

Dear Sir / Madam,

Trevor Hamilton and Associates (TH&A) with Lt. Col. (Retd) Stacey Thompson as lead consultant has been awarded the Consultancy: ***Assessment of Current Disaster Risk Management Practices in Small and Medium Enterprises (SMEs) in two sectors and identify Needs and Barriers to Integration of Disaster Risk Management (DRM) in Business Practices.***

This consultancy forms part of the “Enhancing Knowledge and Application of Comprehensive Disaster Management (EKACDM)” initiative being implemented by the University of the West Indies and funded by the Canadian Department of Foreign Affairs, Trade and Development (DFATD). A number of Caribbean States will be consulted and two sectors – ***Agriculture and Tourism***, have been selected for special attention.

To this end we are seeking your kind assistance with the following:

- i. One hour of your (or staff) time to complete the attached survey sheet and return to us by **14<sup>th</sup> September, 2015.**
- ii. Assistance in identifying and inviting relevant stakeholders for consultations, including SME managers and employees, government and non-government agencies.
- iii. Provision of venue and facilities for consultations if necessary.
- iv. A short meeting at your convenience to verify perspectives of your agency.

Additionally, we intend to present the findings through a region-wide videoconference in early November but will further advise you as soon as a date is determined.

We therefore request this and any other assistance that you may be able provide towards achieving these objectives and look forward to providing additional information and clarification where required.

For additional information, please contact Lt. Col. (Retd) Stacey Thompson [stacey@abacusjamaica.com](mailto:stacey@abacusjamaica.com), telephone number (876) 754 7775, or Stephanie Grant [stephanie.grant84@gmail.com](mailto:stephanie.grant84@gmail.com) telephone number (876) 754 7775.

We look forward to hearing from you and will call to follow up on this request.

Yours Sincerely,

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Ms. Stephanie Grant  
Associate