



**REPORT OF THE
EIGHTH (8TH) MEETING OF THE
COMPREHENSIVE DISASTER MANAGEMENT
COORDINATION AND HARMONIZATION
COUNCIL (CDM CHC)**

Building Sustainable CDM Governance Mechanisms



Accra Beach Hotel,

Barbados

July 27, 2011

Table of Contents

LIST OF ACRONYMS.....	3
I. INTRODUCTION.....	5
II. PARTICIPANTS.....	5
III. INVOCATION.....	5
IV. WELCOME AND OPENING REMARKS.....	5
1.0 ADOPTION OF MEETING AGENDA.....	6
2.0 REPORT OF THE SEVENTH (7 TH) MEETING OF THE COMPREHENSIVE DISASTER MANAGEMENT COORDINATION AND HARMONIZATION COUNCIL (CDM CHC) AND FOLLOW-UP ACTIONS	6
3.0 PROPOSED PLAN OF ACTION FOR STRENGTHENING THE CDM GOVERNANCE MECHANISM	7
4.0 SECTOR SUB-COMMITTEES UPDATES AND SHARING OF BEST PRACTICES FOR MAINSTREAMING CDM.....	10
5.0 PRESENTATION ON THE DRAFT MODEL NATIONAL CDM POLICY.....	15
6.0 NEXT STEPS FOR THE CDM CHC.....	17
7.0 ANY OTHER BUSINESS.....	18
APPENDIX I- PARTICIPANTS LIST.....	19
PARTICIPANTS LIST.....	19
APPENDIX II – MEETING AGENDA	22

LIST OF ACRONYMS

ASSC	Agriculture Sector Sub-Committee
BAT	Baseline Assessment Tool
BCPR	Bureau for Crisis Prevention and Recovery
CAIC	Caribbean Association of Industry and Commerce
CARDI	Caribbean Agricultural Research and Development Institute
CARICOM	Caribbean Community
CARILEC	Caribbean Electric Utility Services Corporation
CCCCC	Caribbean Community Climate Change Centre
CCRIF	Caribbean Catastrophe Risk Insurance Facility
CDB	Caribbean Development Bank
CDEMA	Caribbean Disaster Emergency Management Agency
CDM HIP	Comprehensive Disaster Management Harmonized Implementation Programme, Phase 1
CDM	Comprehensive Disaster Management
CHC	Coordination and Harmonization Council
CIDA	Canadian International Development Agency
CIMH	Caribbean Institute of Meteorology and Hydrology
CKLN	Caribbean Knowledge Learning Network
CMC	Caribbean Media Corporation
CPDC	Caribbean Policy Development Centre
CROSQ	CARICOM Regional Organisation for Standards and Quality
CSSSC	Civil Society Sector Sub-Committee
CTO	Caribbean Tourism Organisation
CU	Coordinating Unit
CWWA	Caribbean Water and Wastewater Association
CXC	Caribbean Examination Council
DFID	Department for International Development
DRM	Disaster Risk Management

DRR	Disaster Risk Reduction
DRRC	Disaster Risk Reduction Centre
ESSC	Education Sector Sub-Committee
EU	European Union
ESDU	Environment and Sustainable Development Unit
FAO	Food and Agricultural Organisation
FSSC	Finance Sector Sub-Committee
GAR	Global Assessment Report
HFA	Hyogo Framework for Action
HSSC	Health Sector Sub-Committee
IAC	Insurance Association of the Caribbean
IDB	Inter-American Development Bank
IFRCS	International Federation of Red Cross and Red Crescent Societies
IICA	Inter-American Institute for the Cooperation on Agriculture
MDG	Millennium Development Goals
MER	Monitoring, Evaluation and Reporting
NDC	National Disaster Coordinator
NDO	National Disaster Office
ODPEM	Office of Disaster Preparedness and Emergency Management
ODPM	Office of Disaster Preparedness and Management
OECS	Organisation of Eastern Caribbean States
OFDA	Office of Foreign Disaster Assistance
PAHO	Pan American Health Organisation
PBA	Programme Based Approach
PS	Participating State
RBM	Results-Based Management
TSSC	Tourism Sector Sub-Committee
UNDP	United Nations Development Programme
UNICEF	United Nations Childrens' Fund
UNISDR	United Nations International Strategy for Disaster Reduction
USAID	United States Agency for International Development
UWI	University of the West Indies

REPORT OF THE EIGHTH (8TH) MEETING COMPREHENSIVE DISASTER MANAGEMENT COORDINATION AND HARMONIZATION COUNCIL (CDM CHC)

Accra Beach Hotel, Barbados
July 27, 2011

I. INTRODUCTION

The Eighth (8th) Meeting of the Comprehensive Disaster Management Coordination and Harmonization Council (CDM CHC) was convened at the **Accra Beach Hotel and Spa on Wednesday July 27, 2011.**

The objectives of the meeting were to:

1. Review the Plan of Action and make recommendations for enhancement as appropriate;
2. Endorse the Plan of Action with Amendments Review
3. Review and comment on the Draft Model National CDM Policy
4. Note the key achievements of the Sector Sub-Committees and the key lessons learned in mainstreaming CDM at the sector level

The Meeting was chaired by Ms Elizabeth Riley, Deputy Executive Director (a.i.), Caribbean Disaster Emergency Management Agency (CDEMA).

