ISDR

International Strategy for Disaster Reduction

Guidelines for Reporting on Progress on the Implementation of the Hyogo Framework for Action:

Measuring Progress in Disaster Risk Reduction

United Nations

SUMMARY

These guidelines have been prepared by the ISDR secretariat to assist countries and organizations to respond to the reporting requirements that are set out in the Hyogo Framework for Action 2005-2015: Building the resilience of nations and communities to disasters, which was adopted at the World Conference on Disaster Reduction, Kobe, Hyogo, Japan, 18-22 January 2005. The secretariat is developing a reporting system to streamline the reporting process and to minimize the burden of the various reporting processes for disaster risk reduction.

INTRODUCTION

To achieve the expected outcome of the Hyogo Framework for Action of "substantially reducing disaster losses, in lives and in the social, economic and environmental assets of communities and countries", it is fundamental for national authorities, civil society, regional organizations, international organizations and other major stakeholders to take regular stock of the progress made in the implementation of the Hyogo Framework for Action through appropriate reporting processes.

This regular stocktaking will serve to meet the specific calls for reporting made in the Hyogo Framework for Action, in particular at the national level:
- To monitor progress on achievements to build resilience to disasters;
- To identify gaps and necessary resources related to their programs and initiatives;
- To share good practices among national actors and with other countries that might be undertaking similar initiatives;
- To assist in providing information on progress of disaster risk reduction in the reporting mechanisms of existing international and other frameworks concerning sustainable development[1]; and
- To develop procedures for reviewing national progress against this Framework for Action"[2].

At the regional level a reporting process will contribute to regional and sub-regional baseline assessments of the disaster risk reduction status[3]; and to periodic reviews on progress in the region and on impediments[4]. It will also support the achievement of the essential purpose of the ISDR system[5], namely to provide coordinated international efforts to support the growth of national and local capacities to reduce risk to disasters.

PROCESS FOR REPORTING ON PROGRESS

The process being developed by the secretariat aims for a consistent approach on reporting structured on the five priority areas of the Hyogo Framework for Action. It seeks to systematically record the engagement and achievements of relevant actors at all levels, demonstrate tangible progress against objectives and expected results, and identify relevant limitations and constraints to further achievements. Requests for information will be made on a regular annual schedule.

The reporting process will support global reviews by the ISDR system, through its Global Platform on Disaster Risk Reduction, on progress, challenges faced, and gaps and needs to be addressed, and will provide the basis for the prioritization of activities to be carried out through a biennial ISDR system joint work programme. It is expected that this programme will seek to achieve sets of results at different levels in support of national and local implementation of the Hyogo Framework for Action.

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[1] Paragraph 30 (e) of the Hyogo Framework for Action.
[2] Paragraph 30 (d) of the Hyogo Framework for Action.
[3] Paragraph 31 (b) of the Hyogo Framework for Action.
[4] Paragraph 31 (c) of the Hyogo Framework for Action.
[5] To find our more about the Strengthened ISDR System see: http://www.unisdr.org/eng/isdr-system/In-a-nutshell.htm

The information collected under these guidelines by March 2007, together with the information contributed for the 2006 report of the Secretary General on the ISDR, will be reported to and reviewed by, the first session of the Global Platform for Disaster Reduction planned for 5-7 June 2007.

Recognising the need to minimize the burden of reporting on actors active in disaster risk reduction, particularly at the national and local levels, the ISDR secretariat is undertaking the following actions (see annex 2 for tentative timeline):

- The progressive development of a systematic progress reporting process to support the various types of reporting requirements, as agreed at the twelfth session of the Inter-Agency Task Force of Disaster Reduction (IATF/DR-12);
- The development of a database to capture the information provided, building on the existing Matrix of Commitment and Initiatives document available on the ISDR website.[6] The database will be made accessible on-line.
- The preparation of this guidance document to provide background and directions to the reporting process.

The ISDR secretariat will maintain the archives of information and will facilitate the continued development and updating of the information. This guidance note highlights the why, what, when and how to report information to contribute to a reporting on progress process on measuring progress in disaster risk reduction within the Hyogo Framework for Action context.

