

**Minutes of
Eleventh Regional Disaster
Management Committee**

**21st – 23rd March 2007
Don Chan Palace
Vientiane, Lao PDR**



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Day 1: Wednesday, 21st March 2007

Opening ceremony and welcome

Dr. Snivourast Sramany, President of Lao Red Cross

Mr. Trishit Biswas, Cooperation Delegate, International Committee of the Red Cross, Regional Delegation

Mr. Michael Annear, Head of Disaster Management Unit, Southeast Asia Regional Delegation

Dr. Bountheung Menvilay, Head of Disaster Preparedness and Relief Division, Lao Red Cross (chair person)

The President of Lao Red Cross, Cooperation Delegate from ICRC Southeast Asia and the Head of Disaster Management Unit Federation Southeast Asia Regional Delegation, welcome participants and give opening comments.

11th RDMC Meeting objectives

Mr. Michael Annear, Head of Disaster Management Unit of Regional Delegation

By the end of the meeting, the participants will have:

1. Followed up on the activities achieved against the action plan developed during the last RDMC Meeting.
2. Received presentations from all NS on an innovative project they have or are implementing; understand the focus for the RDMU in; obtaining and updating on the establishment of the Asia Pacific DMU; and hear the current challenges facing the ICRC.
3. Discussed the past, present and future of RDMC and consider recommendations from the 3rd sub-group meeting.
4. Reviewed contingency planning within the region.
5. Discussed the United Nations humanitarian reform process including the cluster coordination mechanism
6. Received an update from the International Federation's shelter department and see where NS can provide support.
7. Discussed improving assessment techniques within national societies, disaster response mechanisms and disaster risk reduction activities.
8. Discussed issues around volunteer management and sharing of experiences in information management and advocacy.
9. Discussed working with partners within this region.
10. Reviewed the RDMC project identification, and.
11. Agreed on priority issues for the four sub-groups to take forward in 2007 and the venue and date for the next meeting.

11th RDMC Meeting expectations

Mr. Michael Annear, Head of Disaster Management Unit of Regional Delegation

The participants were asked to identify their expectations in attending the 11th RDMC meeting. These were then collated and in summary the main expectations were:

- To look forward in developing further the regional DM capacity through drawing on the collective experience of the RDMC as well as individually taking from the RDMC to support NS develop individually.

- To gain information and lessons learnt in key technical areas including: DRR; CBDP; Recovery; Clusters; Volunteerism; DM policies and guidelines.
- To continue the regional partnership and identify regional priorities as well as improving coordination within the RDMC, NS and with PNS and other donors.
- To exchange information and experience both formally and informally.
- To leave with a greater understanding and overview of the RDMC its progress and explore the current challenges together.
- Better understanding of the DM work and context in SEA NSs and added value of support through federation global and regional structure;

Follow up of the 10th RDMC Meeting

Dr. Sam Ath, Director of Disaster Management Department of Cambodia Red Cross

The meeting adopted the presentation and feed back on the achievements made against the activity plan agreed to during the 10th RDMC meeting. It was noted that there was no progress made against the request from the Southeast Asia Leaders to development of terms of reference and suggestions hosting of key centres in the areas of logistics, training and coordination. It was agreed that this issue would be taken forward by this meeting.

Report back on the 3rd RDMC Subcommittee Meeting

Mr. Benjamin B. Delfin II, Disaster Management Manager of Philippine National Red Cross

The participants agreed with the recommendation of the 3rd sub-group meeting to review the operational methodology of the four RDMC sub-groups. It was agreed that each sub-group would prioritise key issues during the meeting to be addressed by flexible working groups rather than a stagnant membership. It was further agreed that the flexible working groups would be made up of NS representatives from different departments (i.e. OD, Health, Information) and not only DM to ensure the right people were contributing to overcoming the issues.

National Societies Present their Innovative Projects

Each NS presented an innovative project they are implementing or have implemented to exchange best practice. In support of this presentation a summary of the activities completed by each NS during 2006 was circulated.

Cambodia

Dr. Sam Ath, Director of Disaster Management Department of Cambodia Red Cross

Disaster Response Preparedness Project: a two year project supporting the NS wide decentralization process through developing disaster preparedness and response capacity of CRC branches to efficiently and effective prepare for and respond to disaster situations.

Comments and questions:

- CRC have learnt from their incorporation of the flood early warning project into their CBDP project and would like to also incorporate issues of climate change as well. However there is some complication in achieving this to date.
- CRC are willing to expand their DM activities further however there is a problem of capacity and appointing the staff. Thus they are forced to delay the commencement of the DRP project until they are able to free up some existing staff.

Philippines

Mr. Benjamin B. Delfin II, Disaster Management Manager of Philippine National Red Cross

143 Project: the development a nation wide network of 43 volunteers in each Barangay who will be 'the eyes, ears, mouths, hands' and most importantly the extension of PNRC in every community across the country.

Comments and question:

- The 143 project looks ambitious however it was noted it is considered to be an ongoing process which will be strengthened over successive years.
- This will be supported by the inclusion of the 143 concept into the NS strategy. It was important to note that project has pushed an institutional process for which the NS will be able to more effectively implement future programs.
- It was noted that the upcoming workshop on Volunteers in Emergency will provide good input into the 143 project.

Singapore

Ms. Serene Chia of Disaster Management Manager of Singapore Red Cross

Local Response-Creating Community Awareness: addressed the importance of making links to local civil society and government organisations in developing a coordinated approach to national and international disaster management activities.

Comments and questions:

- The national society is focused on preparing and responding to urban disasters nationally and supporting international disaster response operations.
- SRC is exploring partnerships with the Civil Defence Force who are the nominated 1st responders for national disasters.
- There was also a discussion on the planned ASEAN Regional Disaster Exercise (ARDEX), and how SRC and the RDMC could be involved in this. The scenario will involve an earthquake in an urban centre.

Malaysia

Mr. Kulwant Singh, Manager of Disaster Management Department of Malaysia Red Crescent

Adoption of an Indigenous Village, Kg Peta, Johor: a comprehensive approach linking disaster response, relief and recover to support a community recover from a devastating flood event.

Comments and questions:

- The project was considered interesting in its holistic approach to relief, recovery and longer-term development.
- There were discussions around the exit strategy of MRC and how the community will be involved in its development.

