explain: <ul style="list-style-type: none"> <li>○ how their work can support DRM capacity building in the region and thus enhance the implementation of the Pacific DRR and DM Framework for Action;</li> <li>○ The major issues and challenges they face in terms of their potential contributions</li> </ul> </li> </ul> <p>Organisations:</p> <ul style="list-style-type: none"> <li>▪ Vodafone Fiji Limited</li> <li>▪ Association of Engineers</li> <li>▪ Womens interest organisation (name TBC),</li> </ul> <p><i>Plenary discussion</i></p>	<p>Facilitator: Angelika Planitz, UNISDR</p> <p>Presenters:</p> <p>Facilitators: Peter Muller, UNOCHA Ruth Lane, IFRC Moortaza Jiwangi, UNDP PC</p>

Time	Agenda	Sponsor
2.30pm - 3.00pm	<p><b>Agenda Item 3 (Cont'd): Group Discussions</b></p> <p><i>Objective 2:</i></p> <ul style="list-style-type: none"> <li>▪ To provide an opportunity for Partners, in groups, to discuss the presentations with each presenter and to offer perspectives/insight to address the issues identified.</li> </ul> <p><i>Group Discussions</i></p>	<p>Group Facilitators: Peter Muller, UNOCHA Ruth Lane, IFRC Moortaza Jiwaji, UNDP PC</p>
3.00pm - 3.30pm	<b>AFTERNOON TEA</b>	
3.30pm - 4.00pm	<b>Agenda Item 3 (Cont'd): Plenary Feedback</b>	
4.00pm - 6.00pm	<b>Opportunity for Partner Side Meetings/Working Group Discussions/Networking</b>	
4.00pm - 7.00pm	<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
6.00pm	<p><b>Partners Expo/Side Events</b></p> <ul style="list-style-type: none"> <li>▪ Displays of knowledge products etc that Partners may want to display</li> <li>▪ Presentation on the Pacific DRM Partnership Network web portal</li> </ul>	Coordination: SOPAC
6.00pm - 7.00pm	<b>Reception</b>	UNOCHA

Friday 13<sup>th</sup> August

Time	Agenda	Sponsor
8.30am - 8.45am	Welcome Back & Recap of Day 1	Rapporteur
8.45am - 10.00am	<p><b>Agenda Item 4: The Mid-term Reviews of the HFA and the Pacific DRR &amp; DM Framework for Action (RFA) and Updates on Regional Progress</b></p> <p><b>Objective 1: The Mid-term Reviews of the HFA and RFA (2.5 hrs)</b></p> <ul style="list-style-type: none"> <li>▪ The conceptual framework for the RFA/HFA Mid-Term Reviews</li> <li>▪ Consultation with Partners and PIC representatives</li> </ul> <p><i>Presentation, group discussions, groups report to plenary</i></p> <p><b>Objective 2: Regional Progress in implementing RFA &amp; HFA (1.5 hrs)</b></p> <ul style="list-style-type: none"> <li>• Brief overview of biennial progress review process (global, regional, national)</li> <li>• Preliminary findings from National/Regional Progress Reviews in Pacific</li> <li>• Review of Partnership Capability and Projects Matrix</li> </ul> <p><i>Presentations &amp; Plenary discussion</i></p>	<p>Facilitators:            Angelika Planitz, UNISDR            Mosese Sikivou, SOPAC            Stephanie Zoll, SOPAC</p>
10.00am - 10.15am	<b>MORNING TEA</b>	
10.30am - 1.00pm	Agenda Item 4 (Cont'd)	
1.00pm - 2.00pm	<b>LUNCH</b>	
2.00pm - 3.30pm	<p><b>Agenda Item 5: Reflections from the Caribbean SIDS on Forging Regional Partnerships and Multi Stakeholder Involvement</b></p> <ul style="list-style-type: none"> <li>• Presentations by Caribbean SIDS on the experience of multi stakeholder engagement in DRM</li> </ul> <p><i>Plenary discussion</i></p>	Facilitator: Karen Bernard, UNDP PC

