

(Ver.1 July 20, 2008)

Ver.8 March 19, 2010

Disaster Reduction Hyperbase (DRH)

General Guideline and Call for DRH Contents Proposals

Contents

1. Foreword	1
2. Background.....	2
3. Implementation Technologies: Main target of DRH Contents	3
4. Focused Hazards	3
5. Call for DRH Contents Proposals	4
6. Signup for DRH Membership	4
7. Submit DRH Contents Proposals	5
8. Procedure toward Registration in DRH Database	7
9. Criteria for Acceptance	7
10. Copyright policy for DRH Contents:	8
11. DRH Manager and DRH Facilitators:	9
12. Merits for Registration in DRH Database	10
13. Deadline.....	11
14. Contacts	11

1. Foreword

DRH is a web-based facility disseminating disaster reduction technology and knowledge. It has been designed for potential use by policy makers, community leaders, practitioners, and motivated researchers who wish to make access to appropriate technical know-how's that can help them establish practical disaster management plans.

The DRH was developed in an effort for implementation of the Hyogo Framework for Actions 2005-2015 adopted at WCDR (World Conference on Disaster Reduction 2005), specifically as a component of "Portfolio for disaster reduction" proposed by the government of Japan. NIED served as a lead institution in close collaboration with

UN-ISDR, MEXT, CAO, KU, BNU, NSET, SEEDS, IIEES, ADRC, and other institutions constituting an active multilateral team.

Construction DRH was conducted under a project entitled “Disaster Reduction Hyperbase – Asian Application (DRH-Asia)”, whose major sponsor was the Ministry of Education, Culture, Sports, Science and Technology (MEXT) of Japanese government. National Research Institute for Earth Science and Disaster Prevention (NIED) of Japan operated the project in cooperation with Kyoto University.

The DRH web-site and the registration system of the DRH have been completed as its ver.3, and contributions to DRH Contents from organizations and individuals worldwide is highly welcomed.

This document will describe further details of the DRH systems, procedure for DRH Contents proposal submission, and steps of "facilitation" of the proposals toward registration in the DRH Database.

[\[Go back to Contents\]](#)

2. Background

Natural disasters are constant threats to human society, such as earthquakes, tsunamis, floods, volcanic eruptions, landslides, etc. Tremendous amount of losses in human lives and property are caused by them. To overcome physical and societal vulnerability against disasters and to maintain sustainable development, enhancement of disaster resilience capabilities is indispensable and must be practiced upon respective regional characteristics.

The Japanese government proposed to develop “Portfolios for Disaster Reduction” at the World Conference on Disaster Reduction (WCDR), Hyogo-Kobe, January 2005. In order to realize this concept, MEXT and NIED, conducted activities under a pilot project (DRH Phase I) in 2005 together with UN/ISDR and Kyoto University for establishing an international framework for development of “Disaster Reduction Technology List on Implementation Strategies”.

On this basis, a three-year project entitled “Disaster Reduction Hyperbase – Asian Application (DRH-Asia)” was approved for a project period of July 2006 - March 2009. The project was supported under the funding scheme of “Special Coordination Funds for Promoting Science and Technology” of Japanese government. The mission of the project was to develop and disseminate a web-based facility to compile appropriate disaster reduction technology and knowledge that incorporate regional characteristics of Asian countries and have solid implementation strategy.

The DRH website (ver.1) opened on 14 December 2007, followed by improvement

works to provide enhanced functions (upgraded to DRH ver.1.1: 1 May 2008). Further improvement was conducted to implement DRH Template ver.7 (upgraded to DRH ver.2: 28 August 2008). The final improvement within the DRH-Asia project period was realized with an enhanced web design and plenty of functional refinements (upgraded to DRH ver.3: 30 March 2009). In accordance with such evolution, this document prepared as Call for DRH Contents proposals ver.6 conforms with DRH ver.3 (<http://drh.edm.bosai.go.jp/>).

