

Harmonization of district/VDC level disaster management guidelines

Action plan v4

#	Event	Objective	Date	Who is involved
1	1 st Government policy task force	Endorse TOR, agree on structure for work (these will meet on a adhoc basis)	5 December 2013	Representatives from Government ministries
2	Technical working group meeting	To agree on chapter and cross cutting theme allocations	16 December 2013	All interested implementing partners
3	All sub-committees meeting	Introduction of subcommittees Agree on action plan and deliverables for the duration of the subcommittees	19 December 2013	All Government sub-committee leads and working group members
4	Regular Sub-committee meetings (to meet bi-laterally)	To research, design and formulate plan / processes	On-going	Subcommittee members
Deliverable #1: provide analysis of DPRP, DDMP, LDRMP plans and identify strengths, gaps and linkages				
5	All sub-committees meeting	Summary of analysis conducted Draft consolidated plan presented Feedback incorporated Revised version agreed to by policy task force	20 January 2014	Government leads and Working group members with invited assistant CDO and planning officers
Deliverable #2: consolidated DPRP, DDMP, LDRMP plan Flagship 4: will communicate to wider F4 membership, and other Flagships to create awareness of consolidated plan				
6	Regular Sub-committee meetings (to meet bi-laterally)	To research, design and draft chapters	3 March 2014	Subcommittee members
7	Field trip	To discuss and test 1 st & 2 nd deliverables using information gathered from field	Mid Feb	Government policy task force and working group members
Deliverable #3: subcommittees present draft chapters for feedback (3 March 2014)				
8	All sub-committees meeting	Present draft chapters for analysis and feedback Agree on chapter content	11 March	Government policy task force and working group members
Deliverable #4: DRM guidelines for district and local levels harmonised into final draft guidelines – 31 March 2014				

Grey = achieved

Yellow = upcoming