II. PARTICIPANTS

The full Participants List is attached as **Appendix I.**

III. INVOCATION

Ms Nicole Alleyne, Programme Coordinator, Mainstreaming Climate Change into Disaster Risk Management for the Caribbean Region (CCDM) Project led the participants in prayer.

IV. WELCOME AND OPENING REMARKS

The Chair welcomed all participants to the meeting on behalf of Mr Jeremy Collymore, Executive Director of the CDEMA CU. Ms Riley offered apologies for Mr Collymore noting that he was on mission travel and conveyed his wishes for a successful meeting.

A warm welcome was extended to delegates who were joining the meeting for the first time: Ms Christina Todeschini from the Austrian Development Agency (ADA), Ms Debra Bascombe from Trinidad and Tobago and Camille Wildman from the European Union. The Chair sought and gained permission from the CDM CHC for Mr Billy Darroux, National Disaster Coordinator in Montserrat to attend the meeting as an observer.

The Chair in her remarks noted that in December 2007 the CDM CHC embarked on a journey, the objective of which was to build a workable and collaborative partnership which would oversee and guide the implementation of CDM in the region. She further noted that the CDM CHC was at a juncture where they could reflect on whether the mechanism has worked and explore and agree on the appropriate actions to improve its functions.

Participants were informed that at the meeting they would reflect and endorse a Plan of Action for strengthening the CDM Governance Mechanism. Ms Riley expressed thanks to the Sector Leads for their support in the process. The draft Model CDM Policy will also be shared with the meeting for comments as this document had been identified by the Participating States as a critical need. The document will be presented to the Participating States at a regional consultation on July 29, 2011 for their comments and input as the document as it nears finalisation.

V. APOLOGIES

Apologies were offered for the Pan-American Health Organisation (PAHO), the Organisation of Eastern Caribbean States (OECS), Caribbean Tourism Organisation (CTO) and the Department for Emergency Management (DEM).

1.0 ADOPTION OF MEETING AGENDA

The Meeting Agenda was adopted as is by the representative from the Caribbean Policy Development Centre (CPDC) and seconded by the representative of the United Nations Development Programme (UNDP).

2.0 REPORT OF THE SEVENTH (7TH) MEETING OF THE COMPREHENSIVE DISASTER MANAGEMENT COORDINATION AND HARMONIZATION COUNCIL (CDM CHC) AND FOLLOW-UP ACTIONS

Ms. Saudia Rahat, Senior Programme Officer, CDM HIP, CDEMA presented the Follow-up Actions from the Seventh (7th) Meeting, as set out in the document **CDM-GOV-CHC8-11-3.0**. During her presentation the following were highlighted:

- I. The Draft Regional Climate Change Implementation Plan was shared with the CDM CHC members by the CDEMA Coordinating Unit on April 12, 2011. CDM CHC members were invited to share comments with Mr Joe McGann of the CCCCC by April 22, 2011.

- II. The Terms of Reference for the working group on Gender Mainstreaming in CDM has been updated to reflect all recommended changes and will be discussed at the inaugural meeting of the Gender Working Group.
- III. A sector reporting template has been developed and shared with all sector leads on July 5, 2011 in preparation for the Third Meeting of the Sector Leads.
- IV. Written reports were received from the tourism and education sectors.

2.1 Issues/Discussions

- I. The UNDP representative queried the relation between the Gender Mainstreaming Working Group to be established by CDEMA and the Gender Working Group established under the CRMI project as there will be significant overlap. Mr King further queried whether consideration was given to the rationalisation of the membership and function of the committee.

The CDM CHC:

- I. **Reviewed and endorsed** the Seventh CDM CHC meeting report;
- II. **Reviewed and noted** the follow-up actions of the Seventh meeting of the CDM CHC;
- III. **Noted** that the CDB's Strategic Plan 2010 – 2014 is available on their website and includes information on the climate change objectives and focus of the bank;
- IV. **Noted** at the 2010 CDM Conference a meeting was held with the CRMI Gender Group and a recommendation was made for the establishment of a "Gender Think Tank". This would be a pool of specialists who would give direction to the integration of gender under the CDM umbrella. The role of the think tank provided the impetus for the establishment of the gender working group;
- V. **Further noted** that two attempts were made to convene the Gender Working Group meeting via the GoToMeeting Facility but both meetings had to be postponed due to the absence of a quorum;
- VI. **Agreed** that at the inaugural meeting of the Gender Working Group the linkages between the two committees will be discussed and a clear role communicated to the CDM CHC.

