

**FLAGSHIP 4 ADVISORY COMMITTEE  
MINUTES (meeting #10)**

Monday 25 February 2013  
9.30am – 11.00am  
UNDP, 4<sup>th</sup> Floor KSK building

**Attendees:**

Mr Charkrapani Sharma, Under Secretary, Ministry of Federal Affairs and Local Development (Chair)  
Ms Becky-Jay Harrington, Flagship 4 Coordinator (secretary)  
Ms Moira Reddick, Secretariat, NRRC  
Ms Jenty Kirsch-Wood, Head of CDRMP, UNDP  
Mr Chet Tamang, Programme Officers, Oxfam representing DIPECHO Partners  
Mr Bimal Galal, Humanitarian & DRR Coordinator, Oxfam  
Mr Santosh Sharma, Social Analysis and DRR Coordinator, CARE Nepal representing AIN TGDM  
Mr Prajwal Acharya, Project Officer, Disaster Management Section, Nepal Red Cross Society  
Mr Sam Rose, Resilience adviser, DFID

**Apologies**

Ministry of Home Affairs representative

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**Meeting Notes****Agenda item 1 – Welcome & introduction**

Mr ChakraPani Sharma welcomed everyone to the first Flagship 4 Advisory committee meeting for 2013, where we will finalise the new work plan and strategy for the coming year. Mr Sharma wanted to extend his thanks to the Flagship 4 team and advisory committee for reaching most of the 2012 targets. From the Ministry's side the District Disaster Risk Management Plans (DDRMP) and Community Disaster Management Committees (CDMCs) have been approved and are all located in the MoFALD website (Nepali). English translations of the documents are to come. The most recent of these documents, the CDMC were created to formalise the ward level committee in urban areas.

Challenges going forward include implementing these disaster risk management policy documents in the field. There are also potential linkages with broader initiatives such as climate change and the Environment Friendly Local Government concept.

**Agenda item 2 – Update from Flagship 4 coordinator****2012 Activities and expenditure report**

Becky-Jay highlighted some of the major activities conducted Flagship 4 and its partners in 2012: this included:

- 31 district consultations (29 in districts and 2 in municipality areas)  
*Note that CARE Nepal, Practical Action and Oxfam funded 8 of these district consultations. This approach is a much more sustainable and cost effective way of discussing long term CBDRR with community and local government participants.*
- 8000 copies of the Flagship 4 minimum characteristics 1 pager have been distributed, and more are now available for organisations to use in their discussions with community members and local government.

Becky-Jay also presented an expenditure report on Flagship 4 activities to committee members.

**Flagship 4 Handbook**

The Flagship 4 Handbook aims to be helpful guide for organisations wanting to know more about the minimum characteristics. It will include a section on case studies and also identify some example indicators; both qualitative and quantitative, that considers the rural and urban context and look at 4

sectors: Health & nutrition, Education, WASH and Livelihoods. Moira provided a summary of the Handbook process so far. In order to progress the handbook and have something ready for dissemination soon a working group will form: Oxfam, CARE, NRRC and Becky-Jay have all volunteered to be a part of this group. It is intended that another workshop be held with Flagship 4 members to present a initial draft of the handbook, with the objective to gather input and further understanding of this process.

#### **ACTIONS**

- **The Activities report will be posted on the Flagship 4 website for all members to access.**
- **Handbook working group will convene shortly to provide input into the handbook, specifically the example indicator section. Once this group has meet a short presentation on the work will be compiled for the Advisory committee**

#### **Agenda item 3 – Flagship 4 target for 2013**

The NRRC has requested all Flagships to submit a yearly target, which will be reported against at the NRRC Steering Committee. This target needs to be measurable and illustrate how the Flagship is progressing against its main objectives and the Flagship's 5-year target.

Becky-Jay provided 3 suggested targets for discussion, of which the agreed target needs to reflect Flagship 4's strategic vision. The following targets were preliminary agreed to and will be circulated by Becky-Jay on 25 February for immediate feedback by advisory committee members. Targets are already overdue and need to be submitted to the NRRC as soon as possible.

1. 750 of the targeted 1000 VDCs/ municipalities will be undertaking CBDRR activities. Of these 750 VDCs/ municipalities over 200 will have completed CBDRR activities.
2. To produce an easy to use guide on how to operationalize the minimum characteristics; including the development of example indicators and case studies.

#### **ACTIONS**

- **Flagship 4's revised 2013 targets to be circulated to advisory committee members for immediate comment.**
- **Flagship 4 coordinator to collate further feedback and revise targets, then to be sent on to NRRC secretariat.**

#### Update – 28 February

With feedback gathered from members it has been agreed that Flagship 4's target for 2013 will be: 750 of the targeted 1000 VDCs/ municipalities will be undertaking CBDRR activities.

