



**REPORT OF THE
SIXTH (6TH) MEETING OF THE
COMPREHENSIVE DISASTER MANAGEMENT
COORDINATION AND HARMONIZATION
COUNCIL (CDM CHC)**

Building Sustainable CDM Governance Mechanisms



Accra Beach Hotel,
Barbados.
August 19, 2010.

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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
IFRC	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 SIXTH (6TH) MEETING COMPREHENSIVE DISASTER MANAGEMENT COORDINATION AND HARMONIZATION COUNCIL (CDM CHC)

Accra Beach Hotel, Barbados.

I. INTRODUCTION

The sixth (6th) Meeting of the Comprehensive Disaster Management Coordination and Harmonization Council (CDM CHC) was convened at the Accra Beach Hotel on Thursday August 19th, 2010.

The objectives of the meeting were to:

1. Promote support for national and sectoral CDM Programmes through the harmonization and rationalization of resources.
2. Review the progress, lessons learned and challenges to date as it relates to the work of the CDM Governance Mechanism.
3. Agree on mechanisms for enhancing the CDM Governance Mechanism.
4. Update the CDM CHC on the status of the development of a Monitoring, Evaluation and Reporting Framework of the Enhanced CDM Strategy.
5. Review and discuss the upcoming 2010 CDM Conference to be convened in Montego Bay, Jamaica.

The Meeting was chaired by Mr. Jeremy Collymore, Executive Director, The Caribbean Disaster Emergency Management Agency (CDEMA).

II. PARTICIPANTS

The full participants list is attached as Appendix I.

III. WELCOME AND OPENING REMARKS

The Chairman of the CDM CHC, Mr. Jeremy Collymore noted that the sixth meeting of the CDM CHC presented an opportunity for determining the stage of maturity of the CDM governance mechanism. He highlighted that the mechanism is no longer in its embryonic phase and that the meeting will allow the CDM CHC to reflect on where we are now and where we want to be. He invited members to engage in deep, open discussions on this matter.

He indicated that events of 2010 have highlighted the relevance and importance of having a comprehensive and multi-hazard approach to risk management. He noted that the natural disasters of 2010, particularly the Haiti earthquake, clearly demonstrate that the goals of CDM are well placed and there is need for continued support to accelerate the pace of its implementation.

Mr. Collymore recognized the work of the Sector Sub-Committees (SSCs) in helping to galvanize and mainstream the principles of DRR in the region. In particular, the work of the Agriculture and Health Sector Sub-Committees were commended. He informed the CDM CHC that CDEMA has been in dialogue with the Caribbean Development Bank (CDB) and that they are committed to chairing the Finance SSC, which will be propelled when the position at the Bank is filled. He indicated that there is need to better capture and document the extent of DRR mainstreaming in the various sectors.

He indicated that there is need to strategically brand CDM to promote its awareness and implementation, particularly in the private sector. He shared that the key first step in the branding process is to define what we see CDM to be and what we think it is.

He indicated that there is need for two key elements to give realism to advancing CDM at the national level: (i) a country programming directed facility to support CDM outcomes at the national level, (ii) a technical support facility which seeks to provide on-call services to support gaps in country capacity as identified. This must be parallel with a knowledge management programme that embraces the deficits as identified.

In closing he welcomed members of the CDM CHC to the sixth meeting and prompted a round table introduction.

1.0 ADOPTION OF MEETING AGENDA

The Meeting agreed to the agenda with the following amendments:

- (i) Matters related to the Hyogo Framework for Action (HFA) will be discussed at Agenda Item 5
- (ii) The Country Work Programme Analysis Report will be discussed at Agenda Item 6

The Agenda is attached as Appendix II.

2.0 REVIEW OF THE MINUTES OF THE FIFTH (5TH) 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 5th Meeting, as set out in the document CDM-GOV-CHC5-09-03.

2.1 Matters Arising

UNDP Documentation

- 2.1.1 The representative from CIDA noted that the documents shared by UNDP are useful since it highlights questions on how the UN resources can be plugged into the CDM process. He indicated that there is need to utilize the lessons learned to enhance the country work programming processes.
- 2.1.2 The representative from UNDP indicated that UNDP is willing to provide guidance on integrating DRR into CWP.

Mapping of CCA and DRR Strategy

- 2.1.3 The representative from CIDA noted that there is need for concrete next steps to be articulated as it relates to the CDM CHC support to CCA and DRR convergence. He highlighted that the regional climate change and CDM strategies both have a significant component that focuses on the public awareness and education. He recommended that this be a starting point to promote work related to convergence. He further indicated that there are three levels of responsibility for CCA and DRR issues – (i) political (ii) implementing agency and (iii) national. There also needs to be discussion on harmonization.
- 2.1.4 The representative from UNDP indicated that there are a plethora of ongoing and imminent initiatives but there is a need to look at bringing these together in one space.
- 2.1.5 The representative from DFID indicated that the Caribbean Community Climate Change Centre (CCCCC) will commence the implementation of a work programme for advancing the strategy. He urged that national involvement in this process and the issue of convergence be promoted.
- 2.1.6 The Executive Director of CDEMA indicated that a CARICOM task force was established to guide the work of the regional climate change agenda.

