

APPENDIX 1

MINUTES OF MEETINGS FROM 1ST TO 4TH PROJECT STEERING COMMITTEE MEETINGS

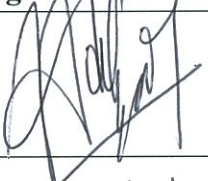

MINUTES OF MEETINGS ON THE FIRST MEETING OF THE PROJECT STEERING COMMITTEE MEMBERS FOR “BUILDING DISASTER AND CLIMATE RESILIENT CITIES IN ASEAN”

1. Date 25-26 June, 2015
2. Venue JICA Indonesia Office, Jalkarta
3. Attendant and signature

ASEAN Member States

	Position	Name	Signature
1	Deputy Director General of Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR	Mr. Vilayphong Sisomvang	
2	Deputy Director General of Disaster Management and Climate Change Department, Ministry of Natural Resources and Environment, Lao PDR	Mr. Kaisorn Thanthathep	
3	Director of Research and International Cooperation Bureau, Ministry of Interior, Thailand	Mr.Chainarong VASANASOMSITHI	
4	Policy and Plan Analyst, Research and International Cooperation Bureau, Ministry of Interior, Thailand	Miss. Sophita THANYALAKMETHA	

ASEAN Secretariat

	Position	Name	Signature
1	Head, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Adelina Dwi Ekawati Kamal	
2	Technical Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Yuliana Nur Samad	

JICA Members

	Position	Name	Signature
1	Director, Disaster Risk Reduction Team 1, Global Environment Department, JICA	Mr. Katsuji Miyata	宮田 克二
2	Senior Advisor, JICA	Dr. Hiroshi Baba	馬場 弘志
3	Deputy Director, Disaster Risk Reduction Team 1, Global Environment Department, JICA	Mr. Yoichi Inoue	井上 陽一
4	Assistant Director, Planning and ASEAN Partnership Division, Southeast Asia and Pacific Department, JICA	Mr. Hiromichi Kano	加納 大進
5	Principal Representative for ASEAN Coordination, JICA	Mr. Hiroaki Nakagawa	中川 洋明
6	Project Formulation Advisor (ASEAN Partnership), JICA	Ms. Nami Kasahara	笠原 奈美

4. Confirmed contents

As attached

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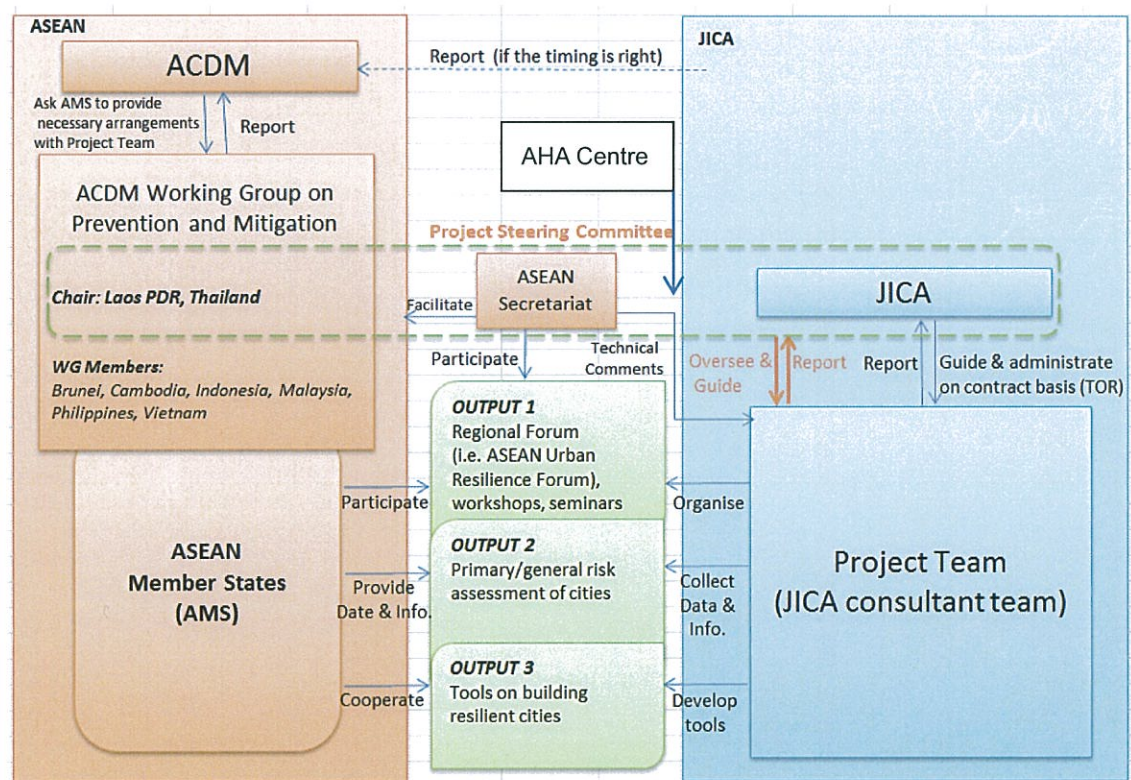
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1 Title of the Project