#### **Agenda item 4 – Flagship 4 focus areas for 2013**

Becky-Jay provided committee members a list of proposed focus areas for Flagship 4 for feedback. The following issues were discussed:

- In the implementation of the new disaster management plans at district, local and ward levels, there is now a need to increase the awareness and capacity of local government actors specifically VDC secretaries of these plans. Mr Sharma mentioned that MoFALD are working to have these plans included in the MCPM manual.
- It was also suggested that 2-3 regional meetings targeting VDC secretaries and LDOs be conducted (specifically in the Midwest / Far west regions) to provide training on these documents.
- Jenty mentioned that UNDP are developing criteria to be included in the Local Development Training Authority (LDTA) targeted at training on DRM for VDC secretaries in 25 districts – flagship 4 should link in with these criteria. Mr Sharma requested Oxfam to provide additional copies of the LDRMP to distribute.

- The policy and implementing links between newly developed disaster risk management and climate change adaptation plans (LAPAs) was discussed. It was agreed that this discussion would be picked up at the Flagship 5 national workshop as there is an obvious link between Flagship 4 & 5.
- Challenge of gathering data, specifically for the project tracking survey. It was suggested that innovative mechanisms need to be applied and potentially placing some parameters around flagship 4 membership, one suggestions was making membership to Flagship 4 contingent on the sharing of data ie. Completion of registration and survey.
- Santosh suggested that Flagship 4 should endorse that Flagship 4 projects need to be at least a 36-month cycle. However Jenty updated the group on an initial discussion around the length of projects in beginning of 2011 which resulted in 15month cycles being included, so to include work in established project areas and subsequent structures that are able to include short term DRM aspects / projects. Jenty also mentioned it was previously agreed that organizations were able to use their best judgment of start and end date, which should ideally be 3 year project.
- Prajwal noted that NRCS in implementing their Earthquake Preparedness project are also developing a urban portal for their work. Flagship 4 will follow up with NRCS about possible linkage with Urban DRR sector portal as not to duplicate work.
- In order to address the issue of increasing coordination and subsequent collaboration of activities between implementing partners the suggestion of a real-time sharing mechanism needs to be developed. This could be in the form of an online forum or discussion group. DIPECHO and AIN TGDM representatives to contact the organisations they represent and gather feedback on what the appetite is for 'real-time sharing' mechanisms such as online forum. If there is an interest, what can Flagship 4 expect from them?
- It was suggested that it should be a focus area for Flagship 4 this year to explore the potential to create minimum criteria against minimum characteristics. Some agencies thought it would be beneficial to have a minimum standard so they could prove that they were meeting the minimum characteristics. Sam mentioned that donors would look favorably on this process of creating a gold standard, it would also allow Flagship 4 to verify if in fact a project did meet the characteristics. It was mentioned that there was reluctant in creating these standard as it potentially isolates partners and makes it difficult to capture work. Sam added that any identified agencies that were not meeting the 9 characteristics minimum standards could be offered support or partner up with other agencies who could assist in meeting the minimum standard. This idea needs further discussion at the next meeting and committee members are asked to speak to their respective organizations to receive input.

It was agreed that the following 5 areas would form the focus areas for Flagship 4 for 2013.

1. Promote communication and coordination between Flagship 4 members
  - a. Develop real-time sharing mechanism, possibly on Flagship 4 website
  - b. Bi-monthly meetings with partners led by MoFALD
2. Further the discussion on Urban DRR and establish Nepal Urban DRR information portal
  - a. Platform and online discussion group
  - b. Support the adaptation of current CBDRR guidelines to include Urban DRR
  - c. Include 1 thematic workshop in August / September
3. Further operationalize minimum characteristics with development of example indicators
  - a. This will form part of the Flagship 4 handbook, which will also include case studies and be published in both English & Nepali

- b. Potentially assess current CBDRM manuals and establish minimum criteria for each characteristic (increasing quality)
4. Increase data collection, specifically using the project tracking survey, to gain a better understanding of what is happening on the ground. There is potential to use data for retrospective study on CBDRM and gap analysis
5. Advocacy of CBDRR tools be included in implementing partners trainings and program (a more sustainable approach to the district consultations of 2012).
  - a. Continue to provide training to facilitators and update training materials

