



**European Commission**

Asia-Information Technology and  
Communications  
(Asia IT&C)

**CASITA**

**Sustainable capacity building  
on Urban Disaster Mitigation in  
Asia using IT&C learning tools**

Minutes Kick-off workshop held in ITC,  
Enschede, 7-9 April 2003

**Asia IT&C Kick-off workshop April 7, 8 & 9  
at ITC, Enschede**



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## **Kick-off Workshop Program**

### ***Monday, April 7***

- 10:00 Welcome at ITC and 30 min. introductions of all present on their institute, its activities and their contributions to the project
- 12:30 Lunch with some of the ITC staff members involved in the project activities
- 13:30 Presentation by ITC on the EU/Asia IT&C Program, our contract obligations towards the Program Bureau and reporting (narrative and financial) schedules
- 14:30 The project Work Plan; detailing of activities, division of responsibilities, scheduling of activities, expected outputs

### ***Tuesday, April 8***

- 9:00 Continuation discussions on Work Plan
- 12:30 Lunch break
- 13:30 Meeting with S. Beerens (director external affairs) and Ir.M.Noort (Head Project Services ITC)
- 14:00 Introduction to Black Board software
- Joint dinner

### ***Wednesday, April 9***

- 9:00 Continuation discussions on Work Plan
  - Explanation sub-contracts ITC-ADPC and ITC-IGN/ENSG
  - Wrap-up
- 12:30 Lunch break
- 13:30 Guest lectures on Urban Disaster Management by project partners for ITC students.

# Kick-off Workshop Proceedings

## Introduction

The kick-off workshop was hosted by ITC at their venue in Enschede, The Netherlands, from Monday April 7 up to and until Wednesday April 9, 2003.

Participants in the workshop were:

- Rajesh Sharma, ADPC (responsible project coordinator for Asia)
- N.M.S.I Arambepola, ADPC, senior staff member
- Michel Bossard, IGN/ENSG (responsible for the ITC/ENSG input jointly with his colleague Pascal Barbier)
- Cees van Westen, ITC, project supervisor (responsible for project content)
- Sabine Maresch, ITC, project coordinator (responsible for management and administrative issues)

On the first workshop day, all partners gave a presentation of their institute and its activities with regard to the Asian region and related to urban disaster mitigation. ITC also introduced to the other partners the Asia IT&C program and the specifics of this particular project and related contract obligations.

All partners agreed that a short acronym should be found as a working title to be used in daily communication, instead of referring to the long formal project title "Sustainable capacity building on Urban Disaster Mitigation in **Asia** using **IT&C** learning tools". After long deliberations, the group decided to use the following working name for the project: **CASITA**, referring to **C**apacity building in **AS**ia using **I**nformation **T**echnology **A**pplications.

On the second day, half of the afternoon was used to give all partners an introductory course in Black Board, which was very much appreciated by all. On the third day, the afternoon was used for guest lectures by ADPC staff to ITC students.

The bulk of the kick-off workshop was dedicated to detailed discussions on the workshop activities, planning, deadlines and division of tasks and responsibilities. All partners agreed it was extremely useful to take this time to sit together and go through the complete project plan in detail. The detailed discussions on the project activities largely followed the activity descriptions as formulated in project proposal document as approved by the EC. Therefore these minutes will also largely follow that same structure.

## Detailed agreements on project activities

Below, an overview is being given of the discussions and agreements on the different project activities. At the end of each activity paragraph, a table is given which summarizes the action points, responsible partner(s) and corresponding deadlines.

