International Federation of Red Cross and Red Crescent Societies

Process Report on

Disaster Risk Reduction Field Session

3- 12 December, 2012

Yangon, Myanmar

With special thanks to Myanmar Red Cross Society
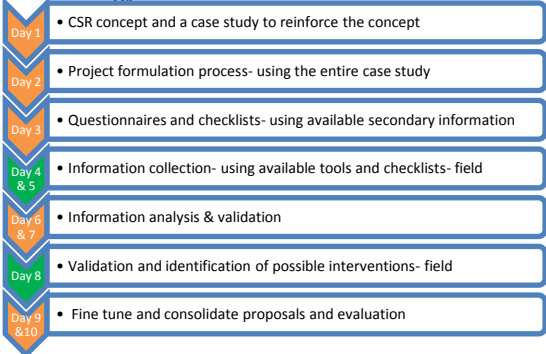
for hosting and organizing the event

The report consists of two main parts (1) the process and outcomes of the event day by day (2) some observation and recommendation for future replication and follow up actions.

1. What has happened and outcomes plus lessons learned:

Day	Contents	Outcomes	Remarks/lessons
Day 1	**Session 0**: Participant and DRR FS introduction The session aims to get to know each other and what to be agenda for the next ten days. Note: no agenda is shared with participants in advance and day-by-day agenda is formed accordingly.	Participants formed a circle to get to know names and common hazards/threats happening around their communities. The DRR FS introduction started with mapping out how many participants are familiar with VCA/CBHFA or other community assessment follows by the objectives and flow of the event. *To enhance the understanding, rational, and practice of integration in order to achieve safer and resilient community purpose through the application of community based assessment methodology.* Day 1 • CSR concept and a case study to reinforce the concept Day 2 • Project formulation process- using the entire case study Day 3 • Questionnaires and checklists- using available secondary information Day 4 & 5 • Information collection- using available tools and checklists- field Day 6 & 7 • Information analysis & validation Day 8 • Validation and identification of possible interventions- field Day 9 &10 • Fine tune and consolidate proposals and evaluation	It is observed that 2/3 of participants used to conduct VCA with communities before and common challenges are lack of expertise and experiences in dealing with other issues rather than their project concerns. Therefore, participants were so keen on joint assessment using multi sectoral assessment checklist and skills to work with the community.
	Session 1: Concept and Process of Community Safety and Resilience. The session focuses on defining: - Why resilience approach? - Characteristics of a resilient community? - Principles of resilience approach? - Why Integration is needed?	The evolving concept of resilience was shared: *"An ability to prepare for, adapt to, withstand and recover from external and internal shocks as well as have the capacity to cope with social, political and economic disparities that contribute to vulnerability".* Six major characteristics of a safe and resilient community were discussed: - is knowledgeable & healthy - is organized - is connected - has infrastructure and services - has economic opportunities - can manage its natural assets Seven key principles of resilience approach were discussed which are: - People first - Local ownership - Comprehensive approach - Acknowledging interdependencies - Long term perspective - Working in partnership - Know the limits In addition, a significant time was spent on distinction between integration and mainstream which normally confused by people between the two. Examples and practices were shared to illustrate them.	Participants were interested in learning on how to differentiate mainstream and integration. Various examples shared by both facilitator and participants to clarify the differences between the two.
	Expectations from participants	Expectations from participants can be summarized followings: - Assessment skills - Integration methods - Proposal writing - Tools facilitation skills - Community based practices and process - Community empowering methods and examples	

