



Agence canadienne de
développement international
Canadian International
Development Agency



PREPARATION OF A NATIONAL HAZARD MITIGATION POLICY: GUIDANCE DOCUMENT

THE CARIBBEAN DISASTER EMERGENCY
RESPONSE AGENCY (CDERA)

and

THE CARIBBEAN DEVELOPMENT BANK

MARCH 2003

Preface

This 'Preparation of A Model National Hazard Mitigation Policy: Guidance Document' was prepared as the result of a partnership between the Caribbean Disaster Emergency Response Agency (CDERA) through its Caribbean Hazard Mitigation Capacity Building Programme (CHAMP) and the Caribbean Development Bank (CDB) through its Disaster Mitigation Facility for the Caribbean (DMFC). It is designed for use in CDERA Participating States and CDB Borrowing Member Countries (BMCs).

In collaboration with the Organization of American States (OAS) and with support from the Canadian International Development Agency (CIDA), CDERA is seeking, through CHAMP, to enhance regional capacity to reduce vulnerability to the effects of natural hazards. This will be done through the development of national hazard mitigation policies and implementation programmes, the wider use of hazard information in development decisions and the strengthening of safe building practices, building training and certification. CHAMP activities will be carried out in the four pilot states of Belize, British Virgin Islands, Grenada and St. Lucia.

Through its Disaster Mitigation Facility for the Caribbean (DMFC), CDB, with support from the United States Agency for International Development (USAID), is seeking to strengthen regional capacity for disaster mitigation as a means of vulnerability reduction in CDB's BMCs (which include all CDERA Participating States). To achieve this aim, the DMFC will support the following: provide technical assistance to CDB's BMCs to implement functional disaster mitigation policies and practices; strengthen CDB's capacity to address disaster management issues through the integration of disaster mitigation into all of CDB's policies, programmes and projects. DMFC activities will be implemented in all seventeen (17) of CDB's BMCs. The development and implementation of mitigation policies and plans will be conducted by CDB in the six DMFC primary core countries: Belize, Dominica, Grenada, Jamaica, St. Kitts & Nevis and St. Lucia.

The document is designed to facilitate national level adaptation of the Model National Hazard Mitigation Policy for the Caribbean developed by CDERA and the CDB. Through CHAMP and the DMFC, CDERA and the CDB propose to partner in the national level adaptation of the model policy in the following three countries: Belize, Grenada, and St. Lucia.

The policy document and this accompanying adaptation guide were prepared by Alleyne Planning Associates in collaboration with Lynette Atwell (Hazard Mitigation Planning Consultant).

Table of Contents

1.0	INTRODUCTION	3
2.0	THE PROCESS	3
2.1	PREPARING FOR WRITING THE POLICY	3
DIAGRAM 1: DEVELOPMENT OF THE NATIONAL HAZARD MITIGATION POLICY OF (COUNTRY) ORGANISATIONAL STRUCTURE		
2.2	SELECTING THE TEAM	5
2.3	IDENTIFICATION OF STAKEHOLDERS.....	6
2.4	BUILDING THE TEAM	7
3.0	WRITING THE POLICY.....	7
3.1	WHAT IS HAZARD MITIGATION?.....	7
3.2	DETERMINING COUNTRY NEEDS.....	8
3.3	REQUIREMENTS OF THE POLICY	8
3.4	PREPARATION OF A DRAFT POLICY OUTLINE.....	8
3.5	THE INTENTION OF THE POLICY	9
3.7	THE GLOSSARY.....	9
3.8	INTRODUCTION	9
3.9	THE BACKGROUND.....	9
3.10	THE PRINCIPLES THAT INFORM THE POLICY	9
3.12	POLICY STRATEGY.....	11
3.13	SELECTING PRIORITY AREAS FOR ACTION	11
3.14	STRATEGIC INTERVENTIONS	11
3.15	OTHER CONSIDERATIONS	11
APPENDIX ONE: HAZARD MITIGATION PLANNING PROCESS.....		12
APPENDIX TWO: SCOPE OF WORKS FOR.....		13
COUNTRY HAZARD MITIGATION POLICY COORDINATOR (CPC).....		13
APPENDIX THREE: LIST OF GUIDANCE DOCUMENTS.....		16
APPENDIX FOUR: SCOPE OF WORKS FOR THE POLICY DEVELOPMENT COMMITTEE.....		18
APPENDIX FIVE: DEFINITION OF HAZARD MITIGATION.....		20

1.0 INTRODUCTION

This document is meant to provide assistance to groups which are about to draft national hazard mitigation policies. It addresses the process for organizing the group that will be responsible for preparation of the country mitigation policy as well as the actual policy writing, content and techniques. It is to be noted that the Model National Hazard Mitigation Policy document is used as the guide for policy preparation and is not meant to cover all areas for each specific country, as the adapted National Hazard Mitigation Policy should reflect local conditions and needs.