The title of the Project shall be “Building Disaster and Climate Resilient Cities in ASEAN”. In some documents, the project will be called “The Data Collection Survey on Building Disaster and Climate Resilient Cities in ASEAN”.

2 Management Arrangements of the Project

The confirmed management structure is as follows. Co-chairs of ACDM Working Group on Prevention and Mitigation suggested that AHA Centre should also be a member of the Project Steering Committee.



[Roles of the relevant bodies are as follows]

- The ASEAN Committee on Disaster Management (ACDM)
 - Overseeing the project (i.e. JICA will report on the progress and result of the project)
 - Supporting the project team to implement the project by asking member states to give the team necessary arrangements such as for gathering and providing information, gathering participants

- to any type of meetings, etc. within the responsibility of ACDM ,ASEAN Secretariat or ASEAN Member States
 - Suggesting the utilization or application of the result of the project to the member states
- Project Steering Committee
 - Overseeing and providing guidance to the implementation and management of the proposed project on behalf of the ACDM Working Group.
 - Co-chairs of the ACDM Working Group on Prevention and Mitigation (Lao PDR and Thailand), ASEAN Secretariat, AHA Centre and JICA shall be the members of Project Steering Committee.
- ASEAN Secretariat
 - Joining the project as a resource organization to provide technical comments on the implementation of the project
 - Joining the project by participating in important meetings
 -
- The ACDM Working Group on Prevention and Mitigation
 - Reviewing and evaluating the progress and result of the project and submits recommendations to ACDM.
 - Provides guidance and recommendations to the project team.
 - Co –chairs of ACDM WG on Prevention and Mitigation report the progress and the result of the project at the opportunity of ACDM and other possible means in collaboration with JICA and the project team.
 - Coordination with own ASEAN Member state to assist the project team in implementation of the activities such as gathering necessary information, if necessary.

- JICA
 - Recruiting the project team and giving instructions to the Project Team
 - Preparing the necessary budget to implement the project
 - Reporting the progress and the result of the project at the opportunity of ACDM and other possible means in collaboration with Co –chairs of ACDM WG on Prevention and Mitigation.
 - Studying the comments and advice by the members above and giving instruction to the project team

- The Project Team
 - Implementing the project with the instructions of JICA and guidance by the members above.
 - Coordinating with members of ACDM Working Group on Prevention and Mitigation within the sphere of the Project Team's Scope of Work in the course of project implementation.
 - Reporting to the members of the Project Steering Committee.
 - Coordination of the Project Steering Committee as a secretariat
 - Participating in meetings of the ACDM and ACDM Working Group on Prevention and Mitigation, as necessary.
 - Writing the draft progress and final reports of the project.

3 Implementation Arrangements

Output 1. Establishment of a regional cross-sectoral collaboration mechanism and formation of partnerships to increase urban resilience in ASEAN

1.1 The Project Team will organise the regional seminar, i.e. ASEAN Urban Resilience Forum, and related meetings and workshops.

1.2 The Project Team will arrange a mailing list or establish the community in the web site among the participants and their organisations.

1.3 ASEAN Member States will select and dispatch appropriate persons to these activities.

1.4 The Project Steering Committee will support the Project Team to select and dispatch appropriate persons from supporting partners such as UNISDR and World Bank.