Civil Defense Platform

- 2.1.7 The meeting recalled that there was a study to assess the capacities across the region.
- 2.1.8 The Executive Director indicated that the draft report was prepared. The extent of its circulation is unknown.

Caribbean Uniform Building Code (CUBiC)

- 2.1.9 The Executive Director of CDEMA indicated that there is extended discussion on this topic and that there is urgency to advance this area given the Haiti experience.

2.2 The CDM CHC:

- 1. **Noted** the documents shared by UNDP related to CCA and DRR and recognized its importance for supporting national work programming processes
- 2. **Noted** that the CCCCC is currently elaborating a programme to advance the regional climate change strategy.
- 3. **Agreed** that CDEMA will follow up on the status of the research of the civil defense platform and provide an update to the CDM CHC.

3.0 ASSESSMENT OF THE CDM GOVERNANCE MECHANISM

The analysis of the CDM governance mechanism was presented by Dr. Janice Cumberbatch, Consultant, CDEMA. In her presentation, she highlighted the following:

- 1. The key requirements to be considered when determining participation include:
 - a. The appropriate participants
 - b. Organisation of the participants
 - c. The characteristics of the participants
 - d. The resources
 - e. Agreement of the participants
 - f. Previous experience of the participants
 - g. Awareness, felt need, readiness, willingness
 - h. Participants' capacity
 - i. Presence/absence of conflict
 - j. Participants' ownership
- 2. The role and function of the CHC is consistent with all four (4) Outcomes of the Strategy.
- 3. Preliminary results indicate that the stakeholders are in dialogue, thinking through the issues and initiating activities that would allow them to assess the existing situation to determine the best way forward.

4. Sectors are moving at different rates. The health sector benefits from a specific project and from a pre-existing health disaster coordinator network. Therefore they are ahead of the other sectors in many respects, e.g. they have a well established work plan and outputs such as the review of the B-Tool completed; preparation of a draft self assessment and a draft flow chart showing communication and decision-making channels. Similarly the agriculture sector revised its TOR to combine its functions with those of the Jagdeo Initiative and now have a heavy emphasis on praedial larceny.
5. Challenges emerging include:
 - a. Difficulty in organizing meetings, i.e. synchronizing dates to avoid the unavailability of participants.
 - b. Time - participation in the committees increases the workload of individuals who are busy with other work.
 - c. At the sector level it was pointed out that some do not yet have a single clear leader or chair institution defined, and therefore the sectors are at different levels, capacities and understandings.
 - d. Communication.

3.1 Issues/Discussions

Comments on the report

- 3.1.1 The representative from UNDP BCPR indicated that there is need for a mechanism at the sub-sector level for addressing CDM and that CDEMA represents a system, and that the Coordinating Unit should be used when referring to the regional office.
- 3.1.2 The representative from DFID indicated that the report needs to (i) elaborate how the CDM CHC functions as a governance mechanism, (ii) include an organogram of the GM and (iii) reflect recommendations to explore secretariat support for SSC.
- 3.1.3 The representative from OECS queried whether the indicators that assess the effectiveness of the governance mechanism can be ranked.
- 3.1.4 The representative from PAHO indicated that (i) HSSC reports are available online, (ii) there has been at least 85% attendance at each meeting and (iii) opportunity exists for sector input into the development of the DM training course.

CDM Branding and Mainstreaming

- 5.1.1 The CDEMA Executive Director indicated that stakeholders' use of the term disaster preparedness and response does not indicate the appropriate use of the term CDM. There is need for regional marketing of CDM to ensure that language is standard across the region.
- 5.1.2 The representative from Jamaica indicated that there is need for establishing CDM as a system at the national level to support its implementation. CDM should not be seen as a concept but a cultural change in the nature of the business.

- 5.1.3 The representative from CIDA noted that the CDM CHC provides a forum for CDM mainstreaming in sectors and this is clearly an area that is being advanced. This supports priority outcome 3 of the enhanced CDM strategy.

Representation on the CDM CHC

- 5.1.4 The representative from USAID/OFDA noted that USAID will be shifting from support to disaster management initiatives to climate change adaptation in the region. He further indicated that there is need for greater involvement of the private sector in advancing CDM. It was recommended that the Chambers of Commerce and the Youth be represented on the CDM CHC.

3.2 The CDM CHC:

1. **Agreed** that there is need for elaboration of the protocols of the governance of the national entities
2. **Agreed** that the CU to share documentation related to the SRFP mechanism with the CDM CHC
3. **Urged** that the recommendations of the analysis include a facility to enhance collaboration and dialogue between Sub-Committees
4. **Recognized** the challenges of communication between the CDM CHC and NDOs.
5. **Recognized** that there need for mapping of organizations in terms of "CDM-izing" our agency.
6. **Urged** partners to share project information on the CDM database, which is located on the CDEMA CU website.

