

Meeting Minutes among Chairs / Representatives of SEA NSs Three Technical Working Groups (Disaster Management, Health & Organizational Development)

Follow up to Yangon Meeting

24- 25 July 2013, Bangkok, Thailand

Executive Summary:

The 17th Regional Disaster Management Committee meeting was held from 11 June to 13 June 2013 in Yangon, Myanmar with participation of 44 representatives, out of which 28 from 11 National Societies in the South East Asia Region – Brunei Darussalam, Cambodia, Timor-Leste, Indonesia, Laos PDR, Malaysia, Myanmar, Singapore, Thailand and Viet Nam¹.

This RDMC meeting was a unique in a way that the participants (Directors/Managers) from both Health and Disaster Management (DM) Departments of the National Societies in Southeast Asia Region came together to discuss about how to work better in an integrated manner, discuss about current situation, achievements and challenges. Following the leadership meeting recommendations, this meeting has identified the need to have one forum to maximize NS resources in order to provide better service to the people in needs.

The meeting in Yangon discussed and agreed to meet in Bangkok during July in order to finalize the name of the new “forum”, related ToR and fine tuning of the Road Map, meeting will follow up in July 2013 involving key representatives of ex-RDMC / ex- Health WG - Dr. Barlee-TRCS, Arifin-PMI and Ryan-PRCS for further coordination with members and Community Safety and Resilience Unit (CSRU). Considering the nature and main purpose of the Road Map and long-term importance of such forum, it was jointly decided to invite the chair of SEA Organizational Development forum to join this meeting. As per the decisions of 17th RDMC meeting, the above mentioned representatives met in Bangkok on 24-25 July and worked on name of the new forum, related ToR and other points and also outlined the points to share during next leadership meeting in March, 2014. The two days meeting mainly discussed following points and agreed to:

- Name of the regional platform: Regional Forum for Community Safety and Resilience (RFCSR).
- The RFCSR Chair as concurred among meeting participants is Dr. Anmat Barlee
- Regional forum for community Safety and Resilience(RFCSR) is constituted of three technical groups namely:
 - a. Disaster Management Technical Working Group (DMTWG) – until now know as Regional Disaster Management Committee),
 - b. Health Technical Working Group (HTWG) – until now known as Regional Health Working Group and
 - c. OD Technical working Group (until now known as OD Forum).
- The zero draft ToR of RFCSR has been shared along with this meeting note with rest members for final feedback.
- Representatives (Dr. Jyoti-OD, Pak Arifin-DM and Ryan-Health) of Technical working group will share the zero draft ToR of respective members of technical working group for final feedback by middle of August, 2013. Regional forum and technical working groups will focus on DP/Response and Recovery, CCA/EWEA, DMIS/Knowledge Sharing, RFL/Migration as DM core technical theme. Similarly, CBHFA and PSP, Emergency health and Watsan, Blood services and HIV/AIDS, and Health Care Services as Health core technical theme.

¹ 17 RDMC report has been shared separately.

- Likewise Advocacy, Partnerships, networking, volunteer and Youth, Resource mobilization as well as integrated assessment and planning as OD core technical theme. Gender, climate change, people with disability and children are cross cutting components to scale up our reach to vulnerability.
- Health components have been incorporated into Road map during the Yangon meeting by health managers of each NS of the region. Chair of OD forum will coordinate with respective working group members to incorporate the OD components and share back by middle of August, 2013.
- The meeting has also identified the action points to share during the next leadership meeting in March, 2014.

Details process report

Day 1 – July 24, 2013

Agenda Item 1: Opening Ceremony

The meeting was inaugurated by Ms. Anne LECLERC, Head of South East Asia Regional Delegation. She expressed her warm welcome to all the chairs who have been trying so hard to make this happened and her congratulations to all three existing forums (Regional Disaster Management Committee, Regional Health Working Group and Organizational Development and Youth Forum) for their commitments and steps up towards Resilience in South East Asia region.

She strongly stressed on the importance of Advocacy and Humanitarian Diplomacy roles and tasks of individual member of the Movement as we have been doing it for years but more to be done ahead to ensure our voices, images and reputation are heard and known. She also shared a good news about the Canadian government has just approved a regional project proposal submitted by the South East Asia Regional Delegation in which the project will be focusing on few critical issues such as Disaster Risk Reduction Advocacy; Gender diversity; Communications; IDRL; and Partnerships. She strongly believes that the project can somehow complement to what we have been doing on various issues toward community safety and resilience and continue to lay a solid foundation in terms of capacity building and confidence in these mentioned thematic areas.