### **Activity 1: Kick-off Workshop**

During this kick-off the following needs to be further detailed and agreed upon:

- Planning of activities (done)
- Exchange between the three partners of digitally available course curricula in the field of urban disaster management, GIS, Remote Sensing and distance education.
  - Action point for ADPC:
    - Provide info on following ADPC courses: Urban DM, Flood DM, Earthquake Vulnerability Reduction for Cities (EVRC), Technological Risk Mitigation.
  - Action points for ENSG:
    - Provide info on Web-based course with GDTA on Space Cartography (on web only some components, full registration needed for full access)
    - Make inventory of information on Internet on teaching RS and GIS
    - Provide info on Test-phase of E-learning course on Geodesy.
    - Provide case studies (e.g. urban explosion hazard)
  - Action points for ITC:
    - Provide several case studies on GIS/RS for hazard assessment, with ILWIS.
    - Provide course curricula for several short courses: Risk assessment, Natural Hazard and Disaster Management, Geological hazards (landslides, seismic, volcanic), Low land hazards (flooding, coastal hazards), Urban suitability analysis, Multi-criteria decision making, Introduction to Remote Sensing, Introduction to GIS, Development of case studies with Universities, Participatory mapping and mobile GIS, E-learning: cartographic visualization, image fusion.

To summarize:

| <b>Activity</b>  | <b>Responsibility of</b> | <b>Deadline</b>   |
|--|--------------------------|-------------------|
| Planning of activities                                 | ITC, ADPC & ENSG         | Done              |
| Exchange of digitally available course materials       | ITC, ADPC & ENSG         | First week of May |
| Bring partners up-to-date to various software packages | ITC                      | Done              |

## **Activity 2: Inventory of needs and opportunities**

Actions:

- We will concentrate on the Universities listed in the document before. Invite them to participate in training for two of their lecturers and to receive assistance in development of case studies and curriculum development.
- After getting reaction, send a questionnaire, with logos of the three project partners. If universities are interested, ask for a written statement of commitment.
- We will ask the Universities if they have other contacts with other organizations.
- This inventory of needs and opportunities will be done through the following activities:
  - Establishment of an e-mail distribution list (done, already present at ADPC).
  - Individual universities should be contacted personally (action point ADPC);
  - Include the project in the next electronic ADPC newsletter (action ADPC, deadline 30 April)
  - Inquiry through questionnaires; One part before the workshop, basically in order to get names of lecturers, and know about their expertise in GIS and Remote Sensing; Not the coordinators should come, but the teachers themselves. Other part during the workshop, in more detail.
  - ITC will provide input for writing the letter to Universities, mentioning the following benefits and obligations: Free offer of ILWIS software, Free access to many case studies and course materials and Willingness to share data with others. No copyright on data.
  - Written commitment from the University to invest time in the development of case studies, keep to the deadline for reporting on progress of case studies and presenting at the final workshop.
  - Ask people that will come to the workshop to bring materials for a case study (maps etc.) and present their ideas during the workshop. Present an abstract proposal. We must send them the guidelines for such an abstract beforehand (action ITC: provide input for the guidelines)

Output: a Report with the results of the inventory of needs and opportunities. This can be a recompilation and update of the AUDMP workshop (July 2002) materials (ADPC).

To summarize:

| <b>Activity</b>  | <b>Responsibility of</b>  | <b>Deadline</b>   |
|--|---------------------------|-------------------|
| Personal letter to each of the 13 Asian universities           | ADPC, with input from ITC | First week of May |
| Establishment of e-mail distribution list                      | ADPC                      | Done              |
| Include project info in ADPC electronic newsletter             | ADPC                      | End of April      |
| Send out questionnaire to 13 Asian universities                | ADPC/ITC/ENSG             | End of May        |
| Develop guideline for abstract proposal                        | ITC                       | End of May        |
| Develop format for written commitment from the 13 universities | ADPC                      | End of May        |

### **Activity 3: Communications Strategy**

To promote the project in an effective manner from the very start, a communications strategy will be developed. Part of the overall strategy will be:

- the creation of a website with information on the Asia-IT&C programme, it's objectives, the objectives of the project, the partners involved (with linkages to their websites), the method of work, the activities, etc. The website will be maintained by ADPC. ITC will make a link to it. IGN also.
- Action:
  - ITC will send ADPC digital material a.s.a.p. (before next week).
  - ADPC will include the page in their AUDMP website first week of May. After the website is made, the persons from the Universities will be contacted.
- The website will also include the link to the distance education environment in which the course materials will be developed <http://bb.itc.nl>. As the project develops the website will be adapted to reflect the latest status and other highlights. In addition to the website, announcements will be made on the ADPC/AUDMP e-mail information list.

