

# Development of Standards for Conducting Hazard Mapping, Vulnerability Assessment and Economic Valuation for Risk Assessment for the Tourism Sector



## Concept Note

### **e-Workshop: August 11 - 21 and August 26 - 28, 2008**

The e-workshop will be composed of two parts:

- In **part 1**, held from August 11 - 21, 2008, each participant will individually review and comment on the first regional working draft.
- In **part 2**, held from August 26 - 28 2008, each participant will individually join an internet-based e-workshop platform to discuss predefined topics within national working groups.

## **1 Objectives of e-Workshop**

The e-workshop has the following objectives:

- Presentation of the first regional working draft of standard to stakeholders.
- Review of the first regional working draft of standard by stakeholders; individually by each participant (in part 1 of e-workshop) and in group discussions (in part 2 of e-workshop).
- Collection of comments and suggestions for further development of the draft standard.

## **2 Organization of e-Workshop**

- **Invitation of participants:** On August 6 2008, the participants will receive an invitation letter by e-mail, in which they are invited to participate in the e-workshop. The letter supplies all the necessary information for participation in the e-workshop (organization, timing, and technical requirements) and introduces the internet-based project platform.
- **Part 1 of e-workshop:** On August 8, 2008, the participants will receive the necessary documents (guidance document, first regional working draft of standard, questionnaire and CROSQ form) by e-mail and are asked to return the questionnaire and CROSQ form by e-mail by August 21, 2008.
- **Part 2 of e-workshop:** On August 22, 2008, the participants will receive the guidance document by e-mail in order to participate in part 2 of the e-workshop according to the stated information.

### 3 Part 1 of e-Workshop: August 11 - 21, 2008

On August 8, 2008, the participants will receive by e-mail the necessary documents for participating in part 1 of the e-workshop: Guidance document, first regional working draft, CROSQ form for commenting, and questionnaire.

The participants will have nine days time, from August 11 - 21, 2008, to review the first regional working draft. Comments will be obtained on the first regional working draft as follows:

- The participants will answer the questions provided in the questionnaire.
- The participants will have the possibility to freely comment on the draft standard in the second part of the questionnaire.
- The participants fill out the CROSQ form for commenting.

The participants will return the completed questionnaire and CROSQ form by e-mail by August 21, 2008. The CROSQ questionnaire will be sent to CROSQ for their records. The consultant will analyze the feedback, which will be used for the further development of the standard.

### 4 Part 2 of e-workshop: August 26 - 28, 2008

On August 22, 2008 each participant will receive an e-mail providing the information on how to access the internet-based e-workshop platform. The working group discussions will take place according to the schedule shown in Table 1. The discussions are limited to a duration of two hours.

Table 1: Schedule of part 2 of e-Workshop.

Country	Date, time (Eastern Standard Time, EST)
Bahamas	August 26, 9 am - 11 am (EST)
Jamaica	August 26, 1 pm - 3 pm (EST)
Barbados	August 27, 9 am - 11 am (EST)
Dominican Republic	August 27, 12 pm - 2 pm (EST)
Turks and Caicos	August 28, 9 am - 11 am (EST)

After log-in the participants are asked to select their national workshop, download the necessary documents, and specify a user identification, which they will keep for the rest of the e-workshop.

Once connected to the platform the participants will have the following options:

- The first regional working draft of the standard will be available for consultation.
- The participants join in a working group, within which group discussions take place.

- The participants compile a questionnaire to comment on the e-workshop.
- The participants use the CROSQ form for commenting, according to the CROSQ procedures.

There will be three discussion topics. Each participant discusses each topic. Starting with topic 1 the participants switch to the consecutive topics guided by the consultant.

► **Topic 1: Comprehensibility of structure, approach and methodologies of draft standard**

**Background:** The draft standard is a technical description of the procedures for conducting risk assessment in tourism in the Caribbean. It first explains the general principles of risk management and risk assessment and then elaborates each working step of risk assessment. Topic 1 focuses on structuring and comprehensibility of the document and the proposed assessment procedure.

**Topics for discussion:** Is the document structure comprehensible? Is the step-by-step assessment principle conceivable? Are the proposed methodologies understandable?

► **Topic 2: Suitability and feasibility of draft standard**

**Background:** The draft standard proposes a risk assessment procedure for tourism in the Caribbean. Topic 2 addresses two aspects of the project's main objectives: (i) Suitability and adequateness of the proposed standard to perform risk assessment in the tourism sector in the Caribbean, and (ii) Feasibility of the proposed procedures in the Caribbean context.

**Topics for discussion:** Are the proposed methodologies suitable and adapted for risk assessment in tourism in the Caribbean? Are the procedures and methodologies applicable in the Caribbean context?

► **Topic 3: Adaptability of draft standard**

**Background:** The draft standard is a framework standard. In order to be applicable to particular needs or local situations, there may be the need for adaptations. In topic 3 the necessary adaptations are discussed, to adjust the standard to particular needs.

