SENDAI FRAMEWORK VOLUNTARY COMMITMENTS

GUIDELINE FOR SUBMISSION

Version 2.0
March 2023

VOLUNTARY COMMITMENTS
SENDAI FRAMEWORK
FOR DISASTER RISK REDUCTION 2015-2030

UNDRR
UN Office for Disaster Risk Reduction

Sendai Framework Voluntary Commitments
Guideline for submission

This guideline has been prepared by the United Nations Office for Disaster Risk Reduction (UNDRR) Kobe Office to provide guidance to stakeholders on how to use the Sendai Framework Voluntary Commitments (SFVC) online platform.

The SFVC online platform can be accessed through: *https://sendaicommitments.undrr.org/*.

This guideline is a living document and will be updated regularly to reflect any operational changes as well as feedback and lessons learned from stakeholders. Thus, we encourage readers to use the online version and provide comments on this document, if any at: *undrr-sendai-vc@un.org*.

UNDRR Kobe Office

E-mail: undrr-sendai-vc@un.org

Website: https://sendaicommitments.undrr.org/

Contents

Key Points

What is a Voluntary Commitment?

A Voluntary Commitment (VC) is an initiative which contributes to the goals and targets of the Sendai Framework for Disaster Risk Reduction implemented by a single entity or jointly implemented by multiple entities.

VCs may be completely new initiatives, or they may be linked to a previously announced commitment. Several organizations made commitments before and during the Third UN World Conference on Disaster Risk Reduction (WCDRR) in 2015. Since then, significant progress has been made with their initiatives. The SFVC online platform is open to receiving both new and previously announced commitments.

More details regarding VCs can be found in other sections throughout this guideline.

What is the Sendai Framework Voluntary Commitment online platform?

The Sendai Framework Voluntary Commitments (SFVC) online platform is operated by the United Nations Office for Disaster Risk Reduction (UNDRR) in response to the United Nations General Assembly resolution calling for specific and time-bound VCs by stakeholders at local, national, regional and global levels in line with DRR strategies and plans to support the implementation of the Sendai Framework. The SFVC online platform serves to incentivize stakeholders to inform the public about their work, to provide a vehicle for sharing commitments and initiatives and for motivation toward the implementation of the Sendai Framework. Moreover, it creates a space for stakeholders to inform the public about their efforts and achievements, collaborate and share good practices, and find opportunities to maximize impact in relation to disaster risk reduction (DRR). By operating the SFVC online platform, the United Nations Office for Disaster Risk Reduction (UNDRR) can take stock and monitor the progress and impact of stakeholders towards the implementation of the Sendai Framework for Disaster Risk Reduction.

More details regarding the background of the SFVC online platform is provided in the section on "Contextual Information" in this guideline.

Who can submit Voluntary Commitments?

All organizations working in DRR such as local governments, private sector, civil society organizations, academia, science and technology, media, etc. are invited to submit VCs.

- Only individuals representing organizations (institutional entities) can submit VCs. Eligibility for submission of a voluntary commitment is attached to an implementing organization with a physical address.
- The registration of VCs will be done through a focal point system. Focal points (FPs) must represent the implementing organizations. Each VC must have at least two FPs and one of them should be designated as a Main FP. Only the designated Main FP can edit the VC, while all registered FPs have access and can see the VC's submission details.

Figure 1: Organizations working in DRR can submit VCs
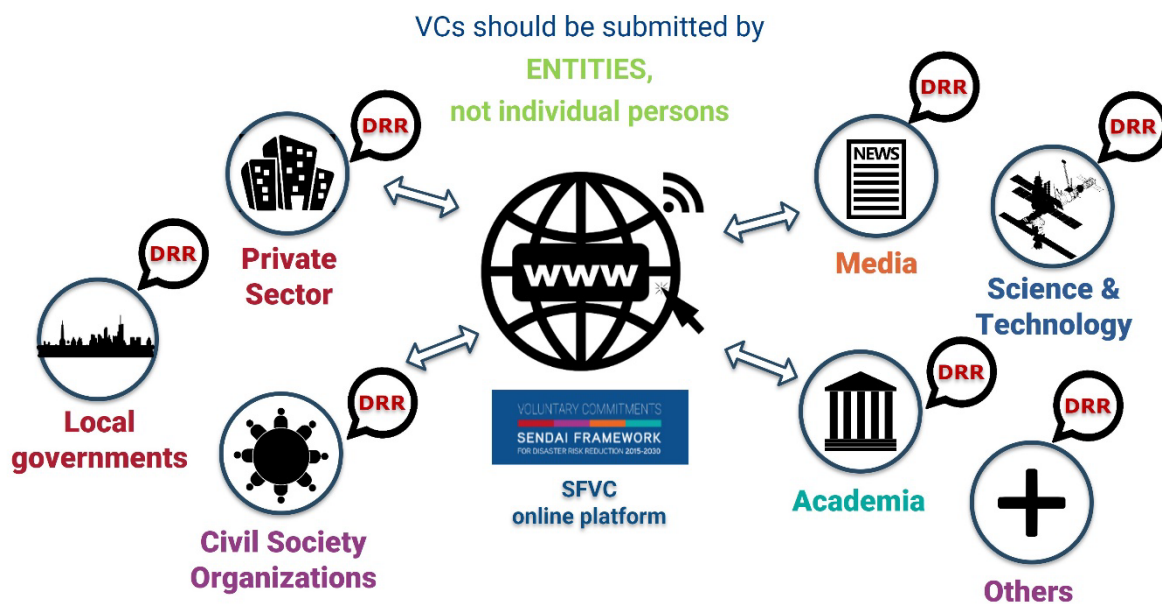
Source*: UNDRR*

National governments and UN agencies should not submit their voluntary commitments on this platform if their initiatives are being solely implemented by national governments or UN agencies respectively.

- National governments are requested to submit their commitments to the [Sendai Framework Monitoring Tool](#) when their commitments are purely and solely under the initiative, operation and leadership of National Governments.
- For UN agencies, the UN Plan of Action for Disaster Risk Reduction for Resilience is reporting its progress annually regarding their direct contribution to the Sendai Framework. Therefore, initiatives that are purely and solely implemented by UN agency/ies without other stakeholders should be reported under the UN Plan of Action.
- For cases where an initiative is jointly executed by multiple entities (i.e., an initiative jointly implemented by national government agency/ies plus non-government organizations or local governments, or an initiative jointly implemented by UN agencies plus other non-government organizations or local governments), it will be regarded as a multi-stakeholder initiative and may then be submitted as a VC to the SFVC online platform.

What are the benefits of the SFVC online platform?

There are many benefits of submitting a VC and using the SFVC online platform has a great deal to offer to DRR stakeholders, UNDRR, and the general public alike. Figure 2 shows a summary of these benefits.
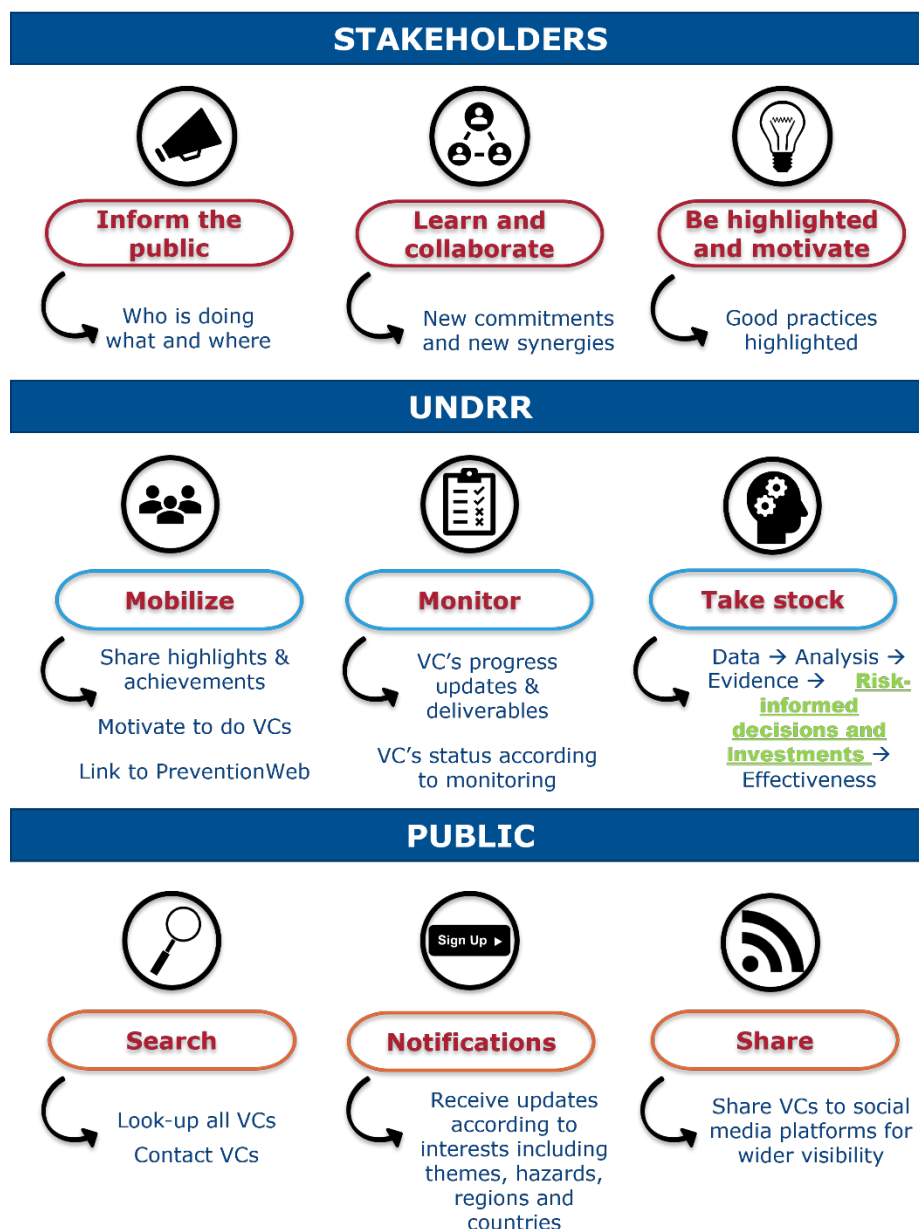
Figure 2 Benefits of the SFVC online platform

Source: UNDRR

Stakeholders will be able to inform the public about their work, learn from each other, and be highlighted. UNDRR will be able to mobilize more stakeholders to implement more activities in DRR, monitor stakeholders' progress towards the implementation of the Sendai Framework and take stock of the overall contribution of stakeholders for DRR. Finally, the general public is also able to search for stakeholder commitments and get in contact with project proponents, get notified on specific interests including but not limited to regions, themes, and hazards, and be able to share stakeholder commitments on social media platforms.

