



National Disaster Center



Australian Government  
Department of Foreign Affairs and Trade



National Disaster Centre and United Nations Development Programme in PNG

DISASTER RISK MANAGEMENT PROJECT in Papua New Guinea

## **Minutes of the DRM Project Steering Committee (PSC) Meeting**

**Date & Location:** 12 May 2016, National Disaster Centre

**Participants:** Refer to Annex 6

**Agenda:** Refer to Annex 7

### **1. Opening of PSC meeting**

Chair of the meeting, Mr. Martin Mose opened the meeting welcoming participants, and thanking partners for their interest and nominations to be members of the DRM Project Steering Committee. Mr. Mose highlighted the importance of the project for enhancing DRM capacities in the country, and the crucial role that PSC will play in steering the project. Mr. Mose introduced the ToRs for the PSC (Annex 1), and the PSC member organizations (Annex 2). He specified the frequency of the meetings to be once a year, or more frequently if required.

Mr. Mose indicated that while the formal start of project implementation is indicated as March 2015, the actual start date for a number of project components is delayed, due to signature of the project document and eventual hiring of the International Technical Specialist. He welcomed Mr. Khusrav Sharifov, who joined the project in the capacity of the International Technical Specialist beginning of March 2016. Mr. Mose handed the floor to Mr. Sharifov, to introduce PSC members to the project.

### **2. Presentation of DRM Project**

#### ***Background and Intro:***

Mr. Sharifov delivered a presentation covering background and intro to project, hazards & vulnerabilities, DRM challenges in PNG. Key highlights:

- Project info:
  - o Project donor: DFAT Australia
  - o Implementing partner: National Disaster Center (NDC)
  - o Duration: 3 years (2015 – 2017)
  - o Budget: ~ \$2.7 mln (DFAT)
  - o Focus: Capacity building (NDC, PDCs, Govt. institutions, other partners)

#### ***Project components:***

Mr. Sharifov continued with presenting the four project components, including:

- Risk Reduction, Preparedness, Response & Early Warning;
- Mainstreaming of DRM;
- Recovery; and
- Coordination

These four components of the project are linked with the four project outputs:

- *Disaster preparedness and response mechanisms enhanced and disaster early warning procedures strengthened*
- *Disaster risk management integrated into development plans and budget*
- *Preparedness and planning mechanisms and tools to manage disaster recovery processes at national and sub-national levels strengthened*
- *Readiness of the Disaster Management Team members and the National Disaster Centre to prepare and response to disasters enhanced*

Mr. Sharifov noted that while the implementation of the fourth component of the project (Humanitarian Coordination) has been ongoing since mid-2015, the actual implementation of other components (1 to 3) were initiated only with the recruitment of the Technical Specialist in March 2016. He also noted that the rest of the project team are yet to be hired, which will further delay implementation of specific components of the project, especially at the provincial level. In order to achieve the required objectives of the project in a timely manner, these delays will most likely require a 'no-cost' extension of the project. Timing for the recruitment of the full project team should be calculated into the extension period.

Mr. Sharifov also indicated that the current project team members (Humanitarian Coordination Specialist & Technical Specialist) are busy with supporting UN Resident Coordinator, UN Country Team as well as the Disaster Management Team with the coordination of the response to ongoing El-Nino induced drought. This will certainly cause further delays with project implementation. This has already been identified as a "Project Risk" in the DRM project document.

***Project team:***

The project team was also presented as part of the Project Management Arrangements. While Humanitarian Coordination Specialist has been on-board since August 2015, the rest of the project staff are yet to be recruited. These are:

- Project Manager;
- Project Analyst;
- Project Fin-Admin Assistant;
- Project Consultants (internationals and nationals);
- Project Driver;
- Provincial Project Assistants;

In addition, short term staff will be recruited to support with the implementation of key project components. Project Organogram is attached as Annex 3.

***Project risks:***

A number of project implementation risks were also presented, including:

- Severe and multiple disaster events;
- NDC and other Government agencies have limited staff capacity and/ or do not assign sufficient or appropriate staff;
- Lack of government's commitment to DRM in general, and unavailability to respond and attend to project activities and required consultations;
- Relevant line ministries & provincial authorities do not participate in the implementation of the project at appropriate and effective level;

NDC and UNDP committed to work together to mitigate the risks where applicable. It was indicated that the first risk (on severe disasters) is already impacting project, as the current team is involved with supporting UN RC and DMT with response to El-Nino induced drought.

