

Singapore-Commonwealth Third Country Training Programme

Disaster Management Course

18 – 29 May 2009

Jointly Sponsored by:



MINISTRY OF FOREIGN AFFAIRS
S I N G A P O R E



Commonwealth Fund for
Technical Co-operation (CFTC)
Commonwealth Secretariat
London, United Kingdom

Training Institution:



Singapore Civil Defence Force



Civil Defence Academy

BACKGROUND

Disaster management in some of the Commonwealth member states have been a prominent concern since September 2004 and the events of Hurricane Ivan – which badly affected Jamaica and devastated 90 per cent of Grenada’s infrastructure – and the December 2004 tsunami which rocked Sri Lanka and The Maldives and other member states in the Indian Ocean. These events were followed in 2005 by a devastating earthquake in Pakistan. Though disaster response has not been a primary concern within the Commonwealth Secretariat’s programming, the Secretariat was called upon during each of these crises to provide technical assistance to affected member states.

Drawing on its natural strengths and existing mechanisms, the Commonwealth delivered practical assistance in the immediate aftermath of these events, and delivered advice and support to strategic interventions that would help to strengthen early warning system and disaster risk management. In response to the needs of member states in developing institutional capacity aimed at medium-to-long term disaster risk reduction, an international training programme in Disaster Management, jointly sponsored and organised by the Singapore Ministry of Foreign Affairs, under its Singapore Cooperation Programme (SCP) and the Commonwealth Fund for Technical Co-operation (CFTC) will be held in Singapore between 18 and 29 May 2009. The training programme will be conducted by the Singapore Civil Defence Academy.

KEY OBJECTIVES

The programme is designed to train senior public officials mainly drawn from disaster management agencies and other institutions with the responsibility for supporting disaster risk reduction and disaster management within the Commonwealth so as to enhance their capabilities. Participants to the programme will also acquire a strategic overview of Singapore’s approach towards disaster management in addition to sharing of skills among themselves. The programme will also address emergency response and incident management at both tactical and operational levels. It will provide a wide-ranging discourse on issues and challenges facing the emergency authorities in disaster management at National/local levels.

At the end of the programme participants will have:

- deepened their understanding of the principle and approaches relating to risk, crisis and disaster management, whilst appreciating the range of tactical and operational roles undertaken by government agencies in disaster management;
- shared experience of best practices and learning in the areas of risk reduction and management;
- explored the application of technologies to increase information efficiency and strengthen command and control capability;
- acquired an in-depth knowledge of the exercise methodology used to validate operational concepts; and;
- built their strengths in promoting the mainstreaming and integration of disaster risk reduction and management in developing policies and strategies within the commonwealth.

KEY CONTENTS

- policy and legislative frameworks for effective risk reduction and management (building codes etc);
- preparedness and early warning systems;
- risk and disaster management;
- risk reduction and mitigation measures;
- contingency and continuity planning;
- roles of government agencies, roles of international organisations and NGOs;

- role of and application of technologies;
- critical incident stress management;
- information and media management;
- planning and conduct of exercise.

FACULTY AND METHODOLOGY

The course comprises classroom lectures, case studies, conceptual discussions, group work, presentations and field visits to relevant institutions. Instructors in the programme will primarily be senior instructors of the Singapore Civil Defence Academy. In addition, adviser(s) of the Commonwealth Secretariat will also lead relevant training sessions. Senior officials in government and public agencies may also be invited to share their experiences with participants in formal and informal settings.

Class size will be limited to facilitate and encourage both formal and informal interaction among participants, and between participants, seminar leaders and key external resource person(s).

WHO SHOULD ATTEND

- Senior Managers who are involved in emergency response and incident management, drawn from Government Agencies and other government bodies with responsibility for Disaster Risk Reduction and Disaster Management from around the Commonwealth;
- These will include Government officials responsible to enhance the disaster response capability in their commonwealth member country;

In keeping with the objectives of the Commonwealth Plan of Action for Gender and Development, preference will be given to suitably qualified and experienced female candidates.

REQUIREMENTS FOR COUNTRY REPORT:

To enable course participants to share practices from different Commonwealth countries and organisations, all participants will be required to make a 10 minutes presentation on disaster management in their country, during the programme. The presentation, in MS PowerPoint format, should cover the following areas:

1. Country Profile

To introduce the country in terms of geography, demography, the relation between Central Government and Local Authorities and the main disaster threats (both man-made and natural disasters) facing the country.

