

CDEMA

The Caribbean Disaster
Emergency Management Agency

**REPORT OF THE
NINTH (9TH) MEETING OF THE
COMPREHENSIVE DISASTER MANAGEMENT
COORDINATION AND HARMONIZATION
COUNCIL (CDM CHC)**

Building Sustainable CDM Governance Mechanisms



Island Inn Hotel,

Barbados

July 24, 2012

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LIST OF ACRONYMS

AusAID	Australian Agency for International Development
ADRM	Agricultural Disaster Risk Management
ASSC	Agriculture Sector Sub-Committee
BSc	Bachelor of Science
CAIC	Caribbean Association of Industry and Commerce
CAP	Caribbean Association of Planners
CARDI	Caribbean Agricultural Research and Development Institute
CCA	Climate Change Adaptation
CCM	Climate Change Mitigation
CCCCC	Caribbean Community Climate Change Centre
CCEO	Council of Caribbean Engineering Organizations
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
CDRM	Comprehensive Disaster Risk Management
CHC	Coordination and Harmonization Council
CIDA	Canadian International Development Agency
CIMH	Caribbean Institute of Meteorology and Hydrology
COHSOD	Council for Human and Social Development
COTED	Council for Trade and Economic Development
CSSSC	Civil Society Sector Sub-Committee
CTO	Caribbean Tourism Organisation
CU	Coordinating Unit
DaLA	Damage and Loss Assessment
DANA	Damage Assessment and Needs Analysis
DFID	Department for International Development
DM	Disaster Management
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction

ECLAC	Economic Commission for Latin America and the Caribbean
ESSC	Education Sector Sub-Committee
EU	European Union
FAO	Food and Agricultural Organisation
FSSC	Finance Sector Sub-Committee
GIS	Geographic Information Systems
GM	Governance Mechanism
HFA	Hyogo Framework for Action
IADB	Inter-American Development Bank
ICSAC	Information and Communications Systems Advisory Committee
IFRC	International Federation of Red Cross
IICA	Inter-American Institute for the Cooperation on Agriculture
IOM	International Organization for Migration
IP	Implementation Plan
MER	Monitoring, Evaluation and Reporting
NDO	National Disaster Office
NEMS	National Environmental Management Strategies
ODPEM	Office of Disaster Preparedness and Emergency Management
OECS	Organisation of Eastern Caribbean States
PAHO	Pan American Health Organisation
PDNA	Post Disaster Needs Assessment
PMF	Performance Management Framework
POA	Plan of Action
PS	Participating State
REA	Rapid Environmental Assessment
SSC	Sector Sub Committee
SL	Sector Leads
SRFP	Sub Regional Focal Point
TAC	Technical Advisory Committee
TMAC	Technical Management Advisory Committee
TOR	Terms of Reference
TSSC	Tourism Sector Sub-Committee
UNDP	United Nations Development Programme
UNISDR	United Nations International Strategy for Disaster Reduction

UN Women

United Nations Entity for Gender Equality and the Empowerment
Of Women

UTECH

University of Technology

REPORT OF THE NINTH (9TH) MEETING OF THE COMPREHENSIVE DISASTER MANAGEMENT COORDINATION AND HARMONIZATION COUNCIL (CDM CHC)

Island Inn Hotel, Barbados
July 24TH, 2012

I. INTRODUCTION

The Ninth (9th) Meeting of the Comprehensive Disaster Management Coordination and Harmonization Council (CDM CHC) was convened at the **Island Inn Hotel on Tuesday July 24, 2012.**

The objectives of the Meeting were to:

1. Review the minutes of the eighth meeting of the CDM CHC.
2. Consider the draft Plan of Action for strengthening the CDM Governance Mechanism and provide guidance and feedback and endorse as appropriate.
3. Provide comments and recommendations on opportunities for enhancing the mainstreaming of CDM, particularly at the sector level.
4. Provide comments on the process for developing the CDM Strategy beyond 2012.
5. Provide comments on the evaluation of the 2011 CDM Conference and offer recommendations for consideration for the 2012 Conference.

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

II. PARTICIPANTS

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

III. INVOCATION

Mrs. Joan Norville, Programme Officer, Organization of Eastern Caribbean States (OECS) Secretariat 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 in his absence, noting his best wishes for a successful meeting.

She noted the timeliness of the Meeting given that the approaching end of the implementation period of the current CDM Strategy (2007-2012). The Chair also noted that one of the key agenda items for the Meeting was the discussion on the process for the development of the CDM Strategy Beyond 2012, including the governance arrangement for this overseeing the process. She indicated that the aim was to have the revised strategy available for presentation at the 7th Caribbean Conference on CDM 2012. The Meeting would have an opportunity to discuss the management arrangements that will be in place to oversee the process. The Meeting would also review the Plan of Action for the strengthening the Governance Mechanism and concretize this document.

V. APOLOGIES

Apologies were offered for the Caribbean Community Climate Change Center (CCCCC), Canadian International Development Agency (CIDA), Australian Agency for International Development (AusAID), UNWomen and the Caribbean Tourism Organization (CTO).

1.0 ADOPTION OF MEETING AGENDA

The CDM CHC:

- I. **Agreed** to a discussion on rotation of the chairmanship under agenda item 9.
- II. **Adopted** the amended Meeting Agenda following a motion by the representative from the United Nations Development Programme (UNDP) and seconded by the representative from the Jamaica sub-region.

2.0 REPORT OF THE EIGHTH (8TH) 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 Eighth (8th) Meeting, as set out in the document **CDM-GOV-CHC9-12-3.0**.

2.1 Issues/Discussions

Model National CDM Policy

- I. The CDEMA CU noted that the Model National CDM Policy has been finalised and was approved by the 2nd Meeting of the CDEMA Council in Jamaica in June 2012. Ms. Riley further noted that a number of CDEMA PS had expressed interest in adapting the Model Policy.
- II. The CDB representative noted the issues experienced by the TSSC in rolling out tourism sector DRR related initiatives at the community level and queried whether the CSSSC had experienced similar issues.

