



ONLINE COMPREHENSIVE DISASTER MANAGEMENT (CDM) MATRIX

USER GUIDE

Version: 2.0

August 2006



This project was financed by the Caribbean Development Bank through its Disaster Mitigation Facility for the Caribbean (DMFC). The DMFC is a partnership between CDB and the United States Agency for International Development Office of Foreign Disaster Assistance

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List of Acronyms

| | |
|--------------------------|---|
| <i>CDB</i> | Caribbean Development Bank |
| <i>CDERA</i> | Caribbean Disaster and Emergency Response Agency |
| <i>CDM</i> | Comprehensive Disaster Matrix |
| <i>IR</i> | Intermediate Result |
| <i>SO</i> | Strategic Objective |
| <i>UNDP</i> | United Nations Development Program |
| <i>USAID/OFDA</i> | United States Agency for International Development/ Office of Foreign Disaster Assistance |

1. Introduction

The Comprehensive Disaster Management (CDM) Strategy is a strategy for the integrated management of all natural and human-induced hazards in the region. Jointly developed by CDERA, UNDP and USAID, the CDM Strategy is rooted in the core objective of effectively managing the stages of the Disaster Management Cycle: Prevention and Mitigation, Preparedness and Response, Recovery and Restoration/ Rehabilitation. It was adopted by relevant stakeholders in the region in June 2002.

One of the key elements of the CDM Strategy is maintenance of a ‘living’ inventory of disaster management activities in the region. This inventory, called the CDM Matrix, was initially created and maintained by CDERA in a paper format with the use of word processing software.

This manual provides guidance on the use of the online version of the CDM database. It provides instructions on how to add, update the information and how to obtain information from the database by executing queries.

The database software was developed for CDERA by BusinessTech Research, Inc. The project was financed by the Caribbean Development Bank (CDB) through its Disaster Mitigation Facility for the Caribbean (DMFC). The DMFC is a partnership between CDB and the United States Agency for International Development Office of Foreign Disaster Assistance (USAID/OFDA).

1.1. What is the Online Comprehensive Disaster Management Matrix?

The *Online CDM Matrix* is a web-based database of Disaster Management activities being undertaken in the Caribbean region. The collection and classification of activities in the database is based on the CDM Matrix developed by CDERA as a means of documenting activities undertaken within the region as part of the *CDM Strategy*.

The database maintains details of a number of projects, classified according to the *Intermediate Results (IRs)* that they contribute to, as defined in the *CDM Strategy and Results Framework* (shown in Appendix A). A web interface allows any user with access to the Internet to view the information by executing specific queries through their web browser. Additionally, authorized users, representing organizations working in Disaster Management in the Caribbean, can add and update information on their projects.

1.2. What is the source of data in the Online CDM Matrix?

The data in the Online CDM database originates from various agencies that plan, support or implement disaster management activities. This includes donor agencies, national and regional disaster management organizations and specialized technical agencies. Several of these agencies have been authorized to enter their projects directly into the database, and to update them as required. The agencies are expected to add information on projects and activities - whether planned, completed or ongoing, that are expected to contribute directly to achieving the objectives of the CDM Strategy. They are also expected to update the information on a regular basis as the status of the projects change.

1.3 “Public” vs. “Restricted” Functions

The features available in the Online CDM Database can be classified as **Public** and **Restricted** functions. “Public” functions are those that are available to all users. These are primarily the query and report functions that allow users to obtain information from the database but not to make any changes. The “Restricted” functions are those that allow users to add or update information in the database. These functions are only available to those who have been specifically authorized to do so and have been assigned usernames and passwords for access.

The functions described in the rest of this User Guide are all Public functions. The Guide explains the various ways users can obtain information from the database.

2. Getting Information from the Database - Public Functions

The public functions are available to all users. The application features here allow interested users to retrieve data on projects based on user-supplied project criteria. All users have access to a vertical navigation bar that can be found in the left section of all public pages as illustrated in Figure 1.

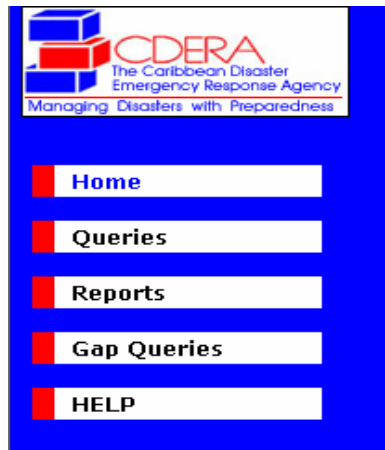
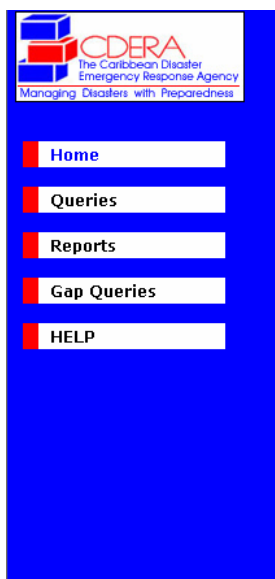


Figure 1: Public Navigation Menu

Using this navigation bar the user can:

- Perform various types of queries
- Run reports on specified projects
- Use the “Help” link to access the User Guide and Frequently Asked Questions

The *Queries* option takes the user to a menu showing the available queries, as illustrated in Figure 2.



List of Queries

- [General Queries - Use to Find Projects](#)
 - By Title
 - By Implementing Agency
 - By Intermediate Result
 - By Keyword
 - By Completion Status
 - In a Specified Period
 - By Funding Status
- [Funding Queries - Use to Sum Project Funding by](#)
 - Intermediate Result
 - Participating Country
 - Time Period
- [Agency/Country Queries - Use to Find Projects by](#)
 - Funding Agency
 - Participating Country
 - Collaborator

Figure 2: Query List

The query menu groups the queries under three broad classifications:

- **General Queries** – Use this option to retrieve projects based on common project data such as IR, implementing agency, funding status etc.
- **Agency/Country Queries** – Use this option to find projects using criteria such as Funding Agency, Collaborating Agency and Participating Countries.
- **Funding Queries** – Use this option to find summarized information on project funding using such criteria as project IR and Participating Countries.

2.1. General Queries

The *General Queries* link on the Query Menu takes users to a page that displays a “general query form”. From there, the user can search for projects that match the criteria specified, as shown in Figure 3. The system will find all projects in the database that match all of the search criteria. The possible search parameters and their uses are summarized in Table 1 below:

| Field | Description | Comments |
|----------------------------|--|---|
| IR | A project’s Intermediate Result. Used to categorize a project/activity. Select from the drop-down list. | The system will find all projects related to the specified IRs, even if it is not the <i>primary</i> IR. |
| Title | The name given to a project/activity | Search can be made on any part of project/activity title. |
| Keywords | Used to select projects based on specific words that have been associated with the project associated with them. | Multiple keywords may be selected. Each time a new keyword is selected it is placed in the Chosen Keywords field. Projects matching any of the specified keywords will be selected. Only pre-defined keywords can be used. |
| Implementing Agency | The Implementing Agency for the project. Select from the drop-down list. | |
| Status | The current status of the project. Select from the drop-down list. . | Available values are: Closed, Completed, Not Started, Ongoing and Suspended |
| Funding | The funding status of the project. Select from the drop-down list. . | Available values: Funding Committed; Not Funded |
| Between | Start Date and End Date | If any of these values are provided by the user the system will return projects that fall within the given time frame. The dates must be in the format dd/mm/yyyy. See Section on Time Period Querying for more information |

Table 1: General Query Criteria

Example

If a user wishes to retrieve all *ongoing* projects that are being implemented by CDERA, the query illustrated in Figure 3 below can be used.

Find CDM Activities

Use this form to retrieve projects based on your required criteria. Select the 'All' button if you wish to view all the projects currently available in the matrix.

Criteria

IR:

Title:

Keywords:

Chosen Keywords:

Implementing Agency:

Status:

Funding:

Between: and in format dd/mm/yyyy [Help](#)

ALL

Figure 3: Project Query Form w/ Search Criteria

To retrieve the query results the **Go** button is clicked. This action results in the display of the query results that consists of a listing of the projects and some of their associated information. A subsection of the results is pictured below in Figure 4.

Returned Projects

The query returned 6 projects.

| ID | Implementing Agency | Project | Intermediate Result | Description |
|----|---------------------|---|---------------------|--|
| 7 | CDERA | Caribbean Hazard Mitigation Capacity Building Programme (CHAMP) | IR-5 | The purpose of this project is to reduce the vulnerability of the region to the effects of natural hazards through the development of national hazard mitigation policies and implementation programmes, |
| 10 | CDERA | Adaptation strategies for Natural Hazard Mitigation and Climate Change in the Caribbean | IR-5 | This project will strengthen the capacity of Caribbean countries to address the impact of natural disasters and severe weather events anticipated to occur in association with climate change and to st |
| 15 | CDERA | Seminar on Climate Change and Severe Weather Events in Asia and the | IR-5 | Through the vehicle of a seminar this project will facilitate the sharing of expertise and experience as it relates to the impacts of severe weather events and climate change among key stakeholders wi |

Figure 4: Project Query Results

The query results are summarized at the top of the page with a line stating the number of projects that the search returned. If any projects matching the search criteria are found, they are displayed in a table such as that shown in Figure 4, with each row of the table representing a project. The **View As Report** button displays the query results in a format suitable for printing.

The underlined sections indicate that the user can ‘drill down’ to get details of the field. For example, clicking the underlined **Implementing Agency** will display information on the project’s implementing agency such as the agency’s full name and contact information. Of greater importance however, is the underlined **Project** section. Clicking on an underlined project displays the details of the corresponding project in a page such as the one in Figure 5:

Project Details: Caribbean Hazard Mitigation Capacity Building Program

| | | | | | | | | | | | |
|--|---|------------|------------|------------|---------------|---------------|---------------|---------------|-----------|---------|----------|
| | Upper Project Navigation Bar | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #ffff00; padding: 2px;">SUMMARY</td> <td style="padding: 2px;">Objectives</td> <td style="padding: 2px;">Activities</td> <td style="padding: 2px;">Outputs</td> <td style="padding: 2px;">Outcomes</td> <td style="padding: 2px;">Beneficiaries</td> <td style="padding: 2px;">Collaborators</td> <td style="padding: 2px;">Countries</td> <td style="padding: 2px;">Funding</td> <td style="padding: 2px;">Keywords</td> </tr> </table> | | SUMMARY | Objectives | Activities | Outputs | Outcomes | Beneficiaries | Collaborators | Countries | Funding | Keywords |
| SUMMARY | Objectives | Activities | Outputs | Outcomes | Beneficiaries | Collaborators | Countries | Funding | Keywords | | |
| ID | 36 | | | | | | | | | | |
| <u>Implementing Agency</u> | Caribbean Disaster Emergency Response Agency Help | | | | | | | | | | |
| <u>Intermediate Result</u> | IR-4 - Preparedness and Response and Mitigation Help | | | | | | | | | | |
| <u>Other IRs</u> | IR-4,IR-5 Help | | | | | | | | | | |
| <u>Title</u> | Caribbean Hazard Mitigation Capacity Building Program | | | | | | | | | | |
| <u>Description</u> | To assist countries in the Caribbean region with the development of comprehensive, national hazard vulnerability reduction initiatives through the development of national hazard mitigation policies, creation of appropriate policy implementation programs through comprehensive hazard mitigation planning frameworks and the development and implementation of safer building training and certificate programs. | | | | | | | | | | |
| <u>Project Status</u> | Ongoing Help | | | | | | | | | | |
| <u>Funding Status</u> | Funding Committed Help | | | | | | | | | | |
| <u>Estimated Cost</u> | 1,434,000.00US Dollars Help | | | | | | | | | | |
| <u>Actual Cost</u> | - Help | | | | | | | | | | |
| <u>Start Date</u> | 04/06/2002 Help | | | | | | | | | | |
| <u>End Date</u> | 31/03/2007 Help | | | | | | | | | | |
| <u>Duration</u> | 58 months Help | | | | | | | | | | |
| <u>Notes</u> | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #ffff00; padding: 2px;">SUMMARY</td> <td style="padding: 2px;">Objectives</td> <td style="padding: 2px;">Activities</td> <td style="padding: 2px;">Outputs</td> <td style="padding: 2px;">Outcomes</td> <td style="padding: 2px;">Beneficiaries</td> <td style="padding: 2px;">Collaborators</td> <td style="padding: 2px;">Countries</td> <td style="padding: 2px;">Funding</td> <td style="padding: 2px;">Keywords</td> </tr> </table> | | SUMMARY | Objectives | Activities | Outputs | Outcomes | Beneficiaries | Collaborators | Countries | Funding | Keywords |
| SUMMARY | Objectives | Activities | Outputs | Outcomes | Beneficiaries | Collaborators | Countries | Funding | Keywords | | |
| Lower Project Navigation Bar | | | | | | | | | | | |

Figure 5: Project Summary

Here the user can use the [Help](#) buttons next to each field to see a description of the field and its contents. Using the upper or lower navigation bar the user can view the existing [Objectives](#), [Activities](#) and [Outputs](#) etc. for the project. For example clicking the Activities item takes the user to a screen that displays all the activities for the particular project as shown in Figure 6.

Project Activities: *Caribbean Hazard Mitigation Capacity Building Program*



Figure 6: Project Activities

The lower and upper navigation bars can be used with the same result. The highlighted section of the navigation bar is the project dimension which is currently displayed.

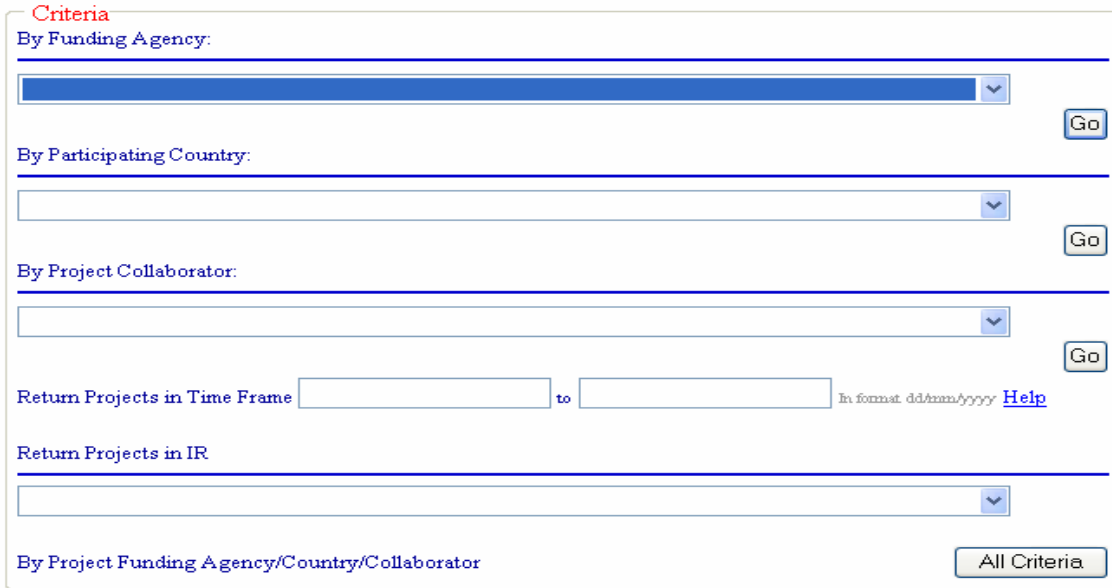
2.2 Agency/Country Queries

Agency/Country queries are used to query projects on features not found in the general query form. These features include:

1. The participating countries associated with a project
2. The agencies that fund a project
3. The collaborating agencies associated with a project

These queries are accomplished through the use of the query form illustrated in Figure 7.

Use this form to query projects on features such as the countries that participate in the projects, the agencies that collaborate in projects and the agencies that fund the projects

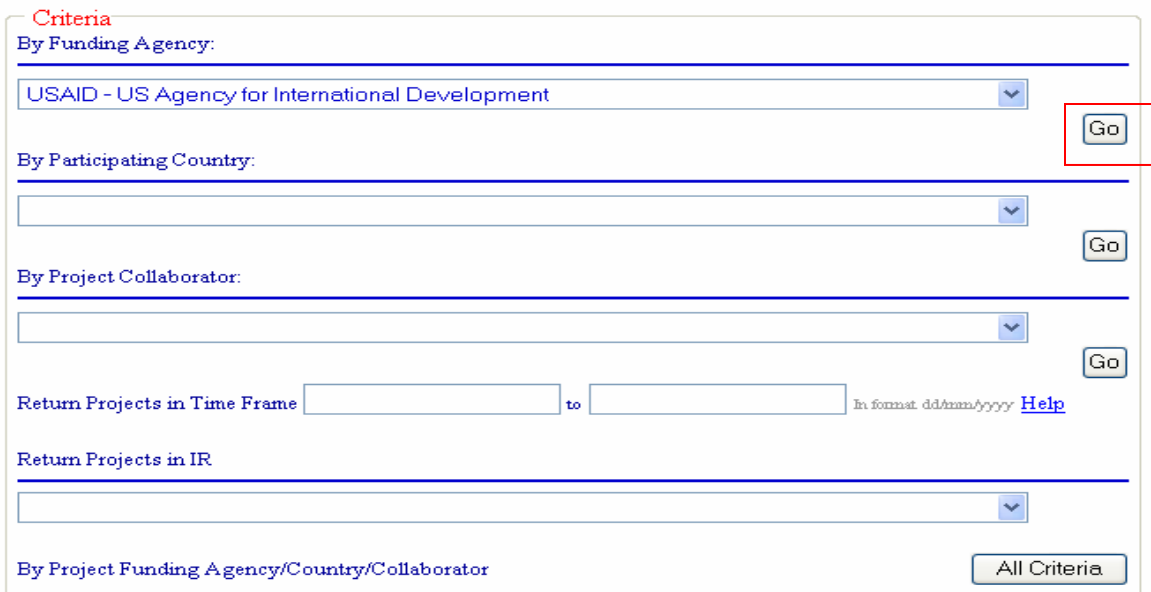


The form is titled "Criteria" and contains several sections for filtering projects. It includes three dropdown menus for "By Funding Agency:", "By Participating Country:", and "By Project Collaborator:", each with a corresponding "Go" button. There are also two date input fields for "Return Projects in Time Frame" with a "Help" link, and a dropdown for "Return Projects in IR". At the bottom, there is a section for "By Project Funding Agency/Country/Collaborator" with an "All Criteria" button.

Figure 7: Agency/Country Query Form

Using this form a user can find projects based on a single criterion by pressing the corresponding GO button. For example if the user wishes to find all projects funded by the agency USAID then he or she should select USAID from the appropriate drop-down and click the GO button immediately following it as shown in Figure 8:

Use this form to query projects on features such as the countries that participate in the projects, the agencies that collaborate in projects and the agencies that fund the projects



This form is identical to Figure 7 but shows the "By Funding Agency:" dropdown menu selected with "USAID - US Agency for International Development". The "Go" button next to this dropdown is highlighted with a red box. The other sections of the form are empty.

Corresponding Go button

Figure 8: Agency/Country Query - Single Criteria

The result of the query is shown in Figure 9:

Projects by Funding Agency

View as Report

There are 7 projects that satisfy the search criteria.

| ID | Implementing Agency | Project | Intermediate Result | Description | Estimated Cost | Actual Cost | Total Funding | Funding Agency | Contribution |
|----|---------------------|---|---------------------|--|----------------|-------------|---------------|----------------|--------------|
| 2 | CDB | Adoption and Institutionalization of Natural Hazard Mitigation Policies and Practices in Core Partner Borrowing Member Countries (BMCs) | IR-1 | To increase disaster preparedness of vulnerable communities through enhanced coordination of | 600,000.00 | 0.00 | 600,000.00 | USAID | 600,000.00 |
| 5 | ARC | Community Disaster Preparedness, Education and Mitigation | IR-4 | | 66,930.00 | 0.00 | 66,930.00 | USAID | 66,930.00 |

Figure 9: Agency/Country Query Results Excerpt

As in the case of *General Queries* results the number of projects that satisfy the query parameters as well as a **View as Report** button is included at the top of the screen. The **View as Report** button will display the query results in a more printer-friendly format.

Similarly, to query projects on participating country and collaborator choose the appropriate value in the relevant drop-down and click the associated GO button to display the query results.

If a user wishes to combine criteria as in an instance where he/she wishes to find all USAID funded projects in which CDERA acts as a collaborator the user should select the criteria and click the [All Criteria](#) button to view the query results as depicted in Figure 10.

Use this form to query projects on features such as the countries that participate in the projects, the agencies that collaborate in projects and the agencies that fund the projects

Criteria

By Funding Agency:

USAID - US Agency for International Development

By Participating Country:

By Project Collaborator:

CDERA - Caribbean Disaster Emergency Response Agency

Return Projects in Time Frame to In format dd/mm/yyyy [Help](#)

Return Projects in IR

Figure 10: Agency/Country Query - Multi Criteria

The query results are illustrated below in Figure 11.

There are 2 projects that satisfy the search criteria.

| ID | Implementing Agency | Project | Intermediate Result | Description |
|----|---------------------|---|---------------------|-------------|
| 85 | CDB | Adoption and Institutionalization of Natural Hazard Mitigation Policies and Practices in Core Partner Borrowing Member Countries (BMCs) | IR-1 | |
| 93 | CDB | Adoption and Institutionalization of Natural Hazard Mitigation Policies and Practices in Core Partner Borrowing Member Countries (BMCs) | IR-3 | |

Figure 11: Agency/Country Query Multi-Criteria Results

If the user requires that the query be on combined criteria the **All Criteria** button should be utilized. It is also possible to include a time period to specify that only projects before, after or during a time frame are included in the query results.

For example if a user wishes to find projects funded by USAID between 2000 and 2005 the query might be formulated as illustrated in Figure 12.

Use this form to query projects on features such as the countries that participate in the projects, the agencies that collaborate in projects and the agencies that fund the projects

Criteria

By Funding Agency:
USAID - US Agency for International Development [Go]

By Participating Country:
[Go]

By Project Collaborator:
[Go]

Return Projects in Time Frame 01/01/2000 to 31/12/2005 In format dd/mm/yyyy [Help](#)

Return Projects in IR
[Go]

By Project Funding Agency/Country/Collaborator [All Criteria]

Click this Go button

Figure 12: Time Period Query

If the user wishes to restrict the query results to only projects in a particular intermediate result he/she should select the appropriate IR from the [Return Projects in IR](#) dropdown shown in Figure 13:

Use this form to query projects on features such as the countries that participate in the projects, the age. that collaborate in projects and the agencies that fund the projects

Criteria

By Funding Agency:
USAID - US Agency for International Development [Go]

By Participating Country:
[Go]

By Project Collaborator:
[Go]

Return Projects in Time Frame 01/01/2000 to 31/12/2005 In format dd/mm/yyyy [Help](#)

Return Projects in IR
[Go]

- IR-1-Institutional Strengthening - Regional and National Institutions
- IR-2-Institutional Strengthening - Research and Training
- IR-3-CDM Incorporation and Promotion

[Criteria]

Figure 13: IR Selection

2.3. Funding Queries

Using the funding queries link on the query menu, the following query form is displayed.

Use this form to find levels of funding for projects in a specified intermediate result, in a specified country, in a given time frame

Intermediate Result

Country

Between to in format dd/mm/yyyy

Figure 14: Funding Query Form

The following queries can be executed from the Funding Query Form:

- Find the level of funding towards a specific intermediate result (IR) within a specified time frame
- Find the level of funding towards a specific country within a specified time frame
- Find the level of funding towards a specific IR and country within a specified time frame

An example of such a query would be to find all IR-4 projects for Trinidad and Tobago between 2005 and 2006. The formulation of this query is illustrated in Figure 15 below:

Funding Queries

Use this form to find levels of funding for projects in a specified intermediate result, in a specified country, in a given time frame

Intermediate Result

Country

Between to in format dd/mm/yyyy

Figure 15: Funding Query Criteria

The results of the query can be displayed by selecting the Go button, the results of which are seen in Figure 16.

Funding Query Results

View as Report

The query returned 2 projects.

| ID | Agency | Project | Description | IR | Estimated Cost | Actual Cost | Funding | # of Funded Countries* |
|-------|--------|---|--|------|----------------|--------------|--------------|------------------------|
| 35 | RSS | Upgrade & Replacement of Emergency Communications Equipment | To upgrade and replace long and short range communications equipment needed in emergency situations. | IR-4 | 0.00 | 188,000.00 | 188,000.00 | 3 |
| 39 | CDERA | Strengthening of the Search and Rescue Capability of the Caribbean Disaster Emergency Response Agency | This project has been designed to achieve the dire need for an enhanced capacity for land-based Search and Rescue, to take place within three years. | IR-4 | 2,951,135.00 | 2,951,135.00 | 2,951,135.00 | 16 |
| TOTAL | | | | | 2,951,135.00 | 3,139,135.00 | 3,139,135.00 | |

*Note that if the number of participating countries in a project exceeds 1 then the funding total amount indicates the amount allocated to all the countries

Figure 16: Funding Query Results

Note that the amounts shown in the “Estimated Cost”, “Actual Cost” and “Funding” columns reflect the total amounts applicable to each of the projects listed, and not just the amount for the country specified. The column on the far right shows the number of countries participating in the project. The amounts apply to the entire project, and therefore, to all the countries. Thus in the example above, the funding amount of \$2,951,135.00 shown for Project 39 applies to all 16 countries participating in the project and not just to Trinidad and Tobago.

More detailed information on the project may be viewed by choosing the underlined project name in the third column of the query results display. The result of this action is the display of the project information as described in the [General Queries](#) section.

3. Reporting

The reporting functionality is intended to provide the user with a ‘printer-friendly’ version of query outputs. Available are several reports displayed when the user clicks on the [Reports](#) option of the vertical side menu. A screen shot of this menu is shown in figure 17

Available Reports

- [Project Summary](#)
- [Project Listing](#)
- [Projects by Funding Agency](#)
- [Country Listing](#)
- [Agency Listing](#)
- [Beneficiary Category Listing](#)
- [Intermediate Results Listing](#)
- [Keyword Listing](#)

Figure 17: Report Menu

Using the Project Summary and Project Listing options users may receive summarized or more detailed information on CDM projects that match user specified criteria submitted via the Report Query Form in Figure 18.

Use this form to generate reports on projects based on your required criteria. Select the 'All' button if you wish to view information on all the projects currently available in the matrix.

The screenshot shows a form titled "Criteria" with the following fields:

- IR: dropdown menu
- Title: text input field
- Implementing Agency: dropdown menu
- Status: dropdown menu
- Funding: dropdown menu
- Keywords: dropdown menu
- Chosen Keywords: text input field
- Between: two text input fields separated by the word "and"

At the bottom right, there is a radio button labeled "ALL" and a "Go" button. A small note below the date fields reads "in format dd/mm/yyyy".

Figure 18: Report Query Form

After the relevant search criteria have been specified for desired projects, the user retrieves the results by clicking the [Go](#) button. Examples of the results of a Project Summary report and a Project Listings report can be seen in Figures 19 and 20.

Project count: 7

Project Summary Report

| ID | Agency | Project Name | Description (Summary) | Objectives | Activities | Outputs | Funding Agency and Costs | Collaborators | Project Duration (months) | Start & End Date | Remarks | IR |
|----|--------|---|-----------------------|---|---|--|--|-------------------------|---------------------------|------------------------------|--|------|
| 90 | CDB | Adoption and Institutionalization of Natural Hazard Mitigation Policies and Practices in Core Partner Borrowing Member Countries (BMCs) | N/A | none | none | none | N/A | N/A | 0 | | See Institutional Strengthening – Regional and National Institutions | IR-2 |
| 91 | UWI | CARDIN | N/A | 1. Strengthen the capacity in the Caribbean for collection, indexing, dissemination and use of disaster related information | 1. Seminars 2. Publications 3. Database updates 4. Trainings | 1. General public, educators and social science researcher will access to disaster information 2. Government planners will be able to use the information to make projections in terms of economic and social development 3. The insurance and re-insurance sector will use the data in order to define risks for the elaboration of their contract. | DIPECHO 147750 Grant UWI 147750 Grant | CDERA CRID CLAMED | 12 | S:01/01/2002 E:01/01/2003 | none | IR-2 |

Figure 19: Project Summary Report Excerpt

Project count: 7

Project Listing Report

| ID | Agency | Project Name | Status | Project Duration (months) | Start & End Date | Funding Status | Estimated Cost | Actual Cost | Primary IR | Other IRs |
|-----|--------|---|-------------|---------------------------|------------------------------|-------------------|----------------|-------------|------------|------------------------------|
| 90 | CDB | Adoption and Institutionalization of Natural Hazard Mitigation Policies and Practices in Core Partner Borrowing Member Countries (BMCs) | Not Started | 0 | | Not Funded | 0.00 | 0.00 | IR-2 | |
| 91 | UWI | CARDIN | Completed | 12 | S:01/01/2002 E:01/01/2003 | Funding Committed | 295,500.00 | 0.00 | IR-2 | |
| 99 | CDERA | Emergency Broadcast Systems | Not Started | 24 | | Not Funded | 0.00 | 0.00 | IR-4 | IR-1 IR-2 IR-5 |
| 114 | CARDIN | Some Test Project | Ongoing | 12 | S:01/01/2005 E:01/01/2006 | Not Funded | 200,000.00 | 500,000.00 | IR-2 | |
| 125 | CLAMED | Some CLAMED project | Not Started | 12 | | Not Funded | 100,000.00 | 0.00 | IR-2 | |
| 126 | CDMP | CDMP Test Project | Not Started | 12 | | Not Funded | 10,000.00 | 0.00 | IR-1 | IR-2 IR-3 IR-4 IR-5 |
| 128 | CIMH | Hurricane cycle research | Not Started | 36 | | Not Funded | 100,000.00 | 0.00 | IR-2 | |

Figure 20: Project Listing Report Excerpt

The Projects by Funding Agency report summarizes contributions to CDM projects by a specified funding agency. The report is executed by providing one parameter, the funding agency, as shown in Figure 21:

Select the Funding Agency

UNDP - United Nations Development Program ▼

View Projects Funded by this Agency

Figure 21: Funding Agency Selection

Clicking the Go button displays the report in a format such as that in Figure 22:

Projects Funded by: UNDP
Query Returned 3 Projects

| ID | Implementing Agency | Project | Intermediate Result | Description | Estimated Cost | Actual Cost | Total Funding | Contribution |
|----|---------------------|---|---------------------|--|----------------|-------------|---------------|--------------|
| 74 | CDERA | CDERA Institutional Strengthening | IR-1 | N/A | 350,000.00 | 0.00 | 350,000.00 | 175,000.00 |
| 87 | CDERA | Comprehensive Disaster Management Project Extension | IR-1 | The CDM extension project will support the process of institutional strengthening of regional and national organisations specifically the CDERA CU and the NDCs of CDERA participating states. | 0.00 | 0.00 | 0.00 | 0.00 |
| 92 | CDERA | Comprehensive Approach For Disaster Management | IR-3 | N/A | 209,650.00 | 0.00 | 209,649.00 | 69,883.00 |

Figure 22: Projects by Funding Agency Report

In addition to the project driven reports the reports menu also provides the user with listings of all the agencies, countries, beneficiaries, intermediate results and keywords associated with the projects in the CDM website.

4. Gap Querying

This “gap identification” feature of the online CDM database allows users to find countries that are not involved in projects that have certain characteristics. This process begins with the user selecting the project characteristics in the following form:

Use the query criteria to find countries without projects that match the specified parameters.

The screenshot shows a form titled "GAP Criteria" with the following fields:

- Funding: A dropdown menu.
- Intermediate Result: A dropdown menu.
- Start Date: A text input field with a red note "In format dd/mm/yyyy".
- End Date: A text input field with a red note "In format dd/mm/yyyy".
- Status: A dropdown menu.
- Keyword: A dropdown menu.

A "Go" button is located at the bottom right of the form.

Figure 23: Gap Query Form

For example if a user wishes to find all countries without ongoing projects under IR-3 (CDM Incorporation and Promotion) he/she should select the criteria as pictured in Figure 24:

The screenshot shows the same "GAP Criteria" form with the following values entered:

- Funding: (empty)
- Intermediate Result: IR-3-CDM Incorporation and Promotion
- Start Date: (empty)
- End Date: (empty) with a red note "In format dd/mm/yyyy" and a blue link "Help".
- Status: Ongoing
- Keyword: (empty)

A "Go" button is located at the bottom right of the form.

Figure 24: Gap Query Criteria

To retrieve the results the user should then click the **Go** button. The results consist of a list of all the countries without projects that match these criteria. A screenshot of the results is shown in Figure 25:

Gap Query Results

The following countries do not have projects that satisfy the search criteria

- 1 . Antigua and Barbuda
- 2 . Belize
- 3 . Bermuda
- 4 . British Virgin Islands
- 5 . Cuba
- 6 . Dominican Republic
- 7 . Grenada
- 8 . Guyana
- 9 . Jamaica
- 10 . Montserrat
- 11 . Saint Lucia
- 12 . St. Kitts and Nevis
- 13 . St. Vincent and the Grenadines
- 14 . Surinam
- 15 . The Bahamas
- 16 . Trinidad and Tobago
- 17 . Turks and Caicos Islands

Figure 25: GAP Query Results

5. Time Period Querying

In the screens used to submit the four broad types of queries included in the CDM database (General, Agency/Country, Funding and Gap Queries) there is a section where the user may choose to specify a time period for the projects/activities which he wishes to retrieve. Pictured in Figure 26 is a screen shot of the General Query form with the time period parameter section highlighted.

Use this form to retrieve projects based on your required criteria. Select the 'All' button if you wish to view all the projects currently available in the matrix.

Criteria

IR

Title

Keywords

Chosen Keywords

Implementing Agency

Status

Funding

Between and in format dd/mm/yyyy [Help](#)

ALL

Figure 26: Time Period Parameter Section

If dates are specified in both text areas of the time period section then the projects retrieved would have been ongoing in the intervening period. For example, if the criteria provided in Figure 27 are used then projects will be returned that:

1. Started before January 1st 2000 and ended after December 31st 2005.
2. Started and ended between January 1st 2000 and December 31st 2005.
3. Started between January 1st 2000 and December 31st 2005 and ended after December 31st 2005

Use this form to retrieve projects based on your required criteria. Select the 'All' button if you wish to view all the projects currently available in the matrix.

Criteria

| | |
|---------------------|--|
| IR | <input type="text"/> |
| Title | <input type="text"/> |
| Keywords | <input type="text"/> |
| Chosen Keywords | <input type="text"/> |
| Implementing Agency | <input type="text"/> |
| Status | <input type="text"/> |
| Funding | <input type="text"/> |
| Between | <input type="text" value="01/01/2000"/> and <input type="text" value="31/12/2005"/> <small>in format dd/mm/yyyy</small> Help |

ALL

Figure 27: Time Period Query

However, if only one of the two time period text areas is specified then the system will return projects that were ongoing as of the date specified. For example, if the second date was eliminated then all projects that were ongoing as of 1st January 2000 would be returned.

APPENDIX A: CDM Strategy and Results Framework