**Topics for discussion:** How and where in the document can the draft standard be adapted to fit local needs? Where in the standard do you see the necessity for adaptations? Does the current structure of the standard allow for adaptations?

Figure 1 shows a preview of the discussion platform with the following elements:

- The participants initially join the first discussion groups (Topic 1), and switch from one discussion to another (menu "Topics" in Figure 1), guided by the consultant.
- The participants write their comments and questions into the lower text-window (Figure 1), and the text appears immediately on the platform, together with the identification of the participant, visible for all participants (main text window in Figure 1). This enables a discussion among the participants.

- The workshop sessions will be moderated by the consultant, who is logged in as a participant, recognizable by the identification “Consultant”. The consultant will help and guide the participants, enhancing the discussions.

See “Internet-based project platform” below on how to access the preview-version of the e-workshop discussion platform.

All text written into the text-windows is stored for later analysis. The discussions and comments by the participants will be analyzed by the consultant and used afterwards for the further development of the standard.

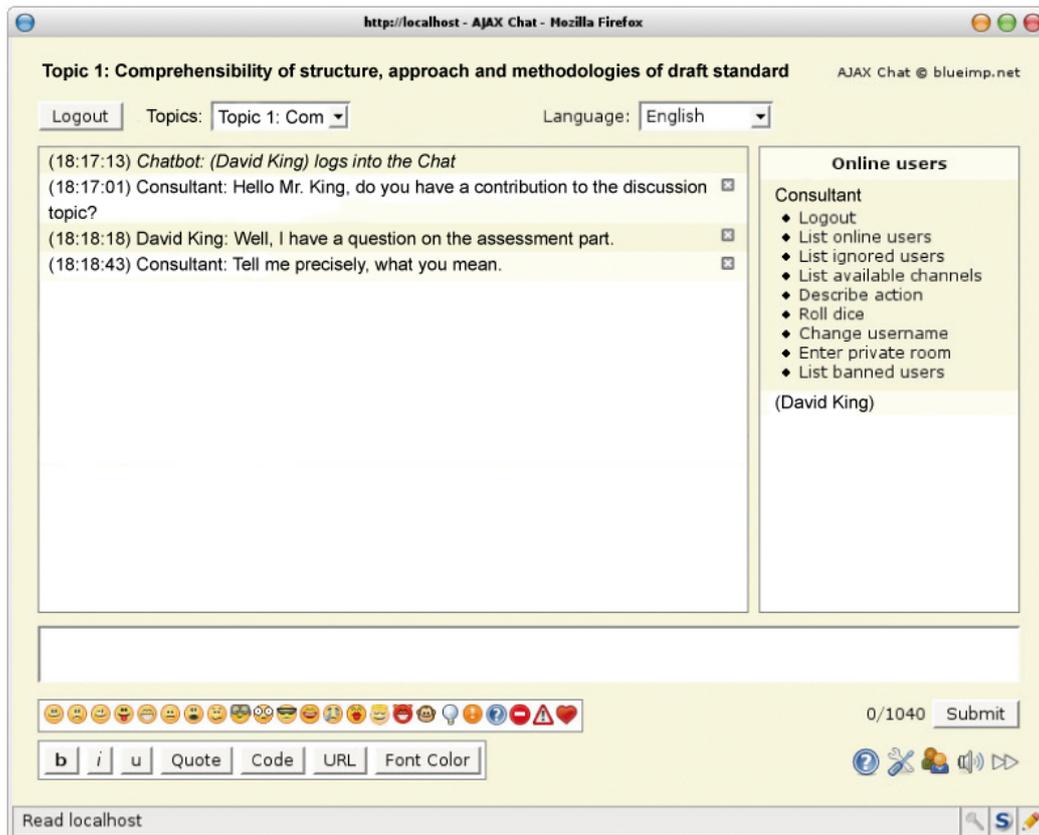


Figure 1: Preview of discussion platform for part 2 of e-workshop (Source: Ajax Chat, sourceforge.net/projects/ajax-chat).

## 5 e-Workshop documents

For an effective conduction of the e-workshop the following documents have been developed:

- **Concept note:** Description of concept and conduction of e-workshop (this document).
- **Invitation letter:** The participants are invited to participate in the e-workshop. The letter contains the necessary information for participating (organization, timing, and technical requirements) and introduces the internet-based project platform.
- **Guidance document (part 1/part 2):** Information for the participants for joining e-workshop parts 1 and 2.

- **CROSQ comment form:** To be used by the participants for commenting in the e-workshop parts 1 and 2. Supplied by CROSQ.
- **Questionnaire (part 1/part2):** For reviewing of first regional working draft and workshop conduction by participants in part 1/part 2 of e-workshop.
- **First regional working draft of the standard.**

## 6 Internet-based project platform

An internet-based project platform has been developed, which is accessible via the following internet link:

<http://www.drmonline.net/drmlibrary/caribbeanstandard>

The access to the project platform is protected. To log in use the following username and password:

Username: caribbean

Password: standard

The current functionality of the project platform is:

- Hosting of all project documents.
- Access to e-workshop platform.