[\[Go back to Contents\]](#)

3. Implementation Technologies: Main target of DRH Contents

The following three types of implementation technologies are to be compiled.

(1) Implementation Oriented Technology: IOT

Products from modern R&D that are practiced under clear implementation strategies.

(2) Process Technology: PT

Know-how for implementation and practice, capacity building and social development for knowledge ownership.

(3) Transferable Indigenous Knowledge: TIK

Traditional art of disaster reduction that is indigenous to specific region(s) but having potential to be applied to other regions and having time-tested reliability.

This classification was conceptualized through extensive discussion among DRH project participants focusing on “What is useful technology and knowledge for disaster reduction?” Specific features of these categorized technology were also reviewed, and have been summarized as DRH criteria as shown in Appendix (also downloadable at http://drh.edm.bosai.go.jp/Project/Phase2/1Documents/7_Criteria_FF3.pdf)

[\[Go back to Contents\]](#)

4. Focused Hazards

DRH will deal with multi-hazard issues including Earthquake, Tsunami, Volcanic eruption, Landslide, Mudflow, Dust storm, Cold wave, Heat wave, Zud, Cyclone/Typhoon, Storm surge, Flood, Flash flood, Glacial Lake Outburst Flood (GLOF), Snow avalanches, Epidemic, Wildfire, Drought, Desertification, Climate change impact, Land degradation, etc.

[\[Go back to Contents\]](#)

5. Call for DRH Contents Proposals

The DRH contents are solicited for proposals and to be discussed for incorporation in DRH Database. The proposals are to be prepared in the following format.

(1) DRH Template: the main body of the DRH Contents

The DRH contents should be described using the DRH Template which embodies all conceptual framework of DRH. Use English language to fill in the Template.

Maximize visual illustration using photographs, charts and figures so that readers can easily understand the technology and knowledge you offer. Note that DRH intends not to compile technical papers but to disseminate useful technology and knowledge to readers in understandable manners.

The DRH Template (Ver.7) is downloadable at the DRH web-site (http://drh.edm.bosai.go.jp/Project/Phase2_ed.htm) in with three kinds of files (Word, Excel and PDF).

The DRH Template consists of the following chapters. I. Heading, II. Categories, III. Contact Information, IV. Background, V. Descriptions, VI. Resources Required, VII Message from the proposer VIII. Self evaluation in relation to applicability, IX. Application examples, X. Other related parallel initiatives (if any), XI. Remarks for version upgrade. A guideline for filling the DRH Template is provided at http://drh.edm.bosai.go.jp/common/documents/DRH_Template_ver7_3_Guideline.pdf

(2) Attached Documents: backup to the DRH Templates

You may attach documents in paper or report styles to be added to the DRH Template in order to explain about the technology effectively. However, be sure that main descriptions including illustrations should be made in the Template. The attached documents are to backup the DRH Template for better understanding by the readers.

[\[Go back to Contents\]](#)

6. Signup for DRH Membership

Those who wish to propose DRH Contents and those who wish to join discussion should register as DRH Full Profile Members. Then he/she can submit DRH contents, discuss with Facilitators and other DRH members for possible enhancement of the proposed DRH Contents.

To signup for a DRH Full Profile Member, take the following two steps.

(1) Basic Member: Everybody must begin with sign-up for a Basic Member through the following steps.

a) Access the DRH web-site top (<http://drh.edm.bosai.go.jp/>).

- b) Click "Join a discussion" or "Login or Register", then go to "Apply for membership"
- c) Fill in membership ID (your name), Mail address (you will use for communication) and a New Password (be sure to keep it in your record), and the click "registration".
- d) The system will send you automatically an email to confirm your registration. This is to prevent abuse of your e-mail address by other individuals. **Be sure to click a confirmation message in the e-mail**, then your sign-up for Basic Member is complete.

(2) Full Profile Member: Basic Members can upgrade to the Full Profile Members in the following way.