2.0 THE PROCESS

2.1 Preparing for Writing the Policy

A policy is defined as a course or principle of action adopted or proposed by a government, party, business or individual intended to influence decisions and actions. Hazard mitigation is defined as structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards. The national hazard mitigation policy provides a framework for the integration of hazard mitigation into all policies, programmes, plans and ongoing activities at national and community levels.

Hazard mitigation is an integrated process, which requires a considerable amount of interagency collaboration and coordination. In the development of any country policy it will therefore be necessary to involve a number of departments in the policy formulation process. It is therefore suggested that a Policy Development Committee (PDC) be set up to guide and coordinate the policy.

The following are the steps suggested for adaptation of the policy at national level. It is to be noted that each country can vary this process dependent on their own needs and requirements.

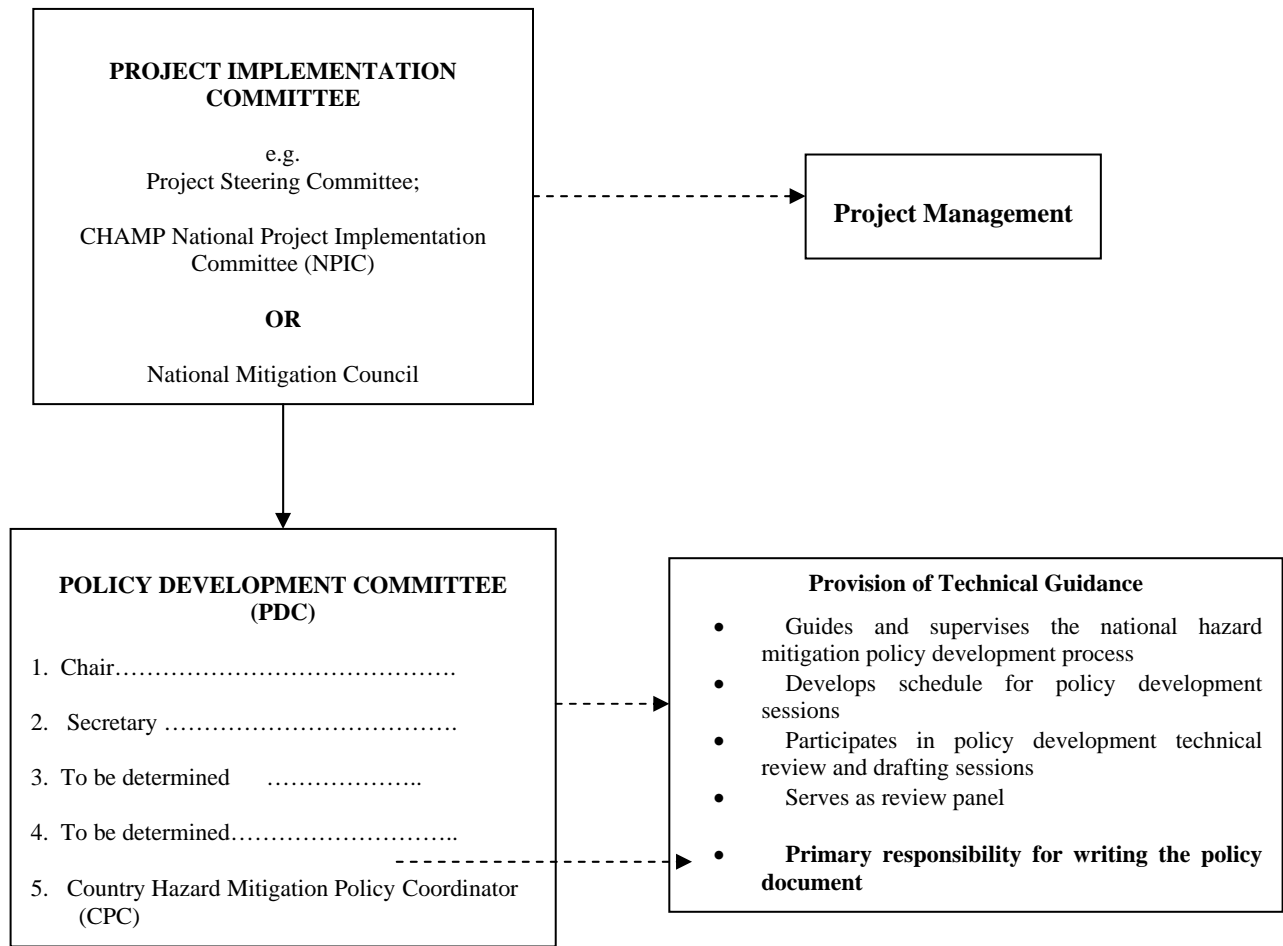
1. A committee comprised of representatives, ideally involved in policy development from the following agencies, the national disaster agency, the Ministry of Planning (to include economic planning), the Town & Country Planning Agency and the Environmental Agency, should convene a meeting of all stakeholder groups consisting of representatives of the private sector, government agencies, professional associations, Non Governmental Organizations (NGOs) and Community Based Organizations (CBOs).
2. The purpose of the meeting will be to:
 - a) Discuss the need and requirements for preparation of a hazard mitigation policy for the Country. An overview of the overall hazard mitigation planning process is provided as **Appendix One**.
 - b) Facilitate discussion on the membership of the PDC.
 - c) Introduce a Country Hazard Mitigation Policy Coordinator (CPC) who will support the PDC in coordinating the adaptation of the Model National Hazard Mitigation Policy. A suggested Scope of Works for the CPC is provided as **Appendix Two**.