Myanmar

Mr. Kyaw Soe, Head of Disaster Management Division of Myanmar Red Cross Society

Safer Voluntary Service Program: a timely reminder of our responsibility to care for and protect or volunteers in the work they do in support for NS programs.

Comment and questions:

- The participants agreed it was important to consider the safety and security of their volunteers.
- There are examples of welfare funds for volunteers in some NSs in other regions that need to be investigated.
- The Asia Pacific OD department are currently reviewing the volunteer welfare issue and have offered an insurance option to NS.
- The government of Vietnam endorses the intervention of the VNRC volunteers.

Indonesia Red Cross

Mr. Arifin M. Hadi, Head of Disaster Management Division of Indonesia Red Cross PMI

Integrating Climate Change Adaptation into Disaster Risk Management: a leading step in learning from the implementation of independent activities which combined achieve a holistic approach to working with communities in addressing their hazards.

Comment and questions:

- National Societies need to consider greater activities around the context of climate change and the incorporation of such issues into its tradition projects.
- Climate change is common concern of the managers of different National Societies.
- There are opportunities to work with PNS such as the Swedish Red Cross who are supporting projects related to climate change in many National Societies.
- Climate change is important and now RCRC need to take a leading role with regard to the adoption of climate change with support from the Secretariat.
- Disaster risk reduction activities can take many forms from education in schools, awareness in communities, policy changes as well as mitigation or supportive activities in areas such as water, food production, sanitation, environmental protection etc.
- The low capacity and education in local communities does not mean they are not able to adapt to their changing environment and this needs to be considered in supporting disaster risk reduction activities.
- It is important not to forget the possible negative impact on the community from the activities we implement.

Thailand

Dr. Pichit Siriwan, Head of Relief Division of Thai Red Cross

Thai Red Cross Innovative Projects: outlines the experience in developing national disaster response tools and equipment to better meet the needs of the communities affected by disaster such as Thai Red Cross Mobile Kitchen and Mobile Surgical Units.

Comments and questions:

- It was suggested that when developing a mobile response unit you need to consider the type of vehicle for where you want it to go i.e. high clearance.
- There was support for the development of such response tools to increase the response capacity and preparedness within the region.

Lao PDR

Dr. Davong Xayasane, Deputy Head of Disaster Preparedness and Relief Division of Lao Red Cross

Community-Based Disaster Preparedness Project: provides unique lessons on the implementation of community based activities integrated with first aid and based on strong links to local government organisations.

Comments and questions:

- The importance of linking with local government structures was highlighted and agreed to by the participants
- It was also noted that CBDP activities do not always require payment to volunteers.

Vietnam

Dr. Phung Van Hoan, Director of the Social Welfare Department of Vietnam Red Cross

Lesson Learned from Typhoon Operation: outlined the experience of implementing relief and recovery activities in supporting communities recover from a devastating disaster and in doing so reduce their vulnerability to future such events.

Comments and questions:

- When looking to support livelihood options in the area of animal husbandry it is important to ensure appropriate vaccinations of the animals.
- It is also preferable to purchase the animals from the local suppliers to maximise survival.
- The provision of animals needs to be accompanied by training in animal husbandry.
- When supporting shelter activities it is important to consult with the local communities and also be flexible in adopting designs and materials suited to the local cultural and environmental conditions.

Timor-Leste Red Cross (CVTL)

Mr. Kamal Prasad Niraula, Disaster Management Programme Officer of Timor-Leste Delegation

Livelihood Operations to Hata Bilico Community: reflected on the success of benefits of an integrating relief and livelihood activities to support the overall reduction in vulnerability to reoccurring hazards.

Comments and questions:

- It was noted that issues of livelihood have been successfully undertaken to build the resilience of the community in supporting their food security and access to water supply. The project has also been able to develop income which has been used by the families to expand the gardens further.
- The lessons learnt from this project will be incorporated into the newly developed CBDP project to be commenced in a few months.

The experience and knowledge gained through the implementation of the innovative projects presented by the NS will be documented for dissemination and future reference in the review and or development of DM activities across the region. This will also be linked to the update of the Southeast Asia Disaster Management Brochure.

Regional Disaster Management Unit Activities

Mr. Michael Annear, Head of Disaster Management Unit of South East Asia Regional Delegation

An initial presentation on the activities planned for 2007 inline with the four strategic objectives of RDMC to be supported by the RDMU was given. This was then supported by short presentations on two activities undertaken during 2006 which included the Southeast Asia Regional Disaster Management brochure and resource mapping exercise.

Disaster Management Brochure

May Nwe Nwe Aung, Disaster Management Assistant Programme Officer of South East Asia Regional Delegation

The brochure has been developed to promote the achievements and activities in disaster management of National Societies within Southeast Asia. The structure of the document allows it to be easily updated or expanded by each National Society to incorporate additional pages. The current topics include disaster management, IDRL, RDRT deployment and community based early warning systems. The brochure should be used to promote the work of SEA National Societies and the Regional Disaster Management Committee with their government, donors, development partners, communities and their own National Society.

Resources Mapping

Mr. Nguyen Hunga, Disaster management Programme Officer of South East Asia Regional Delegation

Regional resource mapping undertaken by the RDMU at the request of the 10th RDMC meeting was shared for question and comment. The meeting welcomed the mapping as an effective tool which the participants considered extremely beneficial in facilitating the sharing of information and resources. All NSs were reminded to send their relevant policies, plans and other tools to the RDMU so that the mapping exercise could be completed and an updated version then disseminated. This process will be undertaken periodically (i.e. every 6 – 12 months) and will be supported by linking to other survey and information gathering activities from various sources to avoid duplication.

Asia Pacific Disaster Management Unit Activities

Mr. Latifur Rahaman, Disaster Management Delegate, Asia Pacific Service Centre

A presentation on the background of the Asia Pacific Disaster Management Unit and its priority activities was provided. It was stressed that the AP DMU is not an extra layer and will support the development of resources and capacity through the existing Federation Secretariat structures. The action plan for 2007 of AP DMU was also shared.

Comments and questions:

- A short update on the progress of the Federations decentralisation process was provided.

ICRC Update and Activities

Mr. Trishit Biswas, Cooperation Delegate of International Committee of the Red Cross, Regional Delegation

ICRC has re-organized itself in the last year to fine tune its operations with regard to the evolving context in the areas it operates. Accordingly, operational structures have been reorganized into a two layer system, Chief operator in Geneva and Field operators.