To summarize:

| <b>Activity</b>   | <b>Responsibility of</b> | <b>Deadline</b>               |
|---|--------------------------|-------------------------------|
| Provide website content   | ITC                      | End of April                  |
| Create website and put it on the ADPC site  | ADPC                     | First week of May             |
| Make links to ITC and IGN/ENSG websites   | ITC & ENSG               | Second week of May            |
| Create Blackboard site  | ITC                      | End of April                  |
| Make announcements on project activities and new info on the ADPC/AUDMP e-mail information list | ADPC                     | Throughout the project period |

### **Activity 4: Establishing Virtual Platform for module development**

This platform will be the core of the project. We will use Blackboard (BB) software for that, since ITC is already an experienced user of BB in their educational activities.

The BB platform will be divided into two components:

- one resource area for module developers, and
- one area for students, but only made available at the end of the project.

We may also decide to put the contents on a website at the end of the project.

Question: what is the bandwidth. We might see if this could be ITC website.

The module development area is intended for the staff of the various universities and research institutes to obtain information on:

Question: how do we deal with the software??

- We use ILWIS as our educational GIS software
- All Universities will obtain ILWIS licenses.

- The student part of the virtual platform will contain the course modules and case studies, once they are fully worked out and tested, as will be developed under activities 6 and 7.

- Both sides of the virtual learning platform will be accessible through registration. The resource area for module developers will be made accessible to the staff of the universities and training institutes mentioned earlier, with a user-name and password. The student side of the platform will be made available to those persons who will register for the modules, and who will pay a fee for the training courses. The registration for the student side of the platform will be made possible at the end of the project, after the modules have been developed and tested.

To summarize:

| <b>Activity</b>  | <b>Responsibility of</b>           | <b>Deadline</b>        |
|--|------------------------------------|------------------------|
| Create Blackboard site                                 | ITC                                | End of April           |
| Arrange for registration for selected participants     | ITC                                | Beginning of August    |
| Maintain BB site                                       | ITC, with input from ADPC and ENSG | Throughout the project |
| Include Rens Brinkman as ITC technical support officer | ITC                                | End of April           |

#### **Activity 5: Train-the-trainers workshop**

One important component of the project is to train university staff responsible for designing and implementing courses on urban disaster management to use the virtual platform for module development. Training will be required in the use of GIS and Remote Sensing, and the use of the distance education software. Use will be made of existing case studies that have been developed by ITC, ADPC and ENSG.

A two weeks training course is foreseen for the trainers, which will focus on the following aspects:

- What is Disaster Management. Components, hazard, vulnerability, risk, elements at risk. Information requirements. Different approaches. During the first two days in the morning
- GIS and Remote Sensing training. Refreshing part only. During the first two days in the afternoons. We need to know beforehand what is the level of GIS expertise.
- Applications of GIS / RS in the field of disaster management; In the order of 2-3 days maximum. Part lectures, partly practicals.
- How to use (high resolution) remote sensing imagery for the generation of elements at risk databases (buildings, infrastructure, lifelines, critical facilities); should be integrated within the case studies.
- How to use computerized field data collection methods, using DPA and GPS for the collection of hazard and risk related information; this is too much for such a course.
- How to generate a GIS training case study (2-3 days)
  - Which types of data should be available,
  - How to generate a suitable database for hazard assessment, elements at risk mapping, cost assessment, risk assessment;
  - Which GIS-based models to use for hazard assessment, vulnerability and risk assessment for different hazard types;



- Participants will work on their own case study and go back home with the framework of their case study, which they will develop after the course with the support of the project partners.
- Distance education training, with the use of distance education support software for Internet (1-2 days).

Equipment requirements for the course:

- Hall with 13 PC's in network, with Internet connection
- Beamer, CD-burner, printer, A4 size scanner.
- Period of the training: Monday 11 – 23 August.

