



Humanitarian Aid
and Civil Protection

**A Combined Training Report on District Early Warning System Experts (DEWS) followed by
National Collaboration and Coordination (NCCII) Workshop-II**

**Organised by Ministry of Home Affairs, Department of Hydrology and Meteorology/Ministry of
Science, Technology and Environment and Ministry of Federal Affairs and Local Development**

**Jointly Supported by Strengthening Actions for Fostering Resilience through Early Warning and
Risk Sensitive Planning in Nepal (SAFER Nepal), a project of DIPECHO VII, Consortium of Mercy
Corps, Practical Action and Oxfam GB**

**Venue: Hotel Saathi, Hotel Devotee and Om Palace Kailali for NCC-II
20-24/03/2014 (DEWS Expert Training) and 25-26/03/2014 (NCC-II)**



OXFAM

PRACTICAL ACTION
Technology challenging poverty



Background:

The Department of Hydrology and Meteorology (DHM) in collaboration with the Ministry of Home Affairs (MoHA) and Ministry of Federal Affairs and Local Development (MoFALD) organised a 'Coordinated Response - Early Warning Implementation Workshop' in Kathmandu in December 2013. As part of the action plan on capacity building, DHM organised a 6-day national master trainers training (NMTOT) on community based early warning system in collaboration with MoHA and MoFALD.

The next step of the Early Warning Implementation Workshop was to conduct the training by MTOT for the EWS experts of Banke, Bardiya, Kailali and Kanchanpur Districts. This training was organised by DHM from 20th -24th of March 2014 in collaboration with MoHA and MoFALD. This event was technically and financially supported by Mercy Corps and Practical Action, both consortium members of SAFER Nepal.

Simultaneously, DHM also organised a National Coordination Collaboration Workshop - Linking Early Warning Response and Mainstreaming on 25th and 26th of March 2014. SAFER Nepal, a consortium project of Mercy Corps, Oxfam and Practical Action technically and financially supported DHM in the organizing of this event.

Concepts and the practices of the training were as follows:

- i. Geophysical condition and widespread poverty and illiteracy have made Nepal acutely vulnerable to different disasters like flooding, landslides, fire, earthquakes, GLOF, drought, epidemics, and more. While categorizing the nation on the basis of disasters, Nepal is ranked 20th in terms of risk of multi-hazards and 30th in terms of vulnerability of flood (UNDP/BCPR, 2004).
- ii. Disaster Risk Reduction has been a major priority for the Government of Nepal as well as national and international agencies working in Nepal. The Government of Nepal, having signed on to the Hyogo Framework for Action (2005-2015), has formulated, approved and been implementing the National Strategy for Disaster Risk Management (NSDRM). Similarly, it has also developed District Disaster Preparedness and Response Plan (DPRP) and Local

Disaster Risk Management Plan (LDRMP) guidelines for mainstreaming disaster management into development planning.

- iii. One of the five priorities of the Hyogo Framework for Action is to identify, assess and monitor disaster risks and enhance early warning. Similarly, the Strategic Activity 10 of NSDRM, 2009 mentions the establishment of a national system of hazard/risk monitoring and early warning as necessary to mitigate disaster risk in Nepal.
- iv. Flood has been the most frequent, highly damaging and widespread natural disaster in Nepal. Shesh Kanta Kafle in his book "Disaster Risk Reduction: Case Studies from Asia," published in 2012, mentions on p. 18 that the 2008 flood along the Koshi River killed thousands of people and displaced many others, not only in Nepal but also in India. On 18 August 2008, the Koshi River, the largest basin in Nepal, breached its eastern embankment at Kusaha in Sunsari District. Flood water entered settlements, damaging national highways, power transmission lines, communication cables, schools, health posts, village roads and private and public buildings. Over 40,000 people were displaced in Nepal due to the Koshi flood.
- v. The role Early Warning Systems can play in Disaster Risk Reduction is now universally acknowledged. As an example, the wide variations in the level of loss experienced during Hurricane Nargis in May 2008 are widely credited to EWS. In Bangladesh where an effective EWS was in operation, the death toll was 3,400, but in Myanmar, where EWS was not in operation, the death toll was 84,537, with a further 53,836 missing (SCF 2008).
- vi. Similarly, in Kailali District, the death toll was 26 in the 2008 flood when EWS was not operational, but after the establishment and operation of EWS, there have been no deaths reported due to flood after 2008 in areas/communities of Kailali linked with EWS.
- vii. On December 1' 2013, a one-day workshop on Coordinated Response-Early Warning Implementation was organised jointly by DHM, MoHA and MoFALD in Kathmandu in which 96 participants from different government and non government agencies identified the necessity of capacity building flowing from National to Community level to ensure the spread and replication of EWS across the country.