At the same time new challenges have emerged due to greater complexity in conflict situations and an increase in internal violations have made it more difficult to determine the root causes of conflict and understand the impact of such events. Furthermore, the emergence of new organizations in the humanitarian field who do not have specific mandates and expertise is adding to the complexity for ICRC to focus on the protection of civilian populations during conflict.

ICRC has also realized a need to increase ownership of NS in the activities it supports and this is particularly the case with regard to re-establishing family links. The need to consider the additional preparedness measures for responses activities undertaken in areas of conflict areas was emphasized as a priority of NS DM programmes. ICRC is willing to support and build up capacity in NS in this area. It was further requested that NS needed to improve the promotion of the RCRC within their volunteer training and recumbent and emphasise the difference between the UN and NGOs.

Comments and question:

- DM Managers have to consider the difference in their response operations in areas of conflict and the RDMC needs to learn from some of its members such as PNRC and PMI. This is especially important as some countries in SEA are experiencing internal conflict at the present time.
- There was some concern that the ICRC's initiative to develop rapid response resources may be duplicating those such as FACT / ERU / RDRT. There was also concern on how the deployment of these resources will be discussed and agreed to by NS. However it was emphasised that this was to fill gaps and not duplicate existing tools and resources.
- There was general agreement that there needs to be further understanding and dissemination of the role of ICRC amongst NS staff and volunteers.
- The meeting also agreed that RFL is no longer an ICRC activity which tended to be the perception in the past. It was agreed that RFL should be considered as the mandate of all RCRC Movement partners.

Regional Disaster Management Committee: Past, Present and the Future

Mr. John F. Mamoedi, Senior Emergency Response and Preparedness Programme Officer of South East Asia Regional Delegation

A brief presentation on the history of the RDMC over the last six years was undertaken. This included initially reflecting on the common challenges that DM Managers faced when establishing the RDMC; the achievements made over the six years; and the changes in the current environment.

From 2001 to 2006 a number of influential decisions have been made have which included:

- 1st and 2nd meetings, 2001: a statement confirming the relevance of regional cooperation supported by the adoption the "Framework Document for the Federation's DM Cooperation in SEA", and the four major objectives of the RDMC.
- 3rd meeting, 2002: agreed that Geneva Secretariat, ICRC representatives and interested PNSs should be invited to attend the RDMC meetings.
- 6th and 7th meetings, 2003 and 2004: was a stage of information and knowledge accumulation around a number of emerging thematic issues.
- 8th meeting, 2004: There was a general feeling that more active participation and follow-up after the meetings was need to continue the spirit and cooperation of the

RDMC.

- 10th meeting, 2006: ratified the Program and Organizational Frameworks, however the sub-group chairmen were tasked to review the working methodology of the sub-groups and identify how these could be rejuvenated.

In looking at the major turning points above we are able to get a sense of how the RDMC has grown over the previous 6 years into a well recognised and functioning regional network. However to gain a wider understanding on the RDMCs achievements it is important to look at some of its achievements. To assist in this process various (not all) achievements are presented below:

- *Effectiveness of the cooperation in terms of how NS benefit from the corporation:* NS have exchanged experience, policy papers, plans, guidelines and training manuals internally and with external bodies such as ASEAN and UN; The RDMC has added value to the overall RCRC DM program in the region through building relationships and development of tools such as the RDRT
- *Ownership, in terms of how far NS interests and their DM development needs have been supported by the RDMC:* the development of regional priorities are set inline with the four objectives of the RDMC; NS have developed capacity to lead in times of disaster response operations supported by the Federation and PNS; the RDMC has been officially recognised by the Southeast Asia Leadership as the peak body for DM within the region.
- *Participation, in terms of how far NS contribute to maintaining the corporation:* 11 Southeast Asia NS are equal members of the RDMC; NS staff attend meetings to share their experiences and update each other on their lessons learnt, best practices and ongoing activities.
- *Sustainability, in terms of how far the existing capacity of NS have maintained corporation:* there is a strong spirit overcoming challenges collectively; NS have made provided resources and capacity to support disaster response operations.

This review was considered important because in recent years there have been a number of new members join the RDMC who do not know the history and achievements of the RDMC. It also provided a common understanding for the group to then move forward in address the new challenges in the current disaster management environment.

Comments and question:

- It is important to recognise the region does and unfortunately will continue to face issues of internal conflict in some countries. Thus it is important for the RDMC to address the specific needs of operating in this area. It was proposed that this be included as a key issue for the RDMC to work on over the next 12 months and report back at the 12th RDMC meeting.
- The meeting acknowledged there were many challenges and new trends which have arisen in recent years, and there needs to be time given to identifying how these can be tackled.
- Discussion was held on the recommendations of the 3rd sub-group recommendations of developing flexible working groups to address the new trends. It was agreed the proposal presented to form flexible working groups under the guidance of each sub-group chairperson was a good way to ensure that the right people were involved in tackling challenges.
- There was a consensus that the RDMC is ready to meet the current challenges and in doing so support each other in developing further.

Day 2: Thursday, 22nd March 2007

Review of day 1

Mr. Kulwant Singh, Manager of Disaster Management Department of Malaysia Red Crescent

Contingency Planning

Mr. Michael Annear, Head of Disaster Management Unit of Regional Delegation

A presentation on the Federations revised Disaster Response and Contingency Planning Guidelines was provided outlining the concept of developing CPs; where they fit within DM policy, strategy and planning; and benefits of preparedness planning in general. It was proposed that the new guidelines be utilised by all NS when they undertaken their contingency planning revision exercises.

Comments and questions:

- There was general awareness of the importance of coordinating with governments during the preparedness of CPs however it was acknowledged that this is not always an easy task. PMI explained their process of maintaining coordination with the Government through the disaster management committees at different levels.
- Once the contingency planning is prepared, it should be disseminated widely including government and other stakeholders for their input.
- It is effective to form a task force in a NS involving all departments (as well as volunteers) who will be involved in a response operation for developing CPs. This needs to be guided by a clear time frame, work and ToR for preparing a contingency plan. It was further agreed that this workplan and ToR needed to be endorsed by the leadership and local authority to ensure their backing and support.
- It was suggested that CPs could be used as an effective advocacy tool for discussions with Government departments and other stakeholders in promoting the work of NS and establishing confidence in a NS capacity. Furthermore CPs are a good tool to discuss what will and will not be undertaken by a NS in times of DR and as such continue the dialogue regarding roles and responsibilities of a NS in times of DR.
- The group stressed that a CP is a live document and is required to be reviewed and revised at regular intervals.
- Contingency plans need to be developed for different types of hazards which can then be linked to a generic national and / or regional level CP.