Before the course:

- Know the names of all participants, in order to generate user name/passwords for the BB site. (ITC)
- Make the FTP site for the project. (ITC)
- Send ILWIS registration forms to ADPC (ITC)
- Have as much as train-the-trainer course material as possible available on the BB site (all partners).

Staff input in training course:

- ENSG: Michel Bossard and Pascal Barbier, one week each
- ADPC: Rajesh Sharma and N.M.S.I. Arambepola during complete course period, at some days more ADPC staff, plus preparation time to finalize the list of participants and all logistic arrangements (Participants may stay at AIT center)
- ITC: Cees van Westen (2 weeks), 2 persons 1 week each (several options, to be decided soon)

At the end of the course:

- A CD will be given to the participants with all training materials
- All participants will receive an ILWIS system.
- The presentations of the participants will be put on the Blackboard site.

The following more detailed course outline has been agreed upon:

|       |               | <b>First week</b>   | <b>Who</b> |
|-------|---------------|---|------------|
| Day 1 | First period  | General introduction to the objectives of the course<br>Presentation by the participants. Expectations.   | ADPC       |
|       | Second period | Lecture: Introduction to DM. Impact of disasters, DM cycle, definitions.                                  | ADPC       |
|       | Third period  | Lecture: Introduction to Geographic Information Systems   | ITC        |
|       | Fourth period | Practical: Introduction to ILWIS  | ITC        |
| Day 2 | First period  | Lecture: Hazards, vulnerability and risk.   | ADPC       |
|       | Second period | Lecture: Disaster mitigation measures, and the role within this of having information on loss estimation. | ADPC       |
|       | Third period  | Lecture: Introduction to Remote Sensing   | ENSG       |
|       | Fourth period | Demonstration case studies on the use of RS for DM  | ENSG       |
| Day 3 | First period  | Lecture: Using GIS for hazard assessment  | ITC        |
|       | Second period | Demonstration: Introduction to case study Kathmandu including how to use Blackboard for downloading data  | ITC        |
|       | Third period  | GIS case study: Kathmandu earthquake loss estimation  | ITC        |

|  |               |   |              |
|--|---------------|---|--------------|
|  | Fourth period | GIS case study: Kathmandu earthquake loss estimation  | ITC          |
| Day 4  | First period  | Lecture: Elements at risk mapping   | ITC          |
|  | Second period | Lecture: Elements at risk databases   | ITC          |
|  | Third period  | GIS case study: Kathmandu earthquake loss estimation  | ITC          |
|  | Fourth period | GIS case study: Kathmandu earthquake loss estimation  | ITC          |
| Day 5  | First period  | Lecture: Vulnerability assessment and loss estimation   | ITC          |
|  | Second period | GIS case study: Kathmandu earthquake loss estimation  | ITC          |
|  | Third period  | Presentation: Earthquake vulnerability reduction, Action plan for Kathmandu                             | ADPC         |
|  | Fourth period | First presentation by participants on their plans for developing case studies                           | Participants |
| Saturday: excursion (partly touristy, partly DM related) |               |   |              |
| Sunday: free day   |               |   |              |
| <b>Second week</b>                                       |               |   | <b>Who</b>   |
| Day 6  | First period  | Lecture: Structuring a course. Defining objectives, expected output, available resources, target group  | ITC          |
|  | Second period | Lecture: Overview of course curricula of ADPC courses   | ADPC         |
|  | Third period  | Practical: Define objectives for course by participants   | Participants |
|  | Fourth period | Discussion: Defining objectives for a course  | Participants |
| Day 7  | First period  | Lecture: Designing a case study   | ITC          |
|  | Second period | Lecture: Overview of case studies in ENSG courses   | ENSG         |
|  | Third period  | Practical: How to structure the problem using flowcharts  | Participants |
|  | Fourth period | Discussion: How to structure the problem using flowcharts   | Participants |
| Day 8  | First period  | Lecture: Spatial data requirements  | ENSG         |
|  | Second period | Lecture: Overview of case studies of ITC courses  | ITC          |
|  | Third period  | Practical: Evaluate available data for developing a case study.   | Participants |
|  | Fourth period | Discussion: Preparing a digital dataset. Problem solving  | Participants |
| Day 9  | First period  | Lecture: Introduction how to use Blackboard as a teacher  | ITC          |
|  | Second period | Lecture: Follow-up: how to proceed. How to get help in developing case study. Deadline. Final workshop. | ITC          |
|  | Third period  | Time for preparing the presentations, and putting them on Blackboard                                    | ITC          |
|  | Fourth period | Time for preparing the presentations, and putting them on Blackboard                                    | Participants |
| Day 10   | First period  | Time for preparing the presentations, and putting them on Blackboard                                    | Participants |
|  | Second period | Presentation by participants on their plans for developing case studies                                 | Participants |
|  | Third period  | Presentation by participants on their plans for developing case studies                                 | Participants |
|  | Fourth period | Evaluation, Formalities, closing etc  | ADPC /ITC    |