3.0 PROPOSED PLAN OF ACTION FOR STRENGTHENING THE CDM GOVERNANCE MECHANISM

Ms. Saudia Rahat, Senior Programme Officer, CDM HIP, CDEMA presented the Draft Plan of Action as set out in the document **CDM-GOV-CHC8-11-4.0**. During her presentation she highlighted the following for the meeting:

- I. The assessment of the CDM Governance Mechanism utilised an analytical framework based on a set of good governance principles and indicators and concluded that the mechanism was observing the majority of these principles.

- II. The study made recommendations for the establishment and implementation of the 5 broad strategies and systems:
 - a. A communications and information sharing strategy
 - b. A monitoring system
 - c. A committee management system
 - d. A capacity building strategy
 - e. A network building strategy
- III. On July 12, 2011 the Sector Leads met and reviewed and commented on the recommendations of the Assessment. Some of the issues considered by the meeting were:
 - a. How feasible is each recommendation?
 - b. What can be done immediately? What *should* be done immediately? How should the recommendations be prioritised for action?
 - c. What resources are available/needed to implement each recommendation?
 - d. Who should be responsible for implementing each recommendation?
 - e. Are there other actions that can be taken to address the issues observed by the evaluation (e.g. actions that may be simpler to implement, more cost-effective, etc.)?
 - f. How can the development of the plan of action be more participatory?
- IV. The Sector Leads:
 - a. **Supported** the following structure for the Plan of Action:
 - 1. Specific Recommendations of the Participatory Evaluation
 - 2. Activities
 - 3. Implementation Timeframe
 - 4. Priority
 - 5. Responsibility/Leadership
 - 6. Resources Needed/Available
 - b. **Recommended** that the recommendations of the Participatory Evaluation should be prioritised and ranked according to the following scale:
 - 1. High priority – 1
 - 2. Medium priority – 2
 - 3. Low priority - 3
 - c. **Recommended** that recommendations related to enhancing communications and information sharing should be assigned a high priority.
- V. The table of recommendations that were not supported by the Sector Leads, the rationale for not supporting and their recommendations.
- VI. It was recommended that the Draft CDM Handbook should be refined based on the findings of the Participatory Evaluation, and published.

3.1 Issues/Discussions

- I. The CDM CHC recommended that the Saint Lucia delegate represent the Barbados Sub-region for the remainder of the meeting.
- II. The CDB delegate recommended that a formal approach be taken to the new leadership of the bank regarding the Chairing of the Finance Sector Sub-Committee. The Bank can then make a decision on how it wants to proceed.
- III. Noted that they are several contradictory statements in the language of the report.
- IV. Queried whether all sectors were represented at the meeting as Consultants assessment has indicated that there is not consistency in what is ongoing.
- V. Recommended that there be a relook at the recommendations that were not supported as they might be critical to achieving desired objectives.
- VI. Queried whether there was comfort amongst the meeting that the POA will address the desired objectives of strengthening the governance mechanism.
- VII. A column should be included in the Plan of Action for Issues as there is a need for a refresher on what the issues were.

The CDM CHC:

- I. **Thanked** the CDM CHC members for supporting the development of the Plan of Action and **noted** it had been a participatory process;
- II. **Agreed** that the CDEMA CU would follow-up with the new President of CDB regarding the chairing of the finance sector sub-committee;
- III. **Agreed** the monitoring, evaluation and reporting for the CDM CHC needs to be clearly articulated;
- IV. **Noted** that the web-page has been initiated and will be completed by the end of the third quarter;
- V. **Noted** the POA provides the means for the CDM CHC to identify specific results that would be gained through the mechanism. This is not the only area where results will be identified as there are those on the sector level;
- VI. **Expressed support** for the rotation of the chairmanship of the CDM CHC.
- VII. **Agreed that** the Coordinating Unit will draft the proposed language for the clause to amend the TOR for the CDM CHC and circulate via round robin for no objection. This will be shared during the week of August 1, 2011. The clause can be agreed to at the next CDM CHC meeting;
- VIII. **Noted** the mechanism for the MER of the Governance Mechanism and **agreed** on the need to make the information more explicit in the POA;
- IX. **Agreed** the language on the chair and co-chair needs to be clear to avoid ambiguity;

- X. **Agreed** that the recommendations that have not been supported by the Sector Leads will be further reviewed and a space created for any additional recommendations to strengthen the mechanism;
- XI. **Recommended** that the CDM CHC provide comments and feedback within two (2) weeks of the meeting. Once received the POA will be updated and a follow-up meeting (GoToMeeting) held with the sector leads and sub-regional focal points. The POA should be completed by the end of September 2011;
- XII. **Recommended** the team should also reflect on the Broad Recommendation on the Communication and Information Sharing Strategy, they should also examine how to integrate some consideration within that strategy on the utilisation of the social media;

4.0 SECTOR SUB-COMMITTEES UPDATES AND SHARING OF BEST PRACTICES FOR MAINSTREAMING CDM

The Sector Sub-committees updated the meeting on their various sectors through the presentation of reports.

