International Federation
of Red Cross and Red Crescent Societies

Process Report on

Disaster Risk Reduction Field Session

19- 28 March, 2012

Colombo, Sri Lanka

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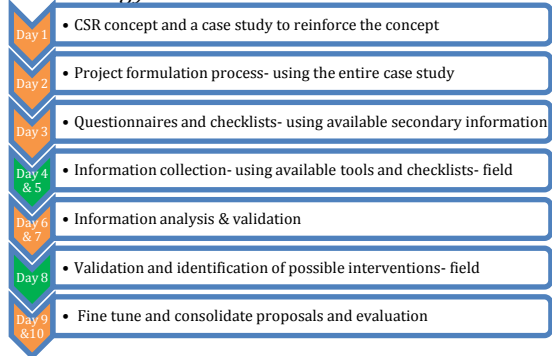
for hosting and organizing the event

With financial support from

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:

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 made a circle to say their names with one threat and one possible action to reduce/mitigate and prevent it from happening. The DRR FS introduction started with mapping out how many participants are familiar with VCA or other community assessment follow 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 suggested that assessing participants in VCA or field assessment is needed to make sure all will be in the same level of understanding and orientation where applicable.
	Session 1: Concept of Community Safety and Resilience. The session focuses on defining: - What is resilience? - Resilience to what? - Characteristics of a resilient community?	The evolving concept of community resilience has been shared and practical feedback from the participants has been collected. To wrap up the session, participants were able to point out some key suggestions such as: - Trained volunteers - Well functional CBOs - Strong leadership and management - Community ownership - Community based initiatives - Good coordination among stakeholders	
	Session 2: 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 participants need to get familiar with five components in identification and analysis of information. - Threats/hazards - Potential risks - Elements at risk - Vulnerability - Capacity	Upon the introduction of the case study, five groups were formed taking into consideration of experience and background. Five questions were prepared: 1. What are threats/hazards/shocks they are facing? 2. What are impacts? 3. Who and what affected? 4. Why these impacts happen? 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.	The case study holds dynamic information which is useful for participants to have better view and ideas of all possible risk factors in the community.
Day 2	**Session 3**: Project formulation process. The session aims to equip participants with basic skills in how identify problems and address	All five groups used the case study and worked on the following: - Problem identification - Problem statement - Problem tree - Objective tree	

	them step by step in programme planning manner.	- Possible actions to address the problem	
	Session 4: Community Safety and Resilience Process. The session aims to discuss and come up with a common process by introducing few other RCRC process such as PHAST; PASSA; VCA; CBHFA.	The group discussion and plenary discussion brought up common issues in programming. After all, the facilitator was able to conclude that many initiatives are taking place here and there within the Movement; however the programming process has many in common from sensitization with national society leaders to field assessment and implementation.	It is important to share with participants what initiatives are applying in the movement to better reinforce their awareness and at the same time to make use of those tools/processes from the movement.
Day 3	**Session 5**: Health related risks in program planning. The session aims to equip participant's basic knowledge and awareness of rising health related threats due to changing climate.	Participants were able to expose to different scenarios where health related issues were discussed and presented.	
	Session 6: Advocacy introduction: This included a basic assessment of the group's understanding, review of key policy and guidelines, and an interactive activity to explore the differences between 'advocacy', 'public campaigns', and 'service delivery'.	The beginning activities provided a simple introduction to the topic and were interactive. The main group activity helped people to begin to distinguish between the concepts of advocacy, service delivery, and campaigns. This framework was a useful tool for the rest of the training, and helped frame how the Red Cross can respond to the different problems that emerged during the VCA.	• Need to separate the advocacy, service delivery and campaign section (to make it clearer). • Need more time to include the scenario exercise (helps to build understanding).
	Session 7: Community briefing and field preparation. The session objective is to get participants PREPARED and READY for field assessment. Team work is highly considered in this session.	Two semi-urban communities were selected and introduced to the participants with basic information and potential risks they are facing. The SLRCS has a plan to use this opportunity to further explore the community profile to come up with concrete intervention in the future. In response to two above mentioned scenarios, the group was divided into two groups in which one comprises of 15 and the other of 10. Both groups were able to well coordinate and come up with detailed step by step plan of action for the field assessment including which TOOLS to be used and who does what.	• It is perfect plan to have two different real scenarios to work with. • Semi-urban setting is something new and challenging the RCRC movement
Day 4 and 5	Field investigation and information collection using VCA TOOLS.	Both groups came up with proposed TOOLS to be executed in the field: - Mapping (social/hazards/resources) - Seasonal Calendar - FGD - Social network analysis - Key informant interview - Direct observation Since not all participants are familiar with VCA tools, the facilitation of tools with community went not smooth from the beginning, however it progressed and improved gradually.	• Team introduction to the community • Community participation • Good arrangement & logistics from SLRCS • Time convenience should be agreed in advance • Good representation (women, youths, elderly and teachers) • More attention

