

CDEMA

The Caribbean Disaster
Emergency Management Agency

SECTOR LEADS OF THE CDM CHC

Fifth Meeting Report

CDEMA Coordinating Unit

December 3rd, 2012

REPORT OF THE FIFTH (5TH) MEETING OF THE SECTOR LEADS

Building Sustainable CDM Governance Mechanisms

I. INTRODUCTION

The fifth meeting of the CDM Sector Leads was convened at the Trelawny Room at the Hilton Rose Hall Hotel, Montego Bay, Jamaica on 3rd December, 2012. The Meeting Objectives were:

1. To note the progress made across Sector Sub-Committees in the development and/or implementation of their work programmes
2. To identify opportunities for harmonization and collaboration across sector sub-committees; and
3. To identify initiatives for support under the CDM HIP Sector Support Grant as appropriate
4. To agree on the date and location of the next meeting of the Section Leads.

II. PARTICIPANTS

The meeting attendees included Ms. Saudia Rahat (Chair), Ms. Gayle Drakes (PO, CDM HIP), Mr. Ricardo Yearwood (PO, CDM HIP), Ms. Michelle Harris (CDM HIP), Ms. Joanne Persad (PC), Dr. Paulette Bynoe (UWI/ESSC Co-Chair), Dr. Barbara Carby (UWI/ESSC Co-Chair), Ms. Shantal Munro-Knight (CPDC/CSSSC Co-Chair), Mr. Howard Arfin (IFRCS/CSSC Co-Chair), and Ms. Lealou Reballos (PAHO/HSSSC). Guest invitee: Paul Saunders, UNISDR Consultant (HFA Post 2015).

III. WELCOME AND OPENING REMARKS

Ms. Saudia Rahat, Senior Programme Officer, CDM HIP, welcomed the Sector Leads to the fifth meeting and expressed appreciation of their commitment to the late meeting. She indicated that the meeting is timely to allow for the preparation of a presentation on behalf of the Sector Leads for presentation to the Plenary Session #5 on the CDM Beyond 2012. She indicated that the presentation would be done by Dr. Bynoe and would focus on the priority areas of all the SSCs and as such, it is important for the committee to provide input in the development of this presentation. She further indicated that the presentation would be premised on the findings of the analysis of convergence of the SSCs work programmes. She thanked Ms. Gayle Drakes for preparing this report and further note that a presentation on this report would be done by Ms. Drakes at a later time in the meeting.

IV. APOLOGIES

Apologies were expressed for Tourism and Agriculture Sector Leads. Ms. Rahat expressed apologies for the absence of the Deputy Executive Director, Ms. Elizabeth Riley, who is currently on sick leave and unable to participate in the meeting as well as the 2012 CDM Conference.

1.0 ADOPTION OF MEETING AGENDA

See complete agenda at Appendix I.

2.0 REPORT OF THE FOURTH MEETING OF SECTOR LEADS AND FOLLOW UP ACTIONS

The report of the fourth meeting and follow-up actions were presented by Ms. Saudia Rahat as detailed at documents **CDM-GOV-SL5-12-2.0** and **CDM-GOV-SL5-12-3.0**.

The meeting received the reports and no queries or matters arising were flagged for further discussion. The fourth meeting report was endorsed.

3.0 SECTOR LEADS REPORT

3.1 Education Sector

Dr. Barbara Carby indicated that a 3-5 year work programme was recently completed for the ESSC and that priorities for year one have been identified. She further indicated that curricula materials were also completed and will be uploaded on the education sector web page shortly. There are currently discussions to establish a youth fora in 3 countries that will focus on the sharing of activities and knowledge on DRR activities. The age group to be targeted is 15-18 years old. She noted that a concept paper on this activity was completed and it will be shared with the Coordinating Unit for onward sharing with the Sector Leads.

Major challenge is establishing quorum for the meeting. Noted an improvement in attendance in recent time.

3.2 Heath Sector

Ms. Lealou Reballos indicated that in October 2012 a health disaster coordinator's meeting was convened. Partner organizations were also invited to participate. She noted that the HSSC has a revolving membership committee. PAHO leads but does not Chair. The Chair is a national representative. The rotating membership will occur in 2013. The nominees were received at the last meeting.

She noted that PAHO developed a health sector assessment tool, which has been implemented in 16 schools. Research on the analysis of response capacity to accidents and emergency is ongoing in the Caribbean. She noted that PAHO launched the safe hospital database, which is web based and managed by the Ministries of Health in States. Five states were targeted for the roll out of this database, which illustrates the hospital safety index of the hospitals assessed in these countries. Training was undertaken to facilitate population of the database overtime. There are 5 hospitals being assessed in JA in terms of hospital safety. 3 more to be completed by mid December, bringing total to 8. Barbados assessed safety levels of smaller health facilities. Improvement works undertaken to other hospitals in the Caribbean – water, electrical, air quality and oxygen supply.

