

**Project for Strengthening Institutional and Policy Framework on DRR and CCA Integration [CN20]  
Regional Forum for Strengthening Institutional and Policy Framework on DRR  
and CCA Integration in ASEAN  
(& Preparatory Meeting of the Senior Official-Level Forum)**

**Background:**

The Concept Note No. 20 [CN20] for **Strengthening Institutional and Policy Framework on Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) Integration** is one of the Flagship and Priority Projects under the ASEAN Agreement on Disaster Management and Emergency Response (AADMER) Work Programme Phase 2 (2013-2015). The concept of **strengthening institutional capacity and policy frameworks for effective implementation of DRR and CCA actions** is succeeded in the Priority Programme No. 3. ADVANCE: A Disaster Resilient and Climate Adaptive ASEAN Community under the AADMER Work Programme 2016-2020. The CN20 Project being implemented by a JICA Project Team in 2016-2017 aims to support the Working Group on Prevention and Mitigation under the ASEAN Committee on Disaster Management (ACDM) in setting the direction and designing a work plan to realise these concepts. The Project Team has completed a baseline study to assess the status of DRR and CCA integration in each ASEAN Member State (AMS) and reported the findings to the ACDM members in April 2017 in a progress report. Subsequently, three National Workshops were held in Myanmar, Viet Nam and the Philippines in May-July 2017 to discuss necessary actions for improving DRR and CCA integration and desired regional activities to push it forward. Based on these findings and workshop outputs, a Regional Forum is organised to discuss the **Work Plan for Strengthening Institutional and Policy Framework on DRR and CCA Integration**.

**Objectives:**

- To develop and verify the draft Work Plan with relevant government agencies, that will be presented to the ACDM Meeting by the Co-chairs of the Working Group on Prevention and Mitigation (WG on P&M), through sharing the outputs of the National Workshops and discussing immediate collaborative activities and roles of each stakeholder

**Organisers:**

- The Steering Committee of the CN20 Project consisting of the Co-chairs of the ACDM Working Group on Prevention and Mitigation (WG on P&M), ASEAN Secretariat, ASEAN Co-ordinating Centre for Assistance on disaster management (AHA Centre) and JICA

**Secretariat:**

- JICA Project Team

**Participants:** A total of about 50 participants from agencies related to DRR and CCA

- 4 persons per ASEAN Member State, including 1-2 persons from a national disaster management office, 1 person from a climate change agency, and 1-2 person from a line ministry of DRR (e.g. hydro-meteorological agency, water resources management agency, public works agency for flood risk reduction, etc.); the ACDM National Focal Point decides the participants in each Member State

**Date and time:** 9:30-17:00, Tuesday, 5 September; 9:30-12:00, Wednesday, 6 September 2017

**Venue:** Pullman Bangkok Grande Sukhumvit, Bangkok, Thailand

**Draft agenda:**

Chairperson: Co-chairs of the Working Group on Prevention and Mitigation

**Day-1** Tuesday, 5 September 2017

9:00-9:30	<i>Registration</i>
9:30-9:50	<b>Opening</b> <ul style="list-style-type: none"> <li>• Opening remarks – <i>Co-chairs of the ACDM WG on Prevention and Mitigation</i></li> <li>• Greetings - <i>JICA</i></li> <li>• Self-introduction of the participants</li> </ul>
9:50-10:40	<b>Session 1: Why integration of DRR and CCA is needed?</b> <p><i>Plenary discussion</i></p> <ul style="list-style-type: none"> <li>• Assessment of DRR and CCA integration status including good practices and issues in ASEAN Member States – <i>JICA Project Team (15 min)</i></li> <li>• Main outputs of the National Workshops – <i>ACDM National Focal Points of Myanmar, Viet Nam and the Philippines (5 min x 3)</i></li> <li>• Outline of the Work Plan for Strengthening Institutional and Policy Framework on DRR and CCA Integration – <i>Co-chairs (10 min)</i></li> <li>• Q&amp;A (10 min)</li> </ul>
10:40-11:00	<i>Photo session and coffee break</i>
11:00-12:00	<b>Session 2: Necessary actions for DRR and CCA integration in ASEAN</b> <p><i>Plenary discussion</i></p> <ul style="list-style-type: none"> <li>• Work Plan for Strengthening Institutional and Policy Framework on DRR and CCA Integration (40 min) <ul style="list-style-type: none"> <li>○ Objectives, implementation structure and expected outputs</li> <li>○ Roles of the WG on P&amp;M and each ACDM National Focal Point</li> <li>○ Available resources in ASEAN</li> <li>○ Potential synergies with other regional activities (e.g. ACDM WG on Knowledge and Innovation Management, ASEAN WG on Climate Change, etc.)</li> </ul> </li> <li>• Reference: Available technological options for DRR and CCA integration (20 min) – <i>presentation by JICA</i></li> </ul>
12:00-13:00	<i>Lunch break</i>

