

DIPECHO Project: “Strengthened Disaster Risk Reduction in the Caribbean through greater fostering of the Hyogo Framework for Action priorities for action at the local, national and regional levels (DIPECHO Caribbean 2013-2014).” [Agreement ECHO/DIP/BUD/2013/94012]

Final Report

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Submitted to:

UNISDR Regional Office for the Americas
UNISDR DIPECHO Project

Date of submission:

30 November, 2014

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Acronyms

ACS	Association of Caribbean States
CD	Country Document
CDEMA	Caribbean Disaster Emergency Management Agency
CU	Coordinating Unit
CWP	Country Work Programme
DEM	Department of Emergency Management
DIPECHO	Disaster Preparedness – European Commissions' Humanitarian Aid Office
DRR	Disaster Risk Reduction
ECHO	Humanitarian Aid and Civil Protection department of the European Commission
EMAC	Emergency Management Advisory Council
HPS	Head of Presidential Secretariat
IDDR	International Day for Disaster Reduction
NaDMA	National Disaster Management Agency
NCCR	National Coordination Center for Disaster Relief
NEMAC	National Emergency Management Committee
NEMO	National Emergency Management Organisation
ODM	Office of Disaster Management
ODPEM	Office of Disaster Preparedness and Emergency Management
ODPM	Office of Disaster Preparedness & Management
RLO	Regional Liaison Officer
SIDS	Small Island Developing States
SVG	St. Vincent and the Grenadines
TAC	Technical Advisory Committee
UNISDR	United Nations Office for Disaster Risk Reduction

UNDP United Nations Development Programme

1. Background

The 2013-2014 DIPECHO Action Plan for the Caribbean aims to establish greater collaboration and coordination between partners, allowing programming of common outcomes and the harmonization of practices. Furthermore, it focuses on improving communication and dissemination of DRR key contributions in the region, by capturing evidence of success on how DIPECHO projects have allowed the most at risk communities to anticipate, withstand, adapt and sometimes, recover quickly from disasters.

The Action Plan takes account of the Hyogo Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters and reconfirms the commitment to regional initiatives to contribute to make schools and hospitals safer and cities resilient in disaster prone areas.

The regional project to be implemented by UNISDR includes the following elements:

- (1) Improving communication and dissemination of DIPECHO DRR tools and initiatives in the region,
- (2) Further advancing in the development of a common strategy towards DRR, as well as
- (3) Contributions to the consultation process leading to the post-2015 framework for DRR.

The specific objective (SO), results (R) and activities (A) from the UNISDR-DIPECHO project logical framework are presented in Annex 1 (previously provided).

- The responsibilities of the RLO are reported against the results and indicators of the DIPECHO action plan for 2013-2014. This report is therefore results-oriented. The key activities of the RLO according to the work plan are listed below: Coordinate the preparation/update of country documents in 9 countries at the regional level
- Support coordination with regional partners such as Caribbean Disaster Emergency Management Agency (CDEMA) and Association of Caribbean States (ACS)
- Support Petit Comité thematic working group
- Promote and support activities related to the International Day for Disaster Risk Reduction (IDDR) 2014 amongst DIPECHO partners and other DRR stakeholder

These responsibilities contribute to Results 1 and 2 as outlined in the Logical Framework. The results and the associated indicators into which the RLO contributes are outlined below:

Result 1 'Key DRR planning and consultative processes receive guidance and orientation for the identification of DRR priorities in the Caribbean region

- **Indicator 1.1** CDEMA and ACS apply DRR prioritization criteria in the formulation of CDM post 2012 and ACS plan for reduction of vulnerability to disasters.
- **Indicator 1.2** Initial and final regional workshop organized and produced instruments that facilitate information/coordination/rationalization of actions among DIPECHO partners.
- **Indicator 1.3** Criteria for Prioritizing DRR at the National Level incorporated in at least 1 new Country Document and disseminated to HFA focal points in 7 countries to update Country Documents.
- **Indicator 1.4** National liaison officers in two countries facilitating coordination between DIPECHO partners and national authorities and supporting the use and dissemination of tools produced in DIPECHO actions.
- **Indicator 1.5** HFA2 Consultations (one regional and two national) receive inputs from an ample base of DIPECHO stakeholders in the Caribbean reflecting main and distinctive priorities from the SIDS.

Result 2 of the Log frame 'Strengthened dissemination, promotion and access to materials and knowledge produced in previous Action Plans in order to support DRR informed decision making in the Caribbean'.

- **Indicator 2.3** 'Overall regional guidance provided for the promotion of the International Day for Disaster Reduction (IDDR) indicates the specific output to be achieved by the RLO.

Table 1 captures the progress achieved to date by the RLO. In particular the table highlights the tasks as outlined in the ToR for the RLO, the activities that have been undertaken by the RLO towards the achievement of the result, the results obtained to date and the percentage progress achieved. The percentage progress is compared with the respective indicator for the task.

2. Achievements of the Consultancy

This report captures the results achieved over the contract period of the consultancy by the UNISDR Regional Liaison Officer (RLO). The report reflects achievements related to Results 1 and 2 of the UNISDR regional project implemented under the framework of the Caribbean DIPECHO Action Plan 2013-2014 as prescribed in the TOR for the RLO and work plan submitted on 21 March. The results achieved are presented below in correspondence with the two Result Areas. The results are measured against the indicators highlighted in the section above.

