

Template for DRH Database (ver.7.3) Guideline for writers Disaster Reduction Technology and Knowledge under Implementation Strategies

I. Heading		
Your descriptions will appear as the heading of your proposal in the DRH database.		
1. Title	Title should be concrete. (No generic title)	
2. Major significance (summary less than 60 words)	Summarize important features of the technology/knowledge you propose focusing on what can be achieved from it.	
3. Keywords	At least three.	
II. Categories (Multiple answers allowed)		
Your answers will be used for searching your proposal in the DRH database.		
<p>4. Focus of this information Instruction for writers: - For definitions, see the DRH website. http://drh.edm.bosai.go.jp/</p> <p>Read the definitions of the three kinds of technology/knowledge listed as options for your answer and mark one of the options that fit with the focus of the technology/knowledge you propose. In case it is difficult to choose only one option, you may mark two or three.</p>	<input type="checkbox"/> Implementation Oriented Technology <input type="checkbox"/> Process Technology <input type="checkbox"/> Transferable indigenous knowledge	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">5. Anticipated users Choose occupations/social roles of expected users either of the technology/knowledge you propose or of the information on the technology/knowledge.</p>	<p>5-1. Practitioners</p> <p>- Mark main and sub categories freely. There are no hierarchical rules. - Items of “experts” may overlap with other categories. In that case, mark both categories.</p> <p>Examples of entry:</p> <p>(1) When you wish to choose administrative officers in general, check the box of “Administrative officers”.</p> <p>(2) When you wish to specify detailed profession of the experts, mark sub categories such as “Architect and engineers”, “Urban planners”, etc.</p> <p>You may mark both main and sub categories at the same time, if you wish.</p> <p>5-2. Other users</p>	<input type="checkbox"/> Community leaders (voluntary base) <input type="checkbox"/> Administrative officers <ul style="list-style-type: none"> <input type="checkbox"/> Municipalities <input type="checkbox"/> National governments and other intermediate government bodies (state, prefecture, district, etc.) <input type="checkbox"/> NGO/NPO project managers and staff <input type="checkbox"/> International organizations (UN organizations and programmes, WB, ADRC, EC, etc.) <input type="checkbox"/> Commercial entrepreneurs <input type="checkbox"/> Financing and insurance business personnel <input type="checkbox"/> Experts <ul style="list-style-type: none"> <input type="checkbox"/> Teachers and educators <input type="checkbox"/> Architects and engineers <input type="checkbox"/> Sociologists and political economists <input type="checkbox"/> Information technology specialists <input type="checkbox"/> Urban planners <input type="checkbox"/> Rural planners <input type="checkbox"/> Environmental/Ecological specialists <input type="checkbox"/> Others (Explain using the blank space below.)

<p>6. Hazards focused</p> <p>- Secondary hazard should be included in the categories of the original hazards. - Multi-hazard approach: Initiatives that focus on the combined risks of all hazards likely to occur in a given region.</p> <p>Choose the hazards, whose impacts can be possibly reduced by the technology/knowledge you propose.</p> <p>Some additional points:</p> <p>(1) When you think the technology/knowledge is useful in alleviating “desertification”, “climate change impact” or “land degradation”, mark the items. Even though these three items are not necessarily “hazards”, they are included in the list as physical phenomena that potentially cause hazards.</p> <p>(2) If you are proposing a technology/knowledge that can contribute to “multi-hazard approach”, which means initiatives that focus on the combined risks of all hazards likely to occur in a given region, mark the item.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Earthquake <input type="checkbox"/> Tsunami <input type="checkbox"/> Volcanic eruption <input type="checkbox"/> Landslide <input type="checkbox"/> Mudflow <input type="checkbox"/> Dust storm <input type="checkbox"/> Cold wave <input type="checkbox"/> Heat wave <input type="checkbox"/> Zud <input type="checkbox"/> Cyclone/ Typhoon <input type="checkbox"/> Storm surge <input type="checkbox"/> Flood <input type="checkbox"/> Flash flood <input type="checkbox"/> Glacial Lake Outburst Flood (GLOF) <input type="checkbox"/> Snow avalanches <input type="checkbox"/> Epidemic <input type="checkbox"/> Wildfire <input type="checkbox"/> Drought <input type="checkbox"/> Desertification <input type="checkbox"/> Climate change impact <input type="checkbox"/> Land degradation <input type="checkbox"/> Multi-hazard (Multi-hazard approach) <input type="checkbox"/> Others (Explain using the blank space below. Other hazards, disaster chains, etc.)
<p>7. Elements at risk</p> <p>Choose the elements, which can be saved/guarded by the technology/knowledge you propose.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Human lives <input type="checkbox"/> Human networks in local communities <input type="checkbox"/> Business and livelihoods <input type="checkbox"/> Infrastructure <input type="checkbox"/> Buildings <input type="checkbox"/> Information and communication system <input type="checkbox"/> Urban areas <input type="checkbox"/> Rural areas <input type="checkbox"/> Coastal areas <input type="checkbox"/> River banks and fluvial basin <input type="checkbox"/> Mountain slopes <input type="checkbox"/> Agricultural lands <input type="checkbox"/> Cultural heritages <input type="checkbox"/> Others (Explain using the blank space below.)