Chairmanship of the Finance Sector

- III. The Jamaica representative recommended that the CDM CHC should receive an update from the CDB on the status of the decision on the Chairmanship of the FSSC.
- IV. The UNDP supported the recommendation made by Jamaica and noted that this is an issue that has been on the table for sometime.
- V. The UNDP representative noted that a meeting was facilitated by IOM on gender in disaster management. Therefore there are several groups addressing the same issue, with the same individuals participating in all of the groups. He opined that there was a need to review the mechanisms in place and determine how best to leverage on all of the work done in gender and disaster management to date. UNDP invited the CU to have a discussion on enhancing the process and collaboration on this matter.
- VI. The CDB representative indicated that while there has been a change in management, the matter of Chairmanship of the FSSC had remained on the table and is currently under internal advisement at the CDB.
- VII. The CDB representative also noted that the fact that the matter is under discussion at the Bank, should not constrain the CHC in making a decision on the chairmanship of the FSSC going forward. The Bank would be willing to participate in the FSSC.
- VIII. The Jamaica representative recommended that the CHC should make recommendations for alternative arrangements for Chairmanship of the FSSC and table these for the consideration of the CHC.
- IX. The DFID representative recommended that the CCRIF should be considered for the Chairmanship of the FSSC. He noted that the CCRIF has recently engaged a full-time manager and was expected to be fully owned by Member States in the near term, moving away from World Bank oversight.
- X. The UNDP representative supported the DFID recommendation and also recommended the IADB be considered as an alternate for the Chairmanship of the FSSC. He further recommended that the CHC convene a meeting of likely members of the FSSC, with the selection of a Chair as one of the outcomes of the meeting.
- XI. The OECS representative supported the recommendation of the UNDP to convene a meeting of finance sector partners.

Gender and Climate Change Mainstreaming in CDM

- XII. The CDEMA CU noted that the CDM Strategy Beyond 2012 process is an opportunity to examine gender issues. Ms. Riley further noted that issues raised at the regional gender and DM roundtable meeting in Colombia can inform the process.
- XIII. The Antigua representative noted that the CU developed a model tool to foster climate change programming at the community and national levels.
- XIV. The Jamaica representative noted that the ODPEM has developed a community resilience building framework that has been supported and adopted by its partners. Mr. Jackson opined that development partners want to see that there is an existing strategic direction which can guide their support to states.

- XV. The DFID representative noted that, in addition to elaborating strategic frameworks, capturing measurable change is also important.

Utility of DRR Tools

- XVI. The OECS representative noted that tools are only guidelines. Experience has shown that it is best to make the tools accessible and allow the country to choose what is best suited to its national circumstances. However it has been recognised that often the choice is strongly influenced by the availability of support to implement the tool.
- XVII. The IFRC representative recommended that the CHC should examine how community-based DM tools are being used and use the findings as a step towards standardisation of tools. Mr. Arfin suggested that this is an activity that the CSSSC could undertake.

2.2 The CDM CHC:

8th CDM CHC Meeting Report

- I. **Reviewed and endorsed** the Eighth CDM CHC meeting report.
- II. **Reviewed and noted** the follow-up actions of the Eighth meeting of the CDM CHC.
- III. **Recognised** the opportunity to consolidate gender initiatives through the CDM Beyond 2012 process.
- IV. **Recognised** the constraints to the CDB at this time which prevents a definitive decision on the Chairmanship of the FSSC. **Further noted** the CDB's willingness to participate in the FSSC.
- V. **Noted** the options on the table for the way forward for the FSSC.
- VI. **Requested** that the CDEMA CU convene a meeting of finance sector partners and utilize the opportunity to confirm a chair of the FSSC.
- VII. **Noted** that there are a variety of tools to support community-level DM interventions.
- VIII. **Requested** that the CSSSC further explore the theme of standardisation of approaches to CDRM under the umbrella of their work programme.
- IX. **Recommended** that the CDM CHC seek clarification from the TSSC on whether the issues cited by the CSSSC have been its experience.
- X. **Agreed** that the CU would share the G-Tool with CDM CHC members.

Updated CDM CHC TOR

- XI. **Agreed** to the modification of the language at section 5 and 5 (i).
- XII. **Agreed** that at Section 6- "or other partner" would be deleted.

- XIII. **Agreed** to modify the language at Section 8 to tie the CDM CHC to the regional CDM Strategy. **Further agreed** that the CU will articulate and share with CDM CHC members.
- XIV. **Agreed** to use the opportunity of the conclusion of the CDM Strategy and articulation of the Strategy beyond 2012 to re-examine the membership of the CDM CHC.
- XV. **Noted** that the issue of inactive members should also be examined.
- XVI. **Noted** the approach used by the ESSC through the establishment of a Core Group and Co-opted Group to manage the issue of inactive membership.
- XVII. **Endorsed** the amended TOR for the CDM CHC.

3.0 PROPOSED PLAN OF ACTION FOR STRENGTHENING THE CDM GOVERNANCE MECHANISM

Mr. Ronald Jackson, National Disaster Coordinator, Jamaica, presented the Updated Draft Plan of Action as set out in the document **CDM-GOV-CHC9-12-4.0**. During his presentation he highlighted the following:

- I. The assessment of the CDM Governance Mechanism was done in 2011.
- 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. The initial submission was reviewed by Sector Leads and was organized around recommendations, required activities, implementation timeframes, priority, responsibility/leadership and resources required.
- IV. The eighth meeting of the CDM CHC agreed that a follow up meeting with Sector Leads and Sub-Regional Focal Points are required to ensure there is national level endorsement of the final agreed recommendations to be advanced by the CDM CHC. This follow up meeting was convened on the wings of the 6th Caribbean Conference on CDM on December 6th 2011.
- V. The document contained at **CDM-GOV-CHC9-12-4.0** details two matrices for consideration – (i) comments from the meeting on the review of the initial POA and (ii) the updated POA based on the meeting agreements and recommendations
- VI. In summary, three (3) recommendations were not supported (i) information sharing (ii) monitoring and evaluation and (iii) committee management system.
- VII. The meeting was successful in: (i) the review of the draft POA including recommendations from the sector leads, (ii) identification of alternative recommendations to replace those not supported and (iii) the updating of the POA.

