

## **DISASTER RISK REDUCTION**

**16 TO 19 OCTOBER 2018**

Jointly organised by the

**SINGAPORE COOPERATION PROGRAMME**

and the

**UNITED NATIONS OFFICE FOR DISASTER RISK REDUCTION**

---

### **Singapore Cooperation Programme**

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, Singapore has sponsored training courses and study visits for over 120,000 officials from more than 170 countries. The SCP is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

### **United Nations Office for Disaster Risk Reduction**

The UN General Assembly adopted the International Strategy for Disaster Reduction in December 1999 and established UNISDR. UNISDR is the focal point in the UN system for the coordination of disaster risk reduction and the implementation of the international

frameworks for disaster risk. Its core areas of work include ensuring disaster risk reduction (DRR) is applied to climate change adaptation, increasing investments for DRR.

The UNISDR's Global Education and Training Institute (GETI), which was established in 2010, has a mandate to develop a new cadre of professionals in DRR and climate change adaptation for disaster resilient societies. To deliver on this mandate, it has focused primarily on national and city leaders and municipal disaster risk managers. Over the years UNISDR has trained over 1,800 government officials on various aspects of disaster risk reduction, from 73 countries.

### **Programme Objectives**

This course shares Singapore's experiences in disaster risk reduction and the government approach in formulating adaptation measures and building resilience in the community. The focus would not be just on theory but also on institutional development and capacity building to implement plans. The course would also cover Singapore's policies and implementation systems in sustainable urban planning and development. It will also discuss the principles, strategies and policies in the latest masterplan 2014 and the government's commitment, plans, targets and projects in the newly-released "Sustainable Singapore Blueprint 2015" and the government

efforts in strengthening governance and building capacity.

Participants will also learn about the Sendai Framework for Disaster Risk Reduction 2015-2030, 2030 Agenda for Sustainable Development and possible applications to their State's existing plans. UNISDR will provide globally accepted tools and help the participants become familiar with the tools, use them and develop draft action plans for integrating DRR and CCA into development policies. UNISDR will bring global best practices and encourage sharing of experiences amongst the participants as well.

Conducted in collaboration with UNISDR, the course examines key principles of disaster risk reduction and the hardcoding of resilience into policy, infrastructure and human behaviour. It will share Singapore's approach to formulating adaptation measures to mitigate the risks of emergencies and build community resilience.

## Synopsis

The programme will cover the following aspects:

- Vulnerability assessment through economic risk analysis, catastrophe assessment and finance management;
- Setting up early warning systems to avoid or reduce risks;
- Building public health resilience through pandemic preparedness;
- Formulating emergency management plans, evacuation planning & training and implementation;
- Essential and emergency operations;
- Working with public and private stakeholders and strengthening policy and decision-making processes;
- Climate change adaptation and mitigation measures;
- Sustainable urban planning and development;
- Strengthening governance and building capacity; and
- Integration of DRR and climate change adaptation to development policy. Key sectors covered will include infrastructure, housing, land use planning, environmental protection, to name a few.

## Methodology

Using the best mix of training and learning methodologies, this course will be highly interactive and experiential. Besides formal lecturing, activities include open discussions, group work, experiential activities and other learning methodologies. Participants will also have adequate opportunity to share their experiences, learning points and challenges during the programme. Relevant site visits will also be included. Shortlisted candidates may be requested to prepare in advance a country report related to disaster risk reduction and possible application of the UNISDR Post-2015 Framework to their State's existing plans, which will be presented at the course.

## Duration

The programme will be held from **16 to 19 October 2018**.

## Application Information

Applicants should be:

- Mid- to senior- level government officials involved in disaster risk reduction policy making and/or national emergency planning and management, and can include officials from planning and finance/budget office;
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

## Terms of Award

The programme is sponsored by the Government of Singapore under the Singapore Cooperation Programme and the UNISDR.

Under this joint programme arrangement, the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore, will be covered by the Singapore Cooperation Programme, which include:

- A daily training allowance of One Hundred and Twenty Singapore Dollars (S\$120) from first day to last day of the course to cover meals and daily expenses; [Complimentary breakfast is provided in the hotel from the first day to one day after the course.]
- Transportation to course venue and site visits;
- Medical insurance for participants to cover accident and hospitalisation during their stay in Singapore in accordance with the policy of a local insurance company; and
- Accommodation for the entire duration of the course.

**Note:**

- (i) Airfares should be covered by the respective government institutions;
- (ii) Participants are to bear their personal miscellaneous expenses that might be incurred prior to receiving the allowance; and
- (iii) Any expenses for out-patient medical/dental treatment will be borne by the participants themselves.

**Regulations**

Participants are required to comply with the following:

- (a) Strictly observe programme schedules and not miss training sessions;
- (b) Not bring any member of their family and/or aide for the duration of the course;
- (c) Carry out instructions and abide by conditions as may be stipulated by the nominating Government or the Government of Singapore with respect to the course;
- (d) Refrain from engaging in political activities, or any form of employment for profit or gain while in Singapore;
- (e) Discontinue the course, in the event they fall seriously ill and are considered unable to continue the training or have committed an improper act; and
- (f) Return to their respective home countries upon completion of the course.