III. Contact Information

The information you write in this section will be important for readers of this template who wish to contact you for further details of the technology/knowledge.

8. Proposer(s) information (Writer(s) of this template) Name(s), position and affiliation, and other information (at least one of mailing address, e-mail address, tel. & fax.) are required.		Name(s): Proposer means you, namely the writer of this template. Mention your co-writers too, if there are any. Position and affiliation: Write the position and affiliation of you and your co-writers. # Write contact information of yourself, and of your co-writers if available.
9. Place where the technology/knowledge originated	9-1. Country(ies)	Indicate the name of country where the technology/knowledge you propose was developed first time. In case mentioning the country name is inappropriate, you may leave this space blank.
	9-2. Location(s)	Use this space in case it is necessary to indicate location information other than country name.
10. Names and institutions of technology/knowledge developers		Mention persons and institutions that developed the technology/knowledge. If the developers are unknown, please mention so. The proposers may be the developers when appropriate.
11. Title of relevant projects if any		If there are any projects related to the development of the technology/knowledge you propose, mention the names of the projects.
12. References and publications		If there are any reference materials or publications related to the technology/knowledge you propose, list them here.
13. Note on ownership if any		If there is something that the readers of this template should know regarding the ownership of the technology/knowledge you propose, explain in detail here.

IV. Background

This section aims to help readers to understand the reasons why the technology/knowledge has been developed or the practice of the technology/knowledge has been enhanced in the country (ies) / region (s) of its origin. Explain disaster events and/or societal circumstances, which became the driving force either for developing the technology/knowledge or enhancing its practice.

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V. Descriptions

Sections V and VI are the heart of this template. They aim to make readers understand the substance of the technology/knowledge. Describe the details as far as you think such details are essential for readers to understand the technology/knowledge. You may omit any related facts when you think they are not essential for the understanding and replication of the technology/knowledge. You can also add the intention of your descriptions in these sections later, when you fill in Section VII "Message from the proposer".

15. Feature and attribute (Aim and key mechanism to achieve the aim)	Describe characteristics of the technology/knowledge with a focus on both its ultimate goal and the key mechanisms to achieve the goal. Try to fully express the originality and uniqueness of the technology/knowledge.
16. Necessary process to implement (Procedure and major actors)	Describe the necessary process to implement the technology/knowledge with a focus on the sequence of procedures and major actors who play important roles in each of the procedures.

17. Strength and limitations (Positive and negative sides)	Describe the strength and limitations of the technology/knowledge according to your experiences and understanding.
18. Lessons learned through implementation if any	Here, you may write about failures that you have experienced in implementing the technology/knowledge, along with the lessons you learned.
VI. Resources required Provide concrete information on the resources required, so that readers can have substantial ideas for applying the technology/knowledge in their own local areas. In case you have information based on more than two application examples of this technology/knowledge, indicate the average or range of requirements.	
19. Facilities and equipments required	List facilities and equipments that will be required for the implementation of the technology/knowledge.
20. Costs, organization, manpower, etc.	Describe the costs, organization, manpower, etc. that will be generally required for the implementation of the technology/knowledge.
VII. Message from the proposer (if any) This section aims to provide readers with a direct message from the proposer regarding the interpretation of the information written in this template. Please make use of this space in case you think it is necessary to provide readers with advises, warnings, etc. in relation to the use of the information presented especially in Sections V and VI.	
Instruction for writers: - Any message from you to readers regarding intention, interpretation, utilization, etc. of this technology/knowledge.	
21. Your message	

VIII. Self evaluation in relation to applicability

This section aims to present readers with the opinion of the proposer regarding the applicability of the technology/knowledge in different environments.