2. Emergency Management

To elaborate on the overall system to manage disasters, focusing on disaster response and incident management structure, using any recent experiences.

3. Organisational Structure

To introduce the role and functions of participant's organisation in the disaster management, the scope of the involvement, the organisational structure and specific capabilities.

4. International Collaboration

To describe the international collaborative effort of the country towards disaster management, e.g. disaster assistance, training courses, MOU etc;

5. General Sharing

Any other facts about the country, organisation, or experiences that the participant would like to share

By the end the programme, participants will have developed and presented an individual "Action Plan" for implementation when they return to their home country. If further inputs from Commonwealth Fund for Technical Co-operation (CFTC) by way of meeting the training needs of senior managers, or the design and development of in-country programme are required after attendance of the workshop, appropriate submission should be made through the offices of the respective Points of Contact (POC) for consideration by the CFTC.

Course Attire

The attire for the participants during the course is as follows:

First Day (Course Opening and Photo-Taking) and last day of the course (Closing Ceremony)

- Uniformed Personnel – Official Department Uniform
- Non-Uniformed Personnel – Business Suit with tie, or National Costume

The rest of the course

- Uniformed Personnel – Working Attire (uniform)
- Non-Uniformed Personnel – Office Attire

TERMS OF THE AWARD

Selected applicants will receive training awards sponsored by the Singapore Cooperation Programme (SCP) and the Commonwealth Fund for Technical Cooperation (CFTC), which include training fees, hotel accommodation expenses (room and breakfast) while on the programme, and a training allowance of Forty Singapore Dollars (S\$40) per day. The daily training allowance will be paid from the first day to the last day of the programme. The nominating government/organisation is normally responsible for meeting the participant's cost of return air travel. However, CFTC will consider meeting participant's air travel cost (economy class) based on need. If financial assistance for airfares is required, please indicate the request clearly in the GID/1 nomination (Part II, question 4).

Participants should ensure that they have adequate insurance coverage during their stay in Singapore, as they will be fully responsible for all outpatient medical and dental costs and for the costs arising from any loss or theft of personal belongings. The Singapore Government will enrol the participants in a commercial health insurance plan which will cover hospitalisation expenses in Singapore only.

NOMINATIONS AND ENQUIRIES

Applicants need to be nominated through the GIDD Point of Contact (POC) in their own country, and have to complete the GID/1 form available from the POC or enclosed with this brochure. GID/1 forms should be sent to:

Mrs Alice Cheung
Programme Officer
Governance and Institutional Development Division (GIDD)
Commonwealth Secretariat
Marlborough House, Pall Mall
London SW1Y 5HX, United Kingdom
Tel: (44) 20 7747 6347
Fax: (44) 20 7747 6335/6515
Email: a.cheung@commonwealth.int

ALL NOMINATIONS SHOULD BE RECEIVED BY THE COMMONWEALTH SECRETARIAT NO LATER THAN 17 APRIL 2009

Acceptance of nominations will be decided by the Governance and Institutional Development Division, Commonwealth Secretariat and the Ministry of Foreign Affairs, Singapore in consultation with the Singapore Civil Defence Academy. Confirmation of acceptance will be sent on or about 28 April 2009.

COLLABORATING ORGANISATION

Governance & Institutional Development Division (GIDD) Commonwealth Secretariat

The Governance and Institutional Development Division (GIDD) of the Commonwealth Secretariat works as a trusted partner with all Commonwealth peoples to provide excellent technical assistance for capacity-building and sustainable development in public institutions in particular, and in private-sector/ civil society institutions with public responsibilities.

It is responsible for promoting a 'public service' ethos in the Commonwealth, with the aim of assisting member countries in their efforts to improve the performance of their public service as a key contributor to good governance. The long-term vision of GIDD is that every Commonwealth country will have an effective public service that leads the essential institutional infrastructure for an appropriately balanced system of democratic governance, economic competitiveness, social cohesion and environmental sustainability, which will be a symbol of Commonwealth membership.