3.1 Issues/Discussions

- I. The CDB representative recommended that the matrix columns should make a distinction between the outcomes of the first meeting of the Sector Leads and the subsequent meeting.

Monitoring and Evaluation of the CDM Governance Mechanism

- II. The CDB representative further noted that the indicators of the CDM Strategy are not appropriate for the monitoring of the Governance Mechanism since it will not adequately track the efficacy and intention of the mechanism.
- III. The representative from Jamaica highlighted that each SSC has indicators to track their work programme implementation. The development of the MER system is an intense process that will be extremely time intensive for the CDM CHC. At the special meeting of CDM Sector Leads and SRFP, which was convened at the 6th Caribbean Conference on CDM, it was noted that the documentation of best/good practices is what is important and recommended that the systematization process be utilized.
- IV. The CDB representative reiterated that there is need to establish an evaluation function of the mechanism. He recommended that an independent evaluation of the effectiveness of the CDM GM be done on a periodic basis. He further recommended that the next independent evaluation be done post-development of the CDM Strategy beyond 2012.

Leadership and Sustainability of the SSCs

- V. The Deputy Executive Director of CDEMA noted that the intention of the CU is to promote leadership of the Sector Sub-Committees. The approach of the Health Sector Sub-Committee to integrate the Health Disaster Coordinators Committee for the Caribbean is strongly supported.
- VI. She further noted that the intention of the sub-committees is for them to evolve to become more self-sufficient. Most SSCs have work programmes in place, and therefore there is need for resource mobilization strategies. This is the direction that the CU would like the SSCs to go.
- VII. She further indicated that the CU recognizes the human resource constraint within the SSCs and as such provides technical/secretarial support as required.
- VIII. The representative from Antigua and Barbuda noted that implementation of CDM at the national level cannot take place without a parallel focus on CDM sector mainstreaming at the national level.

3.2 The CDM CHC:

- I. **Agreed** that there is need to clearly label the matrix at Appendix I to show the agreements from the Sector Leads meeting and the SL and SRFP.
- II. **Recognized** that the Performance Measurement Framework (PMF) of SSCs offer a mechanism for monitoring of sector level implementation.

- III. **Supported** the use of an independent evaluator to evaluate the CDM GM and **further recommended** that the evaluation takes place post the articulation of the CDM Strategy beyond 2012.
- IV. **Recognized** that the role of the SSCs is one that is evolving and expressed support in principle with respect to the trend towards a position of representing the sectors as a whole.
- V. **Recommended** that the base criteria which are requirements for the above are articulated for consideration at the next meeting of the CDM CHC.
- VI. **Encouraged** members of the CDM CHC to facilitate and promote connections between the sector level mainstreaming at the regional level and that at the national level.

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 progress reports.

4.1 HEALTH SECTOR SUB-COMMITTEE

Ms. Lealou Reballos, PAHO Representative, presented the Health Sector Sub-Committee report. In her presentation she noted the following:

- I. HSSC meet twice per year with almost 100% attendance at all times.
- II. Work plan developed and was updated at the last meeting. Currently being implemented.
- III. National Disaster Health Coordinator's 2012-2013 work programmes were updated October 2011.
- IV. Strengthening committee's visibility. Looking to establish the committee as the leading entity for health in the Caribbean.
- V. Health DRR agenda will be presented to COHSOD for endorsement.
- VI. 16 countries that have self-assessed themselves for the health sector. Some are implementing the recommendations highlighted by the assessment.
- VII. Conducting two (2) health disaster research projects and revising several disaster hospital plans in the region.
- VIII. Advocating the check control mechanism in the construction of new health facilities.
- IX. With support from DFID, creating climate-smart health care facilities to make them safe and green (DRR/CCA and CCM).

4.1.1 Issues/Discussions:

- a. The PAHO representative indicated that Saint Lucia, St. Vincent and the Grenadines and Grenada have utilized the Safe Hospital Index to guide the construction of their hospital.

4.2 AGRICULTURE SECTOR SUB-COMMITTEE

Mr. Emerson Beckles, FAO Representative, presented the Agriculture Sector Sub-Committee report to the Meeting. He noted the following during his presentation:

- I. The Agricultural Sector DRM Committee (ASSC/TMAC) is an amalgamation of the Agricultural Sector Sub-Committee (ASSC) of the CDM and the Technical Management Advisory Committee (TMAC) of the Jagdeo Initiative. It is chaired by the Minister responsible for DRM under the Jagdeo Initiative, with reporting responsibilities to both COTED and the CDM CHC.
- II. The system of "Core Group" meetings was introduced to facilitate the planning and implementation of the Committee's activities.
- III. The Committee has been directly involved with the implementation of a number of specific initiatives in DRM within the agricultural sector, e.g. Agricultural Insurance Symposium (June 2010), the assessment of the state of praedial larceny within the agricultural sector in the Caribbean (2009/2010) and the ADRM Writeshop (January 2012).
- IV. The Writeshop focused on the preparation of DRM plans for hurricanes, droughts and floods in the agriculture sector.
- V. The establishment of three sub-committees to monitor and report on developments in the respective areas:
 - i. Climate change sub-committee, chaired by CARDI
 - ii. Agricultural Insurance sub-committee, chaired by IICA
 - iii. Praedial Larceny/DRM sub-committee, chaired by FAO.
- VI. The Committee agreed that the following items will be permanent fixtures of its agenda and that discussions be led by the sub-committee chairs:
 - i. DRM – FAO.
 - ii. Agricultural Insurance – IICA.
 - iii. Climate Change Adaptation- CARDI.
 - iv. Praedial Larceny – FAO.
- VII. One page briefs are to be prepared on the following topics as they relate to regional agriculture:
 - i. Climate Change by CARDI and CIMH.
 - ii. Agricultural Risk Insurance by IICA.
 - iii. Praedial Larceny by FAO.
- VIII. The Committee will pursue initiatives to ensure national level participation/representation. At a minimum, a representative from the National Disaster Office and from the Ministry of Agriculture from the country where the Committee will be meeting should be invited to participate.
- IX. Reporting was identified as a major concern for the ADRM Committee.
- X. Follow-up on the discussions of the Committee has proven to be a major challenge over the years, as the Representatives of most agencies have been unable to devote adequate time.