- viii. As a part of capacity building at National level, a 6-day CBEWS ToT was organised jointly by MoHA, MoFALD and DHM from 27th February to 4th March in Chitwan, in which 29 participants from LDTA, LGCDP, NRCS, MOHA, MOD, MOFALD, DHM, Security Forces, DWIDP, DSCWM, MOSTE and Department of Mines participated. The participants of this training are referred to as National CBEWS Trainers.
- ix. As a strategy of trickling down the capacity from national to district level, a 5-day District EWS Expert training was organised from 20th to 24th March in Dhangadhi by MoHA, MoFALD and DHM, in which 41 participants from different government agencies of 4 different districts (Kailali, Kanchanpur, Banke and Chitwan) participated. The training was facilitated by 22 National CBEWS Trainers (list attached in the annex 1 to 4).
- x. The DEWS Expert training was followed up by NCC-II on 25th-26th March, in which over 270 stakeholders from community, district, and regional to national level and from the international community participated in and discussed the institutionalization of EWS and response mechanisms.
- xi. This event report is divided into 2 parts. Part A is about the DEWS Expert Training, whereas Part B is about the NCC II workshop.

2. List of Acronyms

ACDOs	Assistant Chief District Officers
BCPR	Bureau for Crisis Prevention and Recovery
CBEWS	Community Based Early Warning System
CDMC	Community Disaster Management Committee
DAO	District Administration Office
DDC	District Development Committee
DDRC	District Disaster Relief Committee
DEWS	District Early Warning System (Experts)
DG	Director General
DHM	Department of Hydrology and Meteorology
DPRP	Disaster Preparedness and Response Plan
DRM/CRM	Disaster Risk Management/Climate Risk Management
DRR	Disaster Risk Reduction
DSCWM	Department of Soil Conservation and Watershed Management
DWIDP	Department of Water Induced Disaster
LDMC	Local Disaster Management Committee
LDOs	Local Development Officer
LDRMP	Local Disaster Risk Management Plan
LDTA	Local Disaster Training Authority
LGCDP	Local Governance Community Development Program
MoD	Ministry of Defense
MoFALD	Ministry of Foreign Affairs and Local Development
MoHA	Ministry of Home Affairs
MT	Master Trainers
MoSTE	Ministry of Science, Technology and Environment
NCC	National Collaboration and Coordination
NEOC	National Emergency Operation Center
NRCS	Nepal Red Cross Society
NSDRM	National Strategy for Disaster Risk Management
UNDP	United Nations Development Program
VCA	Vulnerability Capacity Analysis
VDC	Village Development Committee

**District Early Warning System Expert Training,
Dhangadhi, 20th-24th March 2014**

A.1. Objectives of DEWS Expert Training:

The overall objective of DEWS Expert Training was to promote replication for reducing the vulnerability and increasing resilience of communities and districts, whereas the specific objectives of the training were as follows:

- To build the capacity of stakeholders from different government agencies of four districts (Kailali, Kanchanpur, Banke and Chitwan) on CBEWS.
- To develop experts for replication of CBEWS at District level.

A.2. Participants and Facilitators:

There were a total of 44 participants, 10 from Chitwan, 9 from Banke, 12 from Kailali, 10 from Kanchanpur, 1 from Practical Action and 2 from IFRC. The trainings were organised in 4 different halls in parallel, 2 each at Hotel Saathi and Hotel Devotee. In each hall, the participants from one district were positioned for training (name list of participants attached in the annexes 5 to 10). 22 of the National CBEWS Trainers divided the sessions among themselves and conducted the training for 5 days in all 4 halls. Common slides and materials were used for PowerPoint presentations and group work in all 4 halls.

A.3. Accommodation:

The participants were placed in Hotel Saathi and Hotel Devotee, whereas the rooms of Dinesh Cottage, Hotel Jalsa and Hotel Rubus were booked for the National CBEWS Trainers. Hired buses were used for the travel of National Trainers to and from the training venues.