I. Agriculture Sector Sub-Committee

Mr Emerson Beckles, FAO presented the Agriculture Sector Sub-Committee report to the meeting, he noted the following during his presentation:

- A. Organizational arrangements for DRM Coordination
 - 1. Reporting mechanism to COTED;
 - 2. Improved level of information sharing;
 - 3. Improved collaboration among agencies on DRM initiatives;
 - 4. Climate Change subcommittee established;
 - 5. Proposal for the participation of country representatives on ASSC/TMAC;
 - 6. Efforts to introduce a national coordination mechanism and focal points for DRM in agriculture sector;
 - 7. The importance of adequate funding for coordination;
 - 8. The need for participating agencies to mainstream DRM.

- B. Preparation of national DRM plans for the agricultural sector
 - 1. Draft DRM plans completed in Jamaica and St. Lucia; Efforts being made to prepare plans in other countries;
 - 2. Planning for the conduct of a regional **writeshop** to prepare drought and flood mitigation plans for the agricultural sector has started (FAO, CDB, IADB and OAS);

3. DRM and climate change adaptation considered in the preparation of food and nutrition security policies and action programmes at the regional and national levels;
 4. DRM and CCA considered in the Caribbean Community Common Fisheries Policy and the draft Community Agricultural Policy.
- C. Demonstration of community good practices within the agricultural sector – St. Lucia, Dominica, Belize, Grenada, Jamaica, Bahamas
1. Soil and water conservation practices;
 2. Stabilization of river banks and main drains;
 3. Design and construction of hurricane resistant feed storage and livestock housing;
 4. Improved waste management systems on farms;
 5. Improved drainage around livestock housing;
 6. Fish pots with biodegradable panels;
 7. Banana production using wind-breaks.
- D. Emergency support to countries impacted by Hurricane Tomas:
1. Brazil/CARICOM Agreement (US\$624,000);
 2. TCP/RLA/3310 – Assistance to St. Lucia and St. Vincent (US\$416,000);
 3. OSRO/STL/101/EC – Assistance to St. Lucia (US\$589,000);
 4. Regular programme support to St. Lucia in terms of poultry feed (US\$25,000).
- E. Best Practices Lessons Learned
1. Need for timely and accurate assessment of impact/damage;
 2. Need for pre hurricane database to support assessments of damages and needs;
 3. Team of trained officers to undertake assessments;
 4. Distribution of inputs to support the rehabilitation of livelihoods;
 5. Use of cash for work programmes to assist vulnerable families with income support as well as for rehabilitation of farms;
 6. Support for the desilting of fields and rivers.

Issues/Discussions:

- I. **Commended** the Agriculture Sector Sub-Committee for doing a wonderful job and **noted** that their Work Plan has been accepted by COTED.

- II. **Queried** whether the assessment training considered drought conditions. It was **noted** that the training was specifically for damage and loss assessment as the impact of a drought is more long term the assessment does not adequately quantify drought losses.

II. **Education Sector Sub-Committee**

Professor Jackson presented the Education Sector Sub-Committee, he began by offering apologies for Dr Barbara Carby the Chair of the sub-committee. Professor Jackson also noted the following during the presentation:

- A. The Education Sector Sub-Committee agreed to develop a two-year, results based work programme, engaging the services of a consultant. The three (3) thematic areas of focus are:
1. Quality Assurance;
 2. Knowledge Management;
 3. Capacity building.
- B. Two (2) TORs were drafted to facilitate the development of the Work Programme. Following a request for proposals the University of Technology were awarded the contracts, they will be completed as follows:
1. Inventory of DRM materials – to be completed by August 19, 2011
 2. Development of the Work Programme – to be completed by the end of July
- C. The Education Sector Sub-Committee will meet once the consultancies have been completed to review the outputs and to plan for implementation of the work programme.

Issues/Discussions:

- I. **Queried** whether the inventory will only include what already exists or whether it will include the core courses that may be required for the different profiles (community, disaster e.g.) who will need access to the disaster management course.
- II. **Clarified** the inventory will only include what is already exists.
- III. **Noted** an output of the consultancy will be to provide guidelines for certification, this is a critical area which needs to be established because the results would be beneficial across the broad to all sectors. The guidelines will determine the minimum requirement for certification to give guidance to ensure that there are standards for certification for courses across the region.
- IV. **Agreed** the Inventory on DRM materials will be circulated to the CDM CHC for comments once received from the Consultant.

III. *Civil Society Sector Sub-Committee*

Mr Martin Hall presented the report on the Civil Society Sector Sub-Committee. He began by noting there were some challenges within the Sub-committee to develop their Work Programme.