#### ***Project Workplan 2016:***

Mr. Sharifov continued with presenting project workplan for 2016, which was printed and distributed to participants (refer to Annex 4). Presentation provided key activities currently planned for 2016.. The list of key activities is included as Annex 5. The estimated budget for 2016 is USD 1,065,000.

#### ***Selection of Pilot Provinces:***

The presentation continued on the selection of pilot provinces for implementation of project activities at the sub-national level. The Project Document indicates that five pilot provinces will be selected for this purpose. The rest of the presentation covered criteria used to select pilot provinces. It was noted that Autonomous Region of Bougainville (ARoB) was recommended by NDC and UNDP to be pre-selected as a pilot province, regardless of the results of applying the selection criteria. This is mainly due to the fact that ARoB has major and ongoing recovery needs, and is also prone to various natural disasters. The initial criteria selected were the following:

1. Vulnerability to hazards;
2. Historical disasters/damage data;
3. Socio-economic & poverty indicators (i.e. HIES survey);
4. DRM project implemented/being implemented (at the provincial level);
5. Number of DRM/DRR Projects implemented/being implemented in the province;
6. Low capacity (technical and resource-wise);
7. High motivation of provincial authorities;
8. Low political/institutional risk;
9. Alignment with ongoing DRM/Risk Reduction projects of UNDP (i.e. Adaptation Fund);

Due to unavailability of data, only the following 3 criteria could be used for the selection of pilot provinces:

1. Vulnerability to hazards;
2. Historical disasters/damage data;
3. DRM project implemented/being implemented (at the provincial level);

As a result of application of the first two criteria, the following 7 provinces were identified for further review:

1. Central
2. WHP
3. Morobe
4. Madang
5. WNBP
6. ENBP
7. ARoB

The following three provinces were not further selected as a result of application of the third criteria (# of project implemented/being implemented):

1. Morobe

### 3. ENBP

It was also highlighted that the existing DRM capacities in WNBP and ENBP are higher than the average, in addition, these two provinces have already benefited from comprehensive Risk Assessment supported by DFAT in the past. As a result, the following four provinces remained:

1. Central
2. WHP
3. Madang
4. ARoB

It was noted that these four provinces also represent the four regions of the country:

1. Central - Southern Region
2. WHP - Highlands Region
3. Madang - Momase
4. ARoB - NGI Region

For the selection of the fifth province, DFAT representative suggested to consider Chimbu (Simbu) province, due to it's high vulnerability to disasters, and the planned development interventions in the province. PSC members endorsed this suggestion.

### 3. Decisions taken

PSC endorsed key decisions taken during the meeting, including:

- PSC ToRs & membership (refer to Annexes 1 & 2)
- Project workplan, budget and key project activities for 2016 (refer to Annex 4 & 5)
- Five pilot provinces for the implementation of project activities at sub-national level

### 4. AOB

Next meeting was suggested to be organized at the end of the year, to review project implementation progress and agree on workplan for 2017.

No other AOB were raised and discussed at the meeting.

  
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## Annex 1: PSC ToRs

### **Annex 1: ToRs – DRM Project Steering Committee**

Project “Strengthening Disaster Risk Management in Papua New Guinea” (2015-2017)

Project Steering Committee (PSC) is a group responsible for making decisions by consensus, management decisions for a project when guidance is required by the Project Manager, including recommendation for UNDP/Implementing Partner approval of project plans and revisions.

Main roles and responsibilities of the Project Steering Committee are as follows:

- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Review and endorse Annual Project Workplans;
- Address project issues as raised by the Project Manager;
- Provide guidance and agree on possible countermeasures/management actions to address specific risks;
- Review the Project Progress Report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans.
- Appraise the Project Annual Review Report, make recommendations for the next AWP, and inform the Outcome Board about the results of the review.
- Assess and decide on project changes through revisions.

