

Action Plan Development Process:

Forming an Action Plan using Bengkulu City as an example

Situation

Each of the districts within the StIRRRD program developed a Disaster Risk Reduction [Action Plan](#) (AP). The process brings together representatives from government agencies, universities, and private sector organisations, and gives them the opportunity to help create a framework for DRR activity within their district. As a result, the range of activities outlined within the different district AP's is broad - examples include:

- [better construction techniques](#);
- improving the robustness of infrastructure;
- education and awareness;
- effective warning systems; and
- land use that is appropriate to the level of risk.

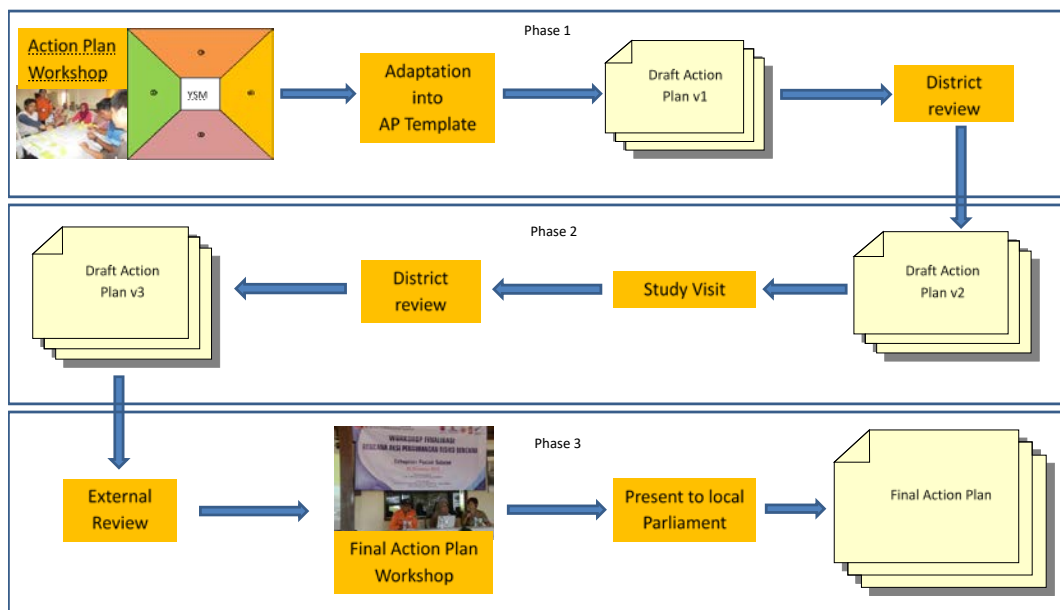
The plans record DRR Initiatives formulated together by local government agencies. As these activities are implemented, they help to improve capability within the district to lessen the impacts of hazards with the ultimate goals of reducing disaster losses and ensure faster recovery times. Once established, the AP also forms a focus point for subsequent coaching and mentoring, including district visits, and for the establishment of District DRR Forums.

This note describes the process used to create a District AP. Kota Bengkulu is used as the primary example and while other districts used the same format to create their AP's, minor differences in the content and approach did occur.