Capacity-building

GIDD promotes the installation and strengthening of essential public administration capacities required for good governance and national development in each member country, based on Commonwealth experience, good best practices and values. This is done by providing an integrated programme of technical assistance services to member countries to enable each to develop the critical structures, systems, institutions and human resources for public-sector administration, as well as in crucial development areas. The technical assistance services include a package of:

- pan-Commonwealth flagships programmes that train change leaders for policy initiatives;
- policy workshops that review and formulate policies and launch regional and country initiatives;
- in-country seminars that develop the human resources capacities needed for initiatives;
- advisory missions that assist with national policy formulation and implementation;
- institutional development; and
- research and publications that review the results and feed back into the policy workshops.

This programme covers strategies for reform of the full spectrum of the public administration and management as well as issues relating to civil society and private sector institutions with public responsibilities. The Division has in-house specialist expertise in areas such as governance, public sector management and reform, public expenditure management, human resource management and development, public-private partnerships, public sector informatics

and sub-national administration. The targets and contents of the programme vary according to the short- and medium-term priorities set by CHOGM and ministerial meetings.

The work of GIDD is supported by a network of Commonwealth professional associations, including Commonwealth Association for Corporate Governance, Commonwealth Association for Public Administration and Management, Commonwealth Centre for Electronic Governance, Commonwealth Local Government Forum, Commonwealth Network of Information Technology for Development and others.

Specialist consultants and volunteers

GIDD provides long- and short-term technical assistance through the services of specialist consultants and volunteers in response to member governments' and regional organizations' needs for building national capacity and institutional strength. In any one year, some 200 such specialists are in the field in developing countries throughout the Commonwealth. The experts come from both developed and developing countries and are very experienced in their fields. Their assignments range from a few days to two or three years.

Experts work in areas related to development. Demand is especially high in economic, environmental and educational planning, legislative drafting, natural resource development, good governance, public administration, public finance and tax administration, development of the services sector, poverty-alleviation related activities and development of physical and social infrastructure. Experts not only supply skills and fill gaps but also help the countries to achieve national capacities by setting up systems and training local counterparts.

GIDD is also responsible for the Commonwealth Service Abroad Programme, which is an innovative volunteer-based programme, which on average places about 30 volunteer experts per year to assist member countries. The programme also supplies the Commonwealth Secretariat's response capacity after natural disasters, such as the December 2004 Indian Ocean tsunami and the Pakistan earthquake in October 2005.

THE SINGAPORE COOPERATION PROGRAMME

The Singapore Cooperation Programme is Singapore's programme for technical cooperation with developing countries. It is founded on the conviction that human resource development is vital for achieving economic and social progress. Since the 1960s, Singapore has provided technical assistance to other developing countries. As a member of the international community, Singapore established the Singapore Cooperation Programme in 1992 to share its development experience with other developing countries. Through the Singapore Cooperation Programme, Singapore hopes to contribute to the development of other developing countries by providing technical assistance in areas in which we have the expertise. To date, Singapore has sponsored training courses and study visits for over 60,000 officials from 169 countries. The Singapore Cooperation Programme is managed by the Technical Cooperation Directorate of the Singapore Ministry of Foreign Affairs.

Singapore's collaboration with the Commonwealth Secretariat is one component of the Singapore Cooperation Programme. The collaboration between the Commonwealth Secretariat and Singapore has been a long-standing and fruitful one. Since the establishment of the CFTC in 1971 to promote technical cooperation among members of the Commonwealth, Singapore has received many fellowships and experts. At the same time, Singapore has provided training for officials from fellow Commonwealth developing countries under the Singapore Cooperation Programme. Well over 15,000 officials from fellow Commonwealth developing countries had attended training in Singapore under the Singapore Cooperation Programme.

Another milestone of the Singapore Cooperation Programme took place in 1994 when Singapore entered into a formal agreement with the Commonwealth Secretariat to jointly offer

technical assistance to Commonwealth developing countries under the Singapore-Commonwealth Third Country Training Programme. Under this agreement, Singapore and the Commonwealth Secretariat pool resources and expertise to provide training opportunities for Commonwealth countries. Under this scheme, Singapore has provided training in the fields of systems development, export market development, productivity improvement and the management of public enterprises.