22. How do you evaluate the technology/knowledge that you have proposed?

Instruction for writers:
- Only a single answer allowed

Read the options for the latter half of the sentence regarding the applicability, and choose one of them. If you have a feeling that the technology/knowledge you propose is still in the phases of “case study” or “experiment”, mark “c” or “d”.

“It is a technology/knowledge that...”

- a. has **high application potential** verified by implementation in various field sites.
- b. has **fair applicability** demonstrated by implementation in one or more field sites.
- c. is shown to be **effective** based on **case studies/experiments in field sites**.
- d. is shown to be **effective** based so far only on **scientific experiments in laboratory**.
- e. Others (Explain using the blank space below.)

23. Notes on the applicability if any

Please make use of this space, if you have any opinion regarding the applicability of the technology/knowledge. For example, you may write about advantages and/or expected obstacles of the technology/knowledge in applying it in different field sites where natural and social environments are distinct from the original sites.

IX. Application examples

This section aims to provide readers with a list of application examples of the technology/knowledge. Unlike in Sections V and VI, which are aimed at descriptions on the substance of the technology/knowledge, you need not to think about generalization at all in this section. Detailed information specific to each example is needed here.

Instruction for writers:

- Fill in this section with the examples that the technology/knowledge was applied to any fields. You may also write about ongoing projects.
- Writers who marked “a” and “b” in Section VIII are expected to provide as many examples as possible. Those who marked “c” to “e” are also strongly recommended to fill in here, but not compulsory.

No.1 (E1)

E1-1. Project name if available

Mention the project name if available.

E1-2. Place

- Specify as much as possible.

Mention the place where the technology/knowledge was applied, or the project implementation site. Try to provide detailed information so that readers can find the place on their world atlas.

E1-3. Year

Mention the year(s) of implementation

E1-4. Investor

Mention the institutions or persons who invested in the project or financially supported the application. In case specific investors/financial supporters do not exist or are unknown, please mention so.

E1-5. People involved

- Indicate all contributors with their titles when available.

Mention the institutions or persons who invested in the project or financially supported the application. In case specific investors/financial supporters do not exist or are unknown, please mention so.

E1-6. Monetary costs incurred

- Show the breakdown with approximate cost for each facility or equipment, if possible.

Describe the actual costs incurred in this case. If you don't have such information, write “unknown”.

E1-7. Total workload required (Time frame and human resources)

Describe the actual workload required in this case. If you don't have such information, write “unknown”.

E1-8. Evidence of positive results (Tangible / intangible)

Describe the evidences of positive results according to the facts and your perceptions related to the preferable changes brought by the technology/knowledge at the place of the implementation.

No. 2 (E2)			
E2-1. Project name if available			
E2-2. Place			
E2-3. Year		E2-4. Investor	
E2-5. People involved			
E2-6. Monetary costs incurred			
E2-7. Total workload required (Time frame and human resources)			
E2-8. Evidence of positive results (Tangible / intangible)			
No. 3 (E3)			
E3-1. Project name if available			
E3-2. Place			
E3-3. Year		E3-4. Investor	
E3-5. People involved			
E3-6. Monetary costs incurred			
E3-7. Total workload required (Time frame and human resources)			
E3-8. Evidence of positive results (Tangible / intangible)			
No. 4 (E4)			
E4-1. Project name if available			
E4-2. Place			
E4-3. Year		E4-4. Investor	
E4-5. People involved			
E4-6. Monetary costs incurred			

E4-7. Total workload required (Time frame and human resources)			
E4-8. Evidence of positive results (Tangible / intangible)			
No. 5 (E5)			
E5-1. Project name if available			
E5-2. Place			
E5-3. Year		E5-4. Investor	
E5-5. People involved			
E5-6. Monetary costs incurred			
E5-7. Total workload required (Time frame and human resources)			
E5-8. Evidence of positive results (Tangible / intangible)			
X. Other related parallel initiatives (if any)			
<i>In this section, mention the names of other related parallel initiatives if there are any.</i>			
XI. Remarks for version upgrade			
<i>Use this section when you wish to preserve the record of major revisions of this template. Brief the contents of the revisions along with the information on the dates.</i>			