

17 October 2008

## Views from the Frontline Handbook – Annex 1 for PO (B.5 for NCO)

Date \_\_\_\_\_  
Place \_\_\_\_\_

Dear [name of potential respondent]

We are writing to ask for your help with an important survey conducted by [Name of the NCO/Participating Organisation] in collaboration with the Global Network for Disaster Reduction.

This survey, called “*Views from the Frontline*”, is the first attempt to involve local stakeholders from government and civil society to measure progress towards implementing disaster prevention measures in [country name]. The project is being implemented in several countries at the global level and project’s results will be shared internationally through the launch of a Global Report during the United Nations Global Platform on Disaster Risk Reduction (UN-ISDR) in June 2009.

Our survey is based on the ‘priorities for action’ agreed in the UN Hyogo Framework for Action (HFA) which has been adopted by more than 168 countries around the world including [country name]. By involving key stakeholders at the local level, “*Views from the Frontline*” provides a valuable opportunity for them to participate in a global debate. They will provide an alternative (and complementary) perspective to the official UN-ISDR monitoring (which focuses on the national level).

You have been identified as a key representative of local government who can help us understand how much progress has been made to reduce the impact of disasters in [province/ location name].

Your assessment is extremely valuable to us. For the first time, local stakeholders have this chance to make their voices heard and share their insights and observations in the increasingly important issue of natural and man-made disasters.

For this reason, we attach a simple questionnaire, which includes a set of key questions to help you assess the progress made toward disaster risk reduction in [province/ location name]. Please fill out the questionnaire by [deadline] and return using the enclosed envelope. It will take you approximately 30 minutes to fill out.

We hope you will be able to find time to help us in this important work, because it is only with your help that our research can be successful.

Please, do not hesitate to contact me directly should you have any queries.

Yours sincerely,  
[name of local coordinator]

[Insert here all contact details of local coordinator]