3. The PDC will:

- i. Develop a schedule for preparation of the adapted National Hazard Mitigation Policy.
- ii. Read and discuss suggested guidance documents (Appendix Three) in order to inform policy formulation as it relates to the country.
- iii. Consult with all stakeholders and determine the needs/priorities of the country with respect to hazard mitigation.
- iv. Participate in the 3-day workshop on the National Hazard Mitigation Policy Adaptation process.
- v. Adapt the CDERA/CDB Model National Hazard Mitigation Policy to suit the needs of the particular country and prepare a draft policy. Duties to include:
 - a. Guide and supervise the policy development process.
 - b. Present the draft policy to all stakeholders for their input (this may require several meetings).
 - c. Incorporate feedback from the stakeholders.
 - d. Finalize the policy.
- vi. Circulate/discuss/agree upon the final policy document with all stakeholders.
- vii. Present final policy to Cabinet for its approval.

A suggested Scope of Works for the PDC is provided as **Appendix Four** and the reporting relationships indicated at Diagram 1.

DIAGRAM 1: DEVELOPMENT OF THE NATIONAL HAZARD MITIGATION POLICY OF (COUNTRY)
ORGANISATIONAL STRUCTURE



Selecting the Team

Before writing a policy it is important to determine who will form the group to develop the policy. This is of great importance as policies should not be prepared by one person but by a large cross section of persons and as part of a consultative process. Since hazard mitigation is a cross-sectoral process, a wide cross section of stakeholders must be involved in the process. This is necessary to ensure that there is support for and understanding of the policy. If a wide cross section of stakeholders are involved at the beginning of the process then implementation of the policy will be made easier as there will be understanding of and commitment to the concepts of the policy. The first activity therefore will be to identify all persons who are engaged in or should be engaged in any aspect of hazard mitigation.

Identification of Stakeholders

In the first instance it is necessary to identify all persons who are or will be engaged in ensuring that mitigation actions and activities are carried out in the country. There are a number of stakeholders who should be involved in mitigation. The main groups are:

- Government Agencies
- The Private Sector
- Community Groups
- Professional Associations
- Tertiary Institutions

GOVERNMENT AGENCIES

The government agencies that should be involved in hazard mitigation activities are:

- The Disaster Agency
- The Economic and Physical Planning Agencies
- The Ministry of Finance
- The Environmental Agency
- Sustainable Development Unit
- The Public Works Department
- The Public Utilities Department
- The Agricultural Department
- The Fisheries Dept
- The Meteorological Department
- The National Standards Institution
- The Forestry Department
- The Tourism Agency
- The Health Sector
- Local Government (Where Applicable)
- Bureau of Gender Affairs

THE PRIVATE SECTOR

- The Insurance Sector
- The Banking Sector
- The Construction Industry
- The Chamber of Commerce
- Members of Disaster Committees

COMMUNITY GROUPS

- Non-Governmental Organizations (NGOs)
- Community Based Organizations (CBOs)
- Church Groups
- Village Councils

PROFESSIONAL ASSOCIATIONS such as:

- The Association of Professional Engineers
- The Architect's Association
- The Planner's Association
- Environmental Associations

TERTIARY INSTITUTIONS

- Universities
- Community Colleges

Building the Team

Not all persons involved in the process will be directly involved in writing the policy but every effort must be made to ensure that there is widest possible participation in the policy preparation process. Care must therefore be taken in the building of the policy writing team, and in ensuring that as many people as possible are involved in the process.

