<p align="center">**Sendai Framework Monitor (SFM)
Orientation and Training Workshop**</p>

<p align="center">│5-6 March 2018 │ United Nations Conference Centre │
│Bangkok, Thailand│</p>

<p align="center">**Draft Agenda**</p>

Day 1: Monday 5 March	
08:15 – 09:00	**Registration to UNCC Building and Meeting**
09:00 – 09:10	**Welcome Remarks** • Mr. Animesh Kumar, Deputy Chief, Regional Office for Asia and Pacific (UNISDR)
09:10 – 09:25	**Introduction of Participants and Facilitators**
09:25 – 09:45	**Administration** • Admin briefing: Evacuation Route, Restrooms, Lunch and DSA Payments • Objectives and outline of the workshop • Expectations from participants
09:45 – 10.30	**The Sendai Framework for Disaster Risk Reduction** • What is the Sendai Framework for Disaster Risk Reduction? • Development of the Sendai Framework Indicators, Monitor and linkages with SDGs • Forthcoming key reporting dates for 2018 and 2019 • Q&A
10:30 – 11.00	*Tea/Coffee Break – Group Photo and DSA Distribution*
10:45 – 11:45	**The online Sendai Framework Monitor (SFM)** • Technical design of the online system and future dates of features yet to be released • How will national Sendai Focal Points get access to the online system? • Administrative instructions for the computer log-in and online tools to be used in Training • Brief Navigation of the Sendai Framework Monitor Training version (languages, key features etc)
11:45 – 12:30	**Understanding the Different Roles within the Monitor** • What are the different roles in the online Sendai Framework Monitor? • How can other partners contribute data and assist countries in reporting? • How to allocate roles to different people and organisations (Practical Exercise in allocating roles)
12:30 – 14.00	*Lunch & Collection of DSA at Bank*
14.00 – 15:00	**Sendai Framework Targets and Indicators** • How to use the Technical Guidance Notes (TGNs) and DRR Definitions • What are all the different Sendai Targets on the system • Which targets are linked to the Sustainable Development Goals
15:00 – 15:30	*Tea/Coffee Break*
15:30 – 16:30	**Entering Data** • Options for entering data into the system (e.g. manual input or uploading) • Who does the calculations on the system? • How to enter data into the system (Practical Exercise in entering data)
16:30 – 16:45	**Summary of the Day**

Day 2: Tuesday 6 March	
08:30 – 09:00	**Registration to UNCC Building**
09:00 – 09:15	**Recap of Day 1**
09:15 – 10:30	**Data** • Presentation from Asia Pacific Disaster Information Management (APDIM) Centre on support to countries in the region and use of data • Disaggregation of data • Metadata • How information from the Monitor can be used to influence policy and program decisions at the national and regional level • Q&A
10:30 – 11:00	*Tea-Coffee Break*
11:00 – 11.45	**Validation of Data** • Validation of data entered onto the system – who validates and how, can it be re-entered? • Validation of data (Practical Exercise) • Q&A
11:45 – 13.00	**Practical Exercise** • Group Quiz • Practical exercise on everything learned
13.00 – 14:00	*Lunch*
14:00 – 14:30	**Closing Session** • Q&A – Re-visiting Expectations established on Day 1 • Next Steps in Reporting • Distribution of Certificates to Participants • Evaluation of course
14:30 – 16:30	**Extra Assistance** Open Access to computers for participants to continue using either the online training monitor, or to use the real monitor system with guidance from facilitators to practice or enter real data for their country.