How to submit and follow-up a Voluntary Commitment

Submission and follow-up of a Voluntary Commitment using the online platform are straightforward and self-explanatory. However, stakeholders are encouraged to read this guideline along with the Terms and Conditions[1] of the SFVC online platform to help clear any doubts and understand key additional information.

Figure 1 shows a visual presentation of the VC lifecycle, which consists of five steps from setting up an account to completion of a VC. For a detailed explanation of these steps, see the section on "Making a Voluntary Commitment" in this guideline.

Figure 3: VC lifecycle

Source: UNDRR

This guideline also details other features and functionalities (editions, highlights, alternative methods for submission, etc.) that are available in the SFVC online platform. Appendixes include:

- sample answers in Appendix 1;
- checklist in Appendix 2;
- flowchart in Appendix 3;
- frequently asked questions in Appendix 4;
- and summary of VC status in Appendix 5.

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[1] https://sendaicommitments.undrr.org/terms-conditions
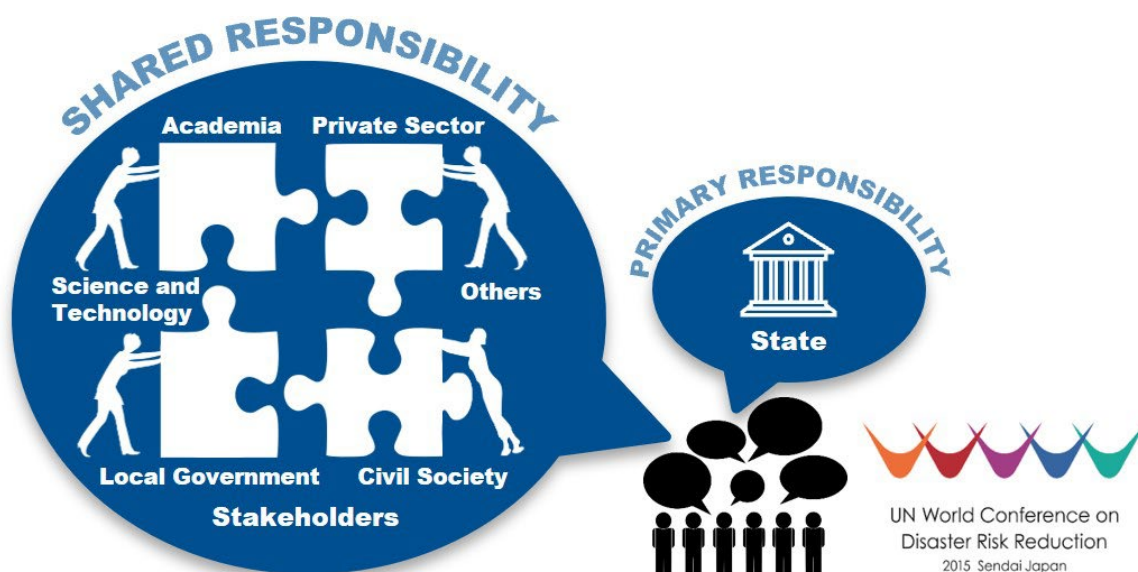
Contextual Information

Sendai Framework Voluntary Commitments

The Sendai Framework Voluntary Commitments (SFVCs) initiative has its beginnings in the support of partnerships for Disaster Risk Reduction (DRR) expressed by the General Assembly (GA) resolutions 68/211 (2013)[2] and 69/219 (2014)[3], which invite all stakeholders and their networks to contribute to DRR through Voluntary Commitments (VCs).

Subsequently, in the Third UN World Conference on Disaster Risk Reduction (WCDRR), held from 14 to 18 March 2015 in Sendai City, Miyagi Prefecture, Japan, UN Member States adopted the Sendai Framework for Disaster Risk Reduction 2015-2030, which was endorsed by the UN General Assembly following the WCDRR. The Sendai Framework is a 15-year, voluntary, non-binding agreement which identified the State as having the primary responsibility for DRR, but also underlined the shared responsibility of stakeholders such as local governments, private sector, academia and civil society, among others.

As a result, the GA resolution 69/283 (2015)[4] called for specific and time-bound VCs by stakeholders at local, national, regional and global levels in line with DRR strategies and plans to support the implementation of the Sendai Framework. It also states that these VCs should be publicized through the website of the United Nations Office for Disaster Risk Reduction (UNDRR). The SFVC online platform was established within this context aiming to deliver the mandate given to UNDRR by the GA.

Figure 4: All-of-society approach for DRR

Source: UNDRR

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[2] http://undocs.org/A/RES/68/211

[3] http://undocs.org/A/RES/69/219

[4] http://undocs.org/A/RES/69/283

   See also Reports of Secretary General A/73/268, A/71/230, A/70/282, and A/69/364.

Purpose of the SFVC online platform

To start delivering on the mandate given by the GA, a strategy paper for the SFVC was developed in line with the overall UNDRR Partnership and Stakeholder Engagement Strategy. For implementing the strategy, the SFVC online platform was established in 2018 as a mechanism to mobilize, monitor and take stock of the commitments from multi-stakeholders in support of the implementation of the Sendai Framework until 2030.

The purposes of the SFVC online platform are:

- to incentivize stakeholders to inform the public about their work
- to serve as a vehicle for sharing commitments and initiatives and for motivating towards the implementation of the Sendai Framework
- to enable UNDRR to take stock and monitor the progress and impact

Throughout the development and maintenance of the SFVC online platform, its features and benefits have improved based on feedback from developers and users of the platform.

Key milestones

Date	Milestone
December 2018	Official launch of the SFVC online platform Call for Submission of Voluntary Commitments
May 2019	Launching of the first Synthesis and Analysis Report during the Global Platform 2019
May 2022	Launching of the second Synthesis and Analysis Report during the Global Platform 2022

Source: UNDRR

UNDRR SFVC team

As the administrator of the SFVC online platform, the UNDRR SFVC team reviews submissions of VCs from stakeholders; monitors the progress and reminds stakeholders to submit updates of VCs via progress reports and deliverables; and oversees the general functioning of the platform. The team also provides support to any stakeholder that may have questions about VCs and the SFVC online platform in general. The team also continuously strives to improve the SFVC online platform for better utilization by stakeholders. Finally, the team develops a Synthesis and Analysis Report of the SFVC initiative on a triannual basis in conjunction with the organization of the Global Platform for Disaster Risk Reduction.

The UNDRR SFVC team can be reached at: undrr-sendai-vc@un.org.

Making a Voluntary Commitment

STEP 1: SET-UP AN ACCOUNT

The first step to making a voluntary commitment is setting up an account in the SFVC online platform.

To do this, you must go to the SFVC online platform at **https://sendaicommitments.undrr.org/**.

Once you click on the link or input the URL in your internet browser, you will be led to the webpage below.
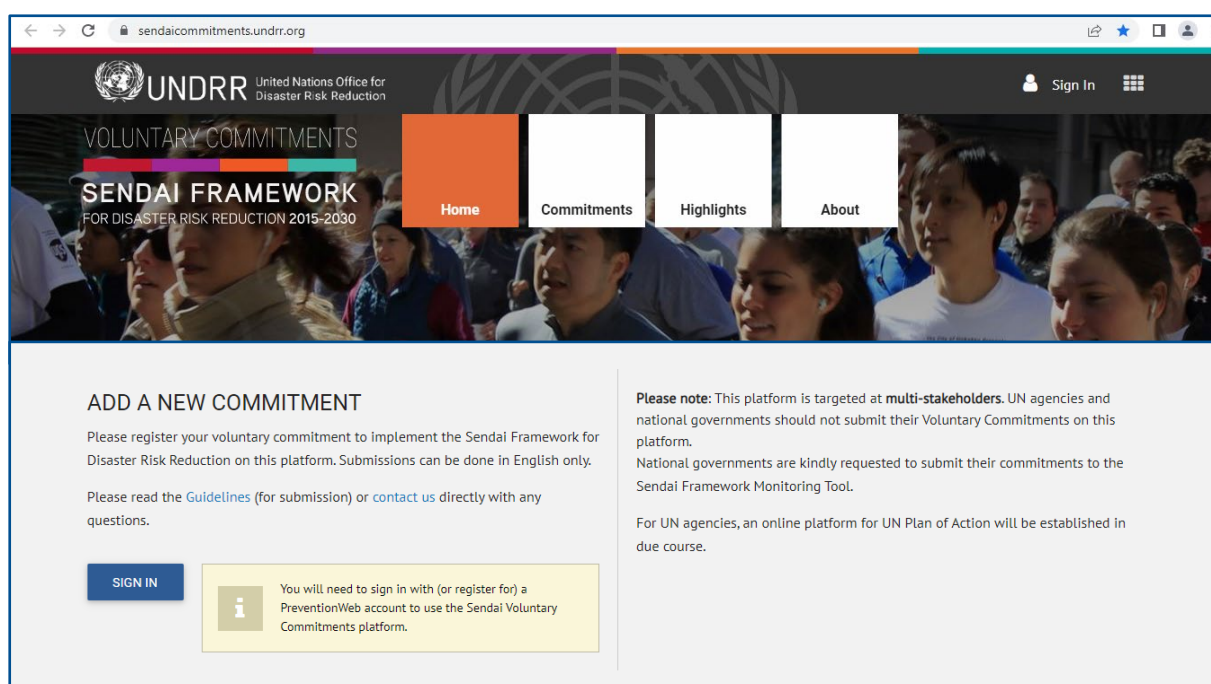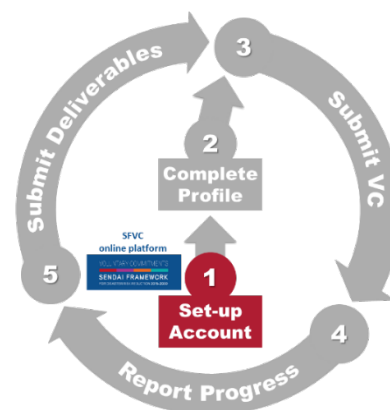
The SFVC online platform is linked to PreventionWeb.[5] This means that users must first register and create an account in PreventionWeb before being able to set-up an account in the SFVC online platform.