The Action Plan Development process

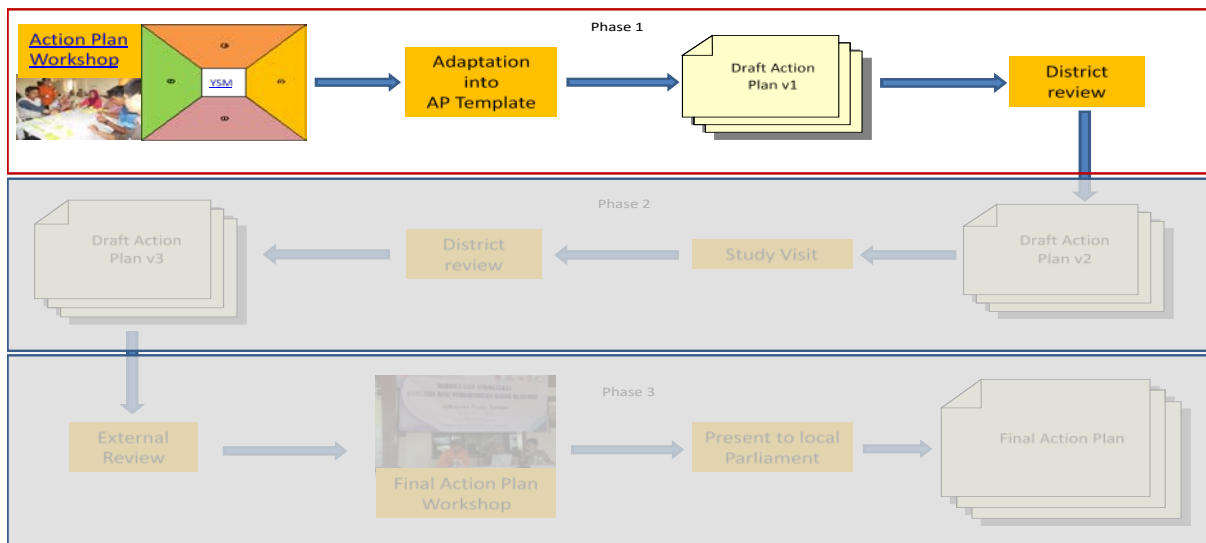
The Action Plan development process used by StIRRRD is summarised in the diagram below and in the following sections. The process has 3 main phases, involves a few review steps, and includes a Study Visit to New Zealand, which exposed the AP developers to DRR initiatives adopted elsewhere.

Action Plan Development Process



Phase 1: Initial Action Plan – Workshop Draft

Action Plan Development Process Phase 1 – Workshop Draft



An initial draft of the Action Plan is developed in a 2-day [Action Plan Workshop](#) which has two 2 main components as outlined below.

Component 1: Scene Setting.

The first part of the workshop provides contextual information for participants, which helps to inform later discussions, and assist in developing draft AP activities. The following components are recommended:

1. *Describing the hazardscape.*

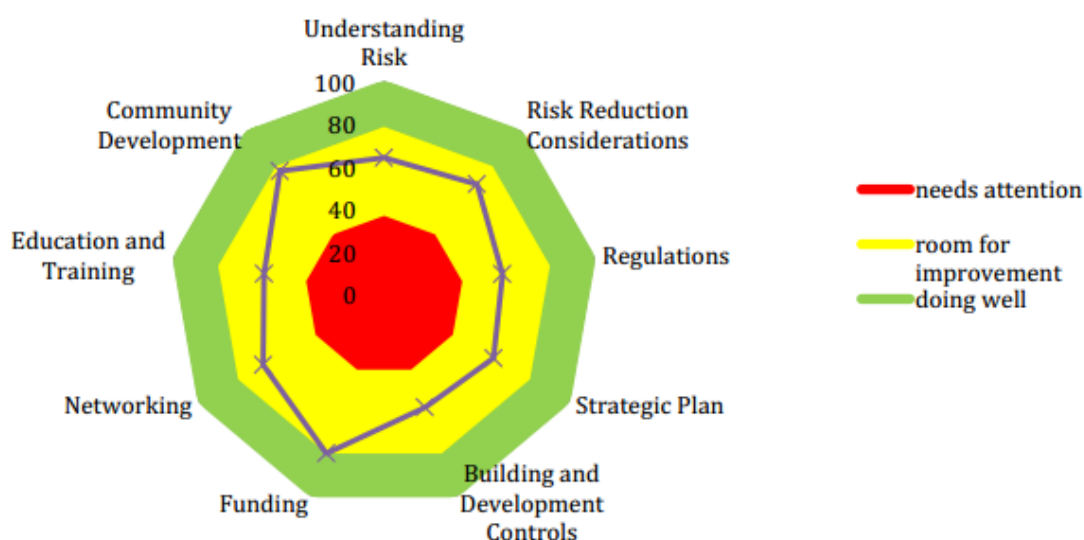
The head of the Agency for Disaster Management (BPDB) summarises the risks associated with natural hazards in the District.

