

CDEMA

The Caribbean Disaster
Emergency Management Agency

SECTOR LEADS OF THE CDM CHC

Third Meeting
Report

CDEMA Coordinating Unit

July 12, 2012

CDM COORDINATION AND HARMONISATION COUNCIL

Participatory Evaluation of the Governance Mechanism Draft Plan of Action

*Sector Leads Meeting Report
July 12, 2010*

1.0 Introduction

The Seventh Meeting of the CDM CHC agreed that Sector Leads and Sub-Regional Focal Points will develop a plan of action to address the recommendations of the assessment.

The third meeting of the CDM CHC Sectors Leads reviewed and commented on the recommendations of the Assessment. Input was sought from Sector Leads on a number of areas including *inter alia*, the feasibility and prioritisation of recommendations, activities, the required resources, assigning responsibility and implementation timeframes. Some of the issues considered by the meeting were:

1. How feasible is each recommendation?
2. What can be done immediately? What *should* be done immediately? How should the recommendations be prioritised for action?
3. What resources are available/needed to implement each recommendation?
4. Who should be responsible for implementing each recommendation?
5. Are there other actions that can be taken to address the issues observed by the evaluation (e.g. actions that may be simpler to implement, more cost-effective, etc.)?
6. How can the development of the plan of action be more participatory?

2.0 General Comments on the Recommendations of the Participatory Evaluation

The Third Meeting of Sector Leads:

- i. Supported** the following structure for the Plan of Action:
 1. Specific Recommendations of the Participatory Evaluation
 2. Activities
 3. Implementation Timeframe
 4. Priority
 5. Responsibility/Leadership
 6. Resources Needed/Available

ii. **Recommended** that the recommendations of the Participatory Evaluation should be prioritised and ranked according to the following scale:

1. High priority – 1
2. Medium priority – 2
3. Low priority - 3

iii. **Recommended** that recommendations related to enhancing communications and information sharing should be assigned a high priority.

3.0 Recommendations that were not supported

The following table details the recommendations that were not supported.

Table 1 Recommendations that were not support by the Sector Leads

Recommendations that were not Supported	Rationale for not Supporting the Recommendation	Recommendation
The CDM GM needs to develop and implement a communication and information sharing strategy (CIS) that is focused on ensuring that critical information is available to all stakeholders in a variety of accessible formats.	This would add to the administrative requirements of the GM, where such resources are already stretched.	The Sector Leads recommended that a general guidance document should be prepared for the CHC and Sector Committees, that outlines how they should manage communications.
Establish a Communication and Information Sub-Committee of the CDM CHC Incorporate CI Sub-Committee into existing MER Sub-Committee Quaterly E-Newsletter on CDEMA website	The addition of another sub-committee and a newsletter would add further administrative requirements to the GM, where such resources are already stretched. There are existing mechanism and resource among the partners that can be used to enhance information sharing.	Utilise existing mechanism, such as the Sector Leads meeting to enhance the sharing of information.
Broad Recommendation Two: The CDM GM needs to	This is significant undertaking and the GM is due to be evaluated in 2012 to	Targets can eventually be identified in the Plan of Action and used to track the

<p>develop and implement a monitoring system (MS) ...that would allow assessment of the progress and performance of the GM within the next two years.</p>	<p>determine whether it will continue. Given the short timeframe this recommendation may not be feasible.</p>	<p>progress of the GM.</p> <p>The ME&R system for the CDM Strategy also has some indicators which can be used to assess the GM.</p> <p>The sector work programme will also have indicators and targets.</p> <p>The MER Sub-Committee monitoring document should be developed that collates indicators and targets for these sources.</p>
<p>There should be an award/recognition system to highlight and encourage the pursuit of best practices in the sub-committees.</p>	<p>Not supported because there are existing mechanism that can highlight best practices and recognise/award achievements.</p>	<p>but write recognition into the communication guidance. Need to capture best practices portal can used.</p>
<p>Members need to match their TOR to the Strategy, and identify specific roles that they should undertake to move the agenda of CDM forward in their sector.</p>	<p>This was not supported as it was thought that the generic language of the TORs is a strength.</p>	<p>Retain the generic language of the TORs, and outline more specific roles through the sector work programmes.</p>
<p>Rotating chairpersons should become a standard practice for all CDM GM committees.</p>	<p>Rotating chairmanship was not supported.</p>	
<p>Rotate membership of the sub-committees.</p>	<p>Rotating chairmanship was not supported.</p>	
<p>Deadlines should be placed on the establishment of the Finance committee.</p>	<p>This was not supported since Negotiations remain open with the CDB regarding the leadership for the Finance sector.</p>	
<p>Alternative finance institutions should be</p>	<p>Negotiations remain open with the CDB regarding the</p>	<p>An alternative will only be considered in the event that</p>