In her closing speech, Ms. Anne wished a strong region with great



Figure 1- Flow of Communications and Coordination

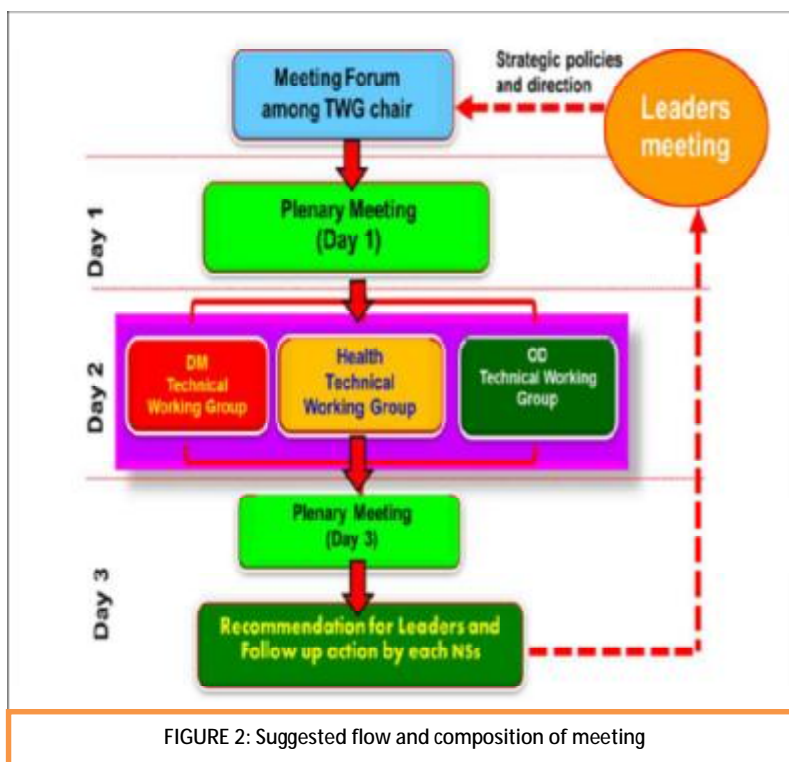
expertise and experience in response and risk reduction. She also wished all present to have fruitful and constructive discussions in the next two days.

Agenda Item 2: Draft Zero of the Terms of Reference

The group members expressed appreciation to Pak Arifin for a great work to be done so far on this draft version and it would be a main source of information for the group discussion. Before his presentation about the draft, he started by saying that in some stages we are missing the link between our leaders and technical people. Therefore, we might need to find out more effective ways of communications and sharing if our traditional methods have limited impacts. He suggested that informal forum via social media such as Facebook (Groups) or conference call should be set up where many successful stories seen and it is a trend that people spend more and more time sharing their opinion on this kind of social media. The group is also very positive with this suggestion and we should try to see how it works soonest we could.

According to voting from participants of Yangon meeting through email, it is likely that more votes went to “Regional Community Safety and Resilience Forum” and the group also agreed with the proposed name for the forum. Three existing forums named Regional Disaster Management Committee, Regional Health Working Group and OD Forum to be named as *Technical Working Group* (TWG).

He started his presentation by emphasizing on the structure and the flow of communications and coordination as it will be key elements and weaknesses of our network at the moment. Refer to Figure 1 for further information. A small discussion followed by Arifin first slide on the structure, the discussion focused on few issues:



• The bottom-line of this suggested structure is to make us stronger and more recognized;

• Identification of national society focal points for specific thematic areas is needed to ensure sufficient information flow and sharing among the technical group and benefits to all national societies.

• It is expected that national society leadership gradually recognize the importance of this kind of forum and technical groups and make some

necessary contributions in the future when it comes to physically face to

face meeting among members.

- Further comments and inputs are welcomed by all members by sharing the draft version of the ToR after this meeting together with the meeting note.
- All agreed that the chairman of the forum should be delegated to Dr. Amnat Barlee taking into consideration of his roles as head of both DM and Community Health from the Thai Red Cross. In

this nomination, Dr. Barlee accepted the offer and made a promise to try his best in this role to bring up important issues and voices from this forum to the national society leaderships and will see how it works for the first meeting tentatively in June 2014 and then decision to be made by all members if he really performs his roles as the chair.