3.30pm - 3.45pm	<b>AFTERNOON TEA</b>	
3.45pm - 4.30pm	<b>Agenda Item 6: Key Outcomes and Closing of Meeting</b> <ul style="list-style-type: none"> <li>• Presentation of Key Outcomes of the Meeting</li> <li>• Closing Remarks by SOPAC Director</li> <li>• Closing by Mr. Knut Ostby: UN Resident Coordinator</li> </ul>	Facilitator: TBC  Rapporteur

# Timetable

# Pacific Platform for Disaster Risk Management, 9<sup>th</sup> – 13<sup>th</sup> August 2010

	Monday 9 <sup>th</sup>	Tuesday 10 <sup>th</sup>	Wednesday 11 <sup>th</sup>	Thursday 12 <sup>th</sup>	Friday 13 <sup>th</sup>
	<b>16<sup>th</sup> Regional Disaster Managers Meeting</b> <i>(Closed Meeting SOPAC CPR &amp; RDMs)</i>			<b>5<sup>th</sup> Annual Meeting of the Pacific Disaster Risk Management Partnership Network</b>	
8.00 am				<b>Welcome and Opening Remarks</b> 8.00 am - 8.30 am	
8.30 am		<b>Recap of Day 1</b> 8.30 am - 8.45 am	<b>Recap of Day 2</b> 8.30 am - 8.45 am	<b>Outcomes of Regional &amp; Global Meetings of Relevance to DRM in the Pacific</b> 8.30 am - 9.00 am	<b>Welcome Back &amp; Recap of Day 1</b> 8.30 am - 8.45 am
9.00 am		<b>Review and Confirmation of Draft Job Description (Cont'd)</b> 8.45 am - 9.15 am	<b>Review the process</b> 8.45 am - 9.00 am		<b>The Mid-term Reviews of the HFA and the Pacific DRR &amp; DM Framework for Action (RFA) and Updates on Regional Progress</b> 8.45 am - 10.00 am
9.30 am	<b>Opening Session</b> 9.00 am - 10.00 am	<b>Skills Audit</b> 9.15 am - 10.00 am	<b>Build a model of the 'ideal' RDM for the Pacific</b> 9.00 am - 10.00 am	<b>Mid Term Review of the Pacific Islands Framework for Action on Climate Change (PIFACC)</b> 9.00 am - 10.30 am	
10.00 am	<b>Morning Tea</b> 10.00 am - 10.30 am	<b>Morning Tea</b> 10.00 am - 10.30 am	<b>Morning Tea</b> 10.00 am - 10.30 am		<b>Morning Tea</b> 10.00 am - 10.30 am
10.30 am		<b>Training Needs Analysis</b> 10.30 am - 11.00 am		<b>Morning Tea</b> 10.30 am - 11.00 am	
11.00 am	<b>Challenges Facing the RDMs in Addressing the Requirements of their Position's</b> 10.30 am - 12.00 pm		<b>Planning for Success – Action Planning</b> 10.30 am - 11.40 am		
11.30 am		<b>Personal/Professional Training Plans</b> 11.00 am - 12.00 pm		<b>Progress Updates from Working Groups of the Partnership Network in 2009/2010</b> 11.00 am - 12.30 pm	<b>(Cont'd) The Mid-term Reviews of the HFA and the Pacific DRR &amp; DM Framework for Action (RFA) and Updates on Regional Progress</b> 10.30 am - 1.00 pm
12.00 pm			<b>Closing of Professional Development Workshop</b>		
12.30 pm	<b>Lunch</b> 12.00 pm - 1.00 pm	<b>Lunch</b> 12.00 pm - 1.00 pm	<b>Lunch</b> 12.00 pm - 1.00 pm		
1.00 pm				<b>Lunch</b> 12.30 pm - 1.30 pm	
1.30 pm	<b>Strategies for Change</b> 1.00 pm - 2.15 pm	<b>Communications – Realities on the Ground</b> 1.00 pm - 2.15 pm			<b>Lunch</b> 1.00 pm - 2.00 pm
2.00 pm			<b>Presentation of Country Reports</b> <i>(Open for Partner Organisations)</i> 1.00 pm - 3.00 pm	<b>Partnership Groups and Multi Stakeholder Approaches</b> 1.30 pm - 3.00 pm	
2.30 pm	<b>Afternoon Tea</b> 2.15 pm - 2.30pm	<b>Afternoon Tea</b> 2.15 pm - 2.30pm			<b>Reflections from the Caribbean SIDS on Forging Regional Partnerships and Multi Stakeholder Involvement</b> 2.00 pm - 3.30 pm
3.00 pm	<b>Expectations</b> 2.30 pm - 3.15 pm	<b>Side Event: Demonstration of 'Yellow Bird' Alert System</b> <i>(Open for Partner Organisations)</i> 2.30 pm - 3.50 pm	<b>Afternoon Tea</b> 3.00 pm - 3.15 pm	<b>Afternoon Tea</b> 3.00 pm - 3.30 pm	
3.30 pm	<b>Develop draft Job Description</b> 3.15 pm - 3.50 pm		<b>Presentation of Country Reports (Cont'd)</b> <i>(Open for Partner Organisations)</i> 3.15 pm - 4.00 pm	<b>(Cont'd) Partnership Groups and Multi Stakeholder Approaches</b> 3.30 pm - 4.00 pm	<b>Afternoon Tea</b> 3.30 pm - 3.45 pm
4.00 pm	<b>Review of Day 1</b>	<b>Review of Day 2</b>			<b>Key Outcomes and Closing of Meeting</b> 3.45 pm - 4.30 pm
4.30 pm	<b>End of Day</b>	<b>End of Day</b>	<b>Consideration of Draft Workshop/Meeting Outcomes &amp; Closing</b> <i>(Open for Partner Organisations)</i> 4.00 pm - 5.00 pm	<b>Opportunity for Partner Side Meetings/Working Group Discussions/Networking</b> 4.00 pm - 6.00 pm	<b>End of Day</b>
5.00 pm			<b>End of Day</b>	<b>Gender and DRM Workshop for Regional Disaster Managers</b> <i>(Closed Session for RDMs)</i> 4.00 pm - 6.00 pm	
5.30 pm					
6.00 pm					
6.30 pm	<b>Welcome Reception</b> 6.00 pm - 7.00 pm			<b>Welcome Reception</b> 6.00 pm - 7.00 pm	
7.00 pm					