considered in the event that the negotiations with CDB are unsuccessful.	leadership for the Finance sector.	CDB declines.
Amending the TOR to provide more details about the roles of the chairpersons.	Not supported.	

The Draft Plan of Action is attached at Appendix 1 and reflects the comments of the Sector Leads.

Appendix I - Draft Plan of Action

Specific Recommendations from the PE of the GM	Sector Leads Comments/ Recommendations	Activities	Implementation Timeframe	Priority ¹	Responsibility/ Leadership	Resources Needed/ Available
Broad Recommendation One: The CDM GM needs to develop and implement a communication and information sharing strategy (CIS) that is focused on ensuring that critical information is available to all stakeholders in a variety of accessible formats.						
CDM GM Link (a GM space on the CDEMA website)	Supported.	The GM website portal should capture best practices.	End of 3 rd Quarter	1	CDEMA CU	
Form an E-group for Sub-Regional Focal Points and National Disaster Offices	Supported.			1		
CDM GM Brochure/Handbook	A draft CDM Handbook exists.	It was recommended that, the draft handbook should be refined based on the findings of the Participatory Evaluation, and published.		1	All GM members	
CDM Information Package (digital and hard copies)	The www.weready.org site is functioning and can serve as a source of information on CDM.	Place a link to www.weready.org on the GM website.		1	Sub-Regional Focal Points	
Report templates prepared for consistent and concise formatting of minutes				1	CDEMA CU CIS SC	
Presentations at conferences and gatherings within respective sectors	Supported.	The GM website should include a presentation on CDM and the		1	CDEMA CU CIS SC	

¹ 1-High 2- Medium 3- Low

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Specific Recommendations from the PE of the GM	Sector Leads Comments/ Recommendations	Activities	Implementation Timeframe	Priority ¹	Responsibility/ Leadership	Resources Needed/ Available
		GM that partners can use.				
<p>Press releases to regional and local radio and TV for every meeting of the CHC and sub-committees</p>	Supported.	<p>Press releases may not be necessary/possible for every meeting of the sub-committees. This should instead be done for the meeting of the CHC.</p> <p>Prepared a bulletin for the next meeting of the CHC.</p>		1	CDEMA CU CIS SC	
<p align="center">Broad Recommendation Two:The CDM GM needs to develop and implement a monitoring system (MS) ...that would allow assessment of the progress and performance of the GM within the next two years.</p>						
<p>Incorporate the deliberate planning and implementation of short-term, cross-sectoral demonstration projects.</p>	<p>There are a number of initiative already underway that may be used as demonstration project to show case how SC may collaborate.</p>	<p>Possible demonstration projects include:</p> <ol style="list-style-type: none"> 1. CDEMA CU Brazil Cooperation Project (ESSC, ASSC) 2. Development of a DM course for the Tourism sector (ESSC TSSC). 3. ESSC consultancy will develop guidance for developing sound DM courses that may be utilised by sub-committees 4. Health seminar (TSSC, HSSC) 				

