

Data collection template

Fieldname	Field entry	Note
Name	Regional Stocktaking and Mapping of DRR interventions for Asia and Pacific	Main title / name of the project
<i>Name of the phase</i>	<i>Template preparation</i>	<i>Add field with title / name of the phase within a project</i>
Location	[x] Asia (Region) [x] Pacific (Region)	Select Region, Country, Province, District, City / Town (from Location list with multiple choice)
Hazard/s	[x] Natural Hazards [x] Human-induced Hazards	Select one or many hazards (from list with multiple choice)
Objectives	To answer the following questions - <ul style="list-style-type: none"> • Who are the partners involved in DRR? • What are they working on (Thematically)? • Where are they working (Geographical coverage)? • Which geographical areas needs more level of intervention considering its level of risk? • Which thematic area should receive more focus? • Which all initiatives from other sub-regions we could learn from? • In which geographical area more financial resources are being put in? Where not? • In which thematic area there is more partners involved? Which all needs stronger partnership? • In which area (geographical/thematic) we can partner with others to scale up? 	State the objectives of the project
<i>Objectives of the phase</i>	<i>Template for data collection prepared</i>	<i>Add field with objectives of the phase within a project</i>

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Description	1. Undertaking a desk review of initiatives on stocktaking of DRR interventions in the region to understand the gaps 2. Develop a work plan for information collection from various agencies involved in implementing DRR programmes at a regional level 3. Prepare a data collection template on DRR intervention to obtain information from wider stakeholders 4. Prepare a document on DRR interventions in all sub regions of Asia and Pacific	Describe the project and include activities
Output/s	Long term system for hosting information on regional DRR interventions in Asia and the Pacific	State the outputs of the project
Keyword/s	Information Management Planning	Select relevant keyword/s (from list with focus area/s, multiple choice)
HFA Prioritie/s	Priority 3	Select the HFA prioritie/s (from list with multiple choice)
<i>RFA Theme/s</i>	<i>Theme 2</i>	<i>Add and select the RFA theme/s (from list with multiple choice)</i>
Partner	IAP	State the name of the partner / agency. (Add field/s for multiple entries)
Partner - Role	[x] Lead	Select the role of the partner (Lead agency / Partner - multiple choice)
Partner	ADB, ADPC, ADRC, IFRC, SOPAC, OCHA, UNDP, ISDR, WB	
Partner - Role	[x] Partner	

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Fieldname	Field entry	Note
Budget - Amount (USD)	400,000	State the amount of the budget (in USD). (Add field/s for multiple entries)
Budget - Donor	ADB	State the donor of the relating amount
Budget - Amount (USD)	16,000	
Budget - Donor	ADPC	
Budget - Amount (USD)	10,000	
Budget - Donor	ISDR	
Budget - Total	426,000	State the total budget of the project
Start date (DD/MM/YYYY)	1/12/2008	State the start date of the project. (Add field/s for multiple entries)
End date (DD/MM/YYYY)	30/06/2010	State the end date of the project
Date comment		Provide details referring to the date/s if required
Contact - Name	Loy Rego	Provide name of contact
Contact - Email	airego@adpc.net	Provide email of contact
Contact - Telephone	0066 (0) 2298 0681 Ext. 300	Provide telephone of contact
Contact - Partner	ADPC	Select partner (agency) from list
Link	www.adpc.net	Provide link to document/s, website/s, etc. (Add field/s for multiple entries)
Link - comment		Provide comment about the link
Link	http://www.adb.org/projects/project.asp?id=40353	
Link - comment	ADB Projects database	
Document (Upload)		Upload document for the project (Add field/s for multiple entries)
Document - Comment		Provide comment about the document
Comment		State a general comment if required

Search / Retrieval & Usability

Search / retrieval will

- cover relevant access points
- following standards (browse, filter, combinations etc.)

Usability will cover

- interactive fields (for Email, Link/s, Document download)
- selections with multiple choice.