



LONDON INTERGRATION MEETING MINUTES
– November 27-28, 2007 –

University of Greenwich – London - Greenwich, UK

Summary

The Integration working group and the leader of each thematic group, along with coordinators, met to discuss the research questions and variables of each working group. A presentation of the Economic Working Group meeting in Calcutta was given, along with the survey the group has come up with (to be edited down). Inputs from this meeting were discussed and the research questions from each group were reviewed. Also discussed were the draft conceptual models for the social and health group, with the idea of the Pressure And Release Model (PAR) as a general structure for each group to fit their models into. The micro, meso and macro levels of analysis – as well as resistance, action and vulnerability were seen as main components, although it was understood that the models would be supported by more complex relationships and interdependencies. These reformatted models will be completed by January 4th. The outputs and deadlines created were based around the guidelines, conceptual models and methodological approaches.

Final research questions will be due to the integration group and UCL by December 10th to allow for the beginning of integration. It was agreed that a working document on guideline for field work will be produced for this project. It should be completed by December 20th and circulated to all partners. Also agreed was to begin with site selections and then further adapt the SHE model of integrated research questions to that specific site. Therefore the guidelines will include suggestions for site criteria and propositions of site from the host countries, circulated by the 18th of January. It was emphasized that sites should be selected not only for their scientific interest but their pragmatic feasibility.

- UoG to work on developing the introduction and Participatory Rapid Appraisal (PRA) chapters of the guidelines, with inputs from the social group and other relevant partners (will suggest 3-4 main PRA useful methodologies and explain how the walk about method works)
- HNI to work on the ethical chapter of the guidelines and household surveys chapters with inputs from relevant partners if necessary (and look into insurance issues)
- EVAP and UCL to work on the institutional data collection chapter with inputs from all groups

Each group to define “impacts” relative to their discipline (ie. Health impacts, social, econ) and other definitions will need to be formed for the purpose of the project (ie. Community, household, etc.)

It was decided that the entire study should ideally start with a focus group “walk about” approach to identify the broad problems in that area (a type of pilot), followed by the household questionnaire with the institutional data as a simultaneous activity, the finished by another PRA data collection exercise. It was recommended and decided that site selection would be the first step based on the three methodologies discussed. This will be lead by the host institutions, as will the on-the-ground research phase of the project. By the meeting in February it is recommended that there be a list of 15-20 potential sites to be finalized at this meeting or shortly afterwards. This list, the guidelines and the beginnings of an implementation plan will be developed for the Annual Meeting.

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AGENDA

1. Report from the Calcutta meeting of the Economics Group. Data needs and methodology implications and ideas for survey locations in Asia and Europe
2. a Discussion between the three Thematic group leaders and Integration group on the approach to be used in the surveys.
b. Follow up on the model discussed in Potsdam - what are our recommendations for the final methodology to be agreed in Delhi.
3. Discussion on the implications of the above for survey sites, especially how to achieve comparability and integration between Asian and European surveys (criteria for selection)
4. Deliverable challenges/work
5. Marita's survey
6. Notice Board – meetings and projects
7. Social Impacts Conceptual Model

Time Slot	Items
Tuesday	Room QA 010 Queen Anne
10am-12pm	Deliverables (item 4) notice board (item 6)
1-3:30pm	Kolkota report (item 1)
3:30pm	Break (30 min)
4 -5pm	Thematic group integration (item 2a + 2b) Draft conceptual model for social group (item7)
6:30pm	Meet for a drink at Nelson
7pm	Dinner
Wednesday	Room QM 359 Queen Mary building (3F)
9am-12pm	2.b – in more depth – SHE model 3. Survey sites (inputs from Maureen)
1-4pm	3. and other issues (with Debby)

*unfortunately there was not enough time to discuss Item 5 on the agenda

Participants

Alexandre Borde – UPS/UCL
Terry Cannon – UoG
Maureen Fordham – UoN
Debarati Guha-Sapir – UCL
Laura Irvine - UCL

Ivan Komproe – HNI
Olivier Le Polain - UCL
Valerie Louis – EVAP
Patrick Pigeon - UPS