Output 2. Evaluation of candidate cities and partnership and commitment building for Demonstration project on risk assessment of priority cities in ASEAN Member States

2.1 The Project Team will collect data and information that can be used for risk assessment with the information provided by the ASEAN Member States, following specific guidance from the ACDM Working Group on Prevention and Mitigation, JICA, and ASEAN Secretariat, conduct a primary or general risk assessment of cities, and come up with a list of candidate cities that will become demonstration cities for the second phase of the project.

Output 3. Development of tools on building resilient cities.

3.1 The Project Team will develop the tools following the guidance given by the ACDM Working Group on Prevention and Mitigation, JICA, and ASEAN Secretariat.

4 Project Steering Committee and the focal points/facilitator from the ASEAN side

Project Steering Committee member:

- Co-chairs of the ACDM Working Group on Prevention and Mitigation (ACDM Focal Points for Lao PDR and Thailand)
- ASEAN Secretariat (Head of DMHA Division)
- AHA Centre (to be decided)
- JICA

The focal point/facilitator from the ASEAN side:

- ASEAN Secretariat

Project Steering Committee will be organized three times, namely at the time of inception report, progress report and draft final report. JICA can bear the expenses to organize Steering Committee including travel expenses and allowances according to

JICA regulation. The Project Team will take the role of secretariats of the Project Steering Committee.

The Project Steering Committee for Inception Report will be held in Bangkok.

5 Operational Focal Points of the Project in the ASEAN side

The ACDM Focal Points will nominate Operational Focal Points of the Project from 10 ASEAN Member States after submission by JICA of the Project Team member names and expected tasks of the Operational Focal Points.

6 Duration of the Project

The project will be carried out in accordance with the tentative schedule as attached.

Tentatively, the project will be commenced in October 2015.

The detailed schedule will be explained in Inception Report by the Project Team.

The schedule is subject to be modified based on the agreement of both sides.

7 Components of the Project

The project is composed of three (3) outputs. Those outputs will lay the groundwork for the second phase of the project which is proposed to cover the remaining components of CN No.18, namely 1) Development of local action plan on urban resilience of priority selected cities to be integrated in their general local development plan, 2) Development of national strategic plans on urban resilience by the ASEAN Member States. The implementation of the second phase of the project, however, is subject to the results of the risk assessment and funding availability.

Output 1: Establishment of a regional cross-sectoral collaboration mechanism and formation of partnerships to increase urban resilience in ASEAN

1-1 Conducting regional seminar and workshops

1) Formulation of ASEAN Urban Resilience Forum

Regional framework called “ASEAN Urban Resilience Forum” will be formulated and the Forum will be organized twice at the middle and the end of the project. The Forum will involve various stakeholders from national to local levels, public and private sectors and academic/research institution in ASEAN

Member States and supporting partners.

2) Conducting Workshops

Workshops for output 2 and 3 will be organized (four times).

3) Preparation of an action plan

An action plan will be prepared based on outcomes resulting from the Forum to further facilitate interaction of the participants through seminars and workshops

1-2 Communication through the network of the Forum for promoting resilient cities

1) Draw up the draft rules of the Forum and its finalization

2) Arrange a mailing list or establish the community in the web site among the participants and their organization

3) Development of networking (appointment of secretariats and members, etc.) with consultation with Co-chairs of ACDM Working Group on Prevention and Mitigation

4) Development of networking through seminars and workshops

Output 2: Evaluation of candidate cities and partnership and commitment building for Demonstration project on risk assessment of priority cities in ASEAN Member States

2-1 Listing urban cities in ASEAN and gathering information

1) Setting criteria of listing urban cities and have consultations with the Project Steering Committee followed by consultations with 10 ASEAN Member States

2) Data gathering on urban cities in ASEAN i.e. population, social and economic indicators and classification of them

3) Data gathering on secondary relevant hazard, vulnerability, capacity and risk information in urban cities in ASEAN including latest probability data of multiple hazards including climate change projections

4) Data gathering on disaster response in urban cities in ASEAN

5) Data gathering on land use and development planning on urban cities in ASEAN

6) Data gathering on countermeasures against disasters to increase cities resilience of the urban cities in ASEAN