If you already have a PreventionWeb account, you may proceed to signing in using your PreventionWeb login credentials (email address and password). In case, you do not recall your password, you may click on "Forgot password" and you will be provided with instructions on how to retrieve your password.

If you do not have a PreventionWeb account yet, the SFVC online platform provides a link in the sign in page that will lead to PreventionWeb where you can register for an account. Information requested here are email address, name, organization and position.

Once this is done, you will have successfully registered and set-up your account.

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[5] PreventionWeb is a knowledge platform for disaster risk reduction managed by the UNDRR.

STEP 2: COMPLETE YOUR PROFILE

The second step to making a voluntary commitment is completing your profile on the SFVC online platform.

Once you have signed into the platform, you will be requested additional information including your gender, street address, country or territory, city/town, and postal code. You will not be able to make edits to the information provided through PreventionWeb unless you make these changes through PreventionWeb directly.
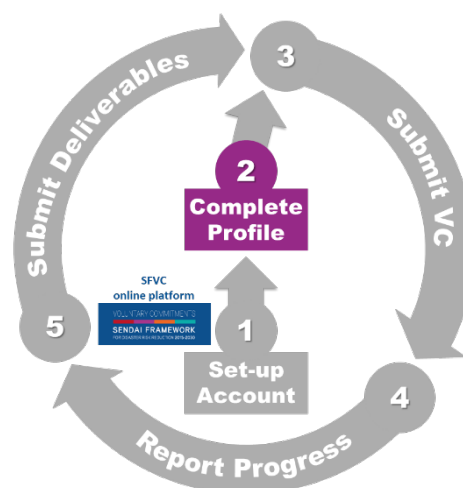
ⓘ   UNDRR will not provide your information to any third party without your consent.

GENDER *

Your answer may help UNDRR have a better understanding of the actors in DRR and improve its general advocacy role for various stakeholder groups, including women. UNDRR will not provide personal information supplied electronically to any third party without your consent. For more information, please see our Legal content.

ORGANIZATION *

POSITION *

STREET ADDRESS *

COUNTRY OR TERRITORY *

CITY/TOWN *

POSTAL CODE

Additionally, you will be requested to select your notification settings. You may select your preference to receive notifications about voluntary commitments or highlights relevant to all topics, specific topics or you may opt to receive no notifications from the SFVC online platform.

Upon selecting your preferences, you will receive a mail notification from the platform every time a commitment or highlight is published on the platform that matches your preference.

NOTIFICATION SETTINGS

○ ALL UPDATES   ● SPECIFIC TOPICS   ○ NO UPDATES

| PRIORITIES	HAZARDS	THEMES AND ISSUES	REGIONAL	COUNTRIES / TERRITORIES
☐ Priority 1	Avalanche ▾	Advocacy and Media ▾	☐ Africa	Select Countr(ies) ⌄
☐ Priority 2			☐ Americas	
☐ Priority 3			☐ Asia	
☐ Priority 4			☐ Europe	
			☐ Oceania	

After this, you can then click on "Save profile" and complete step 2 of the VC lifecycle.

STEP 3: SUBMIT A VOLUNTARY COMMITMENT

Submitting a voluntary commitment (VC) will require you to provide detailed information about the relevant disaster risk reduction initiative that you would like to submit to the SFVC online platform.

The VC itself consists of seven sections:

1. Overview
2. Description
3. Deliverables
4. Budget and donors
5. Organizations and focal points
6. Topics
7. Social media and other info
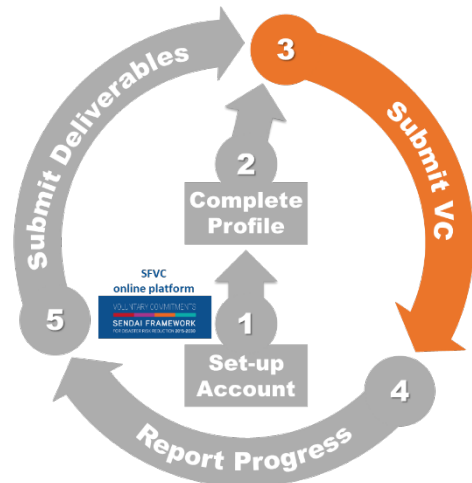
Once submitted, UNDRR will review your VC based on good practice standards, which is also presented in this guideline.

ⓘ The main focal point of a VC may make edits to the VC at any point in time after publication. This will be further discussed in a later section.

[Appendix 1](#) includes sample answers for each section of the commitment for reference.

Overview

TITLE OF COMMITMENT < 255 characters	*Please enter a title that is short and descriptive.* *UNDRR often requests more specificity and clarity in the title to avoid duplication of titles with other DRR initiatives submitted to the platform.*
PHOTO ILLUSTRATING THE COMMITMENT < 2MB JPEG or PNG	*Please submit a photo which represents your VC.* *UNDRR suggests symbolic photos or photos in action rather than organizational photos or logos.* *Please choose a horizontal photo with a 16:10 aspect ratio. You may use an online tool such as Croppola or others to help format your image properly.*
GEOGRAPHIC SCOPE OF THE COMMITMENT	*Please select the geographic scope of your commitment which can be global, regional or local.* **GLOBAL** *Your commitment has a global nature if it is open and able to be implemented in any country or territory in the world that wishes to participate (it does not mean that you are currently implementing in all countries).* *Please consider that if you select global, people and stakeholders ALL OVER THE WORLD can see and understand that your VC is available for them in their own country or territory.* **REGIONAL** *Your commitment has a regional scope if your commitment is open and feasible for countries within the specific region(s).* *If you only select the name of the region(s) without specifying any country, it means that your commitment is open and able to be implemented in ALL countries or territories within the selected region(s).* *If you select the name of the region(s) and select certain countries or territories within each region(s), it means that your commitment has a regional focus, and is currently being implemented in the selected countries. It may or may not be open and available to other countries or territories within the region. If your commitment is intended to be expanded to other countries or territories, you are allowed to make edits to your commitment at any time after publication and may reflect the new country(ies) later.* **NATIONAL OR LOCAL** *Your commitment has a national or local scope if it is open and available only to select countries and/or territories. If your commitment has a local nature, please also provide State/Province/Prefecture; City; and/or Locality.* *You may select multiple countries in the same region or in different regions so long as the VC can only be implemented to those countries and/or territories. You may also add new countries and/or territories to your commitment later.*

EXPECTED DURATION	*Please enter the month and year of the indicative starting and ending date of your commitment.*
COMMITMENT PREVIOUSLY ANNOUNCED AT WCDRR	*UNDRR highly values the contributions that have already been made by stakeholders for the Sendai Framework. Thus, this option allows the user to select a VC that was announced prior to or during the Third UN World Conference on DRR conducted in March 2015.* *In this way, you can revise or update the progress that has been done and show that your submission builds on a previously announced VC.* ☑ *If you select YES, then you should click and select from a list of previously announced commitments.* `LINK TO COMMITMENT` *UNDRR has done an intensive analysis to determine the list of previously announced commitments. If you do not find your previously announced commitment in the list, please contact the UNDRR SFVC team:* undrr-sendai-vc@un.org
UMBRELLA INITIATIVE < 300 characters	*An umbrella initiative may be a programme, agreement or plan that extends its vision, mission and objectives to a wide scope of partners often formally agreed and defined. It provides a framework and consolidates efforts by several entities to support and advance specific areas of work, such as a joint stakeholder commitment at a Regional Platform.* *Thus, when you submit a VC, you can also specify if your VC is also part of or in support of an umbrella initiative. Examples of umbrella initiatives are the Making Cities Resilient (MCR), Private Sector Alliance for Disaster Resilient Societies (ARISE), and the Paris Agreement.* ☑ *If your VC is part of an umbrella initiative, then you should click YES and enter the name of the umbrella initiative.* *If your commitment contributes to more than one umbrella initiative at the same time, please enter the names separated by a semi-colon.*
`NEXT`	*Please click on this button to go to the next section of the commitment.*

Description

This section requests for qualitative information that allows UNDRR to better understand your commitment/initiative and its linkage and contribution to the Sendai Framework.