A.4. Methodology

The training was organised in a full participatory manner with the following methodologies used:

- PowerPoint presentations and discussions
- Question answer /interaction
- Thematic groups and individual work through dummy data and case studies
- Drills

- Pre- and post-tests

A.5. Content of the training programme

The content of the training included:

- Session 0: Opening and objectives sharing
- Session 1: DRM/CRM Terminology and Introduction to CBEWS overview
- Session 2: Monitoring and observation
- Group work 1: Threshold exercise
- Session 3: Risk Knowledge
- Group work 2: Google Map preparation
- Session 4: Communication and Dissemination
- Group work 3: Stakeholder analysis and communication channel preparation
- Session 5: Response preparedness
- Group work 4: Preparation of response plan/evacuation plan by providing map
- Session 6: Sustainability
- Group work 5: Group work and brainstorming on probable roles of different stakeholders at community, district, regional and national level for sustainability of CBEWS.
- Session 7: Preparation of action plan and LDMC Schedule
- Group work 6: Drill exercise (TORs for drill attached in annexes 11 to 18)

A.6. Description of the training programme:

Session 0: Opening and objectives sharing

The training programme was formally opened by Mr. Bed Prakash Lekhak, CDO-Kailali, and the chief guest for the programme by watering a flower vase. The programme was chaired by Mr. Rajendra Sharma, the Under Secretary of DHM, while Mr. Jhanka Nath Dhakal, the Under Secretary of MoHA/NEOC, was invited as the Special Guest for the programme. The objectives of the training programme were shared by Mr. Kapil Gyawali, an officer of DHM. In their speeches encouraging the success of the programme, Mr. Rewati Prasad Sapkota (a representative from the National CBEWS Trainers), Mr. Dhakal, Mr. Lekhak and Mr. Sharma highlighted the approaches and

importance of mainstreaming DRR and EWS in the reduction of loss of life and property due to flooding.

Session 1: DRM/CRM terminologies and Introduction to CBEWS overview

After the opening session, the sessions were undertaken in four different halls, one hall each for the participants from each district. The first session was on DRM/CRM terminologies in which the description of some common terminologies on DRM/CRM, like hazard, disaster, vulnerability, risk, capacity, response, relief, recovery, rehabilitation, reconstruction, mitigation, preparedness, resilience, prevention and EWS, were covered through photo and definition presentation and interaction.

Session 2: Monitoring and observation

This session was preceded by a pre-test and brief introduction on CBEWS and its importance. The facilitator described how the death tolls have been reduced to almost zero in Kailali, Banke and other districts after the establishment of CBEWS. In the monitoring and observation session, the various methods and apparatus for recording rainfall and river level data were described. A detailed description of the function, average cost, suitable site and limitations of manual rain gauges, automatic rain gauges (tipping bucket), manual river gauges and automatic river gauges (bubbler and radar systems) was presented. After the theoretical session, the session for day 1 ended after a group work named ***Saddle Point Method*** to determine threshold, lead and evacuation time was done.

Session 3: Risk Knowledge

Day 2's session was on Risk Knowledge (Vulnerability and Capacity Analysis). The theoretical portion contained the importance and type of information necessary to be collected during VCA. The practice session was about the use of GPS cameras and the macro-enabled Excel sheets to prepare the vulnerability and capacity maps on Google Earth. In the practice session, the participants took photographs of different hypothetical vulnerable areas, safe shelters, VDC and inundation areas and used those photographs to prepare a Google Earth map showing capacities

and vulnerabilities of the communities using the macro-enabled Excel sheet developed by the SAFER Nepal Consortium.

Session 4: Communication and Dissemination

The 4th session of the training and 1st for day 3 was about communication and dissemination in which the facilitator explained the introduction, types, functions, process, hindering factors and stakeholders in the communication process. In this session, two back-to-back group work sessions were held; the first was about identifying the senders, receivers, means of communication and types of messages to be delivered. A case study (attached in the annex 19) was provided for this group work. The major stakeholders identified by the participants were LDMC, CDMC/Task Forces, district and national level Nepal Red Cross, Security Forces and Agencies, local and national level Mass Media, Community representatives at community/VDC level, DAO/DEOC/DDRC, DDC, District EWS Experts, River Basin Office/Gauge Stations at District level, REOC, Basin and Climate Offices at Regional level and MOHA/NEOC, MOFALD, MOSTE, DHM, .