4.2.1 Issues/Discussions:

DM Plans for Agriculture Sector

- I. UNDP requested clarification on whether model plans were developed at the Writeshop and whether any initiative to help countries to effectively capture costs of hazard impacts was identified.
- II. The representative from FAO indicated that a basic model for the ADRM plan was developed. However, follow up is required to ensure that States finalize plans. Funding is also required to provide support to states to finalize these plans.

Damage Assessments

- III. The UNDP representative further noted that the capturing of farming data at the national level is often weak. However, these are critical datasets that inform impact assessments.
- IV. The representative from Jamaica indicated that for the drought hazard, there have been significant challenges in capturing losses/impacts.
- V. The representative from FAO indicated that the challenges in capturing costs associated with certain hazards on the agriculture sector are well known. In States where FAO is rolling out projects, damage assessments workshops are done. However, it is recognized that there is need for broader capacity building across the region in this area. This need is reflected in the ASSC/TMAC work programme.
- VI. The representative from FAO further indicated that some states are better at capturing production data than others. However, while annual production data is available, there is no system in place to disaggregate that data at levels required for damage assessment.

Insurance Scheme for Agri Sector

- VII. The representative from DFID expressed appreciation for the support from the ASSC/TMAC to set up the agricultural insurance scheme for the Caribbean. A steering committee will be set up for the insurance scheme that will draw on the support of ASSC members.

Identification of National Agriculture Focal Points

- VIII. The representative from OECS sought clarification on the status of identification of agriculture focal points in States. She also queried whether the possibility of convening meetings on the wings of regional meetings was explored as an option. She further queried whether templates are available for baseline, as well as post-damage, assessments for the agriculture sector.
- IX. The representative from FAO indicated that the ASSC/TMAC will discuss one-on-one with States to identify national focal points. He further indicated that the committee would piggy back on meetings when possible. He also stated that the ASSC/TMAC work programme outlines the need to standardize tools for damage assessments for the agriculture sector.
- X. The representative from Antigua and Barbuda indicated that from a country perspective, there is still need for a single methodology to capture drought information.

4.3 EDUCATION SECTOR SUB-COMMITTEE

Dr. Paulette Bynoe presented the Education Sector Sub-Committee report. She began by offering apologies for Dr Barbara Carby, the Chair of the sub-committee. Dr. Bynoe noted the following during the presentation:

- I. Under the umbrella of the ESSC, the following were developed:
 - a. The two year work programme – establishing centres for knowledge centre, DM information system, analyse and disseminate data on hazards, training in DRR, promoting the wider use of instruments, developing instruments for data collection on various hazards, publishing of research papers to name a few.
 - b. Guidance for the Region on the Core Elements of Disaster Management Courses;
 - c. Disaster Management Course Outlines (particularly for basic and BSc levels);
 - d. Guidance for Accreditation of Regional Disaster Management Courses; and
 - e. An updated inventory of DM Courses in the region.
- II. The ESSC identified the following priority areas for the sector to incorporate activities necessary for building a culture of safety in the region and in communities:
 - i. Information management and exchange
 - ii. Education and Training
 - iii. Research
 - iv. Public awareness
- III. Key challenges include: (i) achieving a quorum; (ii) turn over of membership; (iii) using consultancies assists in completing tasks but sometimes results a lengthier process because of the time required to achieve consensus and; (iv) integration of work programme activities vertically within ESSC and horizontally across other Sector Sub-Committees.
- IV. Key opportunities include (i) collaboration can be promoted once ESSC Work Plan is completed and (ii) establishment of a shared knowledge platform facilitated by the CDEMA CU. Sector Leads can communicate directly to find out what areas exist for collaboration

4.3.1 Issues/Discussions:

ESSC Work Programming

- I. The representative from Jamaica commended the SSCs for their reports and queried whether UTECH is engaged. He stated that UTECH is engaged in work that would compliment the work of the SSC. He also requested clarification on whether the ESSC work programme focuses on a role for the ESSC to inform policy.
- II. Dr. Bynoe indicated that UTECH is a very active member and that a team of Consultants from that institution had prepared the work programme. She noted that the ESSC work programme is very comprehensive and that there are activities outlined for training and awareness for actors involved in policy making. She recommended that CU share the work programme with the CDM CHC.

Register of Regional DRM Expertise

- III. Dr. Bynoe recommended that the CU store a register of relevant expertise that can be shared with partners when agencies are advertising vacancies.

4.4 CIVIL SOCIETY SECTOR SUB-COMMITTEE

Mr. Howard Arthur, IFRC Representative presented the report on the Civil Society Sector Sub-Committee. Mr. Arthur noted the following during the presentation:

- I. The CSSSC has developed a work programme developed that is very substantial.
- II. There has been a hiatus in the Committee's activities, due in part to organisational changes within the leadership of the group.
- III. Based on discussions, there is strong consensus on the need for information sharing across the SSCs.

4.4.1 Issues/Discussions:

- I. The representative from CDB noted that the SSCs have reported on significant progress, which was very encouraging. The issue of visibility is key and he encouraged the CU to post the SSC work programmes on the CDEMA CU website.
- II. The representative from CDB further noted that it would be useful to review the linkages between the work of the CDM GM and Regional Climate Change Strategy Implementation Plan. He also recommended that the revised CDM Strategy should focus on CCA and DRR.
- III. It was noted that SSCs should directly address the gap of how national-level CDM mainstreaming can be promoted by SSCs. They should also consider actions that tangibly demonstrate the involvement of sector actors in national-level CDM mainstreaming. These approaches would contribute to legitimising the SSCs and be crucial for mobilizing funding for the work of the SSCs.

4.5 TOURISM SECTOR SUB-COMMITTEE

The Chair was absent. No update was provided for this SSC.