SHORT DESCRIPTION < 300 characters	*Please provide a short description that contains the goal and scope of the commitment.* *This will appear under the photo illustrating your commitment on your VC page once published. It will also be visible in the list of voluntary commitments at a glance on the SFVC online platform and on PreventionWeb if you have an organizational profile on PreventionWeb.*
DESCRIPTION OF COMMITMENT	*Please provide a longer description of your commitment including more details. Below are the ideal contents of the description:*

	INTRODUCTION	☐ *Your mission* ☐ *How the commitment helps to achieve your mission and implement the Sendai Framework*
	BODY	☐ *Goal and scope of your commitment* ☐ *SMART objectives (specific, measurable, achievable, resource-based, and time-bound)* ☐ *Deliverable(s) of your commitment*
	CONCLUSION	• *Final remarks*
< 2250 characters	*The description should match other sections of the commitment, particularly the deliverables.*	
NARRATIVE QUESTION 1 < 750 characters	*Please respond to the question provided: 1) Did the Sendai Framework change or contribute to changes in your activities/organization? If so, how?*	
NARRATIVE QUESTION 2 < 1125 characters	*Please respond to the question provided: 2) What led you to make this commitment/initiative? What was your position before making this Voluntary Commitment/prior to the Sendai Framework?*	
NEXT	*Please click on this button to go to the next section of the commitment.*	

Deliverables

Deliverables are the end-products of your VC which showcase the results of your work and constitute a means of verification for the implementation of your VC. Thus, the submission of deliverables determines whether a VC will be considered completed.

Deliverables should match the description of your VC. UNDRR will review the logical consistency among the goal, objectives, and deliverables of your VC.

> You may have one or more deliverables per commitment. UNDRR encourages submission of more than one deliverable that are distributed within the given duration of your commitment to validate progress.

However, if there is a large number of deliverables (i.e. more than 10), UNDRR suggests that deliverables can be grouped into categories and submitted as separate VCs.

DELIVERABLE NAME < 80 characters	*Please enter the name of your deliverable.*
DELIVERABLE DESCRIPTION < 1000 characters	*Please provide a description of the deliverable and be as specific as possible.* *For example, if the deliverable is a training program, please provide details on the subject, audience, and output of the program. If the deliverable is a knowledge product, please provide a brief description of the intended contents of the knowledge product and to whom and how it will be disseminated.*

INTENDED DATE OF DELIVERY	*Please enter the month and year of the indicative due date of the deliverable.*
	(i) *You may submit deliverables that have been completed in the past. The platform accepts commitments and deliverables that have been completed as far back as 2013. When doing so, please make sure to upload the relevant output and mark the deliverable as completed.*
OUTPUT OF DELIVERABLE File < 10 MB Link < 255 characters	*Please upload the output of your deliverable by the intended delivery date. The platform will also send a notification one month before the date as a reminder to submit your output.* *The output can include publications, outcomes of workshops, training programs, videos, links, and photographs. You may upload a file and/or a link that provides supporting evidence for your completed deliverable.* *Once your output is uploaded, please also confirm the completion of your deliverable.* (i) *You also have the option to make your output private. This means that only focal points of your commitment and UNDRR will be able to see the file and/or link uploaded.*
ADD ANOTHER DELIVERABLE	*Please click on this button to add another deliverable.*
NEXT	*Please click on this button to go to the next section of the commitment.*

Budget & donors

This section requests information about the scope of beneficiaries, budget scale, secured budget size, and donors of your commitment.

(i) Because this information may be sensitive, you have the option to make the information for each subsection private. This means that only focal points of your commitment and UNDRR will be able to see this information.

SCALE OF BENEFICIARIES	*Select from a drop-down menu with the several options from less than 50 people to more than 10,000.*
BUDGET SCALE	*Select from a drop-down menu with several options from under USD 100 to more than USD 5 million.*
SECURED BUDGET SIZE	*Select from a drop-down menu with options from 0 percent to 100 percent in increments of 10.*
DONORS	ADD DONOR *Please click this button to provide details about the donor(s) of your commitment.* *Donor's name, website and donor category will be requested. For the category, several options are provided through a drop-down menu.*
NEXT	*Please click on this button to go to the next section of the commitment.*

Organizations & focal points

This section requests information about the organizations and individuals involved in your VC including implementing organizations, focal points and partners.

IMPLEMENTING ORGANIZATIONS	*Implementing organizations are the core organizations responsible for implementing the VC.* *If your organization has a record in PreventionWeb, you may select an organization by typing the organization name in the relevant field.* *If it is not among the list of organizations, you may add a new organization. You will be required to enter the organization's name, type, website, address, and mission. Several categories are provided through a drop-down menu for the organization type.* *VCs may be implemented by one or more entities. Please add details of the other implementing organizations as appropriate. By adding another implementer, you may also invite focal points from that organization who will then have access to see internal details of the commitment.*
FOCAL POINTS	*By default, the submitter is the Main Focal Point. However, you can assign the role of Main Focal Point to other focal points at any time. Only the Main Focal Point can edit the commitment.* *You can invite additional focal points for your commitment from your organization or other implementing and/or partner organizations. Each user will receive an invitation and once they successfully register and sign-in to the platform, they will be reflected as additional focal point to the commitment. Additional focal points will be able to view all the details of the commitment including information marked as private, but will not be able to make edits to the commitment.* *At least two focal points need to be identified, one Main Focal Point and one additional focal point.* (i) *Focal point information includes name, position, organization, and email address, which is based on the information that the user provided when setting up an account for the platform. You also have the option to make all focal point information private so that only focal points of your commitment and UNDRR will be able to see this information.*
OTHER PARTNERS	*Partners are entities that have a role in supporting your VC but are not directly responsible or implementing activities for your commitment.* *Similar to implementing organizations, you may either select an organization(s) that already has a previous record in the platform, or you may add a new organization and enter the information requested.* *Please do not enter donors here as they are listed separately (under Budget & Donors).*
NEXT	*Please click on this button to go to the next section of the commitment.*

14

Topics

This section presents the linkages and contribution of your commitment to specific topics, namely, themes, issues and hazards; Sendai priorities and targets; and Sustainable Development Goals (SDGs).

UNDRR will review the selected topics against the description and deliverables of your commitment to ensure logical consistency.

THEMES, ISSUES AND HAZARDS	*Please select which themes and issues and which hazards your commitment is covering among the options provided in the drop-down menu. The available options provided use the same classification as PreventionWeb.*
	At least one theme and at least one hazard should be selected per commitment. You may select as many themes and hazards as appropriate.
	For more information about themes and issues, please click here.
	For more information about hazards, please click here.
SENDAI PRIORITIES & TARGETS	*Please select the Sendai Framework priorities, targets and indicators that your commitment is contributing to.*
	Please click on the boxes that apply. Once you select a target, the related indicator will load and you can also select from the related indicators. More than one indicator can be selected per target. To avoid duplication, the UNDRR recommends careful selection of indicators. When non-compound indicators are selected, the corresponding compound indicator should not be selected and vice-versa. For example, when B-2 and B-3 indicators have been selected, the B-1 (compound) indicator should no longer be selected.
	For more information on the Sendai Framework priorities and targets, please click here.
	For more information on the Sendai Framework indicators, please click here.
SUSTAINABLE DEVELOPMENT GOALS	*Please select the SDGs that your commitment is contributing to. You may select as many as applicable, as far as your commitment has concrete links and contributions to your selected goals of SDGs.*
	ⓘ *Submissions of VCs to the SFVC online platform are not linked to the Partnerships for SDGs online platform. Please make a separate submission to the Partnerships for SDGs platform for VCs working on SDGs.*
	For more information about the SDGs, please click here.
NEXT	*Please click on this button to go to the next section of the commitment.*

Social media & other information

This section allows you to provide additional information about your commitment to share with the public including videos from YouTube and Twitter feeds as well as additional links and documents related to your commitment.

VIDEOS, TWITTER, LINKS < 255 characters	*Please enter the relevant URL for videos, twitter and links related to your commitment.* *For example, you may provide links to your website or Facebook page.*
OTHER REPORTS/ PUBLICATIONS < 8MB PDF format	*Please upload files related to your commitment such as annual reports and knowledge products.*
SAVE & PREVIEW	*Please click this button if you want to preview your VC before submission. This is available any time throughout the preparation of your commitment.*
SUBMIT COMMITMENT	*Please click on this button once you are ready to submit your commitment.* ⚠️ *You will be prompted by the platform if you have overlooked any required fields and notification(s) will appear in the relevant section(s) where information is required.*

After the submission of your commitment, UNDRR will review the information submitted. While the review is ongoing, you will not be able to make changes to your commitment.

Following the review, there are three possibilities:

(?) If any information needs to be clarified, UNDRR will request clarification through the online platform and provide details about the clarification request through email. When a request for clarification is sent through the platform, your VC will be opened for editing. You will then be expected to respond to the clarification, and you may need to make edits to your commitment as appropriate. Once edits are resubmitted, UNDRR will review your submission again. UNDRR will provide as much support as needed throughout the process for publishing your commitment. You are highly encouraged to contact the UNDRR SFVC team for any clarifications or assistance required.

⚠️ If a commitment does not follow the guideline, is not relevant or is not eligible, it may not be approved for publication.

A commitment is deemed not relevant if the submitted information does not provide enough information that links the commitment to the Sendai Framework and is not clearly contributing to disaster risk reduction. A commitment is deemed not eligible if it is solely implemented by a national government agency or by a UN agency. As noted in the Key Points, these commitments are monitored through different tools.

🖥️ If no further clarifications are needed, your commitment will be approved and published on the SFVC online platform!

16

The status of your VC will be "Active" once it has been published in the platform. The status of your VC will change throughout the VC lifecycle and this will appear both on the full profile page and in the search engine.

Please note that until the commitment has been published, only the person who drafted, focal points registered, and UNDRR can view the information provided.
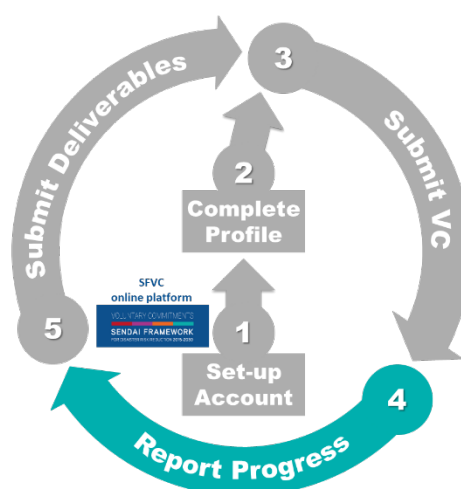
STEP 4: REPORT PROGRESS

After your VC is published, the next step of the lifecycle is to provide regular updates about your VC by submitting progress reports. This allows UNDRR and other stakeholders to be updated about your commitment, while also providing an opportunity for you to highlight the progress and achievements you have accomplished so far.