Business Continuity plan for Avian Influenza

Ms. Serene Chia of Disaster Management Manager of Singapore Red Cross

Singapore Red Cross provided an overview of the process undertaken in developing a business continuity plan for a possible Avian Influenza outbreak. The business continuity plan was developed in consultation with the department of Health and provided the basis from which they could determine their roles and responsibilities. As this is a specific type of hazard/disaster event it was important for the planning to map which staff would be willing to work during the event of an AI outbreak and those who were not. The plan has been disseminated to SRC staff and volunteers.

Comments and questions:

- It was important to differentiate between a contingency plan outlining activities for

response verses a business continuity plan which outlines how a NS will continue to operation in times of a disaster event.

- Considerations under a business continuity plan should be included in a good contingency plan.
- The role of volunteers in the SRC plan is not mentioned and issues of volunteer management needed to be addressed especially safety and access.
- Again it was agreed that contingency planning should be based on consultation and interactions with internal and external partners and never be developed in isolation.

Humanitarian Reform and Clusters

Mr. Graham Saunders, Head, Shelter Department of the International Federation

A presentation on the Humanitarian Reform process with a focus on the 'Cluster' coordination mechanism and how this affects the Federation was provided. The evolution of the cluster coordination mechanism is a result of the humanitarian communities realisation of the needed for better coordination based on experiences from the December 2004 Tsunami and other major disaster events.

The Federations role in convening the emergency shelter cluster and the activities being undertaken at the global level were outlined. This was supported by country experiences in the Philippines and Indonesia. How this could or does impact on the NS within SEA was discussed specifically with regard to the role each NS could participate in this process through providing human recourses and/or supporting linkages to other organisations and governments.

Comments and questions:

- It was agreed that more information on this process was needed to keep NS and the RDMC fully updated.
- Issues around clusters should be included into country and regional contingency planning to be prepared or updated.
- The issue of cluster coordination goes beyond technical level and requires discussion at the leadership level within NS. As such it was agreed that consultation and dissemination of this issue needed to be provided at the next leadership meeting proposed for September 07.

RCRC Shelter Department and NS

Mr. Graham Saunders, Head, Shelter Department of the secretariat of the International Federation

The activities of the Federations Shelter Department were outlined with a focus on understanding shelter and process of 'sheltering'. It was important to clarify that many NS have vast experience in shelter and that it was important to collect this experience from the region to share with NS around the world. It was further emphasised that relief and shelter are two different things, and providing tarpaulins or plastic sheet is not shelter but relief.

The participants identified that shelter is indeed a complex concept and there are many issues related to it including: *logistics; hosting; livelihood; privacy; dignity; affordability; adaptation; do no harm; durability; local legal issues; involvement of community; need capacity assessment; environmental friendly; cultural/religion accepted; local knowledge and resources; accessibility in emergency; awareness of issues-community leaders; mandate of NSs and their capacity; options-designs and standard; maintenance equipment; holistic*

coordination with others; appropriate and HR relief and recovery; different need for different groups; concern for psychosocial support and land entitlement.

Discussions on how the RDMC could contribute to the development of the Federations shelter program were held with an emphasis on capturing the regions experience.

Comments and questions:

- A number of issues were raised by the participants for further consideration and discussion including: who would be responsible for handling shelter issues; what should a shelter provide; what are the legal issues, and who suppose to handle those?
- There was an emphasis on NSs to consider issues of shelter in disaster rehabilitation and recovery.
- The design phase for shelter activities is important for NS so as to ensure they are providing culturally acceptable support. This was emphasised in the previous days presentation by VNRC who supports different needs in costal and highland communities under that same operation.

Improving Assessment Technical

*Mr. Nguyen Hungha, Disaster management Programme Officer of South East Asia Regional
Mr. Dang Van Tao, Disaster Management Manager of International Federation Delegation,
Vietnam*

The presentation focused on getting more familiar with existing assessment guidelines/tools such as Sphere, VCA and the Federations emergency assessment guideline. This was followed by a discussion on how we can improve our assessment tools and approaches in our planning process. This was followed by where and how these tools were being implemented and supported by NS in their programs and the RDMU in activities such as RDRT, and CDBP projects.

A more detailed presentation was provided on the outcomes of the recent VCA ToT and technical training conducted in late 2006 and experiences from VNRC.

Comments and questions:

- There are many good examples of NS undertaking assessment process in simple and easy to understand (by practitioner and community) methods which we should all learn from. It is important to make assessment as simple as possible without losing the quality so as to ensure the outcome is beneficial.
- PMI has recently used a lot of assessment tools which they have reviewed and incorporated into one simple practice. It was supported that this experience could be shared to support standard one for the region.
- It was important to remember that assessment is not about checklists and collecting data, it has to be supported by the practitioners awareness and analysis so as to give an overall picture of the situation faced after a disaster or by a community.
- Assessment process in many countries such as Cambodia is very complicated as different agencies have different format, style and tools.
- There was emphasises of incorporating issues related to conflict situations into assessment processes so as to enable NS to understand the issues facing communities in this situation.

Disaster Response Mechanisms way forward

Mr. John F. Mamoedi, Senior Emergency Response and Preparedness Programme Officer of South East Asia Regional Delegation

A presentation on the development the regional disaster response capacity was provided looking at the changing situation and the need for the region to continue developing. The achievements of the past such as the RDRT are very well respected within the region and globally however the RDMC can not rest on these along.

The current challenges faced today require the RDMC to look at the future development of RDRT and other response tools which will support the NS in improving their disaster response. It was emphasised that the resources developed within the region needed to be linked with existing RCRC tools such as ERUs, the proposed Asia Pacific Regional Rapid Response Network, and linkages with governments.