Result 1: ‘Key DRR planning and consultative processes receive guidance and orientation for the identification of DRR priorities in the Caribbean region’

The main achievements under this result area are related to 1) the coordination of the update/preparation of Country Documents for 9 countries in the Caribbean. and 2) the coordination of first component of the Project ‘Strengthening Public Investment in DRR and Climate Change Adaptation in the Eastern Caribbean’ led by the UNDP Barbados and the OECS in collaboration with UNISDR and the World Bank

Country Documents and the Criteria for Identifying Key DRR Actions in Latin America and the Caribbean

Country documents were updated in six countries and new CD documents were prepared for three countries. In the process of the updating/preparing the CDs, there has been stakeholder consultation processes that have led to the increased awareness of a broad range of public sector, private sector, civil society organisations and community members to contribute to DRR at the national and sub-national levels. Noting the aims of the CD, the awareness of stakeholders has been raised regarding the role of DRR to increase sustainable development. Stakeholders are also more aware of the DRR tools available through the DIPECHO programme. DRR tools, developed under the DIPECHO framework have been promoted during the national validation workshops to allow for the wider application of DRR principles across the sectors of the country.

In relation to the strengthened capacity of national disaster management systems enabling decision-making that integrates DRR, one final version of the CD for Dominica, five final draft CDs for Barbados, Grenada, Guyana, Saint Lucia and St. Vincent and the Grenadines; and two draft CDs for Trinidad and Tobago and Jamaica have been produced. Suriname has undertaken a consultative process as well to identify DRR priorities in the process of developing their draft CD based on the inputs from the national workshop (See Annex 2 for all CDs submitted).

The Criteria for Identifying Key DRR Actions in Latin America and the Caribbean (referred to as The Criteria hereafter) was applied in eleven countries of the Caribbean. The Criteria was applied at the national level in seven countries, in two countries at both the sub-national and national levels and at the sub-national level only in two countries. The key result has been the identification of DRR priorities at the national and sub-national levels (Report submitted previously). Based on these priorities a report has been produced which in order to inform the DIPECHO Action Plan 2015-2016. An additional report based on six feedback reports on the application of the Criteria in the Caribbean has also been prepared by the RLO (Annex 3).

For all countries, the knowledge of the DRR stakeholders in the national disaster management system has been increased as a result of the CD process which included the application of the Criteria. Knowledge has been gained on the DRR achievements, progress and the various ways that the stakeholders contribute to the DRR portfolio in the country. Further, the resource base of the national office has been broadened from the knowledge gained through the development of the CD. The key activities coordinated under the consultancy are presented below by country.

Country Document and Criteria Activities by Country

Barbados - A draft final CD was prepared by the consultant Mrs. Danielle Evanson after extensive consultation with stakeholders, both individually and in groups. Inputs were garnered specifically from national stakeholders in Barbados Climate Related Tools Workshop held on 11 September and the coastal zone meeting to review the IDB vulnerability indicators on 15-16 Sept, 2014. The final focus group meeting was held on 17 October to fill existing gaps in CD. Comments were further provided by the DEM and the draft CD and interim report were approved on 23 October. The draft final CD was shared with the EMAC members on 20 October. A revised version based on DEM's comments was however re-submitted on 27 October. The CD was presented at the EMAC meeting convened on 28 October at the Savannah Hotel. The EMAC meeting has representation from 15 agencies. In general, the document was well received. The Committee decided that the document requires a few revisions. In particular, the consultant should consult with the agricultural sector.

As a result of applying the Criteria, Key DRR actions were identified at the national level and shared with the participants at the DIPECHO regional workshop held 16-17 October in Montego Bay, Jamaica. Timelines associated with the CD update in Barbados are shown below.

ACTIVITY	DATES	STATUS
Draft document available	1 September	Completed
National Consultations	September 2014	Completed
Final document available	28 October	Completed
Document approved	28 November	In process

Cabinet approval	To be determine
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Grenada – The draft CD was submitted on 15 September and approved by NaDMA on 28 October. The national validation workshop was held on 29-30 October. Grenada’s DRR priorities were identified based on the Criteria during the workshop. The final draft of the CD was submitted on 17 October for the review of NaDMA. The CD will be approved by the Grenada Cabinet. Timelines associated with the CD update in Grenada are shown below.

ACTIVITY	DATES	STATUS
Draft document available	15 September	Completed
National Consultation	29-30 October	Completed
Final document available	28 November	Completed
Document approved	By 31 November	In process
Cabinet approval	To be determined	

St. Vincent and the Grenadines – The draft CD was shared on 15 September in preparation to the national validation workshop which took place from 25-26 September at the office of the NEMO. A final draft of the CD was submitted by the consultant on 21 October along with the final consultancy report. The documents are currently under review by NEMO and the small committee established to review the CD. Based on the results of the Criteria, DRR priorities were identified for St. Vincent and the Grenadines.

ACTIVITY	DATES	STATUS
Draft document available	15 September	Completed
National Consultation	25-26 September	Completed
Final document available	3 December	Completed
Document approved	5 December	In process

Saint Lucia – The national validation workshops were held on 7 & 9 October in the South and North of Saint Lucia respectively. Based on the working sessions in the national workshop and the results of the Criteria, DRR priorities for Saint Lucia were identified for the DIPECHO regional workshop. The draft CD document was submitted on 17 November. The National Emergency Management Committee (NEMAC) is expected to approve the CD.

ACTIVITY	DATES	STATUS
Draft document available	1 October	Partially completed
National Consultations	7 (South) & 9 (North) October	Completed

Final document available	31 October	In process
Document approved	3 December	In process
Cabinet memo	To be revised	

Dominica – A draft CD was submitted by the consultant Ms. Amonia Paul-Rolle on 18 August, 2014. The draft CD was presented and discussed in the national validation workshop held on 28-29 August, 2014. The draft final document was submitted on 27 September and the final document was approved by ODM on 3 October. The UNISDR subsequently provided comments to the consultant on the final documents on 12 October and endorsed the ODM’s approval on 23 October. The ODM will advise on the exact date as they expect to present the CD in the same session with the CDM legislation.