It is a simple and straightforward report submitted through the SFVC online platform consisting of five parts: 1) summary progress update; 2) achievements at a glance; 3) how are you assessing progress; 4) challenges in implantation; 5) steps for the next year.

The first two parts will be visible to the public once UNDRR has reviewed and approved your progress report, while the last three parts are only visible to UNDRR and the focal points.

The first progress report must be submitted six months after the VC was published. Subsequent progress reports will be requested every six months since the last published progress report as long as the VC is "Active", and its deliverables are not yet completed.

1. SUMMARY PROGRESS UPDATE < 1000 characters	*Please provide a summary of the progress made in the execution of the VC so far.* *For instance, you can mention what has been done, when, where, who was involved and what objectives or deliverables were achieved.*
2. ACHIEVEMENTS AT A GLANCE < 1000 characters	*Please provide the achievements of your commitment and be as specific as possible. Highlight any concrete actions that were completed and are helping your organization implement its commitment.* *Please provide more quantitative information such as relevant data and figures like number of documents prepared, number of workshops organized, number of beneficiaries reached, etc. You can also upload relevant files that support your achievements.* ⓘ *If you want to share files or links relevant to a specific deliverable in your commitment, please submit it as output to the relevant deliverable.*
3. HOW ARE YOU ASSESSING PROGRESS? < 1000 characters	*Please share information on how progress is being measured.* *For example, you may share:* - *how you will know that the goal(s), objective(s) and/or deliverable(s) are being reached;* - *what methods are you using to collect the evaluation information;* - *when the evaluations are being conducted;* - *who is responsible;* - *how the results will be used*

4. CHALLENGES IN IMPELENTATION < 1000 characters	*Please share any specific challenges faced in implementing and achieving results (financial, human resources, etc.). A concrete example of challenges more VC implementers face is the COVID-19 pandemic.*
5. STEPS FOR THE NEXT YEAR < 1000 characters	*Please highlight actions and plans to take for the next one year to advance implementation of your commitment.* *If you have completed your commitment, please indicate here that the commitment has been completed and indicate any plans of continuing DRR efforts after completion.*
SAVE & PREVIEW	*Please click this button if you want to see a preview before submission.*
SUBMIT COMMITMENT	*Please click on this button once you are ready to submit your progress report.*

Appendix 1 includes sample answers for each part of the progress report for reference.

UNDRR will review the progress report after they are submitted. Progress reports (the parts visible to the public) will be available for viewing on the commitment's profile page, under the section "Progress Reports & Deliverables."

Notifications will be sent to remind you to submit progress reports for your VC. The status of your VC may change depending on the submission of Progress Reports. The following timeline for notifications and status changes is observed:

- Six months after the commitment is published, a first reminder to the focal points are sent. If a Progress Report is not submitted, a reminder will be sent every month.
- If a Progress Report is not submitted after three months (since the first reminder), the status of the VC changes to "Progress Update Needed"
- If a Progress Report is not submitted after six months (since the first reminder) and one year since progress update was received, the status of the VC changes to "Progress Not Updated"
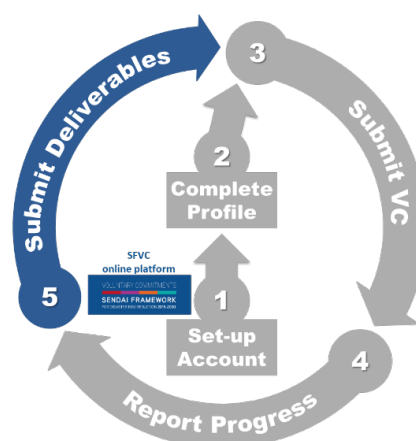
The status of the commitments will appear both on the full profile page and in the search engine.

Progress Reports help UNDRR to take stock and monitor the execution of the VC. It also allows to ensure that VCs published in the online platform are active. Finally, the feedback will be analysed and included in the SFVC Analysis Report which will guide future actions.

STEP 5: SUBMIT DELIVERABLE(S)

As explained in Step 3, deliverables are specific outcomes or outputs that are produced from the execution of your VC. Deliverables constitute means of verification for the execution of the VC. Thus, their submission determines whether a VC has been completed.

You are expected to submit the outputs to your deliverables by the specified intended delivery date of your VC. Outputs are concrete evidence that verifies the progress of your VC.

OUTPUT OF DELIVERABLE	*Please upload the output of your deliverable by the intended delivery date.*
	The output can include publications, outcomes of workshops, training programs, videos, links, and photographs. You may upload a file and/or a link that provides supporting evidence for your completed deliverable.
	Once your output is uploaded, please also confirm the completion of your deliverable.
File < 10 MB ⓘ Link < 255 characters	*You also have the option to make your output private. This means that only focal points of your commitment and UNDRR will be able to see the file and/or link uploaded.*
SAVE & PREVIEW	*Please click this button if you want to preview your VC before submission.*
SUBMIT COMMITMENT	*Please click on this button once you are ready to submit your commitment.*

Notifications will be sent to remind you to submit the outputs for your deliverables and confirm they are completed. The status of your VC will also change depending on the submission of your deliverables. The following timeline for notifications and status changes is observed:

- One month before the intended date of delivery, a first reminder to submit a Deliverable is sent.
- If a Deliverable is not submitted by the intended date of delivery, the status of the VC changes to "Deliverable Update Needed" and a reminder is sent every month.
- If a Deliverable is not submitted after three months from the intended date of delivery, the status of the VC changes to "Inactive". An "Inactive" status means that your VC will no longer be visible to the public.

After all the outputs to deliverables are uploaded and the Deliverable is marked as complete, UNDRR will review the submission to ensure that all outputs are valid. Upon confirmation of the outputs, the latest version of the commitment will be published and the status of the commitment will change to "Completed". The status of the commitments will appear both on the full profile page and in the search engine.

If a VC is unable to meet the specified intended delivery date of the deliverable, main focal points are encouraged to extend the due date by making changes to your commitment. See following section on Editing a Published Commitment for reference.

Editing a Published Commitment

A published VC can be edited to make changes to your commitment at any given time unless the VC has been submitted for review to UNDRR and the review is currently pending.

Upon signing in to the SFVC online platform, go to Home page and, under My Commitments, click on the commitment that you want to edit. Then, click the EDIT button. This allows you to make any necessary changes to your commitment and submit your commitment for review by UNDRR. UNDRR will review and verify the changes made before an updated version of the commitment is published on the SFVC online platform. The process for review is similar to the initial process of approval and publication of a VC. UNDRR may ask for clarification before changes are approved.

There are two categories of edition:

- MAJOR: A major edition changes the version number of your commitment to the next whole number. For instance, Version 1 to Version 2 to Version 3 and so on. Major editions include changes to the following: title of commitment, short description, description, geographic scope, expected duration, answers to narrative questions. progress report, deliverables, intended date of delivery, implementing organizations, and focal point information (adding, removing, change in organization)

- MINOR: A minor edition changes the version number of your commitment by increments of 0.1. For instance, Version 1.0 to Version 1.1 to Version 1.2 and so on. Minor editions include all other changes not classified as major. For example, other partners, photo illustrating the commitment, secured budget size, donors, social media & other info, budget scale, themes and issues, hazards, priorities for action, global targets, indicators and SDGs

The SFVC online platform automatically categorizes the type of edition and will provide a summary of changes made to your VC every time a version is submitted for review by UNDRR. The history of versions published can also be viewed by focal points.

Submitting Highlights

Highlights are short articles published in the SFVC online platform that features activities and achievements related to the platform and the published VCs within the platform.

Focal points can submit a highlight about their VC while their VC is being executed or after completion of their VC. This allows organizations to showcase their recent achievements and can also be an opportunity to discover new partnerships with other stakeholders. This may also serve as an incentive for existing and new partners to mobilize and accelerate their efforts and actions.

Submission of a highlight includes the following parts:

TITLE < 255 characters	*Enter the title of your highlight. Please be specific and concise.*
PHOTO < 2MB JPEG or PNG	*Please submit a photo which represents the highlight.* *UNDRR suggests photos in action rather than organizational photos or logos.* *Please choose a horizontal photo with a 16:10 aspect ratio. You may use an online tool such as Croppola or others to help format your image properly.*

CONTENT	Please share information about the activity or achievement you would like to feature in the highlight.
	For example, you may want to highlight a recent event organized indicating the date, place, number of attendees and a summary of the outcomes of the event. Another example could be a recent recognition received from an external partner for the significant efforts made so far through your commitment.
< 1200 characters	*(i)* Due to the character limit, please be concise in drafting your highlight. Please note that you will be unable to submit the highlight if you exceed the character limit.
LINK < 255 characters	Please enter a link that is relevant to the highlight. Providing a link is optional and you may choose not to include a link for your highlight.
ADDITIONAL INFORMATION	Additional information is requested regarding your highlight including: ☐ Related commitments – please select published VCs that are relevant to the highlight. You may select more than one VC. ☐ Themes & issues – please select the relevant themes & issues that the highlight covers ☐ Hazards – please select the relevant hazards that the highlight covers ☐ Sendai priorities for action – please select the relevant priorities that the highlight addresses ☐ Geographic scope – please select the geographic scope of your highlight ☐ PreventionWeb publication – please confirm whether you would like the highlight to be published on PreventionWeb. The information about themes, issues, hazards, priorities, and scope is often identical to the related commitment(s) to the highlight.
SAVE & PREVIEW	Please click this button if you want to see a preview of your highlight before submission.
SUBMIT	Please click on this button once you are ready to submit your highlight.