SMG

A *Comparative Semi-Quantitative Risk Assessment* using the Seriousness, Manageability and Growth ([SMG method](#)) developed in New Zealand aids understanding of the impacts of the hazards in terms of deaths and injuries, damage to infrastructure, economy and the environment (Seriousness), the ability of the local emergency response unit to deal with the hazard (Manageability), and likely changes in community exposure to the hazard (Growth). It gives all the participants opportunity to have input and relatively ranks hazards in terms of impacts.

2. *Political support and funding.* The head of DPRD or District should be invited to confirm commitment and backing of DRR initiatives and state the need for agencies to coordinate their DRR activities with BPBD.
3. *University DRR programs.* The local/supporting University should summarise relevant research programs.
4. *Local wisdom.* Explore the value and role of local wisdom in DRR through a directed discussion session.

5. *DRR technical presentations*: Have authoritative experts present knowledge and current research on issues relevant to the district identified during the earlier introductory visit. Topics might include:
 - a. Managing the risk from earthquake, flood, landslide and tsunami hazard – Indonesian and Overseas examples.
 - b. Building design and resilient infrastructure.
 - c. Creating hazard maps and GIS.
 - d. Social and cultural aspects of DRR.
 - e. Challenges for local government in implementing DRR.
6. *Field Trip*. A half-day field trip helps to contextualise the hazard issues listed above, and to see examples of work already undertaken to reduce their impacts.
7. *DRR Self-Assessment Tool*. At the end of day 1 participants complete a Local Government - [Self Assessment Tool \(LG-SAT\) survey](#), to assess the strengths and weaknesses of the District's existing risk reduction activity (as opposed to preparedness, response and recovery). The radar diagram below shows the performance score for each category of DRR activity in Bengkulu City, based on [analysis](#) of the results of this survey, with most areas requiring some improvement, but none needing urgent attention. The results are presented as part of Phase 2 of the Action Plan Development



Component 2: Creating the draft AP. Participants then used the Yonmenkaigi System method tool, and the knowledge disseminated via Stage 1 of the Workshop, to help develop activities to be included in the draft AP.

The [Yonmenkaigi System Method](#) (YSM) is used to develop a multi-stakeholder, collaborative Action Plan. Participants are split into groups to undertake this process, with each group developing actions to reduce the risks associated with a significant local hazard as defined by the [SMG exercise](#) or through discussion.

The YSM method is structured around 4 aspects of DRR; human resources, organisations & relationships, activities, and finances. DRR plans and ideas are placed on a timeline using post-it notes, to show activities that can be achieved in 6 months, 1 year and 2 years. For example, under human resources the 6-month plan may be to recruit volunteers and 1-year plan is to train those volunteers.

Once the [YSM chart is populated](#), the stakeholders debate with each other to refine the plans - the post-it notes could be moved around, to change their priority, or 2 similar activities might be

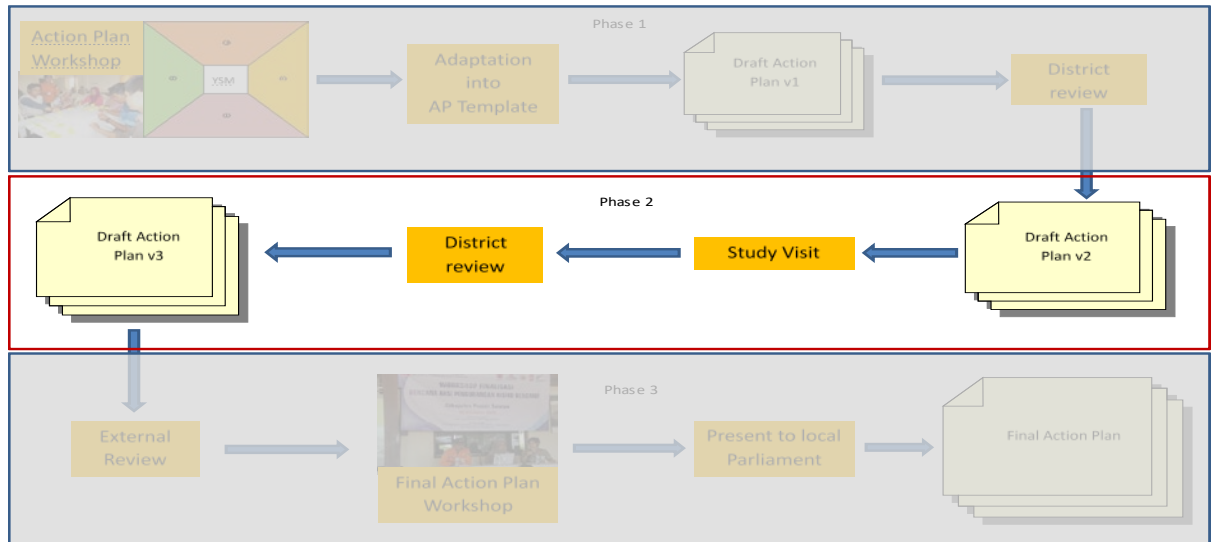
combined. A spokesperson then presents the chart to the other groups for further debate and refinement. These actions were then collated and used to form the basis of the Initial Draft Action Plan.



