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ASSOCIATION OF CARIBBEAN STATES

XXI MEETING OF THE SPECIAL COMMITTEE ON DISASTER RISK REDUCTION

Port-of-Spain, Trinidad and Tobago, October 02, 2013

**Project Concept Document (PCD)
International (virtual) Diploma**

Documento de Concepto de Proyecto de la AEC – se debe escribir el nombre y número del proyecto aquí.

ASSOCIATION OF CARIBBEAN STATES – ACS –

**ACS PROJECT CONCEPT DOCUMENT
(ACS PCD)**

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**FORMAT FOR THE PRESENTATION
OF ACS PROJECTS**





ASSOCIATION OF CARIBBEAN STATES
ASOCIACION DE ESTADOS DEL CARIBE
ASSOCIATION DES ETATS DE LA CARAIBE

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

ABBREVIATIONS AND ACRONYMS

I. PROJECT OVERVIEW	
A. PROJECT DESCRIPTION	
1.1 Project name/number	International (virtual) Diploma in Disaster Risk Reduction Management in Spanish and English
1.2 ACS Focal Area	Member States of the Association of Caribbean States (ACS)
1.3 Objectives	<p><i>Overall objective:</i> Share the course entitled Disaster Risk Reduction Management developed by the tertiary institute <i>Escuela Superior de Administración Pública – ESAP-</i>, 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.</p> <p>Specific Objective(s): To train officials, decision-makers and stakeholders to be part of disaster risk management institutions in ACS Member Countries.</p> <p><i>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.</i></p> <p>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.</p>
1.4 Justification	<p><i>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.</i></p> <p>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.</p>
1.5 Results / Components	<p>Results: To improve competencies of officials, decision-makers and stakeholders who belong to risk management institutions in ACS countries.</p> <p>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.

Duration and Cost	
1.7 Project current status	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.
B. STAKEHOLDERS	
1.8 Entity responsible	ESAP
1.9 Beneficiaries	The Association of Caribbean States, Member States and officials, decision-makers and stakeholders who belong to disaster risk management institutions
1.10 Collaborating institutions	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
1.11 Executing institutions	ESAP
1.12 Financing institutions	ESAP

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.

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Country: COLOMBIA			
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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

Critical Risks	Risk Rating	Risk Mitigation Measures
The Project risks are associated with the continuity and	Related to technological support on virtual platform.	Places will be assigned via the entity responsible for Disaster Risk Reduction Management in each country and

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 <i>Escuela Superior de Administración Pública</i> ESAP with support from the Office for Risk Management of the Ministry of the Interior and Justice of Colombia
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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

COMPONENT TYPES	VULNERABILITIES	THREATS
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

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		LOCATION
RESULTING	IMPACT OF CATASTROPHE (DISASTER)	1.PREVENTION 2.CARE 3.RECOVERY 4.DEVELOPMENT OPPORTUNITY

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

Year 1																
Language	Spanish								English							
Months	August				September				October				November			
Weeks	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Component (Spanish)																
Module I	█								█							
Module II		█								█						
Modulo III			█								█					
Module IV			█	█							█	█				
Module V					█								█			
Module VI						█	█							█	█	
Module VII							█								█	
Module VIII								█								█

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

Role / Responsibility	Stakeholder
Invitation to and Definition of Participants	ACS - Disaster Risk Reduction Directorate
Platform, Virtual Course and Development.	ESAP – National Office and Training department
Process Facilitators	Foreign Ministries and Office of Risk Management at the Ministry of the Interior and Justice.
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.)	Focal points in each ACS country.

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).

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	<i>Unit</i>	<i>Days</i>	<i>Fees / Amount</i>	<i>Sources of financing</i>			<i>TOTAL</i>
				
<i>Consultancies</i>							
Consultant Fees							
Consultant Travel (Region)							
<i>Equipment</i>							
(Purchase / Production / ...)							
...							
<i>Others</i>							
...							
<i>Project Monitoring and Management</i>							
Progress and final reports							
Communications							
Translations							
...							
<i>Incidental expenses</i>							
TOTAL							

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

Years	1												...				
Months	1			2				3			...		12		...		
Weeks (approx.)	1	2	3	4	5	6	7	8									
Component 1																	
Activity 1																	
Activity ...																	
Component ...																	
...																	
...																	

ANNEX II - DETAILED BUDGET

COMPONENT X :								
Activities	Expense headings	Unit	Duration		Fees / Amount	Sources of financing		Total Cost
			Days	Months				
X.1								
X.2								
X. ...								
TOTAL COMPONENT X								

ANNEX III - LOGICAL FRAMEWORK

OBJECTIVES	VERIFIABLE INDICATORS	MEANS OF VERIFICATION	FAVOURABLE ASSUMPTIONS
DEVELOPMENT OBJECTIVE			
PURPOSE			
COMPONENTS / PRODUCTS			
ACTIVITIES / INPUTS			

ANNEX IV - OTHERS