

# Government of India-UNDP DRR Programme (2009-12)

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## **AGENDA ITEMS FOR THE FIRST MEETING OF STATE STEERING COMMITTEE CONSTITUTED TO IMPLEMENT GOVERNMENT OF INDIA-UNDP DISASTER RISK REDUCTION (DRR) PROGRAMME (2009-12) TO BE HELD UNDER THE CHAIRPERSONSHIP OF CHIEF SECRETARY**

### **INTRODUCTION**

The Government of India – UNDP have sanctioned:-

- i) Disaster Risk Reduction Programme (2009-12) for Kangra, Mandi and Kinnaur districts.
- ii) Urban Risk Reduction (URR) for the capital city of Shimla.

As per the implementation strategy a State Steering Committee (SSC) has been proposed to be constituted to oversee the implementation of the programme. The State level programme will be implemented, monitored and reviewed by the SSC which will have the National Project Director or his nominee as the member. SSC will include officers from NDMA; the relevant departments at the state level, representative from the State Disaster Management Authority, representatives from DDMA's and UNDP. Management arrangements below the state level will be determined at the discretion of the SSC in consultation with National Project Director (NPD) who are the Joint Secretary National Disaster Management Authority (NDMA) for the DRR programme and Joint Secretary, Ministry of Home Affairs (MHA) for the URR programme. A Monitoring and Evaluation system will be established at state level to track the progress of the project. State governments along with NDMA will have the overall responsibility of monitoring the project, through regular monitoring visits and review meetings. Accordingly, the SSC for the State has been constituted and notified. A copy of the notification is annexed (Annexure A).

The SSC may hold a meeting so that the project goals and objectives are achieved in the defined time frame, review the project progress and suggest implementation strategy, review the project expenditure against activities and outcomes etc.

The programme briefs for both the projects have been prepared and annexed. Indicative actionable points for DRR and URR programme have been prepared and annexed (Annexure B and C respectively).

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### **AGENDA ITEM NO. 1 IMPLEMENTATION OF ANNUAL WORK PLAN (AWP) FOR THE YEAR 2010.**

The AWP for the DRR programme amounting to Rs. 69.55 lakh was approved by the NDMA on 6<sup>th</sup> May, 2010 (Annexure D). The AWP for the URR programme amounting to Rs. 25 lakh was approved by the MHA on 15<sup>th</sup> June 2010 (Annexure E). 40% of the funds of approved AWP's received in the State have been allocated to the MC Shimla, Kangra, Mandi, and Kinnaur districts and HIPA (Annexure F). The request to release remaining funds have been placed. The quantitative progress report sent to NDMA and MHA for the State upto the month of February, 2011 is also attached (Annexure G).

2. The implementation of the programmes is yet to take off in the districts. HIPA has carried out training programmes details of which has not been submitted as yet.
3. The view of the implementing agencies may be taken and SSC may discuss the matter, review the implementation of the AWP activity wise for both the programmes, and suggest ways to speed up the implementation of the programmes.

### **AGENDA ITEM NO. 2. ANNUAL WORK PLAN FOR THE YEAR 2011.**

Most of the activities approved in AWP 2010 are yet to implemented. As per the suggestion of the UNDP besides implementing the AWP 2010, some additional activities for the year 2011 have been proposed for sanction under the DRR and URR programme (Annexure H and I respectively).

2. The SSC may take note of it.
3. It is also proposed that the implementing agencies may be asked to come up with perspective actions/activity plans for the remaining period of programme too.

### **AGENDA ITEM NO. 3. CONDUCTING HAZARD RISK AND VULNERABILITY ANALYSIS (HRVA) OF DISTRICT KANGRA AND SHIMLA CITY**

Under the DRR project select states will be supported to conduct HRVA. The scale of the assessment will be decided by the states and will also depend upon the resources available under the project. In addition all states will be encouraged to carry out Hazard Risk

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assessment utilizing their own state funds. The States may prepare a Composite Risk Atlas for the entire state or may conduct an assessment in few multi hazard prone districts only.