			needs to be given to translation.
Day 6	**Session 8**: TOOLs application reflection and sharing. The session objective is to share real life experience of using tools in community assessment.	The plenary discussion with guided questions gave participants opportunities to speak out their experience and challenges in execution of tools in the community. At the same time, some useful tips and technique to perform the tools were shared to reinforce participant confidence in the future.	It is suggested that careful plan for choosing which TOOLS to be used should be made during secondary information study and field assessment. Flexibility should be there depending on real situation and availability of community people. Do not use the TOOLS just for the sake of having them.
	Session 9: Problem identification and statement	A list of problems identified by both groups were shared and discussed in plenary. After review them, both agreed to come up with one problem statement as follow: 1. Wadulla: **Prevalence of communicable diseases.** 2. Dahampura: **Sickness and poor hygiene** Once these above statements formed, the groups worked on the problem tree by identifying: direct; indirect and root causes.	
	Session 10: 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 groups are able to complete the problem trees based on the problem statement identified and largely agreed by all the group members. *For details, refer to the consolidated proposals.*	• Group ground rule and team leader • Prioritization is not an easy task • We tend to mix up our bias into the discussion • Clear linkages among problems • Facilitation skills
Day 7	**Session 11**: Advocacy and Campaign: Identifying the potential advocacy, public campaign, and service delivery issues	This was a quick activity, conducted after the problem tree. This helped participants to begin to think of how the Red Cross can respond to problems they had identified, through difference avenues.	• There seemed to be clear understanding of task • Perhaps in future could make more specific (as perhaps too generic)
	Session 12: Objective tree and possible intervention to address the problem. 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 groups are able to complete the objective trees with GOAL, specific OBJECTIVES and ACTIONS. *For details, refer to the consolidated proposals.*	• Clear problem tree leads to good objective tree • Clear time-frame to complete • Team- work • Diverse group makes good discussion with various ideas • Need to refer more to TOOLS used • Integrated learning
	Session 13: Strategy for implementation	A feasible strategy to implement the proposed plan of action to be discussed among groups and both could be able to come up with the strategy as mentioned in the consolidated proposal.	Strategy is not step by step to execute the plan of action but measures to ensure

			the plan will be properly supported by various levels of both governance and management.
	Session 14: Tips for field validation and triangulation	An agreed plan for the validation as below: • brief summary of what have been done and found • divide the community into small groups randomly (10 each) • place the problem in the middle and take one direct cause to discuss to the end including root causes • similar to objective tree and possible interventions • rotate the group until you finish • one facilitates; one takes note and one does the translation	Translation of problem and objective trees into local language before returning to the community.
Day 8	Information validation and triangulation with community people	From observation and feedback from participants, both groups were able to work with community people to go through all issues identified during the analysis in the meeting room (problem tree and objective tree). Both groups were satisfied with the methodology used and outcomes thanks to full participation and inputs from the community.	• Hand- washing demonstration trigger the discussion • Participatory leads to ownership • Simple methods in facilitation of problems and causes • People are aware of their problems then easy to trigger the flow • Mutual learning bring changes in people mind- set • Different group discussion according to their location/cluster • People are eager in learning from the analysis.
Day 9	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 groups. *For details, refer to attached proposals.*	
	Session 15: Advocacy strategy Prioritising public campaign and advocacy issues (using criteria table and proportion piling) Identifying strategies and activities for advocacy and public campaigns	Some of the key activities identified through the VCA related to advocacy and public campaigns. Therefore this activity was useful to help the groups focus on the most important issue for their project proposal. There seemed to be consensus on the issues that were prioritised through this criteria tool. During this small group activity participants developed strategies and activities for their prioritised advocacy and public campaign issue. Handouts were circulated with strategy frameworks. This activity supported participants in differentiated between advocacy and public campaigns, and considering strategies before activities were selected. The	• Previously there had been some heavy debate in the groups and this activity was useful in creating consensus (as used neutral criteria to decide from). • This was done late in the day, and energy levels were low (perhaps do earlier next time).