The following were highlighted for the CDM CHC:

- A. The four (4) areas of focus developed by the committee are:
 1. Information management and exchange
 2. Risk mapping
 3. Public awareness and preparation
 4. Monitoring and Evaluation
- B. Public Awareness – materials were piloted in two (2) communities in Trinidad and Jamaica (an agricultural community and a fishing community) for adaptation as necessary. The feedback revealed that the manual was sound and easy to understand.
- C. Training in Participatory processes. One train the trainers workshop held and it has improved the skill set and knowledge base of all represented organisations, thereby increasing their capacity to successfully undertake training or sensitization in disaster risk reduction and climate change related matters.
- D. Communities are more aware of and knowledgeable on disaster risk reduction and climate change. Under the Mainstreaming Climate Change and Disaster Management sensitisation tools are being developed. These tools will be taking the form of vignettes and audio visual aids. The script prepared is intended to reach a wide audience as the language intends to be easily understood and because there is the concerted intention to show how climate change affects livelihoods.
- E. Sometimes it is difficult to get all members of the committee together to discuss and receive input into critical matters but they have employed the use of technology more to ensure that there is at least a quorum. This has shown to be successful in some cases. However, it is still difficult to have all members present at virtual meetings.
- F. The initiative was well planned, even though decision making and concretising ideas was a bit slow at times.

Issues/Discussions:

- I. **Noted** the role of the Civil Society in setting the standards for community level interventions is a key result of the committee.
- II. **Noted** the importance of having base line data.

IV. *Tourism Sector Sub-Committee*

The Chair offered apologies for the CTO representative who was unable to attend the meeting and noted they had submitted a written report. Ms Riley presented the report on behalf of the Tourism Sector Sub-Committee.

She highlighted the following during her presentation:

- A. Discussions have been initiated with CDEMA regarding a DRM related topic to be included at CTO's Annual Sustainable Tourism Conference (STC-13) to be held in April 2012 in Guyana.
- B. CTO has designed and implemented a series DRM Webinars.
- C. The expansion of online tourism sector focussed DRM training course based on sector needs offered at UWI. Discussions between CDEMA, CTO and UWI are ongoing about integrating this initiative into an ongoing UWI DRM training initiative to avoid duplication of activities.
- D. The need for the establishment of a Tourism Disaster Coordinator at the national level.
- E. The difficulty in sometimes obtaining a meeting quorum.
- F. The work and travel schedule of the current Chair sometimes makes it difficult to schedule mutually convenient meetings, an alternate Chair should be elected at the next Tourism Sector Sub-Committee meeting.
- G. The Work Programme should be supported by a resource mobilisation strategy.

Issues/Discussions:

- I. **Commended** the CTO for presenting the report in the agreed format which was shared.
- II. **Noted** the need to look carefully at the harmonisation of interventions at the country level to ensure that efforts are not duplicated after countries have made national investments.
- III. **Queried** whether there were difficulties in implementing the community activities in the absence of a national programming framework.
- IV. **Queried** how the sub-committees determined who were the most vulnerable communities and how they should develop their actions plans to feed into the work programmes of each specific committee.
- V. **Noted** the need to focus on harmonisation rather than standardization. Countries need to determine the types of interventions that will enhance their community resilience.

The CDM CHC:

- I. **Congratulated** the sector leads for advancing the work completed to date and **commended** their leadership to the dialogue;
- II. **Noted** the need for capacity building within the lead organisation to carry out the functions as sector lead and recommended that the Sector leads identify opportunities for this as we go forward;
- III. **Recommended** that the issue of capacity building within the sectors be an agenda item at the next Sector Leads meeting;
- IV. **Noted** the issue of quorum for meetings needs to be addressed. The Plan of Action will include the actions to be taken to simulate members of the Sector Sub-committees who have not been participating as actively as they should and agencies who have not attended any meetings.
- V. **Noted** the lessons and best practices which have been presented;
- VI. **Recognised** the need for timely and accurate assessments of damage for events at all levels. Urged sector leads to examine modalities for strengthening of assessment capacity. **Further recognised** that assessment related to drought also needs to be addressed;
- VII. **Noted** the status of the Work Programmes of the sub-committees and requested all sub-committees to elaborate the associated Programme Monitoring Frameworks.
- VIII. **Agreed** that the next CDM CHC meeting will discuss the status of the implementation of the sub-committees Work Programmes.
- IX. **Recognised** the diversity of approaches for enhancing community resilience and **reiterated** that the most suitable approach should be determined at the national level since it is informed by cultural context.
- X. **Emphasized** the importance of community risk profiling in informing the design of community level interventions.
- XI. **Requested** that the Education Sector Sub-committee circulate the standards for certification to the CDM CHC once it is completed.

5.0 PRESENTATION ON THE DRAFT MODEL NATIONAL CDM POLICY

The presentation on the Draft Model National CDM Policy was made by Ms. Cisne Pascal, Programme Coordinator, CDM HIP, CDEMA. The meeting was informed that the policy was developed by Dr Vasantha Chase and was still a work in progress. A full and robust discussion on the policy would be held on Friday July 29, 2011 between the Consultant and representatives from the Participating States.