People have different skills and if these skills are used wisely then the result will be a policy that is robust. The following are the range of skills that will be needed for the preparation of a mitigation policy document.

- Technical
- Writing
- Editorial
- Presentation
- Organizational

Care must be taken to ensure that persons with the above-mentioned skills form part of the policy preparation team.

Working Together

The PDC must be a cohesive group, which works well together. All members will be expected to contribute to policy formulation. At the first meeting of the group tasks and responsibilities must be identified. At least two persons must be responsible for writing the policy document. The whole group must contribute ideas and suggestions for inclusion in the policy document and must discuss matters for inclusion in the policy. All efforts should be made to encourage continued and active participation by PDC members throughout the policy development process.

3.0 WRITING THE POLICY

3.1 What is Hazard Mitigation?

Be clear about what hazard mitigation means and where it fits into Comprehensive Disaster Management. All stakeholders should be provided with a brief summary paper on Comprehensive Disaster Management and a clear and precise definition of hazard mitigation (See **Appendix Five**).

3.2 Determining Country Needs

Determining country needs for hazard mitigation will require an assessment of the present position in the country regarding vulnerability to hazards and opportunities for reducing hazard vulnerability and risk. The team will need to:

- i) Discuss and determine exactly what is meant by vulnerability and hazard mitigation.
- ii) Identify all hazards, which affect the territory.
- iii) Prioritize hazards.
- iv) Identify and review vulnerabilities.
- v) Prioritize issues and concerns
- vi) Review existing regional agreements to determine national commitments and opportunities to achieve multiple objectives through the mitigation policy.
- vii) Review all National and Sectoral policies, which relate to hazard mitigation issues with a view to determining:
 - If these policies/ statements focus in any way on hazard mitigation.
 - Who has responsibility for hazard mitigation activities.
 - Whether funds are available for hazard mitigation activities.
 - If there are opportunities for stakeholder involvement.
 - Gaps, and areas for improvement and means for integrating these policies into the national development policies or addressing issues, which should be included in a mitigation policy.
 - Current policies and activities that contribute to increased vulnerability to hazards.
- (viii) Examine all legislation, which relates or should relate to hazard mitigation to identify gaps and to determine the requirements for legislation.

3.3 Requirements of the Policy

Based upon the above review, the PDC must determine:

- i) The issues to be addressed in the policy.
- ii) What should be included in the policy.

The above can only be decided upon after a comprehensive examination of all hazard mitigation issues in the country as indicated above. There must be wide discussion of the issues before these requirements can be determined.

3.4 Preparation of a Draft Policy Outline

A draft policy outline must be prepared for discussion. This outline should utilize the CDERA/CDB Model National Hazard Mitigation Policy for the Caribbean as the guiding framework. The following are the basic steps, which should be followed in the development of a hazard mitigation policy.

3.5 The Intention of the Policy

A National policy will express government's intention with respect to hazard mitigation. It will therefore set out broad goals and objectives and the means for achieving the objectives.

3.6 The Content of the Policy

The **policy** should contain the following basic sections:

- i. A list of acronyms and abbreviations
- ii. A glossary
- iii. An introduction
- iv. A background
- v. The principles that inform the policy
- vi. A policy statement that **must** include the following:
 - a) The Vision
 - b) The Goals
 - c) The Objectives
- vii. The policy Strategy
- viii. Selected priority areas for action
- ix. Strategic interventions

3.7 The Glossary

A glossary will provide explanations of technical terms used in the document. It will ensure that there is a common understanding of the terms used in the document.

3.8 Introduction

This section provides the reader with:

- A clear and concise overview of the purpose of the policy and what it is meant to achieve.
- A brief overview of existing policies, how they inform the proposed policy and the issues and benefits arising out of these policies.

3.9 The Background

This section provides:

- Background information on the status of hazard vulnerability and existing mitigation efforts in the particular country.
- Some indication of the context within which the policy is being developed.
- The challenges that are to be addressed by the policy.

3.10 The Principles that Inform the Policy

Having made an assessment of existing vulnerabilities and methods for addressing hazard mitigation it will be possible to identify the crucial issues that need to be considered in developing the policy. These can in turn be expressed as guiding principles that might be used to underpin a broad strategy to deal with these national concerns.