Partners Expo, Banyan Room

Partners Expo, Banyan Room

Sessions held in Banyan Room, Holiday Inn

Sessions held in Lali Room, Holiday Inn

# Pacific Platform for Disaster Risk Management 2010

7<sup>th</sup> – 13<sup>th</sup> August, 2010

- **16<sup>th</sup> Regional Disaster Managers Meeting**, 9<sup>th</sup> – 11<sup>th</sup> August – Holiday Inn, Suva
- **5<sup>th</sup> Annual Meeting of the Pacific DRM Partnership Network**, 12<sup>th</sup> – 13<sup>th</sup> August – Holiday Inn, Suva

## WORKING ARRANGEMENTS

**Dear Participants,**

The organisational and working arrangements for the 2010 Pacific Platform for Disaster Risk Management meetings are as follows:

### General

**ENTRY FORMALITIES** – A valid passport and a return ticket is a requirement for all participants entering Fiji. An entry visa will be issued on arrival at Nadi International Airport. Your respective e-tickets will be emailed to you shortly.

### Air Travel

Should you find it necessary to modify, upgrade or change your travel schedule, after the ticket has been issued, this shall be entirely at your own expense. Participants are expected to make every effort to attend once air tickets have been purchased. The Secretariat advises that once tickets for travel have been purchased these cannot be presented for a refund in the event you subsequently cannot attend or decide not to attend. In such instances the Secretariat will inform the relevant SOPAC National Representative and efforts will be made to recover the costs of the air tickets.