- a) Log-in the DRH web site as a Basic Member.
- b) Click "profile", then you will see the Edit Profile page for describing your profile.
- c) Fill-in **all** text boxes on the Edit Profile page, and click "OK".
- d) From your next log-in, you will be treated as a Full Profile Member.

For further descriptions on the DRH membership features, visit

http://drh.edm.bosai.go.jp/common/documents/signup_manual.html

[\[Go back to Contents\]](#)

7. Submit DRH Contents Proposals

Currently, two ways are accepted for submission of DRH Contents proposals, 1) sending the documents to the DRH secretariat, and 2) input directly on the DRH Forum page.

(1) Direct Input on DRH Forum

Input directly on the DRH web-site as follows.

- Access the DRH web-site (<http://drh.edm.bosai.go.jp/>).
- Login using your registered e-mail address and your password as a DRH Full Profile Member.
- Click "Propose a technology" section of DRH Forum, then you see a page entitled "Propose a technology for disaster reduction".
- Confirm instructions Nos. 1 - 4 and, if you wish other support documents on the left-hand side of the page.
- On this basis, click "Start submission" in No.5, and begin your input in the text boxes and check boxes that are arranged in a format identical with DRH Template ver.7.

*** Input procedure should strictly proceed in the following order.**

- 1) **Click Check Boxes:** Begin with clicking the check boxes in "II Categories", and " VIII Self evaluation ".
- 2) **Treat Texts:** Input texts in all text boxes except check boxes. There are following two ways to do so:
 - a. **Direct input:** Type-in directly in the text boxes or copy-paste from your original files. This is the most straightforward way of preparing the proposal.
 - b. **Via Excel File:** Prepare all texts in the DRH Template (ver.7) in an Excel file. Specify it in the box "Excel template file" at the top of this page. By clicking "upload", all texts in the Excel file will be automatically transferred to the corresponding text boxes on the web page. Before completing this step, be sure that you have done 1) (click check boxes). The Excel form of DRH Template(ver.7) is downloadable at http://drh.edm.bosai.go.jp/common/documents/DRH_Template_ver7_3.xls
* Important: Use the most recent version downloaded from this link for your new proposal.
- 3) **Treat Illustrations:** Main text boxes have a function of hyper-text editing same as Word; e.g., changing font type, alignment, font size, etc. Insert illustrations (photos, charts and figures, etc.) from the folders in your computer through "Insert/edit image" button in the tool bar of each text box. File types should be **JPEG, PNG, or GIF**. Use only alphanumeric, hyphen (-), and under bar (_) characters in the file name of illustrations.
- 4) **Attach Documents:** Add attached documents at "Add file" at the bottom of the page.
- 5) **Editing Manipulation:** You may edit and save (click "upload") until you think you have finished Input.
- 6) **Submit Proposal:** Finally, click "send to DRH manager" after "upload", and your proposal will be incorporated in DRH Forum for further treatments. After this, you can not re-edit your file until the Facilitator-Proposer discussion phase. So be sure that you have done your input works correctly as you think appropriate.

(2) Send the documents to DRH Secretariat in e-mail or CD-ROM

The DRH Template and attached documents (if any) written in Word files may be sent to the following address by email (less than 10M bytes) or CD-ROM (more than 10M bytes).

- Address for email: kameda@edm.bosai.go.jp, t-maeda@edm.bosai.go.jp

- Address for sending CD-ROM:

Hiroyuki Kameda (DRH Manager and DRH-Asia Project PI)

Earthquake Disaster Mitigation Research Center

4F Human Innovation Museum, 1-5-2 Waki-no-hama Kaigan-dori, Chuo-ku,

Kobe 651-0073, JAPAN, TEL: -81-78-262-5521, FAX: -81-78-262-5526

8. Procedure toward Registration in DRH Database

Your proposed DRH Contents are discussed at the DRH Forum by registered DRH members for possible enhancements with a lead of DRH Facilitators. When discussion converges, the proposals are registered in the DRH Database. The DRH Manager makes initial judgment on acceptance for discussion and final confirmation for registration in the DRH Database. The procedure consists of the following steps.