DRR committees and action cards for members were established. Two demonstration projects (SVG and SKB) focused on greening technologies in hospitals.

She further indicated that some work has undergone in the area of mental health. Specifically, workshops on disasters and emergencies have been completed in 4 countries. National Disaster Offices were engaged and approximately 50 health personnel were trained in managing mental health in disasters. Sub-Regional workshop on mental health was also completed.

Ms. Reballos also shared that PAHO recently completed the centre of health knowledge portal and it will be officially launched by end of December 2012. Portal to include modules on Health DM and DRR. Other tools and instruments will be available.

Finally she indicated that PAHO is currently amending the MOU with CDEMA in terms of repositioning supplies to the sub-regional focal points. Due to limited resources, she noted that Antigua, Jamaica and Barbados will be prioritized.

3.3 Civil Society

Ms. Shantal Munro-Knight noted that CSSSC is currently in the process of developing a web portal. The domain name was purchased and the RFPs developed. Envisaged that the portal will be launched by March 2013. Objective is to improve information exchange, capacity building and education and awareness. The aim is to promote virtual collaboration and have a secure space for communication. Relevant resource documents will be housed on this portal. A disaster imagination game is being considered to be hosted on the web portal.

She noted that the CSSSC is aiming to amalgamate the work programme of the various agencies on the CSSSC. Significant work being done by agencies on vulnerability assessment and training.

Challenges – accountability and procurement requirements to roll out web portal initiative.

Opportunity – linkages of the portal with other key partners. This will promote the reach of the materials available.

3.4 Tourism Sector

Ms. Joanne Persad provided a very brief update on the tourism sector since the Chair was absent. She noted that the key challenge relates to membership and chairmanship. The work programme includes the development of an online training course that is on hold. Other activity is webinars.

3.5 Agriculture Sector

Mr. Ricardo Yearwood provided a brief update. In his verbal report he indicated that the work programme developed in 2010 and that the ASSC focus was on (i) praedial larceny (FAO lead), (ii) CCA (CARDI lead), and (iii) Agriculture risk insurance scheme (IICA lead).

He noted that the ASSC is looking to revise and update the work programme to make it more results based and current. Committee convened a workshop to train national officers in developing agriculture risk management plans. Several states developed draft plans at the workshop.

The key challenges relate to - attendance, establishing suitable dates for the meeting, heavy workload in-between meetings. Need for a technical resource person to fill need.

3.6 Issues/Discussions:

The meeting noted that the results from the national safe hospital assessments can be obtained from countries directly.

It was noted that the grants available to SSCs under the CDM HIP needs to be utilized by March 31, 2013 Sector Leads queried whether other sectors can utilize unspent funds for SSCs under the CDM HIP. The CDM HIP team noted that this option needs to be examined internally and feedback to be provided at a later time as it relates to the reallocation of funds across SSCs.

The representative from UWI recommended that the technical resources be supplemented by interns. Higher level education interns are desirable given the technical level of the work. Recommended that small remunerations for interns be considered. Other option for consideration is the use of students to conduct research needs identified in sector work programme.

The meeting recommended that given the rate of uptake of CDM HIP funds, consideration be given to the hire of a technical resource person to support ALL the SSCs. This would support the strengthening of the mechanism. Noted that the TOR for this individual can be informed by the analysis of convergence.

3.7 Sector Leads:

- I. **Noted** the progress made in advancing CDM in the education, civil society and agriculture sectors.
- II. **Noted** the deadline for utilizing funding available under CDM HIP is March 31, 2013

- III. **Congratulated** the SSCs on their efforts made to date and encouraged continued progress.
- IV. **Noted** the options/recommendations tabled for the strengthening of the SSCs work programme roll out
- V. **Agreed** that the portal to be developed by the various SSCs to be linked on the DRRC and CDEMA webpages.

4.0 Analysis of Convergence

Ms. Gayle Drakes presented on the analysis of convergence of the work programmes of the SSCs and noted the following:

- The specific objectives of the analysis were to:
 - ⊙ Determine areas of convergence in SSC work programmes.
 - ⊙ Provide recommendations to advance harmonization and collaboration for CDM implementation within key sectors.
- Convergence among SSC work programmes was noted in the following areas:
 - ⊙ Development of disaster management training materials for sector actors,
 - ⊙ Enhanced collaboration and dialogue among actors across sectors,
 - ⊙ Information sharing,
 - ⊙ Assessments (Risk, Vulnerability, Damage and Needs, Capacities),
 - ⊙ Standardisation of tools and approaches,
 - ⊙ Public awareness,
 - ⊙ Building sector-level capacities,
 - ⊙ Building capacity at the local/community level.
- Recommended that:
 - ⊙ Sector Sub-committees should share and discuss results and activities in respective work programmes
 - ⊙ Link analysis of convergence with an understanding of the contribution of member work programmes to achieving sector results
 - ⊙ Establish a more informal mechanism for sharing among Sector Leads
 - ⊙ Collaboration should build on previous and/or existing initiatives, tools and institutional structures