2. Under the DRR programme Rs. 15 lakh has been sanctioned for district Kangra to conduct HRVA.

3. The HP State Council for Science, Technology and Environment has prepared a concept note (Annexure J) to conduct the HRVA of the State. We may get the HRVA of district Kangra conducted through the Council.

4. Under the URR programme, the HRVA of MC Shimla and inventorisation of old heritage structures through GIS mapping and assessment of structural vulnerability of selected building/structures has been approved and funds amounting to Rs. 7 lakh and 2 lakh for both the activities have been sanctioned. The MC has identified PRUDA to complete the job.

5. The matter regarding conducting HRVA of Kangra district is placed for the consideration and approval of the SSC.

### **AGENDA ITEM NO. 4. AWARENESS GENERATION STRATEGY**

Under the project strategies for continued awareness on Disaster Risk Reduction will be developed at the national and state level. States will be supported to develop their state specific awareness strategies and prepare information and communication materials for spreading awareness among people.

2. In the AWP 2010 Rs. 2.0 lakh under the DRR and Rs. 1.0 lakh under the URR has been kept for this activity.

3. A draft awareness generation strategy has been developed and placed (Annexure K).

4. The SSC may consider the same and approve for implementation.

### **AGENDA ITEM NO. 5. MONITORING ARRANGEMENT AT THE DISTRICT AND MC LEVEL**

The State level programme will be implemented, monitored and reviewed by the SSC which will have the National Project Director or his nominee as the member. Management arrangements below the state level will be determined at the discretion of the SSC in consultation with National Project Directors (NPD) who are the Joint Secretary

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National Disaster Management Authority (NDMA) for the DRR programme and Joint Secretary, Ministry of Home Affairs (MHA) for the URR programme.

2. It is suggested that at the district level since District Disaster Management Authority (DDMA) is the implementing partner, the DDMA may monitor the implementation of the programme. Additionally, the Commandant Home Guard, Deputy Director Higher and Elementary education and representative of leading NGOs of the districts can be associated in the district level monitoring committee. Besides, the Chairman DDMA may nominate any other person whom he thinks of assistance to be the member of the monitoring committee.
3. At the MC level, the Committee may be constituted headed by the Commissioner MC Shimla and Joint Commissioner/Assistant Commissioner, Municipal Engineer, XEN PWD, Fire Officer, Health Officer and nominee of the Deputy Commissioner as members. The Project Associate, of the URR project can be notified as Member Secretary of the committee. Besides the chairman can be authorised to co-opt other members if he so deems fit.
4. The matter is placed for the consideration and approval of the SSC.

### **AGENDA ITEM NO. 6 GO-NGO COORDINATION**

Under the programme the states are also required to establish GO-NGO Coordination mechanism for effective disaster preparedness, response and development. Identifying and developing the roles and responsibilities of NGOs and CSOs in recovery will help to make optimum use of these critical partners.

2. There is need to identify NGOs, volunteers, SHGs, working or are will to work in various aspects of disaster management. A district specific database of NGOs and volunteers needs to be prepared and guidelines for operation needs to be finalised. The NDMA has recently come out with "Guidelines on the role of NGOs in Disaster Management". The guidelines are available in the NDMA's website.
3. Performa for the registration of volunteer organisation and volunteers have been drafted and placed as annexure (annexure L and M respectively).
4. The matter is placed before SSC for consideration and further direction if any in the matter.

### **AGENDA ITEM NO. 7. INTEGRATING AND MAINSTREAMING DRR INTO DEVELOPMENT PLANNING AND PROGRAMMES.**

The integration of Disaster Risk Reduction into national and local development policies and plans is one of the key processes to promote a sustainable and resilient development paradigm. The process of mainstreaming DRR into development planning is invariably impeded due to a lack of appropriate tools and methodologies. Under the project, training will be conducted on how to integrate DRR into the development programmes and mainstream it in the development planning process at various levels.

