



**Flagship 4 Advisory Committee
Meeting 06 - Minutes**

Thursday 2 February 2012, 10:30am – 12.30pm
Oxfam Meeting Hall

Attendees:

- Mr Binod Singh, Under Secretary, Ministry of Local Development (Chair)
- Ms Victoria Bannon, Country Representative, IFRC
- Ms Becky-Jay Harrington, Flagship 4 Co-ordinator
- 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
- Mr Pitambar Aryal, Director Disaster Management Department, Nepal Red Cross Society
- Mr Khemraj Upadhyaya, DFID
- Mr Jan Marcus Hellstrom, BBC Trust

Apologies

- Ms Moira Reddick, Coordinator, NRRC Secretariat
- Ms Jenty Kirsch-Wood, Head of DRM Unit, UNDP

Item #	Topic	Speaker
1	<p>Welcoming remarks by Mr Binod Singh (chair)</p> <p>Update on previous meeting actions</p> <ul style="list-style-type: none"> • IT contract for Information Platform will be discussed between F4 Co-coordinator and UNDP • UNDP and F4 Co-coordinator to discuss further the 1 page document ways to promote cross learning 	Mr Binod Singh F4 Coordinator
2	<p><u>Update on Flagship 4 / NRRC Progress</u></p> <ul style="list-style-type: none"> • National workshop with DP-Net <ul style="list-style-type: none"> ○ Thanks to everyone for their support and contribution on the day. Information on presentations, best practices, challenges and rapporteurs reports have been posted on the Information Platform ○ A total of 52 organizations attended the workshop, including 29 new organizations to Flagship4, all of which are now on the flagship 4 mailing list. ○ DP-Net report once endorsed by MoLD will be circulated and posted online. Report had 2 recommendations: future workshops to be held at district level and invitations need to be sent out as early as possible. • Project database <ul style="list-style-type: none"> ○ There has been a general lack of response from members. Need the support and leadership of Advisory Committee to help encourage CBDRR organizations to register their project. • Schedule for Flagship 4 member meetings <ul style="list-style-type: none"> ○ Meetings are intended to be quarterly, next meeting will be in April 2012, agenda to be discussed at next Advisory Committee meeting • NRCS personal providing assistance with GIS and Information platform 	F4 Coordinator



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	<ul style="list-style-type: none"> • Finance person from UNDP is conducting an analysis of all of the flagships to assess the robustness of the flagship reporting and will produce a 3 month report in March. • Information Platform <ul style="list-style-type: none"> ○ To promote the platform fortnightly updates via email will be distributed to flagship 4 mailing list. • District Consultations <ul style="list-style-type: none"> ○ 10 districts to hold consultations by 4 different organisations: DP-Net, Caritas, Sahamati and Practical Action. ○ Workshop held for organizations facilitating consultation in January to discussed format and materials to be used. ○ MoLD sending letter to DDC asking for their involvement and support in the consultations. <p>Action</p> <ol style="list-style-type: none"> 1. MOLD to endorse DP-Net National workshop report before dissemination to members. 2. Letters to DDC from MOLD to be picked up from MOLD 	
3	<p><u>BBC Trust – NRRC Communication Strategy</u> <u>NRRC</u></p> <ul style="list-style-type: none"> • NRRC communication strategy has been approved by all partners and will be circulated this week. • In mid February UNDP will begin to implement the communications strategy <p><u>BBC Trust</u></p> <ul style="list-style-type: none"> • BBC Trust is researching communications in emergencies and around promoting community resilience. • Currently conducting a detailed mapping process of whose doing what, including a baseline study of how people access information prior, during and post an emergency and attitudes to hazards. 	JMH
4	<p><u>Distribution of CBDRR projects throughout Nepal</u></p> <ul style="list-style-type: none"> • Feedback from the national workshop suggested that people need a better understanding of the 9 minimum characteristics and how they can go about implementing or including them. • Suggested providing manuals and guidelines on the information platform to help guide organisations on how to incorporate these characteristics. <p>Discussion to be continued.</p>	
5	<p><u>Funding Mechanisms</u> Discussion to be continued.</p>	
6	<p><u>Other business</u> MoHA</p> <ol style="list-style-type: none"> 1. MoHA are currently in the planning stages of an INSARG meeting on 12 June 2012 2. MoHA will be holding meetings with all flagships in the coming weeks to discuss flagship progress and future plans. <p>UNICEF along with the Ministry of Education conducted a 2 day workshop on 30-</p>	SM KD



Item #	Topic	Speaker
	<p>31 January 2012 to discuss how to mainstream DRR into Education.</p> <p>Agenda items for next meeting</p> <ul style="list-style-type: none"> - Project tracking system: purpose - Agenda items for Flagship 4 member meeting (April) 	
8	<p><u>Next meeting</u> 15 March 10.30am at IFRC</p>	BJH

Project Tracking System (PTS)

Working Group

#	Agenda Item	Speaker
1	<p><u>Workgroup administration</u></p> <ul style="list-style-type: none"> - Workgroup plan: organize 4-5 sessions to discuss in detail the proposed project tracking system. - Technical input: agreed that advisory committee representatives would seek nominations from people with technical skills in monitoring and evaluation and project implementation to join the workgroup. <p>Action</p> <p>3. Advisory committee members to nominate individual/s with technical skills in monitoring and evaluation to sit on the project tracking system working group before 15 March.</p> <p>4. First Working group meeting to be held end of March.</p>	BJH
2	<p><u>Purpose of the PTS</u></p> <p>The following was discussed:</p> <ul style="list-style-type: none"> 3. Flagship 4 needs to be clear about what it wants CBDRR to mean. 4. Tracking needs to be quantitative to begin with and then once organisation begin to get buy in and then look at how to achieve qualitative information. <p><u>Purpose</u></p> <ul style="list-style-type: none"> 1. Provide more detailed information on how a project can meet the 9 characteristics <ul style="list-style-type: none"> o Need to decide what is the minimum output for each characteristic? o Need to break down each characteristic into a prompting checklist of 3-4 points of action o What is the quality of those points and how are they achieved, possible to recommend resources/guidelines on how they can be achieved. 2. Monitor the overall progress of Flagship 4's 9 characteristics <ul style="list-style-type: none"> o Need to review what MoLD & MoHA monitor at a local level for CBDRR 3. Allow Flagship 4 partners to report on progress against the Hyogo Framework for Action <p>Action</p> <p>5. Advisory committee to review above purpose discussion, with the intention to agree upon the purpose in the next meeting.</p>	All