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Minutes of the 3rd meeting
ASIA REGIONAL TASK FORCE ON URBAN RISK REDUCTION
15 May 2008, Kobe

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Participants
UN/ISDR, ADRC, IRP, UNEP, UNCRD, Kyoto University, Kobe University, JICA

Main Issues of Discussion

It was reiterated that the Task Force is not an implementing body, but more a facilitator, coordinator and synergy developer. The Task Force promotes urban disaster risk reduction in on-going key activities in Asia.

A Preliminary Draft Workplan Jan 2008 – March 2009 of the RTF-URR, which includes description and timeframe of activities proposed in the previous discussions among the members of the RTF-URR (please see the annex 2), was introduced. The main points discussed are the following (please see the immediate follow-up actions for the details):

a. **Development of the Guideline "Words into Action for Local Governments for the Implementation of the HFA" and of a training programme for local government officials.**
Draft Table of Contents, which is in line with the existing HFA Words into Action, was shared with the participants for discussion. It was agreed that Kobe University and UNEP Osaka will contribute to developing the annotated table of contents based on the draft table of contents proposed, and will also make comments on the draft ToR for a consultant for the development of the "Words into Action for Local Governments for the Implementation of the HFA".

The consultant (to be identified) should review various documents including SLAP (Strategic Local Action Plan), which was introduced in Indonesia (the local government of Indonesia and UNDP were involved in that process).

b. **Collaboration with CITYNET**
Meeting was informed of the outcome of the CITYNET Disaster cluster meeting in Makati 13 May 2008. In that meeting, collaboration between CITYNET and Urban Task Force was proposed. The areas of cooperation include collection of sound practices on DRR and CCA by CITYNET members, review of the risk profile of CITYNET members, use and testing of the "Local Words into Action" document by CITYNET steering committee in October 2008 in South Korea, and a possible partnership with JICA on DRR training for cities. Follow-up with CITYNET is necessary to discuss details of these activities.

c. **Involvement in the 3rd Asia Ministerial Conference as the RTF-URR**
A couple of modalities for the RTF-URR's contribution to the 3rd Asia Ministerial Conference to be held in Kuala-Lumpur, Malaysia in December this year were introduced; organizing a technical session on URR including leading a segment in the plenary, or organizing a side event or pre-event on URR. It was agreed that Chair, Vice-chair, and UN/ISDR Hyogo Office will review these options and come up with a draft plan.

d. **RADIUS Follow up project**

Considering the recent Earthquake in China, it was suggested that a follow-up project for "RADIUS (Risk Management Tools for Diagnosis of Urban Areas against Seismic Disasters" as one of concrete activities of the RTF-URR. RADIUS was the project during the IDNDR and applied to several cities including Zigong, China. It was agreed that Chair draft a concept note by the end of May. The plan should consist of two components: the 1st phase for the immediate plan to assess the impact of RADIUS in China and the second phase expanding its impact assessment to several cities.

e. Contribution to the HFA Implementation Status Report on Urban Risk Reduction in Asia
As the input from the RTF-URR, a short paper (1-2 pages) will be drafted and submitted to be included in the ISDR Global Assessment Report. Separately from this short input paper, a publication (approx 20 pages) on regional URR will be produced as one of the RTF-URR activities and aimed at presenting it at the 3rd Asia Ministerial Conference. Members of the RTF-URR will contribute by providing inputs.

f. Production of a Good Practice Publication on URR
UN/ISDR secretariat has been producing a series of good practice publications on DRR. As one of these publications, a concept note on good practice publication on URR will be drafted by the Chair. .Finalization of this publication will be targeted at the Ministerial Conference. A consultant will be used for the compilation of these good practices together with compilation of inventory of URR activities.

Identification of upcoming events

Additional relevant meetings and conferences were identified as described below. This information will be included in the revised draft Workplan of the RTF-URR.

> - Pakistan School Safety Conference May 2008: activities of the RTF-URR were presented by UNCRD representative.
> - July 2008 in Pataya. Launching a Project of World Bank on the "Climate change and DRR in the cities" during UCLG Conference.
> - CITYNET streaming meeting in Seoul, Republic of Korea in October 2008
> - ADB workshop in Republic of Korea (date tbc).
> - AIDCO planning meeting on 5-year-after Tsunami Review in mid-July 2008 in Bangkok
> - Public forum at UNU, Tokyo in October 2008
> - International Recovery Forum in January 2009 in Kobe organized by IRP.
> - Meeting in City Albay in the Philippines (tbc)

Immediate follow-up actions to be taken:

	Description	Main initiator
1	**Draft Workplan for the RTF-URR** will be revised by reflecting discussion in the 3rd meeting and shared with the RTF-URR member organizations.	UN/ISDR Hyogo Office in consultation with Chair and Vice-chair
2	**Local Words into Action (Preliminary draft by November)** • Consultant: seeking a possible candidate for consultant for "Local Words into Action". Draft ToR produced by Chair, Vice-chair, and UN/ISDR Hyogo Office will be shared with Prof. Tanaka and Hari (UNEP) who have volunteered to provide comments on the ToR and to submit any possible candidates for the consultancy by the end of May. • Annotated Table of Contents will be produced based on the draft table of contents shared in the meeting.	Chair, Vice-chair, UN/ISDR Hyogo Office with support from Kobe Univ and UNEP
3	**Training programme for local government officials** • Chair, Vice-chair and UN/ISDR Hyogo Office will discuss on strategy and feasibility to submit an application for JICA's training course 2009 for this project. The deadline is the end of May. • UN/ISDR Hyogo Office together with Chair, Vice-chair and UN/ISDR Bkk Office will discuss with CITYNET and JICA for collaboration through this programme. • Draft concept note will be produced by Chair, Vice-chair and UN/ISDR Hyogo Office.	Chair, Vice-chair, UN/ISDR Hyogo Office in consultation with ADRC, JICA and CITYNET
4	**Involvement/participation in the 3rd Ministerial Meeting as the RTF-URR** Chair, Vice-chair, and UN/ISDR Hyogo Office will discuss the purpose, roles and contribution of the RTF-URR for the 3rd Ministerial Meeting and suggest how the RTF-URR will be involved in the Meeting such as by organizing a technical session or side event. Application needs to be submitted by the end of May.	Chair, Vice-chair, UN/ISDR Hyogo Office
5	**Follow up project for RADIUS in China to assess impacts of RADIUS** Chair will contact main actors of RADIUS to seek their cooperation with the RTF-URR for a follow up project for RADIUS in China. A draft concept note will be proposed by Chair for further discussion.	Chair, Vice-chair, UN/ISDR Hyogo Office
6	**Draft 2-page-input for the regional thematic reporting on URR for the ISDR Global Assessment Report (by August)** Draft will be produced by Chair to be shared with members for their inputs.	Chair, Vice-chair, UN/ISDR Hyogo Office With inputs from members
7	**Publication on good practices for URR** Concept note will be drafted by Chair and call for submission of good practices will be announced by Chair. The RTF-URR member organizations will contribute to disseminating the call and also submission of the good practices. Finalization of this publication will be targeted at the Ministerial Meeting in KL December 2008 (see 4.)	Chair, Vice-chair, UN/ISDR Hyogo Office With support from CITYNET etc
8	**Production of URR initiative's inventory and thematic regional reporting on URR (approx 20 pages) to be presented in the Ministerial Meeting in KL December 2008.** A consultant will be sought for template production and compilation of inputs. The RTF-URR members will contribute to the production of the inventory and report by submitting their inputs by using a template.	Chair, Vice-chair, UN/ISDR Hyogo Office with inputs from each members