BENEFITS OF REPORTING

The information provided and collected though this reporting on progress process, will serve reporting actors for a number of purposes. These are:

√ Assist countries to develop procedures for reviewing national progress against the Hyogo Framework for Action[7] through a systematic way of monitoring progress and identify gaps;

√ Support local and national reporting needs on disaster risk reduction activities as requested by the Hyogo Framework for Action[8], as well as national requirements by various sectors for the preparation of MDGs reports, PRSPs, National Human Development Reports, end of activity reports, mid-term reviews on programmes, etc;

√ Support local, national, efforts requested in the Hyogo Framework for Action in term of publishing and updating national programmes for disaster risk reduction[9];

√ Respond to the call from the Hyogo Framework for Action to the regional organization and institutions to coordinate and publish reviews on progress in the region and assist countries in the preparation of periodic national summaries of their programmes and process;

√ Serve international organizations reporting responsibilities related to disaster risk reduction achievements in national efforts within the CCA/UNDAF, Human Development Reports and sectoral reporting: World Development Report, World Disaster Report, World Water Development Report, Global Environmental Outlook, World Health Report, etc.

√ Respond to other reporting initiatives and requirements of the ISDR system: including the preparation of Secretary-General Reports, Global Platform Report (April 2007), "Living with Risk" like publication(s), Mid-term reviews, etc.

√ Provide concrete information to inform upcoming debates and events and to provide the UN Secretary General, ECOSOC/GA and donors with information on progress relative to the implementation of the Hyogo Framework for Action;

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[6] To find out more about the matrix mapping commitment and initiatives on implementation Hyogo Framework see: http://www.unisdr.org/eng/hfa/isdr/Matrix-commitment-and-initiatives.xls
[7] See Paragraph 30 (a) of the Hyogo Framework.
[8] See note 1 and 2.
[9] See note 1 and 2.

√ Provide information and visibility to reporting actors (National Platforms, Organizations, etc) that have succeeded in advancing the disaster risk reduction goals, including to interested donors.

√ Collection and analysis of information will support the preparation of work plans at the local, national, regional and international levels, will provide a sound basis for the ISDR joint work programming and to support ISDR system-wide resource mobilization.

WHO TO REPORT

States and their Governments:
As specified in the Hyogo Framework for Action, national reporting should be situated within a clearly designated authority or office as may be vested within a national platform for disaster reduction, or other appropriate organizational structure. The national focal points for the Hyogo Framework for Action, who are officially recognized for communication and information related to the subject will be a key point of contact within the ISDR system. Currently 100 national focal points were communicated to ISDR (see attached list of countries–Annex 1).

Civil Society:
As active parties in reducing the risk of disasters, civil society actors will be asked to contribute to the reporting. A strengthened and coordinated approach on civil society contributions is being sought through the creation of networks, such as the ISDR Global Network of NGOs. Various thematic platforms (working groups, secretariats, clusters and networks on specific themes like early warning, education, etc) will provide another important conduit for reporting.

Regional or sub-regional organizations:
The roles of inter-governmental regional organizations in reporting have been identified in the Hyogo Framework for Action, and various regional and sub-regional entities and platforms are expected to be involved. The modalities of regional activities and engagement remain to be developed.

International organizations
Including the UN system, international organizations have indispensable roles and responsibilities to guide and consolidate the reporting system for the implementation of the Hyogo Framework for Action at the global level. The ISDR secretariat will, on behalf of the ISDR system, assume the facilitating role and responsibility to consolidate the comprehensive reporting process.

WHEN TO REPORT:

The need to take stock on achievements to build nations and communities resilience to disasters is an ongoing one, and information can be received by the secretariat at any time. However, in order to meet various specific reporting requirements, an annual cycle of information requests will be established.

A primary requirement is to provide information in support of the prioritization of activities in the biennial ISDR system joint work programme, and so a similar biennial recurrence to this monitoring of progress is likely to be developed. At the same time, information is also required to serve annual purposes such as preparation of the annual Secretary General report on the ISDR and the annual meeting of the Global Platform.

