

**UNITED NATIONS DEVELOPMENT PROGRAMME  
PAPUA NEW GUINEA COUNTRY OFFICE**



**TWO PAGE MISSION REPORT SUMMARY  
Date: 23 April 2018**

<b>Name</b> Michael Sembenombo – Project Manager	<b>Unit</b> DRM	<b>Tel No.</b> +675 321 2877 Ext 251	<b>Travel Authorization #s:</b> Yes
<b>Approved Mission Itineraries:</b> POM – Buka - POM		<b>List of Annexes:</b> N/A	
(From) <b>Inclusive Travel Dates</b> (To) <b>21 – 24 April 2018</b>	<b>Key counterpart (s) in each location:</b>		
<b>Purpose of Mission:</b> Attend and Participate in the Humanitarian Partners Coordination Meeting	<ul style="list-style-type: none"> <li>• Bougainville Regional Disaster Office</li> <li>• Plan International – AROB Office</li> </ul>		

**Brief Summary of Mission Outputs/Findings:**

The UNDP/NDC Disaster Risk Management Project has been working with the AROB Regional Disaster and Emergency Service Office, the ABG and the Humanitarian Partners on the ground to build capacity and improve DRM system in the Region. The Project has been working on key activities as per the project annual work plans. Each of the activities have progressed to different levels and are near completion.

One of the main activity that the project was advocating on is to have a monthly or bi-monthly humanitarian partners coordination meeting at the regional level. This is to ensure each of the humanitarian players in the region know each other, where they work and what they do to avoid duplication, sharing resources and complementing each other's efforts.

The first ever Humanitarian Partners Coordination Meeting in AROB was conducted on the 23 April 2018. This meeting brought together representatives from seven (7) different agencies to meet and discuss on the agendas brought forward by all partners.

Some of the key things discussed in this meeting includes:

- The establishment of AROB Disaster Committee to be comprised of secretaries of various departments within ABG. This is a decision-making body on all disasters and emergencies facing the region. This includes quick decisions on key DRM policies, plans and frameworks prior to submission for endorsement by the Bougainville Executive Council(BEC). The committee has a draft TOR in place;
- Tsunami Evacuation and Response plan developed by the Bougainville Regional Disaster and Emergency Services Office with support from UNDP DRM Project was reviewed and agreed in principle by the Humanitarian partners. Some of the key ABG departments will be further consulted on this plan if needed and presented to the Bougainville Disaster Committee before it is endorsed by the BEC;
- The 3W/4W matrix introduced by UNDP was greatly acknowledged by the regional Disaster and Emergency Services office and the Humanitarian actors. This is a useful tool to be used by the Disaster Office to better coordinate the work of all agencies in the region;
- Plan, Red Cross, Care and IOM presented on the members on about their work plans and the type of DRR activities conducted in the region. This information to be filled out in the 3W/4W/5W matrix and shared with the Disaster Directorate to consolidate and circulated to all partners in a quarterly basis;

**Additional Update:**

- DFAT pointed out that it is very important to know from the Disaster Directorate about what has been done, the progress update, what needs to be done and the gaps plus who is supporting these activities. This will really help to identify bottle necks and followed through to ensure the results of the work done is fully achieved.

**Potential for Partnerships in DRR:**

- With the humanitarian Partners coordination meeting to be convened bi-monthly, it is evident that the partnership among all actors in DRR in the region is highly encouraged. This will contribute to the implementation of Disaster Action plan developed for the region by all actors collectively.

**Observations/Challenges:**

1. The unfavourable weather condition resulted in not all members present at the meeting
2. Regular field visit and support from UNDP to ensure the activities are fully implemented and results achieved.