Comments and questions:

- Discussions on how to take forward the RDRT resulted in a review of the RDRT tool and the current challenges including ensuring members respond to requests, are made available by their NS, and report back after deployment.
- The need for a baseline number of RDRT members and specialised groups was discussed and proposed to be addressed in a comprehensive paper that looked at refresher training and links to team leader courses etc.
- It was also emphasised there has been a change globally on the perception of RDRT and its linkages to FACT. Where in the most recent deployment to the Philippines there was emphasis on getting local FACT trained personnel onto the FACT team.
- To make the most of this NS were encouraged to allow their members to attend global training events such as FACT induction course. This will enhance the ability for members from the region to participate in these response tools.
- The existing SoPs are a good document facilitating international DR assistance with in the region, however they are not adequate for ensuring NS release their RDRT members when requested. It was therefore proposed that additional agreements such as pre-disaster agreements needed to be signed with all NS to ensure that they would release RDRT members when requested.
- It was also agreed that there are many issues in terms of engaging in dialogue with governments to facilitate the recognition of RCRC international assistance in supporting humanitarian needs in times when the government has not called for international assistance.

Disaster Risk Reduction where to from here?

Dr. Sam Ath, Director of Disaster Management Department of Cambodia Red Cross

The presentation identified collaborative and constructive ways forward to enhance the mainstreaming of disaster risk reduction within the region. It also promoted a greater appreciation of the DRR framework and activities which the Red Cross Red Crescent are undertaking such as the proposed global alliance on DRR and linkages to agencies such as UN ISDR at the regional and global level.

Comments and questions:

- The implementation and promotion of DRR should look beyond traditional approached of CBDP and consider incorporation of activities in national education

systems, capacity building, early warning, water and sanitation and education within communities.

- Experiences from PMI show the benefits of integrating specific activities under DRR into one program. For example they have integrated previously separate projects in education, early warning and CBDP into one program. This has assisted in meeting the needs of communities who all have slightly different priorities, problems and different need.
- The success of integrating activities across programs at the community level needs to be supported by integration within a NS across departments i.e. Health and DM.
- Risk reduction is more important than response as efforts in risk reduction can reduce the need for response later.
- We need to improve and simplify our risk assessment needs through the use and adaptation of VCA.

Human Resources: Staff and Volunteers

Mr. Michael Annear, Head of Disaster Management Unit of Regional Delegation

Mr. Kulwant Singh, Disaster Management Manager of Malaysian Red Crescent

Mr. Benjamin B. Delfin II, Disaster Management Manager of Philippine National Red Cross

Mr. Kyaw Soe, Head of Disaster Management of Myanmar Red Cross

Issues we all face in our NS and programs regarding volunteers and volunteer management were presented to the group through specific interventions based on the experience of Myanmar RC, Malaysia RC, Philippines RC and the wider RCRC especially in times of emergencies. The discussion was further linked to the ongoing work of the Federation in the Volunteer in Emergencies study and workshop which is hoped will provides some guidance to the issues being faced by NS today.

Comments and questions:

- It is important to understand or define what is the basic meaning of volunteering, where each NS needs to determine with relation to their structure, programs and cultural issues a clear understanding of what it means to be a volunteer and what is the role of volunteers in their activities.
- A clear definition of what a volunteerism will assist in understanding the needs for managing volunteer resources both within projects and also in general. And in doing so this will identify a clear way forward for how to incorporate volunteers into activities, what training they require, how they can receive feed back and what are their motivational needs.
- It was agreed that volunteer recruitment, training, management and retention is not only a DM issue, rather a NS issue which needs to be addressed holistically. There was a wish to learn form other NS in understanding the basics of volunteer management and what is the expected knowledge and capacity of volunteers.
- It is also important to realise that volunteers are an added value to a NS in many ways not only in implementation of programs. Volunteers are advocates for NS and spokes people within the communities we live and work.
- There is also a need to consider the role of volunteers in the normal situation and their involvement in during and after disaster response operations.

Information Management and Advocacy

Mr. Kamal Prasad Niraula, Disaster Management Programme Officer of Timor-Leste

May Nwe Nwe Aung, Disaster Management Assistant Programme Officer of South East Asia Regional Delegation

The participants were asked to look at the different issues related to communicating the activities and issues in DM within and outside of their NS. They were asked to look at the key strategic areas that RDMC should advocate in the next 5 years? The response was varied and included:

- Volunteerism and volunteer management
- Contingency planning
- Awareness of the Disaster Risk Reduction Framework and need for developing capacity in areas under it.
- Climate Change
- Public awareness on DM
- Leader's support on DM plans and programs
- Effective coordination of programs and activities
- IDRL
- Government to Government deployments and the role of RCRC
- The need, purpose and benefits of emergency relief stocking

These issues were then taken into the group work. This was followed with feed back on a request from the 10th RDMC on developing a website for the network.

Instead of creating a new website for the RDMC the RDMU investigated the possibility of developing a web page on FedNet. FedNet is an extranet for the Federation; work, share information and opinions communicate and inform ourselves. The information on FedNet is posted directly by Secretariat departments, delegations and National Societies. Every RCRC members can register to access FedNet. It was identified that currently each NS are able to publish their articles and also find humanitarian information on FedNet for RCRC partners to access.

A basic course on FedNet was organised by Asia Pacific Service Centre in 2006 in which participants from Cambodian Red Cross, Timor-Leste Red Cross (CVTL), Thai Red Cross, Vietnam Red Cross, Philippine National Red Cross, Myanmar Red Cross and some delegation staff also attended. Following this course the RDMU posted on the FedNet a temporary web page on the RDMC outlining: what is RDMC; the role of RDRT; RDMU; and NS projects and programs. This web page was supported by the NS and the RDMU will regularly communicate with them in updating the information.

Day 3, Friday, 23rd March 2007

Review of day 2

Mr. Dang Van Tao, Disaster Management Manager of International Federation Delegation, Vietnam

Working with Partners

Michael Annear, Head of Disaster Management Unit, Regional Delegation

A brief discussion was facilitated on the perception of partnerships, why partnerships are important and how the RDMC can improve the partnerships it currently participates in.

The participants identified that a partnership(s):

- Do not necessarily need to be formal, and that some of the more productive and equal partnerships are based on informal arrangements.
- Need to be based on trust; accountability; transparency; a mutual interest; and most importantly equality to be effective.
- Agreements within partnerships that clearly set parameters to guide and overcome different interpretations of reporting, evaluation requirements, roles and responsibilities to assist partners jointly achieve the common objective and goal of coming together.
- Are a good way in which the stakeholders can focus on achievable activities and in doing so effectively support the most vulnerable.
- If initiated in a good way partnerships can support long-term relationships in that they provide an avenue for the partners to get to know and understand each other.
- Are formed for many different reasons, however it was identified that the two main ones were to focus on institutional and operational activities.