Integration Meeting - DAY ONE: Tuesday November 27, 2007

10:00am-12:00pm

- Introductions and Agenda Setting

Item 6 – Notice Board

International Human Dimensions of Climate Change

Delhi, Oct 2008 – deadline for abstract is end of Dec 2007 (www.openmeeting2008.org) (**beneficial for Social Group perhaps, and also for the Indian partners to promote MICRODIS**)

Assessing Public Health in Emergency Situations (APHES) Summer Course at CRED/UCL
July 7-18, 2008 - Brussels, Belgium

Scientific Meeting on Vector-borne Diseases (**Health Group**)
Orissa, India – February 15-17, 2008

13th International Conference on Infectious Diseases (**Health Group**)
June 19-22, 2008 - Kuala Lumpur

Social Vulnerabilities, Risks and Environment: understanding and evaluation (in French)
May 15-16, 2008 - Toulouse

Environment, Forced Migration and Social Vulnerability (**Social and other groups**)
October 9-11, 2008 – Bonn

Brahmatwinn Project

Twinning European and South Asian River Basins to enhance capacity and implement adaptive management approaches (www.brahmatwinn.uni-jena.de)

“Characteristics of a Disaster-resilient Community” (document) by John Twigg

- approaches for measuring and analysing disaster vulnerability, risk-reduction, etc.

Current Events – Bangladesh – impacts on livelihoods, forced migration, deaths and uneven impacts between the three thematic areas (regardless of early warnings)

- recovery, internally displaced or forcefully migrated communities and finding information from these populations as well as residents or return residents.
- Discussion on focusing on hazards and impacts, and not focusing on societal vulnerabilities

Item 4 – Deliverable Challenges and Work

- The project deliverables were set out in the templates, clarification given on expectations and reminder of **December 15th deadline for Project Activity Report Prototype and January 15th deadline for Project Management Report** for the first 12 months of MICRODIS.
- Mission reports also attached to these reports
- Paperwork for amendment changes will be done by UCL

- Also clarified was that if a work package has a start date within the first 12 month reporting period that some progress reporting must be done regardless of whether the actual deliverable or milestone date was past the 12 month reporting period.

1:00- 3:30pm

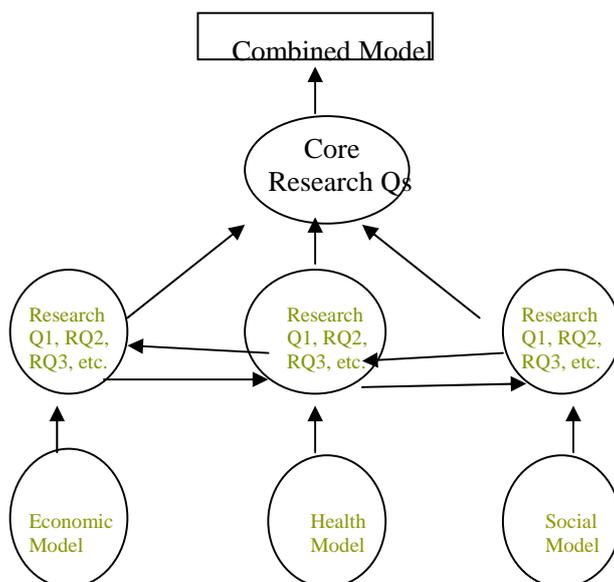
Item 1. Report from Calcutta

- Presentation by Alexandre
 - o Outputs will be: 1) conceptual model 2) site selection 3) draft questionnaire and 4) literature review
 - o Proposed a way to select sites based on a vulnerability index (like a hotspot analysis)
 - o Discussed research questions for economic impacts (consumption, link with insurance market, migration, health and economic links – such as the value of life)
- Short Summary by Patrick

Discussions that the group agreed not to have a survey for the integration group, which was mentioned in the summary paper.

