

ANNEX F APPENDIX 1 – SURVEY INSTRUMENT DESIGN

INSTRUMENT #	PURPOSE OF INSTRUMENT	FILE NAME OF INSTRUMENT	DATA TO BE COLLECTED	SME / AGENCY TARGETED FOR DATA COLLECTION	TARGET COUNTRY	DATA COLLECTION METHOD
Questionnaire Surveys (Agriculture and Tourism)	To capture important and relevant information from stakeholders in both agriculture and tourism sectors	Surveys	<p>Limited Background and Demographic Data.</p> <p>Gaps and Challenges</p> <p>Current programmes/ initiatives being employed by selected entities</p> <p>List of DRM programmes used by SMEs not ordinarily captured by surveys</p>	<p>SMEs within the Agriculture and Tourism Sectors</p> <p>Ministries of Tourism of Trinidad and Tobago, Barbados, Jamaica, Antigua and Barbuda, Grenada, Dominica, Saint Lucia, Saint Vincent and the Grenadines, Guyana.</p> <p>Ministries of Agriculture</p>	All Nine states to be surveyed	<p>Combination of Purposive and Snowballing methodologies.</p> <p>The Purposive Sampling technique will be used to investigate DRM best practices in SMEs for both the Agriculture and Tourism Sectors. For the targeted sectors a sample size will be determined to ensure representation.</p> <p>Stakeholder Identification is paramount and will see researchers engaging island states through established means-</p> <p>Where possible web based methodologies will be utilized such as survey monkey to ensure reduce time requirements</p> <p>Determine sample size through approved statistical methodology</p>
Stakeholder Consultations	<p>To glean from primarily owners/ top management personnel the best practices employed in their organizations</p> <p>Seek and proffer recommendations to remedy some concerns</p> <p>Provide a forum for the examination of challenges relating to DRM for both Agriculture and Tourism Sectors</p>	Stakeholder Consultations	<p>Gaps and Challenges to implementation of any DRM initiatives for the entity.</p> <p>The strategies, programmes and other forms of interventions implemented and yet to be implemented. Involvement of others stakeholders: government, other interests</p>	<p>Regional Disaster Risk management Agencies</p> <p>Related Ministries and Agencies: Rural Agricultural Development Authority – RADA; Fisheries Department of Trinidad and</p> <p>Small Business Organizations and Associations All nine States</p> <p>Caribbean Association of Small and</p>	All Nine States	<p>Invite heads of SME entities or their designates</p> <p>Stakeholder Identification will be undertaken from which a listing will be developed. A schedule will be developed for all consultations</p>

			Considerations for risk transfer mechanisms	Medium Enterprises (CASME) Caribbean Disaster Emergency Management Agency (CDEMA) Farmers Associations Caribbean Hotel and Tourism Association (CHTA) National Hotel and Tourism Organizations Nongovernmental Organizations (NGOs)		
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