4.0 CDM MONITORING, EVALUATION AND REPORTING FRAMEWORK

The presentation on the CDM MER Framework was done by Ms. Cisne Pascal, Programme Coordinator, CDM HIP. In her presentation, the following were highlighted:

1. The key components of the MER framework includes:–
 - a. Impact Level Result
 - b. Four Priority Outcome Level Results and
 - c. Outputs Level Results.
2. The regional CDM baseline was established. Data was collected from 16 CDEMA PS and it provides:
 - a. A "current state of affairs" regionally and nationally of CDM Outputs and Indicators scoping 16 CDEMA Participating States;
 - b. Information for the identification of gaps in CDM implementation at the national and regional levels;

- c. Information for assisting other reporting requirements at the regional and national level such as the HFA monitor;
 - d. Direction for possible CDM investment and programme design.
- 3. The role of the CDM CHC in supporting the development and implementation of the CDM MER Framework is to:
 - a. Provide and assist with the update of information in the data set in the future;
 - b. Provide guidance and oversight for the completion of the MER Framework through the MER Sub-Committee;
 - c. Utilize the information provided for programming and monitoring and advocate for similar use among CDM Partners.
- 4. Next steps in the roll out of the consultancy include:
 - a. Submission of the Final Draft of Regional MER Framework to CDM CHC for review and feedback;
 - b. Convening a meeting of MER Sub-committee of the CDM CHC to review the final draft products of the MER Framework;
 - c. Develop and include targets for the Performance Monitoring Framework (PMF);
 - d. Develop a web-based database for on-going inputting of data, monitoring and reporting on progress in CDM implementation.

4.1 Issues/Discussions

Observations of the CDM MER Framework

- 4.1.1 The representative from CIDA commended the Coordinating Unit on the level of effort that has been invested in the development of the MER Framework. He indicated that close examination of the Baseline Report illustrated that there is a high level of caveat by the Consultants, which may have been reflective of a high level of sensitivity of the NDOs. It was also noted that the baseline data does not provide information on the outcome level indicators.
- 4.1.2 The representative from DFID brought to the attention of the meeting that the targets for the Performance Monitoring Framework (PMF) of the MER Frameworks need to be elaborated.
- 4.1.3 The representative from UNDP noted that the level of participation of some PS in the CDM Baseline Study was not as hoped but indicated that this can be improved with time. Clarification was also sought on whether an online database will be developed to harness and manage the MER framework.
- 4.1.4 The representative from UNDP BCPR sought clarification on whether indicator 1.2.3 “the level of ability of the CDEMA CU to meet the needs of CDEMA PS”, relates to rating CDEMA PS and their perception of meeting their needs, or rating the level of ability of the CU to meet the needs of PS. He indicated that both data sets are relevant and important.

MER Sub-Committee of the CDM CHC

- 4.1.5 It was agreed that there is need for a meeting of the CDM CHC MER Sub-Committee to review the final products of the MER Framework. It was also recommend that the MER SC become a standing committee of the CDM CHC and that this committee be tasked with the process of reviewing and updating the CDM Framework.

Utility of the MER Framework and CDM Regional Baseline Report

- 4.1.6 The representative from DFID noted that DFID has utilized the baseline report and MER framework for their internal strategic review.
- 4.1.7 The representative from CIDA recommended that the baseline report be utilized to support the work of the SSCs.

Sharing of National Baseline Assessment Report

- 4.1.8 The CDEMA Executive Director indicated that a protocol of engagement needs to be established so that national baseline reports can be shared with stakeholders operating in CDEMA PS.

Support for the HFA Global Assessment Report (GAR)

- 4.1.9 The CDEMA Executive Director highlighted that there is need to enhance CDEMA PS reporting in the HFA GAR. He recalled that CDEMA committed at the 4th CDM CHC meeting, which was convened at the UN House, to enhance the number of CDEMA PS that contribute to the reporting process for the HFA GAR.
- 4.1.10 He iterated that the deadline of September 13, 2010 has been set for CDEMA PS to submit reports that will be utilized in the analysis for presentation in the 2010 GAR. Submissions after this date will be noted but not considered in the analysis for preparation of the 2010 GAR.
- 4.1.11 It was recommended that information captured in the CDM regional baseline exercise be utilized to support the 2010 GAR.
- 4.1.12 He informed the CDM CHC that there is a proposal for a regional HFA report, which will be supported by the regional baseline study and shared at the 2010 CDM Conference.
- 4.1.13 Recommended that a regional GAR sub-committee be established to (i) support and assist the countries and (ii) identify and orchestrate the regional and thematic reporting.
- 4.1.14 It was agreed that the representatives from UWI, UNDP and Jamaica discuss and propose the membership of the regional GAR sub-committee.