Given that the ISDR system joint work programme is expected to initiated and endorsed at the Global Platform meeting[10], the proposed deadline for completion of the first report is 15 May 2007. To find out more about the schedule see Annex 2. The deadline for submitting information is 30 March 2007.

HOW TO REPORT:

The requested report consists of three parts:

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[10] 5-7 June 2007..

Part A: [Cover note](#) This note identifies the reporting organization, its reporting responsibility and the scope of the reporting provided. A template for the note is attached as Annex 3.

Part B: [Summary Analysis](#) A short overview of around <u>three (3) pages</u> on progress toward implementing the Hyogo Framework for Action, highlighting national and regional context (risk), impact on people and economy, good practices and lessons learned. The summary is requested to be structured as follows:

- <u>Brief description</u> highlighting national and regional context;
- <u>Summary on impact</u> of initiatives on people and economy: - progress towards achieving the Hyogo Framework for Action strategic goals and priority areas;
- <u>Recommendations if any, and updates</u> in terms of planning and project including in changes in policies, rules and regulations.

The following questions might support the development of the summary analysis:
- What have been the main achievements? (Brief statement of results).
- Are there any good practices or lessons learnt and how was the success of the initiative evaluated?
- What were the challenges faced and how were they overcome?

Part C: [Compilation of information](#) This more detailed description of initiatives on disaster risk reduction is requested to be reported in the format provided in Annex 4, which is structured on the five priority areas of the Hyogo Framework for Action. The format seeks information on objectives, main activities, results and achievements made, major challenges and lessons in implementing the initiative or programme and lastly, the next steps planned. An example of a partial compilation of information is reported in Annex 5.

The details of the reporting format and its terminology are described as follows.

<u>Description, objectives, main activities/initiative or programme</u> For each of the Hyogo Framework for Action five priorities and main sub-priorities activities – please provide a brief description of the main activities (or initiative, programme), together with the aim(s) or objective(s) of the initiative. It may also refer to an activity's geographical coverage, such as national or local in scope, or regional or sub-regional (indicating which countries are involved). It may refer to a specific timeframe, or to the main function (such as to provide financial or technical assistance, methodological approaches, planning or implementation).

NOTE: If the initiative is already captured in the Matrix of Commitment and Initiatives" [11]) please simply refer to it without repeating existing available information. Materials provided for the 2006 Secretary General report have been (or soon will be) entered into the Matrix information base.

<u>Results and achievements made, with indicators if available:</u> Provide information on results and achievements made specifying the indicators that might have been developed for the result of the activity/programme/initiative.

<u>Major challenges and lessons in implementing the initiative or programme and next steps planned:</u> Indicate the major challenges faced and lessons in implementing the initiative or programme. Provide brief information on the next phase that will follow the current implementation of the initiatives/programme/activity. This might specify if the initiative will be extended or if the results obtain from the initiative will enable further focus on new initiatives covering other Hyogo Framework for Action tasks.

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[11] To find out more about the matrix mapping commitment and initiatives on implementation Hyogo Framework see: http://www.unisdr.org/eng/hfa/isdr/Matrix-commitment-and-initiatives.xls

UBMISSION PROCESS:

Please note that the report should be submitted electronically if possible, preferably using the templates provided in Annex 3 (for Part A) and Annex 4 (for Part C).

Copies of this guidance document, with the templates, may be downloaded at **http://www.unisdr.org/hfa**

The deadline for this first submission of reports is **30 March 2007**.

