



Disaster Risk Reduction (DRR) Project Portal User Manual

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1. Why to use the Disaster Risk Reduction (DRR) Project Portal

The Disaster Risk Reduction (DRR) Project Portal is a multi-stakeholder initiative to advance the implementation of the Hyogo Framework for Action (HFA) in Asia and Pacific.

It is developed under the auspices of the UNISDR (United Nations International Strategy for Disaster Reduction) Asia Partnership (IAP) with the guidance of the IAP Working Group on 'Regional Stocktaking and Mapping of DRR Interventions' – chaired by UNISDR and with members including: ADB, ADRC, ADPC, IFRC, SOPAC, UNDP, UNESCAP, UNOCHA and World Bank.

It is developed with support from the Asian Development Bank (ADB) and with the Asian Disaster Preparedness Center (ADPC) as a technical member acting as the executing agency on behalf of the IAP.

This system is designed to:

- Improve regional planning and programming of DRR interventions in Asia and Pacific,
- Identify areas of cooperation among regional and sub-regional organisations,
- Add to the periodic progress reviews and reporting processes at regional and sub-regional levels, and
- Assist donors and decision-makers to channel resources and efforts that can meet their own policy and programmatic imperatives.

 [The Video Tour from the homepage also gives an overview of the features of the DRR Project Portal](#)



2. Enter a project

☞ Click on one of the three options:

ADD COMPLETED PROJECT ⊕	projects which have been completed and are no longer being implemented
ADD CURRENT PROJECT ⊕	projects which are currently being implemented
ADD PROPOSED PROJECT ⊕	projects which are proposed for the future, for which funding has been secured

☞ Ensure your project agrees with the DRR Project Portal's definition of a DRR project: DRR projects are those which involve reducing exposure to hazards, reducing vulnerability of people and property, wise management of land and the environment, and/or improved preparedness for adverse events. DRR projects include climate change adaptation projects where they are related to DRR, but it does not include relief or response initiatives undertaken in the aftermath of disasters. They must be in the Asia Pacific region.

☞ Enter the necessary information. See below:

Field	Information to input	Required
Project Title	the project title	*
Short Title/ID	the shortened version of the project title if applicable and/or an organisation ID for this project if applicable	
Start date	the date the project started or is proposed to start	* Except for

		Proposed Projects
End date	the date the project ended or is expected to end	
Duration	the duration (in months) the project was implemented for or is proposed to last	
Countries	the countries where the project is being implemented or is proposed to be implementing	
Hazards	the hazard/s the project will address. Select from the options (multiple selections are allowed), see options below:	
Avalanche	Snow avalanche, snow slide	
Cold Wave	Extreme weather, extreme temperature, cold temperatures	
Cyclone	Hurricane, tropical storm, tropical depression, typhoon	
Drought	Deficiency of precipitation, desertification, pronounced absence of rainfall	
Earthquake	Seismic, tectonic	
Epidemic	Bubonic plague, cholera, dengue, non-pandemic diseases, typhoid	
Fire	Urban fire, bush fire, forest fire, uncontrolled fire, wildland fire	
Flood	Inundation; includes flash floods	
Heat Wave	Extreme weather, extreme temperature, high temperatures	
Insect Infestation	Locust, plague, African bees	
Land Slide	Debris flow, mud flow, mud slide, rock fall, slide, lahar, rock slide, topple	
Storm Surge	Coastal flood, wave surge, wind setup	
Technological	Disaster chemical spill/leak, explosions, collapses, gas leaks, urban fire, oil spill, technical failure	
Tornado	Waterspout, twister, vortex	
Tsunami	Tsunami	
Volcano	Crater, lava, magma, molten materials, pyroclastic flows, volcanic rock, volcanic ash,	
Themes	The themes the project addresses. Select from the options (multiple selections are allowed), see options below:	
Capacity Development	training and development, institutional strengthening, institutional learning	
Civil Society/NGOs	civic action, collective community action, community-based organization (CBO) action, grassroots action, integrative DRR, non-governmental organization (NGO) action	
Climate Change	adaptation to climate change, sustainable development	
Community-based DRR	local knowledge, local risk mapping	
Complex Emergency	multiple hazard crisis, humanitarian crisis, conflict	
Critical Infrastructure	communications systems, health facilities, 'lifelines', power and energy, emergency evacuation shelters, financial infrastructure, schools, transportation, waste disposal, water supplies	
Disaster Risk Management	civil protection, contingency and emergency planning, early recovery, preparedness	
Early Warning	risk knowledge, monitoring and warning service, risk communication, response capability, disaster preparedness, risk modeling	
Economics of DRR	cost benefit analysis, disaster risk financing, financial effects of disasters, poverty and disaster risk, risk sharing, socio-economic impacts of disasters	
Education & School Safety	learning, safe schools	
Environment	sustainable development, environmental degradation, ecosystems and	