2. At the **National Level** NDMA will play a key role in coordinating with various line ministries like Environment, Agriculture, Panchayati Raj, Human Resource Development, Urban Development, Rural Development to integrate DRR into some of the ongoing flagship programmes like JNNURM, IAY, SSA and NREGA.

3. At the **State Level** efforts will be made to target few of the flagship programmes to integrate DRR. Adequate training will be provided to the officials at various levels, panchayats and communities on integration of DRR. The DM Cells established in the State ATIs will be also strengthened by developing appropriate training modules and training materials. The states may also be supported to conduct a Training of Trainer's programme and constitute a group of trainers at the state level. To reach out to the grass root community training will also be imparted to the NGOs, CBOs and SHGs on mainstreaming DRR.

4. Some of the states will also be encouraged to prepare the "Engineer's bill" which will help in increasing the accountability of the construction fraternity and help in ensuring structural safety of the built environment. Emphasis will also be led on mainstreaming DM in school education and Higher Education. Apart from inclusion of DM into the curriculum it may also emphasis on supporting some of the premiere institutions in conducting courses on Disaster Management. School Safety Initiatives (training of teachers, preparation of school DM plans, mockdrills) will also be taken up in different states.

5. At the **District** level on pilot basis DRR will be integrated into the District Development Plan. Training will be provided to the government functionaries and panchayats on how to mainstream DRR into the development planning process.

6. In the 2<sup>nd</sup> meeting of the Programme Management Board held on 10.2.2011 under the chairmanship of Secretary Boarder Management, MHA the states were advised specific entry points mentioned in the enclosed annexure (Annexure N). The proceedings of the meeting were circulated to all concerned departments. The districts and departments may be asked to start implementing and integrating the same. Besides, more sectors can be identified where such integration can be done in the ongoing development programmes.

7. The SSC may consider the issue and issue directions as proposed.

### **AGENDA ITEM NO. 8. ENHANCING CAPACITY OF VARIOUS STAKEHOLDERS ON DISASTER PREPAREDNESS, RESPONSE, MITIGATION, AND DISASTER RISK REDUCTION PLANNING – IDENTIFICATION OF TRAINING INSTITUTES**

At present NIDM at the national level and DM cells in State ATIs are conducting training programmes on various aspects of DM. Under the DRR Project there will be significant focus to strengthen the ongoing training initiatives in the state as well as to conduct special training programmes for various stakeholders. This will include providing training on preparation of State and district DM Plan as well as on community based disaster risk management. The project will support in preparation of model DM plans at state, district, block and village level. The DM plans prepared at state and district level will focus on overall disaster risk reduction. Adequate training will be provided on implementation of the state and district DM Plans. Training will also be imparted to specific stakeholders like doctors, health workers, engineers, architects, masons and community on various aspects on disaster management.

2. Some of the key training subjects will be:

- Training of Doctors on Hospital Preparedness and Mass Casualty Care.
- Training of engineers, architects and masons on hazard resistant technology.
- Training of State and District level officials on post disaster response and recovery.
- Training of various line department officials and district level officials on implementation of DM plans at various levels.
- Training on incorporation of DRR measures in building byelaws' and land use development regulations for ensuring structural safety in hazard prone areas.