## Annex 2: PSC Members

### **Project Steering Committee members**

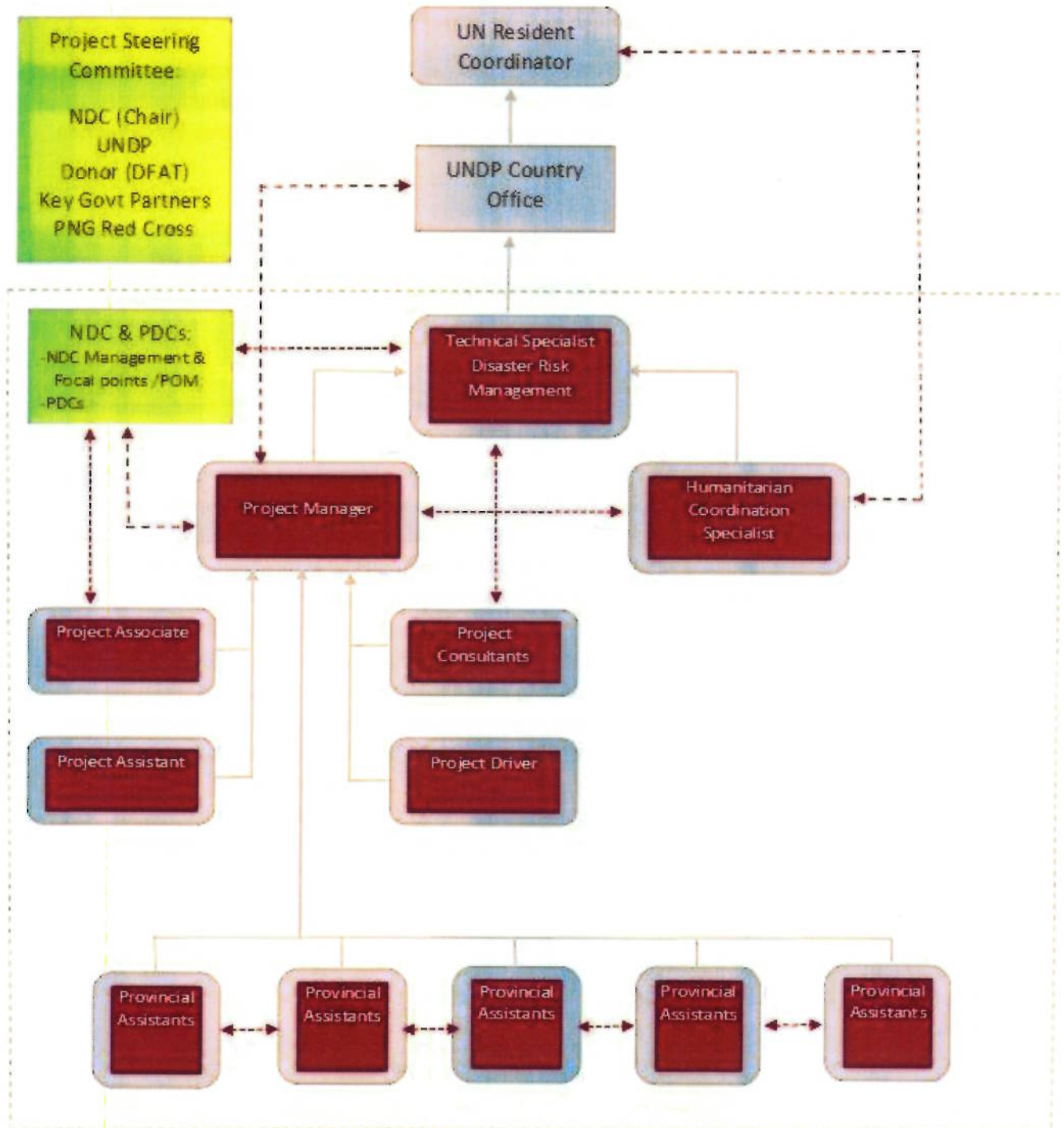
#### Project “Strengthening Disaster Risk Management in Papua New Guinea” (2015-2017)

1. Climate Change Development Authority
2. Department of Mineral Policy & Geohazards Management
3. DFAT Australia
4. National Disaster Centre
5. National Weather Services
6. PNG Red Cross Society
7. UNDP

At the later stage, when provinces are selected: 1 representative from each province could be considered to attend PSC meetings.



### Annex 3: Project Organogram



**Note:**

- Dotted red lines indicate 'communication' lines, while blue lines are the reporting lines.
- Dotted green box is the Project Implementation Unit (PIU).

Annex 4: Project Workplan for 2016

United Nations Development Programme  
Country: Papua New Guinea  
**2016 Annual Work Plan**

**Project Title:** Strengthening Disaster Risk Management in Papua New Guinea.

**UNDAF/ Expected CP Outcome(s):** By 2015, Government and civil society have enhanced their capacity to implement biodiversity conservation, low carbon and climate resilient development initiatives for environmental sustainability and improved community livelihoods to reduce the vulnerability of women, girls, men and boys to disaster risks.