		findings from this activity feed straight into the project proposal.	
Day 10	Final Evaluation	The evaluation started with sharing the final agenda and one page process of the event and participants were asked to address three questions below: 1. What do you like most? 2. What need to be improved? 3. How can you use this learning for your future programming? 4. Overall satisfaction (logistics, facilitators and participants) *For details, refer to photos below*	
	Presentation of the proposals	Both groups presented their consolidated proposals in plenary followed by questions and clarifications from both facilitators and participants.	
	Closing ceremony		

2. Overall observation and recommendation:

2.1. Participants:

Strong committments from participants were seen throughout the event. Participants are rich in terms of experience and background leading to dynamic discussion. However, to ensure all to best perform the job, strict criteria for selection to be followed as clearly stated in the DRR Field Session Concept Paper by the IFRC SEA Regional Delegation.

2.2. Administration and logistics:

The venue and logistics wise for the event were perfect; however more communications between organizers and facilitators might ensure better management.

2.3. Community selection:

Semi- urban setting community was a perfect choice to work with as not many participants are good at working with such setting before and it became an excellent opportunity for both participants and facilitators to learn from.

It is suggested that one semi- urban and one rural setting community to ensure cross and dynamic learning for participants in the future.

2.4. Recommendation:

It is observed that negotiation, facilitation and leadership skills are needed for DRR assessment, planning and implementation process. Hence, it is advisable to include these sessions in the future training programme.

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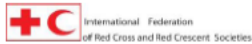
Annexes to the report:

Annex 1: Final Agenda

Annex 2: Disaster Risk Reduction Field Session Process
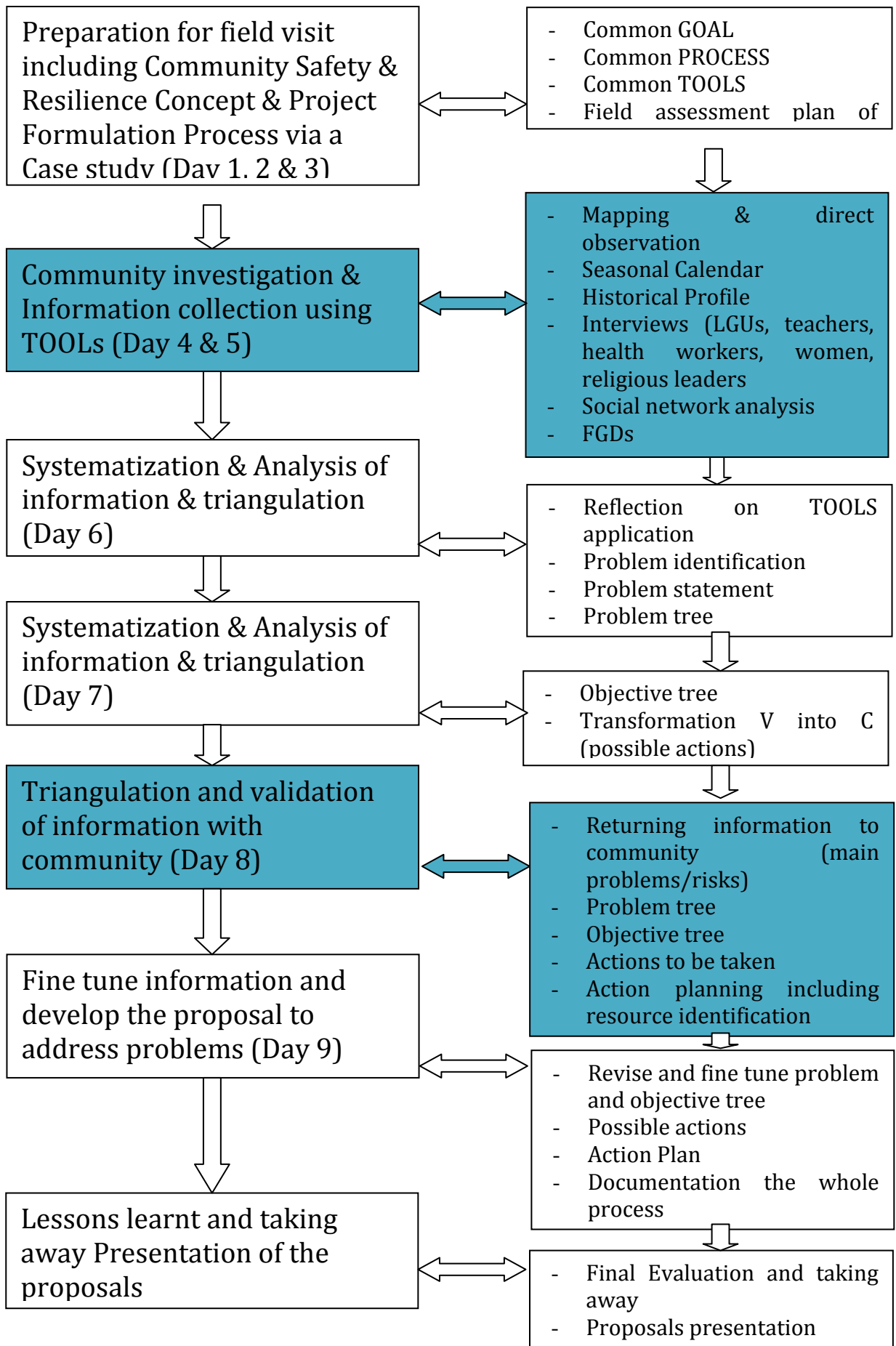
Annex 3: Photo gallery