ACTIVITY	DATES	STATUS
Focus Group/District Consultations	7, 12, 14 August	Completed
Draft document available	18 August	Completed
Meeting with Core group of Stakeholders	20 August	Completed
National Consultation	28-29 August	Completed
Final document available	19 September	Completed
Document approved	27 October	Completed
Cabinet approval	November	

Suriname – Draft Criteria results for the districts of Commewijne and Para on 21 November, 2014 during the national validation workshop on the Criteria. The draft document is currently being prepared. The CD update process in Suriname has been delayed significantly due to limited communication from the NCCR.

ACTIVITY	DATES	STATUS
Draft document available	By 14 November	In process
National Consultation	By 21 November	In process
Final document available	By 28 November	
Document approved	30 November	
Cabinet approval	To be determined	

Jamaica – The revised workplan was submitted on 6 October and approved verbally by ODPEM on 16 October and by UNISDR on 22 October. A zero draft CD was submitted by DRRC on 27 October. The national Consultation was held on 30 October and was attended by six public sector agencies. The interim report was later submitted on 13 November while the report on the

application of the Criteria was submitted on 20 November. The outputs for the consultancy are indicated in the table below.

ACTIVITY	DATES	STATUS
Stakeholder Workshop (Criteria)	9 October	Completed
Draft document available	24 October	Zero draft available
National Consultation	30 October	Completed
Final document available	21 November	In process
Document approved	5 December	

Trinidad and Tobago: A draft CD was submitted on 5 September. Initial outputs from the criteria were provided to UNISDR on 10 October. The national priorities were shared during the DIPECHO Regional workshop held in Jamaica. It is expected that the final CD will be provided in mid-December given recent flood events in Trinidad that have derailed the process.

Guyana - The CD preparation process in Guyana is supported by the national liaison officer. Please see the consultant's report for progress on the country document. Critical dates have been provided for important outputs of the consultancy that will inform the administration of the consultancy.

ACTIVITY	DATES	STATUS
Draft country document available	By 17 September	Completed
National Workshop	30 September	Completed
Compilation of comments and send document to CDC	3 Oct	Completed
Approval by HPS	17 to 21 Nov	In process
Printing and mailing	28 Nov	

National Disaster Databases

The UNDP-led Project was implemented in 6 countries of the Eastern Caribbean – Saint Kitts and Nevis, Dominica, Saint Lucia, Grenada, St. Vincent and the Grenadines and Antigua and Barbuda. In relation to the results achieved, the capacity of 152 persons from across the 6 beneficiary countries was increased through training on the required inputs for and the use of the DesInventar methodology. The national training workshops on the DesInventar methodology were attended mostly by public-sector agencies. There were however some private and civil society sector actors in attendance at the workshops.

The national disaster management systems in the six countries were also strengthened under the Project through the establishment of their disaster loss accounting databases using the DesInventar methodology. The establishment of the databases was supported by two data collectors – Mr. Devin Kerins and Mrs. Nicole Williams. Mr. Kerins populated the databases for Antigua and Barbuda, Saint Kitts and Nevis and Dominica while Mrs. Williams carried out the work for St. Vincent and the Grenadines, Saint Lucia and Grenada. These two consultancies began on 18 August, 2014 and have been concluded as of 1 December, 2014. The final databases are attached as Annex 4.

Coordination of the two key activities under the UNDP-led Project was undertaken by the RLO with the support of the DRR Team at the UNDP and Mr. Julio Serje from UNISDR (Geneva). Support was also provided by CDEMA through Ms. Pamela Knights, the Communications Specialist. The activities were actively supported by the national offices in the six countries.

Result 2: ‘Strengthened dissemination, promotion and access to materials and knowledge produced in previous Action Plans in order to support DRR informed decision making in the Caribbean’

National offices and national DRR stakeholders have been exposed to the DRR tools produced under previous Action Plans, in particular the Criteria for Identifying Key Actions for Disaster Risk Reduction (DRR) in Latin America and the Caribbean. The RLO in her opening remarks at the national validation workshops highlighted the tools and shared the DIPECHO notebooks and the USB keys. The CD and other tools developed under previous DIPECHO Action Plans have also been promoted in the national validation workshops in the countries. The decision was made to implement the tool in St. Vincent and the Grenadines, Grenada, Suriname, Barbados, Dominica, Saint Lucia, Trinidad and Tobago and Jamaica. The tool is being implemented at the national level for all except Suriname that has applied the tool in two districts, while Dominica has applied the tool at both the national and sub-national levels.

The awareness of the Caribbean Disaster Emergency Management Agency (CDEMA) has also been raised as it relates to the DIPECHO tools, particularly the Common Format for the country document and the Criteria. These tools complement the work being undertaken on the country work programmes (CWPs) at the national level. There was information sharing between the two agencies; CDEMA shared the country work programmes of the countries that informed the report on the DRR opportunities at the national level and as a region. Specific reference was made in the opportunities identified for each country to CWP activities. The draft CDs were shared with CDEMA as well.