**Expected Output(s):**

"Improved enabling environment for effective and inclusive disaster risk management (DRM)".

"Enhanced governance structures and systems for disaster risk management".

"Selected communities effectively manage disasters"

**Implementing Partner:** National Disaster Centre (NDC)

**Brief Description**

This three-year project is geared towards helping the Government of Papua New Guinea to strengthen its overall Disaster Risk Management capacities. The project was signed with the National Disaster Centre in in September 2015. In the first year the project will mainly focus on: the establishment and strengthening of disaster risk management committees to strengthen the planning processes; strengthening of Provincial Disaster Management offices through provision of emergency communication systems/equipment; and the strengthening of disaster response and preparedness through development of disaster management plans. This will include the development of standard operating procedures for the following; early warning dissemination; disaster response, including control, command and coordination; and damage assessment and reporting. Besides, the project will also assist the National Disaster Centre in its ongoing response to the El Nino induced drought situation in Papua New Guinea that includes supporting the Disaster Management Team and NDC in Monitor the situation in the country, information-sharing, drought assessment and any other support that might be required. The project will be implemented in partnership with a range of stakeholders

Programme Period: 2015-2017

Key Result Area (Strategic Plan): Environment,  
Climate Change and Disaster Risk Management

Atlas Award ID: 00089438

Project ID: 00095683

Start date: 2015

End Date: 2017

Management Arrangements: NIM

Total resources allocated (2016): USD 1,065,000

- DFAT: USD 1,065,000
- Unfunded budget: USD 0

Agreed by (Government): Martin Mose, National Disaster Centre

Agreed by (UNDP): Sukhrob Khoshmukhamedov, Deputy Resident Representative



# I. ANNUAL WORK PLAN

Year: 2016

| EXPECTED OUTPUTS<br>And baseline, indicators including<br>annual targets   | PLANNED ACTIVITIES<br>List activity results and associated actions  | TIMEFRAME |    |    |    | RESPONSIBLE<br>PARTY | PLANNED BUDGET |   |
|--|---|-----------|----|----|----|----------------------|----------------|---|
|  |   | Q1        | Q2 | Q3 | Q4 |                      | Funding Source | Budget Description  |
| <p><b>Output:</b> Strengthening Disaster Risk Management in Papua New Guinea</p> <p><b>Baseline:</b><br/>Provincial DRM coordination mechanism is weak</p> <p>DRM capacities at sub-national level is weak</p> <p><b>Annual target:</b><br/>DRM capacity needs assessment completed (1)</p> <p>Number of assessments on IMS (1)</p> <p>DMT committees established/strengthened (5)</p> <p>Provincial DM offices strengthened (5)</p> <p>DRM framework development initiated</p> <p>Number awareness products developed (3)</p> | <p><b>Activity Result-1</b><br/><i>Disaster preparedness and response mechanisms enhanced and disaster early warning procedures strengthened</i></p> <p><b>Planned Activities:</b><br/>Drafting and preparations for a new DRM framework through multi-stakeholder consultation<br/>DRM capacity assessment and development of capacity development plan<br/>Enhancing DM Information Management System (IMS)<br/>Strengthening of provincial disaster committees through training<br/>Assessment and provision of equipment to support national &amp; provincial EOCs &amp; DM offices<br/>Development of Provincial DRM plans, Standard operating procedures (SoPs)<br/>Designing, development and dissemination of Specific DRM awareness products</p> |           | X  | X  | X  |                      |                |   |
|  |   |           | X  | X  | X  | UNDP/NDC             | DFAT           | <p>Staff costs</p> <p>Consultancies</p> <p>Printing, Materials &amp; Supplies</p> <p>Travel</p> <p>Training, Workshops, Conference</p> <p>Equipment &amp; Furniture</p> <p>Common Services</p> <p>Monitoring and Evaluation and communication</p> |