7) Data gathering on related legislative systems in ASEAN

8) Data gathering on important infrastructures, agglomerated areas

9) Integrated Analysis on collected data and implementation of primary risk assessment

10) Development of database of hazards, vulnerability, risk including climate change projections

- 11) Listing of urban cities in ASEAN according to population, social and economic indicators etc. as well as critical facilities and lifelines
 - 12) Organizing a workshop to discuss and disseminate the results
- 2-2 Development of the draft ToR of the Demonstration project
- 1) Development of the draft ToR of the Demonstration Project
 - 2) Development of the short list of the candidate cities for the demonstration project

Output 3: Development of tools on building resilient cities in ASEAN

- 3-1 Conducting study on the result or progress of the Resilient Cities Campaign and other ASEAN related initiatives
- 3-2 Conducting study on good practices and the lessons learned from past disasters and projects or programs related to enhancing resilience of urban cities including developed countries
 - 1) Data gathering on damages caused by disasters in urban cities
 - 2) Data gathering on good practices and the lessons learned
 - 3) Analyzing disaster risks related to urban cities and effective counter measures
- 3-3 Conducting a study towards developing a guide to building resilient cities
 - 1) Developing the draft fragility curves in ground motion, storm/tsunami surge, wind and flood inundation (including duration)
 - a) Survey on relationships between hazard intensity and damages caused in the past natural disasters
 - b) Survey on resilience of existing infrastructures, legislative systems and engineering demand parameters that represents protection performance in the cities in ASEAN
 - c) Development of the draft fragility curves in ASEAN and making recommendations for further improvement
 - d) Development of the disaster risk assessment method applying the draft fragility curves in building resilient cities
 - e) Organizing a workshop to discuss and disseminate the results
 - 2) Study on check list on 1)DRR for land use and urban planning and 2)disaster response and countermeasures in the ASEAN urban cities
 - a) Study on evaluation items and indicators such as level of disaster information, level of dissemination of disaster risk information to residents, level of disaster response, level of urban planning and implementation of trainings

- b) Preparation of draft check list on 1)DRR for land use and urban planning and 2) disaster response and countermeasures in the ASEAN urban cities
 - f) Conducting a evaluation
 - g) Development of check list on 1)DRR for land use and urban planning and 2) disaster response and countermeasures in the ASEAN urban cities
 - h) Development of necessary actions by local governments and states to utilize the check list
 - i) Organizing a workshop on the result
- 3-4 Documentation of tools (Guidebook) which will be composed of (i) lessons from past disasters that affected cities; (ii) good practices on countermeasures for disasters in cities; and (iii) a guide to build resilient cities

8 Data/information to be needed for the Project Team

Both sides confirmed that necessary data/information with the Project Team will shall be provided from ACDM in timely manner by the coordination of the Representative from the ASEAN side.

9 Expenses of the meetings to be borne by JICA

JICA will bear the expenses for meetings as follows.

Project Steering Committee: Three (3) times

1. Explanation of Inception Reports,
2. Explanation of Progress Reports
3. Explanation of Draft Final Report

ASEAN Urban resilience Forum (seminar): two (2) times

1. At the middle of the project
2. At the end of the project

50 participants (4 persons from ten ASEAN Member States, 10 persons from ASEAN Secretariat and other partners)

Workshops: four (4) times

1. Listing of urban cities in ASEAN (Output 2)
2. Fragility curves (Output 3)
3. Checklist on DRR for land use and urban planning (Output 3)
4. Checklist on disaster response and countermeasures (Output 3)

50 participants (4 persons from ten ASEAN Member States, 10 persons from ASEAN Secretariat and other partners)

Participants will be consulted with the focal point/facilitator from the ASEAN side the Project manager and the Project manager shall recommend.

10 Reports

The Project Team will prepare and submit the following reports in English

1. Sixty (60) copies of Inception Report at the commencement of the first work

period in ASEAN

2. Sixty (60) copies of Progress report at the time of about 4 months after commencement of the first work period in ASEAN
3. Sixty (60) copies of Draft Final Report at the last work period in ASEAN
4. Sixty (60) copies of Final report within about one (1) month after the receipt of the comments on the Draft Final Report

Notes: 5 copies to each ten ASEAN Member State.

