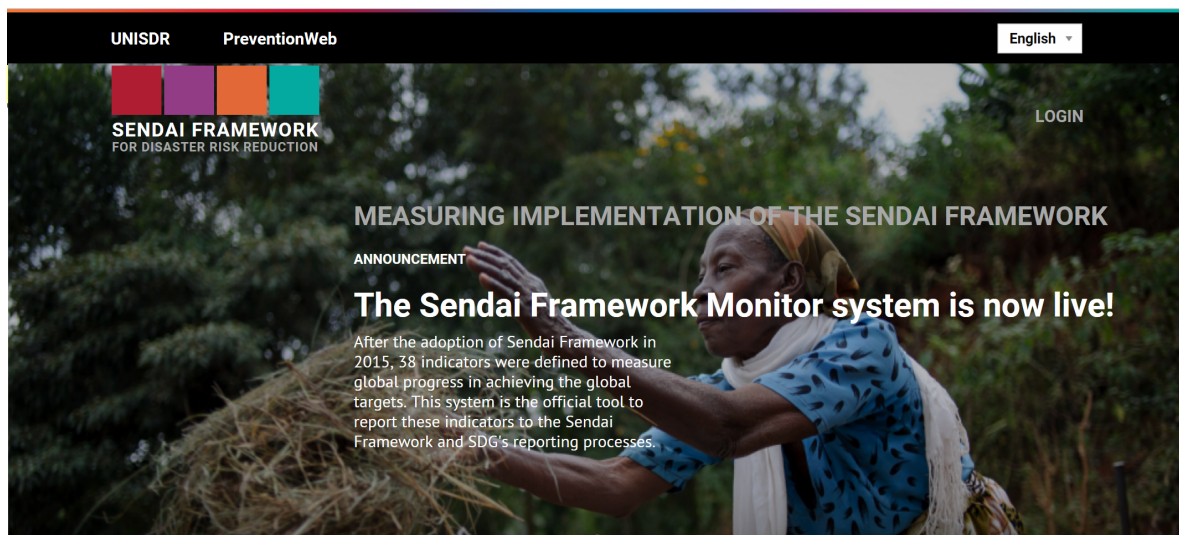**Quick step by step guide for setting up the
ONLINE SENDAI FRAMEWORK MONITORING SYSTEM**
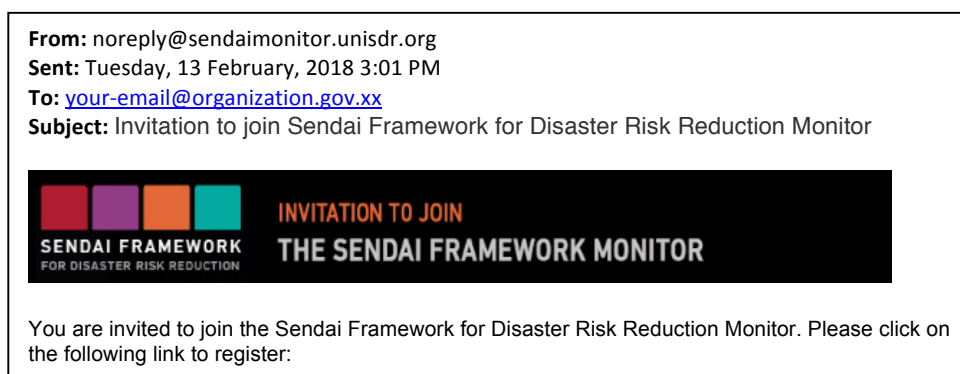

March 1, 2018
The United Nations Office for Disaster Risk Reduction
UNISDR

**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:

From: noreply@sendaimonitor.unisdr.org
Sent: Tuesday, 13 February, 2018 3:01 PM
To: your-email@organization.gov.xx
Subject: Invitation to join Sendai Framework for Disaster Risk Reduction Monitor

You are invited to join the Sendai Framework for Disaster Risk Reduction Monitor. Please click on the following link to register:

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 her/him to enter the system, create a security password, and to provide personal information on a screen like this:

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 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:

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:

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.

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