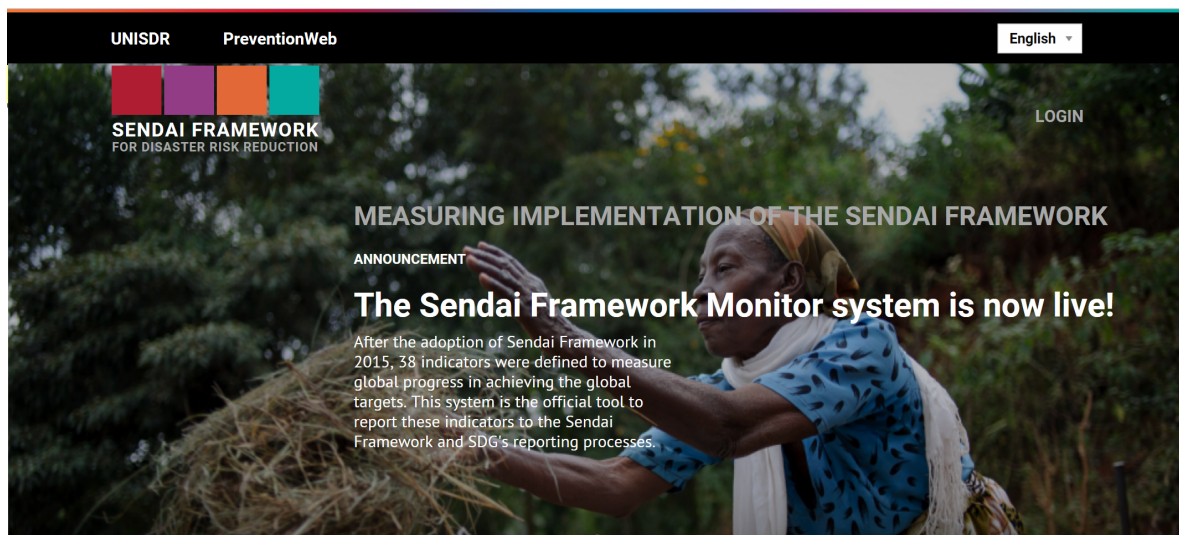


**Quick step by step guide for setting up the
ONLINE SENDAI FRAMEWORK MONITORING SYSTEM**



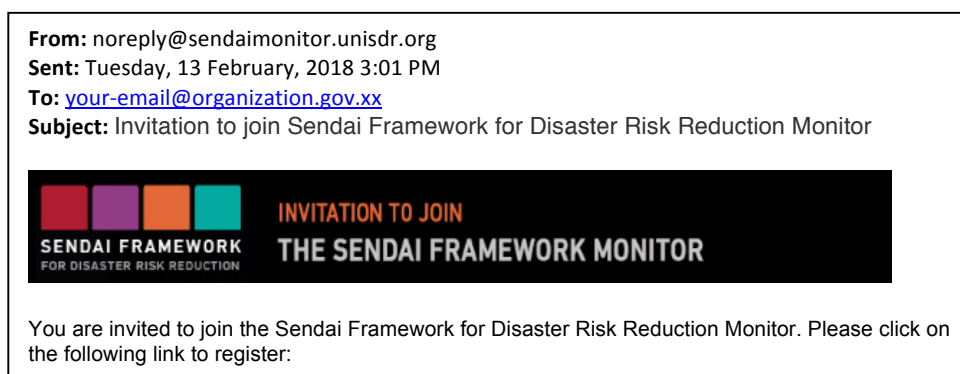
March 1, 2018
The United Nations Office for Disaster Risk Reduction
UNISDR

STEP BY STEP GUIDE FOR SETTING UP THE ONLINE SENDAI FRAMEWORK MONITORING SYSTEM

On March 1st, 2018, Sendai Framework Focal Points designated by UN Member States will receive, from the United Nations Office for Disaster Risk Reduction, UNISDR, an email inviting them to join the Sendai Framework Monitoring System. This email will grant access to the system for the Focal Point, and those who will be delegated by him or her, in different institutions of the country, to collect and enter the data required to report on the Targets and Indicators of the Sendai Framework and related indicators of the Sustainable Development Goals.

Given that the Global Targets require data covering different sectors, from humanitarian to education, health, agriculture, public works, housing and many others, the online system will allow for the configuration of the institutional framework that will be responsible for the gathering of the data that will feed the indicators needed to measure the Targets of the Sendai Framework.

This email will look like this:



Step 1

The Focal Point who will play the role of “Coordinator” for the system, will need to click on the link, which will allow enter the a security to provide information on this:

The image shows a registration form titled "Welcome to the Sendai Framework Monitor". The form has the following fields and options:

- YOUR E-MAIL ***: A text input field containing "countrycoordinator2@sendai.com" with a green checkmark icon to the right.
- CREATE YOUR PASSWORD ***: A text input field with masked characters "*****" and a green checkmark icon to the right.
- REPEAT YOUR PASSWORD ***: A text input field with masked characters "*****" and a green checkmark icon to the right.
- SELECT PREFERRED LANGUAGE FOR NATIONAL STRUCTURE ***: A dropdown menu with "English" selected.
- SUBMIT**: A green button at the bottom.