4.1 Issues/Discussions

Dr. Bynoe recommended that the annual work programmes can be mapped in a matrix and shared with sector leads. Further recommended a meeting of sector leads to avoid duplication of efforts and maximize coordination and collaboration. The M&E process can examine what worked well and what did not to inform the refinement of the next year work programme.

MSc. students for the DRR programme have to fulfill a requirement of a 3 week research at the end of their programme (August – September). This research/field work is funded by UWI. Work in other countries need to be supported. This can be utilized as an avenue for data collection for the work of the SSCs.

She further indicated that the involvement of students from tertiary institutions will require a literature review to identify gaps. Alternatively, they can answer questions to societal questions. In each of SSCs there are critical questions related to DRM issues (in the context of the SSC). The answer requires field work. The SSCs need to generate the research questions. She noted that she will be lecturing a post-grad course at the University of Guyana that can facilitate this process. She further noted that relevant practitioners will be involved to guide the research student.

4.2 Sector Leads:

- I. **Urged** the SSCs to identify research questions for sharing with Dr. Bynoe. There are various levels of students – under graduate and post graduate students.
- II. **Agreed** on the aspects of the convergence that will be included in the power-point for delivery to the CDM Conference Plenary session #5.

5.0 Next steps and scheduling

Ms. Rahat thanked the SL for committing their time and expressed appreciation for the collaboration. Look forward to seeing SL at the next meeting of the CDM CHC in early 2013.

APPENDIX I – AGENDA

AGENDA
Fifth Meeting of the CDM Sector Leads
"Building Sustainable CDM Governance Mechanisms"
Monday, December 3rd, 2012
5:00-6:35 pm

Meeting Objectives:

5. To note the progress made across Sector Sub-Committees in the development and/or implementation of their work programmes
6. To identify opportunities for harmonization and collaboration across sector sub-committees; and
7. To identify initiatives for support under the CDM HIP Sector Support Grant as appropriate
8. To agree on the date and location of the next meeting of the Section Leads.

TIME	SESSION	RESOURCE AGENCY/PERSON
5:00-5:05	<p>1. Welcome Remarks and Adoption of Meeting Agenda and Review of Meeting Objectives</p> <p><u>Document:</u> CDM-GOV-SL5-12-1.0 Agenda</p>	CDEMA CU Representative
5:05-5:20	<p>2. Review of Minutes of Fourth Meeting and Matters Arising <i>The meeting will provide any final comments on the last meeting report and discuss any emerging issues.</i></p> <p><u>Document:</u> CDM-GOV-SL5-12-2.0 Minutes of Fourth Meeting CDM-GOV-SL5-12-3.0 Follow up Actions of Fourth Meeting</p>	CDEMA CU
5:20-5:50	<p>3. Sector Leads Progress Report <i>The meeting will receive 7 minute presentations from Sector Leads that summarise key achievements to date. This session will provide an opportunity for Sector Leads to discuss progress, challenges and lessons learned.</i></p> <p><u>Document:</u> CDM-GOV-SL5-12-4.0 SSCs Report</p>	Sector Leads – CTO, UWI, IICA/FAO, IFRCS/CPDC, PAHO
5:50-6:20	<p>4. Areas of Convergence of SSCs <i>The meeting will receive a report on the analysis of convergence of SSC work programmes. This analysis is intended to identify areas of synergies to deepen collaboration and coordination between SSCs. The meeting is encouraged to agree on areas of cooperation and identify how the balances of the CDM HIP Sector Grants can be utilized to support. Lead organizations for the initiatives are to be selected.</i></p> <p><u>Document:</u> CDM-GOV-SL5-12-5.0 Report of analysis of convergence</p>	CDEMA and Sector Leads
6:20-6:35	<p>5. Identification of key points for inclusion in the presentation at the CDM Beyond 2012 Plenary Session of the CDM Conference</p> <p>6. Next Steps and Scheduling of Next Meeting</p>	CDEMA and Sector Leads

Meeting Documents:

CDM-GOV-SL5-12-1.0 Agenda

CDM-GOV-SL5-12-2.0 Minutes of Fourth Meeting

CDM-GOV-SL5-12-3.0 Follow up Actions of Fourth Meeting

CDM-GOV-SL5-12-4.0 SSCs Report

CDM-GOV-SL5-12-5.0 Report of analysis of convergence

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