Annex 1.
List of countries (100) that have provided an official Focal Point for the implementation of the Hyogo Framework for Action

Updated December 2006

Africa: (28)			Americas: (13+4)
Algeria	Ghana	Sudan	Barbados
Benin	Guinea Bissau	Tanzania	Belize
Botswana	Kenya	Togo	Colombia
Burkina Faso	Lesotho	Tunisia	Costa Rica
Burundi	Madagascar	Uganda	Ecuador
Cameroon	Mauritius	Zambia	Grenada
Cape Verde	Morocco	Zimbabwe	Guatemala
Central African	Niger		Mexico
Rep.	Nigeria		Nicaragua
Chad	Rwanda		Panama
Comoros	Senegal		Peru
Congo (Rep. of)	Seychelles		Saint Vincent
Djibouti	Sierra Leone		United States of America
Egypt	Somalia		
Gabon	South Africa		UK Territories located in the region:
Gambia			Cayman Islands
			Montserrat
			Turks & Caicos Islands
			British Virgin Islands

Asia, Central Asia & Oceania: (27)		Europe: (19)
Armenia	Oman	Bosnia & Herzegovina
Australia	Pakistan	Bulgaria
Azerbaijan	Qatar	Croatia
Cambodia	Singapore	Czech Rep.
China	Sri Lanka	Denmark
Cyprus	Tajikistan	Finland
Georgia	Turkey	France
Indonesia	Viet Nam	Germany
Iran	Yemen	Hungary
Japan		Iceland
Jordan		Malta
Kazakhstan		Moldova
Korea Rep. of (south)		Norway
Kyrgyz Rep.		Portugal
Lao PDR		Russian Federation
Malaysia		Serbia
Mongolia		Spain
New Zealand		Switzerland
		Ukraine

Annex 2.
Timeline for preparation of 2007 report to Global Platform for Disaster Risk Reduction and 2007 Secretary General Report on the ISDR

July 2006	2006 Secretary-General report finalized based on the information contributed by IATF/DR members.
July-November 2006	Development of process for reporting on progress, aligned to structure of the Hyogo Framework and to the matrix of commitment and initiatives, and preparation of guidelines (this document).
December 2006	ISDR secretariat develops a strategy for the on-line database to underpin the matrix. The matrix of commitment and initiatives is updated based on information received for the preparation of the SG report.
January 2007	Guidelines (this document) disseminated to national focal points and others, with request for information.
30 March	Deadline for submission of information to be included in report to Global Platform for Disaster Risk Reduction
March - April 2007	Information from national sources and other relevant organisations collated. Analysis and drafting of report for the Global Platform for Disaster Risk Reduction Development of database and transformation of matrix information into database format (matrix of commitments and initiatives remains available on line in excel format in meantime.)
April - May 2007	Release of draft report as a meeting document for Global Platform for Disaster Risk Reduction (15 May). Database development to include the information collected based on the guidelines on reporting on progress distributed.
May 2007	On-line dialogue on the draft report and preparation of consolidated response for briefing and discussion at the Global Platform. Database populated and online system under testing.
June 2007	Reporting considered at Global Platform for Disaster Risk Reduction, and the conclusion of discussions are noted for incorporation into Secretary-General report on the ISDR. Report used in preparation of ISDR joint work programme Searchable matrix database functioning and becomes available on line.
July	Preparation of Secretary-General report on the ISDR.

Annex 3.
Proposed format for information provider details – Part A of
the Report on progress towards implementing the Hyogo framework for Action

Reporting organization	
Scope of organization's mandate (e.g. national authority for disaster, NGO network)	
Country, region, or other area being reported on	
Reporting on own organization or on behalf of others – please state	
Contact officer	
Position	
Address, City, Postal Code, Country	
Phone	
Fax	
E-mail	
Website	

Annex 4.
Proposed format for compiling and reporting information– Part C of
the Report on progress towards implementing the Hyogo framework for Action

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Report on progress towards implementing the Hyogo framework for Action
Part 3: Compilation of Information

Section 1. Hyogo Framework Priority for Action 1*: Ensure that disaster risk reduction is a national priority with a strong institutional basis for implementation*

This section of your report should cover progress on matters such as national institutional and legislative frameworks, resources, and community participation, as referred to in paragraph 16 of the Hyogo Framework for Action. This section can also cover progress on general or cross cutting considerations such as referred to in paragraph 13 of the Hyogo Framework for Action.

For each initiative and programme in this section, please report under the following three headers.

1. Name of initiative and programme
2. Description, objectives, main activities of the initiative or programme
3. Results and achievements made, with indicators if available
4. Major challenges and lessons in implementing the initiative or programme, and next steps planned

Section 2. Hyogo Framework Priority for Action 2*: Identify, assess and monitor disaster risks and enhance early warning*

This section of your report should cover matters such as national and local risk assessments, early warning, capacity, and regional and emerging risks, as referred to in paragraph 17 of the Hyogo Framework for Action.

For each initiative and programme in this section, please report under the following three headers.

1. Name of initiative and programme
2. Description, objectives, main activities of the initiative or programme
3. Results and achievements made, with indicators if available
4. Major challenges and lessons in implementing the initiative or programme, and next steps planned

Section 3. Hyogo Framework Priority for Action 3: *Use knowledge, innovation and education to build a culture of safety and resilience at all levels*

This section of your report should cover matters such as information management and exchange, education and training, research, and public awareness, as referred to in paragraph 18 of the Hyogo Framework for Action.

For each initiative and programme in this section, please report under the following three headers.

1. Name of initiative and programme
2. Description, objectives, main activities of the initiative or programme
3. Results and achievements made, with indicators if available

4. Major challenges and lessons in implementing the initiative or programme, and next steps planned

Section 4. Hyogo Framework Priority for Action 4: *Reduce the underlying risk factors*

This section of your report should cover matters such as environmental and natural resource management, social and economic development practices, land-use planning and other technical measures, as referred to in paragraph 19 of the Hyogo Framework for Action.

For each initiative and programme in this section, please report under the following three headers.

1. Name of initiative and programme
2. Description, objectives, main activities of the initiative or programme
3. Results and achievements made, with indicators if available
4. Major challenges and lessons in implementing the initiative or programme, and next steps planned

Section 5. Hyogo Framework Priority for Action 5: *Strengthen disaster preparedness for effective response*

This section should cover matters such as capacities, dialogue, coordination and planning, as referred to in paragraph 20 of the Hyogo Framework for Action.

For each initiative and programme in this section, please report under the following three headers.

1. Name of initiative and programme
2. Description, objectives, main activities of the initiative or programme
3. Results and achievements made, with indicators if available
4. Major challenges and lessons in implementing the initiative or programme, and next steps planned

Annex 5.
An example of an individual item report for Part C of
the Report on progress towards implementing the Hyogo framework for Action
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HYPOTHETICAL EXAMPLE ONLY

Section 1. Hyogo Framework Priority for Action 1: *Ensure that disaster risk reduction is a national priority with a strong institutional basis for implementation*

1. **Name of initiative and programme** *National Mainstreaming Initiative*

2. **Description, objectives, main activities**

Initiative aims to mainstream disaster risk reduction into national planning and multi-sectoral policies and plans, including into donor assistance and lending programmes. Initiative timeframe is 2 years. It covers national and local level.

3. **Results and achievements made, with indicators if available**

The new PRSP now will cover disaster risk reduction activities. A National Platform that will voice disaster risk reduction agenda is in place and is developing draft national policies. To find out more on the national platform composition and initiatives visit the website: www….

Good results have been achieved so far and it was decided to extend the programme into the next year with the intention of strengthening the mainstreaming of disaster risk into various sectors and training of key personnel and actors, and achieving better linkages with UN international assistance and the UNDAF risk reduction initiatives.

Indicators for the initiative are under development, as part of a systematic approach to indicators being coordinated by the national platform. The first indicator is expected to be: The number of development assistance programmes that include an explicit disaster risk reduction component.

4. **Major challenges and lessons in implementing the initiative or programme, and next steps planned**

The programme requires a high level of awareness and advocacy on disaster risk reduction in the various sectors (health, education, environment, etc.). It has taken a lot of effort to communicate to and influence the main sector ministries, as they often do not have a focus for risk reduction. A campaign of briefings and requests for focal points in each ministry is being planned for the second half of 2007 to deal with this. Training programmes to address the first phase of the programme are also planned.

END OF EXAMPLE