Another group work session covered the development of the communication channel for Flood EWS in which the participants were provided the lists of stakeholders on pieces of paper and asked to brainstorm the placement those stakeholders on the wall at 4 levels of the communication channel: community/VDC, District, Regional and National level; then link with each other through suitable means of communication.

Session 5: Response capability/Response preparedness

In this session, the importance of preparedness for response was described. Existing laws, policies and guidelines, including the Natural Calamity Relief Act 1992, Local Self Governance Act 1999, NSDRM 2009, Guidance Note on Disaster Preparedness and Response Plan 2011, and the Local Disaster Risk Management Plan 2011 were discussed. The organisational bases at Central level, Regional, District, VDC and Community level for response were also described in this session.

The theoretical session on response preparedness of day 3 was followed by group work on the following day in which the participants were provided a demo map (attached in annex 20) and asked to prepare an evacuation plan for flood.

Session 6: Sustainability

In this session, the various economical, environmental, social and organisational indicators of sustainability were discussed. Basically, this session focused on the necessity to seek answers to *Who, why, where, when, how and what to do??* in various steps of CBEWS for its sustainability. With this, the sessions on steps of CBEWS establishment were completed.

Session 7: Preparation of DEWS Action Plan and LDMC Schedule

In this session, DEWS of different districts discussed in groups how to prepare an action plan for replicating CBEWS in at least one vulnerable VDC of their respective districts. They also prepared the schedule for capacity building of the vulnerable VDCs chosen for replication.

Day 5: Drill

In the fifth and final day of the training, a drill exercise was conducted to summarise the lessons learnt in the 4 previous days. In this exercise, each DEWS Expert was asked to play the roles of different stakeholders (TORs attached in annexes 11 to 18). The objective of the drill was to help the DEWS experts better understand the roles of various stakeholders in EWS establishment, better understand the importance of linkages and better understand the benefits of CBEWS.

Day 5: Closing Ceremony

After the drill exercise, a closing ceremony was organised. The closing ceremony was chaired by Mr. Bed Prakash Lekhak, CDO-Kailali and hosted by Mr. Binod Parajuli. During the closing ceremony, the training participants were awarded certificates of DEWS experts.

A.7. Outcomes of the Training:

The participants actively participated in the 5-day District EWS Expert training. In the 5 days, the participants developed/strengthened their knowledge on concepts and importance of CBEWS and steps in the establishment of CBEWS. They also gained skills on the use of macro-enabled Excel sheet and Google Earth in preparing the Vulnerability and Capacity map as well Saddle point method to calculate threshold, lead time and evacuation time. They also listed the probable economic and technical support resources for sustainability of CBEWS in their districts. More noticeably, the participants showed their commitment to work as CBEWS resource persons and drafted their own action plans for replication of EWS in their respective districts.

**National Collaboration and Coordination Workshop,
25th-26th March 2014, Bells Parikar, Dhangadhi**

B.1 Objectives of the NCC II workshop

The broad objective of the workshop was to strengthen linkages among stakeholders from national to community level for institutionalising EWS, response mechanism and mainstreaming, while the specific objectives of the NCC II workshop were as follows:

- Analysing the challenges and ways to cope with the challenges at Community, District and National level in replication of CBEWS.
- Sharing of the process of mainstreaming of 1.7 Million Euros for Disaster Management purposes.
- Design of the national simulation exercise.

B.2. Participants:

- There were over 270 participants that included the Local Development Officers, Assistant Chief District Officers and community representatives from seven districts, namely Kailali, Kanchanpur, Banke, Bardiya, Dadeldhura, Chitwan, Tanahun, Dang and Nawalparasi along with disaster early warning experts from national and district levels. High level government officials from the host Ministries and representatives from donors, UN agencies, the NRRC and humanitarian partners were also present in the workshop halls.

B.3. Accommodation:

- A total of 9 hotels were used for the accommodation of the participants. The names of the hotels were Hotel Saathi, Hotel Devotee, Hotel Jalsa, Dinesh Cottage, Hotel Rubus, Dev Training Center, Hotel Dailo, Suvam Party Palace and Hotel Bidhya. A total of 8 buses and 5 Scorpio vehicles were used for the transportation of participants to and from the venues.