	Session 2: Terminologies The session aims to provide participants same understanding of some key definitions related to CSR.	Twenty five terminologies were printed out and shared with five groups, five definitions per group. By doing so, every individual participant has a chance to share their perception about one definition. Examples to illustrate those definitions were shared by both participants and facilitators to demonstrate them. Some of these definitions to be further reinforced under the **Session 3** with a case study.	From our observation, participants were so active in listening and discussion one after the other and followed by the facilitator comments if any.
	Session 3: VCA Tools orientation Learning from the previous Field Sessions that it is advised to equip all participants with basic knowledge and skills on how to facilitate the TOOLs with the community. Eight tools were selected by participants such as: - Mapping - Seasonal Calendar - Historical Profile - FGDs - Transect walk - Secondary information - Social networking - Direct observation	The session started by sharing with participants overview of what are common assessment tools; when to use it; why to use it; how to use it; and who to use with. During the presentation, the facilitator managed to demonstrate different examples and practices in the field and participants also had chance to share their perspectives in using the tools. Followed by a group work and all five groups had an opportunity to practice using the tools and in- depth discussion: - Historical Profile - Seasonal Calendar - Hazard & Risk mapping - Capacity Mapping - Direct Observation	- All participants were active in the group discussion and simulation. - Interactive and practical examples relating to Myanmar context were shared by both participants and facilitators
	Session 4: Advocacy Learning from the previous Field Sessions that it is advised to provide participants some basic knowledge and skills on advocacy as when we work with the community, advocacy becomes one of the important issues.	The session started by asking how much are they aware of the concept and give specific examples of what MRCS is doing with advocacy. *Advocacy is a process of actions that are organized to influence people, policies, structures and systems in order to bring about change.* Several examples of changes thanks to advocacy work were demonstrated along the way. Be clear that PEOPLE should be in the centre and whatever we do is for people or organization NOT for yourself. Who are targets for advocacy: community; vulnerable people; authority; media; service provider; and partners Key steps of advocacy were discussed from identification of topic to advocate; objectives; stakeholders to join; strategy; implementation plan and evaluation the impacts. Few tips for doing advocacy to be discussed and shared followed by a group work to develop practical messages for different levels and regions in the country focusing on community based programmes.	From the observation that it was one interesting topic for all as MRCS has to deal with this kind of work in the field when it comes to resource mobilization to support the vulnerable communities or certain institutional policies for the people.
Day 2	**Session 5**: Case study The session objective is to get participants to deal with a complex situation of a virtual community where different threats/issues to be projected. In addition, it is suggested that	Five groups were formed taking into consideration of experience and background. Each group was asked to review the case study and try to respond to five questions following: 1. What threats/hazards they are facing? 2. What are impacts? 3. Who and what affected? 4. Why these impacts happen?	**Lessons learned:** - Clear step by step process - Easy to understand the vulnerability when ask WHY impacts? - Easy to identify

	participants need to get familiar with five components in identification and analysis of information.
	  - Threats/hazards
	  - Potential risks
	  - Elements at risk
	  - Vulnerability
	  - Capacity
		5. What are available resources?
		All five groups were able to work on these questions using different color of meta cards. Once it is completed, plenary discussion was made to discuss and agree on methodology toward the case study analysis against five components.
			target groups for intervention
			• Knowing existing capacities to cope with problems
			• Clear terminologies and examples lead to clear process
			To be improved:
			• More time needed for group work
			• Teamwork efforts made it successful
			• More specific examples to demonstrate

	Session 6: Project formulation process.
	The session aims to equip participants with basic skills in how identify problems and address them step by step in programme planning manner.
		Based on the **Session 3**' outcomes, all five groups were asked to work on the following:
		  - Problem identification
		  - Problem statement
		  - Problem tree
		  - Objective tree
		Since problem statements formulated, five groups were asked to work on problem tree to identify DIRECT, INDIRECT and ROOT causes. Followed by the conversion of problem tree into objective tree from all five identified problems.	

Day 3	**Session 7**: Health issues in risk reduction
	The session aims to equip participant's basic knowledge and awareness of rising health related threats due to urbanization and changing climate.
		The presentation focused on:
		  - Determents of Health: age/sex; lifestyle; social and community network; living and working conditions; socio-economic
		  - General Health issues: communicable diseases (outbreaks); reproductive health; NCDs; mental health; external causes (deaths, injuries)
		  - Aims of the health sector in risk reduction: minimize the impact of the disaster on people's health; reduce morbidity and mortality; contribute to return to normalcy
		  - What climate change means to us and how it affects to people's health
		  - Urbanization forced people to migrate from one to the other; over-crowded; insufficient facilities; poor access to health care services.
		  - Key health information needs: health status and risks; health resources, availability; health system performance.
		A group work to be introduced working on the same Nano community case- study. The group work focuses on Diarrhea outbreak scenario as a result of floods.	