10 copies to ASEC, AHA Centre etc

Tools on building resilient cities (Guide book), long list of ASEAN cities, short list of priority cities for demonstration project, draft ToR of the demonstration project will be included in Final Report.

Tools on building resilient cities (Guide book) will be translated in local language and five (5) copies of local language version will be provided to ASEAN Member States if necessary.

Database of hazards, vulnerability risk including climate change projections of cities in ASEAN will be provided to Co-chairs of ACDM WG on Prevention and Mitigation, the ASEAN Secretariat and AHA Centre.

11 No duplication with ADB (Asia Development Bank) project

The ASEAN side explained that ADB project for urban resilience may be formulated out of the CN 18 under the AADMER Work Programme Phase 2 and there will be no duplication with the Project by JICA.

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Attached : tentative schedule





INDICATIVE WORKPLAN
[project name: Building Disaster and Climate Resilient Cities in ASEAN]
[proponent: JICA]
[implementation period: Around a year and a half]

Objective/Output	Planned Activities	Time-frame																	
		1Q			2Q			3Q			4Q			5Q			6Q		
		1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Management of the Project	0. Organize Project Steering Committee meetings	x									x						x		
Objective 1																			
Output 1 Establishment of a regional cross sector collaboration mechanism and formation of partnerships to increase urban resilience in ASEAN	1. Conduct of regional seminar and workshops							x			x			x			x		
	2. Communication through the network of the forum for promoting resilient cities				x	x	x	x	x	x	x	x	x	x	x	x	x		
Objective 2																			
Output 2 Evaluation of candidate cities and partnership and commitment building for Demonstration project on risk assessment of priority cities in ASEAN Member States	1. Listing urban centres and cities in ASEAN and gathering information				x	x	x					x	x						
	2. Development of the draft ToR of the demonstration Project																		
Objective 3																			
Output 3 Development of tools on building resilient cities in ASEAN	1. Conduct a study on the result or progress of the Resilient Cities Campaign	x																	
	2. Conduct a study on the lessons learned from past disasters and projects or programmes related to enhancing resilience of urban cities	x	x		x														
	3. Conduct a study towards developing a guide to building resilient cities				x	x	x	x	x	x	x	x	x	x	x	x			
	4. documentation																x	x	x

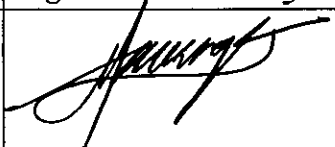
MINUTES OF MEETINGS
ON
THE SECOND MEETING OF THE PROJECT STEERING COMMITTEE
MEMBERS FOR
“BUILDING DISASTER AND CLIMATE RESILIENT CITIES IN ASEAN”

1. Date 3 December, 2015
2. Venue Royal Princess Hotel Larn Luang, Bangkok
3. Attendant and signature

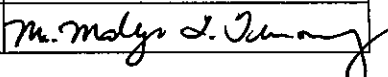
ASEAN Member States

	Position	Name	Signature
1	Deputy Director General of Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR	Mr. Vilayphong Sisomvang	
2	Director of Research and International Cooperation Bureau, Ministry of Interior, Thailand	Mr. Chainarong Vasanasomsithi	


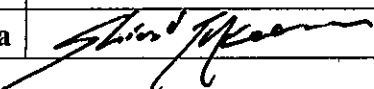
ASEAN Secretariat

	Position	Name	Signature
1	Senior Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Mr. Miguel Musngi	

AHA Centre

	Position	Name	Signature
1	Senior Officer, AHA Centre	Ms. Malyn Tumonong	

JICA Members

	Position	Name	Signature
1	Deputy Director, Disaster Risk Reduction Team 1, Global Environment Department, JICA	Mr. Yoichi Inoue	
2	Team Leader, JICA Project Team	Mr. Shinichi Fukasawa	

4. Confirmed contents
As attached

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ATTACHED DOCUMENT

1 Inception Report

Project Steering Committee members agreed the following items presented by the Project Team and accepted the Inception Report.

- Outline of the Project
- Basic Approach
- Work Flow
- Project Team Members
- Way Forward
- Request to Project Steering Committee members

2 Selection Criteria of Candidate Cities for Demonstration Project

Project Steering Committee members agreed the criteria of selecting cities for preparation of TOR on demonstration project in Output 2 of the Project, which was presented by the Project Team.