**Application Procedure**

(Closing date for nomination: **4 September 2018**)

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance to nominate **one (1)** suitable applicant. Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective National Focal Point for Technical Assistance in the event that its nominee(s) is not selected.

All nominations are to be submitted **through online Application Forms available at <https://start.wizvision.com/startpublic/>**.

Information submitted online must be endorsed by the National Focal Point by **Tuesday, 4 September 2018**. Please do not hesitate to contact [start-support@wizvision.com](mailto:start-support@wizvision.com) if you encounter technical issues during application.

- All application forms should be completed in full and submitted online. They must also be **endorsed** by the respective Ministry of Foreign Affairs or National Focal Point for Technical Assistance;
- Draft application forms or forms which are not endorsed will not be considered;
- Applicants should refrain from making telephone and email inquiries on the status of their applications;
- The system is hosted by a third party service provider. Please avoid providing input with sensitive or confidential information that should not be disclosed or made available online;
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The National Focal Point for Technical Assistance will also be informed directly or through Singapore's diplomatic representations in the nominating country; and
- Flight arrangements are to be made only upon receipt of the Letter of Acceptance to the course.

## Information on Singapore

For more information about Singapore, please visit  
the Singapore Tourism Board website at  
<http://www.yoursingapore.com>



**SCP Friends**

. . . . .

# NATIONAL FOCAL POINT FAQ

## ACRONYMS

ACRONYMS	DESCRIPTION
NFP	National Focal Point
APP SUPVR	Application Supervisor

## COURSE MANAGEMENT

**Q1) How can I disseminate the information for the applicants to apply?**

A1) NFP can make use of the function 'Send Link to Apply' under 'Course Action' button to send the application form for applicants to apply

**Q2) How can I view a summary of all the courses NFP has to endorse?**

A2) NFP can make use of the 'back' button beside Course's Name to access the dashboard which shows all the courses that involves corresponding NFP.

## APPLICATION ENDORSEMENT

**Q3) Endorsement only has 'YES' option. What can we do if we do not wish to endorse for an application?**

A3) If NFP does not wish to endorse for an application, NFP can choose not to endorse the application and leave it unselected.

**Q4) 'Endorse all' function selects all Application. Is there any function to select all application except for a few?**

A4) User can click 'YES' button at top of Endorsement Column to select all Applications. Once all Application has been selected, user can deselect individual applications by clicking 'YES' button in the Endorsement column for the corresponding Application.

**Q5) Can I change my decision after submitting my Endorsement?**

A5) No. Endorsement submitted will be final and NFP will not be allowed to change their decision.

**Q6) What is the save function for?**

A6) The save function is for NFP to save their decision and not submit their endorsement until they can confirm their final decision.

---

**Q7) How can I differentiate between applications that were saved and submitted?**

---

A7) Applications that were submitted will have an indication of the final decision in the NFP column. Additionally, the decision in the Endorsement column is non editable. Applications that were saved and not submitted will not have an indication in the NFP column and decisions in the Endorsement column is editable.

SOP

# APPLICATION FAQ

## ACRONYMS

ACRONYMS	DESCRIPTION
NFP	National Focal Point
APP SUPVR	Application Supervisor

## COURSE SEARCH

**Q1) The course I would like to apply for is missing an "Apply for Course" button.**

A1) This course is likely closed for application. Please check the Application Procedure section.

## APPLICATION

**Q2) Do I have to provide passport details when applying for a course?**

A2) Passport details are not necessary for application. It will be required when the offer is made to attend a course. It would be good if passport details are submitted in advance to avoid any delays in accepting our offer.

**Q3) I can't get past the first page of the application.  
A popup keeps appearing telling me I am not eligible for this course.**

A3) You may wish to check if the country/ organisation you are representing is eligible for the course under the course's Eligible Countries/Organisations section of course.

**Q4) Do I need to accept the invitation to attend the course?**

A4) Yes. Accepting the invitation confirms your attendance for the course and is on a **first come first served** basis. Note that after accepting the invitation, we will be in touch with you if we need clarification on the passport and eTicket submitted for a course. Your place is only confirmed after all submitted documents are verified. Due to limited places, we seek your understanding that we may not be able to accommodate late confirmations or confirmations submitted with invalid passport or eTicket.

**Q5) My application was rejected**

A5) You may wish to contact SCP at mfa\_scp@mfa.gov.sg if you wish to appeal for your application. It will be helpful if you can quote the **application ID, full name, and course name**.

**Q6) My invitation acceptance was rejected, expired, or closed what can I do?**



---

A6) You will be able to resubmit the necessary documents online. It would be helpful if you can check that you have a valid passport and eTicket before resubmission. Alternatively, you can get in touch with us through [mfa\\_scp@mfa.gov.sg](mailto:mfa_scp@mfa.gov.sg)

---

**Q7) I encountered a system error or technical issue when applying online. What should I do?**

---

A7) Please submit a screenshot of your error to us at [start-support@wizvision.com](mailto:start-support@wizvision.com) with the subject title prefixed with [START Technical Issue]. Our appointed service provider will get in touch with you as early as we can. It will be helpful if you can quote the **application ID, full name, and course name** together with an explanation of what were the actions that led to the error / technical issue.

SCP