**Photos:**



Participants that attended the Humanitarian Partners Coordination meeting in Bougainville

<b>Expected Results and Follow-up actions:</b>	<b>Distribution: (Copies to)</b>
<p><u>Results:</u></p> <p>The following results and outputs were achieved during the meeting:</p> <ul style="list-style-type: none"><li>• Tsunami Evacuation and Response Plan agreed by all partners;</li><li>• Regional Disaster Action plan reviewed and 3W/4W matrix accepted by the members as a useful tool to improve coordination in the region;</li><li>• Partners update on their activities in the region;</li><li>• Commitment from the Disaster Office to lead and chair all bi monthly meetings;</li><li>• Support from all partners required to ensure the Disaster Action Plan is fully implemented;</li></ul>	

## Follow-up Actions

- Follow up on the key points indicated above, including:
  - 3W/4W matrix to be circulated to all partners to fill in the details and send back to Regional Disaster Directorate by all agencies together with their annual work plans;
  - Consolidation of 3W/4W matrix and shared with all partners every quarter;
  - UNDP to support all Bi monthly coordination meetings in the region;
  - Meeting minutes to be finalized and shared with all the partners;
  - Disaster Action Plan to be updated and shared;
  - The next meeting will be in June.

## Annex I: Participants List



### Autonomous Region of Bougainville Disaster Risk Management Workshop

### Registration of Participants

Monday 23<sup>rd</sup> April 2018

No	Name	Organization	Position title	Contacts
1	<a href="#">Stanley Snam Azagun</a>	Plan International	DRR Coordinator	72093751
2	<a href="#">Aidah Kenneth</a>	Red Cross	Branch Coordinator	71923573
3	<a href="#">Stewart Kotsin</a>	IOM	Project Assistant	72991101
4	<a href="#">Christopher Hershey</a>	CARE International	Program Manager	
5	<a href="#">Janely Dau</a>	Disaster Office - BUKA	Manager – Adaptation & Mitigation	70267929
6	<a href="#">Micheal Sembenombo</a>	UNDP	DRM Project Manager	71142141
7	<a href="#">Ian Tavore</a>	DFAT	Program Manager	72007875
8	<a href="#">Jerry Lautu</a>	Plan International	Acting Team Leader - TVET	

## Annex II: Meeting Agenda

### FIRST BIMONTHLY HUMANITARIAN AND DRM PARTNERS Monday 23 April 2018

#### AGENDAS:

1. REVIEW OF DISASTER ACTION PLAN (UNDP).
  2. REVIEW OF BUKA/KOKOPAU TSUNAMI EVACUATION PLAN (UNDP).
  3. INTRODUCTION OF 4 W (**WHO, WHAT, WHERE AND WHEN**) MATRIX (UNDP/PLAN)
  4. DISASTER COMMITTEE MEMBERSHIP (SAVE THE CHILDREN).
  5. BRIEF ON DRM ACTIVITIES/PLAN (IOM/RED CROSS/NMSA).
  6. RECOMMENDATIONS FOR IMPROVEMENT OF AGENCY COORDINATION AND COORPORATION (IOM).
  7. THINGS TO REPORT ON DURING THE MEETINGS (IOM).
  8. BUDGET ALLOCATION (IOM).
  9. AOB
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#### MEETING SCHEDULE

Time	Business	Remarks
10:00	Opening prayer	Facilitator invites a member to lead with a word of prayer
10:00	Introduction	Facilitator welcomes and introduces the Secretary of the Department for Community Government and invites him to do his opening remarks.
	Welcome and Opening Remarks by Mr Wesley Kenneth, Secretary, Department for Community Government	
10:20	Appointment of Meeting Chairperson and Secretary	Facilitator invites nominations for Chairperson for the meeting and Secretary
10:30	Chair and Secretary takes the chair to lead the meeting	Chairpersons – does the housekeeping and introduces the agendas.
10:50	Review of Disaster Action Plan	To be led by UNDP
11:10	Review Of Buka/Kokopau Tsunami Evacuation Plan (UNDP)	To be led by UNDP
11:30	Introduction Of 4 W ( <i>Who, What, Where And When</i> ) Matrix (UNDP/Plan)	To be led by UNDP
11:50	Lunch	
12:50	Disaster Committee Membership	To be led by Save The Children.
1:10	Brief On DRM Activities/Plan (IOM/RED CROSS/NMSA).	To be led by IOM
1: 30	Recommendations For Improvement Of Agency Coordination And Cooperation (IOM).	To be led by IOM
1:50	Things To Report On During The Meetings (IOM)	To be led by IOM
2:10	Budget Allocation (IOM)	To be led by IOM
2: 30	Partners Meeting Schedule	To be led by Save the Children
2: 50	AOB	
3:10	Meeting Ends	