A password requirement note is displayed in a grey box: "Your password needs to be at least 8 characters long and must contain at least 3 of the following types of characters: lower case letters, upper case letters, numbers and special characters (e.g. / _ ' * @)."

her/him to system, create password, and personal a screen like

Enter or verify your account information

i Your account already exists. Please verify and validate the information below.

ENTER OR VERIFY YOUR ACCOUNT INFORMATION *

Mr. ✓

FIRST NAME *

Your first name ✓

LAST NAME *

Your last name ✓

INSTITUTION *

Department of Civil Protection ✓

COUNTRY *

Albania ✓

VALIDATE

Step 2

Once the Coordinator has setup his/her profile, he/she will need later to define:

- The institutions (ministries, agencies, etc.) that will participate in the data collection and reporting exercise.
- The users (identified by their emails) that will act on behalf of each institution. These users will play different roles: Coordinator, Contributor, Validator or Observer. Contributors will be in charge of providing and entering the data for a number of indicators, Validators will be in charge of approving (validating) one or more indicator inputs, and Observers will be guests that can follow the process and provide comments to the data.
- The responsibilities of each of the institutions in regard to each of the Targets and/or Indicators: the coordinator will assign which institution will be the 'Owner' of a Target or Indicator, and institutions that will either contribute and/or observe.

These are important responsibilities and should be defined after careful analysis. UNISDR recommends that inter-institutional consultations are carried out (if they have not already taken place) in order to have complete agreement on roles and responsibilities for Sendai/SDG reporting.

These agreements and the set of institutions and users will be defined in the Admin setup screen:

Please create the Institutions (ministries, departments, agencies) and add users for your national monitoring platform. Users will be invited to login and create their own profile. They will not be able to input data until you open the system for data entry.

INSTITUTIONS

| NAME |
|--------------------------------|
| Department of Civil Protection |
| |

+ ADD MORE

USERS

Filter by: All roles

| <input type="checkbox"/> | FIRST NAME | LAST NAME | E-MAIL | COUNTRY | INSTITUTION | ROLE(S) | STATUS | EDIT |
|--------------------------|-----------------|----------------|-------------------------|---------|--------------------------------|-------------|--------|------|
| <input type="checkbox"/> | Country | Contributor | countrycontributor2@... | Albania | Department of Civil Protection | Contributor | | |
| <input type="checkbox"/> | Country | Observer | countryobserver2@... | Albania | Department of Civil Protection | Observer | | |
| <input type="checkbox"/> | Country | Validator | countryvalidator2@... | Albania | Department of Civil Protection | Validator | | |
| <input type="checkbox"/> | Your first name | Your last name | countrycoordinator2@... | Albania | Department of Civil Protection | Coordinator | | |

NEW USER

BROADCAST A MESSAGE

Please note that the Coordinator can come back any time later to continue the institutional setup. After login to the system, the Coordinator can use the top menu item marked with "Admin", in orange:

UNISDR PreventionWeb English ▼ 🇦🇱 YY Your first name Your last name

SENDAI FRAMEWORK FOR DISASTER RISK REDUCTION HOME GLOBAL TARGETS ADMIN

ADMINISTRATION: 🇦🇱 Albania

Selected language: English

Please create the Institutions (ministries, departments, agencies) and add users for your national monitoring platform. Users will be invited to login and create their own profile. They will not be able to input data until you open the system for data entry.

Step 3

The last part of the Country Setup is the process of assigning responsibilities to the various institutions, which is done using also the Top Menu, the Global Targets option, and the Setup item:

UNISDR PreventionWeb English ▼ 🇦🇱 CC Country Coordinator

SENDAI FRAMEWORK FOR DISASTER RISK REDUCTION HOME GLOBAL TARGETS ADMIN

OVERVIEW SET UP GLOBAL REPORTING

In the screen that follows, the Coordinator will be able to assign responsible institutions for each Target, and if so desired, for each Indicator separately.

Step 4

After the Setup is completed by the Coordinator, data entry for the Indicators and Metadata can begin. All the data entry is done through the menu option **Global Targets**, item **Global Reporting**. In the Metadata section the coordinator or a delegated Contributor may enter values that are required to calculate several indicators, such as Population, GDP, etc.:

Step 5

Finally, data entry for each target is also started in the menu **Global Targets**, item **Global Reporting**, and by selecting a target on the side bar. Data entry is self explanatory. However, it is important to

note that these screens have **Auto-save feature**, meaning that the values entered are saved immediately and without the need for a save button.

GLOBAL TARGETS: Reporting

Target A STATUS: Not started

Substantially reduce global disaster mortality by 2030, aiming to lower average per 100,000 global mortality between 2015-30 compared to 2005-2015.

A-1 Number of deaths and missing persons attributed to disasters, per 100,000 population

| 2016 | 2017 | BASELINE: 2005-2015 |
|------|------|---------------------|
| | | N/A |

CALCULATE COMPOUND INDICATOR A-1

A-2 Number of deaths attributed to disasters, per 100,000 population Not started

A-3 Number of missing persons attributed to disasters, per 100,000 population Not started

The Technical Guidance for Monitoring and Reporting on Progress in Achieving the Global Targets of the Sendai Framework for Disaster Risk Reduction contains ample information on data and methodology for reporting on each of the global targets and indicators. This document is available in various languages through the following link: <https://www.unisdr.org/we/inform/publications/54970>

Support to Member States throughout the roll-out period of the online Sendai Framework Monitoring System will be available through the following e-mail address: isdr@un.org