ASSOCIATION OF CARIBBEAN STATES (ACS)

19th MEETING OF THE SPECIAL COMMITTEE FOR DISASTER RISK REDUCTION

Bogotá, Colombia, August 2-3 2011

ACS PROJECT CONCEPT DOCUMENT
(ACS PCD)

INTERNATIONAL (VIRTUAL) DIPLOMA IN DISASTER RISK REDUCTION MANAGEMENT IN SPANISH AND ENGLISH
ASSOCIATION OF CARIBBEAN STATES – ACS –

ACS PROJECT CONCEPT DOCUMENT
(ACS PCD)

- FORMAT FOR THE PRESENTATION
OF ACS PROJECTS
I. PROJECT OVERVIEW ........................................7
   A. PROJECT DESCRIPTION ..................................7
      1. Project name/number ..................................7
      2. ACS Focal Area ......................................7
      3. Objectives ............................................7
      4. Justification ..........................................7
      5. Results / Components ................................7
      6. Estimated Duration and Cost ........................7
      7. Project current status ................................8

   B. STAKEHOLDERS .........................................8
      1. Entity responsible .....................................8
      2. Beneficiaries ...........................................8
      3. Collaborating institutions ............................8
      4. Executing institutions .................................8
      5. Financing institutions .................................8

II. PROJECT INTERVENTION LOGIC ..........................9
   A. CONTEXT AND BACKGROUND ............................9
      1. Features of the sector .................................9
         The ACS has a Director of Transport and
         Disaster Risk Reduction whose training
         objectives match those of the Project of this
         programme. Member States are scattered
         throughout the Caribbean and therefore the
         virtual diploma course is considered the
         most suitable to reach officials, decision-
         makers and stakeholders belonging to
disaster risk management institutions; the
diploma course will be offered in 2 of the
main languages in this region: Spanish and
English......................................................9
      2. Problems that will be addressed .................9
      3. Project Proposal ......................................9
      4. Other interventions ....................................9

   B. OBJECTIVES ...........................................9
      1. Project overall objective .............................9
      2. Project specific objective(s) ........................9
      To offer a virtual diploma in disaster risk
      reduction management, which would help
      improve the knowledge of decision-makers
      in ACS member countries.............................9
      2.7 Expected results ......................................10
      2.8 Professional training in risk management for
      the target population and through this, decrease
      the vulnerability of peoples in ACS
      member states, as well as improve our
      understanding of actions geared towards
      risk management........................................10

   C. STAKEHOLDERS .......................................10
      1. Beneficiaries ..........................................10
         In general, ACS peoples and communities and
specifically Governments, officials,
decision-makers and stakeholders
belonging to institutions for risk
management and disaster management and
prevention in the region...............................10
      2.9 Participating institutions ...........................10

D. BENEFITS, RISKS AND
SUSTAINABILITY ........................................10
   2.10 Benefits ..............................................10
   2.11 Critical risks and Sustainability................10
   2.12 Ex-post sustainability ............................11
      The proposal is to establish a professional and
virtual network of officials, decision-
makers and stakeholders belonging to risk
management institutions in ACS member
countries; as well as a database with studies
from academic exercises, and case studies
and experiences on risk management that
they wish to share with students, for
ongoing consultation......................................11

III. PROJECT IMPLEMENTATION ......................11
   A. COMPONENTS AND ACTIVITIES ....................11
      1. Components description .........................11
      The diploma is based on modules linked to
identifying and knowing the most common
types of threats: geological, atmospheric
and anthropic ones. There will also be a
module on vulnerabilities inherent to the
human condition and intervening
components. Components include
functions in social spheres and their
measurement via status and roles in a
specific community, and/or society, in a
historic place or time and lastly, work will
be done on the resulting components or
factors, referring to the impact of a
catastrophe, considered and classified as a
disaster......................................................11
      3.2 Listing of activities ................................12
         • June- July preparation of virtual diploma12
         • October-November virtual diploma in
English......................................................12
      3.3 Expected schedule ..................................12

LIST OF COMPONENTS DIVIDED INTO MONTHS
SPANISH 2 SEMESTER 2011 ENGLISH 2
SEMESTER 2011 ............................................12