- (1) Manager's acceptance for discussion at DRH-Asia with appointment of Facilitators depending on the categories of Implementation Technology; i.e., IOT, PT, or TIK
- (2) Facilitator-Proposer discussion and possible enhancement of the manuscript
- (3) Discussion among registered DRH members (lead by Facilitators) and possible enhancement of the manuscript
- (4) Facilitators' judgment for finalizing discussion
- (5) Manager's confirmation and automatic registration in DRH Database

[\[Go back to Contents\]](#)

9. Criteria for Acceptance

The discussion process specified in 7.(2) and (3) shall be based on the following criteria of judgments. Requests from Facilitators to the proposers for improving the submitted proposal manuscripts as well as Facilitators' guidance of discussion shall be made by referring to those criteria

(1) General Criteria for DRH Contents Acceptance

The criteria for accepting proposed DRH Contents are based on the following key items:

- Understandable to users
- Implementable (Usable, Doable)
- Shown to be useful

Plus

- Criteria for each category (IOT, PT, TIK)

These criteria are based on conceptual developments by the DRH project participants (researchers, NGO and government practitioners, international organizations like UN/ISDR). Their underlying principle is "implementation strategy". They are different from conventional scientific journals.

* How to meet the General Criteria: Take note in the following when you write up.

i) To make it understandable to users:

- * Use terminology that can be understood by non-experts.

* Incorporate as many illustrations as possible including photographs, diagrams and figures.

* If you would like to include technical descriptions such as scientific journals and papers, technical reports etc., put them in attached files.

ii) To make it implementable (doable)

* Give as detailed and quantitative explanations as possible in the comment boxes for process of implementation and resources required.

iii) To make it shown to be useful:

* Incorporate as many Application Examples as possible.

* It is desirable that application examples are practical applications.

(2) Criteria for each category of implementation technology

1) Criteria for Implementation Oriented Technology (IOT)

- Technically or scientifically acceptable
- Problem identification and methodology development practiced in direct communication with stakeholders and end-users to create incentive for their participation and ownership
- Regional characteristics properly incorporated in terms of local context including available materials, cost, and workmanship
- Most advanced research methodologies mobilized to generate high-quality products and meet the actual demands of the region

2) Criteria for Process Technology (PT)

- With emphasis on “practical use” of research
- A tested methodology with social, cultural, economic, ecological, and technical feasibilities, developed through an implementation/ testing process ensuring results in disaster reduction
- Demonstrated stakeholders’ participation and enhanced ownership
 - of the process
 - of results and lessons
- Amenable/adaptable to local context, and with institutionalization potential
- In-depth knowledge and insight gained through experience with disasters and mitigation

3) Criteria for Transferable Indigenous Knowledge (TIK)

- Originated within communities, based on local needs, and specific to culture and context (environment and economy)
- Provides core knowledge with flexibility for local adaptation for implementation
- Uses local knowledge and skills, and materials based on local ecology
- Has been proven to be time tested and useful in disasters
- Is applied or applicable in other communities or generations

[\[Go back to Contents\]](#)

10. Copyright policy for DRH Contents:

The Copyright of DRH contents in DRH-Asia is defined as follows. Those who will submit DRH contents proposals shall accept the terms stated herein.

(1) Basics:

Copyright of all DRH contents registered in the DRH Database of DRH-Asia shall belong to the Proposer and shall be stated as

Copyright © 2010 Name of the proposer (proposer) all rights reserved

The copyright applies to the descriptions of the contents and does not cover ownership of the presented technology and knowledge. When ownership (including patents) is clear, it should be properly stated in the template box 13. When ownership does not belong to any specific parties as in many of TIK's (Transferable indigenous knowledge), it is recommended to put an appropriate note such as "No ownership. People's knowledge."

(2) Requirements for proposers (contributors of DRH contents):

The proposers shall accept that DRH subscribers may take the following actions.