Table 1: Key activities and progress made towards the achievement of the results of the DIPECHO Action Plan 2013-2014

Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
<p>Result 1: Key DRR planning and consultative processes receive guidance and orientation for the identification of DRR priorities in the Caribbean region</p> <p>Ensure good coordination with other ongoing national and regional projects in the area of disaster risk reduction being implemented by UNDP Barbados and UNISDR.</p>	<p>The six National Disaster Data workshops were completed and the software was installed at the offices. Two consultants, Mrs. Nicole Williams and Mr. Devin Kerins have been contracted to undertake the data collection and entry into the national databases of Grenada, Saint Lucia and St. Vincent and the Grenadines, and St. Kitts and Nevis, Antigua and Barbuda and Dominica respectively. It was noted that Barbados under an IADB project will be conducting the DesInventar training and setting up a national database.</p> <p>National offices have been informed of the consultants contracted and official letters have been sent to introduce the consultants. Two meetings were held with Julio Serge of UNISDR Geneva and the consultants on 21 August and 27 August. The first meeting was an inception meeting while the latter was a training session on the DesInventar software. The draft work plans were submitted by the two consultants. The consultants have begun to collect data and have commenced their in-country visits to collect available disaggregated data. Both consultants have provided two updates on the progress of the consultancy. Inputs from UNISDR Geneva have also been coordinated based on challenges identified by the consultants.</p> <p>Next steps:</p> <ol style="list-style-type: none"> Finalise arrangement for payments against the interim and final deliverables. 	<p>Six national workshops were realised - St. Kitts and Nevis, Grenada, Saint Lucia and St. Vincent and the Grenadines, Antigua and Dominica. Two data collectors were contracted.</p> <ul style="list-style-type: none"> Trained national stakeholders on the DesInventar methodology in six countries. Trained consultants on the DesInventar methodology. National disaster databases for the six countries. 	<p>95%</p>



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For the International Day for Disaster Risk Reduction (IDDR), the Department of Emergency Management (DEM) added to its existing suite of public information, the brochure, "Disaster Preparedness for the Elderly and People with Disabilities & Special Needs". Additionally, the DEM were involved in the IDDR Forum at the National Assistance Board (NAB)-operated Vauxhall Senior Citizens Village in collaboration with University of the West Indies Social Science Programme, the NAB and the Office of U.S. Foreign Disaster Assistance (OFDA).

The activities related to the result areas and specifically those related to the indicators are further detailed in the Table 1.



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Table 1: Key activities and progress made towards the achievement of the results of the DIPECHO Action Plan 2013-2014

Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
<p>Indicator 1.1 CDEMA and ACS apply DRR prioritization criteria in the formulation of CDM post 2012 and ACS plan for reduction of vulnerability to disasters.</p> <p>Provide feedback into the Technical Advisory Committee (TAC) of CDEMA on the country documents/DIPECHO activities</p>	<p>A presentation was made at the CDEMA TAC meeting on Friday April 25, 2014 on the process leading up to the Regional Platform on DRR in the Americas and the World Conference on DRR in the CDEMA Technical Advisory Committee Meeting. The presentation also highlighted the country documents to be prepared/updated across 9 countries and the National Disaster Databases and training workshops to be undertaken in 6 OECS countries. The supporting documents for this activity were presented previously in the April progress report.</p>	<p>Awareness raised amongst the CDEMA Coordinating Unit and its member states on the consultation process towards the post-2015 international framework for DRR, the timelines for production of the HFA monitoring reports, the country documents to be prepared/updated in 9 countries and the National Disaster Database training and data collection in 6 OECS countries.</p>	100%
<p>Support identification of linkages between CD/set of criteria and CDM strategy and implementation plan</p>	<p>In a follow up meeting with CDEMA, the RLO made a presentation on the Country Document and the 'Criteria' on July 24, 2014 with the aim of sensitising CDEMA to the documents and identifying areas of cooperation on the CDM country work programmes and the set of criteria. CD workshop dates were shared with the CDEMA CU on 5 August. Revised workshop dates were shared on 26 August along with the draft country documents for Dominica, SVG, Grenada, Guyana and Trinidad and Tobago. The country work programmes for the CDEMA member states undertaking the CD updates/preparation among others were provided on 26 September.</p> <p>A draft document was prepared on the analysis of the DRR opportunities and priorities that highlight the linkages with the CWPs and the ECHO mandate. Countries identified their DRR priorities at the Regional DIPECHO workshop held on 16-17 October. These priorities along with the supporting text based on the CDs, CWPs and Criteria results were revised by the countries.</p>	<p>Information sharing on the national validation workshop dates and the draft Dominica, SVG, Grenada, Guyana and Trinidad and Tobago country documents and the CWPs for 15 member states</p> <p>Final version of the national and regional DRR opportunities and DRR priorities.</p>	100%

Table 1: Key activities and progress made towards the achievement of the results of the DIPECHO Action Plan 2013-2014

Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
Facilitate exchange between the ACS and the UNISDR DIPECHO project through DRR working group	<p>The final version was submitted to ECHO as input to the Humanitarian Action Plan 2015 for the Caribbean, Central America and Mexico.</p> <p>Next Steps:</p> <ol style="list-style-type: none"> Continued sharing of information on the CD process in the countries <p>Not actioned under the DIPECHO Action Plan</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	
Indicator 1.2 Initial and final regional workshop organized and produced instruments that facilitate information/coordination/rationalization of actions among DIPECHO partners.	<p>Contribute to the final regional workshop.</p>	<p>1</p>	
	<p>The RLO has been tasked with the preparation of a CD analysis to highlight the DRR priorities at the national and the regional levels. The analysis is being undertaken to inform the focus areas at the national and regional levels for the 2015-2016 DIPECHO Action Plan. A draft analysis is being developed for discussion and revision at the Regional Workshop on 16-17 October. Support on the analysis was provided by Rico Knight, the DRR intern at the UNDP who prematurely ended his internship on 3 October. The draft table of contents was shared with UNISDR project coordinator on 28 September for her review and input. An analysis of the DRR opportunities was undertaken based on the draft CDs, CWPs and the available results of the Criteria. The report was shared with countries on 14 October for their review and comments. In particular, countries were asked to submit their DRR priorities based on the opportunities in the three documents. The DRR priorities were provided in the workshop by countries and verification of the priorities was sought post-workshop.</p>	<p>1</p>	100%