B. EXECUTION ..............................................12
   3.4 Required physical resources: the virtual
learning platform is version LMS
MOODLE 1.9.6, installed on the server.
......................................................12
   3.5 Expertise required .................................13
Tutors must have done a virtual trainers’ programme or studied virtual learning environments. ...........................................13

3.6 Expertise required...........................................13
General coordinator of the diploma, thematic expert, virtual teachers to develop the modules. ...........................................13

3.7 Project Team..............................................13

3.8 Matrix of Responsibilities .............................13

C. COST ..........................................................13

3.9 Financing Matrix ...........................................13

IV. PROJECT EVALUATION.................................14

4.1 Lessons learnt from related programmes 14

4.2 Specific focus ..............................................14

4.3 Verifiable indicators ......................................14

4.4 Progress and Final reports ...........................14

ANNEX I - SCHEDULE OF ACTIVITIES.............15

ANNEX II - DETAILED BUDGET .........................15

ANNEX III - LOGICAL FRAMEWORK ..............15

ANNEX IV - OTHERS .........................................15
<table>
<thead>
<tr>
<th>ABBREVIATIONS AND ACRONYMS</th>
</tr>
</thead>
</table>

ACS Project Concept Document – project name and number must be written here.
I. PROJECT OVERVIEW

A. PROJECT DESCRIPTION

<table>
<thead>
<tr>
<th>1.1 Project name/number</th>
<th>International (virtual) Diploma in Disaster Risk Reduction Management in Spanish and English</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2 ACS Focal Area</td>
<td>Member States of the Association of Caribbean States (ACS)</td>
</tr>
</tbody>
</table>
| 1.3 Objectives          | *Overall objective:* Share the course entitled Disaster Risk Reduction Management developed by the tertiary institute Escuela Superior de Administración Pública – ESAP-, as a member of the National System for Disaster Prevention and Care of Colombia –SNPAD-, in order to improve knowledge on the issue in the region and to establish a mechanism to share experiences, strategies, tools and education for ACS Member States.  

Specific Objective(s): To train officials, decision-makers and stakeholders to be part of disaster risk management institutions in ACS Member Countries.  

To review the basic concepts and definitions of the issue of Disaster Risk Management in order to raise awareness of the role and responsibility of decision-makers vis-à-vis their actions in this matter.  

To seek a change of attitude and behaviour of those who are accountable, in respect of risk management, in particular regarding actions geared towards disaster risk reduction and prevention. |
| 1.4 Justification       | *Within the region of ACS member countries, there are natural risks and social behaviour associated with high institutional and community vulnerability; they cause risk scenarios which, if not dealt with efficiently and in a timely fashion, become emergency or disaster situations; such as has been seen with the major adverse events occurring in ACS member countries in recent years. Earthquakes, floods, landslides, hurricanes, tornados, volcanic eruptions, among others, have all ended in disaster, just as with severe social conflict. This implies a major vulnerability in populations, particularly in order to preventively face the possibility of loss.*  

In the region and community in general, many members of Government agencies, in particular those responsible for the well-being of the people, do not possess the required knowledge to be effective and timely in formulating actions for prevention, mitigation and preparedness in disaster and emergency situations and subsequent recovery as regards sustainable development. |
| 1.5 Results / Components| Results: To improve competencies of officials, decision-makers and stakeholders who belong to risk management institutions in ACS countries.  

Components: The diploma is divided into 8 modules on risk management and 4 topics on complex emergencies prepared by one of the professionals in charge of the Project and based on these, the virtual diploma will be developed in Spanish, which will be translated into English to be carried out in that language. |
<p>| 1.6 Estimated           | Seven months from the outset. |</p>
<table>
<thead>
<tr>
<th>Duration and Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.7 Project current status</td>
</tr>
<tr>
<td>The ESAP institute is collaborating with two PhD and Master’s level professionals to guide the project. Along with the extensive experience of these 2 professionals in the risk management diploma course, in the past 2 years the ESAP has developed virtual courses managed via the ESAP Virtual project division. The diploma course is in the process of becoming a virtual one in Spanish to be translated into English.</td>
</tr>
</tbody>
</table>