13:00-14:50	<p><b>Session 3: Necessary actions for DRR and CCA integration in ASEAN [Group work]</b></p> <p>1) Comments by each ACDM National Focal Point (5 min x 10)</p> <p><i>Each ACDM National Focal Point comments on the draft Work Plan:</i></p> <ul style="list-style-type: none"> <li>• Feasibility, concerns and expectations</li> <li>• Good practices of DRR and CCA integration (additional, recommendable)</li> <li>• Available resources and possible inputs for regional cooperation</li> </ul> <p>2) Group discussion by each ASEAN Member State (60 min)</p> <p><i>Participants grouped by each Member State discuss followings points on the draft Work Plan:</i></p> <ul style="list-style-type: none"> <li>• Objectives and implementation structure</li> <li>• Reporting items, review points and the reporting format</li> <li>• Required technical assistances to improve integration of DRR and CCA (bilateral and multilateral)</li> <li>• Desired regional activities to improve integration of DRR and CCA and expectation to the WG on P&amp;M</li> <li>• Immediate collaborative activities and further challenges</li> </ul>
14:50-15:10	<i>Coffee break</i>
15:10-16:50	<p>3) Presentation by each ASEAN Member State (10 min x 10)</p> <p><i>Each Member State share the points discussed in the group discussion.</i></p>
16:50-17:00	<p><b>Wrap-up of Day-1</b></p> <p><i>Co-chairs wrap-up the discussion of Day-1.</i></p>

**Day-2** Wednesday, 6 September 2017

9:30-10:00	<i>Registration (coffee will be served)</i>
9:30-11:50	<p><b>Session 4: Finalisation of the Work Plan</b></p> <p><i>Participants confirm the following points of the draft Work Plan:</i></p> <ul style="list-style-type: none"> <li>• Revised points of the Work Plan <ul style="list-style-type: none"> <li>○ Objectives</li> <li>○ Roles of the WG on P&amp;M</li> <li>○ Roles of each Member State and ACDM National Focal Point</li> <li>○ Immediate collaborative activities</li> </ul> </li> <li>• Work Plan to be presented to the ACDM Meeting</li> <li>• Expectations and requests to the WG on P&amp;M</li> <li>• Agenda of the Senior Official-Level Forum and actions required toward that</li> </ul>
11:50-12:00	<b>Closing</b>

	<ul style="list-style-type: none"> <li>Closing remarks <ul style="list-style-type: none"> <li>– JICA</li> <li>– Co-chairs of the WG on Prevention and Mitigation</li> </ul> </li> </ul>
12:00-13:00	Lunch

## Preparatory Meeting of the Senior Official-Level Forum

### Objectives:

- To prepare for the Senior Official-Level Forum on 16 November 2017 in Jakarta, Indonesia