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- Training of State and District level Search and Rescue (SAR) Force and training of volunteers (NCC, NSS, NYKS, VDMTs, Mahilla and Yuvak Mandals etc.) in SAR and first aid

3. Training would be one of the major components of the programme. Large number of government officials and other stakeholders would require to be trained. It won't be possible for one institute to conduct such large number of trainings. It is therefore suggested that in addition to HIPA which would be main institute, the following arrangement for conducting training is suggested:-

Name of the Course/Training	Name of training Institution
Training of Doctors on Hospital Preparedness and Mass Casualty Care.	Himachal Institute of Public Administration (HIPA) Shimla.
Training of engineers, architects and masons on hazard resistant technology.	National Institute of Technology Hamirpur; and Central Building Research Institute (CBRI) Roorkee
<ul style="list-style-type: none"><li>• Training of State and District level officials on post disaster response and recovery.</li><li>• Training of various line department officials and district level officials on implementation of DM plans at various levels.</li><li>• Training on incorporation of DRR measures in building byelaws' and land use development regulations for ensuring structural safety in hazard prone areas.</li></ul>	Himachal Institute of Public Administration (HIPA) Shimla.
Training of State and District level Search and Rescue Force and volunteers	Civil Defence Training Institute Junga and Home Guard District Battalion Training Centres
Training of PRIs, ULBs, SHGs etc.	At the Block/District headquarters

4. Besides, the master trainers and other officers/officials requiring specialised training can also be trained at National Institute of Disaster Management (NIDM) Delhi and Civil Defence College Nagpur. The officers can also be encouraged to pursue online specialised courses offered by the NIDM in collaboration with the World Bank Institute (WBI). The training calendar of NIDM for online courses is annexed (Annexure O) and the courses offered by the Civil Defence College Nagpur is also annexed (Annexure P).

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5. The matter is placed for the consideration and approval of the SSC.

### **AGENDA ITEM NO. 9. DEVELOPMENT OF TRAINING MODULES AND MANUALS AND OTHER RESOURCE MATERIAL.**

Training and capacity building is one the main result area of the programme. Many training manuals and modules have been designed in the previous programme of the Government of India-UNDP Disaster Risk Management (DRM) programme (2009-12). Training manuals and resource material is also available in the NDM Division of Ministry of Home Affairs. A lot of expertise and labour has gone in designing the resource material and manuals. NIDM has also been entrusted at the national level under the programme to come out with the training manuals on various aspects of training and DRR integration. Designing all these training manuals and resource materials afresh would consume a lot of time and resources. Some of the manuals such as on School Safety, Hospital and mass casualty management etc. can be adopted without much modification. However, some manuals and resource material would require to be translated in Hindi and adaption for the State. The work of translation and adaption is proposed to be outsourced. The list of training manuals is as under:-

List of Training Manuals available

Title	Source	Author
Building PRI Capacities for Disaster Preparedness and Management – A training Manual	Government of India-UNDP DRM Programme (2002-2009)	B K Thaplyal, Prof and Head NIRD Hyderabad
Guidelines for Hospital Emergency Preparedness Planning	Government of India-UNDP DRM Programme (2002-2009)	G Padmanabhan, Emergency Analyst, UNDP
School Safety – A Handbook for Education Officers, School Principals & Teachers, Administrators & Emergency Officials	Government of India-UNDP DRM Programme (2002-2009)	Prof. Anand S Arya, G Padmanabhan & Anup Karanth
Manual on Hazard Resistant Construction in India – for reducing vulnerability in buildings built without engineers	Government of India-UNDP DRM Programme (2002-2009)	Rajender Desai and Rupal Dasai
Training of Trainers Manual on Gender Mainstreaming in Disaster Risk Management	Government of India-UNDP DRM Programme (2002-2009)	
Trainer’s guide for Training in Hazard Resistant Construction	Government of India-UNDP DRM Programme (2002-2009)	Rajender Desai and Rupal Dasai
Training module for NGO on DRM	Government of India-UNDP	



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	DRM Programme (2002-2009)	
Disaster Management Act 2005	Government of India	
District Disaster Management Plan – model template	NIDM	
Model Template for the preparation of Block Plan	Not known	
Model Template for the preparation of Panchayat Plan	Not Known	

2. It is also proposed that the job of translation and adaption may be outsourced and funds available under the relevant activity may be spent for the purpose.
3. The matter is placed for the consideration and approval of the SSC.

ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR