

Chasan Ascholani



Policy Analysis Guidelines in the Perspective of Integrated Risk Management (IRM)

Policy Analysis Guidelines in the perspective of **Integrated Risk Management (IRM)**

1st Edition

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Enhanced by:

Partners for Resilience Indonesia

December 2020





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Foreword

In 2018, the Partners for Resilience-Strategic Partnership Indonesia, a resilience strengthening program funded by the Ministry of Foreign Affairs of the Kingdom of the Netherlands through 5 organizations in the Netherlands, namely Care Netherlands, Cordaid, Wetlands International, Netherlands Red Cross, and Red Cross Climate Center, which in partnership with Caritas Indonesia, CIS Timor, WalHi Riau, Yayasan Petak Danum and the Indonesian Red Cross and coordinated by Care in Indonesia, developed a toolkit in the form of a policy analysis guideline called the Integrated Risk Management Policy Analysis Guideline. The purpose of this manual is to provide a systematic and practical guidance for civil society organizations to conduct policy advocacy related to Integrated Risk Management issue.

Partners for Resilience Indonesia has implemented this program for 10 years in Indonesia, from strengthening resilience at the grassroots level of the community to dialogue policies related to issues of resilience to disasters, climate change and environmental degradation. By combining the approaches of Disaster Risk Reduction, Climate Change Adaptation and Ecosystem Management and Restoration, the PfR program answers many challenges in efforts to develop resilience in Indonesia in a situation of accelerated development and in changing climatic conditions. Several program results that have been built at the grassroots from 2011-2015 are the basis for carrying out policy advocacy work related to community resilience from 2016-2020.

The existence of this Integrated Risk Management Policy Analysis Guideline helps civil society organizations in Indonesia and other parties to better understand the concept of the Integrated Risk Management approach used by PfR Indonesia and also helps facilitate policy advocacy work related to disaster governance issues, climate change and also environmental degradation that is happening in Indonesia. By understanding the 8 principles of Integrated Risk Management from PfR which are applied to the key questions in this guide, civil society organizations and other parties using this guide will be able to propose policies, review the content and process of formulating a policy, reviewing implementation planning, a policy and also examines the impact of a policy by using an Integrated Risk Management perspective as an analysis tool.

From 2018 to 2020, several PfR Indonesian partners have used this Guide to Policy Analysis of Domestic Workers for various advocacy work including the Petak Danum Foundation, a Yayasan Lahan basah/Wetlands International Indonesia (WII) partner who used this guide to propose Village Regulation to reduce the risk of peat fires in Jabiren Village, Central Kalimantan, also WalHI Riau another Wetlands (WII) partner who won a Judicial Review lawsuit against the Riau Provincial Spatial Planning Regulation No 10/2018 at the Supreme Court. In addition, Caritas Keuskupan Maumere, Cordaid's partner in Indonesia has also used this guide to assess the impact of watershed governance priority policies in 20 villages in the watershed area of Sikka Regency; Sheep Indonesia Foundation, another Cordaid's partner, is also using this guide to conduct research on the effectiveness of the implementation of disaster management and climate change adaptation policies in 5 districts / cities in East Nusa Tenggara Province. Furthermore, CIS Timor, a partner of the Yayasan Care Peduli /Care International Indonesia, also used this guide to examine the content and process of Oelatimo Village Mid-Term Development Plan and its annual government Work Plan in East Nusa Tenggara Province. The experiences of all PfR partners in using this guide were discussed in

the online workshop held in September 2020. Aside for gathering experiences and lesson learned in the usage of the guideline, the workshop also aimed to improve the Policy Analysis to make it easier to use.

In December 2020, this guide has finally been refined by adding following points:

1. Give examples of each of the key questions to help the facilitator.
2. Combining several questions with similar answers into a single question.
3. Providing additional information on the facilitator section regarding the need for facilitators to understand this guide and requiring prior training to understand the context of the policy to be studied and select relevant key questions.
4. Providing additional description of the results obtained and recommendations or possible follow-up actions in each section for the proposing policy section, analyzing policy formulation section, analyzing policy implementation plans section and analyzing the impact of policies section. These are to help facilitators understand what results can or should be achieved using this IRM Policy Analysis guideline.

Hopefully this guideline can be utilized properly by all users and can contribute to increase the capacity of Civil Society Organizations and other parties, especially in carrying out policy advocacy work related to strengthening community resilience in the future. In particular, we present the Integrated Risk Management Policy Analysis Guideline to honor and remember our beloved friend and colleague, Chasan Ascholani, who has started the preparation of this guideline in 2018 and left a very valuable legacy of knowledge related to integrated risk management. Hopefully the improvement of this guideline does not stop there, but in the future it can be further improved by some other future experience of using this guideline.

Regards,

Johan Rachmat Santosa

Representing Partners for Resilience Indonesia.

Glossary

- Gender analysis : an analysis that can be Utilized by policy makers or planners to systematically analyze data and information on the conditions of men and women with regards to their gender roles, positions, functions and responsibilities in development, as well as factors affecting their access, participation, control, and benefits
- APBN / APBD / APBDes : state revenue and expenditure budget (for national government), regional expenditure budget and revenue (for provision and district / city), and village budget and income expenditure (for villages) are budget plans prepared by the government to finance various activities in one year
- (BPD / DPRD / DPR) : Village Consultative Body / Regional People's Representative Council / Council Representatives are legislative institutions at various starting from village (BPD), district / city / provincial (DPRD) and national (DPR)that are authorized to compile regulations at the village / region / national levels
- Gender : a concept that refers to differentiating roles, attributes, traits, attitudes or actionsbehavior, that grows and develops in society or what society deems appropriate for men and women to do so
- Gender justice : a process to be fair to men and women, by taking woman's and man's experiences, needs, vulnerabilities, and knowledge into account
- PRT (IRM) : Integrated Risk Management is the integration of climate change adaptation and ecosystem management into disaster risk reduction
- Gender responsive : a consistent and systematic attention to the differences of women and men in society along with efforts to remove structural and cultural barriers in achieving achieving gender equality
- RKP : Government Work Plans are annual plans made by the national, local, and village governments. The abbreviations for these plans at various government levels are RKP (for national), RKPd (for provinces and districts / cities), and RKPDes (for villages).
- RPJM : The Mid-Term Development Plan is a medium-term plan, valid for 5 years for the national, provincial and district / city governments and 6 years for village governments. The abbreviations for these plans at various government levels are RPJMn (for national), RPJMD (for provinces and districts / cities), and RPJMDes (for villages)



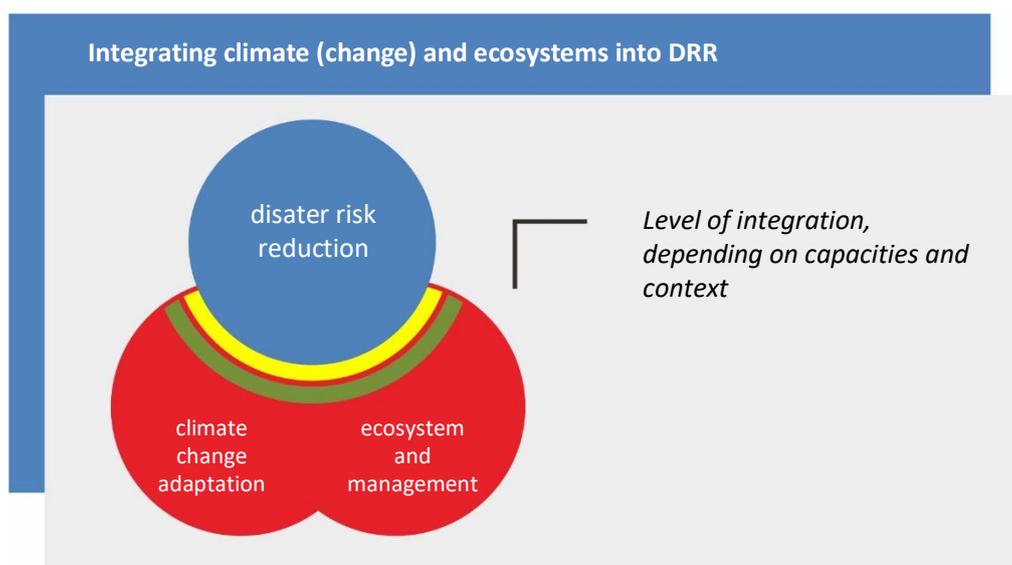
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Chapter I

Introduction

A. The Concept of Integrated Risk Management

To effectively manage disaster risks, risk reduction interventions must target both timescales and geographic scales. Climate change is an important risk assessment aspect for the short term (weather forecast), medium term (season prediction), and long term (climate change) and this aspect will have an impact on the type, frequency, intensity, and prediction of risks. The wider landscape must also be considered, because the area where the risk takes place is often far from the location of the disaster. Likewise, ecosystem's function as a various disaster barrier such as drought or floods and as a source of community livelihood must also be taken into consideration. The integration of climate and ecosystems into disaster risk reduction efforts is called Integrated Risk Management (PRT).



Picture 1. The Concept of Integrated Risk Management according to Partners for Resilience

Through disaster risk reduction integration, climate change adaptation, ecosystem management and restoration have eight important principles which are explained through various variables in the framework of a policy analysis checklist. The principles are as follows:

1. Positioning the community at risk to as the main focus, building community's local resources and knowledge
2. Integrating humanitarian and development programs with community livelihoods as the main focus
3. Targeting risks at a wider landscape scale (landscape)

4. Manage and restore ecosystems
5. Work at different timescales to ensure an adaptive-to-change planning
6. Connect local realities to global policy processes and change
7. Integrate various disciplines and approaches to target different risks
8. Build cooperation with communities, civil society organizations, government, educational institutions, private sectors, and the media

B. Policy Definition

Policies are a series of concepts and principles that serve as guidelines and basis for plans in carrying out a certain job, leadership and how to act on them. Policies can be in the form of regulations, decrees, or instructions from government agencies or officials who have certain levels of authority. In the mentioned guide, the policy referred to is in the form of regulations that must be carried out by a regulated party under a mandate.

C. Guideline User Target

This Policy Analysis Guideline is specifically for made PfR alliance and its partners, including civil society organizations, local governments and village governments. In general, this guideline can also be used by other stakeholders such as civil society organizations, community groups and government agencies that intend to propose and review the content and implementation plan of a certain regulation as well as to review its impact from the perspective of Integrated Risk Management (IRM).

D. Guideline User Facilitator

Learning from the experience of Policy Analysis Guideline usage in the previous various policy studies, there is a requirement that must be fulfilled by facilitators who will use this guideline. There needs to be a special training for the facilitator or there should be sufficient learning process for them in order to fully understand the use of the key questions in this guide and how to use them in the most flexible ways. Facilitators need to understand the policy context that will be analyzed using this guideline and also which questions that are relevant to be used. Sufficient preparation and strategies must be well prepared by civil society organizations that will use this guide to their facilitators. Some important things that needs to be taken into account by the facilitator are:

1. This Policy Analysis Guideline is a tool to dissect policies, not a guideline for advocacy, and the facilitator must be able to choose what questions be used in analyzing a particular policy according to the targeted objectives.
2. The facilitators need to fully understand the policy context that will be analyzed in order to determine which key questions to be used

3. Facilitators need to have a deep understanding of the principles of Integrated Risk Management that are reflected in the key questions of this guideline
4. The facilitators must understand for what purpose the policy analysis is carried out and understand that the results of the analysis will be used to carry out a certain way of advocacy and they must know how to perform the advocacy in accordance to the direction and mandate of the organization

E. Policy Analysis Checklist Framework

The policy analysis checklist from an Integrated Risk Management (IRM) perspective is developed based on its objectives. There are four objectives in this policy analysis, namely (1) proposing policies, (2) understanding the formulation process and content of a policy, (3) understanding the planning and budgeting for a policy implementation, and (4) understanding the impact of a policy implementation. For each goal, important variables that indicate the concept of IRM are determined. Then, each variable is translated into a series of questions to better explain the fulfillment of the IRM concept in a policy analysis. The complete outline of the policy analysis checklist from IRM perspective is described in the below table.

OBJECTIVES	VARIABLE	KEY QUESTIONS
Proposing policies	Community as the focus	<ol style="list-style-type: none"> 1. Does the proposed regulation take into account the different needs of different vulnerable groups (women, children, marginalized groups, people with disabilities, the elderly) against risks including climate change and are there any considerations on how to meet these needs? For example, the proposal for a special room for women and children in the evacuation barracks 2. Does the proposed regulation consider the safety and sustainability of community livelihood strategy practices in accordance with the zone where they live? For example a ban on agriculture or plantations activities in areas prone to volcanic hot clouds 3. Do the proposed regulations take into account community's interest in regulating their access and control over resources required for livelihoods and adaptation to the risks they face? For example, a proposal to strengthen community's water management 4. Do the proposed regulations take into account the different capacities and vulnerabilities of both women and men to access and control the resources needed? For example, the proposal contains the division of roles and responsibilities between men and women in carrying out their livelihoods 5. Does the proposed regulation consider the local wisdom of the community in managing risk? For example communal work of Gotong Royong, Smong, subak etc. 6. Does the proposed regulation provide security and safety protection for the community? For example, a proposal for setting up a community disaster early warning system.

OBJECTIVES	VARIABLE	KEY QUESTIONS
	Gender and vulnerable group	<ol style="list-style-type: none"> 1. Is segregated data collected, analyzed, and used as a reference in formulating a policy proposals? 2. Does the proposed regulation encourage the involvement of women, people with disabilities and other vulnerable groups (children, the elderly), in the implementation management of the policy? For example, the proposal to involve people with disabilities in the evacuation process for people with disability 3. Do the proposed regulations take into account the different vulnerabilities of women and men, children, the elderly and people with special needs in facing risks? For example, the proposal to provide safe and protected routes to access clean water needs for women group during drought season 4. Have the special needs of women, men, children, elderly and people with disabilities been identified, considered and included in the draft of this proposed regulation? For example, the proposal to create special safe access for people with disabilities in government offices 5. Does the proposed regulation ensure that the adaptation strategies are gender sensitive and can solve gender inequalities? For example, there is a division of roles that does not burden women and children in maintaining their livelihoods when a disaster occurs 6. Does the content of the proposed regulations reflect the consideration of the different social impacts on women, girls, boys, men, people with disabilities and other vulnerable groups? For example, providing options for protecting children's rights in times of disaster or climate change which may be disrupted due to trauma or increased violence after a disaster occurs
	Targeting the root risk problem in the region	<ol style="list-style-type: none"> 1. Does the proposed regulation provide easy access to climate / disaster threat information for risk analysis, cost-benefit comparison analysis, and planning? For example, making it easier for farmers to get easy-to-understand climate information from BMKG to help them planning a planting calendar or make it easier for the community to understand that their livelihood assets are located in a disaster-prone area and enable them to prepare contingency plans. 2. Does the proposed regulation provide an easy access for the public to obtain services from financial institutions or government agencies in order to support their livelihoods? For example, it makes it easier for people to get direct cash aid from village funds or get bank loan interest relief when a pandemic occurs 3. Does the proposed regulation promote food, water and energy source sufficiency and security in the community area? For example, proposals for reforestation in water catchment areas, construction of reservoirs and production of communal biogas 4. Does the proposed regulation promote community livelihoods' diversification in order to reduce vulnerability and improve the capacity to adapt to risks? For example, proposals regarding agricultural product processing activities or agricultural entrepreneurship development

OBJECTIVES	VARIABLE	KEY QUESTIONS
		<ol style="list-style-type: none"> 5. Does the proposed regulation provide protection for important assets, including housing, from various risks including climate change / disasters? For example, a proposal for community housing insurance against earthquake or fire or insurance for crop failure 6. Does the proposed regulation encourage local stakeholders' capacity building to deal with disasters and to protect ecosystems? For example, flood coordination training / simulation to better coordinate with other village during flood disaster or training on water resource and water catchment mapping in the village area 7. Does the proposed regulation include strategies / programs / activities to address the root causes of environmental damage, including ecosystem management and restoration? For example, proposals for imposing sanctions for illegal logging, sanctions or customary law for bomb fishing in coastal areas, reforestation of critical flood-prone areas in upstream watersheds, etc. 8. Does the proposed regulation encourage spatial and territorial planning and implementation that can reduce risk threats in the community? For example, a proposal to update the map of Disaster Prone Areas in a Watershed Area 9. Can the proposed regulations result in improved capacity, legal protection, access and control for women, girls, boys, people with disabilities, and other vulnerable groups? For example, proposals to empower women in the efforts or programs to conserve forests or water resources
	Considering future risks	<ol style="list-style-type: none"> 1. Are the proposed regulations based on evidence and data and analysis of climate predictions? For example, proposals to maintain and revitalize springs as well as water management for agriculture to prepare for the upcoming El Nino 2. Are the proposed regulations based on an ecosystem function and impacts analysis, including avoiding negative impacts on ecosystem services and biodiversity? For example, a proposal to establish a coastal conservation area 3. Do the proposed regulations take into account the potential impacts of climate change or urbanization and future global population or economic growth? For example, a proposal to strengthen urban food security and strengthen livelihood opportunities in villages 4. Does the proposed regulation ensure that women or men have the same capacity to adapt to changes that take place at both local and global levels? For example, a proposal to actively involve women groups in the village disaster preparedness team 5. Does the proposed regulation consider all types of disaster threats (geological, climatological, meteorological) and the relationship between threats, including environmental disasters? For example, proposals for reforestation and construction of infiltration wells to anticipate problems during drought season while at the same time reducing the risk during flood season

OBJECTIVES	VARIABLE	KEY QUESTIONS
	For long term changes	<ol style="list-style-type: none"> 1. Does the proposed regulation address risks in a comprehensive way, including risks resulted from environmental damage and social conflict? For example, the proposal to prohibit construction of deep wells for hotels or malls to anticipate reduced or loss of water in residents' wells or the occurrence of land subsidence 2. Does the proposed regulation include a long term change-strategy , at least for the next 10-15 years? For example, a proposal to establish a no-go zone for fishing in the sea to restore marine ecosystems 3. Does the proposed regulation improve the resources management and their allocation, which will have an impact on equitable development for women, girls and other vulnerable groups? For example, proposals to increase women participation in community forestry institutions to improve village forest management
	Integrated area approach	<ol style="list-style-type: none"> 1. Is the proposed regulation also based on other related policies, for example policies on land use, disaster risk reduction, environment and climate change, and gender mainstreaming? For example, the village proposes to grant an SME business license based on a community risk assessment 2. Does the proposed regulation refer to international standards ratified by the government, such as the Paris Agreement, SFDRR, SDGs, NUA, and Ramsar? For example, a proposal to strengthen village disaster management organizations to address SFDRR priorities in strengthening disaster risk management (Note: facilitators need to first understand the contents or priorities of the Paris Agreement, SDGs, New Urban Agenda and Ramsar) 3. Are the proposed regulations aimed at preventing increased disaster risk due to environmental degradation from an area perspective? For example, the proposed prohibition and sanctions for illegal manganese mining 4. Does the content of the proposed regulations reflect considerations of environmental risk and impact assessments for a large area (landscape)? For example, a proposed watershed management priorities in the village development plan 5. Does the proposed regulation include different interests and incentives / disincentives from various groups within the area (such as upstream and downstream communities in the watershed area)? For example, a proposal to provide employment in the downstream watershed area for upstream communities or provision of tree seedlings and river maintenance allowances for upstream communities by downstream communities
Understanding the policy formulation process and content	Involving interest groups in policy making	<ol style="list-style-type: none"> 1. Are there more than 10 stakeholder institution/ organizations, such as related DPOs, NGOs, business organizations and community organizations involved in the discussion and providing input for policy formulation? 2. Was more than 50% of stakeholders' input included in the policy's content?

OBJECTIVES	VARIABLE	KEY QUESTIONS
		<ol style="list-style-type: none"> 3. Was gender analysis practised in the policy proposal formulation process? Gender analysis here is related to discrimination against women and gender roles in life between men and women. For example, there is a gender study / research on a draft policy that is being drafted 4. Does the policy provide room for the involvement of stakeholders, including the community, NGOs, organizations that focus on empowering women / children and gender justice and business institutions, in its implementation? For example, in the form of planning activities, implementing direct services to the community, and monitoring their implementation.
	Community as the focus	<ol style="list-style-type: none"> 1. Has the policy taken into account the different needs of different vulnerable groups (gender, marginalized groups, people with disabilities, the elderly) against risks including climate change? And has the policy taken into account the fulfillment of the rights of women's , children, people with disabilities, and other vulnerable groups? For example, policies to provide special access to water and sanitation for women's groups when a disaster occurs. 2. Has the policy considered the safety and sustainability of community livelihood strategy practices in accordance with the zone where they live? For example, a policy that regulates the safe location for the establishment of a shop or other business on the beach at least 500 meters away from the shoreline 3. Has the policy taken into account the interests of the community and the different capacities of both women and men in regulating their access and control over resources required for livelihoods and adaptation to the risks faced? For example, policies provide space for women or strengthen the participation of women's groups in managing village forests 4. Has the policy taken into account the local wisdom of the community in managing risk? For example, tsunami early warning policy that incorporate local wisdom Smong in Simelue Aceh 5. Has the policy provided security protection for the community? For example, a that policy regulates the presence of mobile patrols by security officers or non-governmental organizations following a disaster
	Gender and vulnerable groups	<ol style="list-style-type: none"> 1. Has the policy used disaggregated data as a reference in its formulation? 2. Does the policy encourage the involvement of women, people with disabilities and other vulnerable groups in the implementation of the village's natural resources management programs? For example, the policy regulates what percentage of vulnerable groups should be represented in the implementation of village natural resource management programs 3. Has the policy ensured that the adaptation strategy is gender sensitive and resolves the problem of gender inequality? And has the policy taken into account the capacities and vulnerabilities as

OBJECTIVES	VARIABLE	KEY QUESTIONS
		<p>well as the different special needs of women and men as well as people with special needs in facing the threat of risks? For example, policies for drafting evacuation scenarios and providing special evacuation routes for people with disabilities</p> <p>4. Does the content of the policy reflect the consideration of different social impacts on women, people with disabilities, and other vulnerable groups? For example, policies that require people to stay at home and work from home during a pandemic, which in turn increasing the risk of domestic violence</p>
	Targeting the root causes of risks in the region	<p>1. Does the policy facilitate access to climate / disaster threat information for risk analysis, cost-benefit analysis and planning? For example, a policy that requires BMKG to provide easy-to-understand climate information for farmers and fishermen</p> <p>2. Does the policy make it easier for people to get access to services from financial institutions or government agencies to support community livelihoods? For example, a policy to simplify the criteria and requirements for government based fund recipients</p> <p>3. Does the policy promote the adequacy and security of food, water and energy in the community? For example, policies on water catchment area conservation</p> <p>4. Does the policy encourage livelihood's diversification to reduce vulnerability and build the capacity to adapt to risks? For example, post-earthquake micro and small economic development policies and replacement of livelihood assets damaged or lost due to disasters</p> <p>5. Does the policy provide protection of important assets, including housing, from disaster risks, including climate change? And does the policy encourage spatial and territorial planning as well as implementation that can reduce the threat of risk in the community? For example, the policy for updating data on Disaster Risk Areas to determine locations that can be used as residential area and carrying out livelihood activities and policies determining the minimum requirements that must be met to build houses in earthquake prone areas</p> <p>6. Does the policy encourage local stakeholders' capacity building to deal with disasters and protect ecosystems? For example, policies to establish Disaster Risk Reduction Forums and how to strengthen them at village level</p> <p>7. Does the policy include strategies / programs / activities to address the root causes of environmental damage, including ecosystem management and restoration? For example, a policy to prohibit tree felling activities in village forests or prohibition of using bombs for fishing</p> <p>8. Can the policy result in increased capacity, legal protection, access and control for women, girls, boys, people with disabilities, and other vulnerable groups? For example, policies regulating the empowerment of women in the management of village natural resources</p>

OBJECTIVES	VARIABLE	KEY QUESTIONS
	Consider future risk projections	<ol style="list-style-type: none"> 1. Is the policy based on evidence and data and analysis of climate predictions? For example, a policy to prohibit fishing activities at the sea during certain months, during big waves season 2. Is the policy based on function and impact analysis on ecosystems, including avoiding negative impacts on ecosystem services and biodiversity? For example, policies related to the use of local seeds in agricultural cultivation 3. Does the policy include consideration of the potential impacts of climate change or urbanization and future global population or economic growth? For example, policies for developing business sectors in rural areas 4. Does the policy ensure that women or men have the same capacity to adapt to changes taking place at both local and global levels? For example, policies related to women's representation in village disaster management teams 5. Has the policy taken into account all types of disaster threats (geological, climatological, meteorological) and the relationship between threats, including environmental disasters? For example, a policy to grant business licenses based on disaster risk assessments
	For long term changes	<ol style="list-style-type: none"> 1. Does the policy comprehensively target risks, including risks from environmental damage and social conflict? For example, policies related to AMDAL or KLHS 2. Does the policy include a a long period change strategy, at least for the next 10-15 years? For example, policies related to the development of urban areas 3. Does the policy improve resources management and their allocation, which will have an impact on equitable development for women, girls and other vulnerable groups? For example, policies on inclusive schools
	Integrated area approach	<ol style="list-style-type: none"> 1. Is the policy also based on other related policies, for example policies on land use, disaster risk reduction, environment and climate change, and gender mainstreaming? For example, the policy for developing a shipping area based on RDTR 2. Does the policy refer to international standards ratified by the government, such as the Paris Agreement, SFDRR, SDGs, New Urban Agenda, and Ramsar? For example a lake or lake restoration policy to support Ramsar (Note: facilitators need to understand in advance the contents or priorities of the Paris Agreement, SDGs, New Urban Agenda and Ramsar) 3. Is the policy aimed at preventing an increase in disaster risk due to environmental degradation from a regional perspective? For example, the policy on the prohibition of logging in water catchments zone in watershed area 4. Does the content of the policy reflect considerations of environmental risk and impact assessments in a large area

OBJECTIVES	VARIABLE	KEY QUESTIONS
		<p>(landscape)? For example, the policy includes restrictions and regulations as well as granting permits for sand mining in the upstream area of a volcano</p> <p>5. Has the policy included different interests and incentives / disincentives from various groups in the area (such as upstream and downstream communities in the watershed area)? For example, a policy on creating a water catchment ponds in the upstream area with funding from the downstream area community that is affected by flooding, including funding for its area management to support the livelihoods of the upstream community</p>
Understanding the planning and budget for policy implementation	Distribution policy	<ol style="list-style-type: none"> 1. Is the policy distributed (through multiple channels) to relevant stakeholders, including community organizations and vulnerable / minority groups such as indigenous people, at the national and / or regional level? For example, the existence of a variety of sufficient and easy to understand information on the the allocation of village funds for various stakeholders in the village 2. Is the policy communicated / discussed through the appropriate media (website, newspaper, meeting, leaflet, television, radio, etc.) to reach local stakeholders and the community? For example, the existence of public announcements on pandemic response on radio, television and social media
	Planning Consistency	<ol style="list-style-type: none"> 1. Is the policy further detailed into technical instructions or guidelines for implementation or a joint work plan or decision between ministries / DPOs at the national / regional levels and be used as the base to implement the policy? For example, technical guidelines on disaster management policies in Indonesia 2. Is this policy incorporated into local government and village government work plans ? For example, disaster management and watershed management plans are included in the work plans of village and local governments 3. Can the policy implementation planning mechanism be adaptive to change of risk, governance, and plans for at least the next 5-10 years? For example, the RPB is updated every 5 years referring to the RPJMN and RPJPN
	Gender and vulnerable groups	<ol style="list-style-type: none"> 1. Are women's organizations, people with disabilities, and other vulnerable groups involved in policy implementation planning activities ? For example, an organization run by pepole with disabilities can be the prime mover of the existing inclusion-based programs policies 2. Is gender analysis carried out in the policy implementation planning process? For example, the protection is provided specifically to women's groups during disaster evacuation 3. In the policy implementation efforts, are there any activities aimed at fulfilling the rights and needs of women and vulnerable groups? For example, school from home for early childhood and kindergarten children during pandemic

OBJECTIVES	VARIABLE	KEY QUESTIONS
		<ol style="list-style-type: none"> 4. In the policy implementation efforts, are there any activities aimed at building the capacity of women and vulnerable groups? For example, build the capacity of people with disabilities as an effort improve the disaster early warning systems 5. In the policy implementation efforts, are there any activities aimed at increasing access, control, participation and benefits for women? For example, the existence of village forest management training activities for women
	Budget and accountability	<ol style="list-style-type: none"> 1. A Is there access to information on budget or human resources in order to implement the policy? For example, an announcement on the village information board on village fund budget allocation 2. Is a gender analysis being conducted to determine budget allocations? And is there enough gender responsive budget to carry out the main objectives / mandate of the policy? For example, a budget allocation in the village funds to fund activities to empower women or protect children in the 3. Are there sufficient human resources in the government system to carry out the mandate of the policy? For example the availability / presence of disaster experts or practitioners in the BPBD team or village government 4. Are there human resources in government who have the capacity to carry out gender analysis in budgeting? 5. Does the budget also include a budget to monitor the impact of the policy implementation on disaster risk, women, vulnerable groups, and ecosystem services? For example, the availability of a budget for evaluating the impact of village closures during pandemic for vulnerable groups and how to improve village activities 6. Is there an accountability mechanism for the for the policy implementation to the public? For example, the availability of a feedback mechanism from the public on the budget and activities implementation and program follow-ups 7. Is there a mechanism in place to conduct gender audits towards the policy implementation?
	Effectiveness and monitoring & evaluation i	<ol style="list-style-type: none"> 1. Are there indicators to see the results of policy implementation? For example, measurable indicators are in place to measure the village disaster preparedness teams' capacity building in responding to disasters 2. Is data on women's access to and control over resources collected during policy implementation activities? For example, the availability of data and information on the important role of women in managing water sources and water use 3. Does policy implementation provide opportunities for women's participation in program management, training, and monitoring of equitable resources and benefits for women and men? For example, the availability of a training schedule that accommodates women and children to participate, a woman's program coordinator in implementing village community empowerment programs or village disaster risk reduction

OBJECTIVES	VARIABLE	KEY QUESTIONS
		<ol style="list-style-type: none"> 4. Are there regular meetings between ministries / DPOs and other stakeholders to discuss the progress of policy implementation? For example, regular cross-OPD monitoring and evaluation activity is in place for the national resilient village development program 5. Is there a mechanism to monitor / evaluate and give feedback to policy implementation from the public and use the result of the monitoring mechanism to improve the policy? For example, a suggestion box or telephone number / email address is provided to give input for the program. Measurable follow-ups are in place to improve program implementation. 6. Are communities and civil society organizations, as well as organizations that focus on women's empowerment and gender justice actively involved in determining outcome indicators of the policy implementation as well as its monitoring / evaluation?
Understanding the impact of policy implementation	National to local (for national policy)	<ol style="list-style-type: none"> 1. Does the policy encourage local stakeholders to develop an integrated risk management plan that is gender responsive? For example, the establishment and operational of women's groups that manage savings and loan businesses in the villages in an effort to strengthen alternative livelihoods during a disaster 2. Does the policy facilitate local stakeholders to carry out risk management in an integrated manner? For example, there is cross-OPD coordination for flood management 3. Does the policy connects the national plan to the implementation in the regions? For example, there is a regional action plan for disaster management activities that is based on a national disaster management action plan
	Knowledge on the policy at local level	<ol style="list-style-type: none"> 1. Are local government officials aware of the policy? (Note to facilitator: the facilitator has to have a deep understanding of the policy in order to be able to create questions that are well related to the policy to the local government, for example: what policy is it about, don't just mention the type, number and year of the policy) 2. Do government officials and local stakeholders have a gender perspective in implementing the policy? (Note to facilitators: facilitators can ask questions regarding the impact of policy implementation on the division of responsibilities between men and women) 3. Are civil society organizations involved in policy implementation at local level? For example, there are NGOs or CSOs that provide assistance in implementing certain programs in the community 4. Are organizations that focus on woman empowerment and gender justice issues involved in monitoring the policies implementation at the local level? For example, a multi-stakeholder join-monitoring mechanism is in place 5. Do civil society organizations promote accountability for the policy implementation? For example, CSOs help provide opportunities for

OBJECTIVES	VARIABLE	KEY QUESTIONS
		<p>the community and government to discuss program implementation.</p> <p>6. Can the community and local / village government identify the connection between the policy and activities in the community? For example, regional disaster management activities are included in the village development plan</p> <p>7. Do the community and local / village government consider the different needs of women, girls, men, people with disabilities, and other vulnerable groups in relation to the policy implementation? For example, activities and budgets related to the procurement of special infrastructure are allocated in the program development in order to meet the needs of people with disabilities in the village during the program implementation</p>
	Implementation local level	<p>1. Are woman groups, people with disabilities, and other vulnerable groups involved in the policy planning and implementation? For example, people with disabilities become focal points for the implementation of village disaster response activities</p> <p>2. Has the implementation of the policy accommodated the needs of women, people with disabilities, and other vulnerable groups? For example, specific infrastructure for people with disabilities has appropriately been built</p> <p>3. Can community members, including women, people with disabilities, and other vulnerable groups, have access to village / local government plans and can their voice be regarded in the decision-making process for policy implementation ? For example, the availability of transparent information regarding the village development plan and the availability of participatory discussion space for the community to respond to the development implementation plan.</p> <p>4. Can community members, including women, people with disabilities, and other vulnerable groups, be able to see and evaluate the results of the impact of implementing the policy and provide input for improving the policy? For example, the availability of a clear and practical feedback mechanism for all members of the public regarding policy implementation and there is room for discussion for input to be given to improve future implementation.</p>
	Reduced risk in community	<p>1. Women and men have different risks and both require different policy implementation. Has policy implementation been gender sensitive in addressing these different risks ? For example, the policy implementation provides a different distribution of responsibilities and roles between men and women so as not to burden one group only</p> <p>2. As a result of the policy implementation, have the problems related to risks faced by the community been resolved? For example, if there is a drought, the risk of illness due to lack of nutrition and food can be reduced by the existing village food barn program .</p>

OBJECTIVES	VARIABLE	KEY QUESTIONS
		<ol style="list-style-type: none"> 3. As a result of the policy implementation, do women and men currently have better livelihoods? For example, there is an increase in family income as a result of the equal wage policy implementation for men and women 4. As a result of the policy implementation, does the current community have better disaster preparedness? For example, as a result of the sister village program, self-evacuation prior to disaster is mostly carried out by community members 5. As an impact of the policy implementation, are the current communities affected by the risk (casualties, injuries, damage and losses) smaller in number? For example, reduced or zero casualties post earthquake disaster is due to policies that require earthquake-resistant housing construction in earthquake-prone areas 6. As an impact of the policy implementation, can women and men now quickly recover upon receiving risk impacts? For example, the existence of an MSME empowerment program makes it easier for families affected by disasters to rise up because they have a business development plan that is sensitive to disasters and climate change. 7. As an impact of the policy implementation, are the benefits evenly received by women, people with disabilities, children and other vulnerable groups if compared to those received by adult men? For example, in implementing a disaster emergency response, the provision of allowances or assistance for vulnerable groups has increased due to the fact that there are more needs



(Photo: Doc. KARINA)

Chapter II

Policy Planning

A. Objective

The Policy Planning Guideline is intended to provide a checklist of IRM's perspectives in proposing a regulation and to get the IRM key points that need to be included in the regulation.

B. Expected result

The use of the Policy Planning Guide is expected to obtain the following results:

1. IRM variables and important points are identified for a proposed regulation
2. Recommendations for proposed regulation contents in accordance with the perspective of IRM

An example of policy review result for policy planning: the formulation of a proposal for peatlands management that take into account the existing fire risks and a good water management system, and prioritize the principle of the peat ecosystem conservation, promote gender-equitable management and provide a mechanism to monitor violations and provide clear sanctions.

Follow-up recommendations: Proposals can be used to propose the formulation of Village Regulations for sustainable peat management to the village government through policy papers

C. Execution time

The Policy Planning Guidelines are used when agencies / organizations, government, community groups, and other institutional networks begin to discuss proposed contents that need to be regulated in a regulation. Thus, this Guide can be used in the idea drafting process, formulation of academic papers, formulation of draft regulations, and public consultation of a draft regulation.

D. Method of Use

The use of this policy planning instrument is carried out through the following series of activity processes :

1. **Determining issues.** To propose a regulation, the first step that must be taken is to determine what issues that should be regulated, for example mangrove ecosystem protection, watershed management, utilization of village funds, and so on. Issues are determined based on issues priority that will be advocated by the proposing agency / organization and according to community needs or to resolve problems currently being faced by the community.

2. Determining Target Participants. The selection of discussion participants is carried out through a stakeholder analysis based on the proposed regulation. Stakeholders identify the participants by using the following criteria:

- a. Community groups that will receive benefits or that are directly affected by the regulation implementation
- b. Institutions / organizations working on issues that are going to be regulated in, including woman's organizations / groups, people with disabilities, and other vulnerable groups
- c. Village / regency / city / provincial / national government (according to the level of the proposed regulation) that will act as the implementer or be affected by the implementation of the regulation
- d. Members of the BPD / DPRD / DPR (according to the level of the proposed regulations) who have concerns and are tasked with issues for which the regulation will be made. Perencanaan kebijakan juga bisa dilakukan secara internal oleh lembaga penyelenggara, dengan melibatkan lembaga mitra dan kelompok dampingan. Hal ini khususnya dilakukan untuk menentukan isu advokasi usulan peraturan atau klasul dalam peraturan yang akan disampaikan kepada pemerintah dan lembaga legislatif (BPD/DPRD/DPR).

Policy planning can also be carried out internally by the implementing agency, involving partner institutions and assisted groups. This is especially done to determine the advocacy issue of the proposed regulations or clauses in the regulations that will be submitted to the government and legislative institutions (BPD / DPRD / DPR)

3. Performing Discussions. The discussion is facilitated by two people by following this process flow:

NO	ACTIVITIES	OUTPUT	TIME
1	Introduction: The facilitator provides an introduction to the objectives and flow of discussion	Participants understand the purpose and flow of discussion	10 minutes
2	Session I: Brainstorming, proposed regulation contents. The facilitator distributes metaplan papers to the participants. Each participant is asked to write down suggestions about things that need to be regulated. Then the facilitator sort out the proposals in groups and discusses with the participants get a common understanding of what the proposals mean. The results of the discussion are compiled in the form of a regulation proposal matrix (instrument 1)	A design of proposed regulations is in place	120 minutes
3	Sesi II: Group discussion IRM perspective checklist .	Terdapat hasil rencana usulan peraturan dari perspektif PRT	60 minutes

NO	ACTIVITIES	OUTPUT	TIME
	<p>Participants are divided into two groups, where each group will be facilitated by a facilitator and a note-taker.</p> <p>a. The first group discussed variables 1-3 from the checklist instrument (instrument 2).</p> <p>b. The second group discussed variables 4-6 from the checklist instrument (instrument 2).</p>		
4	<p>Session III: Presentations from each group.</p> <p>The results of the presentation are discussed together to make an agreement on the proposals that will be included in the regulations. The facilitator invites participants to review and compare it with the results proposed regulations in the previous brainstorming session from the perspective of IRM. Then, a common agreement is made based on IRM perspective.</p>	Agreement on IRM proposed regulations draft with IRM perspective is achieved	120 minutes
5	<p>Session IV: Recommendations.</p> <p>The facilitator facilitates discussion on the points of action recommendation for the phases of regulation proposal/advocacy</p>	Action plan recommendations formula is created	30 minutes

E. Policy Planning Instrument

1. Proposed Regulation Matrix

PROPOSED REGULATION STRUCTURE	PROPOSED REGULATION CONTENTS

Note:

Column "PROPOSED REGULATION STRUCTURE": contains CHAPTERS that will be included in the proposed regulation

Column "PROPOSED REGULATION CONTENTS": contains important points of the proposed regulations content to be written in the regulation (not necessarily in the form of clauses of chapters)

2. Checklist of Proposed Regulations from an IRM Perspective

Name of Proposed Regulation :

Proposed Regulation Level :

VARIABLE	KEY QUESTIONS	NEEDS TO BE INCLUDED IN THE REGULATION		PROPOSED REGULATION CONTENTS
		YES	NO	
1. Community as the focus	1. Does the proposed regulation take into account the different needs of different vulnerable groups (women, children, marginalized groups, people with disabilities, the elderly) against risks, including climate change and consider meeting those needs?			
	2. Does the proposed regulation take into account the safety and sustainability of the community's livelihood strategy practices according to the zone where they live?			
	3. Do the proposed regulations take into account the interests of communities in regulating their access and control over resources needed for livelihoods and adaptation to the risks faced?			
	4. Do the proposed regulations take into account the different capacities and vulnerabilities of both women and men to access and control their required resources ?			
	5. Does the proposed regulation consider community's local wisdom in managing risks?			
	6. Does the proposed regulation provide security protection for the community?			

VARIABLE	KEY QUESTIONS	NEEDS TO BE INCLUDED IN THE REGULATION		PROPOSED REGULATION CONTENTS
		YES	NO	
2. Gender and vulnerable groups	7. Is sorted out data collected, analyzed, and used as a reference in formulating policy proposals?			
	8. Does the proposed regulation encourage the involvement of women, people with disabilities and other vulnerable groups in the management of policy			
	9. Do the proposed regulations take into account the different vulnerabilities of women and men, children, the elderly and people with special needs in facing risks?			
	10. Have the special needs of women, men, children, elderly and people with disabilities been identified, considered and included in the draft of this proposed regulation?			
	11. Does the proposed regulation ensure that adaptation strategies are gender sensitive and solve gender inequality issues?			
	12. Does the content of the proposed regulations reflect the consideration of different social impacts on women, girls, boys, men, people with disabilities and other vulnerable groups?			
3. Targeting the main cause of risk in the area	13. Does the proposed regulation facilitate access to information on climate / disaster threat for risk analysis, cost-benefit analysis, and planning?			
	14. Does the proposed regulation facilitate access to information on climate / disaster threat for risk analysis, cost-benefit analysis, and planning?			

VARIABLE	KEY QUESTIONS	NEEDS TO BE INCLUDED IN THE REGULATION		PROPOSED REGULATION CONTENTS
		YES	NO	
	15. Does the proposed regulation promote the adequacy and security of food, water and energy in the community?			
	16. Does the proposed regulation encourage community livelihoods diversification to reduce vulnerability and to increase the capacity to adapt to risks?			
	17. Does the proposed regulation provide protection to important assets, including housing, from risks such as climate change / disasters?			
	18. Does the proposed regulation encourage capacity building of the local stakeholders to deal with disasters and protect the ecosystem?			
	19. Does the proposed regulation include strategies / programs / activities to address the root causes of environmental damage, including ecosystem management and restoration?			
	20. Does the proposed regulation encourage spatial and territorial planning and implementation that can reduce risk threats in the community?			
	21. Can the proposed regulations result in increased capacity, legal protection, access and control for women, girls, boys, people with disabilities, and other vulnerable groups?			
4. Consider future risk projections	22. Are the proposed regulations based on evidence, data and analysis of climate predictions?			

VARIABLE	KEY QUESTIONS	NEEDS TO BE INCLUDED IN THE REGULATION		PROPOSED REGULATION CONTENTS
		YES	NO	
	23. Are the proposed regulations based on the analysis of function and impacts on ecosystems, and also avoid negative impacts on ecosystem services and biodiversity?			
	24. Do the proposed regulations take into account the potential impacts of climate change or urbanization and future global population or economic growth?			
	25. Does the proposed regulation ensure that women or men have the same capacity to adapt to changes taking place at both local and global levels?			
	26. Does the proposed regulation take into account all types of disaster threats (geological, climatological, meteorological) and the links between various threats, including environmental disasters?			
5. For long term changes	27. Does the proposed regulation comprehensively address risks, including risks from environmental damage and social conflict?			
	28. Does the proposed regulation include strategies for change over a long period of time, at least for the next 10-15 years?			
	29. Does the proposed regulation improve the management of resources and resources allocation, which will resulted in an equitable development for women, girls and other vulnerable groups?			

VARIABLE	KEY QUESTIONS	NEEDS TO BE INCLUDED IN THE REGULATION		PROPOSED REGULATION CONTENTS
		YES	NO	
6. Integrated area approach	30. Is the proposed regulation also based on other related policies, for example policies on land use, disaster risk reduction, environment and climate change, and gender mainstreaming?			
	31. Does the proposed regulation refer to international standards ratified by the government, such as the Paris Agreement, SFDRR, SDGs, Habitat 3, and Ramsar?			
	32. Is the proposed regulation aimed at preventing increased disaster risk due to area based environmental degradation ?			
	33. Does the content of the proposed regulations take into account environmental risk and impact assessments in a large area (landscape)?			
	34. Does the proposed regulation include different interests and incentives / disincentives from various groups within the area (such as upstream and downstream communities in the watershed)?			

Note:

Column “VARIABLES”: contains a list of variables that reflect integrated risk management which are used as a checklist framework in planning a regulation

Column “KEY QUESTIONS”: contains a list of questions to explain the details of the integrated risk management variables, which are used to guide discussions in planning a regulation

Column “NEED TO BE INCLUDED IN THE REGULATION”: contains “Yes” or “No” answer options to select important aspects that need to be included in the draft regulation proposal. Sub-column “Yes” or “No”: filled in with a check mark (✓) to answer the key questions based on the need and importance of the to be included in the draft regulation proposal.

Column “PROPOSED REGULATION CONTENTS”: only used for “Yes” answer, by filling in the proposed sentences or important points that need to be regulated and written in the draft regulation proposal.



(Photo: Doc. PMI)

Chapter III

Policy Review

A. Objective

The Policy Review Guideline is compiled with the aim of obtaining an assessment / review on the drafting process and on content of a regulation from an integrated risk management (IRM) perspective.

B. Expected Result

Upon utilizing this this Policy Review Guideline, the expected results are:

1. Information on to what extent the analyzed regulations have fulfilled the important aspects of IRM
2. Identification of gaps in IRM aspects that have not been included in the analyzed regulations
3. Formulation of recommendations for the implementation and improvement of the regulations from the perspective of IRM

An example of a policy review results for policy substance: several findings indicate that the risk assessment was not used as the basis to draw a medium-term development plan in a the village, and this can be seen in the existence of several village infrastructure development plans located in flood prone area , no visible division of roles and responsibilities between men and women in several community empowerment programs that are planned so that the risk of gender inequality is very likely to occur

Possible Follow-Up on Study Results: The findings from the study on the village's Medium-Term Development Plan can be used to formulate an advocacy strategy for the village government to change and correct the development plan and revise the existing development budget

C. Execution time

The Policy Review Guidelines are used when a regulation has been enacted and promulgated by the government. This guideline can be used for regulations that have or have not been implemented by the government, and can be used for all levels of regulations (from national to village).

D. Method of Use

The use of this policy review instrument is carried out through a series of activity processes as follows:

1. **Determining regulations.** Prior to a policy review, the implementing organization selects and determines in advance the regulations to be analyzed, according to the needs and priorities of the policy advocacy plan that will be carried out. These regulations can be that of national level such as constitution, government regulations, presidential regulations, ministerial regulations, strategic plans that are passed by regulations such as national action plans, road maps, master plans and others. The chosen regulations can also be that of provincial and district / city governments such as regional regulations, governor / regent / mayor regulations, long and medium term development plans, regional action plans, spatial plans, road maps and others. In addition, it is also possible to analyze regulations from village level government such as village regulations and village head regulations.
2. **Determining target participants.** The selection of discussion participants is carried out through a stakeholder analysis of the analyzed regulations. Identification of stakeholders is based on the following criteria:
 - a. Community groups, including women, people with disabilities, children and other vulnerable groups, who receive benefits or direct impact from the regulations implementation. Priority is given to the assisted groups or organizations / institutions that carry out this assessment.
 - b. Institutions / organizations / individuals involved in the process of the regulation drafting
 - c. Institutions / organizations working on issues that are directly governed by the regulation, including women's organizations, people with disabilities, and other vulnerable groups
 - d. Business entities involved in the implementation or affected by the regulation implementation
 - e. Village / sub-district / regency / city / provincial / national government (according to the level of the analyzed regulation) implementing the regulation or affected by the regulation implementation. At this government level, identification of participants is clarified down to the Regional Apparatus Organization (OPD) or the ministry that implements the regulation.
 - f. Members of the BPD / DPRD / DPR (according to the level of the analyzed regulations) who are in charge of the regulated issues.

Policy review can also be carried out internally by the organizing agency, involving partner institutions and assisted groups. This is especially done to determine advocacy issues for regulatory changes that will be proposed to the government and legislative bodies (DPRD / DPR) as well as to plan to monitor the regulation implementation.

3. **Distribution of regulation documents and study instruments to potential participants.** Before the policy review discussion is held, it is expected that participants will have read the regulation documents that will be reviewed along with the study reviews. Therefore, the organizing organization needs to send the regulation documents and assessment instruments to potential participants and make sure that they properly receive receive them.

4. **Performing discussion.** The discussion is facilitated by two facilitators from external parties, or from the implementing agencies, or regulation implementer, with a series of flows as follows:

NO	ACTIVITIES	OUTPUT	TIME
1	Introduction: The facilitator provides an introduction to the objectives and flow of the discussion	Participants understand the purpose and flow of discussion	10 minutes
2	Session I: Presentation of policy content. A facilitator or a key person may be invited to explain the main content points of the regulations to be studied. In this session, a question and answer session is held with the participants to get further information or clarification on the content these regulations.	Participants understand the important points of the contents of the regulations being studied	60 minutes
3	Session II: Group discussion. Participants were divided into two groups, where each group will be facilitated by a facilitator and note-taker of the discussion process. a. The first group discusses variables 1-3 from the policy review checklist instrument. b. The second group discusses variables 4-7 from the policy review checklist instrument.	A draft	60 minutes
4	Session III: Presentations from each group. The results of the presentation are discussed together to make an agreement in providing answers to the questions based on the available evidence	policy review from the group	100 minutes
5	Session IV: Recommendations. Based on the results of the assessment, the Facilitator facilitates discussion of points of action recommendations to implement the regulation or improve these regulations for future use.	There is mutual agreement on the results of the policy review	60 minutes
6	The facilitator draws a conclusion on the results of the policy review	There is a formulation of recommendations for action	10 minutes

E. Policy Review Instruments

Policy review checklist

VARIABLES	KEY QUESTIONS	ANSWERS			EVIDENCE/ PROOF
		YES	NO	N/A	
1. Engagement of interest groups in policy making	1. Are there more than 10 stakeholder organizations / organizations, such as DPOs, NGOs, business organizations, and community organizations involved in the discussion and providing input in the formulation of these policies?				
	2. Whether more than 50% of stakeholders' input is included in the content of the policy				
	3. Is gender analysis carried out in the policy proposal formulation process? Gender analysis here is related to discrimination against women and gender roles in life for men and women.				
	4. Does the policy provide room for involvement from stakeholders, including the community, NGOs, organizations that focus on empowering women / children and gender justice and business institutions, in its implementation? For example in the form of planning activities, implementing direct services to the community, and monitoring the implementation				
2. Community at the center	5. Has the policy taken into account the different needs of different vulnerable groups (gender, marginalized groups, people with disabilities, the elderly) against risks including climate change? And has the policy taken into account the fulfillment of the rights of women, children, people with disabilities, and other vulnerable groups?				
	6. Has the policy considered the safety and sustainability of community livelihood strategy practices in accordance with the zone where the community live?				
	7. Has the policy taken into account the different interests of the community and the different capacities of both women and men in regulating their access and control over resources needed for livelihoods and adaptation to the risks faced?				

VARIABLES	KEY QUESTIONS	ANSWERS			EVIDENCE/ PROOF
		YES	NO	N/A	
	8. Has the policy taken into account the the community's local wisdom in managing risk?				
	9. Has the policy provided security protection for the community?				
3. Gender and vulnerable groups	10. Has the policy used disaggregated data as a reference in its formulation?				
	11. Does the policy encourage the involvement of women, people with disabilities and other vulnerable groups in the policy implementation management?				
	12. Has the policy ensured that the adaptation strategy is gender sensitive and can resolve gender inequality issue? And has the policy taken into account the capacities and vulnerabilities as well as the different special needs of women and men as well as people with special needs in facing the threat of risks?				
	13. Does the content of the policy reflect the different social impact considerations on women, people with disabilities, and other vulnerable groups?				
4. Targeting the root causes of risk in the region	14. Does the policy facilitate access to climate / disaster threat information for risk analysis, cost-benefit analysis and its planning?				
	15. Does the policy make it easier for the public to get access to services from financial institutions or government agencies to support community livelihoods?				
	16. Does the policy promote the adequacy and security of food, water and energy in the community				
	17. Does the policy encourage people's diversification livelihoods to reduce vulnerability and increase the capacity to adapt to risks?				
	18. Does the policy provide protection of important assets, including housing, from risks including climate change / disasters? And does the policy encourage the implementation of spatial and territorial that can reduce risk of threats in the community?				
	19. Does the policy encourage capacity building of local stakeholders to deal with disasters and protect the ecosystems?				

VARIABLES	KEY QUESTIONS	ANSWERS			EVIDENCE/ PROOF
		YES	NO	N/A	
	20. Does the policy include strategies / programs / activities to address the root causes of environmental damage, including ecosystem management and restoration?				
	21. Can the policy result in increased capacity, legal protection, access and control for women, girls, boys, people with disabilities, and other vulnerable groups?				
5. Consider future risk projections	22. Is the policy based on evidence and data and analysis of climate predictions?				
	23. Is the policy based on a functional analysis and impacts on ecosystems, including avoiding negative impacts on ecosystem services and biodiversity?				
	24. Does the policy take into consideration the potential future impacts of climate change or urbanization and population growth or global economy?				
	25. Does the policy ensure that women or men have the same capacity to adapt to changes taking place both at local and global levels?				
	26. Whether the policy has considered all Does the policy take into account various types of disaster threats (geology, climatology, meteorology) and the relationship between threats, including environmental disasters?				
6. For long term changes	27. Does the policy comprehensively target risks, including risks from environmental damage and social conflict?				
	28. Does the policy contain a long term change strategy, at least for the next 10-15 years?				
	29. Does the policy improve the management of resources and their allocation, which will have an impact on equitable development for women, girls and other vulnerable groups?				
7. Integrated area approach	30. Is the policy also based on other related policies, for example policies on land use, disaster risk reduction, environment and climate change, and gender mainstreaming?				
	31. Does the policy refer to international standards ratified by the government, such as the Paris Agreement, SFDRR, SDGs, Habitat 3, and Ramsar?				

VARIABLES	KEY QUESTIONS	ANSWERS			EVIDENCE/ PROOF
		YES	NO	N/A	
	32. Is the policy is intended to prevent increased disaster risk due to environmental degradation, from a regional perspective?				
	33. Does the content of the policy reflect considerations of environmental risk and impact assessment in a large area?				
	34. Has the policy included interests and different incentives / disincentives for different groups within an area (upstream and downstream communities in a watershed)?				

Note:

Column "VARIABLES": is a list of variables that reflect integrated risk management effort, which is used as a framework for reviewing a policy.

Column "KEY QUESTIONS": is a list of questions to explain the details of the integrated risk management variables, which are used to guide the discussions in reviewing a policy.

Column "ANSWER" consists of "Yes" or "No" or "N / A": filled in with a check mark (✓) to answer key questions based on the existing evidence / information. If the answer is "Yes", proof is necessary. If the answer is "No", may be given information or not. For questions that are not relevant to the content of the reviewed regulations, "N / A" is selected.

Column "EVIDENCE/ PROOF": for the answer "Yes", fill in the evidence contained in a regulatory document or notes from other related documents or information from stakeholders involved in the discussion.



(Photo: Doc. RCCC)

Chapter IV

Policy Implementation Planning Analysis

A. Objective

This Policy Implementation Analysis Guideline is made with the aim of providing guidelines for the analysis stages and instruments that can be used to analyze the implementation plan of a regulation (at national, provincial, district / city and village levels) from an integrated risk management (IRM) perspective.

B. Expected Result

By using this Policy Implementation Plan Analysis Guideline, the expected results are:

1. Information on the mandate of a regulation that must be implemented by the government and other parties regulated by the regulation
2. Identification of government's gender responsive activity plans and budget allocations to carry out the mandate given by the regulation
3. Information on the extent to which gender responsive IRM perspectives are reflected in the implementation plan for these regulations
4. Formulation of recommendations for monitoring the implementation of these regulations from IRM perspective

An example of a policy study to analyze the policy implementation plan result: a study on the implementation plan the NAP on Climate Change Adaptation at the provincial and district levels found that no strong policy tools have been developed and used to ensure the implementation at the provincial and district levels. Local efforts were initiated by external parties to ensure the implementation of the RAN API through the preparation of a drought contingency plan but no formal legal basis (regional policy) was found to form the basis for its implementation and therefore no budget allocation has been included for this plan.

Possible Follow-Up: The results of the study can be used to carry out advocacy to ensure there is a Regional Policy that can be used as a formal legal basis for the implementation of several initiatives in the regions, that subsequently can support RAN API implementation in the regions, be it RAD API or other plans and also to ensure that some priorities actions in these areas are included in the RPJMD and RKPD thus making sure that a budget for their implementation is in place.

C. Execution time

Analysis of policy implementation plans is carried out when a regulation has been passed, either by a legislative body, such as regional laws and regulations, or by an executive body, such as government regulations, governor regulations, regent regulations, or by village governments, namely village regulations and village head regulations. In addition, analysis can only be carried out after the regulation is declared in effect and has entered the government planning and budgeting period. Usually, regulations start to be implemented a year or two after they are enacted.

D. Method of Use

The use of the analysis instrument for this policy implementation plan is carried out through a series of activity processes as follows:

1. **Determining regulations.** Policies of which implementation plan will be analyzed in the are those take the form of regulations, because regulations provide a mandate to be implemented by the government and other regulated parties. These regulations are those at national level such as constitutions, government regulations, presidential regulations, and ministerial regulations. The regulations chosen can also be the ones at local governments such as regional regulations, governor / regent / mayor regulations, and regulations from village governments such as village regulations and village head regulations. The implementing organization determines in advance what specific regulations plan that will be analyzed.

The regulations that will be analyzed can fall into two categories, namely:

- a. Major set of regulations and their derivatives: for example, the Law on Disaster Management and several government regulations that act as its derivatives implementing regulations. At the regional level, the chosen regulations can be that of regional regulations, for example the Regional Regulation on the Environment and several derivative governor / regent / mayor regulations that act as its implementing regional regulations.
- b. One type of regulation only: for analysis of a more specific policy implementation plan, the study can focus on certain specific regulations, for example local regulations on disaster management, or district head regulations on disaster emergency management.

In particular, the analysis of policy implementation plans can also be used to determine to what extent the specific plans based on various issues, such as disaster management plans, regional action plans for climate change adaptation, and environmental protection and management plan are made. In order to make the analysis, these plans must have been ratified by a regulation, such as a district head regulation for instance. With the existence of the ratified the plan it indicates that there is a mandate given to government agencies to implement it.

2. **Determining target participants.** The selection of discussion participants is carried out through a stakeholder analysis based on the analyzed regulations implementation. The identification of stakeholders is based on the following criteria:

- a. Community groups, including women, people with disabilities, children and other vulnerable groups, who will receive the benefits or direct impact from the implementation of the regulations. Priority for participants is given to the assisted groups of organizations / institutions that carry out this analysis.
- b. Institutions / organizations / individuals involved in the implementation of these regulations
- c. Institutions involved in implementing or affected by the implementation of these regulations
- d. The village / sub-district / district / city / provincial / national government (according to the level of the analyzed regulation) that implement the regulation. At this government level, identification of participants is clarified down to the Regional Apparatus Organization (OPD) or the implementing ministry.

The analysis of policy implementation plans can also be carried out internally by the implementing agency, involving partner institutions and assisted groups. This is especially done to determine the advocacy issues to implement the regulations that will be conveyed to the implementing government and to the legislative institutions (BPD / DPRD / DPR) that are authorized to approval the budget allocations for these regulation implementation.

3. **Identification of regulation mandates.** After the types of regulations to be analyzed have been determined, the organizing agency forms a small team to carry out a preliminary analysis, to determine the regulation mandate. Based on the contents of the regulation, one can see what are the mandates that must be carried out by the government and which agencies authorized to carry out the mandate. Detailed mandate identification is carried out using the regulation's mandate matrix , as described in the instrument section.
4. **Identification of activity plans and budget allocations for regulations implementation.** Based on the mandate identified in the previous stage, the team will then identify the activity plan and budget allocation to carry out the stipulations stated in the mandate. This identification refers to the medium-term development plan (RPJM), the national / regional / village government work plan (RKP), and the strategic plans and work plans of ministries / regional apparatus organizations. Budget allocations can be obtained from the State Revenue and Expenditure Budget (APBN) or APBD (Provincial / Regency / City) or APBDes (Village) according to the level of regulations being analyzed. Detailed identification of activity plans and budgets is carried out by using the activity plan and budget matrix, as described in the instrument section.
5. **Distribution of regulatory documents, results of mandate identification, plans and budgets, as well as analysis instruments to potential participants.** Prior to discussing the analysis of the policy implementation plan, participants are expected to have read the regulation documents to be analyzed and their analysis instruments. Therefore, the organizing organization needs to send the documents and their analytical instruments to the potential participants and ensure they properly receive.

6. **Implementation of Discussion.** The discussion is facilitated by two facilitators, with a series of flow as follows:

NO	ACTIVITIES	OUTPUT	TIME
1	Introduction: The facilitator provides an introduction to the objectives and flow of the discussion	understand the purpose and flow of discussion	10 minutes
2	Session I: Presentation of the results of mandates identification, activity plans and regulation implementation budgets A small team presents its work on the mandate identification, activity plan, and budget to implement the analyzed regulations. The facilitator opens a question and answer session with the participants to get further clarification and information on the results made by the small team.	Participants understand the mandate of the analyzed regulations, the activity plan and the budget to implement the regulation	90 minutes
3	Session II: Group discussion. Participants were divided into two groups, where each group is facilitated by a facilitator and a note-taker for the to record the discussion process. Based on the formulation of the regulation's mandate, activity plans and budget allocation to implement the regulation, as well as stakeholder information, each group discuss: a. The first group discusses the variable checklist instrument 1-3 b. The second group discusses the 4-5 variable checklist instrument The results of the discussion are written in a checklist instrument.	There is a draft result of the checklist for planned activities and budget allocations for the implementation of the reviewed regulations	60 minutes
4	Session III: Presentations from each group. The results of the presentations are discussed together to make an agreement on analysis result of the activity plans and budget allocations to implement the regulation from the perspective of integrated risk management	An analysis result of regulation implementation plan based on the integrated risk management perspective	90 minutes
5	Session IV: Recommendations. The facilitator facilitates discussion on points of action recommendations to monitor the implementation of these regulations	A formulation of recommendations for action	60 minutes
6	The facilitator draws conclusions on the results of the analysis of the implementation plan for the regulation	A conclusion of regulation implementation plan	10 minutes

E. Policy Implementation Plan Analysis Instrument

1. Mandate matrix of the regulations

Level of regulation :

Name of the regulation :

NO	MANDE OF THE REGLATION	IMPLENTER	SOURCE Article and Paragraph

Note:

Column "NO": Filled in with the sequence number from 1, 2, 3, and so on, the number of mandates identified from the analyzed regulation

Column "MANDATE OF THE REGULATION": Filled IN with the mandate that must be carried out as ordered by the regulation. This mandate can take the form of activities, programs, strategies, and decisions that must be made to implement these regulations

Column "IMPLEMTER": Filled in with the name of the government agency or other party mentioned by the regulation as the mandate implementer.

Column "SOURCE": Filled in with the source of information of the mandate, from which article and paragraph of the analyzed regulation

2. Activity plan and budget matrix

Regulation level :

Name of regulation :

MANDATE OF THE REGULATION	ACTION PLANS	INDICATORS	BUDGET ALLOCATIONS	SOURCE(RPJM, RKP, Renstra, Renja, APBN/APBD/APBDes)

Note:

Column "MANDATE OF THE REGULATION": Filled in with the mandate that must be carried out as ordered by the regulation. This mandate can take the form of activities, programs, strategies, and decisions that must be made to implement these regulations. The contents of this column are taken from the mandate matrix of the above regulation

Column "ACTIVITY PLAN": filled in with the name of the activity plan identified from the government's plan (RPJM, RKP, Strategic plans, work plans) at national / regional / village levels according to the level of the analyzed regulations

Column "INDICATORS": filled in with the indicators mentioned in the government's plan (RPJM, RKP, strategic plan, Work plan)

Column "BUDGET ALLOCATION": filled in with the amount of fund allocation stated in the APBN / APBD / APBDesa documents to carry out the activity plan according to the level of the analyzed regulation

Column "SOURCE": Filled in with the source of the information on the plan and budget allocation (RPJM, RKP, strategic plan, work plan, APBN / APBD / APBDes), by mentioning the level of government and the year the plan is effective

3. Policy Implementation Plan Analysis Checklist

Regulation level :

Name of regulation :

VARIABLES	KEY QUESTIONS	ANSWERS		PROOF/ EVIDENCE
		YES	NO	
1. Distribution Policy	1. Is the policy distributed (through various channels) to relevant stakeholders, including community organizations and vulnerable / minority groups such as indigenous people, at national and / or regional levels?			
	2. Whether the policy is communicated / discussed through the appropriate media (websites, newspapers, meetings, leaflets, television, radio, etc.) to reach local stakeholders and communities?			
2. Planning consistency	3. Is the policy translated into technical instructions or implementation guidelines or work plans or joint decisions between ministries / DPOs at national / regional level to implement it?			
	4. Is this policy translated into the local and village governments work plans?			
	5. Can the policy implementation planning mechanism be adaptive to changes of risks, government administration and plans for at least the next 5-10 years?			
3. Gender and vulnerable groups	6. Are the woman organizations, people with disabilities, and other vulnerable groups involved in the policy implementation planning process activity ?			
	7. Is gender analysis carried out in the policy implementation planning process activity?			
	8. In a work plan / activity to implement the policy, are there any activities aimed at fulfilling the rights and needs of women and vulnerable groups?			
	9. In a work plan / activity to implement the policy, are there any activities aimed at increasing the capacity of women and vulnerable groups?			

VARIABLES	KEY QUESTIONS	ANSWERS		PROOF/ EVIDENCE
		YES	NO	
	10. In the work / activity plan to implement the policy, are there any activities aimed at increasing access, control, participation and benefits for women?			
4. Budget and accountability	11. Is there access to information on budgets or human resources to implement the policy?			
	12. Is a gender analysis carried out to determine budget allocations? And is there enough gender responsive budget to carry out the main objectives / mandate of the policy?			
	13. Are there enough human resources in the Government's system to carry out the policy mandate?			
	14. Are there human resources in the government who have the capacity to carry out gender analysis in budgeting?			
	15. Does the budget also include the budget to monitor the impact of policy implementation?			

Note:

Column "VARIABLES": is a list of variables that reflect integrated risk management, which is used as a framework in reviewing a policy.

Column "KEY QUESTIONS": is a list of questions to explain the details of the integrated risk management variables, which are used to guide discussions to review a policy.

Column "ANSWER" consists of "Yes" or "No": filled in with a check mark (✓) to answer key questions based on existing proof / evidence. If the answer is "Yes", proof is necessary. And if the answer is "No", information may be given.

Column "PROOF / EVIDENCE": for the answer "Yes", fill in the evidence contained in the planning document and budgeting or notes from other related documents or statements from stakeholders involved in the discussion.



*(Photo: Doc. Yayasan Lahan Basah/
Wetlands International Indonesia)*

Chapter V

Policy Impact Analysis

A. Objective

The Policy Impact Analysis Guidelines is made with the aim of providing guidelines in the form of analysis stages and instruments that can be used to analyze the impact a gegulation implementation from an integrated risk management (IRM) perspective.

B. Expected Result

The expected results by using of this Policy Impact Analysis Guidelines, are:

1. Information on objectives to be achieved from the national, local , or village government regulations
2. Identification of examples of cases resulting from the implementation of these regulations
3. Information on the extent to which the sample cases have reflected the achievement of the objectives of the analyzed regulations from the IRM perspective
4. The formulation of recommendations to improve the regulation based on the gender responsive IRM perspective

An example of policy review results for policy impact analysis: based on the results of the impact of PERDA DAS policy analysis at provincial level, it was found that the PERDA DAS has not been able to answer the need for strengthening resilience in the watershed areas in the province due to the changes in risk that are no longer matched with the risk assessment used in the existing PERDA DAS, furthermore it was found that the PERDA was not integrated into operational policies such as the RPJMD and RKPD so that it did not provide benefits to the community at grassroots level. Other findings also indicate that there were policy changes at national level that caused many parts of the PERDA DAS were not properly implemented due to the changes in the authority administration as a result of changes in the existing policies.

Possible Follow-up: The results of this policy impact assessment can be used by the watershed management stakeholders at provincial level as part of the academic paper for the revised PERDA DAS to correct some priority activities according to the latest risk assessment and also ensure its integration with the operational policies in the regions and villages. As well as clarifying the delegation of authority for watershed management from the provincial level to the lower levels so that the can obtain the benefits of the PERDA DAS.

C. Execution time

In general, the policy impact analysis can be carried out in three phases, namely (1) during the process of regulation formulation, (2) during the regulation implementation (3) when the regulations have been implemented for a long period of time.

First, when an impact analysis is carried out during the regulation drafting process, it is intended to identify the potential impacts resulting from the regulation implementation. This potential impact analysis is specifically intended to consider the options of stipulations to be regulated in a regulation. Analysis of the potential impact in this phase is also intended to avoid the negative impact of an already implemented regulation.

Second, when an impact analysis is carried out during the regulation implementation, the impact analysis is aimed at monitoring the possible impacts of policy implementation. This monitoring process is aimed at making sure that the expected positive impact occur and also to early identify of negative impacts caused by the regulation implementation. With early identification of negative impacts, policy makers can make changes to these regulations.

Third, when the impact analysis is carried out after the regulation has been implemented for a long time, it is specifically intended to see the results of the implemented regulation. The results seen are the impacts on society and the parties regulated in the regulation. It is to see whether the impact is in accordance with the objectives stated in the regulation. Often times, the results of this analysis are also used as the basis for preparing an academic paper for such policy changes.

In this guidelines, a policy impact analysis is defined as an impact analysis that is carried out some time after the implementation of a regulation to see its results. To see the impact of a regulation, this analysis is carried out at least 3 years after the regulation was implemented. This means that with the implementation of the regulation for a minimum of 3 years, impact indications, as a result of the regulation, have begun to appear, especially in community groups or parties who are directly affected by the regulation implementation. For example, community groups living in disaster-prone locations that experience disasters almost every year will receive the direct impact of the implementation of Regional Regulations on disaster management.

D. Method of Use

The use of the policy impact analysis instrument is carried out through a series of activity processes as follows:

1. **Determining regulations.** The policies that will be analyzed for impact are those in the form of regulations, because regulations provide a mandate to be implemented by the government and other regulated parties. The regulations can be that of national level such as laws, government regulations, presidential regulations, and ministerial regulations. The The selected regulations can also be that of local governments such as regional regulations, governor / regent / mayor regulations, and regulations from village governments such as village regulations and village head regulations. The implementing organization determines in advance what specific regulations of which impacts will be analyzed.

The regulations to be analyzed fall into two categories, namely:

- a. The main set of regulations and their derivatives: for example, the Law on Disaster Management and several derivatives implementing government regulations. At the regional level, the regulations chosen can be specific regional regulations, for example the Regional Regulation on the Environment and several derivative governor / regent / mayor regulations that regulate the implementation of these regional regulations.
- b. One type of regulation only: for a more specific policy implementation plan analysis, the study can focus on a specific regulations, for example local regulations on soil and water conservation, or district head regulations on disaster emergency management, or district head regulations on the approval of local adaptation climate change action plans.

2. Identification of objectives and indicators of regulation implementation impact. In each regulation, the purpose of the regulation is stated. For example, in Law Number 6 of 2014 concerning villages, Article 4 states that village regulation aims to::

- a. give recognition and respect to the existing villages with their existing diversity before and after the formation of the Unitary State of the Republic of Indonesia;
- b. provide clarity of status and legal certainty for Villages in the constitutional system of the Republic of Indonesia in order to promote equal justice for all Indonesian people;
- c. preserving and strengthening the customs, traditions and culture of the Village community;
- d. encourage initiatives, movements and participation of the Village community to develop village capacity and assets for the village's common welfare;
- e. establishing a that is professional, efficient and effective, open, and responsible Village Government;
- f. improve public services for Village community members in order to promote public welfare;
- g. increase socio-cultural Village community's resilience the in order to enable them maintain their social unity as part of national resilience;
- h. advancing the Village community's economy and overcoming gaps issue in national development; and
- i. strengthening the Village community as the subject of development.

Based on these objectives, the organization's study implementation team from formulate impact indicators of each objective of the regulation . As far as possible, indicators should be made in quantitative form to make calculation easier. If a cost and benefit analysis is to be carried out in a further study, the impact indicator analysis will be easier to use. In addition, if qualitative indicators are needed, new indicators can be added which complements the quantitative indicators. These indicators are then used as a reference for conducting a regulation impact analysis. Here's an example:

NO	OBJECTIVES	IMPACT INDICATORS
1	advancing the economy of rural communities and overcoming gap issues in national development	1. a 30% reduction in the poverty rate in the village within 3 years 2. an increase of 30% income per capita for the community in the village

Based on the regulation implementation plan, the government determines the impact indicators targets as outlined in the MediumTerm Development Plan (RPJM) document at all levels of government (national-regional-village). For example, to achieve the goals outlined in the above Law Number 6 of 2014 above, the 2015-2019 RPJMN sets targets to (1) reduce the number of underdeveloped villages to 5,000 villages and (2) increase the number of independent villages to at least 2,000 villages. This target can be used as indicators to see the impact the regulation implementation, despite the fact that sometimes they do not fully reflect all the objectives stated in the regulations.

Apart from those stated in the RPJM targets, the impact indicators can also be taken from the targets written in special plan documents based on issues, such as Disaster Management Plans, Regional Action Plans for Climate Change Adaptation, Urban Agriculture Grand Designs and others. For example, to obtain policy indicators related to climate change mitigation, the Nationally Determined Contribution (NDC) document mentions a 29% reduction in greenhouse gas emissions by 2030 through several sectors, including energy, forestry and agriculture.

3. **Case study.** A regulation implementation impact analysis is difficult to perform for all communities affected by the implementation of the regulation for the fact that the scope of the regulated subjects and objects is very broad. For example, the legal object of Law Number 6 of 2014 is all villages in Indonesia, it is a total of more than 74,000. Of course, it is not possible to carry out an impact analysis in all of the villages with limited resources. Therefore, one ways to analyze the impact of regulations is through case studies. The study implementation team can make several examples of cases to be used as sampling tests on the implementation of these regulations.

Several ways to conduct case studies include reviewing news in mass media, reviewing existing reports or research results, and conducting your own case studies through field studies. An explanation of each of the case study options is as follows:

- a. **News Review.** Currently, there are many online media provide various latest news on events occur in Indonesia. News searches can be done through a search engine such as google with a search category on news (news). The choice of news category is important to filter information provided by unaccountable parties. News that are is officially written by mass media that obey a certain code of ethics can be used as source of information.

Based on the above objectives and indicators , media reviews are carried out by filling in the following matrix:

NO	REGULATION OBJECTIVES	IMPACT INDICATORS	NEWS LOCATION	TIME OF NEWS	NEWS CONTENT	SOURCE OF NEWS

Note:

Column "NO": Filled in with the order number of the objective of the regulation mentioned in the analyzed rules,

Column "REGULATION OBJECTIVES": filled in with the respective regulations objectives as mentioned in the regulations that are being analyzed

Column "IMPACT INDICATORS": filled in with the impact indicators that are identified in each of the regulation that was made in the previous stage

Column "NEWS LOCATION": Filled in with the location mentioned in the news that includes the name of the province, regency / city, sub-district, and village / sub-district (based on the detailed information in the news)

Column "TIME OF NEWS": Filled in with the date when the news was published

Column "NEWS CONTENT": Filled in with original sentence fragments from the original news of which related to the regulation objectives' impact indicators

Column "SOURCE OF NEWS": Filled in with media name, news url address, and date of access to the news

- b. Review Literatur.** Studi kasus juga bisa dilakukan melalui review literatur seperti laporan, hasil penelitian, artikel di jurnal atau media massa, dan buku yang sudah diterbitkan. Semua literatur yang dikumpulkan difokuskan kepada informasi yang dibutuhkan sesuai dengan tujuan dan indikator dampak dari peraturan sebagaimana diidentifikasi pada tahapan sebelumnya. Pengumpulan informasi dari review literatur dibuat dalam bentuk matrik sebagai berikut:

NO	REGULATION OBJECTIVES	IMPACT INDICATORS	INFORMATION LOCATION	PUBLISHED	LITERATURE CONTENTS	SOURCE OF LITERATURE

Note:

Column "NO": Filled in with the order number of the regulation's objectives mentioned in the analyzed regulation.

Column "REGULATION OBJECTIVES": filled in with each of the regulatory objectives mentioned in the analyzed regulation

Column "IMPACT INDICATORS": filled in with the impact indicators identified for each of the regulation's objective that was made in the previous stage

Column "INFORMATION LOCATION": filled in with the location of the study mentioned in the literature which includes the name of the province, district / city, sub-district, and village / kelurahan

Column "PUBLISHED": filled in with the name of the month and year of publication of the literature

Column "LITERATURE CONTENT": filled in with a summary of the contents in the literature related to the impact indicators of the objective of the regulation

Column "LITERATURE SOURCE": Filled in with the author's name, writing title, publisher name, url address and access date (if the source is from online information)

- c. **Field study.** Apart from being based on secondary data sources from both media and literature, case studies can also be done through field studies. Field studies are selected based on the indicators policy impact indicators that are going to be reviewed. For example, in the case of the impact analysis of the above Village Law, the field studies can be carried out in several sample villages to see to what extent the impact indicators, in the form of a reduction in poverty and an increase in per capita income for villagers, have been achieved. The field study method is adjusted according to the impact indicators to that are going to be reviewed. Related to an increase in per capita income, for example, this could be done through random surveys to village community members; or if secondary data on per capita income from year to year in the village are available and reliable, then it is sufficient to use the data, without having to conduct a survey.

In contrast to the above two types of case studies, field studies require sufficient resources to properly conduct interviews or surveys or focused discussions or field observations. If the institution that carries out the policy impact analysis has sufficient resources, it can conduct field studies in 2-3 locations to support the results of the news and literature review.

4. **Determining target participants.** The selection of discussion participants is carried out through a stakeholder analysis on those affected by the implementation of the analyzed regulations. Identification of stakeholders is based on the following criteria:

- a. Community groups, including women, people with disabilities, children and other vulnerable groups, who receive benefits or direct impact from the implementation of these regulations. Priority for participants is given to the assisted groups of organizations / institutions that carry out this analysis.
- b. Government and non-government institutions / organizations affected by the implementation of the regulations
- c. Business entities that are affected by the implementation of these regulations
- d. The village / kelurahan government as the lowest government structure that is affected by the implementation of the related government regulations
- e. District / city / provincial / national government agencies (based on the analyzed level of regulations) that implement the regulations. At this government level, identification of participants is clarified down to the Regional Apparatus Organization (OPD) or the implementing ministry

Policy impact analysis can also be carried out internally by the implementing agency, involving partner institutions and assisted groups. This is specifically done to determine the advocacy issues of the proposed regulations changes that will be submitted to the government, as the regulation implementer, and to the legislative institutions (BPD / DPRD / DPR) as government supervisors and regulation makers.

5. **Distribution of regulation documents, results of case studies, and study instruments to potential discussion participants.** Before the policy impact analysis discussion takes place, participants are expected to have read the regulations documents that is going to be reviewed, the results of case studies, and the study instruments. Therefore, the organizing organization needs to send these documents to the potential participants and make sure that they properly receive them.

6. **Performing discussion.** The discussion is facilitated by two facilitators, by following this process flow:

NO	ACTIVITIES	OUTPUT	TIME
1	<p>Introduction</p> <p>The facilitator provides an introduction to the objectives and flow of the discussion</p>	Participants understand the purpose and flow of discussion	10 minutes
2	<p>Session I: Discussion of regulation objectives and their impact indicators.</p> <p>a. Based on the previous study, the facilitator presented the regulation objectives and their impact indicators</p> <p>b. The facilitator invites participants to discuss these objectives and indicators, ask for input, and make common agreement on the impact indicators</p> <p>c. The result of impact indicator formulation is used as the policy impact analysis tool</p>	Participants understand the objectives and impact indicators of the studied regulations	60 minutes
3	<p>Session II: Group discussionk.</p> <p>a. Goals and agreement on regulation impact indicators are printed and shared to the participants</p> <p>b. Participants are asked to read the results of the case studies that have been sent</p> <p>c. Participants are divided into three groups based on the regulation objectives (for example if there are 6 regulatory objectives, then each group gets the task of analyzing the achievement of the impact indicators of 2 objectives)</p> <p>d. Each group discusses:</p> <ul style="list-style-type: none"> • Assessment of the impact indicators achievement against the regulation objectives (using a performance analysis instrument of the regulation impact indicator assessment) - according to group objective • Assessment of regulation impact from an integrated risk management perspective (using a regulation impact analysis checklist instrument) 	A draft review on the results of the regulatory impact assessment	90 minutes
4	<p>Session III: Presentations from each group.</p> <p>a. Each group presented the results of their discussion</p> <p>b. The facilitator facilitates a discussion to make an agreement on the results of the impact analysis of the reviewed regulations</p>	A common agreement on the results of the regulation impact analysis	120 minutes

NO	ACTIVITIES	OUTPUT	TIME
5	Session IV: Recommendations. The facilitator facilitates discussion on action recommendation points to propose the improvement of the regulation	A formulation of recommendations for action	30 minutes
6	The facilitator draws a conclusion on the results of the regulations impact analysis	A conclusion of the results of regulation impact analysis	10 minutes

E. Policy Impact Analysis Instruments

1. Analysis matrix of regulatory impact indicator achievements

Regulation level :

Regulation name :

NO	REGULATION OBJECTIVES	IMPACT INDICATORS	ACHIEVED 	EVIDENCE (from other study case /information)

Note:

Column "NO": Filled with the sequence number from 1, 2, 3, and so on, matching the number of the total objectives of the regulations that are being analyzed

Column "REGULATION OBJECTIVE": Filled in with the purpose of making the regulation that are stated in one of the articles in the regulation

Column "IMPACT INDICATORS": filled in with a list of impact indicators of the respective regulation objective. The impact indicators written down are those in line with the agreement made in the discussion.

Column "ACHIEVED": filled in with green, yellow, red, and black colors, which means:

-  : impact indicators are fully or almost all achieved (85-100%)
-  : impact indicators are partly achieved (40-84%)
-  : little or no impact indicators achieved (0-39%)
-  : negative impacts are identified as a result regulations implementation

Column "EVIDENCE": filled in with a summary of the evidence obtained from the results of the case study, other related documents, other data, and information obtained from the participants' discussion

2. Regulation impact analysis checklist

Regulation level :

Regulation name :

VARIABLE	KEY QUESTIONS	ANSWERS			PROOF/ EVIDENCE
		YES	NO	N/A	
1. National to local (for national policy)	1. Does the policy encourage local stakeholders to develop an integrated risk management plan that is gender responsive?				
	2. Does the policy facilitate local stakeholders to carry out an integrated risk management ?				
	3. Does the policy connects the national plan with its implementation in the regions?				
2. Knowledge of the policy locally on local level	4. Are local government officials aware of the policy?				
	5. Do government officials and local stakeholders have a gender perspective in implementing the policy?				
	6. Are civil society organizations involved in implementation of the policy at the local level?				
	7. Are organizations that focus on woman empowerment and gender justice issues involved in monitoring policies implementation at local level?				
	8. Do civil society organizations promote accountability fin the policies implementation?				
	9. Can the community and local / village government identify the relationship between the policy and activities in the community?				
	10. Do communities and local / village government take into account the different needs of women, girls, men, people with disabilities, and other vulnerable groups in relation to the implementation of the policy?				

VARIABLE	KEY QUESTIONS	ANSWERS			PROOF/ EVIDENCE
		YES	NO	N/A	
3. Implementation on local level	11. Are women group of women, people with disabilities, and other vulnerable groups involved in the planning and implementation of the policy?				
	12. Has the implementation of the policy accommodated the needs of women, people with disabilities, and other vulnerable groups?				
	13. Are community members, including women, people with disabilities, and other vulnerable groups, have access to village / local government plans and can contribute to the decision-making process with regards to the policy implementation?				
	14. Are community members, including women, people with disabilities, and other vulnerable groups, can observe and evaluate the results of the policy implementation and provide input to improve the policy?				
4. Reduced risk in community	15. Women and men have different risks and both require different policy implementation. Has policy implementation been gender sensitive in addressing the risks they face?				
	16. As a result of the policy implementation, have the problems related to risks faced by the community been resolved?				
	17. As a result of the policy implementation, do women and men currently have better livelihoods?				
	18. As a result of the policy implementation, do people currently have better disaster preparedness?				
	19. As a result the policy implementation, is the community currently affected by less risk (casualties, injuries, damage, losses)?				

VARIABLE	KEY QUESTIONS	ANSWERS			PROOF/ EVIDENCE
		YES	NO	N/A	
	20. As a result the policy implementation, can women and men quickly recover when they are affected by the risks they face?				
	21. As a result the policy implementation, have the women, people with disabilities, children, and other vulnerable groups received the benefits in a fair way compared to those received by adult men?				

Note:

Column "VARIABLES": is a list of variables that reflect integrated risk management, which is used as a framework to review the policy impact.

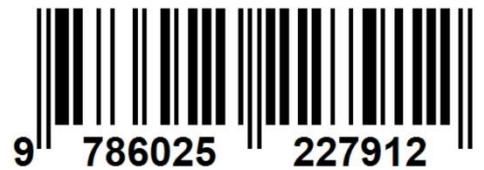
Column "KEY QUESTIONS": is a list of questions to explain the details of the integrated risk management variables, which are used to guide the discussions in reviewing the policy impact.

Column "ANSWER" consists of "Yes" or "No" or "N / A": filled with a check mark (✓) to answer key questions based on the existing evidence / information. If the the answer is "Yes", proof is necessary. And when it is "No", it is necessary to provide an explanation of the reason. If the question is not relevant to the content of the analyzed regulation, then selected "N / A".

Column "PROOF / EVIDENCE": If the answer "Yes", fill it in with evidence of case study results, notes from other relevant documents or information from stakeholders involved in the discussion. If the answer "No", please fill it in with the reason or explanation why the answer is "No".



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