### Participants: A total of about 25 participants

- 2 persons per ASEAN Member State
- 5 persons of the PSC members

Wednesday, 6 September 2017; Pullman Asoke Hotel, Bangkok, Thailand

Chairperson: Co-chairs of the ACDM Working Group on Prevention and Mitigation

13:00-13:30	Registration
13:30-13:40	<b>Opening</b> <ul style="list-style-type: none"> <li>Opening remarks – Co-chairs of the ACDM WG on Prevention and Mitigation</li> </ul>
13:40-14:40	<b>Session 1: Agenda of the Senior Official-Level Forum</b> <p><i>Participants confirm the following points:</i></p> <ul style="list-style-type: none"> <li>Objectives: <ul style="list-style-type: none"> <li>Confirmation of a draft work plan in each AMS, reporting and management system, and the roles of the WG on P&amp;M to implement the Work Plan for Strengthening Institutional and Policy Framework on DRR and CCA Integration</li> </ul> </li> <li>Participants: <ul style="list-style-type: none"> <li>A total of about 60 persons (5 persons from each AMS including DG-class of the national disaster management organisation and other officials from NDMO, CC agency and DRR-related line agency; 10 persons from the Steering Committee of the CN20 Project)</li> </ul> </li> <li>Agenda of the SOLF <ul style="list-style-type: none"> <li>Opening</li> <li>Outputs of the CN20 Project <ul style="list-style-type: none"> <li>Country assessment, publication of good practices, National Workshops and Regional Forum</li> </ul> </li> <li>Presentation on DRR and CCA integration in other countries by JICA</li> <li>Discussion on the Work Plan for Strengthening Institutional and Policy Framework on DRR and CCA Integration <ul style="list-style-type: none"> <li>Results of the ACDM Meeting on October 17-19</li> <li>Roles of the WG on P&amp;M</li> <li>Roles of each ASEAN Member State and ACDM National Focal</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>Point           <ul style="list-style-type: none"> <li>▪ Possible synergies with other regional activities (e.g. ACDM WG on KIM, ASEAN WG on CC, etc.)</li> </ul> </li> <li>○ Sharing of good practices           <ul style="list-style-type: none"> <li>▪ 3 sessions; 2-3 resource persons (presentations) per session</li> <li>▪ Discussion on an effective knowledge sharing system under the Work Plan</li> </ul> </li> <li>○ Expression of a draft work plan (commitment) by each ACDM NFP</li> <li>○ Closing</li> </ul>
14:40-15:00	<i>Coffee break</i>
15:00-15:50	<b>Session 2: Other matters</b> <ul style="list-style-type: none"> <li>• Media relations           <ul style="list-style-type: none"> <li>○ Press release, usage of social media</li> </ul> </li> <li>• Follow up activities</li> <li>• Any other matters</li> </ul>
15:50-16:00	<b>Closing</b> <ul style="list-style-type: none"> <li>• Closing remarks – <i>Co-chairs of the ACDM WG on Prevention and Mitigation</i></li> </ul>

**Follow up activities:**

- Co-chairs of the WG on P&M will report the **Work Plan for Strengthening Institutional and Policy Framework on DRR and CCA Integration** to the ACDM Meeting for endorsement in October 2017 and it will be further discussed in the Senior Official-Level Forum in November 2017 to decide immediate collaborative activities.

**Main progress and upcoming events of the CN20 Project**

Events	Venue and dates	Notes
<b>National Workshop in Myanmar</b>	Nay Pyi Taw, May 31, 2017	About 40 participants
<b>National WS in Viet Nam</b>	Hanoi, July 6, 2017	About 40 participants
<b>National WS in the Philippines</b>	Manila, July 12, 2017	About 40 participants
5 <sup>th</sup> Project Steering Committee (PSC) Meeting	Bangkok, July 6, 2017	PSC members
6 <sup>th</sup> PSC Meeting (Sep 4)	Bangkok, Sep 4-7, 2017	PSC members
<b>Regional Forum (Sep 5-6)</b>		45 pax [4 pax/country (Director level); PSC members (5)]
<b>Preparatory meeting of the SOLF (Sep 6)</b>		25 pax [2 pax/country (Director level); PSC members (5)]
WG on P&M Meeting (Sep 7)		Working Group members
<i>ACDM Meeting and the 5<sup>th</sup> ASEAN Ministerial Meeting on Disaster Management (AMMDM)</i>	<i>Lao PDR, Oct 17-19, 2017</i>	<i>ACDM members</i>
7 <sup>th</sup> PSC Meeting (Nov 15)	Jakarta, Nov 15-16, 2017	PSC members
<b>Senior Official-Level Forum (Nov 16)</b>		60 pax [5 pax/country (DG level); PSC members (10)]
8 <sup>th</sup> PSC Meeting	Dec 2017	PSC members