

Dear ExCom:	
<p>At the last GDIN Executive Committee meeting in Canberra, Italy asked ExCom and the Conference Committee to develop a draft agenda for the Italians to use for their conference. Understanding that they will likely have their own ideas as well, here is my first cut at an agenda, with comments by Alan Hodges of Australia. As you are GDIN leaders, I would like your comments as well ASAP.</p> <p>Larry W. Roeder, Jr., Executive Director</p>	
<p>I. Conference Theme. We don't have a statement; but the idea was to focus on "Making GDIN Real," since we have been asked to both examine options for a legal personality for GDIN, as well as the feasibility of various services. Indeed, some services are to come to reality during the period.</p>	
<p>II. Numbers of People Attending: The Italians have presented us with an opportunity, a conference that will be designed to attract 500 or more experts. For that to work, we need your input. Which specific personalities or organizations should be invited, etc? The sooner we get this list, the better. Of course, the risk of having so many is that meetings become too large for true discussion. To help, we have scheduled every working group more than once and several at the same time, so that experts can be in more than one place at a time, to keep room size reasonable and so that issues can be developed over the time of the conference. When suggesting people, please let us know what their areas of interest are. (I think that FEMA and USAID/OFDA office should be involved, as well as ECHO in Europe and others of similar interest. I already emailed a list to Alan of a few names...)</p>	
<p>III. Working the Agenda: We would like to finish a draft agenda within the next three to four weeks; which means I need your help now. A draft agenda is attached, and ideas of other issues that need to be resolved; but this is only a draft. Make suggestions on improvements that ensure that your working group's interests are fully protected. Mention topics that have not be covered at all. (It looks good...)</p>	

IV. Field Workers: Can we invite relief workers right from the field? GDIN does not have a budget for this during the current year; but I'd like to try find a way to include relief workers from the NGO and UN community, people now operating in Sudan, the former Yugoslavia, East Timor, etc. This will give us a reality check. But you need to make the recommendations on names. For those of you who work for governments or the operational agencies, would your organization be willing to help pay?

(I think that the folks from CARE International and American Red Cross who attended in Canberra could help give suggestions. My suggestion is to work through InterAction's (www.interaction.org) technical committee and others.)

V. When recommending that we invite someone, please tell us why. Use the following format. Name, Title, Organization (phone, fax, email), areas of expertise, a sentence on rationale. Also indicate if the expert will need funding assistance. Again, the idea is to make sure that the people you would like to attend, actually show up. **(I gave a few suggestions to Alan already.)**

VII. Handling the Academic and Scientific Community. The draft agenda below proposes a four day conference. Day one is a "Technology Bridge," in that it provides an opportunity for engineers, academics and scientists to present papers and have them discussed within the context of disaster information management. We need to partner basic research with applied science. This day aims to help us along and was recommended by many at GDIN2001 in Canberra.

IX: Main Conference Days: Day Two-Four mark the main conference, when reports are presented, a vision of GDIN is expressed, working groups meet and votes are taken. Every period is one hour, unless noted otherwise, with a five minute break between.

IX Meals and Speeches: The conference plan also proposes that Breakfasts and Lunches play a major role; but since the Conference will take place at an institution ,not a hotel, this raises the question of “meal venue.” Where will they take place?

The function of the Breakfasts is to be an opportunity for the Working Groups to have direct contact with the ExCom, express concerns, propose fresh ideas, etc. We meet irregularly on the internet; but these physical sessions offer a chance to resolve issues and move us forward in a common direction. Having said that, they are only an hour in length. **(very nice!)**

One idea on Lunches is to turn them into major events, and provide a key speaker at each lunch. If we do that, I’d like to hold them at the Conference Site. Many conferences do this; however, as Alan has pointed out, this means we need to schedule a meal and that means meal tickets and added expense. It also limits networking during the lunch hour. An alternative approach might be to have one lunch with a special speaker; but free up all of the other lunches for networking. **(Another idea would be disaster theme lunches - this works well at our ESRI User Conference – one on hurricanes, another on fires, another on flooding, etc. This allows people to interact on a very topical basis)**

As for the Conference Dinner, I propose the Australian example, an informal open air affair, especially due to the huge size of the conference. **(yes, it was great!)**