Once submitted, UNDRR will review the highlight before it is published to the SFVC online platform. UNDRR may request for clarification or edits made to the highlight by email. Once it is approved and published, the highlight will be featured on the home page of the SFVC online platform and will also appear on the VC profile page of the relevant VC.

UNDRR will send e-newsletters to stakeholders with the highlighted commitments, as well as the latest updates regarding the SFVC online platform.

Alternative methods of submission

In consideration of stakeholders with disabilities, elderly, and other special cases, UNDRR has also projected alternative ways for submitting a VC. If applicable, you may submit a VC through the following (UNDRR is not in a position to cover any cost incurred at the submitter side):

- A physical (printed) form filled by hand and sent by postal mail or fax
- A digital form in MS Word to allow submission by e-mail or fax
- A phone call to UNDRR Kobe Office: +81 78 262 5550 (applies only to stakeholders with disabilities or other special cases)
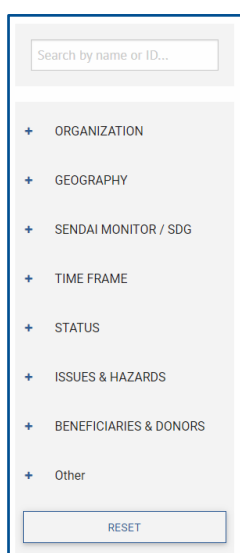
Other Features

Notifications:

As mentioned in the previous sections, the SFVC online platform automatically sends notifications to users depending on their preferences and their submitted commitments.

Once you have created an account and successfully signed in, notifications based on your preferences are consolidated in a weekly digest that is sent at the beginning of every week, while notifications based on your submitted commitments are sent on a daily basis. Notifications based on your submitted commitments include confirmation of new submission, confirmation of edits made to a commitment, request for clarifications from UNDRR, reminders for deliverables and progress reports, among others.

If you have not yet created an account and signed in to the platform and you have been made a focal point to a commitment, you will receive individual notifications as they are triggered by the system. You are highly encouraged to register and sign in as soon as possible to avoid receiving too many notifications from the platform.

Using the search engine:

Under the "Commitments" tab at the top of the SFVC online platform, you will see "Voluntary Commitments at a glance". Here, users can search through the published VCs via the following:

- Name or ID number – enter keywords to search through the VC titles or ID numbers that correspond to VCs
- Organization – search VCs by implementing organization's name, acronym or category
- Geography – filter by scope type, country/territory, or region
- Sendai monitor/SDG – filter by priorities, targets or SDGs covered
- Time frame – filter by duration of the commitment
- Status – filter by status of the commitment
- Issues & hazards – filter by themes and issues and hazards covered
- Beneficiaries & donors – search by donor name, acronym or category and filter by beneficiaries and budget scales
- Other – search by umbrella initiative or previously announced VCs

At the top of the search results, the applied filters are shown ("FILTERED BY"). Click the "x" sign to eliminate any filters you want to stop using. You may also use the "Reset" button to reset the filters at any time.

Contact the main focal point:

If you are interested in a particular commitment and want to get more information, go to the commitment's page, and press the "Contact Focal Point" button. This will allow you to send a message to the main focal point of that particular commitment. Likewise, the main focal point of your commitment can be contacted by other people who are interested in your initiative. Hopefully, these exchanges can create synergies and opportunities for collaboration.

ⓘ Please note that UNDRR is not responsible and shall not be held liable for these communications.

However, if the main focal point has made their focal point information private, you may contact the UNDRR SFVC team at undrr-sendai-vc@un.org and the SFVC team will forward your message to the focal point.

Report an issue:

If the content of any published VC raises some concerns, there is a flagging system where stakeholders and public users can report an issue. The user must use their own discretion to carefully determine whether to flag a commitment and report an issue.

When reporting an issue, the user will be asked additional information stating the reasons why the commitment raises a concern. Links and supporting documents will be requested to support your claim. UNDRR will review these flagging reports and contact the focal point of the flagged VC. UNDRR can review and cancel the publication of flagged VC if necessary.

Share commitments on social media:
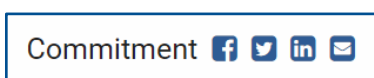
Commitment 🇫 🇹 🇮🇳 ✉

To share the commitment on social media platforms, go to the commitment's profile page. Click the sharing link button above the title of the commitment.

Delete your commitment:

If the organization/focal point wants to delete their voluntary commitment, they can send a request to UNDRR to delete their commitment. The request will be reviewed and if approved, the commitment will be removed from the SFVC online platform.

Link to PreventionWeb:

Published voluntary commitments will not only be viewed on the SFVC online platform, but also on PreventionWeb. If the organization has a profile page on PreventionWeb, the profile will be featuring the voluntary commitment(s), highlights (if their commitment was highlighted on the SFVC online platform), and relevant documents related to the commitment.

Usage of the SFVC Logo:

Stakeholders who have successfully published their voluntary commitments on the SFVC online platform are allowed to use the Sendai Framework Voluntary Commitments Logo to raise visibility of their commitment.

The Sendai Framework Voluntary Commitments logo may not be used for the following purposes:

- Promotion of products or services
- Commercial or personal financial gains

The use of the logo by non-UN entities does not imply the endorsement by the United Nations of such entity, its product, or services, planned activities or others.

Below, you may find two versions of the Sendai Framework Voluntary Commitments Logo. When using the SFVC logo, the ratio of the logo should be maintained to avoid distorting the image.

VOLUNTARY COMMITMENTS

SENDAI FRAMEWORK

FOR DISASTER RISK REDUCTION 2015-2030

Figure 5: VC logo with inverse background

Figure 6: VC logo with blue background

The United Nations emblem and the UNDRR logo cannot be used by non-UN entities.

Appendix 1: Sample Answers

If in doubt, please find below sample answers from a fictitious VC.

STEP 1: Set-up Account	
VC Submission Information	**Sample answer**
Account on PreventionWeb (PW)?	
- Not registered with PreventionWeb - Registered with PreventionWeb	- Not registered with PreventionWeb (user is linked to PreventionWeb so that he/she can make an account) - User is invited to sign-in
Sign-in	
- E-mail address of user - Password	- hakiyama@childvision.jp - [enter password]

After user is signed-in → STEP 2: Complete Profile	
VC Submission Information	**Sample answer**
Main Focal Point info	
- Salutation - First Name (populated from PW) - Last Name (populated from PW) - E-mail (populated from PW) - Organization (populated from PW) - Position - Street address - Country or territory - City/Town - Postal Code	- Ms. - Hoshi - Akiyama - hoshi_akiyama@email.com - Child Vision International - Head of Japan Office - 1-5-2 Wakinohana - Japan - Kobe - 123-1234
Create commitment or simple register	
- Case 1: Save profile and create commitment - Case 2: Simple register (without creating a commitment)	- Case 1: Save profile and then, press ADD NEW COMMITMENT - Case 2: Register for weekly notifications, browse commitments, etc.

After profile is completed → STEP 3: Submit Commitment	
VC Submission Information	**Sample answer**
Overview	
- Title of commitment (Max. approx. 8 words / 80 charact.) - Photo illustrating the commitment (< 2 MB. JPEG or PNG Adequate aspect ratio 16:10)	- Promoting Child-Centred Disaster Risk Reduction in South-East Asia - Photo attached
- Geographic scope of commitment - Expected Duration - Commitment previously announced at WCDRR?	- National: Japan, Philippines, Nepal - April 2016-March 2020 - Yes: go to the list and select the adequate one

Description	
- Short description (Max. approx. 30 words / 300 characters)	- The program includes the organization of a series of workshops targeted at children in three countries (Japan, Philippines and Nepal) to increase children's understanding of hazards and learn about DRR.
- Description of commitment (Max. approx. 225 words / 2,250 characters)	- The mission of Child Vision International is to ensure that in addressing public policy (including disaster risk), the well-being of children is always the first priority. To implement this mission, Child Vision International promotes children's participation in DRR activities, advocates for child protection legislation and supports making schools safe from disasters. Our DRR activities are based on evidence such as Pfefferbaum, Pfefferbaum and Van Horn (2018) that suggested children involvement in DRR not only helps preparedness, response, recovery, and resilience but also enhances children's self-efficacy, interpersonal relationships as well as social connections and networks within the community. Based on that evidence, our commitment is to execute the program "Promoting Child-Centred Disaster Risk Reduction" with the goal of letting children understand hazards, learn about DRR and discuss how they can contribute to building resilience of their own communities in the countries of Japan, Philippines and Nepal. The objective is to organize seven workshops across three countries during the period of 2016 to 2020. The workshops will include both theoretical and practical components so that children can learn, discuss an implement the knowledge by conducting exercises such as town watching and simulations of evacuation. As a result, our commitment will produce the following outputs: Three publications (one for each country) from these workshops as educational and knowledge (including an evaluation of the program) materials. The publications will be completed by the end of the program in 2020. Children who are not attending these workshops can also learn from these publications in the future. We hope our program can not only train children but also help understand better ways to interact with them for DRR.
Narrative questions: - 1) Did the Sendai Framework change or contribute to changes in your activities/organization? (Max. approx. 75 words / 750 characters)	- Yes. Because the Sendai Framework recognizes children as an important actor for changes, we decided to explicitly include DRR perspectives in our long-standing advocacy activities oriented at children. Also, our activities targeted at DRR and Children find greater justification when contrasted with the internationally agreed instruments rolled-out by the Sendai Framework.
- 2) What led you to make this commitment/initiative? What was your position before making this Voluntary Commitment / prior to the Sendai Framework? (Max approx. 113 words / 1,125 characters)	- Before the adoption of the Sendai Framework, our activities did not focus on DRR related perspectives. However, to respond to the all-of-society engagement principle stipulated in the Sendai Framework, we have started this new programme focusing on promoting child-centred DRR. Specifically, according to the Sendai Framework stance on the role of stakeholders, children and youth need to be recognized in DRR related legislation, national practice and educational curricula.