### B. STAKEHOLDERS

<table>
<thead>
<tr>
<th>1.8 Entity responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESAP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.9 Beneficiaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Association of Caribbean States, Member States and officials, decision-makers and stakeholders who belong to disaster risk management institutions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.10 Collaborating institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Affairs Ministries, the Office for Risk Management and the National System for Disaster Prevention and Care of Colombia and the Directorate of Transport and Disaster Risk Reduction of the ACS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.11 Executing institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESAP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.12 Financing institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESAP</td>
</tr>
</tbody>
</table>
II. PROJECT INTERVENTION LOGIC

A. CONTEXT AND BACKGROUND

2.1 Features of the sector

The ACS has a Director of Transport and Disaster Risk Reduction whose training objectives match those of the Project of this programme. Member States are scattered throughout the Caribbean and therefore the virtual diploma course is considered the most suitable to reach officials, decision-makers and stakeholders belonging to disaster risk management institutions; the diploma course will be offered in 2 of the main languages in this region: Spanish and English.

2.2 Problems that will be addressed

Access of target population to virtual course and general problems of risk, emergencies and disasters that occur in the region of the Americas and the Caribbean, in addition to lack of knowledge of basic concepts of disaster risk reduction management.

2.3 Project Proposal

To offer an international virtual diploma to ACS Member States, in the sphere of disaster risk reduction management

2.4 Other interventions

To contribute to knowledge transfer in risk management and feedback, specifically among ACS member countries, through each of the participants in the virtual diploma.

B. OBJECTIVES

2.5 Project overall objective

To support compliance with the Hyogo Action Framework of the United Nations International Strategy for Disaster Reduction, in particular Priority No 3 “Use knowledge, innovation and education to build a culture of safety and resilience at all levels” and the commitments made at the Second Regional Platform for Disaster Risk Reduction for the Americas, in Natayarit – Mexico, through the transfer of knowledge and experiences

2.6 Project specific objective(s)

To offer a virtual diploma in disaster risk reduction management, which would help improve the knowledge of decision-makers in ACS member countries.
To generate dialogue on knowledge among participants that would result in a permanent forum to share experiences, strategies, tools, among others, to face the problem of disaster risk reduction management.
2.7 Expected results
Professional training in risk management for the target population and through this, decrease the vulnerability of peoples in ACS member states, as well as improve our understanding of actions geared towards risk management.

C. STAKEHOLDERS

2.8 Beneficiaries
In general, ACS peoples and communities and specifically Governments, officials, decision-makers and stakeholders belonging to institutions for risk management and disaster management and prevention in the region.

2.9 Participating institutions
the ACS Directorate of Transport and Disaster Risk Reduction, ESAP, each of the disaster risk prevention and management institutions in ACS Member Countries.

<table>
<thead>
<tr>
<th>Name of institution: ESCUELA SUPERIOR DE ADMINISTRACION PUBLICA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and last name of legal representative: HONORIO HENRIQUEZ PINEDO</td>
</tr>
<tr>
<td>Address: CALLE 44 N 53-37 CAN</td>
</tr>
<tr>
<td>Country: COLOMBIA</td>
</tr>
<tr>
<td>Tel: 2207301</td>
</tr>
</tbody>
</table>

D. BENEFITS, RISKS AND SUSTAINABILITY

2.10 Benefits
a) To share knowledge and experiences on processes and products developed by each of the countries taking part in the diploma, which seek to decrease existing vulnerabilities and risks and, as a result, emergency and disaster situations; b) to know the tools to anticipate and decrease risks before disasters. c) To learn of the role played by key DRR institutions in their communities and support security processes for inhabitants. d) Through this pedagogical project, to seek to provide not only a comprehensive vision of the problems caused by emergencies and disasters, but also to probe some of these more in depth, depending on the interest and enthusiasm of participants.

2.11 Critical risks and Sustainability

<table>
<thead>
<tr>
<th>Critical Risks</th>
<th>Risk Rating</th>
<th>Risk Mitigation Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Project risks are associated with the continuity and</td>
<td>Related to technological support on virtual platform.</td>
<td>Places will be assigned via the entity responsible for Disaster Risk Reduction Management in each country and</td>
</tr>
</tbody>
</table>
connectivity of diploma participants on the virtual platform to complete the course.

approval of the relevant ACS director and platform sustainability and training will be the responsibility of the Escuela Superior de Administración Publica ESAP with support from the Office for Risk Management of the Ministry of the Interior and Justice of Colombia

2.12 Ex-post sustainability

The proposal is to establish a professional and virtual network of officials, decision-makers and stakeholders belonging to risk management institutions in ACS member countries; as well as a database with studies from academic exercises, and case studies and experiences on risk management that they wish to share with students, for ongoing consultation.