- The discussion also stressed on the importance of making a list of possible thematic areas as core pillars of the “Resilience House”. The thematic areas are listed below:

Table 1

DM	Health	OD
DP/Response and Recovery	CBHFA and PSP	Advocacy, Partnerships, Networking
CCA/EWEA	Emergency Health and WatSan	Volunteer and Youth
DMIS/ Knowledge Sharing	Blood Services and HIV/AIDS	Resource Mobilization
RFL/Migration	Health Care Services	Integrated Assessment and Planning
Cross- cutting issues: Gender; Climate change; People with disability; Children		

- Each technical working group should come up with detailed ToR focusing on operational roles and tasks. Technical groups will be responsible to bring up the agendas for regional CSR forum.
- It is suggested that mapping out needs for support from each national society should be executed rather than equal consideration of their roles and participation. By doing so, the group knows which issues are more concerned and relevant to specific national societies.
- The Technical Working Group should discuss among members and come up with a list of focal point for each thematic area and submit to the leaderships for their approval.
- Maximize the social media or informal communications to share information, practices and documentations.
- To ensure equal right in providing inputs, feedback and comments to the documents, reports and consultative documents, it is suggested that a strong message with deadline to be communicated among members and if no response by the deadline, it is considered their agreement toward it then open the way for moving ahead.

After the group discussion, Pak Arifin continued his second slide referring to the flow and composition of the next meeting, refer to Figure 2 below. A small discussion with some concrete suggestions as follows:

- The report of the recent RDMC plus Health managers meeting in Yangon and the draft ToR of this group should be sent by HoRD to all SEA national societies leaders before the meeting then follow up by a reminder to all leaders if they have any feedback, comments and inputs two months before the actual meeting takes place.
- It is agreed that the first meeting, which is scheduled in June 2014, should bring three directors/heads of DM, Health and OD from each NS to the Forum then an evaluation of its relevance and efficiency to be carried out to see how it really works. In the meantime, all members

should take responsibility to advocate to their leaders about financing their participation in the future.

- Three Facebook groups to be established for three technical working groups of DM, Health and OD then thematic area groups should be created underneath.

Day 2 – July 25, 2013

Second day started with recap of Day 1. Ryan, Co-chairman of the regional health working group, shared his observation and ideas of South East Asia Resilience House illustrated in Figure 3 below:

The SEA Regional Community Safety and Resilience Forum shall serve as a prime platform for coordination among national societies for programming and operations. Twelve pillars demonstrated above representing for twelve key identified thematic areas referred in Table 1 above. The group discussion also pointed out few major issues such as:

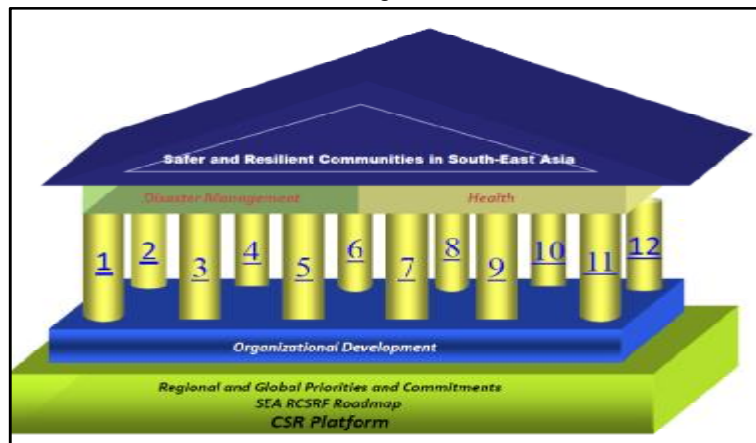


Figure 3-South East Asia Resilience House

- OD will be standing in the foundation and pave the way for technical programmes, projects and services provided to reach the community including guidelines, policies, process and human resources etc.
- Foundation should be built on the needs of specific programmes- an example from PMI that a temporary house can be set up in a short period of time to address emergency needs then that house can be gradually strengthened throughout the implementation process.
- There should be a collective recommendation from the Forum to the Leadership rather than individual TWG.

Agenda Item 2: Integrated Roadmap vs. Community Safety and Resilience Framework

Before the discussion starts, Ms. Indira provided some updates on the progress of the Community Safety and Resilience Framework revision with key points as follows:

- The consultant group hired by the IFRC in Geneva for the revision of Global CSR Framework withdrew from the job.
- The IFRC will do the internal consultation process from now until end of August and hopefully the revised Framework will be available to share wider in early September 2013.
- The Community Safety and Resilience Roadmap is to be further updated with inputs from OD Technical Working Group and once finalised it will constitute an annex to the Terms of reference of the RCSR Forum.