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		Agrotourism conference Sept 2011 (ASSC, TSSC)				
Broad Recommendation Three: The CDM GM needs a committee management system.						
Deadlines should be established for the completion and agreement of the work plans.	Supported		The Sector Leads recommended that the deadline should be the end of August-2011	1	Sub-Committees	
Committees should seek to forge alliances with compatible initiatives within their sector.	Supported.	Opportunities for further collaboration will be identified through examination of the sector work programmes.	Ongoing			
The use of co-chairs and rotating chairpersons should become a standard practice for all CDM GM committees.	Supported the use of co-chairs or deputy chairs.	The decision of whether or not to identify co- or deputy chairs rests with each Sub-committee.	Next sitting of each committee	2	Sector leads	
Develop agenda templates.	Supported	The CDM GM should delineate two or three topics that should always feature on sector agenda and allow for the remainder of the agenda to be determined by the members. Chairs should be encouraged to share updates on the CDM CHC meeting as a standard agenda	Next sitting of each committee		CDEMA CU and Sector Leads	

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Specific Recommendations from the PE of the GM	Sector Leads Comments/ Recommendations	Activities	Implementation Timeframe	Priority¹	Responsibility/ Leadership	Resources Needed/ Available
		item.				
Circulate draft agenda to members. All should be afforded time prior to the meeting to provide items for the agenda. This should occur at least a month prior to the meetings.	Supported		Next sitting of each committee	1	CDEMA CU and Sector Leads	
Sector leads convene meetings.	Supported		Next sitting of each committee		Sector Leads CDEMA CU should continue to facilitate logistics and planning where needed.	
Members assist in the production of the minutes.	Supported in principle.	Sector Leads agree to explore the opportunities for other members to prepare the minutes of meetings.	Next sitting of each committee		Committee members	
Circulate draft meeting schedule	Supported the	Circulate of a schedule for meetings of the CDM CHC and the MER and DB Sub-Committees. A schedule may also be prepared for the Sector Sub-Committees.	By the next meeting of the CDM CHC.	1	CDEMA CU	
Broad Recommendation Four: The CDM GM needs to develop and implement a capacity building strategy .						

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Specific Recommendations from the PE of the GM	Sector Leads Comments/ Recommendations	Activities	Implementation Timeframe	Priority ¹	Responsibility/ Leadership	Resources Needed/ Available
<p>Skills enhancement</p> <p>Areas for Capacity Building include:</p> <ul style="list-style-type: none"> • Concepts and issues in CDM, DRR, and climate change etc. • Training in leadership/meeting management etc. • Enhanced disaster management skills • Enhanced governance. <p>Resource enhancement</p> <p>A Resource Development Plan (RDP) should be created for the CDM GM for the period 2013 – 2018.</p> <p>The RDP should be drafted by a sub-committee appointed from members of the CHC.</p>		<p>Supported the need for capacity building for sector leads. Recommended that webinars be used as a mechanism.</p> <p>Recognized that there is varying capacities across the sectors. CDM, DRR and Climate change should be the areas of focus. Recommended that we explore opportunities available to sectors to address the capacity building needs.</p> <p>The SSCS should individually strategize how to enhance their capacities.</p> <p>Noted that the CDM HIP has allocated 50,000usd per sector. These resources are to be spent over the next two years.</p>	<p>To be implemented based on prioritisation of capacity needs</p>		<p>The Capacity Building strategy should be managed by the ESSC.</p>	
<p>Broad Recommendation Five:The CDM GM needs a network building strategy.</p>						
<p>Establish an E-group for the sector leads to facilitate interaction between meetings.</p>		<p>Extension of the recommendation on communication.</p>	<p>Start in 2011 and ongoing</p>		<p>Sector Leads</p>	
<p>Establish the electronic newsletter and the E-group for the SRFPs and NDOs as recommended in the CIS.</p>		<p>Recommended that</p>	<p>Start in 2011 and ongoing</p>		<p>CDEMA CU CIS SC</p>	

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Select strategic regional and national fora at which to make reports/presentations , e.g., CARICOM Council of Ministers; OECS meetings; ACS, etc.			Ongoing		All CHC members	
Encourage sector involvement in the national/local level disaster management networks .		NGOs be included in this dialogue to strengthen capacity at the community level for response.	Ongoing		All members	
Encourage sector leads to take more responsibility for forging links across the sub-committees , e.g. joint activities in health and education, or agriculture and tourism.			Ongoing		Sector Leads	