Ms Pascal highlighted the following during her presentation:

- I. The intent of the Model National CDM Policy are as follows:
 - a) To provide **a guide for countries to mainstream CDM** into national development policies, plans, programmes and projects;

- b) To provide **a long term framework for reducing disaster risk** which is reinforced by commitment of the political directorate;
 - c) To address **factors which may constrain or limit collaborative action** between communities, island leaders, experts and development partners;
 - d) To suggest new institutional approaches, incentives, and instruments to promote risk management of hazards, including climate proofing capital investments;
- II. The Policy should help to achieve **Output 1.3**: Governments of participating states support CDM and have integrated CDM into national policies and strategies;
- III. The Scope of Work will be as follows:
- a) A model national CDM Policy
 - b) Templates for the elaboration of national CDM Strategy and Action Plan
 - c) Guidance Notes – to guide national adaptation and mainstreaming processes
- IV. Participation in the development of the work programme at the national level was completed through the Work Programme Development and Review Sub-Committee of TAC. The sub-committee was appointed to act as a peer review committee. They have provided feedback on the First Edition of the Draft Model National CDM Policy. Further involvement will be through a regional stakeholder consultation on the Second Edition of the Draft Model National CDM Policy, representatives from the eighteen (18) Participating States were invited to attend;
- V. The steps taken in the development of the consultancy were outlined:
- a) 1st Review of an annotated outline of Model CDM Policy by the WPDR SC of TAC;
 - b) First Edition of the Draft Model National CDM Policy presented at the 2nd TAC Meeting;
 - c) Feedback provided to consultant;
 - d) Second Edition of Draft Model National CDM Policy, the templates for a National CDM Strategy, National Plan of Action and Guidance Notes completed;
 - e) Second Edition of the Draft Model National CDM Policy presented at the 8th Meeting of the CDM CHC;
 - f) Key National Stakeholder consultation will be convened for Friday 29, 2011;
- VI. The focus of the CDM Policy will be:
- a) Professionalizing disaster management systems;
 - b) Mainstreaming disaster risk reduction;
 - c) Community resilience;
 - d) Empowerment of communities to allow them to complete their own adaptation, special attention will be paid to the poor, disadvantaged and women;
- VII. The Policy is broken down into four (4) main areas:
- a) Policy Context – vulnerability, climate change, Caribbean’s response to vulnerability and future challenges

- b) Conceptual Framework – CDM enabling framework to set processes for the communities, government and private sector
- c) Model policy statement – vision, purpose and outcomes
- d) National CDM Strategy and Action Plan template – adaptation at the national level.

5.1 Issues/Discussions

- I. The adaptation of the Policy within the Participating States hinges on the fiscal, social and environmental challenges within each country;
- II. There was no reference made to the linkage between the policy and the Disaster Management Legislation;
- III. The Disaster Management Legislation did not sufficiently address nation policy and there will be a need to reflect and update it.
- IV. An analysis of the experience of the implementation of past policies at the national level will be useful in informing the adaptation of the Model CDM Policy. Many countries have good policies on paper, however, there are significant gaps between policy and actual practice.
- V. Queried the methodology used in the development of the policy.

The CDM CHC:

- I. **Agreed** that initial comments on the Draft Model Policy will be shared with the CDEMA Coordinating Unit within three (3) weeks;
- II. **Noted** national nuances have to be treated in the CDM policy, strategy and Plan of Action and a level of resourcing will be made available to guide national adaptation of the model document;
- III. **Noted** that the legislation document is not officially completed. There are areas that still require strengthening based on the shape of the CDM policy;
- IV. **Noted** the extent to which the consultant would have examined the adaptation of other past policies is unclear as it was not explicitly stated in her Terms of Reference and agreed that it will be raised with the consultant on Friday July 29, 2011;

6.0 NEXT STEPS FOR THE CDM CHC

Ms. Riley indicated that as the meeting reviewed each agenda item they had actually completed a comprehensive summary of the follow-up actions as well as points of agreement and decisions of the meeting. The meeting did not seek to review them at this juncture.

7.0 ANY OTHER BUSINESS

The meeting did not discuss any other business.

The Chair concluded the Meeting by thanking all participants for attending the meeting and for their feedback and participation which was very engaging. She also expressed thanks to the Sector Leads for their support and asked that it be communicated to their respective Heads of Institutions. Further thanks were extended to the Coordinating Unit team for the coordination of the meeting.