The participants also identified positive and negative aspects of partnerships which included:

- A greater understanding of each others priorities, constraints and culture which most often results in greater respect and confidence in each other.
- Partnerships enable stakeholders to pool resources and achieve more than could be achieved individually, i.e human and financial resources, and knowledge.
- Partnerships can often be donor driven which provides a barrier for sustainability and effective implementation. This is typical when each partner only provides one resource to a partnership. i.e. one provides financial resources and the other human resources.
- Some unequal partnerships can develop either imbalance in power and/or dependency relationships which are not healthy for all stakeholders and may result in issues of fatigue, corruption, lack of awareness and ownership.

RDMC Project Identification

Dr. Selva Jothi, Chairman of National Disaster Management, Malaysian Red Crescent

Throughout the meeting the participants were asked to reflect and consider a number of issues which were prioritised by the 3rd RDMC sub-group meeting. Specifically the participants were asked to identify the issues they consider are currently a challenge to their NS and which they could contribute towards and thus support other NS in addressing. The initial mapping exercise resulted in the following commitments by NS.

Key Issues NS identified were a challenge to their current programming or where they saw the possibility of sharing lessons.												
Priority Issues											Sub-Group	
Volunteer Management												<i>Individual NS DM support</i>
Contingency Planning												
Assessment – HVCA, Relief, Recovery												
DRR-mitigation, preparedness												
Climate Change												
HFA												
Mapping of NS capacity and resources												
Regional Center												<i>DR and DRP</i>
Relief to Recovery												
RDRT Plans												
Shelter												
Response Mechanism												
Logistics												
Recording of experience												<i>DM information and knowledge sharing</i>
Advocacy/ publicity												
DMIS												
Forums/Workshop												
IDRL												<i>Regional DM Cooperation Framework</i>
Governments												
Cluster												
IASC, UNISDR, OCHA, ADRC, ADPC												
AP DMU												
Advocacy with Leaders												
Regional Project												
National Society	CRC	CVTL	LRC	MRCS	MRC	PMI	PNRC	SRC	TRC	VNRC		

Note: Brunei Red Crescent was not represented at the meeting

Based on the above mapping each sub-group chairperson was asked to facilitate a process with the interested NS of determining the way forward in addressing the issues identified. This process also involved the prioritisation of the issues within each sub-group.

The results of each group discussion are provided in annex 2. A summary of the issues considered as the priority in each sub-group are provided below:

Group 1

Participants in this discussion included: LRC, CRC, MRCS, VNRC, MRC, PNR, TRC, PMI, and Hungha.

The areas of priority included:

- DM Capacity Building
- DM Assessment
- DRR / Contingency Planning / HFA and Climate Change Adaptation (note it was considered that these areas could be linked together)

Group 2

Participants in this discussion included: SRC, MRC, Kamal, and John

The areas of priority included:

- Development of a regional project
- RDRT development plan Centres
- Response mechanism
- Shelter

Group 3

Participants in this discussion included: TRC, VNRC, Atiwan and May

The areas of priority included:

- DMIS
- Recording of experience
- Forum / workshop Attendance of internal and external workshop
- Advocacy/ publicity

Group 4

Participants in this discussion included: LRC, CRC, MRCS, VNRC, MRC, PNR, TRC, PMI, and Hungha.

The areas of priority included:

- Application of the IDRL
- Improved relationship between government to government on disaster response

Way forward and 2007 commitments

Dr. Boutheung Menvialy, Deputy Head of Disaster Preparedness and Relief Division of Lao Red Cross

The way forward under the sub-groups had been identified in the previous session however there were a number of additional issues that had arisen during the meeting have been captured in the action points table in annex 1 and included:

- Following up on information to complete the resource mapping and web page;
- Completion and approval of the minutes by all parties;
- Preparing for RDMC focus group meetings on contingency planning, climate change and IDRL; and
- Confirmation of communication points for NS and DMIS focal people, to name a few.

Evaluation and planning for the next meeting

The preparations and evaluation of the meeting was discussed in plenary on the completion of the overall action plan and way forward. In looking to the next meeting Myanmar Red Cross graciously offered to host the 12th RDMC Meeting, which is proposed it to be held in March 2008. The participants again agreed that the meeting should be held over three days and that the RDMC sub-group chairpersons will meet in early 2008 to discuss and define the agenda of the meeting in consultation with the DM managers of each NS and the RDMU.

The participants then reflected on their expectations and the meeting objectives in evaluation the outcome of the three days together. It was agreed that the meeting had been successful and this was shown through:

- The interventions, participation and often lively discussion undertaken by all participants;
- The fact that all participants kept to the meeting schedule and attended sessions on time;
- The request for additional information and dialogue on issues such as the Cluster coordination mechanism, the shelter department, recovery and VCA techniques; and
- The clear objectives set and committed to by the participants at the meeting to be addressed over the coming year.

Closing ceremony

Dr. Snivourast Sramany, President of Lao Red Cross

Ms. Serene Chia of Disaster Management Manager of Singapore Red Cross

Reflections on behalf of the participants were provided by the representative of Singapore Red Cross which represented the groups enthusiasm, commitment and solidarity in working towards the continual improvement of DM capacity and programs within the region. The 11th RDMC meeting was then officially closed by the President of Lao Red Cross.