B.4. Methodology

The workshop was organised in a fully participatory way. The participants were divided into five major groups, namely community, District (ACDOs/LDOs), DEWS, National CBEWS Trainers and Master Trainers. The Community groups were further sub-divided into different sub-groups, namely Community Kanchanpur, Community Banke, Community Bardiya, Community Chitwan,

Community Dadeldhura, Community Kailali and Community Tanahun, whereas the DEWS group was further sub-divided into DEWS Kailali, DEWS Kanchanpur, DEWS Chitwan and DEWS Banke. The groups and sub-groups were asked to brainstorm on certain topics during the first part of the discussion and to consolidate their presentations in the second part. For the groups containing sub-groups, the sub-groups were asked to choose a representative and the representatives re-discussed together to consolidate the presentations while the rest of the group members gathered in the main hall to watch a documentary and study the IEC and promotional materials. Later, the findings of the discussions were presented in the hall in front of all participants. The discussions were facilitated by Mr. Rocky Talchabhadel and Mr. Kapil Gnawali, officers at DHM.

B.5. 1. Workshop proceedings

The workshop was formally inaugurated under the chairmanship of Mr. Bed Prakash Lekhak, CDO-Kailali. Dr. Som Lal Subedi, Secretary-MoSTE, was invited as the chief guest, while Dr. Rishi Ram Sharma, DG-DHM was invited as special guest, and Mr. Gopi Khanal, Joint Secretary-MoFALD, and Mr. Laxmi Dhakal, Joint Secretary-MoHA, were invited as guests of the programme. All the speakers appreciated the fact that the workshop had brought the stakeholders at national, regional, district and VDC/community level together and expressed their beliefs that the collaboration would continue in contributing to strengthening of EWS and response mechanisms. The opening ceremony was facilitated by Mr. Binod Parajuli, an officer at DHM.

B.5.2. Topics for discussion in the workshop

The content of the workshop included:

- Topic 1: Challenges at different levels in the establishment of CBEWS (groups involved: Community, DEWS and National CBEWS Trainers).
- Topic 2: Potential solutions to challenges at different levels (groups involved: Community, DEWS and National CBEWS Trainers).
- Topic 3: Mainstreaming of 1.7 Million Euros for Disaster Management purposes (groups involved ACDOs/LDOs/Master Trainers)

- Topic 4: Design of simulation exercise (groups involved: Community, DEWS, ACDOs/LDOs and Master Trainers).

B.5.3. Output of the workshop

The workshop highlighted the leadership of the Government of Nepal at different levels in preparedness, EWS and response mechanism. The stakeholders from community, district and regional to national level and from the international community discussed together for two days to conclude with the following commitments:

- Contribute to the establishment/extension of CBEWS at different levels.
- Mainstream DRR into VDC and District level development planning processes.
- Contribute to the replication of CBEWS in other VDCs and Districts.
- Conduct national simulation exercise on flood.

B.5.4. Closing Ceremony

Like the opening ceremony, the closing ceremony was also chaired by Mr. Bed Prakash Lekhak, CDO-Kailali. Mr. Gautam Raj Karnikar, DDG-DHM, was invited as the chief guest of the programme. Right after the closing ceremony, a press meet was organised in which the organisers explained the objectives and outputs of the workshop.

Operational parts / Resource management for both workshop:

1. Hotel Management/ Accommodation:

In total, 8 hotels (Devotee, Rubus, Jalsa, Saathi, Dev Training Hall, Dailo, Subhavam, Bidhya) and 1 party palace (Om) at different locations in Dhangadhi were booked for the participants of both events (DEWS training and NCC-II) who were from 10 districts. All the hotels were booked a week prior to the event in order to complete the activities successfully. The hotel arrangements were challenging since hotels had to accommodate different classes of people with different expectations, including community people to high level government officials like the Secretary of MoSTE, Joint Secretary of MoHA, MoFALD and DG of DHM, as well as Country Directors of OXFAM, PA, MC and high level of representatives from donor organisations (DFID, USAID, UNDP, etc.)

a. DEWS Training:

The DEWS training participants were all gazette officers and senior officers of government such as DRRFP of DDC/DAO, DHM River Basin Office, Security Forces (Nepal Police, Armed Police Force and Nepal Army), NRCS and DTO from 6 districts (Kailali, Kanchanpur, Banke, Chitwan, Tanahun, Kaski). The training was facilitated by National EWS experts who were developed in Chitwan. For the entire group of participant, four hotels were completely booked (non-sharing room) and participants had to be transported from different hotels to the training venue from early in the morning to arrive on time for all activities. All the hotels were packed due to this event.

b. National Coordination and Collaboration Workshop (NCC-II)

For NCC-II workshop, a party palace with sufficient space was booked for the two-day event and the participants for this event were the community representatives from 6 districts (Kailali, Kanchanpur, Banke, Bardiya, Dang, Tanahun, Dadeldhura and Chitwan), including the participants of DEWS training, NMTOT and high level of delegates from the national level. For the community people, four hotels (Dev Training Hall, Dailo, Subhavam and Bidhya) were booked for three days.