Annex 1: Disaster Risk Reduction Field Session Agenda

Disaster Risk Reduction Field Session
Colombo, Sri Lanka, 19- 28 March, 2012

	Day 1, Mon 19 Hotel	Day 2, Tue 20 Hotel	Day 3, Wed 21 Hotel	Day 4, Thur 22 Community	Day 5, Fri 23 Community	Day 6, Sat 24 Hotel	Day 7, Sun 25 Hotel	Day 8, Mon 26 Community	Day 9, Tue 27 Hotel	Day 10, Wed 28 Hotel
8:30 - 10:00	8:00 - 8:30 Participants registration; 09:00- 10:00 Opening ceremony	Recap of day 1 Why game (10 mins); S3: 9:00 - 10:00 Project planning process: Problem Identification; Ranking; Problem Tree; Objective Tree; and Action Plan	Recap of day 2; S5: 9:00- 10:00 Health related risks in program planning	Leaving hotel at 8:00; Meeting & introduction to community members	Leaving hotel at 8:00; Community investigation and information collection	9:00 - 10:00; S8: 9:00- 10:00 Experience sharing and reflection on TOOLS application	S11: 8:45- 9:15 Advocacy and campaign; S12: 9:15- 10:00 Objective tree	Leaving hotel at 8:00; Information validation with community; Problems tree & objective tree	Reflection on information validation with community; Fine- tune problem & objective trees	9:00 - 10:00 Final valuation and recommendation
10:00-10:15	Coffee & tea break									
10:15-13:00	S0: 10:15 - 10:45 Introduction (participants & DRR Field Session); S1: 10:45 - 13:00 Concept of Community Safety and Resilience	S3: Cont Project planning process: Problem Identification; Ranking; Problem Tree; Objective Tree; and Action Plan	S6: 10:15- 11:30 Advocacy; S7: 11:30- 13:00: Community profile briefing and field assessment preparation	Community investigation and information collection	Community investigation and information collection	S9: 10:15- 14:00 Problem identification and problem statement	S12: 9:15- 10:00 Objective tree (cont); S13: 12:00- 13:00 Strategy for implementation	Turning vulnerability into capacity; Resourcing the action plan	Working on Consolidated Proposal	Consolidated Proposals Presentation; Closing ceremony
13:00-14:00	LUNCH									
14:00- 15:30	S2: 14:00- 15:30 Case study to enhance CSR concept and terminologies	S3: Cont Project planning process: Problem Identification; Ranking; Problem Tree; Objective Tree; and Action Plan	Group preparation: Review community profile and other source of info, decide key area of info enquiry, design key questionnaires, assign role amongst group member, selecting & preparing material/equipment needed.	Community investigation and information collection; Leaving community at 3:00	Community investigation and information collection; Leaving community at 3:00	S10: 14:00- 15:30 Problem tree	S14: 14:00- 15:00 Tips for information validation with community	Community Action Plan and final inputs; Appreciation and leaving the community	Working on Consolidated Proposal	
15:30-15:45	Coffee & tea break									**Free time**
15:45- 17:00	S2: 15:45- 17:00 Case study to enhance CSR concept and terminologies	S4: 15:45- 17:00 Process for community safety and resilience (CBDRR vs CBHFA/CBHD)	Group coordination and agreement on tools and tasks among team members - Agree on final plan in community; logistic and admin.	At hotel : Review the day and prepare for next day.		S10: 15:30- 16:30 Problem tree (cont)	Translation of problem and objective trees into the local language		Working on Consolidated Proposal	
	Daily evaluation									