|  |  |          |          |          |                 |             |  |
|--|--|----------|----------|----------|-----------------|-------------|--|
| <p><b>Baseline:</b><br/>Opportunities exists for DRM integration at different levels</p> <p><b>Annual target:</b><br/>DRM mainstreaming training manual developed (1)</p> <p>Hazard and risk assessments completed for five provinces</p> <p>Numbers of trainings held (5)</p> <p>Mainstreaming of DRM initiated in the civil service curriculum</p> | <p><b>Activity Result-2</b><br/><i>Disaster risk management integrated into development plans and budgets;</i></p> <p><b>Planned Activities:</b><br/>Development of DRM mainstreaming training curriculum through a consultative manner</p> <p>Training of key departments in DRM integrated planning and budgeting</p> <p>Integration of DRM in the civil service curriculum</p> <p>Vulnerability and hazard assessment for selected provinces</p>                  | <p>X</p> | <p>X</p> | <p>X</p> | <p>UNDP/NDC</p> | <p>DFAT</p> | <p>Staff costs<br/>Consultancies<br/>Contractual services companies (Hazard and Vulnerability assessment)<br/>Travel<br/>Training, Workshops, Conference<br/>Common Services<br/>Monitoring and Evaluation and communication</p> |
| <p><b>Baseline:</b><br/>NDRM plan advocates for establishment of early Recovery policy and framework</p> <p><b>Annual target:</b><br/>Number of assessments conducted (1)</p> <p>Early recovery policy/framework developed (1)</p> <p># of people trained in post disaster needs assessment (30)</p>   | <p><b>Activity Result-3</b><br/><i>Preparedness and planning mechanisms and tools to manage disaster recovery processes at National and sub-national levels strengthened</i></p> <p><b>Planned Activities:</b><br/>Assessment of recovery practices in PNG</p> <p>Initiate development of National Recovery framework</p> <p>Training of key stakeholders in post disaster needs assessment</p> <p>Development of provincial early recovery plans and guidelines</p> | <p>X</p> | <p>X</p> | <p>X</p> |                 |             | <p>Staff costs<br/>Consultancies<br/>Training, Workshops, Conference<br/>Printing, Materials &amp; Supplies<br/>Common Services<br/>Monitoring and Evaluation and communication</p>  |

|   |  |   |  |  |  |  |   |             |  |          |
|---|--|---|--|--|--|--|---|-------------|--|----------|
| <p><b>Baseline:</b><br/> <i>Disaster Management Team in place and meeting regularly</i></p> <p><b>Annual target:</b><br/> <i>Number of DMT meetings held (10)</i></p> <p><i>Number of Coordination meetings held (5)</i></p> <p><i>Number of joint assessments done (2)</i></p> | <p><b>Activity Result-4</b><br/> <i>Readiness of the Disaster Management Team members and the National Disaster Centre to prepare and response to disasters enhanced:</i></p> <p><b>Planned Activities:</b></p> <p>Support monitoring of the humanitarian situation in the country</p> <p>Support UNRC's coordination and response support when required, in close collaboration with national authorities</p> <p>Report as required on major events with humanitarian scope</p> <p>Organize the Disaster Management Team (DMT) meetings in coordination with NDC and the RCCO</p> <p>Maintain regular contacts with NDC and other relevant government institutions on humanitarian issues/needs</p> <p>Lead inter-agency dialogue on the development of joint rapid needs assessment, analysis, and reporting</p> | <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> | <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> | <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> | <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> | <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> | <p>UNDP/NDC</p> <p>UNDP/NDC</p> <p>UNDP/NDC</p> <p>UNDP/NDC</p> <p>UNDP/NDC</p> <p>UNDP/NDC</p> <p>UNDP/NDC</p> <p>UNDP/NDC</p> | <p>DFAT</p> | <p>Staff costs</p> <p>Training, Workshops, Conference</p> <p>Travel</p> <p>Equipment &amp; Furniture</p> <p>Materials &amp; Supplies</p> <p>Common Services</p> <p>Monitoring and Evaluation and communication</p> | <p>2</p> |
|---|--|---|--|--|--|--|---|-------------|--|----------|

## Annex 5: Key project activities for 2016

- DRM Capacity Assessment at the national and provincial levels;
- Post assessment of drought;
- Drought Review & Lessons Learned workshop;
- Develop disaster assessment frameworks, tools & standards;
- Organize National Conference for PDCs;
- Enhance and/or establish EOC (national and provincial levels) & DM Info Management System;
- Initiate development of the DRR Framework;
- Conduct Hazard & Risk Assessment in 5 provinces;
- Develop DM Plans for 5 provinces, including:
  - Longer term DRR measures, preparedness and response;
  - SoPs & EOC operations, dissemination of warnings, assessments, recovery;
  - Re-activate Provincial level DM Committees
- Support integration of DRR into training curriculum of public services;
- Support integration of DRR into school curriculum;
- Review of DRM training modules and methodology;
- DRM training workshops for 5 provinces;
- Support to CHARM diploma course;