- 1) Printing, copying, and dissemination of the entire body or a part of the registered DRH contents by subscribers are allowed, provided that no modifications of their descriptions are made.
- 2) In these actions, the copyright statements should be maintained. When a part of the contents is reproduced, the copyright statements should be copy-pasted on the resulting documents.

(3) Requirements for subscribers

- 1) The subscribers shall acknowledge the copyright in the way as stated in (2)2).
- 2) The DRH Administration would appreciate such actions be informed to drhadmin@edm.bosai.go.jp in order to compile information on how DRH is being utilized.

[\[Go back to Contents\]](#)

11. DRH Manager and DRH Facilitators:

Currently, the following individuals are serving as The DRH Manager and DRH Facilitators. They were nominated at the Second DRH Annual Workshop, Kobe, March 2007.

(1) DRH Manager

Hiroyuki Kameda

- Principal Investigator, Disaster Reduction Hyperbase – Asian Application (DRH-Asia) Project / Visiting Researcher, Earthquake Disaster Mitigation Research Center, National Research Institute for Earth Science and Disaster Prevention (EDM-NIED) / Professor Emeritus, Kyoto University

(2) DRH Facilitators

1) Implementation Oriented Technology (IOT)

- Mohsen Ghafory-Ashtiany (International Institute of Earthquake Engineering and Seismology (IIEES), Distinguished Professor, Iran), and
- Hiroyuki KAMEDA (Visiting Researcher (EDM-NIED), Professor Emeritus (Kyoto University), Japan)

2) Process Technology (PT)

- Amod M. Dixit (National Society for Earthquake Technology – Nepal (NSET), General Secretary & Executive Director, Nepal), and
- Norio Okada (Disaster Prevention Research Institute (DPRI), Kyoto University, Professor, Japan)

3) Transferable Indigenous Knowledge (TIK)

- Anshu Sharma (SEEDS INDIA, Director, India), and
- Rajib Shaw (Graduate School of Global Environmental Studies, Kyoto University, Associate Professor, Japan)

4) DRH Facilitator Supports (Those who support and actually join facilitation)

- Takayuki Nakamura, Coordinator for DRH Contents from Japanese institutions, Japan (IOT)
- Hirokazu Tatano, DPRI, Kyoto University, Professor, CASiFiCA-DRH chief promoter, Japan (PT)
- Naho Ikeda, EDM/NIED, Researcher, DRH Template coordinator, Japan (PT)

5) UNESCO International Hydrology Program (IHP) initiative in DRH

- Kaoru Takara, Vice Chair, IHP, and Secretary, Regional Steering Committee for UNESCO-IHP in Southeast Asia and the Pacific (RSC-SEAP)

6) International Consortium on Landslide (ICL) initiative in DRH

- Kyoji Sassa, Executive Director, ICL

Note that the group of DRH Facilitators is participated by researchers and NGO practitioners. This feature makes it possible to discussing bridges between research and practice, implementation strategy.

[\[Go back to Contents\]](#)

12. Merits for Registration in DRH Database

As the DRH web-site is to link with other international networks for disaster reduction such as the UN/ISDR, proposed technologies are expected to be utilized by policy makers and practitioners in the world. In addition, since this project initiated at the World Conference on Disaster Reduction (WCDR), this project is to be reported at several

governmental meetings such as the APEC Industrial Science and Technology Working Group, the ASEAN COST+3, etc.

[\[Go back to Contents\]](#)

13. Deadline

Submission of DRH Contents proposals are accepted any time. You are encouraged to do so whenever you are motivated.

[\[Go back to Contents\]](#)

14. Contacts

- Hiroyuki Kameda (DRH Principal Investigator, kameda@edm.bosai.go.jp)
- Takayuki Nakamura (DRH Contents Coordinator, s-bucho@facility.hokudai.ac.jp)
- DRH Administration (drhadmin@edm.bosai.go.jp)

TEL: -81-78-262-5528, FAX: -81-78-262-5527

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[\[Go back to Contents\]](#)