Minutes of the 11th RDMC Meeting adopted by:

Cambodia

Dr Sam Ath Deputy Director of Disaster Management Department,
Cambodian RC

Signature: _____

Indonesia

Mr. Arifin M. Hadi Head, Relief Department

Signature: _____

Lao PDR

Dr. Bountheung Menvilay Head, DP and Relief Division

Signature: _____

Malaysia

Dr. S. Selva Jothi Chairman, Nation Disaster Management

Signature: _____

Myanmar

Mr. Kyaw Soe Head of DP/DR division

Signature: _____

Philippines

Mr. Benjamin B. Delfin II Disaster Management Manager

Signature: _____

Singapore

Ms. Serene Chia

Disaster Management Manager

Signature: _____

Thailand

Dr. Amnat Barlee

Director, Relief and Community Health Bureau

Signature: _____

Timor-Leste

Mr. Kamal Prasad Niraula
(*on behalf of CVTL*)

Disaster Management Programme Officer, Timor-Leste
Delegation

Signature: _____

Vietnam

Mr. Phung Van Hoan

Director of the Social Welfare Department

Signature: _____

Annex 1: RDMC action plan 2007-2008

Action	Who	When
Provide outstanding information to complete RDMC mapping activity	PMI, PNRC	End March 07
Prepare minutes of the meeting	RDMU	End March 07
Adopting minutes	RDMC	End April 07
Identify who are your issue group focal points	All	End April 07
Identify RDRT focal points in all NS	All	End of April 07
Identify NS DMIS focal people	All	End of April 07
Disseminate IDRL guidelines to government counterparts	All	End April 07
Receive monthly updates on activities & achievements for distribution	All	Starting April
Distribution of Regional DM update by email and fax to Sec Generals etc	RDMU	Starting April
Provide information for RDMC website every 2 months to May	All	Starting April
Support the standardisation of the RDRT curriculum with AP DMU	RDMU	May 07
Develop guidelines for shelter assessment, insert to RDRT curriculum	RDMU / AP DMU	May 07
Mekong sub-region contingency planning meeting	TRC, VNRC, CRC, LRC	May 07
Meeting to develop regional perspective on CC & IDRL for RCRC Int'l Conference	TBC	May & Sept 07
Prepare a list of relief items appropriate for SEA & share with Regional Logistics Unit	Focal group	July 07
Identify the root causes of why RDRT are not available or do not respond to alerts	Focal group	July 07
4 th RDMC sub-group meeting	Sub-group chairpersons	July 07
Develop pre-agreements for RDMU-NS and RDRT member – employer	RDMU	August 07
Refresher training on DMIS	RDMU	August 07
Prepare a feasibility study for the development of training and coordination centres	Focal group	Sept 07
Reporting to Secretary General and Leadership meetings	Group 4	Sept 07
Well Prepared National Society checklist completed and sent to RDMU	All	Sept 07
Enhance the DM volunteer capacity through improving volunteer management.	Focal group	By end 07
Improves assessment skills in NS – VCA, RDRT, NDRT etc	VCA focal group; RDMU	By end 07
Institutionalise DRR in NS through alignment of programs to HFA	All	By end 07
Support incorporation of CCA into existing DRR programs	All	By end 07
Update and align existing contingency plans with new guideline	TBC	By end 07
Support the development of a field hand book with AP DMU	RDMU / focal group	By end 07
Identify capable persons for shelter cluster group	All	By end 07
Understand RCRC role in government to government disaster response operations	RDMU/Sub-group chairpersons	By end 07
5 th RDMC sub-group meeting	Sub-group chairpersons	January 08
12 th RDMC meeting hosted by Myanmar	MRCS	March 08
Update RDRT database every year and develop RDRT bimonthly availability roster	RDMU with input from NS	Bimonthly
Improve NS guidelines in relief operations	All	Ongoing
Develop better understanding on shelter as a separated issue from relief	All / Shelter Dept	Ongoing
Documentation and sharing of case studies in all activities	All	Ongoing
Discussion with ASEAN for ARDEX07 scenario exercise	SRC / RDMU	Ongoing
Ensure timely and accurate information on disasters is posted on DMIS	All	Ongoing

Annex 2: Individual sub-group action plans

Group 1

Participants in this discussion included: LRC, CRC, MRCS, VNRC, MRC, PNRC, TRC, PMI, and Hungha.

Group one reported back on the issues and proposed way forward as outlined in the following tables:

Challenges	Impacts	Solution
DM Capacity Building		
Many organizations use volunteers/ provide better per diem opportunity	Reduce the performance of services	Increased the best performance and better service delivery
Smart / innovative recruitment process	Reduce images / advocacy / attractive donors	Promote the RCRC images through intensive advocacy
How to sustained/retraining volunteers: training / refreshment; incentive; recognition/reward; insurance/promotion volunteers	Slow response	Improving the response operation
Lack of equipment: personal and group equipment from NS and regional		
Resources: lack of human resources; expertise of is often limited and not multi-skilled; quality and quantity; SOP; right person / right job; less of mobilization, absent the media; data base		
DM Assessment		
Accessibility for volunteers	Late reporting of the disaster information	Standardized & simplified assessment format
Common or standard for assessment process	Delayed services provided	Assessment training
Langue barriers; cultures and gender	Decreased quality of services	Deployment procedure
Safety for involved missioners	Poor planning	
Personal; group's equipment for assessment		
ToR and timeframe		
DRR / Contingency Planning / HFA and Climate Change Adaptation		
Awareness and conceptual understanding, strategy and plans that included the alignment of	Increased vulnerability	Awareness campaign: train volunteer; volunteer network establishment;

HFA/Fed's DRR alliance to be in place		dissemination of IEC materials; standardized training materials (into local language)
Funding available	Dependency to RCRC	DM proposal developed and shared
Sustainability to be ensured	Less community participation and contribution	Ensured the participation and contribution from various sectors
Lack of capacity		Multi- hazards CP are updated and used.
Delayed of response operation		

In addressing the above challenges, possible impacts and solutions the group developed the following workplan:

Issue	Objective	Expectation	Role and responsibilities	Additional Resource	How to Comm.
DM Capacity Building	Enhance the DM volunteer capacity for long term approach through improving volunteers management.	Increase quantity and quality/skilled of volunteers. Improve the cooperation and coordination/mobilization Updated reviewed SOP in place Assessable data based for the regional.	Sharing: policy/strategy; SOP/guideline Mutual commitment: cooperation and coordination Advocacy Monitoring, evaluation, reporting	Technical resource person: training; strategy; policy; resources person; soft ware for database Information system IDRL guideline Code of conduct	FedNet Email Workshop Meeting
DM Assessment	Timely and accurately assessment of information through timely deployment of assessment teams	Accreted report submitted Timely planning Effective services Comprehensive report	Identified multi-skill volunteer availability of Volunteer deployment Effective support from Leadership	Standard assessment tool Qualified trainers Assessment guidelines Adequate logistic support	DMIS timely and accurately submitted
DRR / Contingency	DRR, CP, CCA institutionalized through	Reduced the impact vulnerability	Commitment to all implement of	Policies , guidelines	Regularly commutation /