To summarize:

| <b>Activity</b>                 | <b>Responsibility of</b>                   | <b>Deadline</b>      |
|---------------------------------|--|----------------------|
| Make a course outline           | ADPC, ENSG & ITC                           | done                 |
| Preparation of course materials | ADPC, ENSG & ITC, see course outline above | First week of August |

|   |                                    |                      |
|---|------------------------------------|----------------------|
| Put course materials on BB in advance   | ITC, with input from ENSG and ADPC | First week of August |
| Make final list of course participants & send invitation & course information   | ADPC                               | First week of July   |
| All logistical arrangements   | ADPC                               | August               |
| Assign user names and passwords to all course participants  | ITC                                | First week of August |
| Make FTP site for the project   | ITC                                | First week of August |
| Send ILWIS registration forms to ADPC   | ITC                                | First week of August |
| Put presentation of course participants, and other relevant course materials delivered during the training on BB site | ITC                                | Last week of August  |
| Provide all participants with CD-ROM containing all course materials  | ADPC                               | Last week of August  |
| Provide all participants with ILWIS software package  | ITC                                | Mid August           |

### **Activity 6: Development of GIS case studies**

In order to be able to design a course module on urban disaster management, the various universities and training institutes would have to develop a GIS case study from their own country, and preferably from their own city where they are located. Practice has shown that the use of a local case study is much more efficient in the learning experience of the students following such a module.

- They will exchange these case studies through the virtual platform established in activity 3. Use is made of:
- Blackboard for all written materials
- An FTP site will be made at ITC for the digital data. Subdirectories for all universities. This should be made before the course starts (already mentioned under activity 5)
- Once the case studies have finished the input GIS files will be included in the Blackboard site in Zip files.
- Also the project partners will exchange their case studies through this media.

How to supervise the development of case studies??

- We need to assign persons from partner institutes to case studies.
- These persons are the first responsible for follow up
- Generate discussion lists in Blackboard on technical matters. How to....
- There is budget available for visits to the Universities later in the year, but these should be combined with other missions from other projects (limited funding).

Deadline for case study development, for the 13 universities:

- Submit a report on it before the end of January.
- On the basis of the received report we can invite them to the final workshop in India.
- We can give them an ILWIS license with duration till April. And get a permanent license when they finish, with the permission to use it for all teaching.
- We need to have commitment from the Universities.
- We need at least 6 case studies to be finished before the end of January deadline.

To summarize:

| <b>Activity</b>   | <b>Responsibility of</b>       | <b>Deadline</b>     |
|---|--------------------------------|---------------------|
| Development of case studies   | The 13 benefiting universities | End of January 2004 |
| Supervision of case studies   | ADPC/ITC/ENSG                  | End of January 2004 |
| Visits to the universities to assist and advice in the case study development | ADPC/ITC/ENSG                  | End of January 2004 |
| Delivery of final case study reports  | The 13 benefiting universities | End of January 2004 |

### **Activity 7: Development of a set of standard module components**

Apart from the case studies that will be contributed by the universities and training institutes, a number of course module components will be developed on the virtual platform. These are intended for the staff of the various universities and training institutes, which they can use in their planned modules on disaster management.