- 4.1.15 Agreed that the Regional Baseline Report will be shared with the GAR Committee.
- 4.1.16 The representatives from UWI recommended that the GAR sub-committee consider the option of utilizing a university student under the M. Phil Programme to support the regional reporting to the 2011-2013 GAR. This is cost effective and will promote capacity building.

4.2 The CDM CHC:

1. **Acknowledged** the progress made in the development of the MER Framework
2. **Noted** the Components of MER Framework
3. **Agreed** that the Regional Baseline Report be published
4. **Encouraged** the SSCs to examine programming proposals in the context of the gaps identified in the Regional CDM Baseline Report.
5. **Expressed** support for the proposed next steps in the completion of the MER Framework
6. **Agreed** to convene a meeting of the CDM CHC MER Sub-Committee to review the final products of the MER Framework
7. **Recommended** that the MER SC become a standing committee of the CDM CHC
8. **Raised** the issue of the relative invisibility of the Caribbean in HFA/GAR reporting
9. **Noted** the deadline of September 13, 2010 for CDEMA PS to submit reports in support of the 2010 GAR
10. **Recommended** that a regional GAR sub-committee be established that will assist countries and region with national and thematic reports
11. **Agreed** that the representatives from UWI, UNDP and Jamaica discuss and propose the membership of the regional GAR sub-committee
12. **Agreed** that the Regional Baseline Report will be shared with the GAR Committee.
13. **Recommended** that the following be targets for the region:
 - a. Preparing a report on HFA aligned reporting
 - b. Fifty percent (50%) of PS reporting to the HFA. Proposed also that the BA be the basis of a regional report and that this regional report should be shared at the CDM Conference. Also should consider what within the CDM experience can be identified for reporting and sharing.
14. **Recommended** that post-graduate studies be used to document case studies etc.

5.0 ADVANCING CDM AT THE NATIONAL LEVEL

The presentation on advancing CDM at the national level was done by Ms. Saudia Rahat, Senior Programme Officer, CDEMA. The following were highlighted:

1. CDM requires refocusing from being reactive to events to proactive and include all phases of the disaster management cycle.

2. The following key ingredients have been recognized and endorsed by CDEMA TAC and Council as the blueprint for advancing CDM at the national level – National CDM Policy, Strategy, and Legislative Framework, Multi-Year programming and Monitoring and Evaluation.
3. The CU will be supporting CDEMA PS in advancing the following areas of the blueprint –
 - a. Model National CDM Legislation and Regulations, CDM Policy, Strategy and Plan of Action templates.
 - b. Adaptation of Model CDM Legislation and Regulations and Policy and Strategy.
 - c. Development of Model National Disaster Office Organizational Structure.
 - d. CDM Sensitization, Consultations and Capacity Building.
 - e. Assessment tools – Sub-Regional Focal Point, CDERA Audit enhanced.
 - f. Development of Monitoring, evaluation and reporting systems.
 - g. Technical Support: CDEMA Technical Officers assigned to each PS.
 - h. Resource Mobilization for CDM Implementation.
4. Advancing the areas in the blueprint will be done in a highly participatory manner with CDEMA PS. The organs of CDEMA will be re-engineered to enhance the role of PS in the design, planning and implementation of the regional CDM Programme . To this end, four (4) SC of the TAC have been established.
5. The standard protocols for the establishment of these 4 SC have been defined and agreed to, and makes provisions for the co-opting of experts.

5.1 Issues/Discussions

Comments on the content of the Blueprint

- 5.1.1 The representative from UNDP cautioned and recommended a revisit of the roles allocated to NDC particularly those of advocacy at political levels nationally. There should have been an integrated approach to developing the policy and legislation. In terms of legislation, he indicated that there is a lack of legislation for data management. He also indicated that in developing the model NDO structure, the topology of various models needs to be considered.
- 5.1.2 The representative from CIDA noted that the process of adapting policies and strategies is not straight forward and recommended that CDEMA draw on experiences of other countries and agencies in this regard eg. OECS.
- 5.1.3 The representative from UNDP BCPR indicated that NDCs are not always ideally placed to sensitize policy makers on the importance of CDM. He recommended that the CU take the lead in this area.
- 5.1.4 He further indicated that NDOs cannot lead implementation of the CDM Strategy. Some roles and responsibilities need to be assigned to the Ministries of Finance and Economic Planning.

Sub-Regional Focal Point Mechanism (SRFP)

- 5.1.5 The representative from UWI recommended that the SRFP mechanism be extended to more than one country/agency. This is in light of the fact that the capacity might not exist within one agency to support the requirements of a SRFP.