	environmental management	
Gender	gendered vulnerability, gender-sensitive disaster risk management	
GIS & Mapping	geographic information systems, hazard exposure mapping, vulnerability mapping, risk mapping	
Governance	disaster risk reduction policy and legislation, National Platform for disaster risk reduction, Regional Platforms for disaster risk reduction	
Health & Health Facilities	capacity of health practitioners, mental health	
Information Management	disaster databases, disaster information, disaster risk information portals, ICT	
Media	disaster reporting, disaster information dissemination	
Private-public Partnerships	corporate social responsibility, private sector engagement in DRR	
Recovery	building back better, long-term recovery and reconstruction, rehabilitation, shelter	
Risk Identification & Assessment	risk assessment, loss data, disaster risk management	
Risk Transfer & Insurance	disaster insurance, contingency funding, micro-insurance, post-disaster loans, risk financing, risk insurance, risk sharing, pooling	
Social Impacts & Resilience	coping capacity, loss absorption, loss acceptance, psychosocial support, social vulnerability, trauma prevention	
Space Technology	satellite disaster imagery	
Structural Safety	building codes, building standards, building materials, construction, retrofitting	
Urban Risk & Planning	urban planning, urban management	
Vulnerable Populations		
Water	drinking water, freshwater, irrigation, potable water, water and sanitation, water resource management	
Objectives	the objectives of the project	
Activities	the activities that are taking place as part of this project and/or ones that are being planned	
Outputs	the outputs or expected outputs of the project	
HFA Priorities	the Hyogo Framework for Action (HFA) priorities the project addresses. Select from the options below (multiple selections are allowed):	
HFA 1	Ensure that disaster risk reduction is a national and a local priority with a strong institutional basis for implementation	
HFA 2	Identify, assess and monitor disaster risks and enhance early warning	
HFA 3	Use knowledge, innovation and education to build a culture of safety and resilience at all levels	
HFA 4	Reduce the underlying risk factors	
HFA 5	Strengthen disaster preparedness for effective response at all levels	
RFA Priorities	the Regional Framework for Action (RFA) priorities the project addresses. This is only relevant for projects being implemented in the Pacific region. Select from the options below (multiple selections are allowed):	
RFA 1	Governance – organisational, institutional, policy and decision making framework	
RFA 2	Knowledge, information, public awareness and education	

RFA 3	Analysis and evaluation of hazards, vulnerabilities and elements at risk
RFA 4	Planning for effective preparedness, response and recovery
RFA 5	Effective, integrated and people-focused early warning systems
RFA 6	Reduction of underlying risk factors

Lead organisation	the organisation that is, or will be, leading this project. Only one organisation can be entered here, where there are more than one lead organisation, select one and enter the other/s entered into the partner organisations option	*
Partner organisations	partner organisations which are involved in implementing this project and what their role is	
Donors	the donor/s that fund this project and the amount that is being given	
Focal person	a focal person for this project. This person should be the person who is the most appropriate to deal with queries for more information about the project	*
Organisation	the organisation of the focal person	
Email	the email address of the focal person. This information will be visible to any logged in users when viewing the project details	*
Files	upload any material which is relevant to the project and outline their contents in the comment box	
Links	any relevant website addresses for this project and outline what they are in the comment box	
Comments	any other relevant information here about the project	

- ☞ It is much better that you are logged in when you enter projects as then you will be able to edit them in the future
- ☞ Before projects are visible on the DRR Project Portal they will first need to be **approved** by the DRR Project Portal Administrator. As soon as it has been approved it will be visible on the Project List and you will be notified by email (if you were logged in when you entered it)
- ☞ You can also download the project information form in Word to fill in and send to the DRR Project Portal Administrator to enter into the Project Portal for you. This is particularly useful for people with slow or inconsistent internet connection. Please email the Administrator using the 'Contact' link if you wish to do this at admin@drprojects.net

Edit a project

- ☞ Login
- ☞ Click on the 'My Page' tab
- ☞ Find the project you want to edit – all projects you are eligible to edit will be listed here
- ☞ Click the 'Edit' button and make any necessary changes
- ☞ Save the changes

- ☞ Editing projects on the DRR Project Portal can only be done by:
 - the person who originally entered the project (if they were logged in),

- organisation contact persons whose organisation matches the lead organisation of the project, or
 - the DRR Project Portal Administrator
- ☞ Changes do not need to be approved by the DRR Project Portal Administrator, therefore once the changes have been saved they will be visible immediately

Delete a project

- ☞ Projects can only be deleted from the DRR Project Portal by the Administrator
- ☞ If you need to delete a project please email directly using the 'Contact' link from the homepage and give details of the project you wish to be deleted and the reasons why

3. Add DRR Framework

- ☞ Click on the 'Add DRR Framework' button from the homepage
- ☞ Ensure your DRR Framework agrees with the DRR Project Portal's definition:

In this portal, 'DRR Frameworks' includes frameworks, action plans, road maps, strategies, declarations, statements and action agendas on DRR or DRR related themes, which are documents or instruments for guiding stakeholders on DRR planning, programming and implementation.