	Session 8: Community briefing and field preparation.
	The session objective is to get participants PREPARED and READY for field assessment. Teamwork is highly considered in this session.
		MRCS has selected two communities for the field assessment with one rural and one semi-urban setting. Both community profiles were presented to the participants with basic information and potential risks they are facing.
		In response to the above-mentioned scenarios, the participants were shaped into two teams, in which one consists of 14 and the other 15 members.
		By the end of the day, both teams were able to finalize the Field Plan of Action covering:
		  - Step by step process with timeline
		  - Tools to be executed
		  - Task assignment among the team
			It is perfect plan to have two different settings selected for field assessment and learning as two communities hold different aspects regarding to RISK and VULNERABILY factors and challenges as well.
			Few tips to be shared with both groups such as let get the

		- Logistics needed	community to fully participate in all information collection activities; respect; listening; asking open questions; no judgment; no commitments, promises etc.
Day 4 and 5	Field investigation and information collection.	Both teams were able to carry out below TOOLs with the community people: - Mapping (social/hazards/resources) - Direct observation - Seasonal Calendar - Historical Profile - FGDs - Key informant interview (KIIs) - Social network analysis	• Good community participation • Good coordination with the community and Red Cross volunteers • Red Cross youths actively involved in the process • Need to be more flexible in using tools to collect the information
Day 6 and 7	**Session 9:** Reflection from the field assessment The objective of the session is to share and learn from each others for better future assessments.	**Lessons learned:** - Community experience and knowledge on coping with disasters - Have to use different methods and tools to get information not only one tool - Strong community participation and ownership and sustainability in the future - Know which tools are good for information collection - Systematic assessment process from information collection to information analysis. **How/what to improve:** - Need to well plan for moving to analysis of information process - Observation is one way to cross-check the information - Need to ask precise questions and in-depth analysis to the issue raised by the community - Validate information while using the tools	
	Session 10: Information Analysis It is extremely important to put all information collected through using tools into a right template which will be easily used for the development of problem tree and objective tree later on.	The information analysis part consists of a template which refer to five key elements such as: - Hazards/threats - Risks/impacts - Elements at risk - Vulnerability - Capacity Both teams were able to extract information from used tools into this template for next steps.	It is highly agreed that collected information should be systematized into this template that will be easy for all to see the linkages and use the information for problem identification. It is observed that more time to be allocated to this part, as it is the CENTRAL part to move ahead. In addition, contradiction among the team members were seen however it is common when doing the analysis of information.
	Session 11: Problem	It is imperative to look into three elements, from	

	identification and statement	the Information Analysis Matrix, which is: Risk; Elements at risk; and Vulnerability to formulate a Problem Statement. It is a very right time to recall all information collected during the field assessment and take into consideration of the MOST critical concerns of the community. After review them, each group agreed to come up with problem statements as follow: 1. **Poor settlement and infrastructure (ward 21)** 2. **Poor health, sanitation and hygiene (ward 21)** 3. **High prevalence of fire breaking (ward 71)** 4. **Poor health and sanitation (ward 71)** Once these above statements formed, the groups worked on the problem tree by identifying: direct; indirect and root causes.	
	Session 12: Problem Tree The session objective is to have an in- depth discussion among the group to find out direct; indirect and root causes of the problem.	Both teams were able to complete the problem trees based on the problem statement identified and largely agreed by all the team members. *For details, refer to the consolidated proposals.* It is observed that negotiation skills needed to seek consensus as the fact that sometime the discussion went too far from the process without coming to final compromise. In addition, individual mindset (subjective) has influenced the group discussion and from constructive learning point of view this MUST be removed.	• It is an important but time consuming process • Integrated thinking helps find out better solutions • Dynamic expertise help rich discussion • Logical thinking leads to logical linkage **To be improved:** • Household level visits and discussion needed • Better time management • Problem tree should be done with community • Better preparation for FGDs at community level
	Session 13: Objective Tree The objective of the session is to further enhance participant skills and knowledge on how to form a good proposal based on the existing and real scenario of the community.	Both teams were able to convert Problem Tree into Objective Tree following two major steps: - Conversion of negative statements from problem tree into positive statements - Cross- check the logic of the Objective tree and revise accordingly *For details, refer to the consolidated proposals.*	
	Session 12: Action Plan This session aims to identify possible intervention to address the identified problems	A process of triangulation was presented together with a template of Action Plan to ensure participants understand the sequence of the process moving from problem tree to objective tree and action plan. Some suggestions for the validation day in the field were discussed and shared with all participants to ensure the process get full support and attention from the community. Then both teams worked on the preparation including translation of problem tree; objective tree and activities into Chinese to ensure the full participation.	
Day 8	Information validation and triangulation with community people	From observation and feedback from participants, both teams were able to work with community people to go through all issues identified during the analysis in the meeting	