4.6 The CDM CHC:

- I. **Thanked** the Sector Leads for the presentations and written reports.
- II. **Recognized** the efforts to capture the work that is being done at the level of individual organizations that comprise the SSCs.
- III. **Noted** that the vision envisaged for the CDM Governance Mechanism is now being realized and that the outputs of the meeting show that the sectors are progressing in the right direction. **Further noted** that it is also important to reflect on the platform of the CDM GM in view of the work of the SSCs.
- IV. **Recommended** that more focused attention on visibility for the work of the SSCs should be encouraged.

- V. **Agreed** that the CU would craft a template for press releases with standardized text for the SSCs.
- VI. **Recognized** that work of the SSCs is still mainly at the regional level. **Requested** that the SSCs to consider strategies for strengthening the CDM mainstreaming dialogue at the national level at subsequent meetings.
- VII. **Noted** that the ASSC is seeking to strengthen its national level impact.
- VIII. **Agreed** that the next meeting of the CDM CHC will discuss progress of SSCs in mainstreaming CDM within sectors at the national level.
- IX. **Recommended** that sector reports focus more on reporting against the indicators, targets (including milestones) in the work programmes of the SSCs. **Agreed** that reports would be prepared in this format for the next meeting of the CDM CHC.
- X. **Noted** that programming thrust of the agencies that make up the SSCs reflects some alignment to SSCs work programmes.
- XI. **Recommended** that the CU website can hold documentation for dissemination, particularly tools and work programmes developed for the sectors.
- XII. **Agreed** that the CU would update their website to serve as a reservoir of information related to the CDM governance mechanism.
- XIII. **Noted** the potential role of the SSCs in the execution of the Regional Climate Change Strategy Implementation Plan.

5.0 PRESENTATION ON THE CDM BEYOND 2012

Ms. Saudia Rahat, Senior Programme Officer, CDM HIP, presented the following Terms of Reference (TORs) for the process to elaborate the next iteration of the CDM Strategy, post-2012:

- (i) The TOR for the CDM Expert Group Group and,
- (ii) The TOR of the Development of the CDM Strategy Beyond 2012

Ms Rahat highlighted the following during her presentation of the TOR for the CDM Expert Group:

- I. The role of the CDM Expert group is to function as a technical advisory body that will oversee the CDM review process;
- II. The specific responsibilities will include, *inter alia*:
 - a. Provide information on existing or proposed Caribbean risk reduction strategies by their organization;
 - b. Review and endorse criteria for identification of priority outcomes for Caribbean risk reduction over the CDM Strategy cycle beyond 2012;
 - c. Review and endorse a Priority Outcomes Framework for donor programming support over the next five years;
 - d. Provide feedback and information to Consultants to facilitate the preparation of the following:
 - Inception Report

- Report on the Status of Implementation of the CDM Strategy and Programming Framework 2007-2012, inclusive of an indication of emerging priorities for Participating States.
 - Draft CDM Strategy Beyond 2012
 - Implementation Plan for the CDM Strategy Beyond 2012
 - MER Framework inclusive of an updated PMF.
- e. Review and endorse the documents detailed in (d) above;
 - f. To review the progress of activities related to the CDM review process;
 - g. To review and exchange opinions on major issues that may arise during the review process;
 - h. To discuss any other issue(s) pertinent to the smooth implementation of the process;
 - i. To provide strategic recommendations on how the revised CDM should be taken forward and implemented.

III. The composition of the Group was proposed as follows:

- a. Chairs of CDEMA Technical Advisory Committee (TAC) Sub-Committees or designate – (i) Work Programme Development and Review Sub-Committee, (ii) Climate Change Adaptation, Disaster Risk Reduction and Environment Sub-Committee, (iii) Plans Review Sub-Committee and (iv) ICSAC;
- b. Representative from the CDM CHC;
- c. CDM Sector Leads – (i) Health, (ii) Education, (iii) Civil Society, (iv) Agriculture and (v) Tourism;
- d. CDEMA Executive Director or designate;
- e. Regional Private Sector Representative;
- f. Caribbean Community Climate Change Center (CCCCC);
- g. Caribbean Association of Planners (CAP);
- h. Council of Caribbean Engineering Organizations (CCEO).

IV. Ms Rahat also invited the CHC to share comments on the TOR for the Development of the CDM Strategy Beyond 2012.

5.1 Issues/Discussions:

Membership of the CDM Expert Panel

- I. The Antigua representative noted the necessity for strengthening the linkages between the community and the sector levels the in national DM agenda. Mr. Mullin queried whether we want representation from the Chamber of Commerce as opposed to a private entity.
- II. The Antigua and Barbuda representative also recommended that more attention should be given to special groups. The importance of this is emerging because of the greater emphasis on community level interventions.
- III. The CDEMA CU noted that the CAIC is a member of the CHC though not historically active. However CAIC could be included as a member of the Expert CDM Group to garner the input of the Chambers of Commerce.

- IV. The DFID representative suggested that the local DFID results advisor should participate in the Expert Group.
- V. The OECS suggested that the FSSC should be represented in the Expert group, in anticipation of its establishment.
- VI. The DFID representative recommended that the international re-insurance sector could be represented in the Expert Group.
- VII. The UNDP representative recommended that the UNISDR should be a member of the CDM Expert Group to provide input on the HFA process, and to identify areas of overlap and opportunities for maintaining synergies.
- VIII. The UNDP representative further noted that there is a need to maintain connections at the national level. He cautioned that the level of engagement of committee members needs to be examined to ensure they will contribute substantially.
- IX. The CDB representative also recommended that the review process should include a distinct consultation with the development partners.
- X. The Deputy Executive Director of CDEMA noted the recommendation for dialogue with development partners and indicated that the CU will review the budget to determine how this can be factored into the timeframe.