Table 1: Key activities and progress made towards the achievement of the results of the DIPECHO Action Plan 2013-2014

Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
Support the coordination of activities to be implemented by DIPECHO partners related to the DIPECHO Action Plan 2013-1014 related to the 5 areas of exchange (petit comité working groups)	<p>A final document reflecting the DRR opportunities and priorities for each country and for the Region was submitted to ECHO on Friday October 31. Inputs to the CD analysis were provided by NLO for Guyana Dominican Republic and ECHO for Haiti. The UNISDR project coordinator provided technical review of the analysis and coordinated the feedback from countries for the finalisation of the document.</p> <p>The RLO provided support to the Regional DIPECHO workshop held in Montego Bay, Jamaica from 16-17 October. The duties undertaken by the RLO include the registration of participants, co-facilitating/note-taking for several workshop sessions. The RLO also made a presentation on the CD process and opportunities for 9 countries in the Caribbean as well as regional DRR opportunities based on the analysis.</p> <p>Activity has been limited to following up with national offices on the correspondence of the consultants for the communications strategy. Previously, Ms. Amlang made a presentation on the work of UNISDR in the region at the CDM Programming Consultation held on July 17, 2014 at the Hilton Hotel. Ms. Amlang made a five (5) minute presentation of UNISDR's work and identified opportunities for harmonisation with the CDM programming.</p> <p>The RLO provided support to the safe schools and hospitals as a co-facilitator for the session and made a presentation on the analysis of the CDs, CWPs and the results of the Criteria during the Regional DIPECHO workshop held from 16-17 October, 2014.</p>		100%
<p>Indicator 1.3 Criteria for Prioritizing DRR at the National Level incorporated in at least 1 new Country Document and disseminated to HFA focal points in 7 countries to update Country Documents.</p>			

Table 1: Key activities and progress made towards the achievement of the results of the DIPECHO Action Plan 2013-2014

Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
<p>The revision/development of country documents in 9 countries by applying the "Set of Criteria to prioritize DRR at the national level" uses the standardized country format for the preparation of country documents.</p>	<p>Work plans have been approved for Barbados, Dominica, Grenada, Guyana, Saint Lucia, Saint Vincent and the Grenadines and Jamaica by the national offices and the RLO. The workplan for Suriname was also approved by the UNISDR noting the advancements on the stakeholder letter and the commencement of arrangements for consultations with DRR partners. Draft CDs were submitted by seven of the nine countries - Dominica, Barbados, St. Vincent and the Grenadines, Grenada, Guyana, Trinidad and Tobago and Jamaica. Endorsement of the approval of the CD by ODM was provided by UNISDR on 23 October, 2014. The NEMO of St. Vincent and the Grenadines received a draft final CD from the consultant on 21 October.</p> <p>The RLO has undertaken discussions to introduce the set of criteria to the consultants and the national office showing the relevance for the CD and the linkages to CDM strategy. Countries, based on these discussions have decided to apply the Criteria at the national and/or sub-national.</p> <p>All nine countries have agreed to apply the Criteria. Suriname will apply the Criteria at the sub-national level in one district while Saint Vincent and the Grenadines, Grenada, Barbados, Jamaica, Guyana, Saint Lucia, Suriname and Trinidad and Tobago will apply the criteria at the national level. Dominica has agreed to apply the Criteria at both the national and sub-national levels.</p> <p>Nine national validation consultations/meetings were organised and executed in Dominica, St. Vincent and the Grenadines, Saint Lucia,</p>	<p>One final country documents for Dominica Seven draft final country documents for Barbados, St. Vincent and the Grenadines, Grenada, Guyana, Saint Lucia, Jamaica and Trinidad and Tobago. One draft country document for Suriname Raised awareness among national public sector, private sector, civil society and community persons on the DRR tools and their roles and contributions to DRR in their country.</p>	<p>70%</p>

Table 1: Key activities and progress made towards the achievement of the results of the DIPECHO Action Plan 2013-2014

Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
	<p>Grenada, Barbados, Jamaica, Suriname, Guyana and Trinidad and Tobago. The meetings focused in some cases on both the CD and the Criteria results. In the case of Suriname, the focus was on the validation of the Criteria results for two districts. There has been active participation in the workshops attended by the RLO.</p> <p>The concept note, agenda and methodology were prepared by the RLO with inputs from the Regional Manager and the Guyana national liaison officer. The documents were shared with the national offices and have been adapted for use in the national workshops.</p> <p>Regarding the final workshop under the DIPECHO Plan of Action, the update/preparation of the country documents and the application of the set of criteria for each country allowed for the identification of national and regional priorities. Although some countries had not undertaken their validation of priorities prior to the regional workshop, most were able to provide DRR priorities for their country during the workshop. These priorities were reviewed and validated by the countries after the regional workshop via email.</p> <p>In the training on the set of criteria CDEMA member states were informed about the linkages between the application of the set of criteria and the implementation of the CDM strategy at the country level. Discussions are ongoing between UNISDR and CDEMA on how the application of the set of criteria can inform country work programmes related to the implementation of the CDM strategy. Nevertheless, the following</p>		

Table 1: Key activities and progress made towards the achievement of the results of the DIPECHO Action Plan 2013-2014

Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
Barbados	<p>agreements have been made:</p> <ul style="list-style-type: none"> • CDEMA CU would share the national CDM CWP's that have been developed with the pilot countries • Country documents would be shared with the CDEMA CU for review and commenting and to inform the CWP process <p>Next Steps:</p> <ol style="list-style-type: none"> 1. Follow up on the submission of the draft CDs Suriname and final documents from Jamaica, St. Vincent and the Grenadines, Grenada, Saint Lucia, Barbados, Guyana, and Trinidad and Tobago. 2. Follow up on printing arrangements with Dominica. 3. Continued follow up with all countries on the final submission of the CDs 4. Follow up with all stakeholders in Jamaica in order to ensure the completion of tasks within the time available (final products to be submitted by first week of December 2014) 5. Revise regional report on application of the tool called "Criteria for Identifying Key Actions for Disaster Risk Reduction (DRR) Planning in Latin America and the Caribbean" in all countries that prepared or updated the CD within the framework of the 2013-2014 DIPECHO Action Plan following the structure provided to national consultants to report on the application process, challenges and recommendations to the tool 	<p>One final country document for Barbados. One set of DRK priorities for Barbados.</p>	950%

Table 1: Key activities and progress made towards the achievement of the results of the DIPECHO Action Plan 2013-2014

Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
	<p>consultancy. The decision was taken by the DEM to apply the Criteria at the national level.</p> <p>A meeting was held between the Head of the UNISDR Regional Office for the Americas, DEM and the RLO on the CD and the process related to the HEA Post-2015. The final work plan was approved by the DEM on 22 August by the DEM and endorsed by the RLO subsequently. A draft country document was submitted based on the desktop review and stakeholder consultations on 22 August.</p> <p>It was noted that the previously defined channel for approval of the CD was no longer be feasible. The final approval channel for the CD is scheduled for 24 October in the meeting of the EMAC. The agreed approach to stakeholder consultation has included individual interviews and opportunities presented through meetings convened by partner agencies on 11 September (Caribbean Institute for Meteorology and Hydrology Workshop) and 15-16 September (Coastal Zone Management Unit Workshop). A revised draft of the CD was submitted on 23 September based on these meetings. The consultant, the DEM and the RLO have agreed to meet on a weekly basis to advance progress under the consultancy.</p> <p>The CD was presented at the EMAC meeting convened on 28 October at the Savannah Hotel. In general, the document was well received. The Committee decided that the document requires a few revisions. In particular, the consultant should consult with the agricultural sector.</p>		

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Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
Dominica	<p>Clarification has been sought on whether there was conditional approval based on these revisions.</p> <p>Next steps:</p> <ol style="list-style-type: none"> Finalise arrangements related to the printing of the CD. <p>Based on the draft provided, the methodology for the Dominica workshop was defined with the consultant and ODM. The national validation workshop was held at the ODM on the 28-29 August. The workshop was attended by 36 participants on Day 1 while 23 participants attended on Day 2. The RLO provided support through facilitation during the national workshop as well as followed up on administrative arrangements for the national workshop. The CD has been subsequently revised based on a focus group meeting held on post-workshop. The revised CD and final report were submitted on 28 September and approved by ODM on 1 October. Subsequent to the ODM's approval, the deliverables were approved by the RLO on 23 October, 2014 based on some revisions.</p> <p>Next Steps:</p> <ol style="list-style-type: none"> Follow up with ODM on printing and distribution of country document. 	<p>One final version of the Country Document for Dominica</p> <p>One set of DRK priorities for Dominica</p>	95%
Grenada	<p>The work plan for the consultancy was approved by NaDMA on July 24, 2014. In a meeting held on July 18, 2014 via skype, the decision was made to apply the Criteria at the national level. The application of the criteria at the sub-national level would be undertaken based on information available. The national workshop has been postponed by one month to 29-30 October. Administrative arrangements for the hosting of the workshop have commenced. The draft CD was submitted on 15 September.</p>	<p>One final version of the Country Document for Grenada.</p> <p>One set of DRR priorities for Grenada.</p>	95%



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Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
Cuyana	<p>The RLO facilitated the national validation workshop held on 29-30 October, 2014 at the Grenada Red Cross. The meeting was attended by 31 stakeholders in all from both public and private sectors. Recommendations were made towards the improvement of the CD based on the presentations made by the consultant. In particular, the Criteria document was discussed and priority DRR actions defined by stakeholders. The CD will be revised by 14 October for final submission to NaDMA. Comments were provided by the NaDMA on 23 November. The final CD incorporating these comments and the final report were submitted on 25 November.</p> <p>Next steps:</p> <ol style="list-style-type: none"> 1. Coordinate the final review, approval and payment for the final deliverables of the consultancy. 	See report of the consultant for the results obtained to date.	90%
Jamaica	<p>Further to the second meeting with ODPEM and HelpAge held on Friday July 25, 2014, it was advised that all workshops that require the support of HelpAge should be organised at the latest by the beginning of October. A meeting has been planned for July 29, 2014 to provide an introduction to the tool "criteria for prioritizing DRR actions" and the suggested methodology to apply the tool in order to inform the methodology for the actualisation of the country document. A meeting was held on 5 August to discuss the consultancy with DRRC, ODPEM and HelpAge. An incomplete work plan was submitted by the DRRC on 19 September. The revised</p>	One draft version of the Country Document for Jamaica. One set of DRR priorities for Jamaica.	95%

Table 1: Key activities and progress made towards the achievement of the results of the DIPECHO Action Plan 2013-2014

Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
Saint Lucia	<p>workplan was submitted on 6 October and approved verbally by ODPEM on 16 October and by UNISDR on 22 October.</p> <p>A zero draft of the CD was submitted on 29 October, 2014. The national workshop on the Criteria was held on 30 October in Kingston, Jamaica. There were 7 persons in attendance at the workshop.</p> <p>The interim report was submitted on 13 November while the report on the application of the Criteria was submitted on 20 November. The draft report has also been submitted to ODPEM for review on 21 November.</p> <p>Next steps:</p> <ol style="list-style-type: none"> 1. Coordinate final arrangements for the CD design. <p>The training on the set of Criteria was carried out on 2 September. The National Office has agreed to implement the Criteria at the national level. The national validation workshops were held on 7 & 9 October in the South and North of Saint Lucia respectively. The RLO co-facilitated the workshops. The workshop in the Vieux Fort was attended by 21 persons. The Castries workshop was attended by 24 participants.</p> <p>Based on the working sessions in the national workshop and the results of the Criteria, DRR priorities for Saint Lucia were identified for the Regional DIPECHO workshop. The draft CD and the report of the application of the Criteria were submitted on 17 November. The revised interim report submitted on 24 November. The National Emergency Management Committee (NEMAC) is expected to approve the CD.</p>	One draft final country document for Grenada. One set of DRK priorities for Barbados.	80%

Table 1: Key activities and progress made towards the achievement of the results of the DIPECHO Action Plan 2013-2014

Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
St. Vincent and the Grenadines	<p>Next steps:</p> <ol style="list-style-type: none"> Follow up on the approval of the final deliverables of the consultancy by NEMAC. Coordinate final arrangements for the printing of the Saint Lucia CD. <p>The national workshop took place from 25-26 September, 2014. The opening ceremony was attended by the head of the LAC sub-region of the UNISDR who provided remarks. The Permanent Secretary in the Ministry of Finance also provided remarks. There were 41 persons in attendance at the workshop.</p> <p>The RLO provided administrative and technical support in the workshop. Specifically, the RLO co-facilitated the workshop on day one and facilitated day two of the workshop in the absence of the consultant.</p> <p>The draft final CD and the final report were submitted by the consultant on 21 October and comments from NEMO were received on 26 November. The RLO also provided comments on the final draft that were shared with the consultant on 19 November. The consultant is expected to incorporate the comments and submit the final version by Wednesday 3 November.</p> <p>Next steps:</p> <ol style="list-style-type: none"> Coordinate final arrangements for the design of the CD. <p>The consultant submitted a draft work plan based on the methodology defined by the NCCR. Comments were provided by the UNISDR while Col. Slijngard agreed to provide comments on the work plan by the week of July 21. A meeting was held with the consultant and Col. Slijngard on July</p>	<p>One draft final country document for St. Vincent and the Grenadines.</p> <p>One set of DRR priorities for St. Vincent and the Grenadines.</p>	95%
Suriname		<p>One draft country document for Suriname.</p> <p>Draft DRR priorities for the districts of Para and Commewijne.</p>	50%

Table 1: Key activities and progress made towards the achievement of the results of the DIPECHO Action Plan 2013-2014

Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
	<p>16, 2014 on the Criteria. The decision was taken to apply the Criteria in one or two districts given the size of Suriname and given that there may be different priorities for each district. There has been little progress in advancing the consultancy. The major challenge has been lack of feedback from NCCR which has resulted in the workplan not being approved and the delayed start of the consultations with stakeholders.</p> <p>Feedback was provided on 4 October on the workplan and suggested edits to the stakeholder letter under the leadership of the NCCR. The feedback was provided with apologies from the head of NCCR for the low level of engagement on their part. The timeline for the execution of the task is now at an extremely critical stage. The consultant has revised the timelines to reflect the time available. Close collaboration and support to the process will be required at this stage from the NCCR and the RLO.</p> <p>Consultation with stakeholders has begun. The workshop has been proposed for the third week of November. The workshop requirements were shared with the consultant and NCCR on 28 October for their urgent action. Ms. Schmeitz has indicated that she intends to meet with NCCR on Tuesday 4 November regarding the workshop arrangements. She also indicated that the draft CD will be available at least one week before the national validation workshop.</p> <p>The validation workshop for the Criteria results was held on Friday 21 November at the Wyndham Garden Hotel in Paramaribo, Suriname. The workshop was attended by 25 participants from across the national and district levels. The two districts are Commewijne and Para. There were 25 persons in attendance at the workshop.</p>		

Table 1: Key activities and progress made towards the achievement of the results of the DIPECHO Action Plan 2013-2014

Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
Trinidad and Tobago	<p>Next steps:</p> <ol style="list-style-type: none"> Follow up with NCCR and the consultant on the approval of the deliverables of the consultancy – these should be submitted by end of December. <p>Feedback was sought from the ODPM on several occasions on the country document. The documentation on the set of criteria was also provided to the national office. The opportunity to present the set of criteria has been sought through follow up calls to the national office. The progress achieved in Trinidad and Tobago was provided by the national office. A follow up email was sent on 11 August in response to the CD progress provided to inform the national office of the upcoming DIPECHO workshop from 16-17 October and the need to identify priorities before this workshop.</p> <p>The training on the Criteria was carried out on 5 September and the National Office has agreed to apply the tool at the National Level. Ms. Bradshaw has indicated that the application of the tool has commenced and initial outputs from the criteria were provided to UNISDR on 10 October. The final CD was expected by 10 November. The submission was delayed however due to recent flood events in Trinidad. It is anticipated that the final CD will be submitted by mid-December.</p> <p>Next steps:</p> <ol style="list-style-type: none"> Continued follow up with the focal point on the final CD and report on the application of the Criteria. Coordinate the final arrangements for the design of the CD. 	One draft country document for Trinidad and Tobago. One set of DRR priorities for Trinidad and Tobago.	60%