The hotel management for both events remained strong, though hectic from the management perspective due to the fluctuation of actual numbers of participants and changes/shifting of participants from one hotel to another over the course of the event. See Annex of participants list.

2. Stationery (training materials, visibility, flexes)

MC Nepal managed the stationery as per the requirements of both workshops; however, stationery management was at times a significant logistical challenge due to the sheer scale of need and the often unexpected and immediate need of items during the DEWS training. At the last hour, it was decided to provide T-shirts to the participants of NCC-II, but due to shop closing day, another vendor had to be selected quickly for the printing. The same problem was seen for printing of flexes to be hung in the respective venue/stalls. However, despite many obstacles, all stationery and other materials were provided on time for the successful completion of both events.

3. Video documentation / Press meet

Video documentation of the event was handled through the contracting of a company in Kathmandu for the opening ceremony of NCC-II, while a local outfit was hired for capturing the ongoing daily clips.

Due to strong coordination of MC-N staff with local media representatives, the press meet at the closing of NCC-II was organised successfully and coverage of NCC-II was broadcast for 2 minutes, including vox-pop (Jamanat) on national television (Kantipur TV).

4. Halls (Training halls and Open hall/ tents)

Altogether 9 big and small tents / halls were managed for the different thematic group discussions and a big hall with a capacity of 300 people was also rented for the common mass presentations.

Hall management was another task for the logistics team to ensure proper availability, timing and scale of different halls for the variety of events. For DEWS training, all the available halls where the training was organised were booked; and for NCC-II, a big hall with a capacity of 300 people was booked. Similarly, tents were kept at 9 different places for the participants of NCC-II for group work and discussions.

5. Transportation (Flights, roads)

Round trip air tickets for the participants from Kathmandu were booked for more than 30 people travelling to Dhangadhi. Some tickets had to be booked last minute as a matter of urgency, but these were quickly resolved.

The team further managed different kinds of ground transportation by bus and car to transport the participants. For DEWS training, 4 buses were kept on standby in the morning as well as evening for transportation of participants and facilitators from one hotel to another. Similarly, 8 buses were kept on standby for the transportation of participants from different hotels to the venue (Om Palace) and back to the hotel in the evening. For high level delegates, 5 air conditioned cars were on standby for their transportation from hotel to venue to hotel.

Review and revision of the sessions:

As per the discussions within the SAFER team, after completion of the training event from 18-26 March 2014, review and pre-preparatory sessions were conducted every evening, aiming to review the sessions, presentations and comments from the participants, using that information to prepare for and improve the next day's sessions.

Responsibility of contributing organisation

- To provide funds for the district EWS training and National Coordination Collaboration Workshop- Linking Early Warning Response and Mainstreaming, at the end of the event after final settlement with service provider and vendors, costs will be divided in proportion to organisational commitment mentioned below.
- To provide support for organising the two events effectively and efficiently in all aspects.

Roles of organisation:

As agreed, the following roles have been assigned:

Mercy Corps:

- Hotel booking
- Air Tickets
- Procurement of Stationery
- Local travel for participants from districts
- Finalisation of list of participants
- Invitation letter to participants
- Support for coordination with DHM, MoHA and MoFALD
- DSA and expenses reimbursement to participants
- Banners
- Provide funds as agreed
- Arrange for representatives from the respective communities, VDCs and districts.

Practical Action

- Procurement of Stationery
- Local travel for participants from districts
- Finalisation of list of participants
- Invitation letter to participants
- Coordination with DHM, MoHA and MoFALD
- DSA and expenses reimbursement to participants
- Videography
- Arrange for representatives from the respective communities, VDCs and districts.

Oxfam (for Event National Collaboration Coordination Workshop- Linking Early Warning Response and Mainstreaming only)

- Provide funds as agreed
- Local travel for participants from districts
- Finalisation of list of participants
- Invitation letter to participants
- Support for coordination with DHM, MoHA and MoFALD
- DSA and expenses reimbursement to participants
- Arrange for representatives from the respective communities, VDCs and districts.