To select long listed cities, the following hazard risks including the climate change are to be applied.

- Flood: Flood Mortality Risk
- Cyclones/Typhoon wind
- Cyclones/Typhoon surge
- Earthquake: Earthquake Hazard
- Tsunami: Tsunami Hazard

To select middle listed cities, the following criteria are to be applied.

1) Proportion to National Population

2) Location of Industrial Agglomerated Areas

*Agriculture sector is to be addressed for the concerned AMS which emphasizes agriculture.

3) Location of Regional Infrastructure

*Locations of national road, high way, airport, seaport, power generation plant, key agricultural facilities

The Project Team will select the long listed cities and middle listed cities based on the

agreed criteria and discussion with each AMS. The Project Team will share the drafts of long list and middle list with Project Steering Committee members and National Project Coordinators from 10 ASEAN Member States, and finalize the lists through consultations to National Project Coordinators.

3 Project Steering Committee

The next Project Steering Committee for 1st Urban Resilience Forum will be held on late March 2016. The Project Steering Committee on Progress Report will be held on July 2016, to share the progress of the Project and confirm the forthcoming activities. The venues of the Project Steering Committees will be decided through coordination by ASEAN Secretariat.

4 Forum and Workshop

Project Steering Committee members agreed to hold the 1st Urban Resilience Forum and Workshop for Urban Information of ASEAN Cities on July 2016. The venues of the Forum and Workshop will be decided through coordination by ASEAN Secretariat.

5 National Project Coordinator of the Project in the ASEAN side

The ACDM Focal Points are requested to nominate National Project Coordinators of the Project from 10 ASEAN Member States and email the list of National Project Coordinators to JICA and the Project Team through ASEAN Secretariat by the end of December 2015. The Project Team will prepare brief presentation introducing the Project to be presented by the Co-Chairs of ACDM Working Group on Prevention and Mitigation during the 27th ACDM Meeting on 14th December 2015 in Phnom Penh, Cambodia.

6 Data/information to be needed for the Project Team

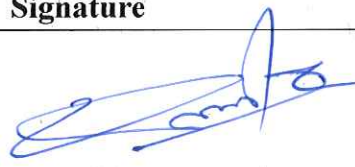


Project Steering Committee members agreed to support the data and information collection by the Project Team. The Project Team member, local consultants to be subcontracted with the Project Team, and local staff to be employed by the Project Team will work on data and information collection. National Project Coordinator for each ASEAN Member State will assist them and coordinate with the concerned government organizations for data and information collection including interview. ACDM Focal Points will assist the Project Team in case the Project Team meets difficulties in accessing to National Project Coordinators.

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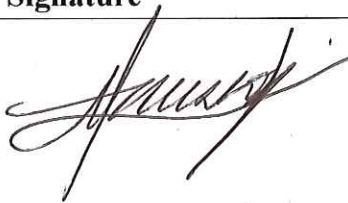
**MINUTES OF MEETINGS
ON
THE THIRD MEETING OF THE PROJECT STEERING COMMITTEE
MEMBERS
FOR
“BUILDING DISASTER AND CLIMATE RESILIENT CITIES IN ASEAN”**

1. Date **7 April, 2016**
2. Venue **Grande Centre Point Terminal 21, Bangkok**
3. Attendant and signature


ASEAN Member States

	Position	Name	Signature
1	Director General of Social Welfare Department, Ministry of Labour and Social Welfare, Lao PDR	Mr. Prasong VONGKHAMCHANH	
2	Director of ASEAN Disaster Cooperation Division, Disaster Management and Climate Change Department, Ministry of Natural Resources and Environment, Lao PDR	Mr. Sivannakone Malivarn	
3	Director of Research and International Cooperation Bureau, Ministry of Interior, Thailand	Mr. Chainarong VASANASOMSITHI	


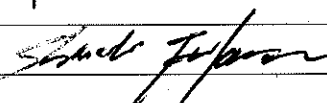
ASEAN Secretariat

	Position	Name	Signature
1	Senior Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Mr. Miguel Musngi	

AHA Centre

	Position	Name	Signature
1	Technical Officer, AHA Centre	Mr. Bachtiar Andy Musaffa	

JICA Members

	Position	Name	Signature
1	Acting Director, Disaster Risk Reduction Team 1, Global Environment Department, JICA	Mr. Yoichi Inoue	
2	Team Leader, JICA Project Team	Mr. Shinichi Fukasawa	

4. Confirmed contents

As attached

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ATTACHED DOCUMENT

1 Progress of the Project

Project Steering Committee members confirmed the validity of the progress of the Project presented by the Project Team.