### Airport Transfers

SOPAC will arrange airport transfers for all SOPAC-funded participants both for arrival in to and departures from Nausori Airport, Suva. The transfers will be arranged based on confirmed travel itineraries which have been submitted as part of the initial meeting registration.

### Insurance

Please note that SOPAC will not provide insurance for participants whilst travelling to or from Fiji, nor during the period of attendance at the meeting. SOPAC will not be held liable for any expenses arising from sickness, injury, or other disability.

### Transits

Transits through other cities/towns will be paid at the normal SOPAC per diem rate, where applicable.

### Accommodation

The Secretariat will organise and pay for single accommodation for all SOPAC-funded participants at the Holiday Inn, Suva.

### Per Diem

#### *Meeting Days*

On meeting days participants are provided with morning tea, lunch and afternoon tea. In addition SOPAC will pay a per diem of FJD\$48.00/day to all SOPAC- funded participants.

#### *Non Meeting Days*

On non meeting days, SOPAC will pay a per diem of FJD\$72.00/day to all SOPAC- funded participants.

Your per diem is to cover your meals and any other incidental costs on meeting and non-meeting days.

80% of the total per diem will be paid on registration at the Holiday Inn on 7<sup>th</sup> August. This per diem payment will be based on your ticketed airline schedule.

All other expenses such as laundry, bar and telephone or other service costs incurred by yourself shall be totally your own responsibility and should be paid prior to, or upon departure from the hotel, when checking out.

The balance of the per diem will be paid on Friday 13<sup>th</sup> August at the Holiday Inn, Suva.

### **Meeting Venue**

The 16<sup>th</sup> Regional Disaster Managers Meeting as well as the 5<sup>th</sup> Annual Pacific Disaster Risk Management Partnership Network Meeting will be held at the Holiday Inn, Suva.

### **Partnership Expo**

There will be space available from Thursday 12<sup>th</sup> to Friday 13<sup>th</sup> August for an Expo for the Pacific DRM Partnership Network. A number of Partners have registered to showcase publications, displays etc. Those countries also wishing to have displays should contact Ms. Stephanie Zoll ([s.zoll@sopac.org](mailto:s.zoll@sopac.org)) or Ms Asenaca Tamanikaiwaimaro ([asenaca@sopac.org](mailto:asenaca@sopac.org)) at SOPAC as soon as possible.

### **Meeting Pack**

A meeting pack consisting of folder and writing pad will be distributed upon registration at the Holiday Inn.

### **Registration**

Registration commences on Saturday 7<sup>th</sup> August at the Holiday Inn, Suva.

### **Presentations**

The meeting venue will have available a projector suitable for use with Microsoft Power Point, an overhead projector and white board for use with individual presentations, as required.

As presentations will be included as part of the meeting record, we would appreciate it if you could provide the Secretariat with an electronic version prior to commencement of the meeting.

Electronic versions of all presentations will be available for participants to during the course of the meeting and all are encouraged to use flash drives for this purpose. SOPAC is committed to the minimal use of paper during the meetings.

### **Country DRM Progress Report**

Towards the end of the 16<sup>th</sup> Regional Disaster Managers Meeting the participants will be invited to present country DRM progress reports as is the norm at each annual meeting. Participants are requested to inform SOPAC whether they would like an opportunity to make a slideshow presentation. Only those that request this specifically will have time allotted for their presentations.

All participants, regardless of whether or not they intend to make a slideshow presentation are requested to fill out the attached 'Progress Report' template. This will help to give SOPAC and partner organisations and update of the critical DRM challenges being faced at the moment. This information will be presented in the 5<sup>th</sup> meeting of the Pacific DRM Partnership Network which will be from 12<sup>th</sup> – 13<sup>th</sup> August 2010.

**We wish you a safe and pleasant trip, and look forward to a constructive and rewarding series of meetings.**

**Mosese Sikivou**  
**Manager, SOPAC Community Risk Programme**