Other issues:

- need to find core before going into the field
- groups going into each location and doing three separate surveys... then discussing afterwards
- using SHE model, also Patrick’s model was proposed to work with the SHE model
- surveyors have to be trained to look for each sector, Terry suggests
- need to specify survey approaches
- quantitative vs. qualitative (being open to new ideas v. we design a questionnaire based on our previously designed research questions) we need both
- people have to be trained to be both inductive and deductive
- We have to be cautious of quantitative not losing over the qualitative, and visa versa.
- Patrick presents a model based on developing a common model for the three thematic areas



- Core questions can be developed not only with integration group but within the groups
- Talk about who will be analyzing the data as well (depending on competencies)

Discussion on the models – who will do the research?

- best not to outsource the work (meets objective of training and capacity building)

Economic surveys (Terry's questions up for discussions)

- valuation
- type of survey and the quality of the data collected by such a survey
- Ivan speaks of calculating a systematic error on the basis of perspective
- Be careful of what answers you get based on trust and types of questions
- types of questions and double checking it with qualitative aspects based on more accurate trustworthy data
- proposed to have tests with the surveys developed from each group
- do the surveys apply from country to country
- collect information based on methods, but be the most conscious of the limits of the methods
- heavy discussion about the aims of the project and satisfying the overall objective of the project

4:00-5:00pm

- Valerie presents the health impacts group research questions (document)
- Alex gives summary of the methodological approaches (document)
 - o **BOTH are still open to discussion as base documents**

Econ – questions about insurance section and also comparing pre- and post-disaster. This part was seen to be a little too detailed/emphasized for the early stages and not always comparable between the countries

- insurance section looks like a conclusion and not a research question, needs reformatting
- Alex reports that these are the broad areas that were touched upon based on each issue and each person who was at the econ meeting still needs to come up with clearer ideas about each section
- could be more useful if these were converted into questions like the other groups' research questions
- focus on how to formulate questions to make sure the micro level is accounted for
- integration group looking to address and create those questions which address patterns among the thematic groups
- some cross-connections between the health and economic questions were already found at the meeting in Calcutta

Item 2 a. Discussion between the three Thematic group leaders and Integration group on the approach to be used in the surveys.

Item 2 b. Follow up on the model discussed in Potsdam - what are our recommendations for the final methodology to be agreed in Delhi.

Maureen presents the DRAFT social conceptual model and social variables (presentation), still to be commented on by the members of the social working group

- inside the micro level – why household surveys need to take into account the interactions between different levels (household, government, etc.)
- in actions and resistance - actions aren't always positive to all groups (ie. Social capital isn't uniform, some maintenance of ability to resist disaster is by preventing others from resisting the disaster – also happens on a household level) – resistance is considered more political than technical in the model presented
- could this model be used for other groups?
- Fundamentals in social that other groups have to ask, possible to put health and econ in these same micro, macro, meso levels.
- Importance of the meso level is emphasized
- Some issues with the 'black and white' aspect of the model. Not always a direct loop back to where we started after we reach the vulnerability stage (could be more or less vulnerable than original starting state). There are many other levels rather than just vulnerable or resilient, can be vulnerable in one area and resilient in other, etc.

The Pressure And Release (PAR) model by Terry is suggested from Maureen as a good general framework that could be useful for each thematic group.

Valuation Methods

- ethical issues for the surveys using these methods
- secondary impacts on the people being asked these questions
- is there validity in an impacts survey?
- is it ethical to ask people how they value life when they've lost life
- to find a more complete economic impact these values may need to be assessed (ie nice beaches, value of person to community development, etc.)
- discussion about values of life, values exist on life already that is used by insurance companies
- Alex says that the general decision made was that these value calculations can be made based on other factors, not by asking the people directly in surveys what they consider the value of life lost

Integration Meeting - DAY TWO: Tuesday November 28, 2007

9am-12pm

2 b. Follow up on the model discussed in Potsdam - what are our recommendations for the final methodology to be agreed in Delhi.

- discussion of measuring impacts relative to the country (impacts index) and how each community defines disasters and is impacted (in different sectors)
- health conceptual model – linear relationships perhaps not so linear, looking at causes and the relationships between the causes, linkage between environment and public health (perhaps more of a circle Patrick suggests)
- caution not to fall into the trap of taking things too linear (have a simple model but realize that there are various complexities behind the models that we are aware of and take into consideration every step of the process)

The Pressure And Release model is suggested as an overall framework for each working group

- there is an issue with hazards being separate from the other sections or levels of analysis, with no connections on either side of the disaster.