## Annex 6: LoP

### **List of Participants**

1. Mr. Martin Mose, Acting Director, National Disaster Centre (NDC)
2. Mr. Lusete Mana, IT Specialist, NDC
3. Mr. Andrew E. Oaego, Assistant Director, NDC
4. Mr. Samuel Maiha, Director, National Weather Service (NWS)
5. Mr. Robert Thomson, NWS
6. Ms. Allison Page, Interim Secretary General, PNG Red Cross
7. Ms. Elizabeth Michael, Geohazards Management
8. Mr. Iki Peter, Senior Project Officer, Climate Change Development Authority (CCDA)
9. Mr. Albert Milala, Project Officer, CCDA
10. Mr. Ed Vrkic, Chief of Operations, Australian High Commission (AHC)
11. Mr. Hisashi Izumi, Head of Programme, UNDP
12. Mr. Rabi Narayan Gaudo, Project Manager, Adaptation Fund, UNDP
13. Mr. Khusrav Sharifov, Technical Specialist, DRM, UNDP

Annex 7: PSC Meeting Agenda

National Disaster Center and United Nations Development Programme  
*"Strengthening Disaster Risk Management in Papua New Guinea"*

**AGENDA**

**1<sup>ST</sup> PROJECT STEERING COMMITTEE MEETING**

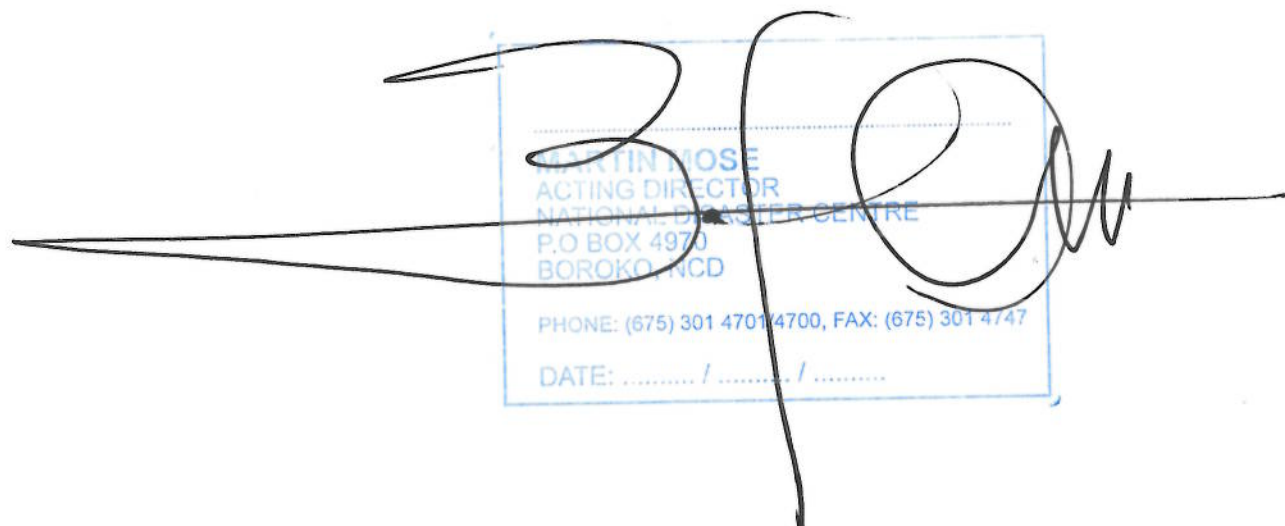
**Date & time:** 12 May 2016, 09:00-10:30

**Location:** National Disaster Center, Kitpeng Building, Waigani

**Participants:** PSC Members

**Chair:** Mr. Martin Mose, NDC Acting Director

| <b>Agenda item</b>        | <b>Presenter</b> | <b>Duration</b> |
|---------------------------|------------------|-----------------|
| 1. Introductions          | NDC, DFAT, UNDP  | 10 min          |
| 2. Intro to DRM Project   | UNDP             | 15 min          |
| 3. Project plans for 2016 | NDC/UNDP         | 20 min          |
| 4. Q&A                    | All participants | 10 min          |
| 5. AOB                    | All participants | 5 min           |



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