The module components, once they have been fully developed and tested, will also be placed on the student part of the virtual platform, so that also students from outside the designated universities can follow these modules, and staff from other universities may use it for their training.

- Materials will be offered in form of PDF's, PowerPoint files, ZIP files with GIS data, and Hyperlinks.
- Each of the modules should at least contain a file with written objectives, duration and planning of the module. Use fixed format for this by all partners (ITC will make draft).
- Required by contract: 7 course components available in Blackboard at the end of the project. Ready in principle in December 2003
- One partner takes the lead, and provides material in draft format on the BB site. Other partners make suggestions for improvement. Avoid redundancy. Make links to various components.
- During the training course have a framework of each module of this activity available for discussion.

Tentatively, these module components could have the following working titles and content:

- "Urban disaster management". Problem definition, disaster prevention, disaster preparedness, disaster response, hazard assessment, risk assessment; main responsible: ADPC
- "Flood hazard assessment in urban areas". Methods for flood hazard assessment, hydrological models, empirical approaches, elements at risk mapping, geospatial data requirements, vulnerability curves, cost estimation; main responsible: ITC (Ben Maathuis)
- "Earthquake hazard and risk assessment for cities". Seismic hazard assessment, generation of geotechnical database, attenuation, amplification, geospatial requirements, elements at risk mapping, seismic vulnerability assessment, risk assessment; main responsible: ITC (Tsehai Woldai)
- "Landslide hazard and risk assessment for cities". Seismic hazard assessment, generation of geotechnical database, attenuation, amplification, geospatial requirements, liquefaction potential, elements at risk mapping, seismic vulnerability assessment, risk assessment; main responsible ITC (Cees van Westen)
- "Coastal hazard and risk assessment". Tropical cyclone hazard assessment, coastal inundation models, wind speed models, coastal erosion hazard assessment, geospatial requirements, liquefaction potential, elements at risk mapping, seismic vulnerability assessment, risk assessment; main responsible ITC (Tjeerd Hobma, Michiel Damen)
- "Multi-hazard risk assessment for cities". Use of high resolution satellite imagery for elements at risk mapping, field based automated mapping techniques using mobile GIS and GPS, generation of cost maps for elements at risk, generation of annualized risk curves, multi-hazard risk maps; main responsible ITC (Lorena Montoya)
- "Technological hazard & risk assessment for cities". Industrial, chemical, pollution, explosion, urban fires. Main responsible: ENSG
- "Vulnerability reduction for cities". Vulnerability reduction methods; Technical, Structural, Non-structural, Social, Cultural, Economic, Political. Main responsible: ADPC

#### Other tasks:

- We will also make separate CD's with these module components, which the three partners can distribute as promotional material, and disseminate to the 13 Universities.
- ADPC will provide the format for training materials (theory, PowerPoint)
- ITC will provide the format for GIS exercises

It will be specified what sort of material is expected, be it lecture notes, audio-visual material, etc. Also links will be made to other website containing relevant information on the topics mentioned above. The materials for the various module components will be developed in such a way that a course can be made consisting of several (but not necessarily all) of the above mentioned components. Each component will have enough teaching material (in combination with the case studies developed in activity 6) for a course component duration of 1 week minimal. The division of tasks for the

development of these course components will be decided during the kick-off workshop.

To summarize:

| <b>Activity</b>  | <b>Responsibility of</b>          | <b>Deadline</b> |
|--|-----------------------------------|-----------------|
| Develop fixed format for course structure  | ITC                               | August 2003     |
| Develop fixed format for training materials  | ADPC                              | August 2003     |
| Develop fixed format for GIS exercises   | ITC                               | August 2003     |
| Develop course modules   | ADPC/ITC/ENSG, see schedule above | December 2003   |
| Make separate CD's with all course materials and distribute to the 13 universities | ADPC                              | March 2004      |

### **Activity 8: Assistance to trainers through Internet based distance education**

The courses which are tested or given for the first time, during the duration of the project, at the various universities and training institutes may need the support by experts in the field of disaster management. It is not envisaged that all universities and training institutes will have fully implemented the course modules during the project period of 1 year. We expect that at least in 3 universities this will be the case.

