How-to guide for MCR2030 Resilience Hub
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A. Resilience Hub and the MCR2030 dashboard
MCR2030 Resilience Hub

https://mcr2030.undrr.org/resilience-hub

1. MCR2030 Resilience Hubs are Stage C cities that have already reached a high level of resilience building commitments, showed sustained mechanism for DRR/resilience investments, and with an expertise and interest in disseminating best practices to other cities joining the MCR2030.

2. Resilience Hubs have a critical role in knowledge sharing, capacity building, enhancing city-to-city collaborations and peer-to-peer support, creating learning opportunities, and supporting other MCR2030 cities along the resilience journey.

3. Resilience Hubs are committed to roll out a range of initiatives to support other MCR2030 cities, reflected in their proposed 3-year activity plan. These are called 'services' in the MCR2030 dashboard.

4. Resilience Hubs must add these planned activities as their service offers on the MCR2030 dashboard and are obligated to report the progress/completion of these activities on an annual basis via the dashboard.
Special recognition of Resilience Hub on the dashboard

A dedicated Resilience hubs directory on the left menu bar

Resilience hubs are highlighted in purple, with a dedicated ‘Hub’ icon

Services added by Resilience Hubs will be tagged with ‘Resilience Hub’ icon
B. How-to add Resilience Hub services
B. How-to add Resilience Hub services

1. Select ‘Add a service’ in the left menu
2. Fill in details about the service

- Fill in every fields and provide as much information to help cities understand about your services
- You can enter service description in both English and in your local language in this page
- Choose an easy-to-understand service title, e.g.,
  - Twinning programme on XXX,
  - Coaching on XXX,
  - Seed funding for XXX,
  - Training support on XXX
  - International city symposium on XXX
  - City-to-city exchange,
  - Case studies/publications on XXX, etc.
2. Fill in details about the service

- **Select the type of service**
  - Research, analysis and report writing
  - Event organization and participation
  - Self-service tools (guidance notes, publications, interactive websites, scorecards, etc.)
  - Training and education
  - Grant and loan
  - Technical assistance
  - Consultancy service
  - Other

- **Select if your service is free of charge or not**
  - No fee will be charged
  - Fee applies (you can provide the rough estimate cost here)
B. How-to add Resilience Hub services

2. Fill in details about the service

- **Who is your target recipients?** (If the service is applicable to more than one resilience roadmap stage, you can ‘duplicate’ the same service and select a different stage)

- **Does this service help cities in the selected stage complete any of these required actions?** (The answer list is tailored to the stage selected in the question above)

*Note: If the service is applicable to more than one stage, you can duplicate the service and select a different stage.*
B. How-to add Resilience Hub services

2. Fill in details about the service

• Which MCR2030 stage-specific thematic area(s) does this service contribute to?

• Which MCR2030 cross-cutting thematic areas does this service contribute to?

(The answer lists are tailored to the stage selected in the earlier question)
## 2. Fill in details about the service

### Service location

In what regions does your organization offer services to local governments? (Multiple regions allowed) (Required)

- Asia
- Pacific

Asia: In what countries does your organization offer services to cities? (Multiple countries allowed)

- Bhutan
- Bangladesh

Pacific: In what countries does your organization offer services to cities? (Multiple countries allowed)

- All countries in Pacific

### Question:

- Is your service available to cities globally or specific regions or countries?
  - Select ‘All countries’ if globally, or
  - Select specific sub-region(s) and applicable countries in the follow-up questions
B. How-to add Resilience Hub services

2. Fill in details about the service

- Provide the service contact information
B. How-to add Resilience Hub services

2. Fill in details about the service

- Is there any specific pre-requirement for the cities interested in this service?
  - If so, provide the details here. If not, you can simply say the service is open to all interested cities
  - You can provide the details in English and in your local language
B. How-to add Resilience Hub services

2. Fill in details about the service

- Provide up to 2 website links about this service
- Select if this service is connected to any other service you offer
- Upload any relevant information about this service
B. How-to add Resilience Hub services

3. Publish your service

- Click ‘Publish service’ to save and publish the service. This service will then be listed in the service directory visible to dashboard users.
C. How-to edit services

• To edit
• To hide
• To delete
• To duplicate
1. Select ‘Edit services’ in the left menu
C. How-to edit services

2.1 To edit a service

- Select the **pencil icon** on the service you want to edit
- Edit the service content as needed and click **publish service** to save.
C. How-to edit services

2.2 To hide a service

- Slide the Hide this service slider to the right (purple color). This will keep the service hidden from public view. You can always unhide it.
C. How-to edit services

2.3 To delete a service

- Click ‘Delete now’ button. This will permanently remove the service from the system.
2.4 To duplicate a service

- Select the **rectangle icon** on the service you want to duplicate. This will take you to a page to create a new service from a copy of an existing service.

- Edit content as needed and click **publish service** to save.

*Note: If your service is useful to more than one resilience roadmap stage, you must ‘duplicate’ the service and select a different stage (see slide 10).*
D. How-to submit a Resilience Hub report

Resilience hubs are required to submit a report on the service(s) provided to other MCR2030 cities at least once a year. The report will be visible to all dashboard users.

If you are concerned of the unstable internet connection, please download the report template in word document from https://mcr2030.undrr.org/resilience-hub, complete it offline and return to fill the information online when you are ready.
D. How-to submit a Resilience Hub report

1. Select ‘Submit report’ in the left menu
2. Select the service you want to report progress/achievement.

*Once selected, the dashboard will bring up the information about this service*
D. How-to submit a Resilience Hub report

3. Fill in the details of your report

- Select the year of reporting
- Provide details of this service delivery, including but not limited to:
  - The type of activities that took place
  - The day/month/year and duration of which the activity took place
  - Recipient of this service (who & how many)
  - Key outcome achieved
    - What learning was shared by the ResilienceHub
    - What was the learning outcome of the recipient cities
  - Indicator of achievement
3. Fill in the details of your report

- Attach a photo about this service delivery and provide the relevant photo caption
- The photo and caption will be displayed on the report
3. Fill in the details of your report

- Select which MCR2030 cities received this service (unlimited selection allowed)

- If the name of the beneficiary city is not in the list, you can manually add cities (select country → select state/province → select city name)
3. Fill in the details of your report

- Provide proof of evidence for the service completion. This could be a news story, event report, etc.
- Enter the title of the news story or report title
- Enter a link to the original news story/report OR attach a copy of relevant documents
4. Publish your service

- Click ‘Publish Report’ to save and publish the report. This report will be displayed on your resilience hub service page and also on your city profile page.
E. How-to edit Resilience Hub reports
1. Select ‘Edit Resilience Hub reports’ in the left menu
2. Select the **pencil icon** on the report you want to edit, then select ‘**publish report**’ to save changes
For inquiries:

• Visit MCR2030 website  http://mcr2030.undrr.org/join

• Contact MCR2030 Secretariats
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  ▪ Americas & the Caribbean  mcr2030-amc@un.org
  ▪ Arab States  mcr2030-arabstates@un.org
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