- Patrick raises the point that hazards are not isolated from the other elements of the model, that social structures can be the cause of a hazards
- impacts will be inside the red 'disaster' square, mostly the model deals with post-disaster scenarios and not necessarily impacts-based (but this can be explained and justified in Terry's book)
- can we have a standard template? Pressure And Release Model as standard style, and others conform their conceptual models to the same type of structure
- the model needs to be both pragmatic and theoretically sound

We want to make sure that the collection of data is designed to reduce vulnerability in some way (ethical aspect of doing the work we are doing)

Item 3. Discussion on the implications of the above for survey sites, especially how to achieve comparability and integration between Asian and European surveys (criteria for selection)

- need the qualitative community based work while still satisfying the large scale quantitative data sets
- need/have local partners for Asian sites when selecting survey sites in Asia but may have more difficulty choosing sites in Europe

List of Questions for Debby

- Number of sites, is 16 binding? – **no, if it is justified to change**
- What is the balance of sites in Europe and Asia? – **nothing is set**
- How is the budget spread between Europe and Asia considering costs in each area? – **budgets are fixed and considered adequate.**
- Management of the relationship between those with budgets for surveys and the thematic groups? **Those with budgets will use them for their surveys. It has not to be allotted equally between thematic groups but this is not for concern because each site will incorporate all three groups. Therefore the money will end up being relatively equally distributed between the three groups in the end. More surveys will be done in Asia.**

The project should be flexible in the groups so they are able to address other areas but not to the consequence of the main idea/concept/activity in the project. It is important to take other opportunities if they could fit within the framework, but must stay within limitations of the main objective of the project.

- science vs. pragmatic
- can use the models to get sites

Therefore site selection is the first thing we need to address after the research questions have been collected and combined. Then the teams will go in to the location and create a combined survey based on these research questions and adaptations to the specific site.

Focus first on Asia and then Europe.

There is need for an implementation plan, scientific outputs for evaluation and a practical plan.

- identify sites (1-2 in partner countries)
- pull together a sub-study team from MICRODIS members and their teams
- **national partners will get the criteria for site selection and has the CASTING VOTE for where the site is and hosting the survey**
- SHE model can be used before and then be further adapted depending on circumstance

Guidelines need to be defined for the field work

- define communities
- Health needs ideally hospital data, community based data and some participatory data collection
- Ivan sees potential for cluster/random sampling in larger regions, also using survived communities to study impacts, also suggesting the usefulness of using various models of concepts and compare matrix of concepts across sites
- Need for development of community indicators
- Focus groups are seen as beneficial
- In Delhi we plan to make a decision based on the plan we come up with based on sites, methodologies and guidelines
- **Expect integrated research questions from the 3 groups by January 2nd**
- Ivan will send all an example of an implementation plan

2:15- 4pm

Methodology

- we need to use several methods

The **guidelines** will cover three main methodologies:

- 1) Household (questionnaire)
 - 2) Institutional data (hospital, etc.)
 - 3) **Participatory Rapid Appraisals (ie. focus groups, etc.) (PRA)**
- * Please note **P-R-A** above is different from the **P-A-R (Pressure and Release Model)**

- household definitions (ie. For health, nutrition will be the mother, no household without child under 5). Data collection would be on all members in the household but the field team can decide who is best to give the information (respondent)
- issue of losing power when deciding samples
- **PRA** guidelines will be created by Terry, Maureen or those from discipline (main issues to keep in mind)
- Household guidelines proposed by Ivan (main issues to keep in mind), and the pros and limitations of having control groups
- Institutional guidelines – CRED and Evaplan based on Jakarta can do health guidelines, and will ask for social and economic groups' inputs for their selected institutions (looking for wisdom, pros and cons of institutional data collection)
- Definition of impact must be done by convention
- Health group defines health impact, social... etc. then it can be circulated
- Case control or comparative study
- Affected and non-affected comparison
- Introduction to guidelines, summarizing
- Instructions from integrated view of the program, then three sections of the guidelines (**PRA**, etc.)
- Keep in mind this might be sent to the evaluators

GUIDELINES

This working document done by Dec 20th, 2007 sent to CRED (c/o Laura)

Terry will identify within the PRA 3-4 methods are appropriate for the MICRODIS Project, the instructions for a walkabout method should be put in this section provided by Ivan (less than 1 page of how it works)

The entire study should start with a focus group walk about approach to identify the broad problems in that area (ideally), followed by the household questionnaire with the institutional data as a simultaneous activity terminated by another **PRA** data collection exercise.