Planning / HFA and Climate Change Adaptation	a linkage and following the HFA and Fed. DRR alliance.	Enhance capacity at all levels CP regularly updated and utilized	expected outcomes and objective defined	Tools Funding Commitment additional resources Ensure that the RDMC is strongly support	reported of: successes; best practices; and lesson learnt resulting from the program implementation
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Group 2

Participants in this discussion included: SRC, MRC, Kamal, and John

Group two reported back on the issues and proposed way forward as outlined in the following table:

Issues	Objective	Way forward
Regional Centres	Logistics centre has been setup in AP Service Centre, no need further discussion. SEA NSs could provide support (complimentary)	Develop a list of relief items which appropriate for SEA region – link to logistics computerization of KL centre Modified SEA resource mapping by adding logistics component
	Training Centre or coordination centre	Needs for feasibility study/assessment: accessibility, affordability; infrastructure; resource network; and funding
RDRT development plan	RDRT availability	Identify the root causes of why RDRT were not available/not respond when required for deployment Encourage pre agreement for RDRT trained – employer (template developed by RDMU) Update RDRT database every year and develop RDRT bimonthly availability roster
	Standardized RDRT curriculum	Share the existing SEA RDRT curriculum with AP DMU Join with the RDRT related forum Insert conflict component into RDRT curriculum (general), simulation/exercise

	Specialized RDRT training	Develop training module for WatSan, PHiE, logistics, telecom Training plan, ToR Conduct refresher training
	RDRT field handbook	Share the outline of handbook with APDMU
Response mechanism	RDRT SOPs	Encourage endorsement of RDRT SOPs
	RDRT mobilization procedure	Identify RDRT focal persons of each NS Address alert message to DM Managers and RDRT members simultaneously
	Coordination mechanism	Develop better understanding on NSs internal coordination. Emergency period, DM will be a leading sector. When it comes to rehabilitation/recovery, all sector need to be involved.
Shelter	Understanding shelter issues	Develop better understanding about shelter as a separated issue from relief Improve NS guidelines in relief operations Develop guidelines for shelter assessment, insert to RDRT curriculum
	Shelter cluster group	Identify capable persons for shelter cluster group (with good coordination skills)

Group 3

Participants in this discussion included: TRC, VNRC, Atiwan and May

Group three reported back on the issues and proposed the way forward including proposed timeframes as outlined in the following tables:

Challenges	Impacts	Solution
Human Resource limitation in DM	Less communication, less understanding and less coordination	Leadership commitment
Lack of updates on focal person for DMIS		Proper & specific focal persons to attend training
Lessons learned not shared among NSs		Appropriate and specific ways of communication for each NS identified

A lot of work done but not adequately being informed internally and externally		More communication among NSs
		Share DM news to SEA NSs
		Keep update DM Booklet

In addressing the above challenges, possible impacts and solutions the group developed the following workplan:

Issue	Objective	Role/responsibility of NSs	Additional Resource	How to Comm.	Timeline
DMIS	Focal person in each NSs Thai RC RDMC focal person	Commitment of NSs leaders Assign 2 right staff	Computer, internet connection Training or refresher	Email Fax RDMC web page Newsletters	Update focal person every June
Recording of experience	Sharing, update of NSs DM activities Share best case study Keep update of RDMC	Focal persons to provide update on NSs activities TRC coordinates and shares with NS, RDMC, RDMU etc	Computer, internet connection Training or refresher	Newsletter DM booklets RDMC webpage Email	Current update Annual report Monthly update of main activities
Forum / workshop Attendance of internal and external workshop	To send right participants from NSs to training activities to build up NS capacity	Update on DM staff change Immediately feedback on invitations Reminder provided by IFRC	Funding Cost shared from NSs	Fax, Email to S.G and cc DM	2007- 2008
Advocacy/ publicity	To disseminate image and activities of RDMC into public, among NSs and other institutions	MRC and IFRC provide funds for promotion to leaders Open to media, PR staff of each NS Fednet focal person	Training on how to work with media		2007-2008

Group 4

Participants in this discussion included: LRC, CRC, MRCS, VNRC, MRC, PNRC, TRC, PMI, and Hungha.

Group four reported back on the issues and proposed way forward as outlined in the following tables:

Challenges	Impacts	Solution
IDRL/ Government/ Advocacy with Leaders		
Acceptance from relevant government/ other agency to make it legally implemented?	Over-lapping of disaster response operation	Endorsement from the government about the IDRL
Insufficient information about IDRL	Poor coordination among key players	Advocacy
Common understanding of stakeholders about the new law and recognition of specialize groups ie doctors (licensing issue)	Late arrival/ inaccessibility of assistance affects the operation and the image of the movement	Dissemination
Standing MOU between government to government in relation to disaster response	Prolong the sufferings of the affected population (Psychological/ physical)	Dialogue/ workshop
	Specialized volunteer response is poor (international)	

In addressing the above challenges, possible impacts and solutions the group developed the following workplan:

Objective	Expected outcome	Roles and responsibilities	Additional Resources	How to Comm.
Application of the IDRL	IDRL accepted by the govt. Cooperation and coordination improved Improved response mechanism Response team protected	Advocate and disseminate IDRL Adherence to the new law Focal person should be appointed	Policy Guidelines IDRL manual Technical assistance (IFRC/ ICRC)	Progress sharing Feedback/ lessons learned
Improved relationship between government to government on disaster response	Prompt and effective international response Response team protected	Advocacy by the leadership	Policy Technical assistance from RDMU/ IFRC	Information sharing

Annex 3: 11th RDMC participant list

No	Name	Position	Organization	Contact E-mail
1	Dr. Uy Sam Ath	Director, Disaster Management Department	Cambodian Red Cross	samath_uy@yahoo.com
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5	Dr. Bountheung Menvilay	Head, DP and Relief Division	Lao Red Cross	laodphq@laotel.com
6	Dr. Davong Xayasane	Deputy Head, DP and Relief Division	Lao Red Cross	
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List of resource persons

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8	Mr. Harun Alrashid	Disaster Management Delegate	International Federation Delegation, Banda Aceh,	harun.alrashid@ifrc.org

			Indonesia	
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10	Mr. Graham Saunders	Head, Shelter Department	The secretariat of the International Federation	graham.saunders@ifrc.org

ICRC & PNS representatives

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