It is expected that at the following universities already 1 or more modules will be implemented during the course of the project:

- **IIRS** (start of a MSc in disaster management)
  - Support by ITC; the aim for the IIRS MSc is to assign module coordinators from IIRS and ITC that will be in regular contact. ITC staff involved:
    - Robert Voskuil (october)
    - Lorena Montoya (february 2004)
    - Tsehaie Woldai (february – March 2004)
    - Ben Maathuis (february – March 2004)
    - Cees van Westen (November 2003)
    - Michiel Damen ( ?)
  - Support by ADPC:
    - Budhi Weerasingha (Nov 24 - Dec 12, 2003)
- **Gadja Mahda University** (only 1 module):
  - Michiel Damen , Robert Voskuil, Norman Kerle (?) September- October 2003
- **Prince Songkla University** (1 module):
  - Support by ADPC, through AUDMP partners.
- **Moratua University** (1 module)
  - Support by ADPC, through AUDMP partners.
- **Indira Ghandi Open University** (for short courses)
  - Support by ADPC

- **AIT** (elective module)
  - Support by ADPC directly

Assistance will be given both by the direct input of project partners in some of the modules given at the various universities, and also via the Internet-based platform. This is envisaged through the support of parts of the module, through:

- Mainly Blackboard, but also:.
- Teleconference (if appropriate)
- Email-list-server
- Electronic forum in different disaster management training courses.

To summarize:

| <b>Activity</b>   | <b>Responsibility of</b> | <b>Deadline</b> |
|---|--------------------------|-----------------|
| Provide support at distance to all 13 benefiting universities, upon request   | ADPC/ENSG/ITC            | March 2004      |
| Provide specific support in module implementation as listed above, through expert visits and at distance  | ADPC/ITC                 | March 2004      |
| Get an overview of planned visits of IGN/ENSG staff to Asia and look into the possibilities of combining these visits with low-cost visits to one or more of the 13 benefiting universities | ENSG                     | August 2003     |

### **Activity 9: Quality assurance of the resulting training modules**

In order to safeguard the quality of the training modules that will be developed on the virtual platform, a number of external experts in the various topics of disaster management will be asked to review the module content in the resource area for module developers, before it will be made accessible to the student part of the platform.

For efficiency reasons, it is decided that this event will be combined with the final and closing workshop of the project in March 2003. Therefore both the quality assurance and closing workshop will be organized as one event at the premises of IIRS, Dehradun, India, in March 2004.

Action points:

- Identify experts that are willing to assist (on basis of coverage of expenses, no fees);
  - 1 Senior expert on Urban Disaster Mitigation using GIS/RS
    - Dr. Steven Bender (OAS)???. He is already external quality assure

- Dr. Rob Stevenson (based in UK, technical person with experience in disasters, has assisted ADPC in the past)
- Dr. David Stevens (UN-OOSA). He might be coming to India anyway, if we decide to organize a joint course on RS for disaster management.
- 1 Senior expert on Distance Education
  - Ask Ineke ten Dam for suitable persons.
- 1 Senior expert on Quality Assessment and Educational Quality Control.
  - Benfield Graig UCL. John Twigg ??
  - Hugh Cowen, New Zealand
  - Neil Britton (??)

It is concluded that all partners think this over, and try to find persons. The shortlist should be finalized during the workshop in August and invitations should then be sent out.