X. Awards: This year was a good time to reward people who have done a lot over the last several years; but I propose that next year the ExCom provide awards to those who did the most for GDIN in 2001. The difference is that the awards would be made on the recommendations of the Working Groups chairs. **(Ok, but how does this add to the mission of GDIN??? Award often leave more people feel unappreciated than honored!)**

XI. Hotels are being handled the way they were at Ankara, a set of hotels close by the conference site. That being said, we need a list from the Italians, and buses may be needed for travel to and from the hotels – as we did in Ankara in GDIN2000. The conference site is near the Termini and there are lots of hotels around there; but it will help if an Italian staffer helps us with recommendations and reservations. If possible, the conference hotels should be within easy walking distance from the conference center – to avoid the expense of buses. **(I agree!)**

XII Editors: Every Conference produces a joint statement. In addition, we will likely continue to amend both the Ankara Declaration and the Business Plan. I suggest that the Chairs of the Policy Committee (Al Simard of Canada) and the Chair of the ExCom (Alan Hodges of Australia), take on the job of editing. In the agenda you will see ExCom meetings have been proposed for each day. These are joint Policy Committee/ExCom meetings to allow for considered discussion of draft resolutions, nominations for posts and amendments to documents. (which is what we did at Canberra).

XII Expositions:	I don't think ReliefWeb got enough time for advertising and propose we hold a plenary exposition on that project. I also suggest we hold a separate plenary exposition on another project as well and do this each year. Question is, who do we talk about? One idea is to invite someone who handles information in a complex emergency like East Timor to talk to us about how they handled providing internet and other information services. (yes, real world examples from the field will foster ideas in others)
XIII. Press Conference:	This couldn't happen at Canberra, since MIR was falling out of the sky; but given the size of the Conference, and that we hope to have donors by Rome and real services, a news conference is important.
IXV. Interaction/Networking:	As ExDir, I've got to meet the most important participants in order to see what they policy interests are and to develop contacts for GDIN. The various conference chairs will want to do the same, as will normal participants. Therefore, as the list of invitees is developed, we need to use the GDIN Database to track the normal admin information (name, agency, nationality, email, etc); but also link the participants to keep words that describe their interests.
XV. GDIN2001 Actions:	Where do we handle actions from GDIN2001, i.e. CRED/Asia-pacific registry of disasters. This could be done in plenary if enough of substance is available. (I think the GDIN website can start to post such registries, and then at the conference have discussion on the action items and the status of each activity in brief...if you tell us WG chairs that we need to have a progress report ready --- we are likely to do more between now and 2002! ☺)
XVI Risks and Benefits:	Each Working Group should discuss the risks and benefits of their proposals for each sector in GDIN, not just their own. In addition, each working group should keep in mind mitigation.
XVII Venue for GDIN2002	We will need to decide on venue for GDIN2003. South Africa and South America have been suggested. What are your ideas? (I think S. Africa or Botswana would be good in Africa, or India????)

XVIII Organization of Workshops:

There are 16 Working Groups in GDIN and each will be given work shop space. Speciality topics like Urban Search and Rescue will also be covered in Work Shops.

Most work shops are Scheduled to meet several times during the conference. This will allow them to actually massage issues and also provide an opportunity for experts who can't attend one session, go to another.

Each work shop needs a Chair and a Facilitator, to manage the conversation and keep notes. Please remember that with the exception of Day one, sessions are intended to conversations. Speeches should be kept to a minimum and dialogue to a maximum.

Each Work Shop should have published an agenda on the GDIN website well in advance of the conference and have recommended ten participants each at least for the session.

Invitations should be made early enough that we could make sure that the participants actually attend. All workshops need to keep in mind mitigation, as well as response and recovery, early warning, etc. To the extent that work shops develop recommendations, each should list (a) Costs and Source of Funding, (b) Action Officer/Organization, (c) Due Date, (d) risks, (e) need and proof. Note: In order to allow for maximum discussion, I have proposed that several of the working groups meet twice and that all working group be allowed time to meet prior to the conference on Monday.

XIX Documents in Welcome Kit: We propose the following be included.