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Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
<p>Indicator 1.4 National liaison officers in two countries facilitating coordination between DIPECHO partners and national authorities and supporting the use and dissemination of tools produced in DIPECHO actions.</p> <p>Coordination between DIPECHO partners and national authorities: Support use and dissemination of tools</p>	<p>Discussions have been held with the national disaster management offices in the six countries on the Criteria. These six offices have indicated their decision to implement the tool. Suriname has indicated that they would implement the tool at the sub-national level in one or two districts while the Barbados, Grenada, Jamaica, and SVG have agreed to apply the tool at the national level. Dominica will apply the tool at the national and sub-national levels. A report on the application of the Criteria based on the reports from 6 countries was submitted on 3 December.</p> <p>Other tools developed under the previous DIPECHO Action Plans are also being promoted in the national validation workshops and through the distribution of the notebooks and the USB cards to the national offices.</p> <p>Next Steps: 1. Revise and finalise the report on the application of the Criteria.</p>	<ul style="list-style-type: none"> • Eight sets of national DRR priorities based on the application of the Criteria for Dominica, Barbados, Jamaica, Guyana, Grenada, St. Vincent and the Grenadines, Saint Lucia and Trinidad and Tobago. • Two sets of draft DRR priorities for the districts of Para and Commewijne in Suriname. • Raised awareness among national public sector, private sector, civil society and community persons on DRR tools developed under the previous DIPECHO action plans. 	80%
<p>Indicator 1.5 HFA2 Consultations (one regional and two national) receive inputs from an ample base of DIPECHO stakeholders in the Caribbean reflecting main and distinctive priorities from the SIDS.</p> <p>Provide support to the HFA 2 Consultation in Barbados.</p>	<p>Further discussion was held with Ms. Danielle Skeete and Ms. Judy Thomas on the draft report of the results of the National Consultation held in Barbados on July 18, 2014. Ms. Skeete indicated that she would prepare the conclusions and share with the stakeholders for feedback towards the finalisation of the report.</p> <p>Next steps:</p>	<p>Successfully organized workshop Raised awareness amongst national stakeholders on global, regional processes related to the HFA post-2015 consultation process.</p>	80%



Table 1: Key activities and progress made towards the achievement of the results of the DIPECHO Action Plan 2013-2014

Task (as per ToR and work plan)	Activities realized	Results obtained	% progress
<p>Result 2 of the Log frame 'Strengthened decision making in the Caribbean'</p> <p>Indicator 2.3 'Overall regional guidance provided for the promotion of the International Day for Disaster Reduction (IDDR) indicates the specific output to be achieved by the RLO.'</p> <p>Provide support to Barbados in collaboration with UNDP, CDEMA and DEM</p>	<p>The DEM will draw conclusions on the results of the draft report and share these with the participants for their feedback.</p>		100%
	<p>The DEM indicated that the focus will be on the elderly this year. Additional follow up has been made with the DEM but there are no concrete plans for the celebration of the IDDR. After further inquiries, it was understood that there will be no DEM-led initiative due to limited human and financial resources. However, Ms. Skeete indicated the Department of Emergency Management (DEM) will add to its existing suite of public information, the brochure, "Disaster Preparedness for the Elderly and People with Disabilities & Special Needs".</p>		
	<p>Additionally, the DEM were involved in the IDDR Forum at the National Assistance Board (NAB)-operated Vauxhall Senior Citizens Village. This forum was conceptualized by University of the West Indies Social Science Programme intern with at the NAB, Mrs. Audene Lorde. At this Forum the brochure, "Disaster Preparedness for the Elderly and People with Disabilities & Special Needs" was launched and copies given to staff and residents of the Village. After the launch the brochure will be posted on the DEM's website. Additionally a presentation was made to the staff and residents of the Village by Mr. Clive Lorde, Disaster Risk Management Specialist with the Office of U.S. Foreign Disaster Assistance (OFDA).</p>		



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3. Critical points and challenges

Draft CDs have been submitted for nine countries and the validation workshops have taken place in all the countries. To date the CD for Dominica has been approved by the National Disaster Management Office. Draft final documents are available for all other countries with the exception of Suriname for which the draft document has been produced. All countries have been reminded of the urgency to finalize the process by the end of December and submit the final CDs. At this stage, Suriname is the most critical case for the Project. Noting the challenges that have been experienced in Suriname, it would be critical to maintain close collaboration with NCCR and the consultant. It may also be necessary to have further intervention by the Regional Manager or the Head of UNISDR.

4. Recommendations

The Project will conclude by the end of December 2014. The work to be done in all countries, especially Suriname is now at a very critical stage. The implications of non-completion are important if the CDs are to be advanced beyond the stage reached previously. The advancement of the CDs to the level of Cabinet for approval would need to be advanced by the National Offices.

The continued collaboration among the RLO, consultants and the National Offices is of critical importance at this stage. Specifically, the consultants need to solicit the inputs to the CDs and the approval of deliverables. This will be critical for all countries that have not approved the final CD.

5. Travel and or missions planned / realized

Missions undertaken during the consultancy were:

Regional Platform: Guayaquil, Ecuador – 26 – 30 May.

National validation workshops in the following countries:

- Dominica: 24-26 August
- St. Vincent and the Grenadines: 24-26 September
- Saint Lucia: 6 & 10 October
- Grenada: 28-30 October
- Suriname: 20 - 22 November

DIPECHO regional workshop: Montego Bay, Jamaica - 15-19 October, 2014.

6. Supporting Documents

Annex 1. Logical Framework (previously provided)

Annex 2. Country Documents:

1. Dominica Country Document (Final)
2. Barbados Country Document (draft final)
3. Grenada (draft final)
4. St. Vincent and the Grenadines (draft final)
5. Jamaica (draft final)
- 6.

Draft CDs for the following countries:

7. Saint Lucia (draft final)

8. Suriname (draft)

Annex 3. Report on the Application of the 'Criteria for Identifying Key DRR Actions in Latin America and the Caribbean' in the Caribbean

Annex 4: National Disaster Databases: Antigua and Barbuda, Saint Kitts and Nevis, Dominica, Saint Lucia, Grenada and St. Vincent and the Grenadines.