3.11 Policy Statement

A great deal of time must be spent on the development of the policy statement, as it forms the heart of the policy and will inform most of the policy document.

It consists of three major parts:

- A Vision
- Goals
- Objectives

3.11.1 Developing the Vision

A Vision statement for the policy should provide a comprehensive yet succinct overview of where the country wishes to see itself with respect to hazard vulnerability and mitigation.

The Vision statement should be developed as part of a consultative effort and must involve a broad cross section of participants as the vision expresses in an encapsulated form what the mitigation policy is trying to achieve.

All the stakeholders must agree on this vision as it informs the entire policy. The process for the development of the vision may be time consuming as it should be discussed and agreed by as wide a cross section of stakeholders as possible. Once the vision is agreed the goals and objectives can be determined.

3.11.2 Developing Goals

Goals are general statements and are descriptive rather than quantitative. They are not instruments and should be stated in a positive manner. Goals may be derived from a number of sources. This is why different policies, programmes and legislation need to be reviewed at the beginning of the policy development process. There is the need for extensive participation and consultation in the policy preparation process.

Some examples of sources, which should inform the development of goals, are:

- Regional Policies and Statements
- Policies and plans at national and sectoral levels
- Community needs
- Country and sectoral developmental needs
- Legislative guidelines and authority

The committee can generate goals at a meeting designated for this purpose. Sufficient time should be allocated for this process, as the goals will inform the entire policy development. The goals will have to be reviewed until they reflect the views of the stakeholders. The entire stakeholder group should therefore discuss, finalize and agree upon the goals.

3.11.3 Developing Objectives

Objectives flow from the goals, and several objectives can be derived from each goal. Objectives provide steps towards achieving goals and are usually stated as verbs. They are more specific and tangible than goals and should be capable of being realized. Because the objectives are tangible they will be simpler than the goals. They must relate to the goals i.e. they must fulfill the goals. Sufficient time must be allocated to the development of the objectives as they will inform all of the activities which must be carried out to fulfill the policy.

3.12 Policy Strategy

The policy strategy indicates in a brief manner the basic actions, which will be taken to achieve the policy and is informed by the issues, which have been identified as a result of the assessment of the country needs.

3.13 Selecting Priority Areas For Action

Priorities for action based on country needs will have to be identified in order to determine where emphasis should be placed. These priorities can only be determined after extensive discussion of the needs and wants of the country against the backdrop of its current hazard vulnerabilities. Identification of the priorities will determine the development of the strategic interventions. Some considerations to be used in determining priorities are:

- The state of hazard vulnerability and mitigation in the particular country.
- The particular hazard /hazards which the country wishes to focus on.
- The availability of human and financial resources.
- The need for training.

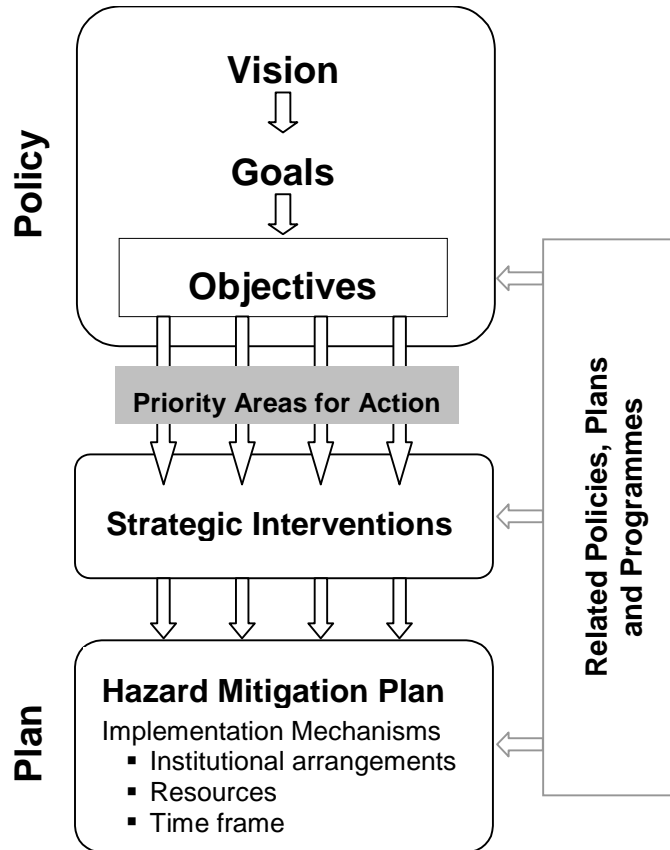
3.14 Strategic Interventions

Strategic interventions are the specific actions, that are identified to implement the policy. The interventions have to relate to the goals, objectives and the priority action areas identified for the country. Several interventions can be identified for the priority areas, however care must be taken that the number of interventions proposed can be implemented.