Therefore **PRA** will be the bread of the approach sandwich, with the walk about will be like a pilot

- Maybe institutional data first? Not as good because you get a better reputation and trust relationship within the country so that you can have easier access to the institutional data
- Bootstrapping – Ivan and his current work
- Perhaps walkabout survey results are comparable to household surveys or comparative surveys, could try the bootstrapping (mathematical calculations – problems with focus groups)

SITE SELECTION (Get approval from ALL partners on all of this)

Try to collect

- o 1) suggestions for site criteria (or pass around what's been developed)
- o 2) proposition of sites from the host countries (with basic summaries to inform about the site)

This will be sent to all – list of potential sites and info – by the 18th of January

We will give until the end of the month for comments on this list (**Jan 31**)

- We have to define exactly the scale of the site, and say villages will have to be selected

Criteria for site selection – sites should be selected not only for their scientific interest but their pragmatic feasibility

Every thematic group has to convert its conceptual framework into the general Pressure And Release Model (this will be put into guidelines – **completed by the working groups by Jan 4th 2008** – these will be sent back to CRED c/o Laura)

- Ethical clearances are for the host institutions, usually dealing with dead or patient records
- Ivan says insurance is needed in the Netherlands

IMPORTANT NOTE: the issue of ethical clearances as appropriate to health, mental health or other personalized issues with reference or not to insurance claims should be addressed specifically in the guidelines.

- Follow it up with Ivan. The guidelines should indicate the standard ethical procedures that should be undertaken in cases that are relevant to our studies such as (EXAMPES that we will use)...
- Example of ethical clearance form as annex to guidelines (from Ivan)
- Do local people need governmental permission in the host countries in our 4 Asian countries? We need to clarify this but we don't think so. Each site will have teams which will include non-nationals, so do we need permission through the local partner? They will need to do this then, as they will understand (this should be in the guidelines)

The site study is lead by the national host team – write CLEARLY in the guidelines

- After we have sites in Europe we can see who to bring in from the Asian partners to get their valuable contributions on the European studies
- Many times if you do the **PRA** first then you have a better idea of the community before the household surveys, and sometimes get a better response.

- The research process can act as a catalyst for community involvement
- Walkabout method as a tool of **PRA**

Budget Issues

- Any changes of budget will be done at the time the person is ready to spend that money with a report of how they will spend the money (and a justification will be made, with all detailed cost information on the actions proposed, all allocated money would have to be spent)
- No transferring of funds from one partner to another is advised. Even the smallest transfer of budget demands that all partners get their financial officers' signatures in total accord, which would require changes for every partner, with the financial officer of each partner to sign, EU approval of an amended contract, etc. This would be extremely inconvenient and time-consuming for all partners, regardless of if they initiated the change or not.
- Its possible to send a partner's team to another location outside their host country to help with surveys under their own budget (not all institutions have to host surveys, especially in Europe)
- A criteria could be where are we already active
- Resources can be spread, but large amounts of money transferred from one partner to another will cause more problems (because of the single budget)
- For Europe to cut costs we can use people in our own staff (students, staff, etc), it may be best to avoid Norway, Finland and the UK when possible because of the costs, and use other studies being done already (*point of discussion, these countries with appropriate contacts and partnerships **MAY be possible**)
- Suggest to select 3 sites in Europe based on resources available (human resources)
- Perception of risk is an important issue in Europe, political and social acceptances of uncertainties
- Have to rely on previous work and staff that is already on the ground, so that we can have quicker studies (2-3 weeks)
- Money is carried over from the first year to the next
- If you overspend you will borrow from the next years amount