Deliverables	
- Deliverable name (Max. approx. 8 words / 80 charact.) - Deliverable description (Max. approx. 40 words / 300 characters)	- Promoting Child-Centred Disaster Risk Reduction: The case of Nepal - After conducting two workshops in Nepal, we produce a publication that includes educational and knowledge materials. The contents could be useful for other organizations working on DRR activities focused on children. We also include an evaluation of the impact and lessons learned from our program.
- Intended date of delivery - Output of deliverable	- December 2018 - Upload file (insert file name as you want it to appear in the link)
- Deliverable name (Max. approx. 8 words / 80 charact.) - Deliverable description (Max. approx. 40 words / 300 characters)	- Promoting Child-Centred Disaster Risk Reduction: The case of the Philippines - After conducting three workshops in the Philippines, we produced this publication that includes educational and knowledge materials. The contents could be useful for other organizations working on DRR activities focused on children. We also include an evaluation of the impact and lessons learned from our program.
- Intended date of delivery - Output of deliverable	- June 2019 - Upload file (insert file name as you want it to appear in the link)
- Deliverable name (Max. approx. 8 words / 80 charact.) - Deliverable description (Max. approx. 40 words / 300 characters)	- Promoting Child-Centred Disaster Risk Reduction: The case of Japan - After conducting two workshops in Japan, we produced this publication that includes educational and knowledge materials. The contents could be useful for other organizations working on DRR activities focused on children. We also include an evaluation of the impact and lessons learned from our program.
- Intended date of delivery - Output of deliverable	- March 2020 Upload file (insert file name as you want it to appear in the link)
Budget & donors	
Budget - Scale of beneficiaries (can be private) - Budget scale (can be private) - Secured budget size (can be private)	- more than 200 people - USD 10,000 - 50,000 - 100%
Donors - Privacy - Donor name - Category - Website	- MFP decided NOT to make this information private - Foundation XYZ - Foundations - www.[name].org
Organizations & focal points	
Implementing organizations - Implementing organization name - Address - Category - Website	- Child Vision International - 1-5-2, Wakinohoma, Kobe, Japan - Civil society, volunteers, community-based organizations - www.childvision.org
- Implementing organization name - Address - Category - Website	- Save the Kids Japan - 1-5-2, Wakinohoma, Kobe, 4F, Japan - Civil society, volunteers, community-based organizations - www.savekidsjapan.org

STEP 3: Submit Commitment

STEP 3: Submit Commitment	- Implementing organization name - Address - Category - Website Focal points - Name - Position - Organization - Email - Main Focal Point (MFP)? - Private - Name - Position - Organization - Email - Main Focal Point (MFP)? - Private - Name - Position - Organization - Email - Main Focal Point (MFP)? - Private Other partners - Name - Address - Category - Website	- Japan Kids Foundation - 1-5-2, Wakinohoma, Kobe, 3F, Japan - Civil society, volunteers, community-based organizations - www.japankidsfoundation.org - Ms. Hoshi Akiyama - Head of Japan Office - Child Vision Japan - hoshi_akiyama@email.com - Main focal point - MFP has selected NOT to make this information private - Mr. Taro Tanaka - Head of Office - Save the Kids Japan - taro_tanaka@email.com - No - MFP has selected NOT to make this information private - Ms. Sora Abe - Director - Japan Kids Foundation - sora_abe@email.com - No - MFP has selected NOT to make this information private - NA

Topics	
- Themes and Issues	- Children and Youth
- Hazards	- Earthquake: seismic, tectonic - Flood
- Sendai Priorities for Action	- Priority 1: Understanding disaster risk - Priority 4: Enhancing disaster preparedness for effective response, and to «Build Back Better» in recovery, rehabilitation and reconstruction
- Sendai Global Targets	- Global target B: Substantially reduce the number of affected people globally by 2030, aiming to lower the average global figure per 100,000 between 2020-2030 compared to 2005-2015
- Sendai Global Indicators	- Indicator B-1: Number of directly affected people attributed to disasters, per 100,000 population - Indicator B-2: Number of injured or ill people attributed to disasters
- Sustainable Development Goals	- SDG Goal 4: Quality education - SDG Goal 5: Gender equality

Social media & other info	
- YouTube URL	- Youtube URL
- Twitter URL	- Twitter URL
- Other reports/publications/links	- Link to Facebook page

This is an example of how the commitment will look once it is published (sample, webpage construction is still in progress):

*Information with key lock signs is only visible to UNDRR VC Admin and focal points. Users have the option to keep certain information un-published/not viewable to the public.

**If a user wants to update or edit the submitted VC: Enter new info → Wait for UNDRR approval

Wait for UNDRR approval → If approved, VC is published → **STEP 4: Report Progress**

Notes:
- Six months after the commitment is published or six months after the latest published progress report, a request to provide a Progress Report will be sent.
- If a Progress Report is not submitted, a reminder will be sent every month. If a Progress Report is not submitted after three months (since the first request - total 9 months), the status of the VC changes to "Progress Update Needed."
- If a Progress Report is not submitted after six months (since the first progress update request, total 6 months since commitment was published or latest progress report was published plus 6 months of reminders = 12 months after VC is published), the status of the VC changes to "Progress Not Updated."
- The next Progress Report will be requested six months after the latest Progress Report has been published and the cycle repeats itself until the VC is completed.

VC Submission Information	Sample answer
Progress Report	
- 1. Summary progress update (< 200 words)	- In the first six months, we managed to train personnel and conduct our first workshop about "Child-Centred Disaster Risk Reduction" in the country of Nepal. A number of 30 children between the ages of 10 to 12 years old participated. These children belong to local schools in the municipality of Bharatpur. It was helpful to have a clearly defined goal, scope and objectives as it allowed us to speed-up the definition of activities for the workshop. In the workshop, brief presentations by specialists and community leaders were combined with group dynamics. First, children learned about hazards. Then, they studied disaster risk reduction considering hazards in their communities. To put the knowledge in practice, town watching exercises and simulations of evacuation were scheduled (supervised by parents and teachers). We gathered relevant data before, during and after the workshop for evaluation purposes. This first experience provided a number of lessons learned. For example, we need to increase the involvement of parents to support and maintain activities that need to be executed as a result of the workshop. In the next six months, we aim to conduct our first workshop in the Philippines and start the preparation toward the publication for Nepal.
- 2. Achievements at a glance (< 150 words)	- We: a) Defined contents for the workshop; b) Trained facilitators for Nepal; and c) Executed one workshop on "Child-Centred Disaster Risk Reduction" in Nepal with the participation of 30 children (10 to 12 years old) from the municipality of Bharatpur.
- 3. How are you assessing progress? (< 150 words)	- We are assessing progress in three ways: a) completion of tasks and budget; b) number of beneficiaries and c) impact of our program. a) We fulfilled the plan in terms of budget and execution of the first workshop during the first six months, but we need to start working in the publication for Nepal. b) We gathered data on attendance. c) In partnership with an academic institution, we defined a method for selecting participants and collecting data for evaluation purposes. We aim to determine if our program did indeed increase children's knowledge on DRR and generated ideas for building resilience that were eventually implemented in the community. In the future, we will explore conducting a Randomized Control Trial.

STEP 4: Report Progress

- 4. Challenges in implementation (< 100 words)	- The execution of our first workshop allowed us to identify a couple of challenges whose consideration might help improve the delivery of our program. The first challenge was to secure parents' involvement in their children's' activities with the workshop. Another challenge is to further adapt the contents of the workshop to local contexts.
- 5. Next steps for the next year (< 100 words)	- For the next year, we aim to conduct our first workshop in the Philippines and start the preparation for the publication of Nepal.

<table>
<tr><td colspan="2" align="center">Wait for UNDRR approval → If approved, Report is published → STEP 5: Submit Deliverables</td></tr>
<tr><td colspan="2">Notes:
- Once a VC is published, a month before the intended date of delivery, a first reminder to submit a Deliverable will be sent.
- If a Deliverable is not submitted (by the intended date of delivery), the status of the VC changes to "Deliverable Update Needed" and a reminder will be sent every month for three months.
- If a Deliverable is not submitted after three months (since the intended date of delivery), the status of the VC changes to "Inactive."</td></tr>
</table>

STEP 5: Submit Deliverables

VC Submission Information	Sample answer
Deliverables	
- Deliverable name	- Promoting Child-Centred Disaster Risk Reduction: The case of Nepal
- Deliverable description	- After conducting two workshops in Nepal, we produce a publication that includes educational and knowledge materials. The contents could be useful for other organizations working on DRR activities focused on children. We also include an evaluation of the impact and lessons learned from our program.
- Intended delivery date	- December 2018
- Output of deliverable	- Child Vision International Publication 2018
- File name	- [Promoting Child-Centred Disaster Risk Reduction in Nepal](#)
- Deliverable name	- Promoting Child-Centred Disaster Risk Reduction: The case of Philippines
- Deliverable description	- After conducting three workshops in the Philippines, we produced this publication that includes educational and knowledge materials. The contents could be useful for other organizations working on DRR activities focused on children. We also include an evaluation of the impact and lessons learned from our program.
- Intended delivery date	- June 2019
- Output of deliverable	- Child Vision International Publication 2019
- File name	- [Promoting Child-Centred Disaster Risk Reduction in the Philippines](#)
- Deliverable name	- Promoting Child-Centred Disaster Risk Reduction: The case of Japan
- Deliverable description	- After conducting two workshops in Japan, we produced this publication that includes educational and knowledge materials. The contents could be useful for other organizations working on DRR activities focused on children. We also include an evaluation of the impact and lessons learned from our program.
- Intended delivery date	- March 2020
- Output of deliverable	- Child Vision International Publication 2019
- File name	- [Promoting Child-Centred Disaster Risk Reduction in Japan](#)

	User submits Deliverables & No pending Progress Reports → Wait for UNDRR approval →
	Voluntary Commitment is Completed
	Completed VCs remain visible in the platform.
	Start a new commitment!