3.15 Other Considerations

While not included in the policy document itself, the opportunities and constraints for implementation of the policy should be examined in order to inform the strategic interventions as well as to ensure that these interventions are realistic.

APPENDIX ONE: HAZARD MITIGATION PLANNING PROCESS



DEFINITIONS:

POLICY: A course or principle of action adopted or proposed by a government, party, business or individual intended to influence decisions and actions

PLAN: A scheme, programme or method worked out before hand for the accomplishment of an objective

STRATEGY: A plan of action intended to accomplish a specific goal

Definitions derived from: The American Heritage Dictionary of the English Language (4th Edition 2000)

APPENDIX TWO: SCOPE OF WORKS FOR COUNTRY HAZARD MITIGATION POLICY COORDINATOR (CPC)

1. WORK ASSIGNMENT

The LPC is being engaged to coordinate the completion of the National Hazard Mitigation Policy in (COUNTRY NAME).

Specifically the Consultant will:

Coordinate the Adaptation of the Model National Hazard Mitigation Policy for (COUNTRY NAME) and have primary responsibility for writing the National Hazard Mitigation Policy in (COUNTRY NAME).

BACKGROUND PREPARATION

- 2.1 Be intimately acquainted with the Model National Hazard Mitigation Policy for the Caribbean developed by CDERA and the CDB;
- 2.2 Be intimately acquainted with the 'Preparation of National Hazard Mitigation Policy: Guidance Document' developed by CDERA and the CDB;
- 2.3 Guided by the 'Preparation of National Hazard Mitigation Policy: Guidance Document' and 'List of Guidance Documents' accompanying the model policy document, ensure that relevant national documentation is collected;
- 2.4 Review and be familiar with the appropriate existing national documentation with which the adapted Model National Hazard Mitigation Policy should be integrated. This should be initiated prior to the National Hazard Mitigation Policy adaptation workshop; (documentation outlined at 2.4);
- 2.5 Attend a preparatory meeting of stakeholders prior to the Model National Hazard Mitigation Policy Adaptation Workshop: This meeting will *inter alia*
 - 2.5.1 Brief stakeholders on the policy adaptation process
 - 2.5.2 Facilitate preliminary discussion of the membership of the Policy Development Committee (PDC)
- 2.6 Prepare a summary assessment of key national issues for consideration in adaptation of the model national hazard mitigation policy in (COUNTRY NAME) prior to the execution of the national adaptation workshop;
- 2.7 Sit on the PDC and attend meetings of this body for the period of policy adaptation;

NATIONAL ADAPTATION WORKSHOP

- 2.8 Attend and actively participate in the Model National Hazard Mitigation Policy Adaptation Workshop;
- 2.9 Note the agreed upon outcomes of the workshop as they relate to the adaptation process;
- 2.10 During the scheduled session on Day 3 of the workshop, summarize and present the proposed national plan of action for adaptation of the Model National Hazard Mitigation Policy utilizing the agreed upon action items emerging from the national adaptation workshop working group

sessions.

- 2.11 Take part in planning meetings/discussions with the Workshop Consultants over the course of the three-day Workshop as appropriate including attending a planning/discussion session of the PDC on Day 3 of the workshop;

FINALIZATION OF THE NATIONAL ADAPTED HAZARD MITIGATION POLICY

- 2.12 Circulate the agreed upon plan of action to workshop consultants for feedback within three working days of workshop completion;
- 2.13 Incorporate Consultant comments and circulate the final plan of action to the PDC membership and national stakeholders;
- 2.14 Utilizing the agreed upon plan of action, facilitate the convened policy development sessions of the PDC; PDC meeting to be convened by the Chair in collaboration with the LPC;
- 2.15 Under the technical guidance of the PDC, prepare and submit (by E-mail) the first draft of the National Hazard Mitigation Policy of **(COUNTRY NAME)** to the workshop consulting team for comments within six weeks of workshop completion;
- 2.16 Circulate Consultants comments to the PDC;
- 2.17 No later than three weeks following the submission of the first draft, submit a second draft adapted National Hazard Mitigation Policy to the Consultant Team by E-mail; Submission should be sent at least four working days ahead of the technical review session to be convened (see 2.21);
- 2.18 Facilitate the national technical review session convened within eleven (11) weeks of workshop completion to present and discuss the second draft adapted model national hazard mitigation policy; Consultant responsibilities shall include:
 - 2.18.1 Preparation of an agenda for the adapted hazard mitigation policy review session – to be circulated to the PDC and attendees at least two weeks prior to the technical review session;
 - 2.18.2 Presentation of the second draft of the adapted hazard mitigation policy at the technical review session;
 - 2.18.3 Facilitation of technical review session discussions.
- 2.19 Finalize the National Hazard Mitigation Policy for **(COUNTRY NAME)** incorporating the agreed upon outputs of the technical review session within ten working days following the technical review session.
- 2.20 Prepare a final report on the Model National Hazard Mitigation Policy in-country adaptation process in **(COUNTRY NAME)**. This may include:
 - 2.20.1 An account of the full adaptation approach used in **(COUNTRY NAME)**
 - 2.20.2 A list of the national documentation and legislation utilized in the adaptation process;
 - 2.20.3 Identification of the strengths and weaknesses of the national adaptation approach used;