To summarize:

| <b>Activity</b>   | <b>Responsibility of</b>                           | <b>Deadline</b>            |
|---|--|----------------------------|
| Finalize shortlist of experts to be invited   | ADPC/ENSG/ITC                                      | August 2003                |
| Send out invitations to selected external experts for workshop in March 2004                                    | ITC (together with IIRS, the hosting organization) | August 2003                |
| Provide external experts with all the newly developed course materials and other relevant project documentation | ITC  | Beginning of February 2004 |

### **Activity 10: Final workshop**

At the end of the project, the teaching staff of the targeted universities will gather with the project staff in order to demonstrate the results obtained in the project. As mentioned under Activity 9, this will be combined with the quality assurance workshop into one event. To avoid confusions, the combined quality assurance and final workshop from now on will be called "Closing Workshop".

During the closing workshop the following aspects will be treated:

- Status of implementation of courses at each university
- Demonstration of course modules in the distance education platform
- Official launching of the material in the student side of the platform. The platform will now function as distance education platform for interested students within as well as outside the targeted universities.
- Discussion on lessons learned
- Comments by external experts and suggestions for improvement
- Formulating follow-up strategies.



Duration of the closing workshop will most probably be 4 days, with the following tentative structure:

- 13 case studies presented by the 13 participating universities (1.5 day)
  - 7 course modules presented by the 3 partners (1 day)
  - Evaluation of the project, review of the course materials and discussion on possible follow-up (1 day)
  - Official parts (opening, closing etc) (0.5 day)
- IIRS will host this event, and arrange the logistics.
  - Funding of the 13 participating universities (one representative of each) will be through ITC (Action point ITC: check availability of CSSTE-AP hostel in March).
  - We will try to combine this with other workshops / conference in Dehradun.

To summarize:

| <b>Activity</b>                                    | <b>Responsibility of</b>  | <b>Deadline</b> |
|--|---|-----------------|
| Organization and logistics of the closing workshop | ITC (in collaboration with IIRS)  | March 2003      |
| Preparation of workshop contents                   | ADPC/ENSG/ITC (in collaboration with the 13 participating universities) | February 2003   |
| Produce closing workshop report                    | ITC (in collaboration with IIRS)  | April 2003      |

## Other matters

To conclude, as already described in the proposal document, the partners agree on the following general division of tasks and responsibilities with respect to project outputs:

- Proceedings of the kick-off workshop. Done by **ITC**.
- Detailed project plan and division of tasks and responsibilities, as agreed upon in the kick-off workshop. Done by **ITC**. Distributed to partners in April.
- A report with a description of the results of the inventory of needs and opportunities. By **ADPC**.
- A website of the project, linked to the Asian Urban Disaster Program website of the ADPC, containing links to the other partners, and to the distance education environment; By **ADPC**, after input from ITC.
- A web-based platform for module components for urban disaster mitigation, consisting of a section for module development and a section for students. By **ITC**.
- A train-the-trainers manual, and other training material used for a short training of 26 university staff members involved. By **ITC**, with input from other partners.

- A minimum number of 6 GIS based case studies. Role of **ADPC**: facilitate materials through AUDMP partners, and is the main contact point. **Shared responsibility between partners.**
- A number of seven distance-education course module components. **ADPC** will be responsible for 2 module components, **ENSG** for 1, **ITC** for 5 module components.
- The implementation of at least three course modules on urban disaster mitigation in the targeted universities and training institutes. **By participating universities**
- A report on the peer review on the quality of the modules developed. As a component of the final workshop report. **ITC** will take the lead.
- Proceedings of the "Closing workshop", including a plan for follow-up. **ITC / ADPC** jointly.

Further, according to Asia IT&C Program regulations, the following will also be delivered:

- a Report on the key findings and observations made; Part of the final report. **By ITC.**
- a Proposal on recommendations for further action, including an estimation of the time schedule foreseen; Part of the final report. **By ITC**
- a short press article (+/- 500 words), describing briefly the operation, its activities and achievements, to be inserted in the Asia IT&C Newsletter and/or other publications; Action: do this after August workshop, also for ADPC newsletter, ITC newsletter. **By ITC and ADPC.**
- the Assessment Questionnaires (sent by EuropeAid), where among others, the difficulties encountered during the course of the project are described. **By ITC project coordinator.**