Country Work Programme Analysis Report

- 5.1.6 The representative from CIDA commended the CU on the preparation of the CWP analysis report and agreed that the challenges identified need to be supported.
- 5.1.7 He highlighted that the report flags the issue of financing and noted that on average, only 0.69% of GDP is committed to CDM outside of response activities.
- 5.1.8 He also indicated that the report highlights that the needs which countries have identified, are still in the realm of soft results – e.g. capacity building, increased staff compliment. These realities need to be grounded in the fiscal situation for countries.

5.2 The CDM CHC:

1. **Noted** the participatory process that was utilized in the development of the Blueprint
2. **Recognized** that the Blueprint was endorsed by the CDEMA TAC and Council
3. **Expressed** support for the Blueprint for advancing CDM at the national level
4. **Agreed** that Mr. Chakalall will share additional comments with the CU on the CWP analysis report in writing
5. **Recognized** that the fiscal climate of CDEMA countries will not change.
6. **Noted** the recommendation to establish a technical team to support countries on call.

6.0 SECTOR SUB-COMMITTEE UPDATES

Progress on advancing CDM implementation at the sector level was done by Sector Leads from Tourism, Health and Agriculture. No reports were available from the Civil Society and Education Sector Sub-Committees.

Health Sector

Ms. Nicole Wynters, PAHO, highlighted the following progress to date:

- i. Health Sector Self-Assessment Tool for Disaster Risk Reduction finalized and applied in 8 countries
- ii. Mental Health Planning for Disaster Preparedness and Response completed in 2 countries

- iii. Guide for Conducting Drills & Simulation Exercises available
- iv. Rapid Response Team Training conducted
- v. Hospital Emergency Planning Course available
- vi. Guidelines for Older Persons in Disasters finalizing
- vii. Essential Medicines List for Disasters finalizing
- viii. Direct country support provided according to request and resources available (MCM, ECAT, LSS/SUMA courses)
- ix. Gender analysis for integrating GE into health DRR projects & programs conducted
- x. Health Disaster Coordinators agree on minimum DRR activities to be implemented in Caribbean health sector, 2010 – 2012.
- xi. Collaborating with CHRC on development of health research agenda (DRR component)
- xii. Approximately 80% of CARICOM countries have some technical capacity to rapidly assess the safety of their health facilities
- xiii. 12 countries have assessed the safety of one or more hospitals, including the national referral hospital. Priorities for improvement have been identified and some hospitals started implementation
- xiv. Systematic review conducted of the literature re impact of disasters on health facilities in English Speaking Caribbean
- xv. New MoU signed with CDEMA

Tourism Sector

Ms. Gail Henry, CTO, highlighted the following:

- i. DRM training – Participation of Tourism Sector lead in Annual CDEMA CDM Conference (Dec. 2009); a US State Department-sponsored three week Hurricane Preparedness and Recovery Training programme (June, 2010); and Multi Hazard DM Symposium (Aug, 2010).
- ii. Through collaboration with CDEMA, there were a number of initiatives rolling out for the tourism sector – development of regional tourism strategy and action plan.
- iii. Distributed the Regional DRM Strategy, Action Plan, Baseline Data Collection Manual and Standard for Hazard Mapping and Vulnerability Assessment and related documents.
- iv. Priority areas identified for the TSSC.
- v. Enhanced awareness of DRR through lesson sharing on DRR in the tourism sector at the 11th Annual Sustainable Tourism Conference of CTO- Included a presentation on Sri Lanka's experience in recovering from a crisis (based on the Asia-Pacific tsunami experience) in CTO's 11th Annual Sustainable Tourism Conference (May, 2010)
- vi. Recruitment of a UWI intern to conduct research towards developing the Tourism cluster and the Community concept, methodology and process.
- vii. Intern to perform research to support the work of the industry as it relates to mainstreaming CDM.

- viii. Next meeting scheduled for September 2010.

Agriculture Sector

Mr. Emmerson Beckles, FAO, highlighted the following:

- i. Harmonized the roles and functions of the existing Technical Management Advisory Committee (TMAC) for the Deficient and Uncoordinated Risk Management Measures including Praedial Larceny of the Jagdeo Initiative with those of the CDM CHC Agriculture Sector Sub-Committee
- ii. The SSC is now called the Agriculture Sector Disaster Management Committee. The Chair is the Minister of Agriculture in Antigua and Barbuda. The CDEMA CU is the secretariat. A Core Group was established to move activities along. This group meets periodically to advance work under the committee.
- iii. A draft work programme was developed. It still needs to be revised and agreed.
- iv. The next meeting will be in September, 2010 in Saint Lucia. This meeting will piggy-back on another regional meeting related to praedial larceny. The committee will take on a coordinator function.
- v. The recent regional symposium on insurance for the agriculture sector was coordinated by the SC. The symposium was held in Antigua in July 2010. Financial support included World Bank, FAO, IICA, CARDI, CDB and CDEMA.
- vi. Study initiated on the status of praedial larceny in the region and to develop a plan of action for addressing same.