Linkages with the HFA

- XI. The UNDP representative noted that the HFA is coming to an end in 2015 and recommended that there should be alignment between the elaboration of the CDM Strategy beyond 2012 and the new HFA implementation period.
- XII. The Deputy Executive Director of CDEMA agreed that congruence with the HFA process is important, although there are advantages and disadvantages to this approach, and noted that the review of the CDM Strategy will feed directly into the new HFA process. She also noted that the alignment of the timeframes of the two Strategies may be more appropriately treated once the Expert Group is convened.

Scope of the TOR for the Development of the CDM Strategy Beyond 2012

- XIII. Mr. King also suggested a phased approach to the development of a CDM Strategy beyond 2012 that provides some space to inform implementation at the national level.
- XIV. The ESSC representative noted that, as part of the review it would be important to examine not only the gaps, but also the effectiveness of the prior implementation under the Enhanced CDM Strategy 2007-2012.
- XV. The ESSC representative further recommended that the review should be cognisant of the "state of the art" in DRM and develop a Strategy that is more explicit on the use of technologies such as GIS. More attention should also be paid to (i) understanding vulnerability within socio-economic systems, (ii) the social issues that will be relevant for the CDM Beyond 2012 implementation period and (iii) gender.

She also stressed the need to draw on the lessons learned in the past to better integrate structure and non-structural approaches.

- XVI. The representative of the OECS recommended that there should be more specific references to capturing lessons learned.
- XVII. The ESSC representative reiterated the need to think outside of the current institutional arrangements for the implementation of the CDM Strategy, which mirror top-down approaches. These approaches may have hindered achievement of some of the outcomes of the current Strategy. For the new Strategy there is a need for a mechanism that will allow the community-level to participate more meaningfully in the implementation. Dr. Bynoe recommended that, to this end, the consultancy should include research on the existing prototype institutional mechanisms that can achieve greater community participation and recommend institutional frameworks for this.
- XVIII. The DFID representative recommended that consideration should be given to capturing what is happening at the international level.
- XIX. The CDB representative recommended that there should be a statement in the scope of work that speaks to resourcing and efficiency.

5.2 The CDM CHC:

- I. **Agreed** to allow an additional week for CDM CHC members to submit comments on the TORs.
- II. **Agreed** that the Gender Plan of Action can be added to the list of documents to be reviewed by the consultant.
- III. **Recommended** the following agencies for membership of the CDM Expert Group:
 - a. UNISDR.
 - b. DFID Results Advisor, who will be co-opted as required.
 - c. EU, in its capacity as Chair of the eastern donor group.
 - d. FSSC representative (in the event that the Sub-Committee is operationalized).
 - e. CAIC (as a representative of the regional private sector).
- IV. **Recommended** that more attention should be given to special groups in the elaboration of a CDM Strategy beyond 2012. **Further recommended** that there should be explicit reference to the use of technologies such as GIS. **Also recommended** that there should be more emphasis on understanding vulnerability within socio-economic systems and gender.
- V. **Discussed** the consideration of alignment of the timeframes of the new CDM and HFA Strategies. **Agreed** that this discussion will be treated more robustly when the CDM Expert Group is established and functioning.
- VI. **Recommended** that the TOR should be amended to make more specific reference to lesson learning, prior to advertising the consultancy.
- VII. **Recommended** that there should be a distinct dialogue with development partners as a part of the CDM Beyond 2012 process. **Further agreed** that the CU will

review the budget for the Consultancy to determine how this dialogue can be factored into the timeframe.

- VIII. **Recommended** that the consultancy should include research on the prototype institutional mechanisms that exist and recommendations for institutional frameworks for implementation.
- IX. **Recommended** that consideration should be given to capturing what is happening at the international level.
- X. **Recommended** that there should be a statement in the scope of work that looks at resourcing and efficiency of the CDM Strategy Beyond 2012.
- XI. **Noted** the amendments to the TOR that were recommended by the Meeting. **Further agreed** to amend the TOR based on the recommendations of the Meeting and re-circulate.
- XII. **Thanked** DFID for its offer of an M&E Specialist to support the work of the Expert Group.

6.0 DISASTER RISK REDUCTION AND ENVIRONMENTAL MANAGEMENT INTEGRATION

Ms. Joan Norville, OECS Secretariat, presented on DRR and Environmental Management. In her presentation, the following were noted:

- I. There are several DRM tools available such as the Vulnerability Benchmarking Tool and the Community B-Tool, Multi-hazard DRR Methodology for Low income Communities, the Vulnerability Capacity Assessment Tool, the Community Disaster Risk Reduction Framework, Rapid Environmental Assessment (REA), Damage and Loss Assessment (DaLA), and Post Disaster Needs Assessment (PDNA),
- II. The key limitations with these tools include:
 - i. Insufficient awareness and education on utility of tools
 - ii. Standardisation of information and data gathering instruments
 - iii. Harmonisation of procedures for risk and damage assessments
 - iv. Mainstreaming gender, environment, community aspects
 - v. Clarity in roles and responsibilities of agencies, committees, teams
- III. As such, through support provided by the CDM HIP, a Harmonised Protocol for conduct of vulnerability and post impact assessments (Strategic Approach for integrating DRR into NEMS) was developed.
- IV. The protocol includes 6 action plans:
 - i. Integrating DRR into NEMS
 - ii. Preparedness for Damage and Needs Assessment
 - iii. Integrating Gender into DM
 - iv. Community Preparedness and DANA after Disasters

- v. Environmental Impact Assessment
 - vi. Assessing the Status of Disaster Management and Evaluation of Response after Disasters
- V. The protocol promotes the following to be done by the CDEMA System:
- i. Regarding DANA guidelines, only one country has adapted the model DANA plan (GRENADA in 2005). CDEMA should ensure all CDEMA PS adapt the CDEMA Model DANA Plan. The Protocol should be considered and included in the adaptation process.
 - ii. CDEMA should review and adopt the protocol and strategy ensuring they are both compatible with the CDM strategy.
 - iii. CDEMA should lead, with the support of OECS, the adaptation process to adapt the strategy in the rest of the CDEMA PS.
 - iv. CDEMA should support the adoption of the protocol in all CDEMA
 - v. PS should ensure that the DANA process is homologated in all countries.
 - vi. CDEMA should support, along with other regional partners including OECS, the implementation of regional projects based on the revised action plans presented in the workshop.