APPENDIX I- PARTICIPANTS LIST

PARTICIPANTS LIST				
EIGHTH (8TH) MEETING OF THE COMPREHENSIVE DISASTER MANAGEMENT COORDINATION AND HARMONIZATION COUNCIL				
NAME	JOB TITLE	ORGANISATION	ADDRESS	CONTACT INFO
1. Roger Bellers	Disaster Risk Reduction Adviser Caribbean and U.K. Overseas Territories	Department for International Development (DFID) – Caribbean	Chelsea House, Chelsea Road St. Michael	Tel: 246-430-7950 Cell: 246-243-8509 Fax: 246-430-7959 E-mail: r-bellers@dfid.gov.uk
2. Prof. Trevor Jackson	Emeritus Professor of Igneous Petrology	Professor Trevor Jackson The University of the West Indies	13 Gibraltar Camp Way. Mona Campus, Kingston 7, Jamaica	Tel: 876-977-1659 Fax: 876 977 1658 E-mail: t_jackson41@hotmail.com
3. Danielle Evanson	Disaster Risk Reduction Project Officer	UNDP	United Nations House Marine Gardens Hastings Christ church	Tel: 246-167-6033 Fax: Email: Danielle.burnham@undp.org
4. Ian King	Programme Manager Disaster Risk Reduction	UNDP Barbados and the OECS	United Nations House Marine Gardens Hastings Christ church	Tel: 246-467-6000 Ext 6032 Cell: 246-836-6032 Fax: 246-429-2448 Email: ian.king@undp.org
5. Elizabeth Riley	Deputy Executive Director (ag)	Caribbean Disaster Emergency Management Agency (CDEMA)	Building #1, Manor Lodge Complex, Lodge Hill St. Michael, Barbados	Tel: 246-425-0386 Fax: 246-425-8854 E-mail: elizabeth.riley@cdema.org
6. Francis A Mc. Barnette	Country Representative	OAS	Harts Gap, Hastings Christ Church Barbados	Tel: 246-426-1564 Fax: 246-427-5038 Email: fmcbarnette@oas.org
7. Nicole Alleyne	Programme Coordinator,	Caribbean Disaster Emergency Management Agency (CDEMA)	Building #1, Manor Lodge Complex, Lodge Hill St. Michael, Barbados	Tel: 246-425-0386 Fax: 246-425-8854 E-mail: nicole.alleyne@cdema.org

PARTICIPANTS LIST
EIGHTH (8TH) MEETING OF THE COMPREHENSIVE DISASTER MANAGEMENT
COORDINATION AND HARMONIZATION COUNCIL

NAME	JOB TITLE	ORGANISATION	ADDRESS	CONTACT INFO
8. Camille Wildman	Project Officer	EU Delegation to Barbados and Eastern Caribbean	Palm Beach Corporate Centre Hastings, Christ Church Barbados	Tel: 246-434-8501 Fax: 246-427-8687 Email: Camille.WILDMAN@eeas.europa.eu
9. Dawn French	Director	National Emergency Management Organisation	Graham Louisy Administrative Building, Waterfront, Castries, Saint Lucia, W.I.	Tel: 758-468-2116 Fax: 758-453-1614 Email: slunemo@gmail.com / director@nemo.gov.lc
10. Martin Hall	Resource Mobilisation Specialist	Caribbean Policy Development Centre	P. O. Box 284, Welches, St. Michael Barbados	Tel: 246-437-6056 Fax: 246-437-3381 Email: mhall@cpdcngo.org
11. Michelle Harris	Secretary/Administrative Assistant	Caribbean Disaster Emergency Management Agency (CDEMA)	Building #1, Manor Lodge Complex, Lodge Hill St. Michael, Barbados	Tel: 246-425-0386 Fax: 246-425-8854 E-mail: michelle.harris@cdema.org
12. Philmore Mullin	Director	National Office of Disaster Services - Antigua and Barbuda	American Rd. St. Johns Antigua	Tel: 268-562-2144/268 562 1556 Fax: 268-462-4742 Cell: 268 464 8456 E-mail: nods@antigua.gov.ag pfmullin@gmail.com
13. Ronald Jackson	Director General	Office of Disaster Preparedness and Emergency Management (ODPEM)	2-4 Haining Road. Kingston 5. Jamaica	Tel: 876-906-9299; 876-906-9674-5 Fax: 876-754-3229 Cell: 876-360-7322 E-mail: rjackson@odpem.org.jm
14. Saudia Rahat	Senior Programme Officer – CDM HIP	Caribbean Disaster Emergency Management Agency (CDEMA)	Building #1, Manor Lodge Complex, Lodge Hill St. Michael, Barbados	Tel: 246-425-0386 Fax: 246-425-8854 E-mail: saudia.rahat@cdema.org

PARTICIPANTS LIST
EIGHTH (8TH) MEETING OF THE COMPREHENSIVE DISASTER MANAGEMENT
COORDINATION AND HARMONIZATION COUNCIL

NAME	JOB TITLE	ORGANISATION	ADDRESS	CONTACT INFO
15. Yuri Chakalall	Disaster Risk Management Specialist	Caribbean Development Bank	Wildey, St. Michael Barbados	Tel: 246-431-1740 Fax: Email: chakaly@caribank.org
16. Ms Christina Todeschini		Austrian Development Agency (ADA) Central America and the Caribbean	Zelinkagasse 2, 1010 Vienna, Austria	Tel: +43 (0)1 90399 – 2537 Fax: +43 (0)1 90399 – 1537 E-mail: christina.todeschini@ada.gv.at
17. Emerson Beckles	FAO Representative (Programme)	Food and Agricultural Organisation (FAO)	United Nations House Marine Gardens Hastings Christ Church	Telephone: 246-426-7110 Fax: 246-427-9894 E-mail: emmerison.beckles@fao.org
18. Desdra Bascombe	Permanent Secretary	Ministry of National Security	Temple Court, 31-33 Abercromby Street, Port of Spain	Tel: 868-623-2441-5 Fax: 868-627-8044 E-mail: dbascombe@mns.gov.tt
19. Ms Leah Odle-Benson	Programme Coordinator	UN Women Caribbean Office	United Nations House Marine Gardens Hastings Christ Church	Tel: (246) 467-6000 Fax: (246) 437-6596 E-mail: leah.odle-benson@unwomen.org
20. Ms Cisne Pascal	Programme Coordinator	Caribbean Disaster Emergency Management Agency (CDEMA)	Building #1, Manor Lodge Complex, Lodge Hill St. Michael, Barbados	Tel: 246-425-0386 Fax: 246-425-8854 E-mail: cisne.pascal@cdema.org
21. Keisha Atwell	Secretary/Administrative Officer	Caribbean Disaster Emergency Management Agency (CDEMA)	Building #1, Manor Lodge Complex, Lodge Hill St. Michael, Barbados	Tel: 246-425-0386 Fax: 246-425-8854 E-mail: keisha.atwell@cdema.org