- 2.20.4 Recommendations for the improvement of the Model National Hazard Mitigation Policy adaptation process;

3 INPUTS

3.1 ROLE/RESPONSIBILITIES OF THE STAKEHOLDER GROUP

- 3.1.1 Collection the relevant national documents with which the National Hazard Mitigation Policy should be coordinated as outlined at 2.4;
- 3.1.2 Ensure delivery of the documents at 3.1.1 to the CPC at least two weeks ahead of convening the Model National Hazard Mitigation Policy Adaptation workshop;
- 3.1.3 In consultation with the CPC, make logistical arrangements for sessions of the PDC as required to facilitate the development of the draft and final adapted National Hazard Mitigation Policy;
- 3.1.4 Attend the PDC meeting convened on Day 3 of the Model National Hazard Mitigation Policy Adaptation workshop.

4 CPC OUTPUTS

Shall include:

- 4.1 The final plan of action circulated at the national level within six working days of workshop completion;
- 4.2 First draft of the National Hazard Mitigation Policy for (COUNTRY NAME) within six (6) weeks of workshop completion;
- 4.3 Second draft of the National Hazard Mitigation Policy of (COUNTRY NAME) no later than three weeks following the submission of the first draft;
- 4.4 Final National Hazard Mitigation Policy incorporating the agreed upon outputs of the technical review session within ten (10) working days following the technical review session;
- 4.5 A final report on the Model National Hazard Mitigation Policy in country adaptation process in (COUNTRY NAME).

APPENDIX THREE: LIST OF GUIDANCE DOCUMENTS

The following list is meant to provide background material to inform the preparation of national hazard mitigation policies. Perusal of the policies and legislation will indicate whether hazard mitigation is taken into account in the preparation of existing plans and policies and will indicate whether there are any statutory requirements for hazard mitigation. Examination of these documents will give some indicators as to what existing needs are for the implementation of a national hazard mitigation policy.

The Regional policies and agreements will provide information on government's responsibilities for mitigation, which can in turn determine how country policy is developed. It should be noted that the regional policies and agreements were used to inform the Model National Hazard Mitigation Policy document.

1. National Plans and Policies

- National Development Plans / Integrated Development Plans
- National Disaster Plan
- National Mitigation Plan
- National Oil Spill Plans
- National Physical Development Plan
- National Environmental Plans or Policies
- Climate Change Adaptation Plans/Policies (CPACC project)
- Integrated Coastal Management Plans
- Coastal Management Plans
- Gender policies or plans

2. Sectoral Plans and Policies

- Agriculture
- Forestry
- Fisheries
- Health
- Housing
- Infrastructure
- Tourism

3. National Legislation/Regulations

- National Disaster Legislation
- Physical Planning Legislation
- Environmental Legislation
- Agricultural Legislation
- Forestry Legislation
- Fisheries Legislation
- Marine Legislation
- Public Health Act
- Building Legislation
- Building Codes/Regulations
- Public Works Act
- Water and Sewerage Act

4. Regional Policies/Agreements (general reference)

- CDERA 2001. A Strategy and Results Framework for Comprehensive Disaster Management in the Caribbean. <http://www.cdera.org>
- March 1983. The Convention for the Protection and Development of the Marine Environment in the Wider Caribbean Region. <http://www.cep.unep.org/law/cartnut.html>
- OECS 2000. St. George's Declaration of Principles for Environmental Sustainability in the OECS. <http://www.oecsnrmu.org/>
- The Programme of Action for the Sustainable Development of Small Island Developing States (SIDS POA), 1994. <http://www.sidsnet.org/>

5. Regional Legislation

- The CDERA Model Disaster Management Legislation.

