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DISASTER PREPAREDNESS & THE STRATEGIC MANAGEMENT OF INFORMATION & KNOWLEDGE TRAINING WORKSHOP

**StayEasy Southern Sun – Pretoria
19-20 August 2010**

WORKSHOP INFORMATION

THE WORKSHOP REQUIRES A MINIMUM OF 5 PARTICIPANTS AND CAN ACCOMMODATE A MAXIMUM OF 15

DISASTER PREPAREDNESS & THE STRATEGIC MANAGEMENT OF INFORMATION & KNOWLEDGE

Disaster preparedness includes all of the activities that are carried out prior to the advance notice of a catastrophe, in order to facilitate the use of available resources, relief, and rehabilitation in the best possible fashion.

Disaster mitigation is the ongoing effort to lessen the impact disasters have on people and property. Property includes intellectual property, like knowledge and information. The varying degree of each natural disaster necessitates different mitigation strategies for each.

Who should attend?

Managers, record managers, knowledge managers, information managers, archivists, librarians and all those who want to learn about disaster mitigation and recovery.

Presenter: Prof Patrick Ngulube - UNISA

Prof Ngulube is Professor of Information Science at UNISA. He is also Chair of the South African Society of Archivists (SASA). He has extensive experience in records, archives and disaster management. He consulted with Mr B Abbot from the UN International Criminal Tribunal for Rwanda regarding information and knowledge management. Prof Ngulube is a rated NRF researcher and has done extensive editorial work for various journals of information science. He has published numerous articles in scientific journals. Prof Ngulube worked for seventeen years as a records manager at the National Archives of Zimbabwe. He lectured archives and records management at the Harare Polytechnic College from 1995-2000 and at UKZN from 2000-2007.

Aim

To develop learners' skills and knowledge in disaster mitigation and recovery.

Workshop contents

- Impact of major disasters across the globe
- Need for workplace disaster prevention, mitigation and preparedness plans
- Conceptual framework of disasters and disaster management:
 - › understanding hazards
 - › the local context
 - › risk and vulnerability profile
 - › disaster management cycle
 - › relief, recovery and rehabilitation
 - › preparedness, mitigation and prevention
- Elements of disaster planning
- Conducting a business impact analysis
- Writing disaster plans
- Ethical issues and standards in disaster management

Outcomes

At the end of the workshop, the learner will be able to:

- Critically examine existing theories and practices of disaster mitigation
- Assess problems and evaluate alternative solutions
- Apply socially responsible mechanisms of disaster management in a systematic and creative manner
- Manage knowledge transfer and integration practices in disaster management strategies
- Resolve complex challenges in the practice of disaster management
- Recognise and appreciate the professional and ethical responsibilities of information

WORKSHOP TIMES

Day 1

08h30-10h30 Workshop
10h30-11h00 Tea/Coffee
11h00-13h00 Workshop
13h00-14h00 Lunch
14h00-16h00 Workshop

Day 2

08h30-10h30 Workshop
10h30-11h00 Tea/Coffee
11h00-13h00 Workshop
13h00-14h00 Lunch

REGISTRATION

REGISTRATION FEE

R2 475 per person (Includes course material, lunch and teas and certificate of attendance. No VAT charged.)

- All payments and government orders must be received by 20 July 2010
- All payments received after 20 July 2010 will be considered emergency registrations and subject to a 10% surcharge.

ACCOMMODATION AND AIRPORT TRANSFERS

VENUE

StayEasy Southern Sun, 632 Van der Walt Street (Cnr. Van der Walt & Andries Streets), Pretoria.

StayEasy offers accommodation, breakfast and dinner. Airport transfers from Oliver Tambo Airport can be arranged directly with the hotel. Airport transfers to StayEasy are R350 per person one way. Please call them directly to make bookings: Tel. 012 320 1060.

ALTERNATIVE ACCOMMODATION

Please note that all alternative accommodation options require travel by car.

Garden Court, Cnr. End and Pretorius Streets, Hatfield - Tel. 012 342 1444

Protea Hotel, 390 van der Walt Street, Pretoria (3-star) - Tel. 012 322 7795

Organised by:

***Poussière d'étoiles – Professional Conference Organisers. All workshop information is available on our website.
Tel. 021 906 6041 Fax. 086 617 2017 Email: info@pdesa.co.za Web: www.pdesa.co.za***