Annex 2: Disaster Risk Reduction Field Session Process

Process	Details
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 - Field assessment plan of
Community investigation & Information collection using TOOLs (Day 4 & 5)	- Mapping & direct observation - Seasonal Calendar - Historical Profile - Interviews (LGUs, teachers, health workers, women, religious leaders - Social network analysis - FGDs
Systematization & Analysis of information & triangulation (Day 6)	- Reflection on TOOLS application - Problem identification - Problem statement - Problem tree
Systematization & Analysis of information & triangulation (Day 7)	- Objective tree - Transformation V into C (possible actions)
Triangulation and validation of information with community (Day 8)	- Returning information to community (main problems/risks) - Problem tree - Objective tree - Actions to be taken - Action planning including resource identification
Fine tune information and develop the proposal to address problems (Day 9)	- Revise and fine tune problem and objective tree - Possible actions - Action Plan - Documentation the whole process
Lessons learnt and taking away Presentation of the proposals	- Final Evaluation and taking away - Proposals presentation

Annex 3: Photo gallery

DRR FS opening ceremony

Participants are analysing information from the case study

Problem tree analysis from the case study

Participants are coached on advocacy messages

Direct observation with key informants

Social network analysis with community

Transforming problems into objectives

Problem tree

Team work preparation for field assessment

Information analysis is a challenge as always
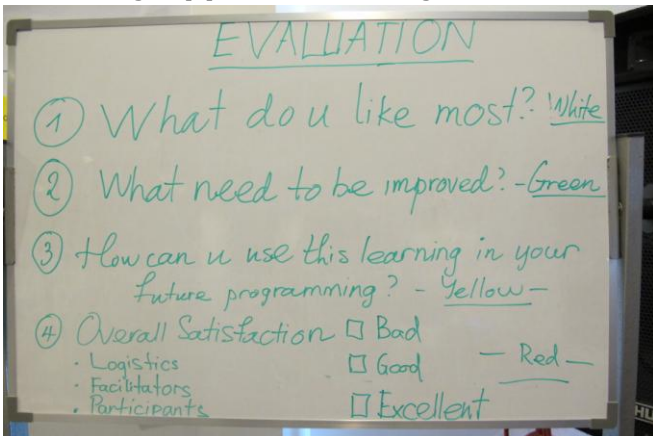

Learning by doing through a case study

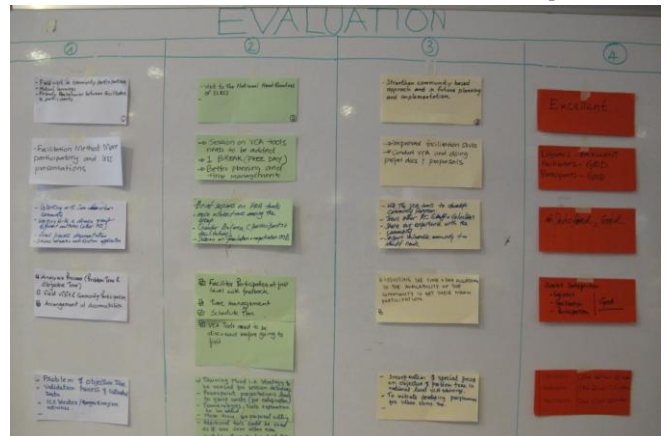Listening and mutual respect are always there

A group presentation during the event

Potential health related risks from the dump site

Final evaluation

Final evaluation from participants