



**Flagship 4 Advisory Committee
Meeting 08 - Minutes**

Friday 1 June 2012, 2:00pm – 3:30pm
UNDP meeting hall

Attendees:

Mr Charkripani Sharma, Under Secretary, Ministry of Federal Affairs and Local Development (Chair)
 Ms Victoria Bannon, Country Representative, IFRC
 Ms Moira Reddick, Coordinator, NRRC Secretariat
 Ms Jenty Kirsch-Wood, Head of DRM Unit, UNDP
 Mr Pitambar Aryal, Director Disaster Management Department, Nepal Red Cross Society
 Mr Bishnu Kharel, Humanitarian Programme Coordinator, Oxfam/DIPECHO Partners
 Ms Becky-Jay Harrington, Flagship 4 Coordinator
 Ms Elina Savolainen, Flagship 4 Coordination Support, IFRC

Apologies

Mr Sagar Mishra, Section Officer, Ministry of Home Affairs
 Mr Sten Van Leuffel, Programme Manager, Oxfam/DIPECHO Partners
 Mr Kedar Babu Dhungana, Programme Manager, Save the Children/AIN

Item #	Topic	Speaker
1	Welcoming remarks by Mr Chakripani Sharma (chair) Mr Chakripani Sharma, the new Under Secretary for the Ministry of Federal Affairs and Local Development was the chair of the meeting and welcomed everyone, and formally introduced himself to the Advisory Committee.	Mr Sharma F4 Coordinator
2	<p><u>Update on Flagship 4 / NRRC Progress</u></p> <ul style="list-style-type: none"> • Visibility materials: <ul style="list-style-type: none"> ○ Onepagers and notebooks for promoting minimum characteristics have been developed and translated in Nepali. Materials will be handed out e.g. to participants of district consultations. ○ Guidelines booklet for minimum characteristics is being developed with intention to bring up examples how organisations have implemented minimum characteristics. Projects from particular organisations will be featured as case studies of good practices in meeting minimum characteristics. • Project Tracking System <ul style="list-style-type: none"> ○ Working Group has come up with a system that will be online as survey format in two months, and also available in hard copy if needed. Project Tracking System has been tested with a few projects. Filling the survey is aimed to take 10-15 minutes per VDC. ○ Series of workshops is planned to be conducted in September to launch the Project Tracking System ○ It is anticipated that active data collecting work will be required. • Information Platform <ul style="list-style-type: none"> ○ A contract to develop a new Information Platform for Flagship 4 will be signed with Young Innovations Ltd at the same date. • District consultations 	F4 Coordinator



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	<ul style="list-style-type: none"> ○ Originally it was planned that five district consultations would have been conducted. As result of positive response from organisations, it was decided that ten district consultations will be conducted by the end of June. The facilitators will be from DP-Net, Nepal Red Cross Society (NRCS), Nepal Disaster Risk Reduction Centre (NDRC), Caritas and CARE Nepal. MoLD will send letters to DDC’s in appropriate districts. ○ Content of the district consultations will be similar to previous ones, taken feedback from earlier district consultations into account. Also the target group will be wider and cross-sectoral. ○ Representative of MoLD will attend some of the district consultations. <p>Action</p> <p>1. Flagship 4 coordinator emails to Flagship 4 members to welcome them to attend the district consultations</p>	
3	<p><u>Update on NRRC Progress</u></p> <ul style="list-style-type: none"> • Flagship 1 has been able to ensure to get its targets included in annual planning process of the Ministry of Education. This is an implicit lesson of importance of mainstreaming and ensuring that every ministry and other operational agencies are aware of the issues NRRC tries to target. • Flagship 2: Final review of Disaster Response Framework workshop will be held next Friday. • Flagship 3 Koshi valley. World bank continues to look at comparatively high tech initiatives, and are interested to discussing with Flagship 4 about communicating with communities. • Flagship 5 both building code plan and risk sensitive management plan have been endorsed in Kathmandu Valley, progress in scaling up has been made. Next Flagship 5 thematic consultation focuses on social inclusion and could be useful for some Flagship 4 partners. 	MR JKW
4	<p><u>Thematic Workshops</u></p> <ul style="list-style-type: none"> • Thematic workshops are planned to conduct on topics of CBDRR in relation to climate change, health, education and urban DRR. The first workshop is scheduled to be conducted by the end of July. Discussion on the most suitable topic for the first workshop. • Workshops around minimum characteristics will be conducted later in this year, when the supporting materials are printed. 	
5	<p><u>Any other business</u></p> <ul style="list-style-type: none"> • Flagship 4 needs to look at becoming more involved in regional level meetings and sharing platforms. • Flagship 4 will present in a side event in Asian ministerial conference on DRR in October. 	All