



APPENDIX 1

MINUTES OF MEETINGS FROM 1ST TO 10TH PROJECT STEERING COMMITTEE MEETINGS

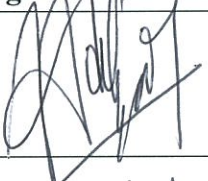

MINUTES OF MEETINGS ON THE FIRST MEETING OF THE PROJECT STEERING COMMITTEE MEMBERS FOR “BUILDING DISASTER AND CLIMATE RESILIENT CITIES IN ASEAN”

1. Date 25-26 June, 2015
2. Venue JICA Indonesia Office, Jalkarta
3. Attendant and signature

ASEAN Member States

	Position	Name	Signature
1	Deputy Director General of Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR	Mr. Vilayphong Sisomvang	
2	Deputy Director General of Disaster Management and Climate Change Department, Ministry of Natural Resources and Environment, Lao PDR	Mr. Kaisorn Thanthathep	
3	Director of Research and International Cooperation Bureau, Ministry of Interior, Thailand	Mr.Chainarong VASANASOMSITHI	
4	Policy and Plan Analyst, Research and International Cooperation Bureau, Ministry of Interior, Thailand	Miss. Sophita THANYALAKMETHA	

ASEAN Secretariat

	Position	Name	Signature
1	Head, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Adelina Dwi Ekawati Kamal	
2	Technical Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Yuliana Nur Samad	

JICA Members

	Position	Name	Signature
1	Director, Disaster Risk Reduction Team 1, Global Environment Department, JICA	Mr. Katsuji Miyata	宮田 克二
2	Senior Advisor, JICA	Dr. Hiroshi Baba	馬場 弘志
3	Deputy Director, Disaster Risk Reduction Team 1, Global Environment Department, JICA	Mr. Yoichi Inoue	井上 陽一
4	Assistant Director, Planning and ASEAN Partnership Division, Southeast Asia and Pacific Department, JICA	Mr. Hiromichi Kano	加納 大進
5	Principal Representative for ASEAN Coordination, JICA	Mr. Hiroaki Nakagawa	中川 寛明
6	Project Formulation Advisor (ASEAN Partnership), JICA	Ms. Nami Kasahara	笠原 奈美

4. Confirmed contents

As attached

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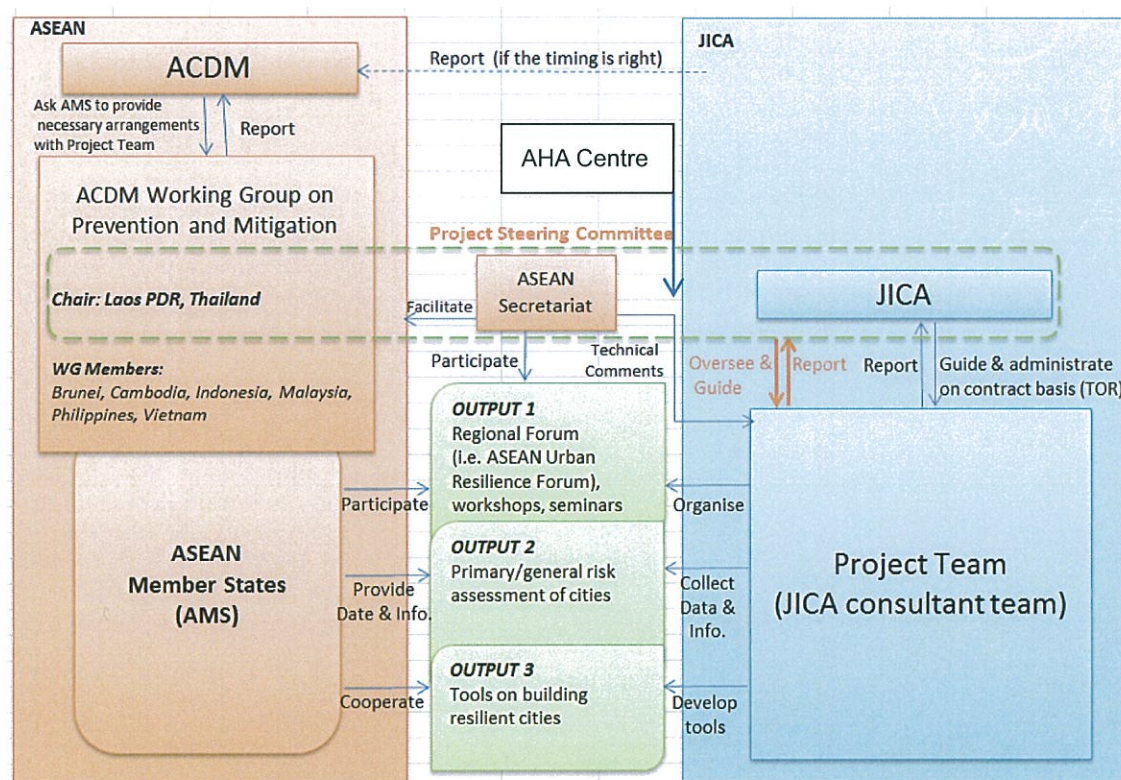
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1 Title of the Project

The title of the Project shall be “Building Disaster and Climate Resilient Cities in ASEAN”. In some documents, the project will be called “The Data Collection Survey on Building Disaster and Climate Resilient Cities in ASEAN”.

2 Management Arrangements of the Project

The confirmed management structure is as follows. Co-chairs of ACDM Working Group on Prevention and Mitigation suggested that AHA Centre should also be a member of the Project Steering Committee.



[Roles of the relevant bodies are as follows]

- The ASEAN Committee on Disaster Management (ACDM)
 - Overseeing the project (i.e. JICA will report on the progress and result of the project)
 - Supporting the project team to implement the project by asking member states to give the team necessary arrangements such as for gathering and providing information, gathering participants

- to any type of meetings, etc. within the responsibility of ACDM ,ASEAN Secretariat or ASEAN Member States
 - Suggesting the utilization or application of the result of the project to the member states
- Project Steering Committee
 - Overseeing and providing guidance to the implementation and management of the proposed project on behalf of the ACDM Working Group.
 - Co-chairs of the ACDM Working Group on Prevention and Mitigation (Lao PDR and Thailand), ASEAN Secretariat, AHA Centre and JICA shall be the members of Project Steering Committee.
- ASEAN Secretariat
 - Joining the project as a resource organization to provide technical comments on the implementation of the project
 - Joining the project by participating in important meetings
 -
- The ACDM Working Group on Prevention and Mitigation
 - Reviewing and evaluating the progress and result of the project and submits recommendations to ACDM.
 - Provides guidance and recommendations to the project team.
 - Co –chairs of ACDM WG on Prevention and Mitigation report the progress and the result of the project at the opportunity of ACDM and other possible means in collaboration with JICA and the project team.
 - Coordination with own ASEAN Member state to assist the project team in implementation of the activities such as gathering necessary information, if necessary.

- JICA
 - Recruiting the project team and giving instructions to the Project Team
 - Preparing the necessary budget to implement the project
 - Reporting the progress and the result of the project at the opportunity of ACDM and other possible means in collaboration with Co –chairs of ACDM WG on Prevention and Mitigation.
 - Studying the comments and advice by the members above and giving instruction to the project team

- The Project Team
 - Implementing the project with the instructions of JICA and guidance by the members above.
 - Coordinating with members of ACDM Working Group on Prevention and Mitigation within the sphere of the Project Team's Scope of Work in the course of project implementation.
 - Reporting to the members of the Project Steering Committee.
 - Coordination of the Project Steering Committee as a secretariat
 - Participating in meetings of the ACDM and ACDM Working Group on Prevention and Mitigation, as necessary.
 - Writing the draft progress and final reports of the project.

3 Implementation Arrangements

Output 1. Establishment of a regional cross-sectoral collaboration mechanism and formation of partnerships to increase urban resilience in ASEAN

1.1 The Project Team will organise the regional seminar, i.e. ASEAN Urban Resilience Forum, and related meetings and workshops.

1.2 The Project Team will arrange a mailing list or establish the community in the web site among the participants and their organisations.

1.3 ASEAN Member States will select and dispatch appropriate persons to these activities.

1.4 The Project Steering Committee will support the Project Team to select and dispatch appropriate persons from supporting partners such as UNISDR and World Bank.

Output 2. Evaluation of candidate cities and partnership and commitment building for Demonstration project on risk assessment of priority cities in ASEAN Member States

2.1 The Project Team will collect data and information that can be used for risk assessment with the information provided by the ASEAN Member States, following specific guidance from the ACDM Working Group on Prevention and Mitigation, JICA, and ASEAN Secretariat, conduct a primary or general risk assessment of cities, and come up with a list of candidate cities that will become demonstration cities for the second phase of the project.

Output 3. Development of tools on building resilient cities.

3.1 The Project Team will develop the tools following the guidance given by the ACDM Working Group on Prevention and Mitigation, JICA, and ASEAN Secretariat.

4 Project Steering Committee and the focal points/facilitator from the ASEAN side

Project Steering Committee member:

- Co-chairs of the ACDM Working Group on Prevention and Mitigation (ACDM Focal Points for Lao PDR and Thailand)
- ASEAN Secretariat (Head of DMHA Division)
- AHA Centre (to be decided)
- JICA

The focal point/facilitator from the ASEAN side:

- ASEAN Secretariat

Project Steering Committee will be organized three times, namely at the time of inception report, progress report and draft final report. JICA can bear the expenses to organize Steering Committee including travel expenses and allowances according to

JICA regulation. The Project Team will take the role of secretariats of the Project Steering Committee.

The Project Steering Committee for Inception Report will be held in Bangkok.

5 Operational Focal Points of the Project in the ASEAN side

The ACDM Focal Points will nominate Operational Focal Points of the Project from 10 ASEAN Member States after submission by JICA of the Project Team member names and expected tasks of the Operational Focal Points.

6 Duration of the Project

The project will be carried out in accordance with the tentative schedule as attached.

Tentatively, the project will be commenced in October 2015.

The detailed schedule will be explained in Inception Report by the Project Team.

The schedule is subject to be modified based on the agreement of both sides.

7 Components of the Project

The project is composed of three (3) outputs. Those outputs will lay the groundwork for the second phase of the project which is proposed to cover the remaining components of CN No.18, namely 1) Development of local action plan on urban resilience of priority selected cities to be integrated in their general local development plan, 2) Development of national strategic plans on urban resilience by the ASEAN Member States. The implementation of the second phase of the project, however, is subject to the results of the risk assessment and funding availability.

Output 1: Establishment of a regional cross-sectoral collaboration mechanism and formation of partnerships to increase urban resilience in ASEAN

1-1 Conducting regional seminar and workshops

1) Formulation of ASEAN Urban Resilience Forum

Regional framework called “ASEAN Urban Resilience Forum” will be formulated and the Forum will be organized twice at the middle and the end of the project. The Forum will involve various stakeholders from national to local levels, public and private sectors and academic/research institution in ASEAN

Member States and supporting partners.

2) Conducting Workshops

Workshops for output 2 and 3 will be organized (four times).

3) Preparation of an action plan

An action plan will be prepared based on outcomes resulting from the Forum to further facilitate interaction of the participants through seminars and workshops

1-2 Communication through the network of the Forum for promoting resilient cities

1) Draw up the draft rules of the Forum and its finalization

2) Arrange a mailing list or establish the community in the web site among the participants and their organization

3) Development of networking (appointment of secretariats and members, etc.) with consultation with Co-chairs of ACDM Working Group on Prevention and Mitigation

4) Development of networking through seminars and workshops

Output 2: Evaluation of candidate cities and partnership and commitment building for Demonstration project on risk assessment of priority cities in ASEAN Member States

2-1 Listing urban cities in ASEAN and gathering information

1) Setting criteria of listing urban cities and have consultations with the Project Steering Committee followed by consultations with 10 ASEAN Member States

2) Data gathering on urban cities in ASEAN i.e. population, social and economic indicators and classification of them

3) Data gathering on secondary relevant hazard, vulnerability, capacity and risk information in urban cities in ASEAN including latest probability data of multiple hazards including climate change projections

4) Data gathering on disaster response in urban cities in ASEAN

5) Data gathering on land use and development planning on urban cities in ASEAN

6) Data gathering on countermeasures against disasters to increase cities resilience of the urban cities in ASEAN

7) Data gathering on related legislative systems in ASEAN

8) Data gathering on important infrastructures, agglomerated areas

9) Integrated Analysis on collected data and implementation of primary risk assessment

10) Development of database of hazards, vulnerability, risk including climate change projections

- 11) Listing of urban cities in ASEAN according to population, social and economic indicators etc. as well as critical facilities and lifelines
 - 12) Organizing a workshop to discuss and disseminate the results
- 2-2 Development of the draft ToR of the Demonstration project
- 1) Development of the draft ToR of the Demonstration Project
 - 2) Development of the short list of the candidate cities for the demonstration project

Output 3: Development of tools on building resilient cities in ASEAN

- 3-1 Conducting study on the result or progress of the Resilient Cities Campaign and other ASEAN related initiatives
- 3-2 Conducting study on good practices and the lessons learned from past disasters and projects or programs related to enhancing resilience of urban cities including developed countries
 - 1) Data gathering on damages caused by disasters in urban cities
 - 2) Data gathering on good practices and the lessons learned
 - 3) Analyzing disaster risks related to urban cities and effective counter measures
- 3-3 Conducting a study towards developing a guide to building resilient cities
 - 1) Developing the draft fragility curves in ground motion, storm/tsunami surge, wind and flood inundation (including duration)
 - a) Survey on relationships between hazard intensity and damages caused in the past natural disasters
 - b) Survey on resilience of existing infrastructures, legislative systems and engineering demand parameters that represents protection performance in the cities in ASEAN
 - c) Development of the draft fragility curves in ASEAN and making recommendations for further improvement
 - d) Development of the disaster risk assessment method applying the draft fragility curves in building resilient cities
 - e) Organizing a workshop to discuss and disseminate the results
 - 2) Study on check list on 1)DRR for land use and urban planning and 2)disaster response and countermeasures in the ASEAN urban cities
 - a) Study on evaluation items and indicators such as level of disaster information, level of dissemination of disaster risk information to residents, level of disaster response, level of urban planning and implementation of trainings

- b) Preparation of draft check list on 1)DRR for land use and urban planning and 2) disaster response and countermeasures in the ASEAN urban cities
 - f) Conducting a evaluation
 - g) Development of check list on 1)DRR for land use and urban planning and 2) disaster response and countermeasures in the ASEAN urban cities
 - h) Development of necessary actions by local governments and states to utilize the check list
 - i) Organizing a workshop on the result
- 3-4 Documentation of tools (Guidebook) which will be composed of (i) lessons from past disasters that affected cities; (ii) good practices on countermeasures for disasters in cities; and (iii) a guide to build resilient cities

8 Data/information to be needed for the Project Team

Both sides confirmed that necessary data/information with the Project Team will shall be provided from ACDM in timely manner by the coordination of the Representative from the ASEAN side.

9 Expenses of the meetings to be borne by JICA

JICA will bear the expenses for meetings as follows.

Project Steering Committee: Three (3) times

1. Explanation of Inception Reports,
2. Explanation of Progress Reports
3. Explanation of Draft Final Report

ASEAN Urban resilience Forum (seminar): two (2) times

1. At the middle of the project
2. At the end of the project

50 participants (4 persons from ten ASEAN Member States, 10 persons from ASEAN Secretariat and other partners)

Workshops: four (4) times

1. Listing of urban cities in ASEAN (Output 2)
2. Fragility curves (Output 3)
3. Checklist on DRR for land use and urban planning (Output 3)
4. Checklist on disaster response and countermeasures (Output 3)

50 participants (4 persons from ten ASEAN Member States, 10 persons from ASEAN Secretariat and other partners)

Participants will be consulted with the focal point/facilitator from the ASEAN side the Project manager and the Project manager shall recommend.

10 Reports

The Project Team will prepare and submit the following reports in English

1. Sixty (60) copies of Inception Report at the commencement of the first work

period in ASEAN

2. Sixty (60) copies of Progress report at the time of about 4 months after commencement of the first work period in ASEAN
3. Sixty (60) copies of Draft Final Report at the last work period in ASEAN
4. Sixty (60) copies of Final report within about one (1) month after the receipt of the comments on the Draft Final Report

Notes: 5 copies to each ten ASEAN Member State.

10 copies to ASEC, AHA Centre etc

Tools on building resilient cities (Guide book), long list of ASEAN cities, short list of priority cities for demonstration project, draft ToR of the demonstration project will be included in Final Report.

Tools on building resilient cities (Guide book) will be translated in local language and five (5) copies of local language version will be provided to ASEAN Member States if necessary.

Database of hazards, vulnerability risk including climate change projections of cities in ASEAN will be provided to Co-chairs of ACDM WG on Prevention and Mitigation, the ASEAN Secretariat and AHA Centre.

11 No duplication with ADB (Asia Development Bank) project

The ASEAN side explained that ADB project for urban resilience may be formulated out of the CN 18 under the AADMER Work Programme Phase 2 and there will be no duplication with the Project by JICA.

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Attached : tentative schedule





INDICATIVE WORKPLAN
[project name: Building Disaster and Climate Resilient Cities in ASEAN]
[proponent: JICA]
[implementation period: Around a year and a half]

Objective/Output	Planned Activities	Time-frame											
		1Q			2Q			3Q			4Q		
		1	2	3	1	2	3	1	2	3	1	2	3
Management of the Project	0. Organize Project Steering Committee meetings	x									x		
Objective 1													
Output 1 Establishment of a regional cross sector collaboration mechanism and formation of partnerships to increase urban resilience in ASEAN	1. Conduct of regional seminar and workshops							x			x		
	2. Communication through the network of the forum for promoting resilient cities				x	x	x	x	x	x	x	x	x
Objective 2													
Output 2 Evaluation of candidate cities and partnership and commitment building for Demonstration project on risk assessment of priority cities in ASEAN Member States	1. Listing urban centres and cities in ASEAN and gathering information				x	x	x	x	x				
	2. Development of the draft ToR of the demonstration Project									x	x	x	x
Objective 3													
Output 3 Development of tools on building resilient cities in ASEAN	1. Conduct a study on the result or progress of the Resilient Cities Campaign	x	x										
	2. Conduct a study on the lessons learned from past disasters and projects or programmes related to enhancing resilience of urban cities	x	x	x	x	x							
	3. Conduct a study towards developing a guide to building resilient cities				x	x	x	x	x	x	x	x	x
	4. documentation											x	x

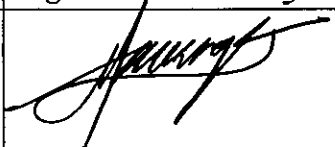
MINUTES OF MEETINGS
ON
THE SECOND MEETING OF THE PROJECT STEERING COMMITTEE
MEMBERS FOR
“BUILDING DISASTER AND CLIMATE RESILIENT CITIES IN ASEAN”

1. Date 3 December, 2015
2. Venue Royal Princess Hotel Larn Luang, Bangkok
3. Attendant and signature

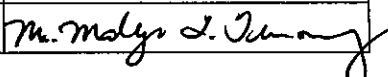
ASEAN Member States

	Position	Name	Signature
1	Deputy Director General of Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR	Mr. Vilayphong Sisomvang	
2	Director of Research and International Cooperation Bureau, Ministry of Interior, Thailand	Mr. Chainarong Vasanasomsithi	


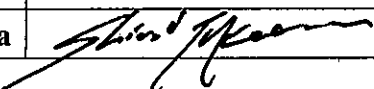
ASEAN Secretariat

	Position	Name	Signature
1	Senior Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Mr. Miguel Musngi	

AHA Centre

	Position	Name	Signature
1	Senior Officer, AHA Centre	Ms. Malyn Tumonong	

JICA Members

	Position	Name	Signature
1	Deputy Director, Disaster Risk Reduction Team 1, Global Environment Department, JICA	Mr. Yoichi Inoue	
2	Team Leader, JICA Project Team	Mr. Shinichi Fukasawa	

4. Confirmed contents
As attached

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ATTACHED DOCUMENT

1 Inception Report

Project Steering Committee members agreed the following items presented by the Project Team and accepted the Inception Report.

- Outline of the Project
- Basic Approach
- Work Flow
- Project Team Members
- Way Forward
- Request to Project Steering Committee members

2 Selection Criteria of Candidate Cities for Demonstration Project

Project Steering Committee members agreed the criteria of selecting cities for preparation of TOR on demonstration project in Output 2 of the Project, which was presented by the Project Team.

To select long listed cities, the following hazard risks including the climate change are to be applied.

- Flood: Flood Mortality Risk
- Cyclones/Typhoon wind
- Cyclones/Typhoon surge
- Earthquake: Earthquake Hazard
- Tsunami: Tsunami Hazard

To select middle listed cities, the following criteria are to be applied.

1) Proportion to National Population

2) Location of Industrial Agglomerated Areas

*Agriculture sector is to be addressed for the concerned AMS which emphasizes agriculture.

3) Location of Regional Infrastructure

*Locations of national road, high way, airport, seaport, power generation plant, key agricultural facilities

The Project Team will select the long listed cities and middle listed cities based on the

agreed criteria and discussion with each AMS. The Project Team will share the drafts of long list and middle list with Project Steering Committee members and National Project Coordinators from 10 ASEAN Member States, and finalize the lists through consultations to National Project Coordinators.

3 Project Steering Committee

The next Project Steering Committee for 1st Urban Resilience Forum will be held on late March 2016. The Project Steering Committee on Progress Report will be held on July 2016, to share the progress of the Project and confirm the forthcoming activities. The venues of the Project Steering Committees will be decided through coordination by ASEAN Secretariat.

4 Forum and Workshop

Project Steering Committee members agreed to hold the 1st Urban Resilience Forum and Workshop for Urban Information of ASEAN Cities on July 2016. The venues of the Forum and Workshop will be decided through coordination by ASEAN Secretariat.

5 National Project Coordinator of the Project in the ASEAN side

The ACDM Focal Points are requested to nominate National Project Coordinators of the Project from 10 ASEAN Member States and email the list of National Project Coordinators to JICA and the Project Team through ASEAN Secretariat by the end of December 2015. The Project Team will prepare brief presentation introducing the Project to be presented by the Co-Chairs of ACDM Working Group on Prevention and Mitigation during the 27th ACDM Meeting on 14th December 2015 in Phnom Penh, Cambodia.

6 Data/information to be needed for the Project Team

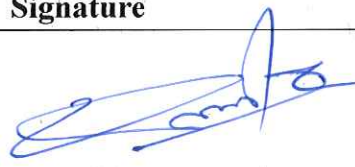


Project Steering Committee members agreed to support the data and information collection by the Project Team. The Project Team member, local consultants to be subcontracted with the Project Team, and local staff to be employed by the Project Team will work on data and information collection. National Project Coordinator for each ASEAN Member State will assist them and coordinate with the concerned government organizations for data and information collection including interview. ACDM Focal Points will assist the Project Team in case the Project Team meets difficulties in accessing to National Project Coordinators.

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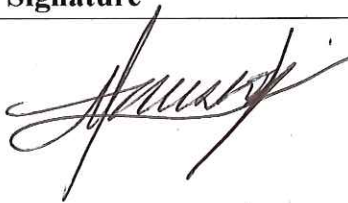
MINUTES OF MEETINGS
ON
THE THIRD MEETING OF THE PROJECT STEERING COMMITTEE
MEMBERS
FOR
“BUILDING DISASTER AND CLIMATE RESILIENT CITIES IN ASEAN”

1. Date 7 April, 2016
2. Venue Grande Centre Point Terminal 21, Bangkok
3. Attendant and signature


ASEAN Member States

	Position	Name	Signature
1	Director General of Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR	Mr. Prasong VONGKHAMCHANH	
2	Director of ASEAN Disaster Cooperation Division, Disaster Management and Climate Change Department, Ministry of Natural Resources and Environment, Lao PDR	Mr. Sivannakone Malivarn	
3	Director of Research and International Cooperation Bureau, Ministry of Interior, Thailand	Mr.Chainarong VASANASOMSITHI	


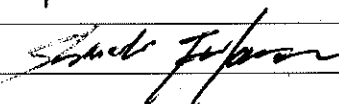
ASEAN Secretariat

	Position	Name	Signature
1	Senior Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Mr. Miguel Musngi	

AHA Centre

	Position	Name	Signature
1	Technical Officer, AHA Centre	Mr. Bachtiar Andy Musaffa	

JICA Members

	Position	Name	Signature
1	Acting Director, Disaster Risk Reduction Team 1, Global Environment Department, JICA	Mr. Yoichi Inoue	
2	Team Leader, JICA Project Team	Mr. Shinichi Fukasawa	

4. Confirmed contents

As attached

(End of the Document)

ATTACHED DOCUMENT

1 Progress of the Project

Project Steering Committee members confirmed the validity of the progress of the Project presented by the Project Team.

- Visits to AMS for discussing ASEAN Urban Resilience Forum and Middle Listed Cities for Demonstration Project on Output 2
- Progress of Data Collection Surveys for Middle Listed Cities conducted in eight AMS
- Nomination of NPCs of each AMS
- Middle List of Cities for Demonstration Project including the selection process

Project Steering Committee agreed to share the meeting report of the 3rd PSC Meeting to Singapore and Brunei Darussalam, and recommend their participation in the project by sharing best practices on building resilience in urban center.

- Action Line: Co-chairs of PSC to convey through a letter to Singapore and Brunei Darussalam

2 ASEAN Urban Resilience Forum

Project Steering Committee members agreed the preliminary idea of the ASEAN Urban Resilience Forum presented by the Project Team.

- Outline of ASEAN Urban Resilience Forum
- Preliminary Idea for ROADMAP
- Preliminary Idea for Annual Activities
- Possible bodies of Forum Secretariat
- Cooperation of UNISDR
- Draft Terms of ASEAN Forum Membership
- Concept Note of ASEAN Urban Resilience Forum
- Terms of Reference for Secretariat of ASEAN Urban Resilience Forum
- Agenda of 1st ASEAN Urban Resilience Forum

Project Steering Committee members agreed to proceed with the conduct of the 1st ASEAN Urban Resilient Forum in 28 July 2016 in Bangkok, Thailand. The committee requested the JICA Project Team to revise the Concept Note on ASEAN Urban

Resilience Forum by including the following:

- to identify specific thematic issue on DRR and CCA to be discussed during the Forum be revised to be more concise with clear activities;
- to link the conduct of the Forum with ADDM, under the leadership of ACDM Chair;
- to recommend the use of ADMER Fund as one optional sources to support the conduct of the Forum;
- recommended the AHA Centre to become part of the Forum Secretariat, together with ACDM Chair, WG on P&M;
- to indicate that four (4) participants from each AMS will be covered under the project;
- to consider inviting wider partners to the Forum such as CSOs, funding agencies, etc

3 Workshops

Project Steering Committee members agreed the preliminary idea of the Workshops to be held in the Project.

- Project Steering Committee members agreed that the Workshop will be decided during the 4th PSC Meeting, upon the completion of data collection.
- As for the participants, Project Steering Committee members agreed that one (1) representative from local government/local authorities in urban centres may be invited, and the Forum also expects the attendants of four (4) participants from each AMS. Additional invitation can be extended to representatives from CSOs and they can participate on the self-funding bases.

4 Way Forward

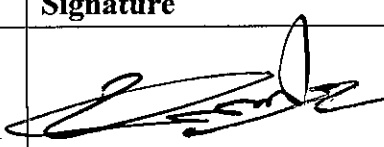


Project Steering Committee members agreed that the 4th Project Steering Committee for CN.18 and 2nd PSC Meeting for CN.20 will be held in one day back-to-back with the 1st ASEAN Urban Resilience Forum on 27-28 July 2016 in Bangkok, Thailand.

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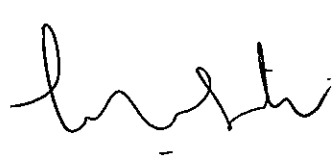

**MINUTES OF MEETINGS
ON
THE FOURTH MEETING OF THE PROJECT STEERING COMMITTEE
MEMBERS
FOR
“BUILDING DISASTER AND CLIMATE RESILIENT CITIES IN ASEAN”**

1. Date **27 July, 2016**
2. Venue **Pullman Bangkok Grande Sukhumvit, Bangkok**
3. Attendant and signature

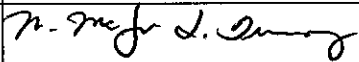
ASEAN Member States

	Position	Name	Signature
1	Director General of Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR	Mr. Prasong VONGKHAMCHANH	
2	Technical Officer of Department of Disaster Management and Climate Change, Ministry of Natural Resource and Environment, Lao PDR	Mr. Khatthaneth SENSATHITH	
3	Director of Research and International Cooperation Bureau, Ministry of Interior, Thailand	Mr. Chainarong VASANASOMSITHI	

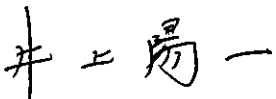
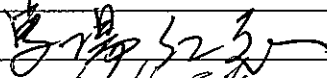

ASEAN Secretariat

	Position	Name	Signature
1	Technical Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Larasati INDRAWAGITA	
2	Technical Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Riena PRASIDDHA	

AHA Centre

	Position	Name	Signature
1	Senior Disaster Monitoring Analysis Officer, AHA Centre	Ms. Malyn TUMONONG	

JICA Members

	Position	Name	Signature
1	Acting Director, Disaster Risk Reduction Team 1, Global Environment Department, JICA	Mr. Yoichi INOUE	
2	Senior Advisor, JICA	Mr. Hitoshi BABA	
3	Team Leader, JICA Project Team	Mr. Shinichi FUKASAWA	

4. Confirmed contents

As attached

(End of the Document)

ATTACHED DOCUMENT

1 Progress of the Project

Project Steering Committee members confirmed the validity of the progress of the Project presented by the Project Team.

- Evaluation Criteria of 2nd Preliminary Risk Assessment to narrow down the Middle List to Short List; Hazard, Exposure and Capacity
- Output Image of Result on 2nd Preliminary Risk Assessment
- Structure of Draft TOR of Demonstration Project
- Progress of Data Collection Surveys for Middle Listed Cities conducted in eight AMS
- Output Image of development of Tools; Guidebook, Fragility Functions/Curve and Loss Exceedance Curve, Checklists

2 ASEAN Urban Resilience Forum

Project Steering Committee members agreed on the preliminary idea of the ASEAN Urban Resilience Forum presented by the Project Team as in attachment. The following issues will be reported to the ACDM Working Group on Prevention and Mitigation Meeting for consideration.

- ASEC and Host Countries(Co-Chairs) will be the Secretariat of the ASEAN Urban Resilience Forum.
- AHA Centre and international Organization will support the Secretariat of the ASEAN Urban Resilience Forum in planning and knowledge sharing
- Regarding funding source of budget, ASEC will confirm the criteria to utilize AADMER Fund and proposal format for concerned Fund
- JICA project team will share the Draft Concept Note of the ASEAN Urban Resilience Forum to ASEC, so that ASEC can check it based on the criteria of AADMER Fund

3 Database and Website Development

Project Steering Committee members agreed the main actor for Database and Website Administration would be AHA Centre.

4 Workshops

Project Steering Committee members agreed the outline of the 1st Workshop to be held

in the Project.

- Date and Venue will be decided by ASEC by 15th of August,2016
- Objectives of 1st Workshop is clarifying and sharing issues on building Resilient Cities in ASEAN, identifying the scope of Demonstration Project

5 Way Forward

Project Steering Committee members agreed that it would be preferable to hold the 5th Project Steering Committee for CN.18 in one day in December 2016, back-to-back with the 2nd - 4th Workshops.

Lao PDR expressed its willingness to host the above mentioned PSC Meeting and Workshops and will confirm the date and venue once the approval has been made by minister, in charge of disaster management.

(End of Document)

Possible body of Forum Secretariat (Based on discussion in 3rd PSC)

■ Opinion in 3rd PSC

- To recommend the AHA Centre to become part of the Forum Secretariat, together with ACDM Chair, WG on P&M

■ Proposed body and roles

Forum Secretariat

ASEC

Host
Countries
(Co-Chairs)

- To support the WG in the overall planning for the Forum
- Coordination with ACDM WG on P&M
- To be contact person for invitee and participants
Logistic arrangement

Support

AHA Centre

- To assist in Planning detailed subject of the Forum and provide information resource



International
Organization

- Knowledge sharing
- (Financial support)


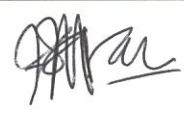
**MINUTES OF MEETINGS
ON
THE FIFTH MEETING OF THE PROJECT STEERING COMMITTEE
MEMBERS
FOR
“BUILDING DISASTER AND CLIMATE RESILIENT CITIES IN ASEAN”**

1. Date **07 December, 2016**
2. Venue **Hall 1, Lao Plaza Hotel, Vientiane, Lao PDR**
3. Attendant and signature


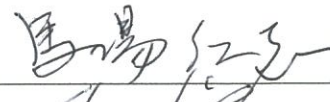
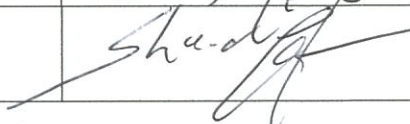
ASEAN Member States

	Position	Name	Signature
1	Deputy Director General of Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR	Mr. Vilayphong SISOMVANG	
2	Director of Research and International Cooperation Bureau, Ministry of Interior, Thailand	Mr. Chainarong VASANASOMSITHI	

ASEAN Secretariat

	Position	Name	Signature
1	Senior Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Pimvadee KEAOKIRIYA	
2	Technical Officer, Disaster Management and Humanitarian Assistance Division	Ms. Intani KUSUMA	

JICA Members

	Position	Name	Signature
1	Acting Director, Disaster Risk Reduction Team 1, Global Environment Department, JICA	Mr. Yoichi INOUE	
2	Senior Advisor, JICA	Dr. Hitoshi BABA	
3	Team Leader, JICA Project Team	Mr. Shinichi FUKASAWA	

4. Confirmed contents
As attached

(End of the Document)

ATTACHED DOCUMENT

1 Progress of the Project

Project Steering Committee members confirmed the validity of the progress of the Project presented by the Project Team.

- Results of the 1st ASEAN Urban Resilience Forum on July 28, 2016
- Open Facebook Account for CN.18 “ASEAN Disaster Resilient Cities”
- Visits to AHA Centre and ASEC for discussing website development on Output 1
- Visits to AMS for discussing Short Listed Cities and Candidate Cities for Demonstration Project on Output 2
- Results of Workshops for Trial Implementation on “Checklists for Urban Resilience” on Output 3

2 Project Period

Project Steering Committee (PSC) members agreed with the two (2) months extension of the Project period to June, 2017.

3 Output 1: Networking

(1) Fund for ASEAN Urban Resilience Forum

Project Steering Committee (PSC) members confirmed that continuous discussion about the fund should be made among PSC members during the rest of the Project's period, since possibility of utilization of AADMER Fund is limited.

Co Chairs proposed JICA to continue funding support in terms of project continuation and to become the leader for this project activity.

(2) Website Development

PSC members proposed that AHA Centre would play a role of Moderator to come up with the contents/information and check the validity of contents/information other stakeholders provide.

4 Output 2: Cities Selection and TOR for demo. Project

(1) Short Listed Cities and Candidate Cities

Project Steering Committee members confirmed the validity of the 2nd preliminary disaster risk assessment and agreed the shortlisted cities and candidate cities for the demonstration project.

(2) Draft TOR

Project Steering Committee members agreed that JICA Project Team (JPT) would prepare the draft TOR of the demonstration project for the candidate cities, based on the results of 1st and 2nd Workshops to be held on Dec. 8 and Dec. 9. Project Steering

Committee members suggested JPT to send the draft TOR to PSC members in mid February 2017, and present the draft TOR in the 6th Project Steering Committee meeting.

Project Steering Committee members agreed with preliminary idea of Draft TOR for demo. Project, which includes Outcome 1) Conducting Disaster Risk Assessment, 2) Identification of Planning and Development Issues and 3) Formulation of Action Plan and Guidelines. Outcome 4) Implementation of Pilot Activities and 5) Sharing Good Practice and Lessons Learnt should be conducted after the implementation of the demonstration project.

(3) Database Development

Project Steering Committee members recommended that JPT would discuss with AHA Centre continuously to secure the competency to incorporate into AHA Centre's system.

5 Output 3: Development of Tools

(1) Guidebook

Project Steering Committee members agreed that JPT would develop the outline of the guidebook based on the feedbacks from the participants of the 1st and 2nd Workshops with the harmonization with Checklists.

(2) Checklist

Project Steering Committee members agreed that JPT would elaborate the checklists for urban resilience based on the feedbacks from the participants of Workshops for Trial Implementation on "Checklists for Urban Resilience" and 3rd and 4th Workshops to be held in March 2017, existing tools/scorecards* as well as comments by JICA senior advisor. Project Steering Committee members also agreed the finalization process proposed by JPT.

* Local Government Self Assessment, Disaster Resilience Scorecard for Cities(UNISDR), Building Urban Resilience(World Bank), City Resilient Index(ARUP).

6 Workshops

JPT requested Co-chairs to support the selection of each AMS attendant from local authorities, in order to reflect the needs by local authorities.

7 Way Forward

Project Steering Committee members agreed that it would be preferable to hold the 6th Project Steering Committee for CN.18 coupled with the 4th Project Steering Committee for CN.20 on 1st March 2017, back to back with the 7th ACDM Working Group Meeting on Prevention and Mitigation on 2nd March 2017, and the 3rd – 4th Workshops on 3rd March 2017 in Bangkok, Thailand.

PSC members agreed that they would provide the opportunity for JPT to report the

Project progress at the 7th ACDM Working Group Meeting on Prevention and Mitigation on 2nd March 2017. Co Chairs also welcome JPT to present at the ACDM Partnership Meeting in April 2017.



Project Steering Committee members also agreed that the 7th Project Steering Committee for CN. 18 would be the final committee and held in one day in May 2017, back to back with the 2nd ASEAN Urban Resilience Forum. The further will be discussed in the next PSC meeting in Bangkok, Thailand.

(End of Document)



**MINUTES OF MEETINGS
ON
THE SIXTH MEETING OF THE PROJECT STEERING COMMITTEE
MEMBERS
FOR
“BUILDING DISASTER AND CLIMATE RESILIENT CITIES IN ASEAN”**

1. Date **01 March, 2017**
2. Venue **Pullman Bangkok Grande Sukhumvit, Bangkok, Thailand**
3. Attendant and signature


ASEAN Member States

	Position	Name	Signature
1	Deputy Director General of Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR	Mr. Vilayphong SISOMVANG	
2	Director of Research and International Cooperation Bureau, Ministry of Interior, Thailand	Mr.Chainarong VASANASOMSITHI	


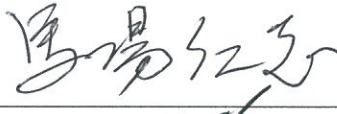

ASEAN Secretariat

	Position	Name	Signature
1	Senior Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Mr. Chandra Satriadi PUTRA	
2	Technical Officer, Disaster Management and Humanitarian Assistance Division	Ms. Intani KUSUMA	

AHA Centre

	Position	Name	Signature
1	Assistant Director of Operation, AHA Centre	Mr. Janggam Adhityawarma	

JICA Members

	Position	Name	Signature
1	Acting Director, Disaster Risk Reduction Team 1, Global Environment Department, JICA	Mr. Yoichi INOUE	
2	Senior Advisor, JICA	Dr. Hitoshi BABA	
3	Team Leader, JICA Project Team	Mr. Shinichi FUKASAWA	

4. Confirmed contents

As attached

(End of the Document)

5. ATTACHED DOCUMENT

1 Progress of the Project

Project Steering Committee members confirmed the validity of the progress of the Project presented by the Project Team.

- Future integration of ASEAN Urban Resilience Forum with ASEAN Urban Planners Forum (Output 1)
- Progress of Website Development (Output 1)
- Final results of candidate city for Demonstration Project (Output 2)
- Outline of Draft TOR for Demonstration Project (Output 2)
- Database developed by JPT (Output 2)
- Progress of developing Guidebook for Urban Resilience including Checklists

2 Output 1: Networking

(1) Website Development

JPT proposed to develop the website for CN18 through communicating with PSC members, but the direction of website development will be discussed on ACDM WG meeting on Prevention and Mitigation in March 2.

3 Output 2: Cities Selection and TOR for demo. Project

(1) Candidate Cities

Project Steering Committee agreed the final results of selecting shortlisted cities and candidate cities for the demonstration project.

(2) Draft TOR

Project Steering Committee members agreed that JPT would finalize the draft TOR of the demonstration project for the candidate cities based on the following comments.

- Since some countries (cities) have already conducted the risk assessment, the current status of the risk assessment for each candidate city should be clarified.
- The contents of the training module such as focusing points and target trainees should be clarified.
- Implementation agency should be divided into implementation agency and coordination agency.

Project Steering Committee members suggested JPT to present the draft TOR in the 7th Project Steering Committee meeting.

(3) Database

Project Steering Committee members suggested that JPT would check the copyright of data stored in the developed database.

4 Output 3: Development of Tools

(1) Guidebook

Project Steering Committee members agreed that JPT would present the guidebook in the 7th Project Steering Committee meeting. The members also agreed that JPT would submit the draft guidebook to National Project Coordinator of each AMS, PSC members to ACDM through ASEC for review and endorsement.

(2) Checklist

Project Steering Committee members agreed that JPT would elaborate the checklists for disaster risk management and resilient urban development based on the feedbacks from the 3rd and 4th Workshops to be held in March 3. The utilization of checklists will be discussed on Workshops to be held in March 3. The front page of the checklists should mention the advantages of the checklists.

5 2nd ASEAN Urban Resilience Forum

Project Steering Committee members agreed the draft agenda and target group of

- As for the agenda, Project Steering Committee members agreed that the following topics would be addressed.
 - Familiarization of ASEAN Disaster Management Framework
 - Overall outputs of CN18
 - Group Discussion on Utilization of Guidebook and Checklists produced in CN18
 - Practice of Building Resilient Cities in Indonesia
 - Lecture on Disaster Risk Reduction (Importance of Prevention and Mitigation)
 - Group Discussion on How to mainstream DRR in Urban Planning
- As for the participants, Project Steering Committee members agreed that the following four representatives should be invited.
 - one (1) representative in charge of urban planning from national government
 - one (1) representative in charge of disaster risk reduction from national government
 - one (1) representative in charge of urban planning from local government of secondary cities (candidate cities).

- one (1) representative in charge of disaster risk reduction from local government of secondary cities (candidate cities).
- Participation by national NGOs/NPOs, international organizations with self- fund is welcomed.
- JPT requested Co-chairs to request each AMS to follow the above requirement for the selection of the attendants, in order to have fruitful discussions.

6 Way Forward



Project Steering Committee members agreed that it would be preferable to hold the 7th Project Steering Committee for CN.18 in one day on 17 May 2017, back to back with the 2nd ASEAN Urban Resilience Forum on 18-19 May in Denpasar, Indonesia.

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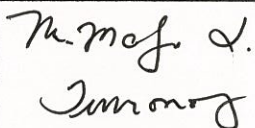

**MINUTES OF MEETINGS
ON
THE SEVENTH MEETING OF THE PROJECT STEERING COMMITTEE
MEMBERS
FOR
“BUILDING DISASTER AND CLIMATE RESILIENT CITIES IN ASEAN”**

1. **Date** 6 July, 2017
2. **Venue** Pullman Bangkok Grande Sukhumvit, Bangkok, Thailand
3. **Attendant and signature**


ASEAN Member States

	Position	Name	Signature
1	Deputy Director General of Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR	Mr. Vilayphong SISOMVANG	
2	Director of Research and International Cooperation Bureau, Ministry of Interior, Thailand	Mr. Chainarong VASANASOMSITHI	


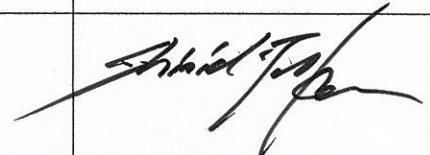
ASEAN Secretariat

	Position	Name	Signature
1	Head, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Malyn TUMONONG	
2	Technical Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Intani KUSUMA	

AHA Centre

	Position	Name	Signature
1	Emergency Preparedness & Response Officer, AHA Centre	Mr. Yos MALOLE	

JICA Members

	Position	Name	Signature
1	Deputy Director, Disaster Risk Reduction Team 1, Global Environment Department, JICA	Mr. Atsushi SOMA	
2	Team Leader, JICA Project Team	Mr. Shinichi FUKASAWA	

4. Confirmed contents

As attached

(End of the Document)

5. ATTACHED DOCUMENT

1 Progress of the Project

Project Steering Committee (PSC) members confirmed the validity of the main points of Draft Final Report presented by the JICA Project Team (JPT), and accepted the Draft Final Report.

- Report of ASEAN Urban Resilience Forum (Output 1)
- Future road map and main outputs of Future ASEAN Urban Resilience Forum (Output 1)
- Contents of Website (Output 1)
- Process of City Selection for Candidate Cities (Output 2)
- Draft TOR for Demonstration Project (Output 2)
- Database developed by JPT (Output 2)
- Progress of developing Guidebook for Urban Resilience including Checklists (Output 3)

2 Inclusion of Implementation Phase of Demonstration Project into the Project

(1) Confirmation of Conditions to Include Implementation Phase into the Project

PSC Members agreed the inclusion of the implementation phase of demonstration project for two cities into the Project and extension of the Project period tentatively by end of March, 2018. PSC Members agreed the necessity of commitment covered assigning counterpart personnel and their roles, counterpart fund (salary), providing necessary data and information, etc.

(2) Necessary Actions

PSC Members agreed that the following actions are necessary to decide the inclusion of implementation phase into the Project.

1) Clarification of Necessary Activities and Preparation by Government in AMS

JPT elaborates the draft TOR by clarifying necessary activities executed by local government and national government, necessary inputs and cost for the activities shouldered by the local government and national government, and implementing structure.

2) Confirmation of Willingness and Availability

JPT asks the willingness, availability including data management and counterpart's funding through NPC of possible two candidate cities, and send the draft TOR and supporting documents to PSC members by August, 2017.

3) Selecting Two Target Cities and Agreement

JPT proposes the ranked list of the candidate cities to Co-chairs of ACDM WG on Prevention and Mitigation. Co-chairs report to the WG members the two candidate cities in September, 2017.

ASEC will confirm the proper procedure with regards to the implementation of the

demonstration project by 8th PSC Meeting in September, 2017.

3 Actions for Sustainable Use of CN18 Outputs

(1) ASEAN Urban Resilience Forum

PSC Members reviewed the results of the 1st and 2nd ASEAN Urban Resilience Forums and learned that sharing practices for building urban resilience by each participated AMS motivated participants from AMS.

PSC Members agreed that NPCs of Lao PDR and Thailand would involve in the preparation and operation of ASEAN Urban Resilience Forum to be held in the demonstration project, based on the structure discussed in the 7th PSC meeting.

(2) Website and Facebook

Co-chairs and ASEC recognized the necessity of Website and Facebook as the tools for sharing knowledges and experiences for building urban resilience. PSC Members proposed that AHA Centre would manage both Website and Facebook as their mandate in future when they have the capacity. JPT send necessary resources such as cost and technical information of AURF website to ASEC by 30 July, 2017. JPT delivers the package of Website and Facebook including manuals for updating to the receiver by end August, 2017. .

(3) Guidebook

Co-chairs and ASEC will work towards endorsement of the Guidebook by the ACDM in October, 2017. ASEC will then facilitate the circulation of the Guidebook to ACDM Focal Point for socialization and familiarization. During the Demonstration Project Phase, AURF will be held where Guidebook shall be socialized. Project Steering Committee agreed that JPT would submit the English version of the guidebook to National Project Coordinator (NPC) of each AMS through ASEC. NPC will introduce the appropriate translators to JPT.

(4) Overall

PSC Members agreed that monitoring and evaluation as well as taking necessary actions on output of CN 18 such as Guidebook and Checklist would be discussed in every ACDM WG on Prevention and Mitigation. PSC Members also agreed on how to monitor and evaluate would be discussed in coming ACDM WG meeting on Prevention and Mitigation on 7 September, 2017. JPT will present the idea of the monitoring and evaluation in the meeting.

4 Way Forward

(1) Delivery of Comments on the Draft Final Report

PSC members agreed to deliver the comments on the Draft Final Report to JPT by July 21, 2017. JPT will send the Draft Final Report through Internet and request National

Project Coordinators of eight AMS besides Lao PDR and Thailand to deliver the comments to JPT by 21 July, 2017. JPT shall show the parts to be reviewed by PSC Members and NPC. JPT will examine and respond all comments and questions on the report from PSC members and the NPCs, and submit Final Report by the end of March, 2018. The deadline of the comments is subject to change.

(2) Next Project Steering Committee Meeting

It would be preferable to hold the 8th Project Steering Committee for CN.18 in half day on 4 September 2017, back to back with the Project Steering Committee for CN20 in Bangkok, Thailand.

(End of Document)



**MINUTES OF MEETINGS
ON
THE EIGHTH MEETING OF THE PROJECT STEERING COMMITTEE
MEMBERS
FOR
“BUILDING DISASTER AND CLIMATE RESILIENT CITIES IN ASEAN”**

1. Date 4 September, 2017
2. Venue Pullman Bangkok Grande Sukhumvit, Bangkok, Thailand
3. Attendant and signature

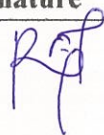
ASEAN Member States

	Position	Name	Signature
1	Deputy Director General of Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR	Mr. Vilayphong Sisomvang	
2	Director of Research and International Cooperation Bureau, Ministry of Interior, Thailand	Mr. Chainarong Vasanasomsithi	
3	Deputy Director, Disaster Management Division, Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR	Ms. Vilmala Khounthlangsy	
4	Senior policy and Plan Analyst, Department of Disaster Prevention and Mitigation, Ministry of Interior, Thailand	Mr. Saharat Wongsakulwiwat	
5	Policy and Plan Analyst, Department of disaster Prevention and Mitigation, Ministry of Interior, Thailand	Mrs. Suttapak Suksabai	

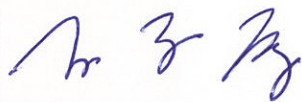
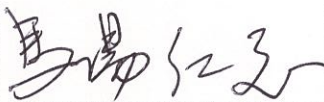
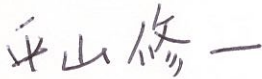

ASEAN Secretariat

	Position	Name	Signature
1	Senior Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Pimvadee Keakiriya	
2	Technical Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Intani Kusuma	

AHA Centre

	Position	Name	Signature
1	Preparedness and Response Officer	Ms. Agustina Tnunay	

JICA Members

	Position	Name	Signature
1	Deputy Director, Disaster Risk Reduction Team 1, Global Environment Department, JICA	Mr. Atsushi Soma	
2	Senior Advisor, JICA	Dr. Hitoshi Baba	
3	Project Formulation Advisor, JICA Indonesia	Mr. Suichi Hirayama	
3	Team Leader, JICA Project Team	Mr. Shinichi Fukasawa	

4. Confirmed contents

As attached

(End of the Document)

5. Attached Documents

5.1 Overall

1. Project Period

Project Steering Committee (PSC) agreed to extend the Project period till end of June 2018 to conduct the demonstration project, which was approved in the initial project proposal (2014) and to convene the third ASEAN Urban Resilience Forum (AURF). The tentative schedule of the additional activities is attached hereto (or in Annex 1).

2. Second Inception Report for Demonstration Project

JICA Project Team on CN18 (JPT) distributed and presented the second inception report during the meeting. JPT requested PSC to provide comments/inputs by September 18, 2017. JPT are requested to incorporate all comments/finalize the report for final review by September 30, 2017.

5.2 Additional Activities during the extended Period

Demonstration Project

1. Draft TOR

JPT informed PSC of the revised draft TOR. The revision includes key activities and inputs by National Government and Local Government and the implementation structure based on comments/inputs received during the 7th PSC

2. Selection of Two Target Cities

PSC recommended that JPT present the “Ranking of Selecting Target Cities for the Demonstration Project” during the ACDM WG on P&M on September 7, 2017 for the selection of the two target cities for the demonstration project.

3. Roles and Inputs of Key Stakeholders

PSC agreed to consult with National Disaster Management Organization (NDMO) of the selected target cities upon approval of WG-P&M during the 8th ACDM WG-P&M. Roles and inputs by key stakeholders are further elaborated in Annex 2. JPT will further discuss the roles and responsibilities of counterpart staffs and NDMOs of the selected cities.

4. Actions to be taken to start the implementation

PSC requested ASEC to consult with Co-Chairs and Members of WG-P&M on the official procedures required to start the demonstration project during the WG Meeting on P&M on September 7, 2018. JPT will take further actions by following the procedures confirmed in the meeting by the end of September 2017.

ASEAN Urban Resilience Forum

1. Responsible Organizations and their Roles

PSC recommended the following Parties for organizing the ASEAN Urban Resilience Forum (AURF) with detailed roles as follows:

No.	Responsible Organization	Roles
1	ASEC	- To facilitate the distribution of invitation and support the secretarial works
2	Co-chairs (Lao PDR)	- To guide the modality of the workshop/forum arrangements - To report progress during the ACDM Meeting
3	Co-chairs (Thailand)	
4	Host country	- To prepare agenda of the forum in coordination with Co-Chairs and ASEC - To arrange logistic - To arrange schedule/venue
5	Partner	- To provide resources to support the activities of AURF

2. Preparation for the 3rd AURF

PSC noted the suggestion for Co-Chairs to develop the 3rd AURF Plan as a trial of sustainable implementation with support of JPT on the zero draft. The Plan will be presented during the 9th PSC Meeting.

5.3 Follow-up Activities

1. Website and Facebook

Co-Chairs re-confirmed the necessity of both the Website and Facebook as tools for knowledge sharing. PSC agreed that Co-chairs and ASEC would seek for a possible responsible organization for maintenance and updating of both platforms. Possible engagement would be made either through WG-KIM, AHA Centre or other partners of WG-P&M. JPT requested Co-Chairs and ASEC to decide by the next PSC Meeting. The above would be further discussed during the 8th ACDM Working Group Meeting on Prevention and Mitigation for web hosting and maintenance.

2. Guidebook

Endorsement

JPT presented the updated version of the Guidebook with incorporated comments from AMS. PSC requested JPT to send the soft copy version with tracked changes for final review.

ASEC will facilitate the process in seeking ACDM approval through ad-referendum endorsement by September 22, 2017. This will further be included in Co-Chairs Report to the ACDM Meeting in October, 2017, and further included in the ACDM Chair Report at the 5th AMMDM for endorsement on 19th October 2017 in Luang Prabang, Lao PDR.

Translation of Guidebook

Following the ad-referendum endorsement of the ACDM, JPT will start the translation of the Guidebook. ASEC will provide JPT with the list of recommended translator/translating companies for the 7 languages for further procurement process.

3. Monitoring CN 18 Outputs

JPT reported that the project has yet to develop monitoring and evaluation tool/method on the utilization of CN18 Outputs. PSC requested JPT to present on this in the next PSC Meeting.

5.4 Way Forward





























PSC Members agreed that the 9th Project Steering Committee for CN.18 to be held on December 2017, back to back with the Project Steering Committee for CN20 in Jakarta, Indonesia.

The tentative agenda will include:

- Progress report of the demonstration project
- Work plan for the 3rd ASEAN Urban Resilience Forum
- Follow-up activities as mentioned in 3. (1) to (3)

(End of Document)

ANNEX 1: Work Schedule for Demonstration Project

Task No.	Work Item	2017					2018					
		8	9	10	11	12	1	2	3	4	5	6
0	Preparatory Works in Japan											
1	Establishment of Implementation System for Demonstration Project											
	a) Selection of project members of each target country who will implement, supervise and conduct decision making of the project											
	b) Selection of project personnel (counterpart) of each target city											
	ASEAN Level (including Assistance in Planning and Impementation of Forum)											
	Country Level											
	Regional/City Level											
2	Review and Analysis of Current Situation											
a)	Review and selection of data on i) legal system and policy on disaster prevention/mitigation and urban planning in the target country, ii) natural conditions such as meteorology, hydrology and geology of the target city, iii) social and economic conditions, iv) past disasters, v) existing disaster prevention/mitigation plan, urban plan and land use plan, which will be required for Task 3: Preliminary Disaster Risk Assessment and for Task 4: Preparation of Action Plan											
	b) Assistance in collection of the above necessary data and information, and compilation of data/data base which will be carried out by the counterpart of each target city											
	c) Assistance in works by officials involved in the target city, including the counterpart, who will analyze implementation status of works toward urban resilience in the target city, using checklist created in Output 3, and analyze/clarify priority issues and achievement target in the demonstration project											
3	Preliminary Disaster Risk Assessment											
a)	Assistance in works by counterpart on overlay of existing hazard information with urban facilities using free GIS software "QGIS" to identify areas with high risk of exposure and to extract urban facilities with risk of exposure											
	b) Assistance in preparing simple manuals and tutorials											
4	Preparation of Action Plan											
a)	Assistance in preparation of "Action Plan for Improvement of Disaster Management and Improvement of Land Use Plan" for each target city utilizing "ASEAN Urban Resilience Checklist" and results of Task 3: Preliminary Disaster Risk Assessment											
	b) Verification of the checklist for other local government officials to use it effectively to other cities in the future, and necessary improvement of the checklist											
	c) Clarification of conditions to utilize the action plan for city/municipal officials who implement measures for urban resilience based on the action plan after the demonstration project											
5	National Workshop (1 day, 40 participants)											
6	Third ASEAN Urban Resilience Forum											
	Report											
	PSC											

ANNEX 2

1. Necessary Inputs by National Government:

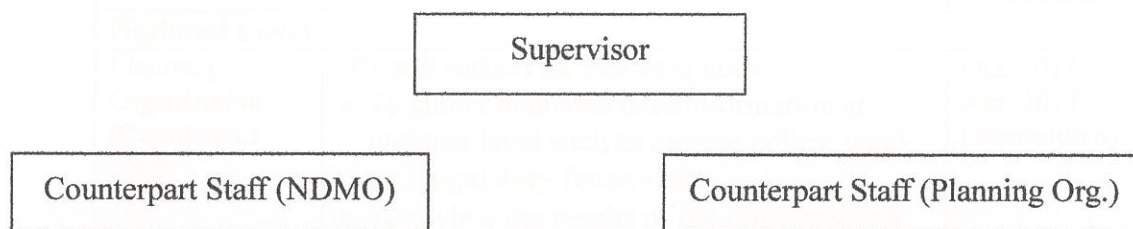
- 1) Service of Supervisors
NDMO staff for each AMS to supervise, coordinate, and make decisions on the demonstration project
- 2) Service of Counterpart Staff (CP)
CPs from NDMO and Urban Planning Dept.
- 3) Available Data/Information
National policy and regulation, available data at national level which cannot obtain at local level in the following areas.
 - Natural conditions
 - Hazard data
 - Socio-economic indicators
 - Relevant plans and projects
 - Institutional framework and organization

2. Necessary Inputs by Local Government:

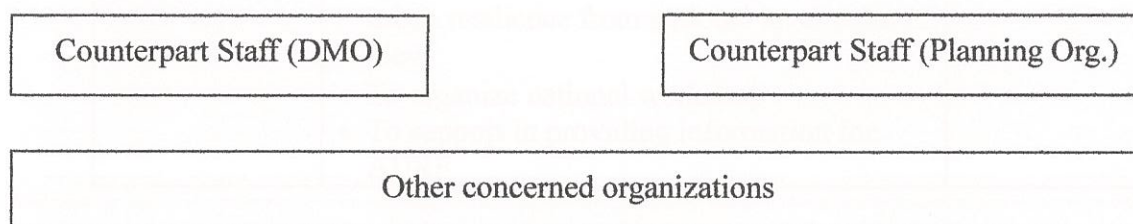
- 1) Services of Counterpart Staff (CP) to work with JPT
CPs from DMO and Planning Organization
- 2) Services of other concerned organizations for input
(in implementing checklist, developing action plans)
- 3) Support
Provision of Small Working Space (2 seats) for JPT at target city
- 4) Available Data
 - Natural conditions
 - Hazard data
 - Socio-economic indicators
 - Relevant plans and projects
 - Institutional framework and organization

3. Key Stakeholders for Demonstration Project

1) National Level



2) Local Level



4. Tasks by Supervisor (NDMO)

	Task	Assignment Period	Estimated Input
National Level			
NDMO (Supervisor) <i>(NPC can be the supervisor)</i>	<i>JPT will support the following tasks.</i> <ul style="list-style-type: none"> To supervise, coordinate, and make decisions on the demonstration project 	Oct. 2017-Apr. 2018 (intermittent)	0.5 month

5. Tasks by Counterpart Staff at National Level (NDMO)

	Task	Assignment Period	Estimated Input
National Level			
NDMO (Counterpart Staff) <i>(NPC can be the supervisor)</i>	<i>JPT will support the following tasks.</i> <ul style="list-style-type: none"> To gather available data/information at national level such as current policy, legal and regulatory framework To review the results of the implementing the checklists to seek the possibilities to apply them to national checklist system. To draft “technical note” for issues on urban resilience from national level point of view To organize national workshop To support in providing information for AURF 	Oct. 2017-Apr. 2018 (intermittent)	0.5 month

8. Tasks by Counterpart Staff at Local Level (Planning Org.)

	Task	Assignment Period	Estimated Input
Local Level			
Planning Organization (Counterpart Staff)	<i>JPT will support the following tasks.</i> <ul style="list-style-type: none"> • To gather available data/information at city level • To implement "Checklist" • To draft "technical note" for issues on urban resilience and potential actions. • To conduct preliminary disaster risk assessment with free GIS software • To develop action plan for improvement and/or development of the land use and urban development plan • To organize national workshop • To present the experience of the demonstration project at national workshop and AURF 	Oct. 2017-Apr. 2018 (intermittent)	4 months

9. Tasks by other concerned organization at Local Level

	Task	Assignment Period	Estimated Input
Local Level			
Other Concerned Organizations (economy, infrastructure, health, education, tourism, etc.)	<i>JPT will support the following tasks</i> <ul style="list-style-type: none"> • To support gathering available data/information at city level • To implement "Checklist" with CP • To develop action plan for improvement and/or development of contingency plan, and the land use and urban development plan with CP • To attend National Workshop 	Oct. 2017-Apr. 2018 (intermittent)	3 days

10. Working Period for Counterpart Staff (CP)

During JPT Members attendance in the Project area, **CPs in Local government** are required to be contributed to the Project. When JPT Members have the site visit, and lecture, CPs are required to join. **CPs in National government** are not required to be the Project area all the time, but the discussion and information are requested to provide timely.



During JPT Members absence in that area, JPT ask **CPs in Local government** to continue working with the assignment JPT prepared. **CPs in National government** are required to support CPs in the local government by communicating with JPT Members by mail.

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**MINUTES OF MEETINGS
ON
THE NINTH MEETING OF THE PROJECT STEERING COMMITTEE
MEMBERS
FOR
“BUILDING DISASTER AND CLIMATE RESILIENT CITIES IN ASEAN”**

1. **Date** 15 November, 2017
2. **Venue** Borobudur Hotel Jakarta, Jakarta, Indonesia
3. **Attendant and signature**

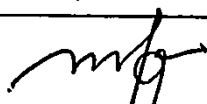
ASEAN Member States

	Position	Name	Signature
1	Deputy Director General of Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR	Mr. Vilayphong Sisomvang	
2	Director of Research and International Cooperation Bureau, Ministry of Interior, Thailand	Mr. Saharat Wongsakulwiwat	

ASEAN Secretariat

	Position	Name	Signature
1	Technical Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Intani Kusuma	

JICA Members

	Position	Name	Signature
1	Deputy Team Leader, JICA Project Team (CN18)	Mr. Makine Kusano	

4. **Confirmed contents**
As attached

(End of the Document)

5. Attached Documents

5.1 Progress of the Demonstration Project

JICA Project Team on CN18 (JPT) reported the progress of the Demonstration Project to PSC during the meeting. PSC members and Co-Chairs confirmed the progress of the Demonstration Project for Luang Prabang in Lao PDR and Denpasar in Indonesia regarding to the establishment of each coordination and implementation body at the national level and local level.

PSC members also discussed and agreed active participation by Co-chairs to each demonstration project such as National Workshop presentation as one of the most highlighted activities of the Demonstration Project.

5.2 Follow-up Activities to Ensure Sustainability of CN18 Outputs

1) ASEAN Urban Resilience Forum (AURF)

Further actions to be taken by the 10th PSC meeting for the 3rd AURF

PSC members agreed that the following actions would be taken by the responsible organizations of PSC, Co-chairs and ASEC.

- Zero draft plan for the 3rd AURF prepared by JPT would be submitted to Co-Chair and ASEAN Secretariat for comments and to be presented at the 10th PSC on 21st December 2017.
- PSC members proposed Lao PDR as the candidate to host the 3rd AURF.
- PSC members also confirmed that ASEC would facilitate the distribution of invitation and support the host country in hosting the 3rd AURF.
- Co-chairs would report activities of the 3rd AURF to ACDM-WG on the fourth quarter of the year of 2018.
- PSC member confirmed that the funding resource for the 3rd AURF will be provided by JPT.

For sustainable ASEAN Urban Resilience Forum

PSC members confirmed the current status of activities including discussions on the Terms of AURF and the Concept Note proposed by JPT for future ASEAN Urban Resilience Forum. PSC members agreed that JPT would resend those materials by the next week to ASEC and Co-Chair for discussion and decision of issues on management and operation of AURF in the 10th PSC meeting.

2) Sustainability of CN18 Outputs

Website

PSC members proposed to the JPT to further discuss with AHA Centre on the content

of website and other technical issues related to the website maintenance.

Guidebook

ASEAN Secretariat informed the PSC members that the Guidebook is currently undergoing internal review within ASEAN Secretariat. ASEAN Secretariat will update PSC members on comments received by the relevant sectors after 20 November 2017.

ASEAN Secretariat agreed to provide the list of recommended translator/translating companies for the 8 languages of the Guidebook to JPT by the 25 November 2017.

Monitoring CN 18 Outputs

PSC members agreed that the JPT will present Monitoring and Evaluation methodology for CN 18 for the next 10th PSC Meeting.

5.3 Way Forward

PSC Members agreed that the 10th Project Steering Committee for CN.18 be held on 21st December 2017, back to back with the Project Steering Committee for CN20 in Bangkok, Thailand.

The tentative agenda will include:


- Progress report of the demonstration project in terms of activities performance and capacity review for data collection, checklist implementation at the stage of November and December 2017.
- Work plan for the 3rd ASEAN Urban Resilience Forum
- Further actions for sustainable use of CN 18 Outputs as mentioned in 5.2 (1) to (2)

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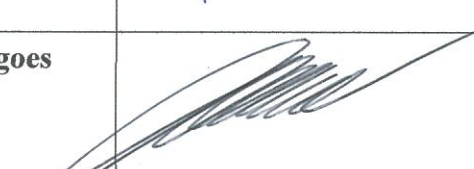
MINUTES OF MEETINGS
ON
THE TENTH MEETING OF THE PROJECT STEERING COMMITTEE
MEMBERS
FOR
“BUILDING DISASTER AND CLIMATE RESILIENT CITIES IN ASEAN”

1. Date 21 December, 2017
2. Venue Sukosol Hotel, Bangkok, Thailand
3. Attendant and signature


ASEAN Member States

	Position	Name	Signature
1	Director of Research and International Cooperation Bureau, Dept. of Disaster Prevention and Mitigation, Ministry of Interior, Thailand	Mr. Saharat Wongsakulwiwat	

ASEAN Secretariat


	Position	Name	Signature
1	Technical Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Intani Kusuma	
2	Secretary, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Jeannie Kiagoes	

AHA Centre

	Position	Name	Signature
1	Assistant Director Operations Preparedness and Response	for Mr. Janggam Adhityawarma	

(join through Skype meeting)

JICA Members

	Position	Name	Signature
1	Team Leader, JICA Project Team	Mr. Shinichi Fukasawa	

4. Confirmed contents

As attached

(End of the Document)

5. Attached Documents

5.1 Demonstration Project

(1) Progress of Demonstration Project

JICA Project Team (JPT) reported the progress of the Demonstration Project including achievement, issues, and upcoming activities to PSC members. PSC members took notes the progress of the project and recognized the significance of the Demonstration Project from the following viewpoints.

- Sharing experience to overcome obstacles that other cities in ASEAN will encounter.
- Sharing good practice to coordinate among the concern government organizations for building resilient city.

(2) Roles of Co-chairs in the Demonstration Project

PSC members suggested the Co-chairs to facilitate the dissemination of the outcomes of the demonstration project through the ACDM-WG meeting on Prevention and Mitigation (P&M). In this regard, Co-Chairs and PSC members would encourage participation in the 3rd ASEAN Urban Resilience Forum and grasp the outcomes of the demonstration project of the two cities. PSC members requested JPT to prepare a keynote of the Demonstration Project including sequences, issues and the outcome before the next ACDM-WG meeting on P&M.

5.2 Follow-up Activities to Ensure Sustainability of the Project Outputs

(1) ASEAN Urban Resilience Forum (AURF)

1) 3rd ASEAN Urban Resilience Forum

PSC members noted the following basic framework of the 3rd ASEAN Urban Resilience Forum in the revised draft, which has been developed based on Zero draft plan drafted by JPT and elaborated by Host Country (Lao PDR).

- Objectives:
 - 1) Sharing of Experience and Lessons Learnt obtained from the Demonstration Project
 - 2) Developing Workable Measures for Utilization of Guidebook for Building Resilient Cities and ASEAN Urban Resilience Check List
- Target Participants:

National level officials of National Disaster Management Organization and Urban Planning Organization from each AMS, who have power to execute the measures /actions to be developed in the forum (Local level officials will be invited from

Denpasar City and Luang Prabang Province for sharing the outcomes of the demonstration project) and the possible trainers from each AMS.

- Date (Tentative) and Venue: May 8-9, 2018 at Luang Prabang, Lao PDR

PSC members noted that Co-chairs would share the outline of the 3rd ASEAN Urban Resilience Forum and request active participation by the AMS during the ACDM-WG meeting on P&M in March 2018. PSC members also noted that Host Country (Lao PDR) would prepare the forum such as finding venue, coordinating with the stakeholders in Lao PDR.

PSC members proposed that the other workshop for TOT (Training of Trainer) shall be conducted for ensuring utilization of the Guidebook including Checklist to be disseminated. JPT shall consult the proposal to JICA.

2) For sustainable ASEAN Urban Resilience Forum

PSC members noted that the ASEAN Urban Resilience Forum (ASEAN Urban Planners Forum) would be continued in future, for promoting knowledge and experience sharing towards building resilient cities in ASEAN among the stakeholders of each AMS. PSC members proposed to take the following measures for continuing the forum.

- Finding the budget source
- Synergizing with other activity under AADMER program 2016-2020

PSC members will send comments of the materials consisting of Concept Note, Term, Action Plan for ASEAN Urban Planners Forum to JPT within 2 (two) weeks and JPT will revise and submit it to ASEC. ASEC will distribute to ACDM-WG on P&M for endorsement.

(2) Website and Facebook

1) Website

PSC members noted the result of the discussion between AHA Centre and JPT, in which AHA Centre proposed that each AMS is requested to provide the information to AHA Centre for web updating. Therefore the Co-Chairs will issue a request letter to ACDM to provide the information accordingly.

AHA Centre confirmed to provide a technical guideline to update the content of the website which should be limited to the project activity. The technical guideline will be disseminated in the 3rd AURF.

2) Facebook

PSC members noted the differences between Facebook and the website, for the time being will keep the Facebook informally.

(3) Guidebook

PSC members noted the current status and schedule towards distribution in the 3rd ASEAN Urban Resilience Forum.

ASEC agreed to check the revised contents and send the list of translators within this month, December 2017. ASEC also agreed to facilitate the process for ad referendum endorsement by the ACDM.

For design options proposed by JPT, PSC members preferred #4 and requested JPT to revise logo position of ASEC.

(4) Project Monitoring and Evaluation

PSC members noted the necessity of the project monitoring and evaluation tool and proposed that the methodology would be discussed in next ACDM-WG meeting on P&M.

5.3 Way Forward

(1) 11th Project Steering Committee

PSC Members noted that the 11th Project Steering Committee meeting would be held on May 2018, tentatively in Bangkok.

The tentative agenda will include:

- to examine the results of 3rd ASEAN Urban Resilience Forum
- to discuss and agree overall outputs of the Project to be compiled in Draft Final Report (2)
- to discuss ways to enhance outputs of the Project after the project


(2) Discussion between each PSC member and JPT

JPT proposed to have discussion with each PSC member (Co-chairs, ASEC, AHA Center) for following up the actions mentioned in 5.2 and 5.3 (1) and (2), during the demonstration project period.

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*The Meeting Minutes has been reviewed and approved by Co-Chairs (Lao PDR).

ASEAN Member States


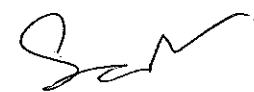
	Position	Name	Signature & Date
1	Deputy Director General, Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR	Mr. Vilayphong Sisomvang	

End


**MINUTES OF MEETINGS
ON
THE ELEVENTH MEETING OF THE PROJECT STEERING COMMITTEE
FOR
“BUILDING DISASTER AND CLIMATE RESILIENT CITIES IN ASEAN”**

1. Date **19 July 2018**
2. Venue **Luang Prabang, Lao PDR**
3. Attendant and signature

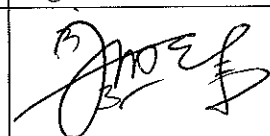
ASEAN Member States

	Position	Name	Signature
1	Deputy Director General of Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR	Mr. Vilayphong SISOMVANG	
2	Director of Research and International Cooperation Bureau, DDPM, Ministry of Interior, Thailand	Mr. Saharat WONGSAKULWIWAT	

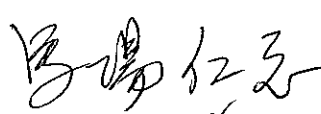
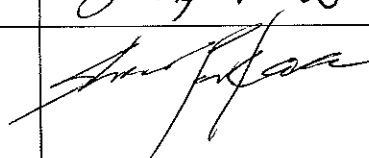
ASEAN Secretariat

	Position	Name	Signature
1	Senior Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Mr. Chandra Satriadi Putra	

AHA Centre

	Position	Name	Signature
1	Senior Officer, Disaster Monitoring and Analysis, AHA Centre	Dr. Mizan Bustanul Fuady Bisri	

JICA Members

	Position	Name	Signature
1	Senior Advisor, JICA	Dr. Hitoshi BABA	
2	Team Leader, JICA Project Team	Mr. Shinichi FUKASAWA	

4. Confirmed contents

As attached

(End of the Document)

5. ATTACHED DOCUMENT

1 Progress of the Project

Project Steering Committee (PSC) members confirmed the validity of the main points of Draft Final Report (2) presented by the JICA Project Team (JPT), and accepted the Draft Final Report (2), covering the following items.

[Phase 1: Establishment of Project Implementation Framework]

- Report of 1st-2nd ASEAN Urban Resilience Forum (Output 1)
- Future road map and main outputs of Future ASEAN Urban Resilience Forum (Output 1)
- Contents of Website and Facebook (Output 1)
- Process of City Selection for Candidate Cities (Output 2)
- Draft TOR for Demonstration Project (Output 2)
- Database developed by JPT (Output 2)
- Guidebook for Urban Resilience including Checklists (Output 3)

[Phase 2: Implementation of Demonstration Project]

- Report of Demonstration Project in Luang Prabang, Lao PDR
- Report of Demonstration Project in Denpasar, Indonesia
- Report of 3rd ASEAN Urban Resilience Forum

[Phase 1 and Phase 2]

- Conclusion and Recommendation

2 Discussion in ACDM on CN18

ASEC updated the PSC meeting that the 32nd ACDM meeting held in Malaysia on June 26, 2018, endorsed the Guidebook for Urban Resilience.

3 Actions for Sustainable Use of CN18 Outputs

(1) ASEAN Urban Disaster Resilience Forum

PSC Members agreed that ACDM WG on P&M would continue making efforts to hold the forum after this, through finding the funding source of the future forum and re-organizing the framework of the future forum such as objectives, function, target groups, etc. by referring the concept note, terms, action plan drafted by JPT.

(2) Website and Facebook

1) Website

PSC Members agreed that AHA Centre would technically manage the website developed in the project and Co-chairs through ASEC would request each AMS to provide information of the related activities for urban resilience as articles of the website, following the agreed AURF website contents submission guideline. PSC Members advised JPT and AHA Centre to upload outputs of the project such as presentation materials in the 3rd ASEAN Urban Resilience Forum, Final Report.

2) Facebook

PSC Members also agreed that Facebook would be used as informal communication tool and Co-chairs would be the administrators of the Facebook. The current administrator will post announcement and directing followers to the AURF website.

(3) List of Cities in ASEAN

PSC Members agreed that ACDM WG on P&M would keep using long list, middle list, and short list of the cities in ASEAN, developed through preliminary disaster risk assessment and discussion with each AMS in the project. Co-chairs will encourage ACDM WG members of P&M as well as development partners to refer the lists for city selection of activities on building urban resilience. The list of cities in ASEAN will be included in the ASEAN Risk Monitor and Disaster Management Review (ARMOR).

(4) Database

PSC Members agreed that ACDM WG on P&M would utilize and update database developed in the project with AHA Centre.

(5) Draft TOR

PSC Members acknowledged that JPT developed draft TOR of the demonstration project with Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Thailand, and Viet Nam in the workshops of the project. PSC Members agreed that Co-chairs would encourage ASEAN Member States as well as development partners to refer the draft TOR in future projects on building resilient cities in each AMS.

(6) Guidebook

PSC Members agreed that Co-chairs would take initiative to disseminate Guidebook and checklists to both national level and local level of each AMS and monitor and evaluate the dissemination by taking opportunities of relevant ASEAN platforms and initiatives.

PSC Members acknowledged that further activities to disseminate the Guidebook and checklist such as Training of Trainers (TOT) and technical assistance to the activities are necessary in each AMS.

Both ASEC and AHA Centre agreed to upload the file of Guidebook on the website of ASEC and AHA Centre to disseminate the guidebook.

(7) Demonstration Project

Co-chair, Lao PDR, agreed to support Luang Prabang Provincial Government to implement action plan developed in the demonstration project and to continue using the

ASEAN Urban Resilience Checklists.

Co-chairs, Lao PDR and Thailand, agreed to request BNPB, NDMO of Indonesia, to support Denpasar City Government for implementation of action plan developed in the demonstration project and to continue using the ASEAN Urban Resilience Checklists.

4 Way Forward

PSC members agreed to deliver the comments on the Draft Final Report (2) to JPT by July 27, 2018. ASEC will send the Draft Final Report (2) through Internet and request National Project Coordinators of eight AMS and AHA Centre besides Lao PDR and Thailand to deliver the comments to JPT by 27 July, 2018. JPT will examine and respond all comments and questions on the report from PSC members and the NPCs, and request final confirmation to PSC members by 10 August 2018. After final confirmation by PSC members, JPT will submit Final Report to JICA by 17 August, 2018. JICA will send the final report to PSC members and each AMS after the submission by JPT.

PSC members also agreed the review of translation of the guidebook in the national languages of Cambodia, Indonesia, Malaysia and Viet Nam by 27 July, 2018.

PSC members also agreed to continue communication among Co-chairs of ACDM WG on P&M, ASEC, AHA Centre, and development partners including JICA for future partnership on AADMER Work Programme (2016-2020) and beyond.

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APPENDIX 2 FORUM NETWORKING

A2.1 DRAFT CONCEPT NOTE OF ASEAN URBAN DISASTER RESILIENCE FORUM

ASEAN URBAN DISASTER RESILIENCE FORUM FOR THE AADMER WORK PROGRAMME 2016-2020

CONCEPT NOTE (draft)

INTRODUCTION

1. The ASEAN Agreement on Disaster Management and Emergency Response or AADMER was ratified by all the ASEAN Member States in 24 December 2009. It serves as policy-backbone and framework that facilitates ASEAN's cooperation and coordination on responding to disasters as well as building resilient communities in the region.
2. Concept Note 18: Building Disaster and Climate Resilient Cities in ASEAN has been set under the Strategy and Priorities for AADMER Work Programme Phase 2 (2013-2015). It addresses key issues on ensuring the resiliency of cities and urban centres to disaster and climate risks.
3. Specifically, it proposes several platforms and establish mechanisms that will facilitate the sharing of knowledge and enhance awareness disaster and climate risks, and enable the ASEAN Member States to develop tools and guides on such risks.

BACKGROUND

4. Urban centres and cities are recognised as growth areas of a country. Large populations reside in cities. Businesses are usually located in these areas, which pump prime the local and national economy. These private companies and industries are connected with cities in other countries, within and outside ASEAN. Rapid and

uncontrolled driving force of urbanisation, burdens the available resources and imposes conflicting pressures on land use. These pressures lead to increasing the risks of these areas to disasters. Once a city is hit by a disaster, it causes not only human casualties but also impacts the national, regional and, to some extent, the global economy. Therefore, resilience of cities and urban centres in ASEAN Member States against disasters and risks arising from climate change is an urgent state of issue for sustainable development in the ASEAN region.

5. At the same time, ASEAN Member States are experiencing rapid urbanization. Those areas of urbanization are located mostly along coastal or riverine zones since they are convenient for physical distribution. The formation of local economy is also linked to the progress of urbanization, along with the concentration of workers, as one outcome of the increasing production. These newly developing locations, however, as elaborated above, tend to be vulnerable to floods, typhoons, storm surges and earthquake and tsunami hazards. Within the context of local DRR, the need to address emerging urban risk has been highlighted in the Asia-Pacific consultations on the post-2015 framework for disaster risk reduction (HFA2). The consultations place a strong focus on better understanding risk exposure and emerging vulnerabilities, e.g. those associate with urban poverty and informal settlements; the need for risk-sensitive urban planning and land use and adequate local institutions that can effectively implement disaster resilience measures with participation, transparency and accountability.

6. Recently, there are increasing concern on the impact of mega disasters. For example, the Great Flood of 2011 in Thailand caused direct damages to industrial agglomerated areas and adversely impacted the economy of Thailand. Furthermore, the disaster impacted the regional and world economy by affecting the supply chain. A similar situation occurred in the case of the 2011 Great East Japan Earthquake.

7. Clearly, mutual economic dependence between and among cities is intensifying, and a disaster that occurs in one city would impact another country as well as the regional economy. The urban resilience to disasters is hence important agenda that we need to concern with regional aspect of all the ASEAN Member States.

8. Hence, it is very important to establish the mechanism and opportunities of shared learning and cooperation among ASEAN member states and relevant stakeholders such as private sectors, academia and civil organizations etc., in order to share and understand urban disaster and climate change risks in ASEAN cities and share their experience and knowhow of measures and implementation to address urban disaster and climate change risks in order to cooperatively achieve regional disaster and climate change risk reduction.

9. From November 2015, Japan International Cooperation Agency (JICA) is conducting a project of “Building Disaster and Climate Resilient Cities in ASEAN” with cooperation of ASEAN Committee on Disaster Management (ACDM) to support some components of Concept Note 18. In this project, they will support to establish ASEAN URBAN RESILIENT FORUM. But the forum needs a sustainable body for future operation.

10. ACDM and ASEAN countries developed AADMER Work Programme (2016-2020) in 2016. Priority Programme 2 of the work programme is Build Safely, which objective is build resilience into essential infrastructures and essential services for ASEAN Community to thrive and operate despite disasters and climate impacts. One of the key activities in the programme is to establish the ASEAN URBAN DISASTER RESILIENCE FORUM to engage urban planners to collaborate and contribute on innovative ideas for urban resilience.

OBJECTIVES

11. The ASEAN URBAN DISASTER RESILIENCE FORUM intends to achieve the following objectives:

- a. Providing shared learning opportunities about disaster and climate change risks in ASEAN cities for ASEAN member states and relevant stakeholders and;
- b. Providing shared learning opportunities about innovative measures and implementation for disaster risk reduction especially from the aspect of urban planning.

- c. Making cross-sectoral collaboration mechanism at the regional level to facilitate partnerships among stakeholders in urban development planning and disaster risk reduction and climate risk management

ACTIVITIES

- 12. The following activities are to be executed to attain the objectives.
 - a. To capture the key issues in disaster risk reduction and climate change adaptation from the technical and administrative viewpoints
 - b. To discuss how to implement the activities to solve the key issues to be captured in the above item of “a.”
 - c. To identify key stakeholders from the concerned areas, invite them to the forum, and develop website for interactive communications
 - d. To disseminate CN18 outputs such as guidebook and checklist through website, newsletter, mailing list etc. and encourage the utilization of the outputs in ASEAN Cities

EXPECTED OUTPUTS

- 13. Through this forum, the following outputs will be produced:
 - a. Annual regional forum meeting
 - b. Ideas for 1) knowledge and experience sharing, 2) as a communication tool among the forum member and with other related organization and campaign and also 3) public relation tools for the forum activities.
 - c. Directions/Actions/Action Plan for each stakeholders towards increasing urban resilience

PARTICIPANTS

- 14. Forum secretariat will organize the seminar and workshop.
- 15. Two (2) representatives from each ASEAN Member State would be invited to attend the forum seminar and workshop.
- 16. Appropriate resource persons from non-governmental sector will be invited to the forum seminar and workshop

17. Forum secretariat will operate and update the website with the support by each ASEAN Member States

ARRANGEMENTS

18. Economy round-trip flights and hotel accommodations will be covered by the organizers.

19. A draft agenda shall be circulated prior to the forum seminar and workshop.

20. Running cost for maintain the website will be covered by organizers.

End of Document

A2.2 DRAFT TERMS OF ASEAN URBAN DISASTER RESILIENCE FORUM

DRAFT TERMS of ASEAN URBAN PLANNERS FORUM

1.Name of Forum

The forum will be named as “ASEAN URBAN PLANNERS FORUM”

2.Objective

The ASEAN URBAN PLANNERS FORUM intends to achieve the following objectives:

- a. Providing shared learning opportunities about disaster and climate change risks in ASEAN cities for ASEAN member states and relevant stakeholders and;
- b. Providing shared learning opportunities about innovative measures and implementation for disaster risk reduction especially from the aspect of urban planning.
- c. Making cross-sectoral collaboration mechanism at the regional level to facilitate partnerships among stakeholders in urban development planning and disaster risk reduction and climate risk management

3. Membership

The forum is consisted of following members which are willing to join the forum

- a. National government of ASEAN member states
- b. Local government of ASEAN members states
- c. ASEAN Secretariat
- d. Members of Leagues of City Mayors
- e. Academia and urban planners
- f. Private sectors in ASEAN member states
- g. Civil organization, NGOs and NPOs

4. Supporting Member

The supporting member will be the one who the management board agrees to join as a support member to achieve the objectives of the forum. Support member is expected to make a contribution of supporting fee for the forum.

5. Structure

The forum will have management board as shown in 6 and supported by the above members and the forum secretariat as shown in 7.

6. Management Board

The management board member will be the members of ACDM Working Group on Prevention and Mitigation, ASEAN Secretariat, and others who are appointed by the Working Group.

7. Secretariat

The forum secretariat is consisted of ASEC, Co-chairs of ACDM WG on Prevention and Mitigation, and Host Country to play the following roles.

1) ASEC:

To facilitate the distribution of invitation and support the secretarial works

2) Co-chairs of ACDM Working Group on Prevention and Mitigation:

- To guide the modality of the workshop/forum arrangements
- To report progress and outcomes during the ACDM Meeting

3) Host Country:

- To prepare agenda of the forum in coordination with the Co-chairs and ASEC
- To arrange logistic
- To arrange schedule/venue

8. Other Relative Members

Any international organizations who are willing to jointly work or cooperate to archive the forum objective will be invited as relative members with the agreement of the management board.

9. Decision-Making Process

The management board is in charge of deliberate on matter of the forum operations. The important matters will be submitted to ACDM Working Group on Prevention and Mitigation for final decision.

10. Annual Forum

The Annual Forum will be planned and organized by the forum secretariat with the agreement of the management board.

11. Periodical Meeting

The management board and the forum secretariat will have meeting to make an annual action plan.

12. Language

The common language in the forum is English.

End of Document

A2.3 DRAFT TOR OF SECRETARIAT OFFICER FOR ASEAN URBAN DISASTER RESILIENCE FORUM

Terms of Reference (draft) Secretariat Officer for ASEAN Urban Planners Forum

Background

1. Urban centres and cities are recognised as growth areas of a country. Large populations reside in cities. Businesses are usually located in these areas, which pump prime the local and national economy. These private companies and

industries are connected with cities in other countries, within and outside ASEAN. Rapid and uncontrolled driving force of urbanisation, burdens the available resources and imposes conflicting pressures on land use. These pressures lead to increasing the risks of these areas to disasters. Once a city is hit by a disaster, it causes not only human casualties but also impacts the national, regional and, to some extent, the global economy. Therefore, resilience of cities and urban centres in ASEAN Member States against disasters and risks arising from climate change is an urgent state of issue for sustainable development in the ASEAN region.

2. The ASEAN Agreement on Disaster Management and Emergency Response or AADMER was ratified by all the ASEAN Member States in 24 December 2009. It serves as policy-backbone and framework that facilitates ASEAN's cooperation and coordination on responding to disasters as well as building resilient communities in the region. Concept Note 18: Building Disaster and Climate Resilient Cities in ASEAN has been set under the Strategy and Priorities for AADMER Work Programme Phase 2 (2013-2015). It addresses key issues on ensuring the resiliency of cities and urban centres to disaster and climate risks. Specifically, it proposes several platforms and establish mechanisms that will facilitate the sharing of knowledge and enhance awareness disaster and climate risks, and enable the ASEAN Member States to develop tools and guides on such risks.

3. Hence, it is an important objective for ASEAN Committee on Disaster Management (ACDM) to establish the mechanism and opportunities of shared learning and cooperation among ASEAN member states and relevant stakeholders such as private sectors, academia and civil organizations etc., in order to share and understand urban disaster and climate change risks in ASEAN cities and share their experience and knowhow of measures and implementation to address urban disaster and climate change risks in order to cooperatively achieve regional disaster and climate change risk reduction.

4. From November 2015, Japan International Cooperation Agency (JICA) is conducting a project of "Building Disaster and Climate Resilient Cities in ASEAN" with cooperation of ACDM to support some components of Concept Note 18. In this project, they will support to establish ASEAN URBAN RESILIENT FORUM. But the forum needs a sustainable body i.e. secretariat for future operation.

5. ACDM and ASEAN countries developed AADMER Work Programme (2016-2020) in 2016. Priority Programme 2 of the work programme is Build Safely,

which objective is build resilience into essential infrastructures and essential services for ASEAN Community to thrive and operate despite disasters and climate impacts. One of the key activities in the programme is to establish the ASEAN Urban Planners Forum to engage urban planners to collaborate and contribute on innovative ideas for urban resilience.

Objectives of the Forum

1. Providing shared learning opportunities about disaster and climate change risks in ASEAN cities for ASEAN member states and relevant stakeholders and;
2. Providing shared learning opportunities about innovative measures and implementation for disaster risk reduction especially from the aspect of urban planning.
3. Making cross-sectoral collaboration mechanism at the regional level to facilitate partnerships among stakeholders in urban development planning and disaster risk reduction and climate risk management

Results to be achieved by the Officer

1. Annual Work Plan with schedule and coordination arrangement
2. Report of the initial results of the forum seminar and workshop
3. Provide updated information to AHA Centre to Website and other public relation activities

Detailed description of tasks

1. Management of member registration
2. Organising the forum seminar and workshop including planning, operation, arrangement and coordination of participants, and relative administrative work for the forum seminar and workshop
3. Coordination with the management board and ASEAN secretariat
4. Updating the website including to develop PR material or news etc.
5. Other administrative work which is needed for the forum operation

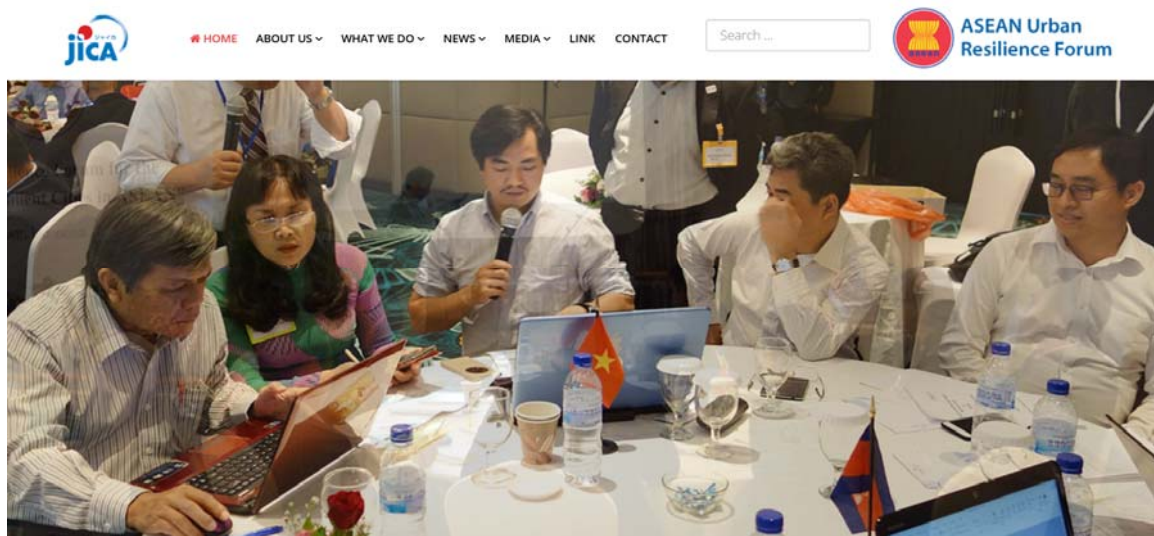
Professional experience and qualifications:

1. More than 5 years experiences to work with government officials or international organizations
2. Fluent English skills in reading, writing, listening and speaking.

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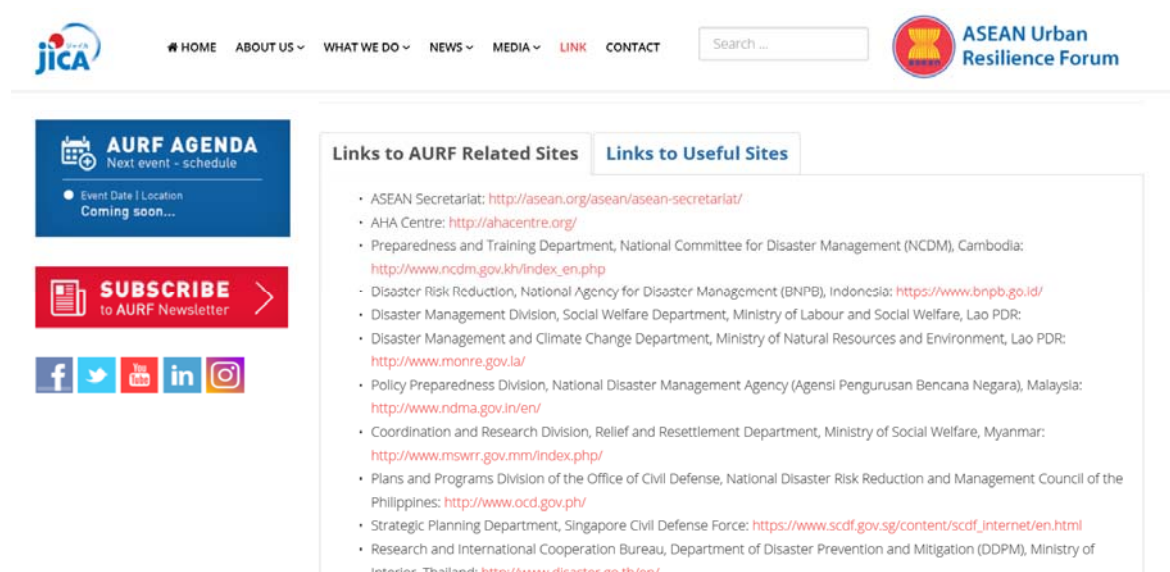
A2.4 ACTION PLAN FOR FUTURE FORUM

A2.5 WEBSITE DEVELOPMENT



Source: JICA Project Team

Figure A2.2 Website Development



Source: JICA Project Team

Figure A2.3 Website Development

A2.6 OUTLINE OF VISIT TO NPC

Table A2.3.1 Outline of the Visit to NPC in Brunei Darussalam

Date	24 Feb, 2016	Time	9:00-10:00
Organization	National Disaster Management Centre (NDMC)		
Result	<ul style="list-style-type: none"> ➤ Disaster Characteristics in Brunei <ul style="list-style-type: none"> - Most common hazard in Brunei is forest fire. Therefore NDMC was established deriving from Fire Department. - In Bandar Seri Begawan, there is famous water village, but water never comes beyond pier. Flood only occurs rarely in rural district. - Typhoon Yolanda hit the village along the coast. - In Bandar Seri Begawan, landslide occurs on hill. - Damage caused by disaster is not big in Brunei, compared to other AMS. ➤ Forum <ul style="list-style-type: none"> - Brunei can contribute to Urban Resilience Forum. 		

Source: JICA Project Team

Table A2.3.2 Outline of the Visit to NPC in Cambodia

Date	15 Feb, 2016	Time	10:00-12:00
Organization	Royal Government of CAMBODIA Office of the Council of Ministers National Committee for Disaster Management (NCDM)		
Result	<ul style="list-style-type: none"> ➤ Middle List <ul style="list-style-type: none"> - For the middle list, Poay Pet, Ta khmau and Svay Rieng were selected. - After this visit, continued discussion has made by email and revised the middle list as follows; Phnom Penh (flood), Kampong Cham (flood), Battambang (flood). ➤ Forum <ul style="list-style-type: none"> - The title of the Forum should be discuss and decided during the Forum. - The establishment of regional collaboration mechanism to increase urban resilience in ASEAN should be established their own organization with the ASEAN secretariat; Formal organization which recognized by ASEAN secretariat and ASEAN member state. Set the clear mandate of the organization. Consider of sustainability of the organization (Human Resource and Financial Resource) - The leading of the Forum should be selected or considered the Rotation, but need to make sure of (Human Resource and Financial Resource) - The level and the criteria of the secretariat director should be come from: one from middle level of government representative and one from selected staff. ➤ Data Collection Survey <ul style="list-style-type: none"> - JPT will provide working schedule based on the project time frame. - NCDM will support survey team in arrangement at and logistics arrangement for field visit and data collection. 		

Source: JICA Project Team

Table A2.3.3 Outline of the Visit to NPC in Indonesia

Date	4 Feb, 2016	Time	9:30-11:45
Organization	National Disaster Management Authority (BNPB)		
Result	<p>➤ Middle List</p> <ul style="list-style-type: none"> - BNPB suggested the candidate cities should be selected based on following consideration; Mid Term National Project Plan 2015-2019 on Target Location for Disaster Risk Reduction which consisted of 136 Kota/Kab. Bima & Makassar which have been determined to be a model of resilient cities. 8 cities have done road shows of SFDRR (Sendai Framework for Disaster Risk Reduction) such as Bogor, Malang, Yogyakarta, Magelang, Semarang, Demak, Badung (Bali) and Tabanan (Bali). - For the middle list, Bandar Lampung (tsunami & flood), Denpasar (tsunami), Banda Aceh (tsunami), Samarinda (flood), Semarang (flood), Gorontalo (flood), Bima (earthquake), Ambon (earthquake), Bitung (earthquake). <p>➤ Forum</p> <ul style="list-style-type: none"> - The experiences and practices of implementing the programs for building resilient cities should be shared among AMS in the forum. 		

Source: JICA Project Team

Table A2.3.4 Outline of the Visit to NPC in Lao PDR

Date	1 Feb, 2016	Time	13:30-15:30
Organization	National Disaster Management Office(DMO), Social Welfare Department, Ministry of Labour and Social Welfare (MOLSW)		
Result	<p>➤ Middle List</p> <ul style="list-style-type: none"> - Regarding criteria for selection of middle-listed cities, population size is not important. Most important point is what we can do for building resilient city in selected city. In this term, it is not suitable to select big cities, and small city should be better. - It is also important to select the city where we can collect information easily. - For the middle list, Pakxan /Borikhamxay (flood), Luangprabang (flood), Takhek (flood) were selected. <p>➤ Forum</p> <ul style="list-style-type: none"> - Lao PDR is willing to participate in Urban Resilience Forum, since it's effective to get knowledge for solution of urban problem. - Urban Resilience Forum is desirable to be held for practitioner and linked to international forum for high officials. - It is preferable to provide opportunity to find the way to secure the budget for implementation of solution obtained in Urban Resilience Forum. <p>➤ Data Collection Survey</p> <ul style="list-style-type: none"> - JPT will send a letter to ask for cooperation to MOLSW and MOLSW will support the survey team to obtain the information from Statistic Bureau. NCDM will support survey team in arrangement at and logistics arrangement for field visit and data collection. 		

Source: JICA Project Team

Table A2.3.5 Outline of the Visit to NPC in Malaysia

Date	11 Feb, 2016	Time	15:00-16:30
Organization	Policy Preparedness Division, National Disaster Management Agency (NADMA)		
Result	<ul style="list-style-type: none"> ➤ Disaster Management Policy/Project in Malaysia <ul style="list-style-type: none"> - NADMA was established last year as the integrated organization for disaster management. - In Malaysia, flood risk is most important. New urban development is required to install drainages and retention ponds, so as a result, flash flood seldom occurs. In Iskandar and Putrajaya, disaster reduction planning was made and infrastructure and solution for disaster risk reduction were well developed based on the plan. - Central government formulates Flood Mitigation Plan (Disaster Management Plan) in vulnerable area, and state government formulates the detailed plan with district level based on central government's plan. ➤ Disaster Characteristics in Malaysia <ul style="list-style-type: none"> - In 2004 Indian Ocean Earthquake, northern part of Malaysia, including Langkawi and Kedah had big damage. - In 2011 Great East Japan Earthquake, 1 meter tsunami hit Kota Kinabalu. - The northern part of Malaysia, especially east coastal area has the highest risk for earthquake and tsunami, and in case that an earthquake occurs in Philippines, tsunami hit those area within 30 minutes. - Since Sandakan is affected from the earthquake in Philippines, and Tawau from the one in Indonesia, Sabah state is most vulnerable area. - George Town, the world heritage city has also high risk for tsunami. ➤ Middle List <ul style="list-style-type: none"> - In Taiping, only coastal area is damaged by tsunami and it's not urban area. In this term, Alor Setar, Sungai Putani, Kulim would be much suitable to be selected for middle list as high risk city for tsunami. - From the viewpoint of population agglomeration and importance of supply chain, Kota Kinabalu and Kuantan should be selected as high risk city for flood. For flash flood, Kemaman would be suitable. - After this visit, continued discussion has made by email and revised the middle list as follows; Kota Bharu (flood), Alor Setar (flood), George Town (tsunami), Sungai Petani (flood), Kuala Terengganu (flood). 		

Source: JICA Project Team

Table A2.3.6 Outline of the Visit to Relevant Authority in Malaysia (1)

Date	12 Feb, 2016	Time	9:00-10:30
Organization	Federal Department of Town and Country Planning Peninsular Malaysia, Ministry of Housing and Local Government (JPBD)		
Result	<ul style="list-style-type: none"> ➤ Middle List <ul style="list-style-type: none"> - Malaysia has a risk for earthquake because of a fault in Bukittinggi area. - Shah Alam has a high risk for flood. - Kota Kinabalu has a risk for tsunami affected by earthquake in Philippines and also George Town has a risk for earthquake and landslide. ➤ Data Collection Survey <ul style="list-style-type: none"> - JPT will send a letter to ask for cooperation to DG of JPBD, attaching the list for necessary data and JPBD will support the survey team to obtain the information from relevant authorities. 		

Source: JICA Project Team

Table A2.3.7 Outline of the Visit to Relevant Authority in Malaysia (2)

Date	12 Feb, 2016	Time	17:00-18:00
Organization	Urban Planning Department, Kuala Lumpur City Hall (DBKL)		
Result	<p>➤ Disaster Management Policy/Project in Kuala Lumpur City</p> <ul style="list-style-type: none"> - Kuala Lumpur City has many guidelines for urban development, e.g. prohibition of development in steep slope over 35 degrees, obligation of buffer zone with 7 meters width for river coast, minimum requirement for width of road, etc. - Kuala Lumpur City has a master plan for 2020 which describes the necessity of storm drainage management and now under preparation for next period. 		

Source: JICA Project Team

Table A2.3.8 Outline of the Visit to NPC in Myanmar

Date	9 Feb, 2016	Time	9:15-9:40
Organization	Coordination and Research Division, Relief and Resettlement Department(RRD), Ministry of Social Welfare		
Result	<p>➤ Middle List</p> <ul style="list-style-type: none"> - Government regards the area including Kale, Falam and Thantlang with high risk for landslide as the most important area to be improved. - It would be desirable to select the above mentioned cities, if there's also a risk for flood and cyclone wind in those cities. - Candidate cities proposed by JPT contains some township in Yangon City, and it should be much considered in ministry. From the viewpoint of countermeasure against urban disaster, it would be meaningful. - RRD will inform the candidate cities for middle list to JPT by email. - After this visit, continued discussion has made by email and revised the middle list as follows; Kale (flood/cyclone/earthquake), Nyaung U (flood), Kyimyindaing WY (flood/ cyclone), Mrauk U (cyclone/ tsunami), Rathedaung (cyclone/ tsunami), Hakha (cyclone), Myingyan (earthquake/ flood), Amarapura (earthquake/ flood), Pwintbyu (earthquake), Kyaukpyu (tsunami), Toungup (tsunami), Manaung (tsunami). 		

Source: JICA Project Team

Table A2.3.9 Outline of the Visit to NPC in Philippines

Date	1 Feb, 2016 15 Feb, 2016	Time	9:00-11:00 9:00-10:00
Organization	National Disaster Risk Reduction and Management Council, Office of Civil Defense (OCD)		
Result	<p>➤ Middle List</p> <ul style="list-style-type: none"> - OCD suggested the candidate cities will be reviewed based on their disaster monitoring data. - For selection criteria, location should be also one of considerations. OCD agreed not to include cities in Metro Manila since OCD already have these covered and its mapping is already finished. - OCD mentioned to include Laoag City, which is considered a typhoon-prone city as it lies on the northwestern coast of the Philippines, looking out over West Philippine Sea, and where international airport, sea port and Ecozone by the Philippine Economic Zone Authority (PEZA) are located. - Olongapo City is suitable to be selected as high risk city for earthquake, since it is located near Metro Manila and not yet fully developed with the re-emergence. - Iloilo City should be selected, since it has a topography which is generally flat and low level in mass that makes it vulnerable to flooding, perennial ponding and inundation. - For the middle list, following cities were selected; Meycauayan (flood), Cavite city (earthquake), Olongapo city (earthquake), Batangas city (flood), Mandaue city (earthquake), Butuan (flood), Iloilo city (tropical wind), Dagupan city (tropical wind), Laoag city (tropical wind). 		

Source: JICA Project Team

Table A2.3.10 The Outline of the Visit to NPC in Singapore

Date	19 Feb, 2016	Time	10:00-11:20
Organization	Strategic Planning Department, Singapore Civil Defense Force (SCDF)		
Result	<p>➤ Involvement of the Project</p> <ul style="list-style-type: none"> - Although Singapore is not a member of ACDM Working Group on Mitigation and Prevention, Singapore chairs at 2 working groups and contributes to knowledge sharing and training implementation. - Singapore has many experience and solutions for disaster risk reduction, so SCDF can provide the necessary information. It is also available on internet. But, the experience of Singapore can be applicable only to big city with density. In this term, example of Japan or China would be much suitable for middle scale city. - It is not realistic to apply the strict standard for urban development in Singapore to Lao PDR and Cambodia. - If possible, there is an idea that advanced countries in AMS support to formulate a master plan for urban planning in other AMS as a pilot project, and after those countries learn how to formulate the master plan, they will formulate master plan of the rest of the cities by themselves in their countries. <p>➤ Forum</p> <ul style="list-style-type: none"> - It is important that JICA plans and implements the concrete projects to prioritize this project. In this term, it would be preferable to select the cities where the central government is willing to implement the demonstration project and JICA also wants to support. 		

Source: JICA Project Team

Table A2.3.11 The Outline of the Visit to NPC in Thailand

Date	28 Jan, 2016	Time	14:30-16:30
Organization	Research and International Cooperation Bureau(RICB), Department of Disaster Prevention and Mitigation(DDPM)		
Result	<p>➤ Targeted Hazard for Survey</p> <ul style="list-style-type: none"> - Drought would be out of scope from the viewpoint of uncertain definition, and urban fire either from the viewpoint of mismatching with climate change. <p>➤ Middle List</p> <ul style="list-style-type: none"> - Unit for data collection survey should be city, not province, nor district, from the viewpoint of survey period and budget limitation. - DDPM has selected some important cities for disaster management as their plan; Aranyaprophet (fire, flood), Rayong (flood), Nan (flood, landslide), Pathum Thani (monsoon/storm surge), Songkla (monsoon/storm surge) - For the middle list, Rayong, Nan, Pathum Thani, Phuket City, Songkla, Nakhon Si Thammarat were selected. <p>➤ Forum</p> <ul style="list-style-type: none"> - In case that Forum is held in Thailand, DDPM can support for logistics. 		

Source: JICA Project Team

Table A2.3.12 The Outline of the Visit to NPC in Vietnam

Date	24 Feb, 2016	Time	9:00-10:00
Organization	Science and International Cooperation Division, Department of Natural Disaster Prevention and Control (DNDPC), Directorate of Water Resources, Ministry of Agriculture and Rural Development (MARD)		
Result	<p>➤ Disaster Management Policy/Project in Vietnam</p> <ul style="list-style-type: none"> - In 2015, new law related to national disaster prevention has been enacted and local government formulates regional disaster management plan in city level, with the support of central government funded by World Bank. Now, flood control system is planned in 10 provinces. - Since Climate Change Coordination Office (CCCO) is located in each province in Vietnam, it is available to provide technical support in national, city, district level. - In Vietnam, city with large population and high risk for disaster is regarded as vulnerable city, and the priority of countermeasure in such city is high. <p>➤ Involvement of the Project</p> <ul style="list-style-type: none"> - If the objectives of the Project is only establishment of method and knowledge sharing, and implementation depends on intention of AMS, it would be difficult to apply the method as countermeasure for disaster management. - In broad definition, disaster management includes the sphere of law, education, infrastructure, etc., and so does resilient city. Therefore, it should be well considered how far the Project deals. - Since the characteristics of the disaster in AMS are different, it would be difficult to describe in one guidebook. - How to build the resilient city is a new effort for Vietnam, so it is necessary to learn how to establish the organization system and scheme to secure budget. <p>➤ Middle List</p> <ul style="list-style-type: none"> - It seems that Na Trang and Cam Ranh are not representative cities, since there is only little impact from natural disaster in those cities. - From the viewpoint of damage history, Hoang Linh is suitable for candidate city, since the much amount of precipitation requires drainage and urban planning there. - After this visit, continued discussion has made by email and revised the middle list as follows; Son La (tropical wind), H Long (tsunami), Ha Tinh (tropical surge), Dong Hoi (tropical surge), Hue (flood), Hoi An (flood), Anh Khe (flood), Qui Nhon (tsunami). 		

Source: JICA Project Team

A2.7 NEWSLETTERS

Newsletter vol.1

jica *Building Disaster and Climate Resilient Cities in ASEAN (CN.18)* 



2nd PSC in Bangkok, on 3rd Dec. 2015

The Project of “Building Disaster and Climate Resilient Cities in ASEAN (CN.18)” has started.

The 2nd Project Steering Committee (hereinafter PSC) meeting of the Project “Building Disaster and Climate Resilient Cities in ASEAN (CN.18)” was held in Bangkok on 3rd December 2015, under the chairmanship of Mr. Vilayphong Sisomvang (Deputy Director General, Social Welfare Department, Ministry of Labour and Social Welfare, LAO PDR) and Mr. Chainarong Vasanansomsithi (Director of Research and International Cooperation Bureau, Department of Disaster Prevention and Mitigation, Ministry of Interior, THAILAND). The persons in charge of PSC members and relevant organization from ASEAN Secretariat, AHA Centre and JICA attended the PSC meeting.

After the opening remarks of chairmans, contents of inception report, including outline of the Project, basic approach, etc. were introduced by the team leader of JICA Project Team, Mr. Shinichi Fukasawa, and after that the attendance entered into discussion about selection criteria of candidate cities for demonstration project.

PSC members accepted the Inception Report and agreed the criteria of selecting cities for preparation of TOR on demonstration project in

Step1 Criteria
The following hazard risks including the climate change are to be applied;

Flood: Flood Mortality Risk
Cyclones/Typhoon wind
Cyclones/Typhoon surge
Earthquake: Earthquake Hazard
Tsunami: Tsunami Hazard

Step2 Criteria
1) Proportion to National Population, 2) Location of Industrial Agglomerated Areas, 3) Location of Regional Infrastructure

*Agriculture sector is to be addressed for the concerned AMS which emphasizes agriculture

Cities in ASEAN Countries

Long Listed Cities

Middle Listed Cities

High Risk Cities

Short Listed Cities

=Candidate Cities for Demonstration Project

Output 2 of the Project, which was presented by the Project Team.

The Project Team will select the long listed cities and middle listed cities based on the agreed criteria and discussion with each AMS. The Project Team will share the drafts of long list and middle list with PSC members and National Project Coordinators from 10 ASEAN Member States, and finalize the lists through consultations to National Project Coordinators.

The next PSC meeting for 1st Urban Resilience Forum will be held on late March 2016.

Source: JICA Project Team

Figure A2.4 Newsletter: Vol 1

What is the Project of “Building Disaster and Climate Resilient Cities in ASEAN (CN.18)” ?

1. Background

- Due to their climatic environment and geological property, disaster risk in ASEAN area is high and it brings number of disasters to ASEAN countries.
- ASEAN Committee on Disaster Management (ACDM) have been addressing disaster risk reduction at regional level in ASEAN region. (Selected 21 Project and Formulated Each Concept Note in AADMER Work Programme Phase 2)

2. Objectives

Based on Concept Note 18 (CN 18) “Building Disaster and Climate Changes in ASEAN Cities” of ACDM Working Group (WG) on Prevention and Mitigation, this project will develop the implementation framework for CN 18.

Overall, this project aims to increase the resilience of ASEAN cities to disasters through the following;

3. Output of the Project

- Output 1:** Establishment of a Regional Cross Sector Collaboration Mechanism and Formation of Partnerships to Increase Urban Resilience in ASEAN
- Output 2:** Evaluation of Candidate Cities and Partnership and Commitment Building for Demonstration Project on Risk Assessment of Priority Cities in ASEAN Member States
- Output 3:** Development of Tools on Building Resilient Cities in ASEAN

4. Project Period

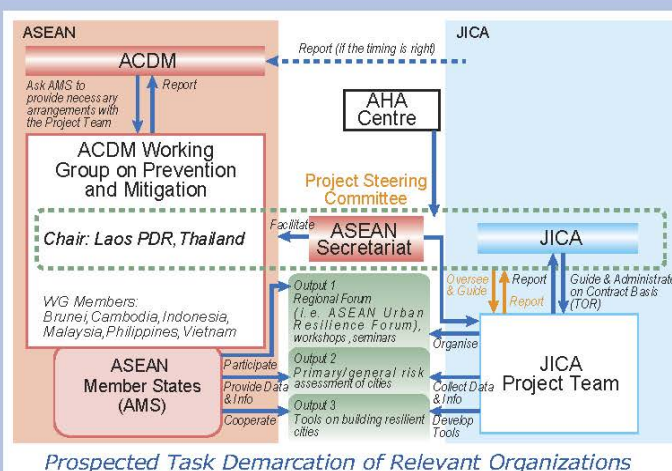
November 2015 to April 2017 (16 months)

5. Project Area

ASEAN Member States (10 countries)

6. Management Structure

Project Steering Committee:
ACDM Working Group on Prevention and Mitigation Co-Chairs (Lao PDR, Thailand), ASEAN Secretariat, AHA Centre, JICA



Project Office / JICA Project Team

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Email: resilientcities2015@gmail.com

Source: JICA Project Team

Figure A2.4.2 Newsletter: Vol 1

Newsletter vol.2



Building Disaster and Climate Resilient Cities in ASEAN (CN.18)



National project coordinators for this project have been nominated.

Based on the agreement of 2nd PSC, National project coordinator(NPC) from 10 ASEAN Member States (AMS) were nominated for the Project "Building Disaster and Climate Resilient Cities in ASEAN (CN.18)". NPCs make necessary coordination and arrangements not only with National Disaster Management Office but also with other relevant organizations such as Local Governments and Ministry in charge of Urban Planning as follows;

1) To make necessary appointments with the concerned organizations in each ASEAN Member States

2) To support collecting and offering necessary data and information as per requests from the Project Team

3) To recommend participants for Forums and workshops from each AMS

4) Other relevant coordination and arrangements in each AMS

NPC will support JICA Project Team to conduct the data gathering survey successfully. As a 1st step, each NPC arranged the meeting with relevant local agencies for JICA Project Team to involve them and ask for the cooperation in further survey.

List of National Project Coordinator(NPC)

	Country	Name	Position
1	Brunei	Mr. Mohamad Syazwan Bin Nordin	Special Duties Officer Grade II, Public Relations Officer of International Affairs, National Disaster Management Centre (NDMC)
2	Cambodia	Mr. Meas Rasmey Mr. Bour Bunny	Officer of Preparedness and Training Department, National Committee for Disaster Management(NCDM)
3	Indonesia	Mr. Lilik Kurniwan	Director of National Disaster Prevention and National Disaster Management Authority (BNPB)
4	Lao	Mr. Kindavong Luanglath TBA	Deputy Director of Social Welfare Dept. Ministry of Labor and Social Welfare Officer of Disaster Management and Climate Change Department, Ministry of Natural Resources and Environment
5	Malaysia	Ir. Dr. Azuhan bin Mohamed	Director of Mitigation, Policy Preparedness Division, National Disaster Management Agency (Agensi Pengurusan Bencana Negara)
6	Myanmar	Ms. Myat Moe Thwe	Deputy Director of Coordination and Research Division, Relief and Resettlement Department, Ministry of Social Welfare
7	Philippines	Ms. Josefina T. Porcil	Assistant chief of Plans and Programs Division of the Office of Civil Defense, National Disaster Risk Reduction and Management Council of the Philippines
8	Singapore	COL Mr. Lee Yang Ming	Director of Strategic Planning Dept. ,Singapore Civil Defense Force
9	Thailand	Ms. Sophita Thanyalakmetha	Policy and Plan Analyst of Research and International Cooperation Bureau, Dept. Disaster Prevention and Mitigation, Ministry of Interior
10	Viet Nam	Mr. Nguyen Duc Quang Ms Dam Thi Hoa	Deputy Director of National Disaster Prevention and Control, Directorate of Water Resource, Development(MARD) Deputy Head of Science and International Cooperation Division, Department of Natural Disaster Prevention and Control (DNDPC), Directorate of Water Resources, Minister of Agriculture and Rural Development(MARD) (Contact point)

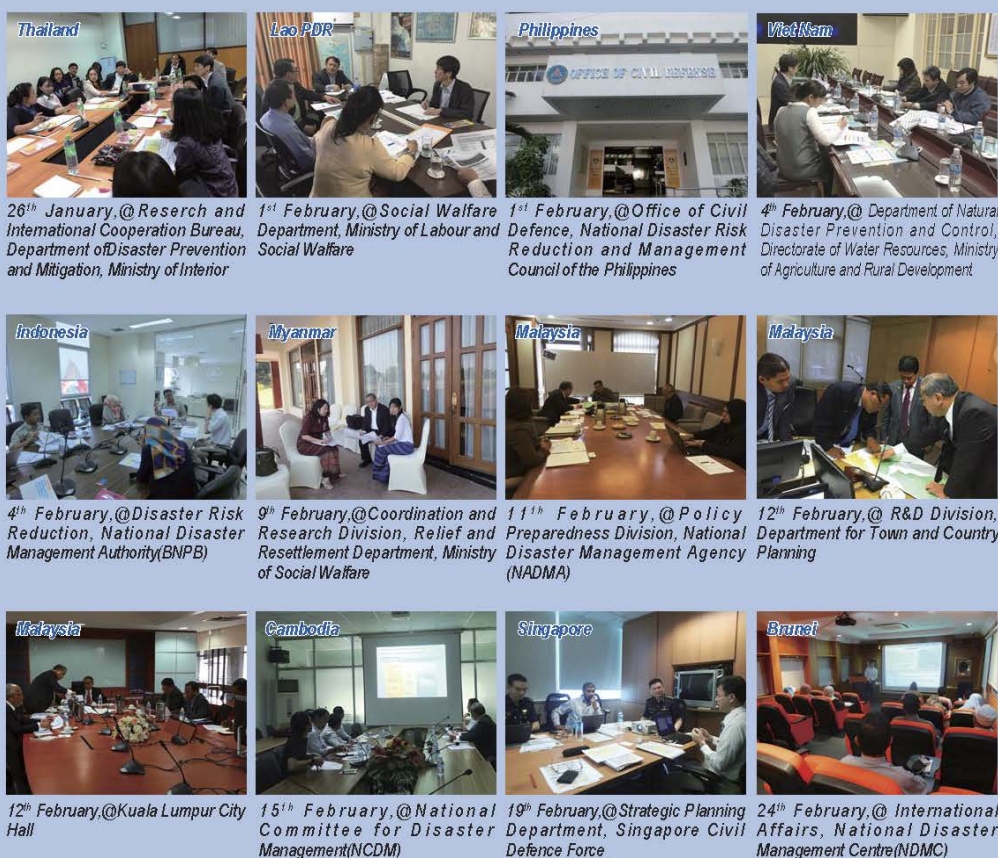
Source: JICA Project Team

Figure A2.4.3 Newsletter: Vol 2

JICA Project Team visited NPCs' agencies in 10 ASEAN Member States!

From 26th January to 24th February 2016, JICA Project Team visited each NPC's agency in 10 ASEAN Member States (AMS) and reported the progress of the Project. Furthermore, JICA Project Team discussed with NPCs and relevant agencies on long listed cities and middle listed cities for selecting cities for preparation of TOR on demonstration project in Output 2 of the Project.

Through lively discussion and subsequent coordination of opinions among relevant agencies in each AMS, final draft of long list and middle list were formulated. Both lists will be approved at 3rd PSC meeting on 7th April 2016 in Bangkok.



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Source: JICA Project Team

Figure A2.4.4 Newsletter: Vol 2

Newsletter vol.3

jica *Building Disaster and Climate Resilient Cities in ASEAN (CN.18)* 

The 3rd Project Steering Committee Meeting and 5th ACDM WG Meeting were held in Bangkok on 7-8th April.



3rd PSC in Bangkok, on 7th April, 2016

The 3rd Project Steering Committee (PSC) meeting was held in Bangkok on 7th April, back to back with the 5th ACDM WG meeting on "Prevention and Mitigation" on 8th April. The main decisions in the 3rd PSC were mentioned as follows;

Progress of the Project

The PSC members confirmed the validity of the progress of the Project, including the middle list for preliminary risk assessment and agreed to share the meeting report of the 3rd PSC Meeting to Singapore and Brunei Darussalam, and recommend their participation in the project by sharing best practices on building resilience in urban center.

ASEAN Urban Resilience Forum

For the 1st ASEAN Urban Resilience Forum, PSC members agreed the preliminary idea presented by the Project Team, and to proceed with the conduct of the 1st ASEAN Urban Resilience Forum in 28 July 2016 in Bangkok, Thailand.

Workshop

The preliminary idea of the Workshops to be held in the Project was also discussed. Although the outline will be decided during the 4th PSC Meeting, upon the completion of data collection, the requirement for participant was decided as follows;

- One (1) representative from local government/ local authorities in urban centres may be invited.
- The Forum also expects the attendants of four (4) participants from each AMS
- Additional invitation can be extended to representatives from CSOs and they can participate on the self-funding bases.

PSC meeting was closed after the confirmation that the 4th Project Steering Committee for CN.18 and 2nd PSC Meeting for CN.20 will be held in one day back-to-back with the 1st ASEAN Urban Resilience Forum on 27-28 July 2016 in Bangkok, Thailand.

JICA Project Team made a presentation about the Project CN.18 at 5th ACDM WG Meeting !

The 5th ACDM WG meeting on "Prevention and Mitigation" was held in Bangkok on 8th April with the financial support by JICA.

Mr.Shinichi Fukasawa, a leader of JICA Project Team of CN.18, made a presentation and introduced the Project' s outline and the progress.



↑ Photo Session of 5th ACDM WG



→ Presentation of Mr.Fukasawa

Source: JICA Project Team

Figure A2.4.5 Newsletter: Vol 3

Middle Listed Cities have been selected!

In order to select candidate cities for the demonstration project, 817 cities in long list were evaluated by Two factors based on the principle and method for the preliminary risk assessment (PRA), shown in the figure on the right (Step and its Criteria for PRA: Step 1 Criteria). There are three steps to narrow the range of selection from long listed cities to final candidate cities, in consideration with efficient and available data collection for the cities.

Step0 Criteria

The following hazard risks including the climate change are to be applied;

- Flood: Flood Mortality Risk
- Cyclones/Typhoon Wind
- Cyclones/Typhoon Surge
- Earthquake: Earthquake Hazard
- Tsunami: Tsunami Hazard

Step1 Criteria

Hazard Risk

- Earthquake (Intensity) -Tsunami (Frequency)
- Flood (Estimated risk)
- Tropical Cyclone Surge (Frequency)
- Tropical Cyclones Wind (Estimated risk)

Exposure

- Population (Excluding national capital cities/Over 10,000 population/ Percentile 90%)
- Physical Exposures (Location of regional ports and airports)
- Economic Exposure (Major industry areas)

Cities in ASEAN Countries

Step0

Long Listed Cities (817)

Step1

Middle Listed Cities (56)

Step2

High Risk Cities

Step3

Short Listed Cities

=Candidate Cities for Demonstration Project

Step and its criteria for PRA



Distribution of Middle Listed Cities by Natural Hazard Type in AMS

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Source: JICA Project Team

Figure A2.4.6 Newsletter: Vol 3



Source: JICA Project Team

Figure A2.4.7 Newsletter: Vol 4

Opinion from Participants

JICA Project Team carried out the questionnaire survey about the 1st ASEAN Urban Resilience Forum(AURF) for networking. The result shows that many participants expect AURF would contribute to active networking and information sharing among government and municipality among AMS.

Impression on Group Discussion & Forum

<Group Discussion>

- It was a good opportunity for knowledge sharing.
- We could build a good relationship among group members.

<Overall AURF>

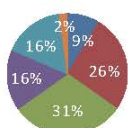
- We could know good practices and lessons learned from other participants in this meeting.
- Operation, contents and information were satisfactory.
- Sufficient time and management are needed for better understanding.

Expected Function and Activity for AURF

<Function>

n=56
multiple answer allowed

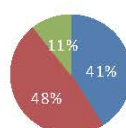
- Making Rules
- Technical Assistance
- Knowledge Sharing
- Human Interaction
- Budgeting
- Others



<Activity>

n=56

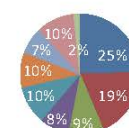
- Lecture
- Group Discussion
- Others



Expected Member of AURF

n=56
multiple answer allowed

- National Government
- Local Government
- NPO/NGO
- CSO
- Donor
- Community
- Academic
- Private Company
- Others



The 4th Project Steering Committee Meeting was held in Bangkok on 27th July, 2016.



The 4th Project Steering Committee (PSC) meeting was held in Bangkok on 27th July, 2016. PSC members confirmed the progress of the Project and preliminary idea of ASEAN Urban Resilience Forum which were reported by JICA Project Team and agreed with it. Subsequently, PSC members discussed the outline of the 1st Workshop to be held in the Project. The main

decisions in the 4th PSC were mentioned as follows;

ASEAN Urban Resilience Forum

- Secretariat:ASEC and Host Countries(Co-Chairs)
- AHA Centre and international Organization will support the Secretariat of the ASEAN Urban Resilience Forum in planning and knowledge sharing.
- AHA Centre will be the main actor for Database and Website Administration.
- Funding: AADMER Fund is desirable, if possible.

Workshop

- Date and venue of the 1st Workshop will be decided by ASEC by 15th of August, 2016
- Objectives of the 1st Workshop are clarifying and sharing issues on building Resilient Cities in ASEAN, identifying the scope of Demonstration Project.

The 4th PSC meeting was closed after the confirmation that the 5th PSC meeting would be held in December, 2016.

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Source: JICA Project Team

Figure A2.4.8 Newsletter: Vol 4

Newsletter vol.5

jica *Building Disaster and Climate Resilient Cities in ASEAN (CN.18)*

The 1st and 2nd Workshops for Urban Resilience on the "Building Disaster and Climate Resilient Cities in ASEAN" were held on 8th and 9th December 2016 in Vientiane, Lao PDR.



Photo Session

National and local government officials working for urban planning and disaster risk reduction (DRR) in AMS(ASEAN Member States) gathered at the workshops, and shared the knowledge of how to utilize risk assessment for building resilient cities and mainstreaming DRR in land use and development planning. Each workshop consists of 2 parts, namely presentation from JICA Project Team(JPT) and group work by AMS.

The 1st workshop started with welcome remarks by Mr. Vilayphong Sisomvang, Deputy Director General of Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR. The main agenda of the 1st workshop was "Disaster Risk Assessment (DRA)". Mr. Shimano and Mr. Inoue of JPT introduced the outline of DRA, such as procedure, major items for assessment, methods including fragility curve and utilization of its results. After that, participants practiced in group work by country, how to plan the urban resilience project and necessary disaster risk assessment. The 2nd workshop focused on urban planning in

DRR. Mr.Makine Kusano, deputy team leader of JPT introduced the measures which could contribute to DRR, such as land use planning, development/ use control, incentives for building, designation of public facilities/infrastructure, urban redevelopment and building regulation.

Referring to those measures, participants tried to identify and share common issues in AMS on mainstreaming DRR into land use and urban development planning in group work session.



Presentation by Mr.Makine Kusano



Cambodia Indonesia Lao PDR Malaysia Myanmar Philippines Thailand Viet Nam

After the presentation of group work and plenary discussion, the 2nd workshop ended with closing remarks by Mr.Vilaypong. The next workshop will be held on 3rd March 2017 in Bangkok, Thailand.

Source: JICA Project Team

Figure A2.4.9 Newsletter: Vol 5

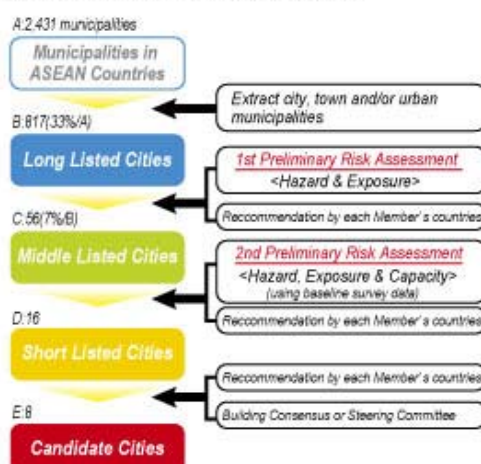
Results of 2nd Preliminary Risk Assessment and Selection of Cities

Short listed cities and candidate cities for demonstration project on disaster risk assessment were selected based on the result of 2nd Preliminary Risk Assessment (PRA). The candidate cities for demonstration project will be decided by AMS and PSC from the viewpoint of validation.

Short Listed Cities and Candidate Cities

Country	Short Listed Cities	Candidate Cities
Cambodia	Battambang(F)	Battambang(F)
Indonesia	Bima(E), Semarang(F), Denpasar(T)	Denpasar(T)
Lao PDR	Luang Prabang(F)	Luang Prabang(F)
Malaysia	Kuala Terengganu(F), George Town(T)	Kuala Terengganu(F)
Myanmar	Amarapura(E),(F) Kymyindaing(T),(C)	Kymyindaing(C)
Philippines	Butuan(F), Meycauayan(E)	Butuan(F)
Thailand	Pathumthani(F), Rayong(F)	Pathumthani(F)
Viet Nam	Qui Nhon(T),(C), Hue(F), Ha Long(T)	Qui Nhon(C)

() shows the main disaster type for the cities. (C): Cyclone, (E): Earthquake, (F): Flood, (T): Tsunami



Step and its criteria for PRA

Workshops for Trial Implementation of Checklist were held in November- December 2016.

JICA Project Team visited three middle listed cities in Indonesia, Lao PDR, and Thailand in November - December 2016, in order to hold the workshop for trial implementation of checklist. The purposes of this workshop are as follows;

- To get feedback for improving the checklist (wording, sentences, volume, etc)
- To get feedback for finding clues to ensure sustainability (frequency of using checklist, etc.)

Participants from local government/authority tried to fill out the checklist and engaged in frank exchange of views for improvement.



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Source: JICA Project Team

Figure A2.4.10 Newsletter: Vol 5

Newsletter vol.6

JICA **Building Disaster and Climate Resilient Cities in ASEAN (CN.18)**

The 6th Project Steering Committee Meeting, the 7th Meeting of the ACDM Working Group on Prevention and Mitigation, and 3rd-4th Workshop for Urban Resilience in ASEAN were held in Bangkok on 1-3 March 2017.

The 6th Project Steering Committee(PSC)

The 6th PSC meeting was held in Bangkok on 1 March 2017. JICA Project Team(JPT) presented the progress of the Project and asked PSC members to confirm the validity. The main decisions in the 6th PSC were mentioned as follows;

- Direction of website development would be discussed on ACDM WG meeting on Prevention and Mitigation on 2 March.
- Shortlisted cities and candidate cities for the demonstration project were approved.
- Draft TOR of the demonstration project for the candidate cities would be finalized based on the comments of PSC.
- Copyright of data stored in the developed database would be checked by JPT.
- Guidebook would be presented in the 7th Project Steering Committee meeting, and the draft guidebook would be submitted to National Project Coordinator of each ASEAN Member States(AMS), PSC members to ACDM through ASEC for review and endorsement.
- Checklists for disaster risk management and resilient urban development would be elaborated by JPT, based on the feedbacks from the 3rd and 4th Workshops to be held on 3 March.
- PSC members agreed the draft agenda and target group of ASEAN Urban Resilience Forum in May.

The 3rd-4th Workshop for Urban Resilience in ASEAN

Local government officials of each AMS in charge of disaster risk reduction and urban planning gathered in the 3rd-4th Workshop for Urban Resilience on 3 March. Starting with opening remarks by Mr.Chainarong Vasanassomsihi, Director of Research and International Cooperation Bureau, Ministry of Interior, Thailand, JPT's presentation about checklist and guidebook followed on it. After the explanation how to utilize them, participants tried to fill out the checklists using information/reference prepared by participants themselves and introduced their feedback. Checklist will be finalized referring to this feedback and introduced in the 2nd ASEAN Urban Resilience Forum in Bali, Indonesia on 18-19 May 2017.

Photo Session

Elements of Checklist as Automated Outputs

1. **Scored Criteria** by 3~4 points in Score List to each Question

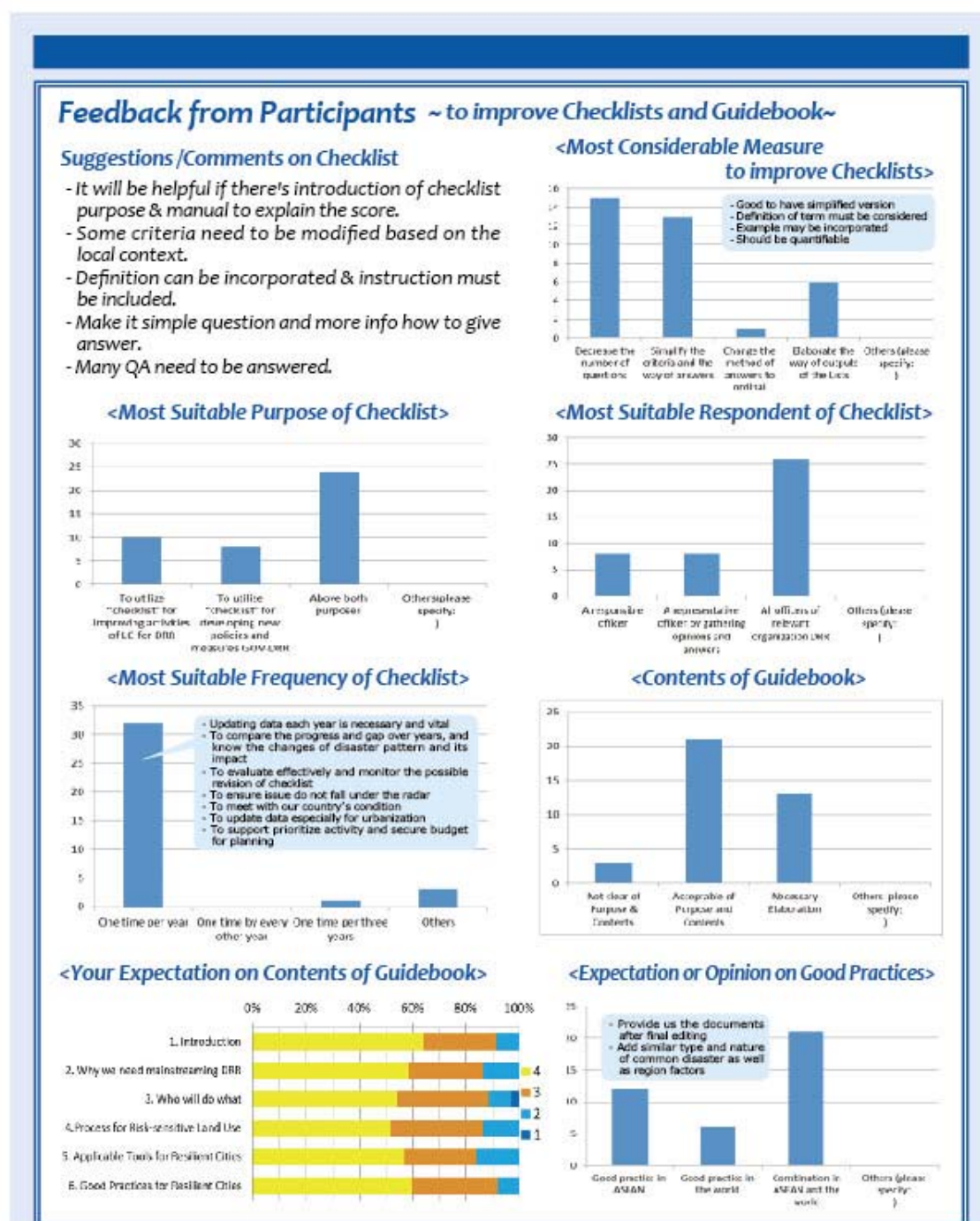
2. **Resilience Score** by Radar Chart

3. **Low-scored Activities** in "Issue List" to prioritize

4. **Activities sorted by "Action Lists"** by priority order

Source: JICA Project Team

Figure A2.4.11 Newsletter: Vol 6



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Source: JICA Project Team

Figure A2.4.12 Newsletter: Vol 6

Newsletter vol.7

jica *Building Disaster and Climate Resilient Cities in ASEAN (CN.18)* 

The 2nd ASEAN Urban Resilience Forum was held in Bali, Indonesia on 18-19 May 2017.



Photo Session

The 2nd ASEAN Urban Resilience Forum(AURF) was held in Bali, Indonesia on 18-19 May 2017. There were in total 48 participants consisting of delegation of 8 ASEAN member states(AMS), namely, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Thailand and Vietnam, ASEAN Secretariat, AHA Center, ICEM, JICA and JICA Project Team(JPT). Each AMS dispatched its delegation consisting of government officials engaged in disaster management and urban planning.

The 1st day of the 2nd AURF started with the opening remarks by Ms.Danar Widhiyani Sri Wulandari, Section Head of Risk Assessment, National Agency for Disaster Management (BNPB, Indonesia). After following photo session, Mr. Shinichi Fukasawa, a Leader of JPT made a presentation on introduction of CN18 Project and outline of the AURF.

The main agenda of the 1st day was presentations on the "Practice of Building Resilient Cities" from each AMS. Disaster, issues and good practice including countermeasure on building resilient cities in each country were introduced. Participants actively asked and provided inputs to the speaker after the presentation. The most frequent questions were addressed to Thai delegation who introduced the infrastructure for water management such as floodgate, road-raising, barrier, levee and pumping machinery. In respond to presentation from AMS, Dr. Hitoshi Baba, Senior Advisor of JICA gave a lecture for "Urban Resilience and Disaster Risk Reduction", and participants asked him which solutions could be applied to developing countries in order to accelerate building resilient city. Dr. Baba emphasized the importance of commitment of the city to build resilient city in all sectors and budget allocation for it. Participants appreciated that the session was a good platform to share knowledge and best practices of different countries and create opportunities to extend networking among countries involved.

The 2nd day was started with JPT's presentations on database, guidebook and how to fill out the checklists for disaster risk management and resilient urban development. AHA Centre and ASEC also made presentations on their respective institutional activities related to disaster management and future activity plans. In response to the guidebook, participants commented that it was good enough, but better to add other disasters such as drought, bank erosion etc, and wanted to receive it in local language immediately. Most of participants had also attended the "Workshop for Urban Resilience in ASEAN" held in December 2016 and March 2017, so they were already familiar with it. Participants who were not familiar with it, could also fill it out without any problems after clear explanation from JPT. The most frequent comment on Checklist was whether it could be modified based on local conditions and improve the score criteria.

The Forum came to an end with closing remarks of Co-Chair, Lao PDR. Participants appreciated this well-organized event in a quiet location with unimaginable views of the island of Bali.

Source: JICA Project Team

Figure A2.4.13 Newsletter: Vol 7

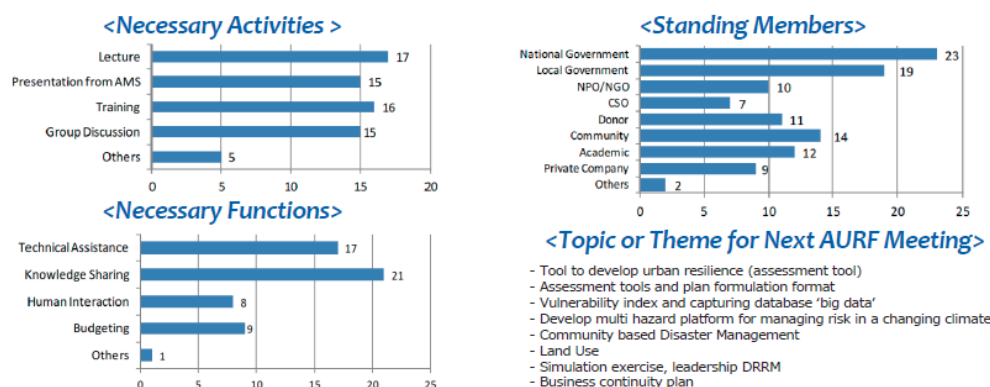
Presentation from AMS

On 1st day of the Forum, presentations on Practice of Building Resilient Cities were made by each AMS and good practices and issues on building resilient cities in each country were introduced.



Participants' Request for Future AURF

JICA Project Team made a questionnaire survey on how the future AURF should be.



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Source: JICA Project Team

Figure A2.4.14 Newsletter: Vol 7