APPENDIX II – MEETING AGENDA

**Eighth (8th) Meeting of the Comprehensive Disaster Management (CDM)
Coordination and Harmonization Council
"Building Sustainable CDM Governance Mechanisms"
July 27, 2011**

TIME	SESSION	RESOURCE AGENCY/PERSON
8:30-8:45	1. Welcome Remarks	Mr. Jeremy Collymore, CDM CHC Chair and the Executive Director, CDEMA
8:45-9:00	2. Adoption of Meeting Agenda <u>Document:</u> CDM-GOV-CHC8-11-1.0 Agenda for the eighth meeting of the CDM Coordination and Harmonization Council	CDM CHC Members
9:00-9:30	3. Report of the Seventh Meeting of the CDM Coordination and Harmonization Council and Matters Arising. <i>The meeting will receive the report and follow-up actions of the seventh meeting of the CDM CHC.</i> <u>Discussion:</u> the meeting will endorse the report and discuss the follow up actions. <u>Documents:</u> CDM-GOV-CHC8-11-2.0 Report of the Seventh Meeting of the CDM Coordination and Harmonization Council CDM-GOV-CHC8-11-3.0 Follow Up actions from the Seventh Meeting of the CDM Coordination and Harmonization Council	Ms. Saudia Rahat Senior Programme Officer, CDM HIP
9:30-10:15	4. Proposed Plan of Action for Strengthening the CDM Governance Mechanism <i>A presentation will be made by a representative from the Sector Leads on the plan of action that was developed by the sector leads grouping and Sub-Regional Focal Points based on the recommendations coming out of the assessment of the CDM governance mechanism. The meeting will also receive an update on the key areas of convergence across the sectors and potential for synergies over the next two years.</i> <u>Discussion:</u> CDM CHC members will consider the Plan of Action and provide guidance and feedback and endorse as appropriate.	Sector Lead Representative

TIME	SESSION	RESOURCE AGENCY/PERSON
	<p>Document: CDM-GOV-CHC8-11-4.0 Plan of Action for Strengthening the CDM Governance Mechanism</p>	
10:15-10:30	BREAK	
10:30-11:15	<p>5. Sector Sub-Committees Updates and Sharing of Best Practices for Mainstreaming CDM</p> <p><i>The meeting will receive highlights on key progress achieved by the sector as well as a presentation from sector leads on lessons learned and best practices for mainstreaming CDM in the respective sectors.</i></p> <p><u>Discussion:</u> CDM CHC members will provide comments and recommendation on opportunities for enhancing the mainstreaming of CDM, particularly at the national level.</p> <p><u>Documents:</u> CDM-GOV-CHC8-11-5.0 Sector Reports</p>	<p>Sector Leads – Health, Agriculture, Education, Civil Society, Tourism.</p>
11:15-12:00	<p>6. Presentation on the Draft Model National CDM Policy</p> <p><i>The meeting will receive a presentation from the Consultant on the captioned.</i></p> <p><u>Discussion:</u> the meeting will provide comments and feedback on the draft CDM Policy.</p> <p><u>Documents:</u> CDM-GOV-CHC8-11-7.0 Draft Model National CDM Policy</p>	<p>CDEMA Coordinating Unit</p>
12:00-12:05	<p>7. Next Steps for the CDM CHC</p>	<p>CDM Partners</p>
12:05-12:15	<p>8. Any Other Business</p>	<p>CDM Partners</p>
12:15-1:15	LUNCH	

Meeting Documents:

1. **CDM-GOV-CHC8-11-1.0** Agenda for the seventh meeting of the CDM Coordination and Harmonization Council
2. **CDM-GOV-CHC8-11-2.0** Report of the Seventh Meeting of the CDM Coordination and Harmonization Council
3. **CDM-GOV-CHC8-11-3.0** Follow Up actions from the Seventh Meeting of the CDM Coordination and Harmonization Council
4. **CDM-GOV-CHC8-11-4.0** Plan of Action for Strengthening the CDM Governance Mechanism

5. **CDM-GOV-CHC8-11-5.0** Sector Reports
6. **CDM-GOV-CHC8-11-6.0** Draft Model National CDM Policy