6.1 Issues/Discussions:

- I. The representative from DFID queried whether Action Plan #6 is similar to the purpose of the MER Framework for the Enhanced CDM Strategy.
- II. The representative from UNDP indicated that they are supporting the DALA using ECLAC methodology. He noted that a training of trainers was done in PDNA and that a proposal is pipelined for capacity building in DANA. He noted that there is need for consistency on the methodology across states.
- III. The representative from CDB indicated that opportunities exist between several of partners to harmonize efforts and address the capacity deficit. Notable partners for collaboration include UNDP, CDEMA, OECS, CDB and CCRIF.

6.2 The CDM CHC:

- I. **Noted** the need for capacity building in DANA.
- II. **Recommended** that dialogue between partners can support capacity building in DANA.
- III. **Recommended** that the role of NDOs in DANA be considered in the development of the model NDO organizational structures, in terms of competencies and skills.
- IV. **Noted** the utility of application of disaster assessments.

7.0 CDM CONFERENCE UPDATES

Ms. Elizabeth Riley, Deputy Executive Director, CDEMA presented the updates on the 7th Caribbean Conference on CDM. In her presentation Ms. Riley highlighted the following:

- I. The Conference theme will be "CDM: Building Disaster Resilience – A shared responsibility."
- II. The Conference will be held in Jamaica this year
- III. The dates of the Conference will be December 3rd – December 7th, 2012

7.1 The CDM CHC:

- I. **Agreed** the CU will share the report of the 2011 CDM Conference.
- II. **Recognized** the need to strengthen presentations for the 2012 conference.
- III. **Noted** the Sector Leads support of the agenda.

8.0 ANY OTHER BUSINESS

8.1 The CDM CHC:

- I. **Recalled** the amendment to the TORs of the CDM CHC which speaks to alternate chairmanship of CDM CHC.
- II. **Unanimously nominated** the representative from Jamaica SRFP as Chair for the next CDM CHC meeting.
- III. **Agreed** to share the country work programmes via email.
- IV. **Urged** partners to populate the CDM Database and reminded partners that user names and passwords may be requested from the CDEMA CU.
- V. **Noted** that the updated CDM Strategy is an important activity to be undertaken and **further noted** that the process utilized is important.
- VI. **Noted** the upcoming CDM Programming Consultation meeting on August 14th, 2012, and the presentation by the CDM CHC Chair on the outcomes of this meeting.

9.0 CLOSING REMARKS

The Chair concluded the Meeting by thanking all participants for attending the meeting and for their feedback and participation. She also expressed thanks to the Sector Leads for the support they provided, and thanked the CU team for the coordination of the meeting.

APPENDIX I- PARTICIPANTS LIST

PARTICIPANTS LIST
NINTH(9TH) MEETING OF THE COMPREHENSIVE DISASTER MANAGEMENT
COORDINATION AND HARMONIZATION COUNCIL

	NAME	JOB TITLE	ORGANISATION	ADDRESS	CONTACT INFO
1.	Mr. Howard Arfin	Regional Representative/Head of Office	International Federation of Red Cross and Red Crescent Societies	Caribbean Regional Representation Office 110 Picton Street, Port of Spain Trinidad	Tel: 868 628 7289 Cell: 868 729 7577 Fax: 868 628 9715 Email: howard.arfin@ifrc.org
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3.	Mr. Roger Bellers	Disaster Risk Reduction Advisor Caribbean & 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
4.	Mr. Reginald Burke	Board Member	Caribbean Policy Development Centre	P. O. Box 284 Welches, St. Michael Barbados	Tel: 246 437-6056 Fax: 246 437-3381 Email: cpdc@caribsurf.com
5.	Dr. Paulette Bynoe	Lecturer II	University of Guyana	Main Campus, Turkeyen, East Coast Demerara Guyana	Tel: 592 222-4180 Cell: 592 616-3703 Fax: 592 222-4180 Email: paulette.bynoe@uog.edu.gy
6.	Mr. Yuri Chakalall	Disaster Risk Management Specialist	Caribbean Development Bank	Wildey, St. Michael Barbados	Tel: 246-431-1740 Email: chakaly@caribank.org
7.	Ms. Gayle Drakes	Programme Officer	Caribbean Disaster Emergency Management Agency	Building #1, Manor Lodge Complex, Lodge Hill St. Michael, Barbados	Tel: 246-425-0386 Fax: 246-425-8854 Email: gayle.drakes@cdema.org

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COORDINATION AND HARMONIZATION COUNCIL

	NAME	JOB TITLE	ORGANISATION	ADDRESS	CONTACT INFO
8.	Ms. Michelle Harris	Secretary/Administrative Assistant	Caribbean Disaster Emergency Management Agency	Building #1, Manor Lodge Complex, Lodge Hill St. Michael, Barbados	Tel: 246-425-0386 Fax: 246-425-8854 Email: michelle.harris@cdema.org
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10.	Ms. Kerry Hinds	Deputy Director	Department of Emergency Management	No. 30 Warrens Industrial Park St. Michael Barbados	Tel: 246 438-7575 Fax: 246 421-8612 Email: zero@caribsurf.com
11.	Mr. 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
12.	Mr. 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
13.	Mr. Clive Lorde	Consultant Disaster Risk Management Specialist	Office of US Foreign Disaster Assistance for Latin America and the Caribbean (USAID/OFDA)	Office of US Foreign Disaster Assistance for Latin America and the Caribbean (USAID/OFDA) Regional Disaster Assistance Programme (RADP) Barbados	Tel: 246 416-5192 Cell: 246 230-9062 Fax: 246416-4906 Email: clorde@ofda.gov
14.	Mr. Philmore Mullin	Director	National Office of Disaster Services - Antigua and Barbuda	American Rd. St. Johns Antigua	Tel: 268-562-2144/268 562 1556 Cell: 268 464 8456 Fax: 268-462-4742 E-mail: nods@antigua.gov.ag pfmullin@gmail.com