If they relate to a country this country must be in the Asia Pacific region.

- ☞ Enter the following information

Name	the name of the framework
Organisations	list the organisation/s involved in the framework
Description	describe the framework in summary
Time frame	enter the time frame that the framework is designed for
Files	upload the framework and any other relevant documents

- ☞ It is much better that you are logged in when you enter a DRR Framework as then you will be able to edit it in the future
- ☞ Before projects show on the DRR Framework list they will first need to be **approved** by the DRR Project Portal Administrator. Once the framework has been approved it will be visible on the DRR Framework list and you will be notified by email (if you were logged in when you entered it)

Edit a DRR Framework

- ☞ Login
- ☞ Click on the 'My Page' tab
- ☞ Find the DRR framework you want to edit – all frameworks which you are eligible to edit will be listed here

- 🔗 Click the 'Edit' button and make any necessary changes
- 🔗 Save the changes

- 🔗 Editing DRR frameworks on the DRR Project Portal can only be done by:
 - the person who originally entered the DRR framework (if they were logged in),
 - organisation contact persons whose organisation matches the organisation of the framework, or
 - the DRR Project Portal Administrator
- 🔗 Changes do not need to be approved by the DRR Project Portal Administrator, therefore once the changes have been saved they will be visible immediately in the DRR Frameworks list

Delete a DRR Framework

- 🔗 DRR Frameworks can only be deleted from the DRR Project Portal by the Administrator
- 🔗 If you would like to delete a framework please email directly using the 'Contact' link from the homepage and give details of the project you wish to be deleted and the reasons why

4. Search projects

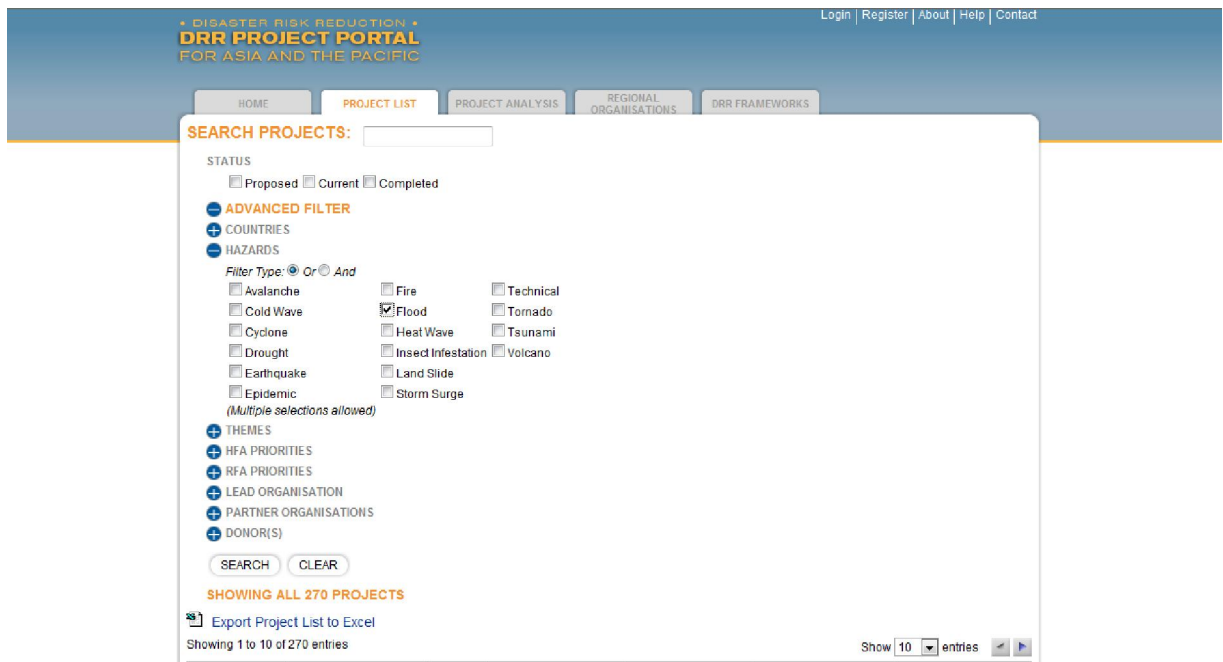
- 🔗 Click on the 'Project List' tab
- 🔗 The complete list of projects will be listed
 - You can select to view 10, 25, 50 or 100 entries (projects) per page
 - You can use the arrows to scroll through the list
- 🔗 You can search using the simple or advanced options explained below:

Simple search

- Enter a key word into the box
- You can choose to search for current, completed and/or proposed projects by ticking the relevant boxes (not ticking any automatically searches through all)
- Click 'Search'

Advanced search

- Expand the 'Advanced Filter' option and choose which options you want to filter by
- When expanded, each filter (i.e. Countries, Hazards, Themes etc.) shows a list of tick boxes to select, see screenshot below
- For certain filters there is the option to choose 'and' or 'or'
 - E.g. show projects which are implemented in Afghanistan **and** Pakistan, or
 - Show projects implemented in Afghanistan **or** Pakistan (which will also include those which are in Afghanistan **and** Pakistan)
- When you have made your choices, click 'Search'



☞ Projects which match your search criteria will then be listed in the table. Click on the 'Details' button beside each project to view project details

- ☞ Project details may include downloadable project documents and links to external websites
- ☞ You can export all projects and your search results to Excel by clicking on the link above the project list
- ☞ You can save your search to My Page if you are logged in (which will be updated with any new projects added which fit into your search criteria every time you view it)

5. Graphs

☞ Click on the 'Project Analysis' tab

☞ There are a number of graphs already designed which you can view by selecting them from the 'Project Analysis' page. These show the number of DRR projects by:

- Countries
- HFA Priorities
- RFA Priorities
- Hazards
- Themes
- Lead organisations
- Partner organisations
- Donors

- 🔒 You can also customise your own graph by choosing what information you would like to filter the DRR project information by. To do this: Click on the graph on the 'Project Analysis' page, expand 'Advanced Filter' and select what information you would like in your graph
- 🔒 For certain filters there is the option to choose 'and' or 'or'
 - E.g. show projects which are implemented in Afghanistan **and** Pakistan,
 - or projects implemented in Afghanistan **or** Pakistan (which will also include those which are in Afghanistan **and** Pakistan)
- 🔒 When you have made your choices, click 'Filter'
- 🔒 You can also choose what information is displayed by choosing from the 2 drop-down boxes
 - 👉 You can save your search to My Page if you are logged in (which will be updated with any new projects added which fit into your filter criteria every time you view it)

6. Map

- 🔒 Click on the 'Project Analysis' tab
- 🔒 Click on the map image or the link 'Go to the Map Tool'
- 🔒 The map shows circles with sizes proportional to the number of projects entered in the DRR Project Portal for that country
- 🔒 You can click on a circle to view the number of projects in that country and a list of the projects, from this list you can click on the project links to view details of that project
- 🔒 You can also view hazards on the map choosing to show the hazard by frequency, events, economic exposure and other filters by clicking on the options on the left under 'Risk Maps'
- 🔒 Use the filter options on the map to choose what information is shown in the same way as for the project list and graphs

7. Matrix Reports

- 🔒 Click on the 'Project Analysis' tab
- 🔒 Click on the matrix report image or the link 'Go to the Matrix Analysis'
- 🔒 The default matrix report shows countries and hazards related to the number of themes
- 🔒 You can choose which information is displayed in the matrix report by selecting from the filter options in the same way as for project list, graphs and the map
- 🔒 You can also choose which information is shown in the report by selecting from the 3 drop-down boxes

8. Registering and login

- 🔒 Click on 'Register' on the homepage
- 🔒 Enter in the required information, registering requires the following information:
 - * shows a required field

*Name	your name
*Email	your email address
Organisation	the organisation you work for, leave blank if you are freelance, a consultant or student
*Role	choose from Practitioner, Consultant, Researcher, Academic, Student
*Reason	enter a summary of why and how you might use the DRR Project Portal
*Password	enter a password

- ☞ Click 'Register' and you will be approved within 2 working days (or contacted for further clarification if necessary)
- ☞ You will receive an email once your registration has been approved
- ☞ Once you have logged in you will be able to edit any projects or frameworks that you have entered while logged in

9. Entering committees, forums, mechanisms, meetings and networks, and regional organisations

- ☞ Only the DRR Project Portal Administrator can add, edit or delete committees, forums, mechanisms, meetings and networks, and regional organisations
- ☞ If you would like any of these added please email us directly using the 'Contact' link

Editing and deleting committees, forums, mechanisms, meetings and networks, and regional organisations

- ☞ These can only be edited or deleted by the DRR Project Portal Administrator, if you would like any of these edited or deleted please email us directly using the 'Contact' link

10. My Page

- ☞ Login
- ☞ Click on the 'MyPage' tab (only visible when logged in)
- ☞ The page will display your saved searches which you can choose to view in list, graph, map or matrix form
- ☞ You can choose to subscribe to these by clicking on 'Subscribe' so that when new projects meeting your saved search criteria are added you will be notified by email with a link to the project details
- ☞ It will also show projects and frameworks which you have entered into the DRR Project Portal (while logged in) which you are then able to edit