THE SINGAPORE CIVIL DEFENCE FORCE

The Singapore Civil Defence Force is a uniformed department under the Singapore Ministry of Home Affairs. Its key roles are to:

- Provide fire fighting, rescue & emergency ambulance services
- Regulate fire safety standards
- Implement CD Sheltering System
- Implement Public Warning System
- Prepare the public in Civil Defence

Under the Singapore's Home Front Crisis Management System, the Singapore Civil Defence Force is appointed as the Incident Manager, taking charge of managing the consequences of disasters and civil emergencies.

Civil Defence Academy

The Civil Defence Academy is the premier training institution of the Singapore Civil Defence Force. The Academy provides a wide range of training courses on incident management, fire fighting, urban search and rescue and mitigation of hazardous materials.

The key courses offered to international and regional participants include:

- International Disaster Management Course;
- International Search and Rescue Course;
- International Fire Fighting Course;
- International HazMat Course
- International Fire Safety Course
- International Fire Investigation Course

Since the Academy was set up in 1999, it has trained over 1,400 international participants from 81 countries (as at March 2009).

GENERAL INFORMATION ON SINGAPORE

GEOGRAPHY

Located at one of the crossroads of the world, Singapore's strategic location has helped it grow into a major centre for trade, communications and tourism. Its geographical location is 136.8 km north of the equator, between latitudes 103 degrees 38'E and 104 degrees 06'E. It is linked to Malaysia by two causeway bridges, and the key islands of the Riau Archipelago of Indonesia are just a quick ferry trip away. Thailand and Philippines are just a short plane journey away.

PEOPLE, LANGUAGE AND RELIGION

The population of almost 4.5 million comprises 77% Chinese, 14% Malays, 8% Indians and 1% Eurasians and others. There are 4 official languages: English, Malay, Mandarin and Tamil. English is the

language of business and administration, and is widely spoken and understood. Most Singaporeans are bilingual, and speak their mother tongue as well as English. Malay is the national language. The main religions are Islam, Taoism, Buddhism, Christianity, Hinduism, Sikhism and Judaism.

CLIMATE AND DRESS

Singapore has a warm and humid climate throughout the year with a daily average temperature range of 24 degree Celsius to 31 degree Celsius. Light and summer clothing made from natural fabrics like cotton is best for everyday wear. Casual dress is acceptable for most occasions but some establishments may require a more formal dress code. On formal occasions, the jacket and tie would be required for men. It is always advisable to check beforehand on dress regulations, if any.

ELECTRICITY

Singapore voltage is 220-240 volts AC, 50 cycles per second. On request, most hotels will provide transformers to visitors with electrical appliances of a different voltage. When shopping for electrical appliances, do remember to check the voltage of the item against the acceptable voltage in your home country. The power plugs used in Singapore are of the three-pin, square-shaped type.

DRINKING WATER

It is perfectly safe to drink water straight from the tap in Singapore. However, for those who prefer bottled mineral water, local supermarkets and grocers usually carry a sizeable section.

DRUGS

Drug abuse is viewed seriously in Singapore. Illicit trafficking of narcotic drugs and psychotropic substances is strictly prohibited. Penalties for drug trafficking and abuse are severe including the death penalty.

CREDIT/CHARGE CARDS

Major cards are widely accepted by establishments in Singapore.

CURRENCY AND EXCHANGE RATE

The currency used in Singapore is the Singapore Dollar. The exchange rate is approximately US\$1 = **S\$1.52** (subject to the exchange rate of the day).

MONEY CHANGERS

Apart from banks and hotels, money can be changed wherever the sign "Licensed Money Changer" is displayed. Most shopping complexes have a licensed money changer. Visitors are discouraged from changing money with unlicensed money changers.

TIPPING

Tipping is not practised as most hotels and restaurants in Singapore already levy a 10% service charge on customers' bills. Tipping is not a way of life in Singapore and is prohibited at the airport.

TRANSPORT

Transportation in Singapore is convenient and relatively inexpensive. Taxis are freely available and fully air-conditioned. The flag-down fare of S\$2.80 – S\$3. with additional metered charges for the distance travelled thereafter. Tipping of taxi drivers is discouraged.

Visitors may also travel around by buses or Mass Rapid Transit (MRT). Fare for MRT travel starts from S\$1 cents, while fares for bus travel start from 90 cents (non air-conditioned) and S\$1 (air-conditioned).

INFORMATION ON SINGAPORE

For more information about Singapore, participants may wish to visit the Singapore Tourism Board website at <http://www.visitsingapore.com>