6. Regional Reports

- Caribbean Development Bank, 2003. Stakeholder Meeting on Natural Hazard Risk Management in the Caribbean: The way forward. Meeting held in association with the Caribbean Disaster Emergency Response Agency and the United Nations Development Programme. Final Report.

7. Websites

- CDERA Website: www.cdera.org;
- CHAMP Website: www.oas.org/cdera/champ
- OAS CDMP Website: www.oas.org/cdmp

APPENDIX FOUR: SCOPE OF WORKS FOR THE POLICY DEVELOPMENT COMMITTEE

1. Functions

The overarching function of the Policy Development Committee (PDC) is to provide technical guidance to the development of the National Hazard Mitigation Policy.

2. More Specifically, the PDC Membership will be required to:

- 2.1 Elect a Chair and a Secretary;
- 2.2 Finalize the Scope of Works to guide its operation
- 2.3 Prepare for meetings by being familiar with national documentation relevant to the development of the national hazard mitigation policy development process;
- 2.4 Determine a schedule for post-workshop policy development sessions;
- 2.5 Attend policy development sessions;
- 2.6 Guide and supervise the national hazard mitigation policy development process;
- 2.7 Establish a clear and transparent process for monitoring and implementation of process activities
- 2.8 Develop and implement an information and education programme to parallel the National Hazard Mitigation Policy Development Process
- 2.9 Provide technical input to guide the development of the draft and final National Hazard Mitigation Policy;
- 2.10 Participate in drafting sessions of the National Hazard Mitigation Policy;
- 2.11 Serve as a review panel for the draft National Hazard Mitigation Policy.

3. PDC: Composition

The PDC shall comprise approximately five (5) members inclusive of the Local National Hazard Mitigation Policy Coordinator (LPC). Expertise within the group shall include:

- Hazard mitigation
- Hazard mitigation planning
- Policy Development and/or policy writing

4. Chairman

The Chairman will be responsible for:

- 4.1 The convening of meetings including drafting and technical review sessions of the PDC in collaboration with the LPC;
- 4.2 Ensuring the dissemination of documents as required;
- 4.3 Ensuring, in collaboration with the secretary, that an accurate summary of each meeting is prepared and forwarded to all members no later than two (2) weeks following conclusion;
- 4.4 Ensuring adequate follow-up on the undertakings of the members of the PDC
- 4.5 Developing a mechanism for informing national stakeholders of the progress of the project.

Completion of the National Hazard Mitigation Policy of (COUNTRY NAME)**Work Programme – Policy Development Committee**

No.	Task	Responsibility	Actual Dates	Comment
1	Engagement of the Country Hazard Mitigation Policy Coordinator	NDC		
2	Convene Hazard Mitigation Policy Adaptation Workshop			
3	Formal Establishment of the Policy Development Committee (PDC)			
4	PDC Meeting 1			Meeting will finalize work plan and schedule follow up meetings, clearly stating objectives and expected outputs
5	Prepare 1 st draft of the National Hazard Mitigation Policy			
6	Consultation process			This item to be elaborated but will include schedule for revision and commenting on the draft document and include the planned national review process and schedule.
7	National stakeholder consultation to discuss and finalize draft National Hazard Mitigation Policy			
8	Completion of Policy			
9	Policy to Cabinet for final approval			

NB: Policy adaptation process may span approximately 8 months.

APPENDIX FIVE: DEFINITION OF HAZARD MITIGATION

What Is Hazard Mitigation?

The occurrence of hazards is inevitable and we cannot control many hazardous events. Hazard mitigation activities can reduce or eliminate the damage from hazardous events. These activities can occur before or, after an event. Hazard mitigation is however always a pre-disaster intervention as it involves putting systems in place to avoid or lessen the impact of an event. A fundamental premise of hazard mitigation is that the current dollars invested in hazard mitigation will significantly reduce the demand for future dollars by reducing the amount needed for emergency repair and reconstruction following a disaster.

Hazard mitigation can reduce also the social and economic disruption that often accompanies a hazardous event through damage to infrastructure, dislocation of people, loss of jobs and disruption of business activities. While we cannot prevent hazards we can reduce some of their adverse effects. There are tools and techniques, which can allow us to avoid some of the damage when a hazard does occur. Essentially:

- Hazard mitigation is a long-term activity.
- Hazard mitigation can break the cycle of repeated damage from hazard events.
- Hazard mitigation is about refusing to accept that damage from hazard events is inevitable.
- Hazard mitigation is about organizing a society to act in its own interest.