- Visits to AMS for discussing ASEAN Urban Resilience Forum and Middle Listed Cities for Demonstration Project on Output 2
- Progress of Data Collection Surveys for Middle Listed Cities conducted in eight AMS
- Nomination of NPCs of each AMS
- Middle List of Cities for Demonstration Project including the selection process

Project Steering Committee agreed to share the meeting report of the 3rd PSC Meeting to Singapore and Brunei Darussalam, and recommend their participation in the project by sharing best practices on building resilience in urban center.

- Action Line: Co-chairs of PSC to convey through a letter to Singapore and Brunei Darussalam

2 ASEAN Urban Resilience Forum

Project Steering Committee members agreed the preliminary idea of the ASEAN Urban Resilience Forum presented by the Project Team.

- Outline of ASEAN Urban Resilience Forum
- Preliminary Idea for ROADMAP
- Preliminary Idea for Annual Activities
- Possible bodies of Forum Secretariat
- Cooperation of UNISDR
- Draft Terms of ASEAN Forum Membership
- Concept Note of ASEAN Urban Resilience Forum
- Terms of Reference for Secretariat of ASEAN Urban Resilience Forum
- Agenda of 1st ASEAN Urban Resilience Forum

Project Steering Committee members agreed to proceed with the conduct of the 1st ASEAN Urban Resilient Forum in 28 July 2016 in Bangkok, Thailand. The committee requested the JICA Project Team to revise the Concept Note on ASEAN Urban

Resilience Forum by including the following:

- to identify specific thematic issue on DRR and CCA to be discussed during the Forum be revised to be more concise with clear activities;
- to link the conduct of the Forum with ADDM, under the leadership of ACDM Chair;
- to recommend the use of ADMER Fund as one optional sources to support the conduct of the Forum;
- recommended the AHA Centre to become part of the Forum Secretariat, together with ACDM Chair, WG on P&M;
- to indicate that four (4) participants from each AMS will be covered under the project;
- to consider inviting wider partners to the Forum such as CSOs, funding agencies, etc

3 Workshops

Project Steering Committee members agreed the preliminary idea of the Workshops to be held in the Project.

- Project Steering Committee members agreed that the Workshop will be decided during the 4th PSC Meeting, upon the completion of data collection.
- As for the participants, Project Steering Committee members agreed that one (1) representative from local government/local authorities in urban centres may be invited, and the Forum also expects the attendants of four (4) participants from each AMS. Additional invitation can be extended to representatives from CSOs and they can participate on the self-funding bases.

4 Way Forward

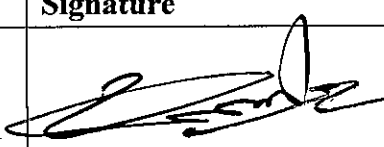


Project Steering Committee members agreed that the 4th Project Steering Committee for CN.18 and 2nd PSC Meeting for CN.20 will be held in one day back-to-back with the 1st ASEAN Urban Resilience Forum on 27-28 July 2016 in Bangkok, Thailand.

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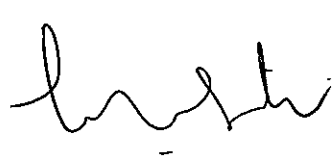

**MINUTES OF MEETINGS
ON
THE FOURTH MEETING OF THE PROJECT STEERING COMMITTEE
MEMBERS
FOR
“BUILDING DISASTER AND CLIMATE RESILIENT CITIES IN ASEAN”**

