



## Homework instructions

### e-LES 4 & LES 3

This is a combined homework assignment for e-LES 4 (20 September) and LES 3 (2-4 October).

The main objective is to prepare the presentations of the focal points to their Mayors about the progress so-far and the approach to conducting the risk assessment and the self-assessment of DRM capacities in the coming period. This has to be presented during the combined Steering Committee and Project Management Meeting on the third day of LES 3 (4 October). Before that, e-LES 4 on Skype (20 September) will be used to 'test' the draft presentation and to get feedback from the other focal points, in order to improve and finalize the presentation.

Overview of homework assignments:

- e-LES 4, 20 September:
  - draft presentation for Mayors
  - questions about reading assignment (syllabus)
- LES 3, 4 October:
  - presentation for Mayors
  - questions about reading assignment (syllabus)



<b>Presentation for Mayors</b>	
<b>Objective(s)</b>	Informing the Steering Committee to get support for the next steps in your city.
<b>Assignment description</b>	Make a presentation about the progress so-far and the next steps for risk assessment and self-assessment: <ul style="list-style-type: none"> <li>▪ e-LES 4, 20 September: in draft</li> <li>▪ LES 3, 4 October: finalized version</li> </ul>
<b>Length</b>	20 to 25 minute presentation (with an additional 5 to 10 minutes for questions)
<b>Guidelines</b>	<p>The structure for the presentation is free (up to you), but try to use the following questions as a guideline:</p> <ol style="list-style-type: none"> <li>1. What have you done and learned as a focal point so far?</li> <li>2. What practices have you taken over from other focal points within the project?</li> <li>3. What is the existing local situation of DRM and risk assessment in your opinion and what are the gaps that need to be addressed in your opinion?</li> <li>4. What is the strategic objective you propose regarding the next steps in the project (risk assessment and self-assessment)? What concrete results will you deliver by the end of the project and how will the city and Mayor benefit from those?</li> <li>5. What concrete next steps/approach do you propose for risk assessment and self-assessment of capacities?</li> <li>6. What is the proposed involvement of local stakeholders and how do the proposed next steps connect to other on-going (sectoral) processes (mainstreaming)?</li> <li>7. What do you need from your Mayor/Local Council in terms of decisions and strategic support? How will the Mayor be involved in the next steps?</li> <li>8. What are the Mayor's and the local stakeholders' expectations towards the project and how are you going to meet them?</li> <li>9. What tools and mechanisms are you going to use for keeping the local stakeholders committed and involved in the DRM process?</li> </ol>
<b>Instrument(s)</b>	<p>Microsoft PowerPoint template in project lay-out: see <a href="https://www.vrzhintranet.nl/do/document?id=496544-646f63756d656e74">https://www.vrzhintranet.nl/do/document?id=496544-646f63756d656e74</a>.</p> <p>Self-assessment framework: <a href="https://www.vrzhintranet.nl/do/document?id=534180-646f63756d656e74">https://www.vrzhintranet.nl/do/document?id=534180-646f63756d656e74</a></p> <p>Presentation Self-assessment framework: <a href="https://www.vrzhintranet.nl/do/document?id=544420-646f63756d656e74">https://www.vrzhintranet.nl/do/document?id=544420-646f63756d656e74</a></p>
<b>Remarks</b>	<ul style="list-style-type: none"> <li>▪ Keep in mind the presentation is meant for your Mayor (and the other Mayors), so focus on the strategic objectives and added-value, take in mind political issues and sensitivities and be concrete in what decisions/opinions you need from them.</li> <li>▪ Make good use of your previous presentations and research papers, but look at it from the perspective of the Mayor.</li> <li>▪ Make good use of the general project introduction (see presentations LES 1), but focus on the situation and needs of your own city.</li> <li>▪ Keep in mind in your description of the self-assessment process that before next Summer it will be supplemented with external views in the Peer Review missions.</li> <li>▪ Think strategically who would be the best to present it. Preferably it is a shared presentation of the focal points, but if you think it is better only one of the focal points could do it.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Make sure you can manage the presentation in 20 to 25 minutes and no longer.</li> <li>▪ We suggest you make a translated version in your own language, as a hand-out for your Mayor and to be used for your local stakeholders afterwards.</li> <li>▪ Make sure you have time between 20 September and 4 October to improve your presentation, using the feedback from the other focal points.</li> </ul>
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Reading assignment	
<b>Objective(s)</b>	Understanding the backgrounds and basics of Disaster Risk Management Planning.
<b>Assignment description</b>	Read the syllabus and for each pair of focal points: <ul style="list-style-type: none"> <li>▪ note at least <b>two questions</b> about the reading materials and ask them during e-LES 4 on September 20<sup>th</sup></li> <li>▪ note at least <b>another two questions</b> about the reading materials and ask them during the relevant lecture/workshop of LES 3 in October</li> </ul>
<b>Guidelines</b>	Note any question that arises in your mind whilst reading the syllabus about what you don't understand or what you want to know more about.
<b>Instrument(s)</b>	LES 3 syllabus – Background documentation on Disaster Risk Management Planning. see <a href="https://www.vrzhintranet.nl/do/folder?id=513341-666f6c646572">https://www.vrzhintranet.nl/do/folder?id=513341-666f6c646572</a>
<b>Remarks</b>	<ul style="list-style-type: none"> <li>▪ The assignment is for the focal points of each city together.</li> </ul>