## ACTIONS

- **DIPECHO and AIN TGDM representatives to contact the organisations they represent and gather feedback on what the appetite is for ‘real-time sharing’ mechanisms such as online forum. If there is an interest, what can Flagship 4 expect from them?**
- **Flagship 4 / NRRC to follow up with Prajwal (NRCS) on potential synergies of Urban DRR portal and the NRCS portal currently being organised around the urban DRR work they are conducting.**
- **Flagship 4 to follow up with UNDP CDRMP (Krishna Kafle) on what will be included in the LDTA criteria and which 25 districts will be covered?**
- **Mr Sharma requested Oxfam to provide additional copies of the LDRMP to distribute.**
- **From the discussed and agreed upon focus areas, Flagship 4 will draw up a 2013 workplan where organisations can then identify where they can link into and potentially lead on activities.**
- **Committee members are asked to speak to their respective organizations to feedback about the idea of creating minimum criteria for meeting the minimum characteristics.**

### **Agenda item 5 – National level workshop**

#### Flagship 1 National level workshop: 7 march 2013

To increase synergy between Flagship 1 Hospitals and the community based elements of the hospitals DRR work, Flagship 4 will be collaborating with Flagship 1 for their National level workshop. Invitations and the agenda will be sent out shortly.

Flagship 4 will also link with Flagship 1 schools workshop to be held in April. More details to come.

#### Flagship 4 National level workshop (1/2 day)

*Date: 28 March 2013 8.30am*

The Flagship 4 workshop will be followed by Flagship 3’s workshop in the afternoon (2-5pm). It is strongly urged that participants stay all day. More on the Flagship 3 agenda shortly  
Flagship 4’s national level workshop will focus on the following areas

- Launch of 2013 workplan
- Commitment by Flagship 4 members
  - to complete the project tracking survey
  - to identify areas of coordination, where appropriate, with Flagship 4 and members
- Agreed topics for further discussion in the Urban DRR workshop in 3<sup>rd</sup> quarter 2013
- Awareness of open source risk mapping tools available

## ACTIONS

- **NRCS and Oxfam will lead a session on Urban DRR and present what their current challenges and synergies are. Members will then break off into groups and feedback on Urban DRR topics that want to hear more about in the coming mid year Urban DRR workshop.**

**Agenda item 6 – Report from NRRC**

Due to limited time the NRRC was unable to provide an update of NRRC's activities (short summary to circulated via email)

**ACTIONS**

- **NRRC to provide update of activities to all members via email**

**Agenda item 7 – Other business**

- Future meetings could be thematic eg. Urban DRR and invite Flagship 2 and Ministry of Urban Development to participate.
- Mr Sharma also suggested inviting the Ministry of Environment to further discuss the synergies between CCA & DRR at the local level.

**Next meeting – 4 April 2013 (to be confirmed)**

Next meeting is to be held in the first week of April, to update advisory committee members on progress of the Flagship 4 Handbook.

**Flagship 4 Advisory committee – Meeting action points**

#	Meeting	Action	Responsibility	Status
1	25 Feb	The Activities report will be posted on the Flagship 4 website for all members to access.	Becky-Jay	Completed
2	25 Feb	Handbook working group will convene shortly to provide input into the handbook, specifically the example indicator section. Once this group has meet a short presentation on the work will be compiled for the Advisory committee	Chet Santosh Moira Becky-Jay	
3	25 Feb	Flagship 4's revised 2013 targets to be circulated to advisory committee members for immediate comment.	Becky-Jay	Completed
4	25 Feb	Flagship 4 coordinator to collate further feedback and revise targets, then to be sent on to NRRC secretariat.	Becky-Jay	Completed
5	25 Feb	DIPECHO and AIN TGDM representatives to contact the organisations they represent and gather feedback on what the appetite is for 'real-time sharing' mechanisms such as online forum. If there is an interest, what can Flagship 4 expect from them?	Chet Santosh	
6	25 Feb	Flagship 4 / NRRC to follow up with Prajwal (NRCS) on potential synergies of Urban DRR portal and the NRCS portal currently being organised around the urban DRR work they are conducting.	Prajwal Becky-Jay	
7	25 Feb	Flagship 4 to follow up with UNDP CDRMP (Krishna Kafle) on what will be included in the LDTA criteria and which 25 districts will be covered?	Becky-Jay UNDP	Ongoing discussion
8	25 Feb	Mr Sharma requested Oxfam to provide additional copies of the LDRMP to distribute.	Chet / Mr Sharma	
9	25 Feb	From the discussed and agreed upon focus areas, Flagship 4 will draw up a 2013 workplan where organisations can then identify where they can link into and potentially lead on activities.	Becky-Jay	
10	25 Feb	Committee members are asked to speak to their respective organizations to feedback about the idea of creating minimum criteria for meeting the minimum	ALL	

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		characteristics.		
11	25 Feb	NRCS and Oxfam will lead a session on Urban DRR and present what their current challenges and synergies are. Members will then break off into groups and feedback on Urban DRR topics that want to hear more about in the coming mid year Urban DRR workshop.	Chet Prajwal	
12	25 Feb	NRRC to provide update of activities to all members via email	Maira	