PARTICIPANTS LIST
NINTH(9TH) MEETING OF THE COMPREHENSIVE DISASTER MANAGEMENT
COORDINATION AND HARMONIZATION COUNCIL

	NAME	JOB TITLE	ORGANISATION	ADDRESS	CONTACT INFO
15.	Ms. Joan John-Norville	Programme Officer, Environment and Sustainable Development Unit	Organisation of Eastern Caribbean States	Morne Fortune P O box 1383 Castries Saint Lucia	Tel: 758 455-6326 Cell: 758 285-8104 Fax: 758 452-2194 Email: jnorville@oecs.org
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17.	Dr. Stephen Ramroop	Chief Executive Officer	Office for Disaster Preparedness and Management	#4 Orange Grove Road Trincity, Tacarigua Trinidad and Tobago	Tel: 868 640-1285 Cell: 868 789-2779 Fax: 868 640-8988 Email: sramroop@mns.gov.tt
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22.	Mr. Ricardo Yearwood	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: Ricardo.yearwood@cdema.org

APPENDIX II – MEETING AGENDA

Ninth (9th) Meeting of the Comprehensive Disaster Management (CDM) Coordination and Harmonization Council (CHC) "Building Sustainable CDM Governance Mechanisms"

TIME	SESSION	RESOURCE AGENCY/PERSON
8:30-8:45	1. Welcome Remarks	Ms. Elizabeth Riley, Deputy Executive Director, CDEMA
8:45-9:00	2. Adoption of Meeting Agenda <u>Document:</u> CDM-GOV-CHC9-12-1.0 Agenda for the ninth meeting of the CDM Coordination and Harmonization Council	CDM CHC Members
9:00-9:45	3. Report of the Eighth Meeting of the CDM Coordination and Harmonization Council and Matters Arising. <i>The meeting will receive the report and follow-up actions of the eight meeting of the CDM CHC. The meeting will also confirm the text for the revised TOR for the CDM CHC as was agreed at the 8th meeting.</i> <u>Discussion:</u> the meeting will endorse the report and discuss the follow up actions. <u>Documents:</u> CDM-GOV-CHC9-12-2.0 Report of the Eighth Meeting of the CDM Coordination and Harmonization Council CDM-GOV-CHC9-12-3.0 Follow Up actions from the Eighth Meeting of the CDM Coordination and Harmonization Council CDM-GOV-CHC9-12-3.0 INFO DOC Updated TOR for the CDM CHC	Ms. Saudia Rahat Senior Programme Officer, CDM HIP
9:45-10:30	4. Proposed Plan of Action for CDM Governance Mechanism <i>A presentation will be made by the representative from Jamaica on the Draft Plan of Action that was updated at the sector leads and Sub-Regional Focal Points meeting convened on 6th December 2011 in Trinidad and Tobago. A brief report of this meeting will also be shared.</i> <u>Discussion:</u> CDM CHC members will consider the Plan of Action and provide guidance and feedback and endorse as appropriate.	CDEMA Participating State, Jamaica Representative

TIME	SESSION	RESOURCE AGENCY/PERSON
	<p>Document: CDM-GOV-CHC9-12-4.0 Report of Meeting and Updated Plan of Action for Strengthening the CDM Governance Mechanism</p>	
10:30-10:45	BREAK	
10:45-11:30	<p>5. Sector Sub-Committees Updates and Sharing of status of the implementation of the sub-committees Work Programmes.</p> <p><i>The meeting will receive highlights on key progress achieved by the sector.</i></p> <p><u>Discussion:</u> CDM CHC members will provide comments and recommendations on opportunities for enhancing the mainstreaming of CDM, particularly at the national level.</p> <p><u>Documents:</u> CDM-GOV-CHC9-12-5.0 Sector Reports</p>	<p>Sector Leads – Health, Agriculture, Education, Civil Society, Tourism.</p>
11:30-12:15	<p>6. CDM Beyond 2012</p> <p><i>The meeting will receive updates on the process for developing the CDM Strategy beyond 2012 and provide comments on the Draft TOR for the Expert Working Group as Established</i></p> <p><u>Discussion:</u> the meeting will provide comments and feedback on the process.</p> <p><u>Documents:</u> CDM-GOV-CHC9-12-6.0 CDM Expert Group TOR CDM-GOV-CHC9-12-6.0 INFO DOC TOR Development of CDM Strategy Beyond 2012</p>	<p>CDEMA Representative</p>
12:15-1:15	LUNCH	
1:15-1:45	<p>7. DRR and Environmental Management Integration</p> <p><i>The meeting will receive a brief presentation from the OECS Secretariat on initiatives and recommendations for strengthening the integration of DRR and Environmental Management in the Caribbean region.</i></p>	<p>Ms. Joan Norville, Programme Officer, OECS Secretariat</p>
1:45-2:15	<p>8. CDM Conference Updates</p> <p><i>The meeting will receive a report on the 2011 CDM Conference and provide recommendations for consideration in the planning for the 2012 CDM Conference</i></p>	<p>Deputy Executive Director, CDEMA</p>
2:15-2:30	<p>9. Any Other Business</p>	<p>CDM Partners</p>

Meeting Documents:

1. **CDM-GOV-CHC9-12-1.0** Agenda for the ninth meeting of the CDM Coordination and Harmonization Council
2. **CDM-GOV-CHC9-12-2.0** Report of the Eight Meeting of the CDM Coordination and Harmonization Council
3. **CDM-GOV-CHC9-12-3.0** Follow Up actions from the Eighth Meeting of the CDM Coordination and Harmonization Council
4. **CDM-GOV-CHC9-12-3.0 INFO DOC** Updated TOR for the CDM CHC
5. **CDM-GOV-CHC9-12-4.0** Meeting Report and Updated Plan of Action for the CDM Governance Mechanism
6. **CDM-GOV-CHC9-12-5.0** Sector Reports
7. **CDM-GOV-CHC9-12-6.0 CDM** Expert Group TOR
8. **CDM-GOV-CHC9-12-6.0 INFO DOC** TOR Development of CDM Strategy Beyond 2012