OPTIONAL: Create a highlight

Notes:
- Highlights will be shared in e-newsletters, home page of the SFVC online platform and, if approved, on PreventionWeb as well.

<table>
<tr><th></th><th>VC Submission Information</th><th>Sample answer</th></tr>
<tr><td rowspan="2" style="writing-mode: vertical-rl;">OPTIONAL: Create a highlight</td><td colspan="2">General info</td></tr>
<tr><td>
- Highlight title

- Photo

- Content

- Link to publication or site
- Related commitment

- Themes & issues
- Hazards
- Sendai Priorities for Action
- Geographic Scope
- Submit for Publication on Prevention Web
</td><td>
- Child Vision International publishes report on children-focused DRR Workshops
- Photo attached

- Child Vision International together with Save the Kids Japan and Japan Kids Foundation held a series of workshops in Japan, Philippines and Nepal with the goal of improving children's understanding about hazards and disaster risk reduction, as well as ways to contribute to their communities in building resilience.
One workshop is comprised of three sections: the first one was about learning different types of hazards while the second and third focused on disaster risk reduction, where children discussed about the hazards their communities could face, and did a town watching exercise and simulations of evacuation procedures to be better prepared for possible disasters.
The result of the discussions and exercises that took place in the workshops was later compiled into three publications (one for each country). The publications list some of the positive outcomes or major lessons that came out of each workshop, and also serves as a hand book for communities to facilitate similar children-focused workshops in the future.
- https://hxhj4j.axshare.com/#g=1&p=highlight_detail
- Promoting Child-Centred Disaster Risk Reduction in South-East Asia
- Children and Youth
- Earthquake
- Priority 1, Priority 4
- Countries: Japan, Philippines, Nepal
- Yes
</td></tr>
</table>

Published highlight will look like this:

Child Vision International publishes report on children-focused DRR Workshops

Participants of the workshops

Child Vision International together with Save the Kids Japan and Japan Kids Foundation held a series of workshops in Japan, Philippines and Nepal with the goal of improving children's understanding about hazards and disaster risk reduction, as well as ways to contribute to their communities in building resilience.

One workshop is comprised of three sections: the first one was about learning different types of hazards while the second and third focused on disaster risk reduction, where children discussed about the hazards their communities could face, and did a town watching exercise and simulations of evacuation procedures to be better prepared for possible disasters.

The result of the discussions and exercises that took place in the workshops was later compiled into three publications (one for each country). The publications list some of the positive outcomes or major lessons that came out of each workshop, and also serves as a hand book for communities to facilitate similar children-focused workshops in the future.

STATUS
Published

SENDAI PRIORITIES FOR ACTION
Priority 1   Priority 4

COUNTRIES
Japan   Nepal
Philippines

HAZARDS
Earthquake

THEMES & ISSUES
Children and Youth

LINKS
Highlight detail

UNDRR
UN Office for Disaster Risk Reduction

ABOUT SENDAI VOLUNTARY COMMITMENTS | LEGAL | CONTACT US

* After highlight is created → Wait for UNDRR Approval.

34

Appendix 2: Checklist

1

✓ **Be committed to the reduction of disaster risk and losses for a sustainable future**

☐ **Access the SFVC online platform**

☐ **Sign-in (use PreventionWeb account)**

2

☐ **Complete profile**

Salutation, position, street address, country/territory, city/town and postal code

☐ **Select notification settings**

3

☐ **Overview**

Title, photo, geographic scope, duration, submitted prior/during WCDRR and part of umbrella initiative

☐ **Description**

Short description, long description, narrative questions

☐ **Deliverables**

Name, description, date of delivery (output of deliverable)

☐ **Budget & donors**

Scale of beneficiaries (number of people), budget scale (in USD), secured budget size (%) and donors (names)

☐ **Organizations and focal points**

Implementing organizations, focal points and other partners

☐ **Topics**

Themes, issues and hazards, Sendai Priorities for Action, Sendai Targets and SDGs

☐ **Social media & other info**

☐ **Submit**

4 ☐ **Report progress (periodically)**

5 ☐ **Submit deliverables (all declared deliverables)**

Appendix 3: Flowchart

Flowchart: Submitting a Voluntary Commitment

1 SET-UP ACCOUNT

2 COMPLETE PROFILE

3 SUBMIT VC

4 REPORT PROGRESS

5 SUBMIT DELIVERABLE

Set-up Account → *Signed-in* → Complete Your Profile

Add new commitment

Overview → Description

Budget & Donors ← Organizations ← Deliverables
several fields can be made private

Topics → Social Media

Clarification needed ← **SUBMIT** → *Rejected* Not relevant or not eligible

Approval

VOLUNTARY COMMITMENTS
SENDAI FRAMEWORK
FOR DISASTER RISK REDUCTION 2015-2030

Voluntary Commitment published

Submit Progress Reports
Reminder to submit progress report every six months

You can submit highlights to share your achievements

Approval   *Progress Report published*

Submit Deliverables
Reminder to submit deliverable one month before due date

Approval   *All deliverables submitted*

Voluntary Commitment is completed
COMPLETED COMMITMENTS REMAIN VISIBLE IN THE PLATFORM. START A NEW COMMITMENT!

Appendix 4: Frequently Asked Questions

- *Can the details of the commitment change after publication on the online platform?*
  - Yes, details can be changed by updating the Commitment. See section "Making Changes/Editing the Commitment."

- *Can the details of the commitment that was submitted at WCDRR in 2015 be updated?*
  - Yes, even if details of the commitment that was submitted previously did change, the focal point can update/add the new details.
  - If your previously announced VC has been already completed/implemented, please be encouraged to submit the updated information including the progress and deliverables retroactively, so that the online platform will be able to record and recognize such completed work.

- *My organization submitted a commitment before/at the Third UN World Conference on Disaster Risk Reduction in 2015, but it is not in the existing list of commitments.*
  - Please email the UNDRR Voluntary Commitments Team to inform them that the commitment is missing from the list, along with details of the commitment: when and where the commitment was submitted, the title of the commitment, focal point(s), and a brief description of the commitment.
  - The existing list of commitments has been made available after an intensive review of existing information (in several cases, the information was limited).

- *Why is the commitment flagged?*
  - A commitment could be flagged for numerous reasons, including misinformation, usage of the platform for commercial and advertisement purposes, etc. Users need to submit a form indicating clear reasons for flagging the commitment.

- *Can a commitment be submitted in other languages?*
  - The online platform is currently accepting submissions in English only. However, guidelines for submission in Spanish and French are planned to be available in the near future.

- *Can a single person submit a commitment? What are the minimum requirements to submit a commitment?*
  - Eligibility of submission of a voluntary commitment is attached to an entity with a physical address. This means that only individuals representing entities/organizations can submit a voluntary commitment.
  - For an individual representing an entity/organization, there is no minimum requirements such as educational background or years of experience.
  - Of course, the submitted commitment should provide enough information to determine its contribution to the Sendai Framework for Disaster Risk Reduction. This will be reviewed by UNDRR SFVC team.

Appendix 5: Summary of VC Status

Public	Focal points and UNDRR VC Admin	Explanation about the status
	SUBMITTED	Voluntary commitment is newly submitted or edited and is waiting for UNDRR VC Admin to review.
	CLARIFICATION NEEDED	UNDRR VC Admin requests clarification regarding the new submission or edits made and the Main Focal Point is requested to makes changes to the voluntary commitment addressing these clarifications before submitting again.
	REJECTED	UNDRR VC Admin rejects the VC. (VC could be submitted again after major changes are made or as a new submission).
NEW	NEW	Voluntary commitment was reviewed and approved for publishing. The status new lasts for one month. After that, it becomes Active. It helps users be aware of VCs that were recently published for the first time.
ACTIVE	ACTIVE	A commitment is running smoothly. In other words, VC has been accepted for publishing for more than a month, it does not have any pending progress reports or any delayed deliverables (and it has not been flagged). This should be the optimal status for a VC before the status changes to Completed.
PROGRESS UPDATE NEEDED	PROGRESS UPDATE NEEDED	Six months after the VC is published or six months after the latest progress report is published, a request to provide a Progress Report will be sent. If a Progress Report is not submitted, a reminder will be sent every month. If a Progress Report is not submitted after three months (since the first request - total 9 months), the status of the VC changes to "Progress Update Needed."
DELIVERABLE UPDATE NEEDED	DELIVERABLE UPDATE NEEDED	One month before the intended date of delivery, a first reminder to submit a Deliverable will be sent. If a Deliverable is not submitted (by the intended date of delivery), the status of the VC changes to "Deliverable Update Needed" and a reminder will be sent every month for consecutive three months.
	PENDING APPROVAL PROGRESS REPORT	A submitted Progress Report is being reviewed by UNDRR VC Admin before approval for publishing.
	PENDING APPROVAL DELIVERABLE	A submitted Deliverable is being reviewed by UNDRR VC Admin before approval for publishing.
PROGRESS NOT UPDATED	PROGRESS NOT UPDATED	If a Progress Report is not submitted after six months (since the first progress update request – total 12 months after VC or latest progress report is published), the status of the VC changes to "Progress Not Updated."
INACTIVE	INACTIVE	If a Deliverable is not submitted three months after the due date, the status of the VC changes to "Inactive" and will no longer be visible to the public.
COMPLETED	COMPLETED	If ALL deliverables for the VC are submitted (and approved) and the VC has no pending Progress Reports, the VC becomes COMPLETED.

UN Office for Disaster Risk Reduction

UNDRR Kobe Office

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