ADVISORY NOTE

The Fifth Arab Regional Platform for Disaster Risk Reduction
"From Risk to Resilience: Accelerating Local Action for Disaster Risk Reduction"

8 – 11 November 2021
Rabat, Kingdom of Morocco

Background, Date, and Venue

The Fifth Arab Regional Platform for Disaster Risk Reduction, under the theme "From Risk to Resilience: Accelerating Local Action for Disaster Risk Reduction," will be organized virtually from 8 to 11 November 2021.

The Platform will be hosted by the Government of the Kingdom of Morocco and organized by the UNDRR Regional Office for Arab States (UNDRR ROAS) and the League of Arab States. It will build on the momentum in the political and technical dialogue towards disaster risk reduction in the region and is expected to yield increased commitments of countries to enhance attention to risk-sensitive investments and showcase the progress made in national and local strategies and achievements in line with Sendai Framework.

> **The Regional Platform will be hosted at Hopin, an events platform where you can create immersive virtual, hybrid, and in-person event experiences for your audience. https://hopin.com/**

Structure

The Regional Platform is structured around plenaries, thematic sessions and special sessions. The working sessions are structured around the four Sendai priorities and specific thematic issues and will feed into the country's statements. The sessions will have speakers relevant to the topic, including national disaster risk reduction focal points, mayors, intergovernmental organizations, technical experts, and other development partners.

The platform is comprised of Ministerial meetings, plenaries, thematic sessions and special sessions. The thematic sessions and special sessions contribute to the plenaries which will inform the declaration.

https://rp-arabstates.undrr.org/

Templates

Presentations

UNDRR ROAS is developing PowerPoint templates to be used for presentations throughout the whole sessions of the Regional Platform. The templates will be shared with the partners, panelists, speakers and presenters.

As such, presentations developed by the panelists and speakers should follow the template of the Regional Platform and presentations developed for RAR-Arab States launching session should follow the template of the RAR-Arab States.

Reports

UNDRR ROAS will share the standard report template for the Regional Platform. The submitted reports on sessions will inform the Drafting Committee's work on the Rabat Declaration i.e., the outcome document. As such:

- ✓ Reports should follow the same template before submitting.
- ✓ Reports should be submitted within 60 minutes after the session ends.

Deadlines

- ❖ Partners are expected to finalize the panelists lists and submit the final session concept note by 15 October 2021.
- ❖ Panelists and speakers are expected to submit their bios and photos by 20 October 2021.
- ❖ Partners are expected to send the logos of the organizing agencies by 20 October 2021.
  - o Logo specifications: 1,000 px x 400 px
- ❖ Partners, panelists, and speakers planning for prerecorded presentation and participation will be approached by the Regional Platform team members to coordinate the needed action
- ❖ Partners are encouraged to submit videos highlighting their work in DRR by 28 October 2021.
- ❖ Meeting link will be shared with the session organizers by 31 October 2021.

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Prerecorded Sessions

The Regional Platform will provide an opportunity to partners and speakers to prerecord their sessions to be screened at the set date during the Platform.

- ❖ Upon providing the contact details, Catapult, on behalf of UNDRR ROAS, will contact the partners and speakers to:
    - ✓ Confirm the prerecord slot
    - ✓ Share details on how to dial for the session
    - ✓ Share details on how to set up the camera, lighting, etc. to ensure the best possible picture and sound

- ❖ The evening before the prerecord, Catapult will contact the speakers with a dial-in password.
- ❖ On the day of the prerecord, Catapult will:
    - ✓ Perform a technical check with all speakers to ensure everyone can be heard and seen
    - ✓ Carry a test to ensure that all parties can hear each other
    - ✓ Run through the flow of the session
    - ✓ Test presentations and video content if applicable

Notes
- ✓ The session will be recorded as live and in one take
- ✓ Once the recording is finished speakers are free to go
- ✓ Recordings are then topped, tailed, and saved ready to be screened as live during the event

Deadline to submit the prerecorded session is **31 October 2021**.

Partners Video Screening

The Regional Platform will provide a space for all partners to highlight their role in disaster risk reduction in a video format. Partners are encouraged to submit their videos by **28 October 2021** to be screened at RP Expo.

The following information will be provided to the partners by the concerned team member:

- ✓ Video format, type and quality
- ✓ Video length
- ✓ Setting background

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Guideline to Panelists
- ✓ Panelists are requested to prepare presentations in Arabic as much as possible
- ✓ Panelists are requested to avoid using maps with national boundaries
- ✓ Panelists are requested to adhere to the time provided and maintain the allocated time of presentations (as a rule of thumb 3 minutes per slide)

Required from Panelists and Speakers
- ✓ Panelists and speakers are kindly requested to complete their registration through the Regional Platform website https://rp-arabstates.undrr.org/.
- ✓ Panelists are required to submit the following details:
  - o Name
  - o Post
  - o Organization
  - o E-mail
  - o Mobile number
  - o Bio
  - o Picture

Contact Information
For further information, you may contact Mr. Fadi Jannan, e-mail: jannan@un.org and Ms. Rania Hammad, e-mail: rania.hammad@un.org.

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