Followed by Indira's updates, a group discussion with key points to be captured below:

- PMI is in the process of revision of its DRR Framework to accommodate other emerging issues such as climate change, migration and health related issues. This time PMI takes into consideration of

involving private sector in its implementation and many successful examples here and there show us that this potential source needs to be further investigated in the future.

- RFL is one of issues raised by the leadership meeting recently in Laos and this group needs to further involve ICRC to provide its technical support. However, the group's suggestions that ICRC should explain better to national societies about its added value in case of natural disasters and what can be provided /supported by the ICRC. It should be considered to develop case studies of good practices and services provided by ICRC to national societies in the region on the way they work, value they add and their cooperation to be further promoted such as Myanmar, the Philippines or/and elsewhere.
- The group should re-engage ICRC to this forum in the next meeting with specific requirements.
- The translation of the Roadmap into national society context becomes very important to ensure the linkage between the regional to national and local contexts.
- The ToR and Roadmap should reflect leadership's concerns as they would like to see what have has done differently rather than what have been achieved such as (1) integrated planning, (2) institutional partnership with academia's, ASEAN etc. (3) something strategic and promising for future replication and sustainability.
- Building up strategic relationships with ASEAN/AHA Centre to learn from each other through a study visit and internship is a good way to plan for. Since PMI is much closed with ASEAN Secretariat in terms of distance and relations, PMI together with the regional delegation can initiate this and bring other interested national societies on board.

Agenda Item 3: What to prepared toward the next leadership meeting and reflection to the previous Leadership meeting's recommendations

1. About Regional CSR Forum and related ToR for TWG:
 - Endorsement of the 17th RDMC plus Health Managers meeting in Yangon in June
 - Finalization of the ToR for the Regional Community Safety and Resilience Forum
 - Finalization of CSR Roadmap with OD TWG's inputs.
 - Collective report from three TWGs to leadership by February 2014.
2. Disaster Response Tools:
 - RDRT SoP review and revision to be in line with current situation
 - Review all existing RDRT members and choose the most active, experienced and skilful to be refreshed and further updated to be compatible with ERAT team.
 - Standardisation of NDRT training curriculum to be in line with RDRT training package.
 - Organization of RDRT Team leader training for South East Asia RDRT.
 - RDRT should be staff members rather than volunteers.
3. Regional Cooperation:
 - Continue the strategic relationships with ASEAN/ARDEX/AHA Centre
 - Build up relationships with Academic institutions and private sector
 - Annual resource mapping and regularly updated on online library (Google sites)
 - Exchange and cross border participation in training or simulation to learn from each other's.

- Continue to engage and represent RCRC in various forums to showcase our practices and position ourselves in humanitarian works and community safety and resilience.
- Mainstreaming gender diversity into programming and documentation of what have been done so far on this issue as many good practices are around the national societies in the region.

Agenda Item 4: Conclusions and way forward

Dr. Barlee, the chair of newly established RCSR Forum, stated that the meeting has achieved its objectives as mentioned above and much appreciation goes to all people who were present here in this meeting and their efforts as well. In his closing speech he concluded with several action points as follows:

- The OD TWG chaired by Dr. Jothi needs to share their inputs to the existing Roadmap by 16 August 2013.
- Three TWGs need to finalise the draft of operational ToR by 30 August 2013
- CSR Forum will meet annually with participation of all three directors per national society; at least one annual meeting among the chairs; and ad-hoc meetings if needed.
- Thai Red Cross offers their willingness to host this similar group meeting or bigger meeting in the future in terms of meeting venue and similar message goes to all national societies in the region to do the same.

List of participants:

1. Dr. Amnat Barlee- Chair of RDMC- nominated the Chair of the Regional CSR Forum
2. Dr. Jothi- Chair of the Regional OD Forum
3. Pak Arifin- Chair of DM Technical Working Group
4. Ryan- Representative (proposed Chair) of Regional Health Working Group
5. Ms. Anne LECLERC, Head of Regional Delegation
6. Ms. Indira Kulenovic, Head of CSR Unit, Bangkok Regional Delegation
7. Mr. Sanjeev Kafley, DRR Advisor, CSR Unit
8. Mr. Hung Ha Nguyen, DRR Programme Manager, CSR Unit, Bangkok Regional Delegation
9. Mr. Abhishek Rimal, Regional Health Programme Officer, CSR Unit, Bangkok Regional Delegation