6.1 The CDM CHC:

- 1. **Recommended** that consideration be given to the instruments and process of consultation utilized by the health sector sub-committee for other sectors.
- 2. **Noted** the governance issues arising from the ASSC.
- 3. **Requested** that the resolution of the agriculture sector symposium be shared with the CDM CHC.
- 4. **Urged** that the next meeting focuses on the programming requirements of the SSC.

7.0 CDM CONFERENCE 2010

A presentation on the draft CDM Conference Programme 2010 was presented by Ms. Andria Grosvenor. In her presentation, the following was highlighted:

- 1. Conference objectives are:
 - a. To highlight the importance of, and progress in building partnerships to advance resilience
 - b. To encourage approaches, mechanisms or platforms that foster partnerships for resilience

- c. To facilitate exchanges on CDM related research, tools, models, products, information, and educational materials and to promote CDM knowledge sharing underpinned by scientific data and research
 - d. To highlight partnership opportunities for advancing the integration of climate change into disaster risk reduction
 - e. To build commitment for CDM
 - f. To promote the goals of CDM
2. The sub-themes of the conference are –
- a. **Equipping Partnerships for Resilience:** *Professional Development and Partner Consultation*
 - b. **Building Partnerships for Resilience:** *Mainstreaming Climate Change into Disaster Risk Reduction*
 - c. **Fostering Partnerships for Resilience:** *Linkages for Emergency Response Coordination*
 - d. **Enabling Partnerships for Resilience:** *Supporting Infrastructure and Youth Empowerment*
 - e. **Reflecting on Partnerships for Resilience:** *Moving Forward*
3. Key conference sessions include – (i) Professional Development Sessions, (ii) Case Study Sessions built around research presentations, (iii) Plenary sessions, (iv) Panel Discussions, (v) Youth Session, (vi) Disaster Management Exposition, (vii) Film Festival, (viii) Conference Tour
4. The Seventh (7th) CDM CHC meeting is tentatively scheduled for Sunday, 5th December 2010, before the official start of the conference. This was guided by recommendations from the Fifth (5th) CDM CHC meeting.

7.1 Issues/Discussions

Professional Development Session

- 7.1.1 The representative from CIDA recommended that the guidance note on DRR and CCA convergence be utilized for the PDS on integrating climate change and DRR into the national planning agenda.

Conference agenda

- 7.1.2 Recommended that a CDM Partner Portfolio be prepared subject to the population of the CDM database by Partners. It can be in the format of a consolidated document that can be shared at the next CDM CHC meeting.
- 7.1.3 The representative from DFID recommended that the progress on CDM implementation be shared given the existence of the MER framework.
- 7.1.4 The representative from UNDP recommended that international partners have a space to share information on areas for supporting the advancement of CDM in

the region. This will give development partners an opportunity to high light areas of support for CDM roll out. This can be in the format of a five (5) minute news blog shared daily.

7.2The CDM CHC:

1. **Noted** that UNDP will provide USD 50,000.00 to support the CDM Conference.
2. **Noted** that UNDP and CDEMA CU will discuss presentations that can be made at the 2010 CDM Conference.
3. **Agreed** that the Thursday session on the MER Framework will also discuss the findings of the regional Baseline Assessment.
4. **Recommended** that the Conference include a session for development partners to highlight their work (e.g. "News Reporting").
5. **Recommended** that the next meeting of the CDM CHC be convened on Sunday, December 5, 2010.
6. **Agreed** that the CHC will provide comments on the Conference Agenda in one (1) week.

8.0 DISASTER MANAGERS METEOROLOGICAL SERVICES PROGRAMMING INITIATIVE

The presentation on the Disaster Managers Meteorological Services Programming Initiative was done by Ms. Andria Grosvenor. In her presentation, the following were highlighted:

1. The roadmap for the Design of a Caribbean Regional Programme in Multi-Hazard Early Warning Systems (MHEWS) with National Capacity Development was articulated by WMO for the region.
2. The objectives of the initiatives are:
 - a. To strengthen national and regional institutional capacities and cooperation among the NMHS and DRM agencies through development/strengthening of components of early warning systems with a multi-hazard approach for hydro-meteorological hazards;
 - b. To enhance coordination among hydro-meteorological warning systems (building on the existing regional coordination for tropical cyclones) other hazards (e.g., tsunamis).

8.1. The CDM CHC:

1. **Agreed** that the CDEMA CU will share information with the CDM CHC on the evolving initiative
2. **Noted** the efforts to enhance disaster management and met services interfacing.

9.0 NEXT STEPS AND ANY OTHER BUSINESS

The CDEMA Executive Director iterated that the issue of the sectors and where they are needs more examination as we move forward, particularly resourcing of the sectors to support the roll out of their priority areas. The CHC should be guided by the output of the PE consultancy when finalized. There is also a need to review the recommendation and identify the way forward for its implementation.

The CDM CHC:

1. **Recommended** a meeting of the Sector Chairs/Leads to identify programming constraints for consideration by the CDM CHC.
2. **Agreed** that the CDEMA CU will provide updates on the status on the civil defense platform research to the CDM CHC
3. **Considered** options for enhancing country representation and the role of the SRFP on the CDM CHC
4. **Noted** varying levels of governance development within CDEMA PS
5. **Endorsed** the initiative that is being negotiated between the UWI and UNDP to enhance CDEMA PS reporting the HFA

Appendix I- Participants List

PARTICIPANTS LIST

6th MEETING OF THE COMPREHENSIVE DISASTER MANAGEMENT COORDINATION AND HARMONIZATION COUNCIL

*Names are listed alphabetically

NAME	JOB TITLE	ORGANISATION	ADDRESS	CONTACT INFO
1. Andria Grosvenor	Manager, Preparedness and Country Support	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: andria.grosvenor@cdema.org
2. Barbara Carby	Director	Disaster Risk Reduction Centre University of the West Indies (UWI)	13 Gibraltar Camp Way. Mona Campus, Kingston 7, Jamaica	Tel: 876-977-1659 Fax: 876 977 1658 E-mail: Barbara.carby@uwimona.edu.jm
3. Cisne Pascal	Programme Coordinator, 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: cisne.pascal@cdema.org
4. David Popo	Programme Officer	OECS Secretariat	OECS Secretariat, Castries, Saint Lucia	Tel: 758-455-6326 Fax: 758-452-2194 E-mail: dpopo@oecs.org
5. Elizabeth Riley	Deputy Executive Director (ag)	Caribbean Disaster Emergency Management Agency (CDEMA)	Building #1, Manor Lodge Complex, Lodge Hill	Tel: 246-425-0386 Fax: 246-425-8854

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*Names are listed alphabetically

NAME	JOB TITLE	ORGANISATION	ADDRESS	CONTACT INFO
		Agency (CDEMA)	St. Michael, Barbados	E-mail: elizabeth.riley@cdema.org
6. Emmerson Beckles	Asst. FAO Representative (Programme)	Food and Agriculture Organization	United Nations House, Marine Gardens, Christ Church, Barbados	Tel: 246-426-7110 Fax: 246-427-6075 Cell: 246-253-9091 E-mail: emmerson.beckles@fao.org
7. Francis A Mc. Barnette	Representative	OAS	Harts Gap, Hastings, CHCH. Barbados	Tel: 246-426-1564 Fax: 246-427-5038 E-mail: oasbarbados@oas.orgh
8. Gail Henry	Sustainable Tourism Product Specialist	Caribbean Tourism Organisation (CTO)	One Financial Place Collymore Rock St. Michael	Tel: 246-427-5242 Fax: 246-429-3065 E-mail: ghenry@caribtourism.com
9. Gayle Drakes	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: gayle.drakes@CDEMA.org
10. Howie Prince	Disaster Risk Reduction Policy Advisor	UNDP/BCPR	Regional Service Centre POS Trinidad and Tobago	Tel: 868-776-5272 Fax: E-mail: howie.prince@undp.org

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*Names are listed alphabetically

NAME	JOB TITLE	ORGANISATION	ADDRESS	CONTACT INFO
11. Ian King	Project Manager, CRMI	United Nations Development Programme (UNDP) Barbados and the OECS	United Nations House, Marine Gardens, Christ Church, Barbados	Tel: 246-467-6032 Fax: 246-429-3876 E-mail: yurichakalall@gmail.com
12. Jeremy Collymore	Executive Director	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: jeremy.collymore@cdema.org
13. Leah Odle-Benson	Programme Associate	UNIFEM	UN House. Marine Gardens. Hastings. CH CH. Barbados.	Tel: 246-467-6000 ext 6134 Fax: E-mail: leah.odle-benson@unifem.org
14. Michael Taylor	Programme Development Specialist	USAID	US Embassy, Wildey Business Park, Wildey. St. Michael, Barbados	Tel: 246-227-4118 Fax: 246-228-8589 E-mail: mrtaylor@usaid.gov
15. Nicole Wynter	Technical Officer	PAHO	Navy Gardens & Dayrells Road, St. Michael	Tel: 246-426-3680 Fax: 246-436-6447 E-mail: wynterni@cpc.paho.org
16. Norman Cameron	Division Chief, Project Services	CDB		Tel: 246-431-1738 Fax: 246-426-7269

PARTICIPANTS LIST

6th MEETING OF THE COMPREHENSIVE DISASTER MANAGEMENT COORDINATION AND HARMONIZATION COUNCIL

*Names are listed alphabetically

NAME	JOB TITLE	ORGANISATION	ADDRESS	CONTACT INFO
				E-mail: cameron@caribank.org
17. 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
18. Ronal 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: 876-990-7322 E-mail: rjackson@odpem.com
19. 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
20. Yuri Chakalall	Senior Development Officer	CIDA	Canadian High Commission Bishops Court, Hill St. Michael	Tel: 246-429-3550 ext 3453 Fax: 246-429-2448 E-mail: ian.king@undp.org

Appendix II – Meeting Agenda

**Sixth (6th) Meeting of the
Comprehensive Disaster Management (CDM) Coordination and Harmonization Council
Accra Beach Hotel & Spa, Christ Church, Barbados**

August 19, 2010

TIME	SESSION	RESOURCE AGENCY/PERSON
9:00-9:10	1. Welcome Remarks	Mr. Jeremy Collymore, CDM CHC Chair, CDEMA
9:10-9:15	2. Adoption of Meeting Agenda <u>Document:</u> CDM-GOV-CHC6-10-1.0 Agenda for the Sixth meeting of the CDM Coordination and Harmonization Council	CDM CHC
9:15-9:50	3. Report of the Fifth Meeting of the CDM Coordination and Harmonization Council and Matters Arising. <i>The meeting will receive the report of the fifth meeting of the CDM CHC and discuss matters arising.</i> <u>Documents:</u> CDM-GOV-CHC6-10-2.0 Report of the Fifth Meeting of the CDM Coordination and Harmonization Council CDM-GOV-CHC6-10-3.0 Follow Up actions from the Fifth Meeting of the CDM Coordination and Harmonization Council	CDEMA CU
9:50-10:30	4. Assessment of the CDM CHC Mechanism <i>A presentation will be made by the Consultant of the draft report which evaluates the working of the CDM Governance Mechanism to date.</i> <u>Document:</u> CDM-GOV-CHC6-10-4.0 Draft Report of the Participatory Evaluation of the CDM Governance Mechanism	Dr. Janice Cumberbatch, Consultant
10:30-10:50	BREAK	
10:50-11:30	5. CDM Monitoring, Evaluation and Reporting Framework <i>Participants will receive an update on the status of the CDM MER and the rationalization of CDM assessment instruments.</i> <u>Documents:</u> CDM-GOV-CHC6-10-5.0 Regional Baseline Report	CDEMA CU
11:30-12:30	6. Advancing CDM at the National Level <i>Participants will receive an update on the process for advancing CDM at the national level. Terms of Reference for the Model National CDM Policy, Model Templates for</i>	CDEMA CU

TIME	SESSION	RESOURCE AGENCY/PERSON
	<p><i>the National CDM Strategy and Plan of Action and Model Organizational Structure will be shared with the CDM CHC for information.</i></p> <p><u>Documents:</u> CDM-GOV-CHC6-10-6.0 Blueprint for Advancing CDM at the National Level</p> <p>CDM-GOV-CHC6-10-7.0 Terms of Reference for the Development of a Model National CDM Policy</p> <p>CDM-GOV-CHC6-10-8.0 Terms of Reference for the Development of a Model Organizational Structure for National Disaster Offices</p>	
12:30-1:30	LUNCH	
1:30-2:15	<p>7. Status Updates – Sector Leads</p> <p><i>Overview of the progress of the Sector Sub-Committees</i></p>	Sector Leads
2:15-2:45	8. CDM Conference 2010	CDEMA CU
2:45-3:00	<p>9. Disaster Managers and Meteorological Services Programming Initiative (Proposed)</p> <p>CDM-GOV-CHC6-10-9.0 Roadmap for the Design of a Caribbean Regional Programme in Multi-Hazard Early Warning Systems (MHEWS) with National Capacity Development</p>	CDEMA CU
3:00-3:15	10. Next Steps for the CDM CHC	CDM Partners
3:15-3:30	11. Any Other Business	CDM Partners

Meeting Documents:

1. **CDM-GOV-CHC6-10-1.0** Agenda for the Sixth Meeting of the CDM Coordination and Harmonization Council
2. **CDM-GOV-CHC6-10-2.0** Report of the Fifth Meeting of the CDM Coordination and Harmonization Council
3. **CDM-GOV-CHC6-10-3.0** Follow Up actions from the Fifth Meeting of the CDM Coordination and Harmonization Council
4. **CDM-GOV-CHC6-10-4.0** Draft Report of the Participatory Evaluation of the CDM Governance Mechanism
5. **CDM-GOV-CHC6-10-5.0** Regional Baseline Report – CDM Monitoring, Evaluation and Reporting Framework
6. **CDM-GOV-CHC6-10-6.0** Blueprint for Advancing CDM at the National Level
7. **CDM-GOV-CHC6-10-7.0** Terms of Reference for the Development of a Model National CDM Policy
8. **CDM-GOV-CHC6-10-8.0** Terms of Reference for the Development of a Model Organizational Structure for National Disaster Offices
9. **CDM-GOV-CHC6-10-9.0** Roadmap for the Design of a Caribbean Regional Programme in Multi-Hazard Early Warning Systems (MHEWS) with National Capacity Development