III. PROJECT IMPLEMENTATION

A. COMPONENTS AND ACTIVITIES

3.1 Components description

The diploma is based on modules linked to identifying and knowing the most common types of threats: geological, atmospheric and anthropic ones. There will also be a module on vulnerabilities inherent to the human condition and intervening components. Components include functions in social spheres and their measurement via status and roles in a specific community, and/or society, in a historic place or time and lastly, work will be done on the resulting components or factors, referring to the impact of a catastrophe, considered and classified as a disaster.

Modules and Topics in the Risk Management Diploma

<table>
<thead>
<tr>
<th>COMPONENT TYPES</th>
<th>VULNERABILITIES</th>
<th>THREATS</th>
</tr>
</thead>
</table>
| BACKGROUND      | HUMAN CONDITION| 1. GEOLOGICAL  
                      2. ATMOSPHERIC  
                      3. ANTHROPIC |
| INTERVENING     | SOCIAL SPHERES | 1. GEOGRAFICAL-ECOLOGICAL SPHERE  
                      2. CULTURAL, POLITICAL & ECONOMIC SPHERE |
| ACCOMPANYING    | SOCIAL SPHERE OPERATIONS | SPECIFIC SITUATION AND |
### 3.2 Listing of activities

- June- July preparation of virtual diploma
- August-September virtual diploma in Spanish
- October-November virtual diploma in English
- December Evaluation

### 3.3 Expected schedule

**LIST OF COMPONENTS DIVIDED INTO MONTHS SPANISH 2 SEMESTER 2011 ENGLISH 2 SEMESTER 2011 –**

**B. EXECUTION**

- 3.4 Required physical resources: the virtual learning platform is version LMS MOODLE 1.9.6, installed on the server.
3.5 Expertise required

Tutors must have done a virtual trainers’ programme or studied virtual learning environments.

3.6 Expertise required

General coordinator of the diploma, thematic expert, virtual teachers to develop the modules.

3.7 Project Team

3.8 Matrix of Responsibilities

<table>
<thead>
<tr>
<th>Role / Responsibility</th>
<th>Stakeholder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation to and Definition of Participants</td>
<td>ACS - Disaster Risk Reduction Directorate</td>
</tr>
<tr>
<td>Platform, Virtual Course and Development.</td>
<td>ESAP – National Office and Training department</td>
</tr>
<tr>
<td>Guest lecturers in strong, key topics in each country (case studies, natural phenomena, disaster care, recovery, early warning systems, successful measures and experiences in prevention and mitigation, etc.)</td>
<td>Focal points in each ACS country.</td>
</tr>
</tbody>
</table>

C. COST

3.9 Financing Matrix

Note: The Project is being financed by the *Escuela Superior de Administración Pública – ESAP*- (computerization, platform and development of the virtual course).
IV. PROJECT EVALUATION

4.1 Lessons learnt from related programmes

4.2 Specific focus

4.3 Verifiable indicators

4.4 Progress and Final reports
### ANNEX I - SCHEDULE OF ACTIVITIES

<table>
<thead>
<tr>
<th>Component 1</th>
<th>Activity 1</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>...</th>
<th>12</th>
<th>...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Component ...</th>
<th>Activity ...</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>...</th>
<th>12</th>
<th>...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ANNEX II - DETAILED BUDGET

**COMPONENT X:**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Expense headings</th>
<th>Unit</th>
<th>Duration</th>
<th>Fees / Amount</th>
<th>Sources of financing</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>X.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X. …</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COMPONENT X**

### ANNEX III - LOGICAL FRAMEWORK

<table>
<thead>
<tr>
<th>OBJECTIVES</th>
<th>VERIFIABLE INDICATORS</th>
<th>MEANS OF VERIFICATION</th>
<th>FAVOURABLE ASSUMPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEVELOPMENT OBJECTIVE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PURPOSE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPONENTS / PRODUCTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACTIVITIES / INPUTS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ANNEX IV - OTHERS