1. Date **27 July, 2016**
2. Venue **Pullman Bangkok Grande Sukhumvit, Bangkok**
3. Attendant and signature

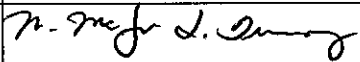
ASEAN Member States

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2	Technical Officer of Department of Disaster Management and Climate Change, Ministry of Natural Resource and Environment, Lao PDR	Mr. Khatthaneth SENSATHITH	
3	Director of Research and International Cooperation Bureau, Ministry of Interior, Thailand	Mr. Chainarong VASANASOMSITHI	

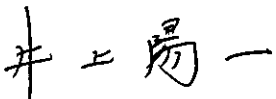
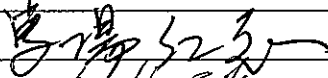

ASEAN Secretariat

	Position	Name	Signature
1	Technical Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Larasati INDRAWAGITA	
2	Technical Officer, Disaster Management and Humanitarian Assistance Division, ASEAN Secretariat	Ms. Riena PRASIDDHA	

AHA Centre

	Position	Name	Signature
1	Senior Disaster Monitoring Analysis Officer, AHA Centre	Ms. Malyn TUMONONG	

JICA Members

	Position	Name	Signature
1	Acting Director, Disaster Risk Reduction Team 1, Global Environment Department, JICA	Mr. Yoichi INOUE	
2	Senior Advisor, JICA	Mr. Hitoshi BABA	
3	Team Leader, JICA Project Team	Mr. Shinichi FUKASAWA	

4. Confirmed contents

As attached

(End of the Document)

ATTACHED DOCUMENT

1 Progress of the Project

Project Steering Committee members confirmed the validity of the progress of the Project presented by the Project Team.

- Evaluation Criteria of 2nd Preliminary Risk Assessment to narrow down the Middle List to Short List; Hazard, Exposure and Capacity
- Output Image of Result on 2nd Preliminary Risk Assessment
- Structure of Draft TOR of Demonstration Project
- Progress of Data Collection Surveys for Middle Listed Cities conducted in eight AMS
- Output Image of development of Tools; Guidebook, Fragility Functions/Curve and Loss Exceedance Curve, Checklists

2 ASEAN Urban Resilience Forum

Project Steering Committee members agreed on the preliminary idea of the ASEAN Urban Resilience Forum presented by the Project Team as in attachment. The following issues will be reported to the ACDM Working Group on Prevention and Mitigation Meeting for consideration.

- ASEC and Host Countries(Co-Chairs) will be the Secretariat of the ASEAN Urban Resilience Forum.
- AHA Centre and international Organization will support the Secretariat of the ASEAN Urban Resilience Forum in planning and knowledge sharing
- Regarding funding source of budget, ASEC will confirm the criteria to utilize AADMER Fund and proposal format for concerned Fund
- JICA project team will share the Draft Concept Note of the ASEAN Urban Resilience Forum to ASEC, so that ASEC can check it based on the criteria of AADMER Fund

3 Database and Website Development

Project Steering Committee members agreed the main actor for Database and Website Administration would be AHA Centre.

4 Workshops

Project Steering Committee members agreed the outline of the 1st Workshop to be held

in the Project.

- Date and Venue will be decided by ASEC by 15th of August,2016
- Objectives of 1st Workshop is clarifying and sharing issues on building Resilient Cities in ASEAN, identifying the scope of Demonstration Project

5 Way Forward

Project Steering Committee members agreed that it would be preferable to hold the 5th Project Steering Committee for CN.18 in one day in December 2016, back-to-back with the 2nd - 4th Workshops.

Lao PDR expressed its willingness to host the above mentioned PSC Meeting and Workshops and will confirm the date and venue once the approval has been made by minister, in charge of disaster management.

(End of Document)

Possible body of Forum Secretariat (Based on discussion in 3rd PSC)

■ Opinion in 3rd PSC

- To recommend the AHA Centre to become part of the Forum Secretariat, together with ACDM Chair, WG on P&M

■ Proposed body and roles

Forum Secretariat

ASEC

Host
Countries
(Co-Chairs)

- To support the WG in the overall planning for the Forum
- Coordination with ACDM WG on P&M
- To be contact person for invitee and participants
Logistic arrangement

Support

AHA Centre

- To assist in Planning detailed subject of the Forum and provide information resource

International
Organization

- Knowledge sharing
- (Financial support)