		room (information analysis matrix, problem tree and objective tree). Both groups were satisfied with the methodology used and outcomes thanks to full participation and inputs from the community.	
Day 9	**Lessons learnt from day 8 process**	Two groups were asked to share their feedback and observation from the day 8 process for learning Questions: - What went well? - What did you learn from the process?	**What went well:** • Active participation from the community with constructive feedback and discussion • Women were able to raise their concerns and voices • Good clarification from the community • Good awareness towards changes for sustainability • The community is aware of needs, priorities and risks • Opportunity for community awareness and empowerment **Lessons leant:** • Insufficient representation from different groups of people • Need to maximize the community engagement and attention • Games and social activities to engage people are vital • Encourage all people to speak rather than a few • Well accepted and validated by the community through this logical information analysis process
	Revise and documentation of the consolidated proposal	Both groups have spent significant time together to revise problem tree and objective tree plus possible interventions after returning from the field. A consolidated proposal was introduced and completed by both teams. *For details, refer to attached proposals.*	
	Preparation for presentation	A list of required information to be presented to be shared to all participants and both groups were asked to work on it. The focus of the presentation will be: Tools to be used; information analysis process; problem statement; problem tree; objective tree; suggested activities to address the problem; key learning points.	
Day 10	Advocacy messages	Based on the proposed Plan of Action, both groups were asked to develop key advocacy messages to MRCS, donors, local authority and community to ensure the Plan of Action is	

		implemented and considered.	
	Final Evaluation	The evaluation started with sharing the final agenda and one page process of the event and participants were asked to fill in the evaluation form and followed by a plenary discussion.	
	Closing	Presentation from both groups Participants' impression and recommendations Facilitators' feedback MRCS and IFRC closing speeches	

2. Overall observation and recommendation:

2.1. Participants:

Constructive cooperation and appropriate learning attitude from participants were seen throughout the event. 2/3 of participants have somehow field experience and practices leading to rich discussion among the group work. Eventually, nine participants are seen to have good facilitation skills and potential to be co- facilitators in the future (names to be communicated separately).

2.2. Administration and logistics:

The venue and logistics arrangement for the event were a perfect choice and excellent support from the MRCS were clearly seen throughout the event. In addition, the IFRC Country Delegation provided substantial support in terms of logistics prior, during and after the event.

2.3. Community selection:

Two semi- urban setting communities were chosen by MRCS which is very much in line with emerging trends (urbanization and migration) to maximize learning for participants, facilitators and community people.

2.4. Recommendation:

Since this session has so far taken at the national level, it would be good to roll out at branch level by maximizing existing human resources at the national society level.