Participants work through the YSM method to develop the [draft Action Plan](#)

Phase 2: Study Visit Refinement of the Action Plan

Action Plan Development Process Phase 2 – Study Visit Refinement

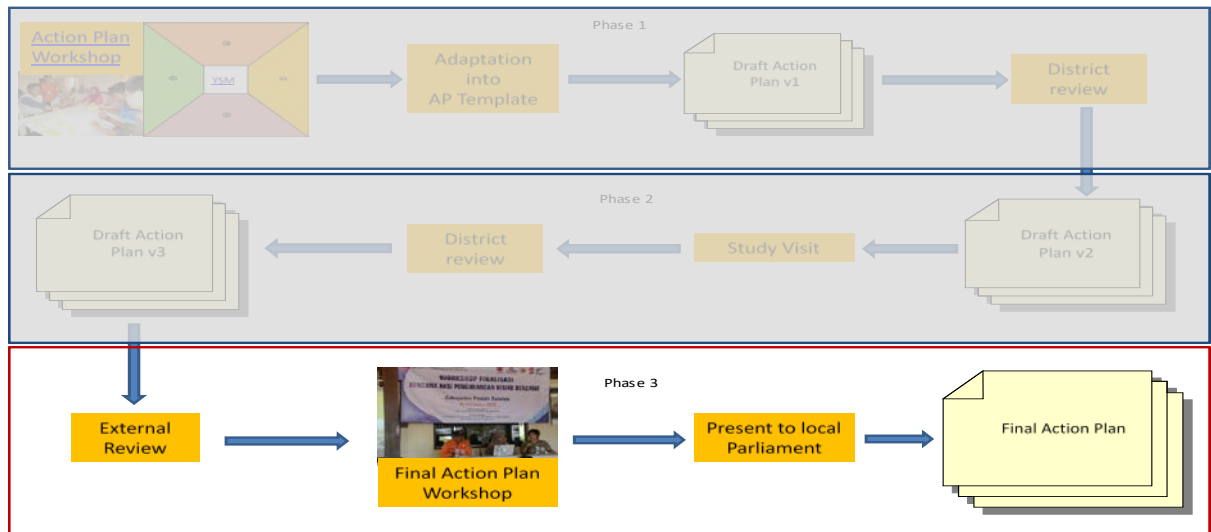


A comparative [study visit](#), either to a neighbouring District or another country, to observe and share DRR initiatives that are being implemented, is the process utilised by the StIRRRD approach to refine the Action Plan. In this case District representatives travelled to New Zealand, for a series of workshops, presentations and field visits. An opportunity to revise the plan, based on what was observed during the study visit, was facilitated.

Importantly, the results of the LG-SAT survey described above are presented. These highlight the strengths and weaknesses of the current DRR environment and provide a further guide to Actions to be included in the plan.

Phase 3: Finalising the Action Plan

Action Plan Development Process Phase 3 – Finalising The Plan



Finalisation of the Action Plan involves an external review utilising a [checklist](#) and [feedback](#) provided at a Final Action Plan Workshop. After discussion and agreement on priorities and roles, the Plan is revised and then most-importantly presented to the local parliament for their support.

The Action Plan is an aspirational document, with Actions to be funded and/or included in mid- and long-term District development plans, to be implemented by the various agencies identified, and periodically reviewed and modified as Actions are implemented.