

**Flagship 4 Advisory Committee
Meeting 09 - Minutes**Friday 7 September 2012, 3:00pm – 4:30pm
IFRC meeting hall**Attendees:**

Mr Chakripani Sharma, Under Secretary, Ministry of Federal Affairs and Local Development (Chair)
 Ms Moira Reddick, Coordinator, NRRRC Secretariat
 Ms Jenty Kirsch-Wood, Head of CDRMP, UNDP
 Mr Sten Van Leuffel, Programme Manager, Oxfam/DIPECHO Partners
 Ms Becky-Jay Harrington, Flagship 4 Coordinator
 Mr Santosh Sharma, Social Analysis and DRR Coordinator, CARE Nepal / AIN TGDM

Apologies

Mr Pitambar Aryal, Director Disaster Management Department, Nepal Red Cross Society
 Ms Elina Savolainen, Flagship 4 Coordination Support, IFRC
 Mr Philip Smith, DFID

Item #	Topic	Speaker
1	Welcoming remarks by Mr Chakripani Sharma (chair) Mr Chakripani Sharma, Under Secretary for the Ministry of Federal Affairs and Local Development welcomed everyone.	Mr Sharma
2	<u>Advisory Committee membership</u> <ul style="list-style-type: none"> A new member from the AIN TGDM has been appointed and will now be filled by Mr Santosh Sharma from CARE Nepal. It was discussed that a representative from the Ministry of Urban Development should be invited to future meetings, to ensure the urban sector is incorporated into the work of Flagship 4. In a previous informal discussion with MoUD they noted their interest in being involved. Action NRRC / Flagship 4 coordinator to follow up with MoUD to ascertain who would be the appropriate representative	Mr Sharma
2	<u>Update on Flagship 4</u> <ul style="list-style-type: none"> Updated website: an updated website has been launched, providing clearer links to the mapping (which can be downloaded in excel format), the site also includes project tracking survey, online registration of projects and a knowledge library of specific CBDRR materials for Nepal Urban DRR workshop: workshop was conducted on 13 August with 69 participants attending. Outcomes of workshop were that NRRC & Flagship 4 would circulate a proposal for an online urban DRR platform and group. Online urban DRR platform would draw upon all DRR/M work being conducted in urban settings and act as a real-time sharing and learning information platform. District Consultations: we have budget for approximately 10 more district consultations for the remainder of the year. We have redesigned the consultations to include more input from the CDO and LDO, to try and increase their ownership of DRR issues. Oxfam and CARE will also be conducting district consultations on behalf of Flagship 4 in the coming months, this new approach offers a more sustainable way of having the conversation about DRR/M at the local level (as their project are running for number of years and can follow up any initial discussions). 	F4 Coordinator

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	<p>Action Urban DRR proposal has been circulated to all Flagship 4 partners. Please provide feedback to Giovanni Congi in the next week.</p>	
4	<p><u>Project Tracking Survey (PTS)</u></p> <ul style="list-style-type: none"> PTS is now online. Flagship 4 has sent emails and personally spoken to most implementing agencies to complete the survey by 30 September. Results from the PTS will be aggregated and published online for all to use. Challenge has been in getting agencies to input their information. Discussion around possible motivating activities: more emails, official letter from MoFALD asking organisations to complete the information, public thanks for those organisations who have completed the survey and workshops to provide short orientations to staff. <p>Action: Flagship 4 to invite all implementing partners to send project officers to short workshops to orientate them on how to complete the survey. MoFALD to ask organisations to complete the online survey.</p>	Flagship 4 coordinator
5	<p><u>Regional events</u></p> <ul style="list-style-type: none"> Flagship 4 will be conducting a side event for the upcoming 5th Asian Ministerial Conference on Disaster Risk Reduction. Side event is titled 'scaling up community based disaster risk reduction – a case study from Nepal'. A panel of 5 representatives from organisations in Nepal involved in CBDRR will present how they are scaling up CBDRR. Panelists include representatives from MoFALD, NRCS, UNDP, IFRC and UNICEF. Flagship 4 materials will also be distributed during the session and NRRC documentaries will be played at the beginning and end of the session. 	Flagship 4 coordinator
6	<p><u>Report from NRRC</u></p> <p>Due to limited time Moira volunteered to share a 1 page update of the NRRC's activities via email. She also announced that the documentaries would be sent out to all NRRC members in the coming weeks. The International conference scheduled for October would also be placed on hold until further notice.</p> <p>Action NRRC to circulate 1 pager on their activities from the last quarter to all members.</p>	MR
7	<p><u>Climate change & DRR thematic workshop</u></p> <p>Due to limited time this agenda item was tabled for future discussion.</p>	Flagship 4 coordinator
8	<p><u>Other business</u></p> <p>Update from UNDP</p> <ul style="list-style-type: none"> UNDP now working with national staff training academy to include DRM into the curriculum UNDP environment section working with TU to build DRM capacity and curriculum <p><u>CBDRR log frames</u></p> <ul style="list-style-type: none"> DIPECHO Oxfam representative suggested that projects working in CBDRR share their log frame, when they register their project with Flagship 4 organisations. This would allow projects working in similar locations to understand what other projects objectives are and explore potential synergies and coordination points. <p>Action This recommendation will be discussed by members and followed up at the next Advisory committee.</p>	JKW SVL