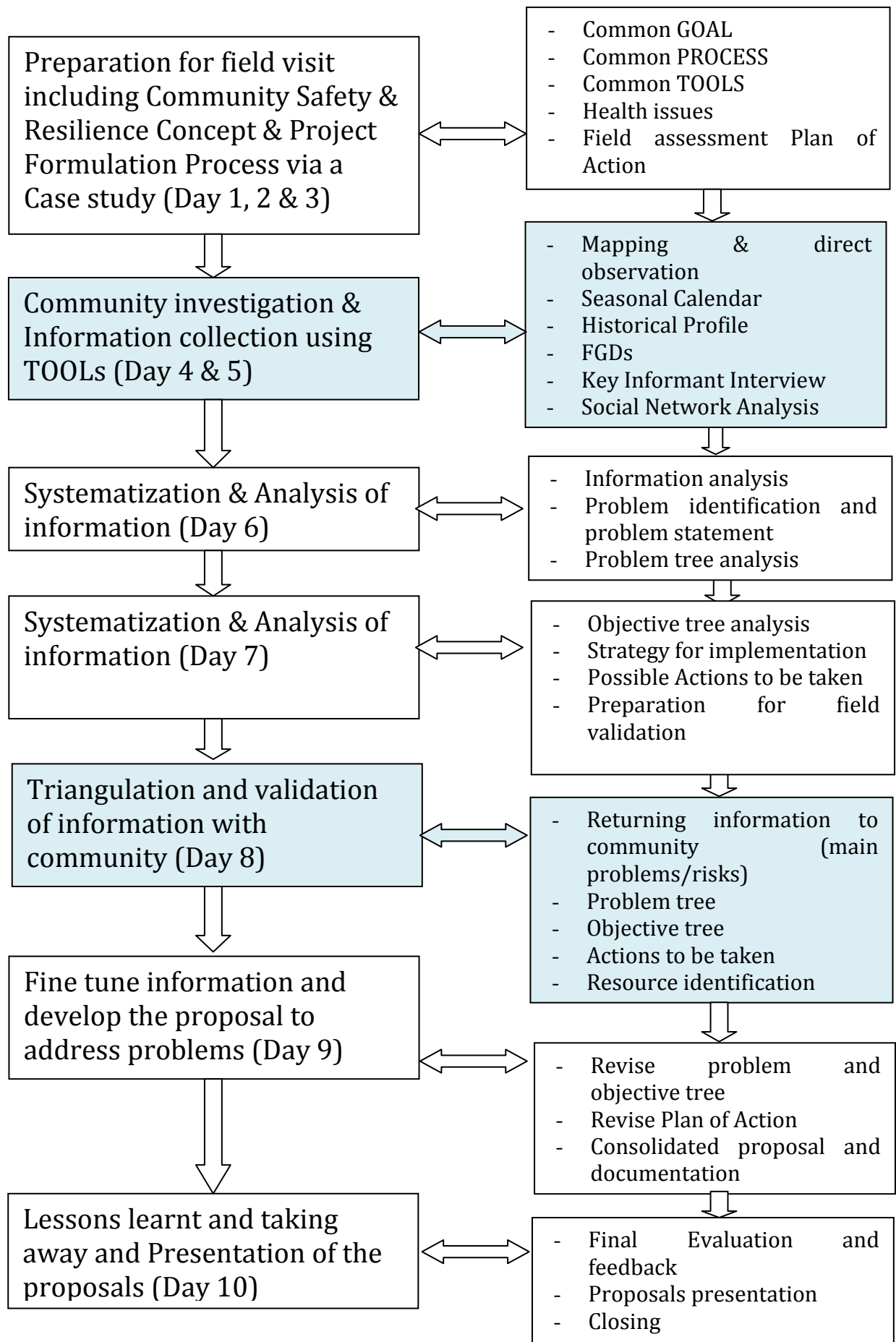## Annexes to the report:

Annex 1: Final Agenda

Annex 2: Disaster Risk Reduction Field Session Process

Annex 3: Photo gallery

Annex 1: Disaster Risk Reduction Field Session Agenda

Disaster Risk Reduction Field Session
Yangon, Myanmar 3- 12 December 2012

International Federation of Red Cross and Red Crescent Societies

Time	Day 1, Mon 3 Hotel	Day 2, Tue 4 Hotel	Day 3, Wed 5 Hotel	Day 4, Thur 6 Community	Day 5, Fri 7 Community	Day 6, Sat 8 Hotel	Day 7, Sun 9 Hotel	Day 8, Mon 10 Community	Day 9, Tue 11 Hotel	Day 10, Wed 12 Hotel
9:00- 10:30	8:00 - 9:00 Participants registration 9:00- 9:30 Opening ceremony	S5: 9:00- 10:30 Case study to enhance CSR concept and terminologies (Information Analysis)	S7: 10:00- 14:30 Health issues in Risk Reduction	Leaving hotel at 8:30 ... Meeting & introduction to community members	Leaving hotel at 8:00 ... Community investigation and information collection	S9: 9:00- 10:00 Lessons learnt from the field assessment S10: 10:00- 11:30 Information Analysis Process	Objective Tree Analysis	Leaving hotel at 8:00 Information validation with community Problems tree & objective tree	Lessons learnt from the validation process Revise problem tree, objective tree and Plan of Action	9:00- 10:30 Advocacy messages
10:30- 10:45	Coffee & tea break									
10:45- 12:00	S0: 9:30- 10:30 Introduction (participants & DRR Field Session) S1: 10:45- 12:30 Concept & Process of Community Safety and Resilience	S6: 10:45- 12:30 Project planning process: Problem Identification; Ranking; Problem Tree; Objective Tree	S7: 10:00- 14:30 Health issues in Risk Reduction S8: 14:30- 17:30 Field assessment preparation	Community investigation and information collection	Community investigation and information collection	S10: 10:00- 11:30 Information Analysis Process S11: 11:30- 12:30 Problem identification and statement	S13: 9:00- 12:30 Objective Tree Analysis (fine tune)	Possible activities Resource identification	Revise problem tree, objective tree and Plan of Action Introduction of the proposal template Closing	Final evaluation
12:30-13:30	LUNCH									
13:00- 15:30	S2: 13:30- 15:00 Key terminologies S3: 15:00- 16:30 VCA tools orientation and practice	S6: Cont Project planning process: Problem Identification; Ranking; Problem Tree; Objective Tree	S8: 14:30- 17:30 Field assessment preparation		Community investigation and information collection	S12: 13:30- 15:30 Problem Tree Analysis	S14: 13:30- 15:30 Plan of Action (Activites discussion)	Working on Consolidated Proposal	Free time	
15:30-15:45	Coffee & tea break									
15:45- 17:00	S4: 16:30- 17:15 Advocacy	S6: Cont Project planning process: Problem Identification; Ranking; Problem Tree; Objective Tree	S8: 14:30- 17:30 Field assessment preparation	At hotel : Review the day and prepare for next day.			S13: 15:45- 17:00 Problem Tree Analysis (cont)	Preparation for validation of information in the community	Working on Presentation	Free time

Annex 2: Disaster Risk Reduction Field Session Process

Preparation for field visit including Community Safety & Resilience Concept & Project Formulation Process via a Case study (Day 1, 2 & 3)	- Common GOAL - Common PROCESS - Common TOOLS - Health issues - Field assessment Plan of Action
Community investigation & Information collection using TOOLs (Day 4 & 5)	- Mapping & direct observation - Seasonal Calendar - Historical Profile - FGDs - Key Informant Interview - Social Network Analysis
Systematization & Analysis of information (Day 6)	- Information analysis - Problem identification and problem statement - Problem tree analysis
Systematization & Analysis of information (Day 7)	- Objective tree analysis - Strategy for implementation - Possible Actions to be taken - Preparation for field validation
Triangulation and validation of information with community (Day 8)	- Returning information to community (main problems/risks) - Problem tree - Objective tree - Actions to be taken - Resource identification
Fine tune information and develop the proposal to address problems (Day 9)	- Revise problem and objective tree - Revise Plan of Action - Consolidated proposal and documentation
Lessons learnt and taking away and Presentation of the proposals (Day 10)	- Final Evaluation and feedback - Proposals presentation - Closing

Annex 3: Photo gallery

Participant introduction

Participants are analysing information from the case study

Information analysis from the case study

Group information analysis from the case study

Team presentation

Team spirit is vital

Group analysis and preparation

Information collection with community people

Engaging people to best share information

Information analysis is a challenge as always

Sharing findings from the field assessment

Validation and triangulation of information with the community people