I will ask if ESRI will add a copy of the Disaster Response book from ESRI Press that we are currently printing! I will get back to you... and I will send you a copy asap, too.

1. Bylaws: Adopted during 2001-2002 Period (but open for review and edit)

2. Terms of Reference: Better known as Ankara Declaration (open for review and edit)

3. Business Plan: Open for review and edit.)

4. Reports of Working Groups (We should require a format, which needs to include sections on actions completed, action incomplete and recommendations

5. Reports of Executive Director, Fund Director and a report from Pilot Project Facilitator that lists all of the Pilot Projects under Consideration, who is doing them, what their goals and progress are.

6. Agenda

7. List of Participants, cross-referenced by nationality, topics of interest and contact information)

8. Nominations for Posts

Draft Agenda

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Open For informal meetings -- Preconference Meetings for Working Groups	One: A series of scientific papers that link science, even basic research, to disaster management .	Two -- Official Opening Speech Day	Three	Four	+1
08-09		Aca Bkfast:	Gov Bkfast	NGO Bkfast	Indus Brkast	
09-10	Infectious Disease Working Group	Papers: Earthquake Research and Building Codes	1.. ExDir Rpt: 20 min 2.. Italian Notable From Government (perhaps head of their NSF) 3.. UN or EC official (how about UNHCR) 4.. Civil Protection Component	Wrk: Medin	Exposition: ReliefWeb	GDIN Staff Breakfast Meeting – Setting up plans for the year.

			5.. Fund Director:			
10-11	Wrk: Disease Wrk: Gis/RS Wrk: Info Facilitator	Papers: Volcano Research – Causes, EW and Mitigation	Sector Comparative Panel - What does sector want out of GDIN? Wrk: SAR Wrk: Disease Wrk: Gis/RS Wrk:	Follow Up on Bplan and Funding Wrk: Standards Wrk: Telecom and Tampere Wrk: NGO Wrk: Industry	Wrk: SAR Wrk: Disease Wrk: Gis/RS Wrk: Fund Raising Issues	Departure
11-12	Wrk: Standards Wrk: Telecom and Tampere Wrk: NGO Wrk: Industry	Plenary Potential of UAVs in Disaster Telecom and Remote Sensing	Day in Life of GDIN – Present and Future Tense (includes website demo)	Wrk: Info Facilitator Wrk: SAR Wrk: Disease Wrk: Gis/RS Wrk:	Exposition: World Bank Proventium? What should we put here?	
12:14:00	Wrk: Africa Wrk: Asia-Pacific Wrk: Community Wrk: Amer & Simulation	Lunch: Speaker from Medical Industry	Lunch: Speaker from AID/OFDA	Lunch: Speaker from Red Cross	Lunch: Speaker from UN	
14-15	ExCom/Poli	Papers:	Bplan, and	Wrk:	Wrk:	

	cy Jnt: meet with Conference Heads	Infectious Disease Efforts	Funding Discussion Wrk: Africa Wrk: Asia-Pacific Wrk: Community Wrk: Amer	Standards Wrk: Telecom Wrk: NGO Wrk: Industry	Standards Wrk: Telecom Wrk: NGO Wrk: Industry Wrk: Infectious Disease.	
15-16	ExCom/Policy Jnt: Bplan and Bylaws—and Funding Issues ExCom/Policy Jnt: if needed	Wrk: Funding. Plan of Action. How is each sector impacted?	Wrk: SAR Wrk: Disease Wrk: Gis/RS Wrk: Fund Raising Issues	Wrk: Africa Wrk: Asia-Pac Wrk: Commun Wrk: Amer & Simulation Wrk: Infectious Disease	Wrk: Africa Wrk: Asia-Pac Wrk: Commun Wrk: Amer & Simulation Report on Progress in Conference and . Final Votes	
16-17		Papers: Floods and Hurricanes				
17-18		Cocktail Party	ExCom/Policy Jnt: Take in Account lessons to date	ExCom/Policy Jnt. Finish Revised Bplan – to include recommendations of wrk grps	Cocktail party (hour and a half)	
18:19:30		ExCom/Policy Jnt			ExCom/Policy Jnt	

20:00 - whenever				Informal Dinner Function in open air.		
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