

**LCG Sub-group on Disaster and emergency Response (DER)**  
**Minutes of the Meeting (DRAFT)**

**Chair:** Masud Siddiqui, DG, DMB  
**Venue:** CDMP Conference Room (6<sup>th</sup> Floor)  
Tran Bhaban, 92-93, Mohakhali, Dhaka  
**Date:** 5 June 2008

**Agenda: 1 Minutes from last meeting (7<sup>th</sup> May 2008)**

There were no particular comments on the last meeting minutes.

**Agenda: 2 Update from monsoon preparedness working groups**

**a. Flood risk mapping; reviewing priority areas**

In order to have an effective preparedness in pre-monsoon phase, the WG was given the task to review flood vulnerability throughout the nation. WFP presented the maps to the members. Data sources reviewed included CEGIS, CARE, IWM/WFP and DMB. Printed copies of maps were shared with the participants, more work re: synthesizing remains.

**Discussion points:**

1. **ECHO:** Inquired whether damaged structure/embankments of flood 2007 were reflected in these maps. WFP informed that failed embankments were not incorporated into the maps, but that if this information were available it would be useful to add.
2. The difference in risk mapping was mainly due to methodology. For instance, map produced from IWM/WFP database, includes indicators such as- duration of flood and water depth.
3. **UNDP** proposed on having a table that would show vulnerability at sub-district level (Upazilla or Union) and that adding demographic data on vulnerable groups within these areas would be useful. WFP responded that information on demographic breakdown such as population at risk per districts, vulnerable groups and pre-positioned stocks in risk areas are outputs of other monsoon preparedness WGs. Final outputs of these WGs can then be combined for better preparedness.

**Action points:**

1. The group will be merging these maps into one, with consensus on the most vulnerable flood risk areas. The final output will be shared with all DER members.
2. The WG will share the methodologies of mapping with DER members.

**b. Data and information preparedness; pre-crisis baseline data**

On behalf of this WG, which met on 28 May 2008, WFP presented the pre-crisis baseline data. BBS was the prime source of data and available information from different agencies were also included. Using population growth rate from BBS, total population is projected till mid of 2008. For now, data are in excel format but will be converted into a database targeting to reflect the figures as per flood risk area. Some of this population data has already been uploaded to the DER web and is available at: [http://www.lcgbangladesh.org/derweb/Population\\_Union.xls](http://www.lcgbangladesh.org/derweb/Population_Union.xls)

**Discussion points:**

1. There is an ongoing effort to update the poverty maps from BBS, World Bank and WFP. The current data is from 2001.
2. *UNICEF* inquired about ownership and maintenance of the database. WFP replied that the main custodian of the data should be GoB DMB DMIC.
3. *UNDP*: Asked the representative of CDMP about the progress of Community Risk Assessment data and suggested this source to the Data and Information Preparedness WG. It was informed that the data will soon be made available in the GoB DMIC website.
4. Documentation on data sources (metadata) is also needed so that users understand where the data came from, how it was processed, etc.

**Action points:**

1. Groups will meet again to incorporate feedback and to further database development and readiness.
2. The baseline data is already in DER subgroup page and will be hosted soon on DMB DMIC webpage.

**c. Relief items inventory (for rapid response and pre- positioning)**

The Relief items inventory group also met on 28 May 2008. UNDP presented a template prepared for collecting inventory of relief response items (for pre-positioning food assistance). Three outputs of the group are expected: a template, a database and a management structure for maintaining the database.

**Discussion points:**

1. *UNHCR*: The question of capturing offshore available stocks was brought up by representative from UNHCR and how much of the emergency stocks of non-UN agencies will be captured in this process. The group will look into the possibility of both the issues. Supporting UNHCR's point, WFP suggested that capturing agencies' capacity for response beyond physical stocks, (i.e. surge capacity) would also be useful.
2. *UNICEF*: WASH is assisting to systemize DPHE's inventory format, they would also like take to share ideas with the relief inventory WG.

**d. Review of rapid assessment data collection formats**

UNICEF presented the revised DER Rapid Initial Report (RIR) on behalf of the group. The past format included some data points (fields) that were problematic (i.e. not practical to collect during rapid assessments) these items were dropped. The format is still in a draft version and the group welcomes any feedback on this by 9<sup>th</sup>. Printed copies were shared in the meeting.

**Discussion points:**

1. **UNICEF:** Often several of formats, such as RIR, RENA duplicate information. UNICEF suggested that one format will be helpful and it has to be ensured that the new format is shared with the focal point at the district level.
2. **DMB:** The Chair informed that DMB would like to promote the usage/adoption of this format for de-centralised (i.e. district, upazilla) GoB staff involved in assessment.
3. **UNICEF** suggested on having a planning matrix for the DER members that will be reviewed in every DER meeting. WFP responded that if we can re-establish clusters, then individual clusters should develop their own planning matrices. However there will still be some cross-sector coordination issues that will be useful if illustrated in an activity matrix.

**Action points:**

1. The draft RIR format will be circulated through DER mail and feedback requested by 9 June 2008.

**Agenda: 3 DER structure for improved Disaster Preparedness and Response**

With the shift from Cyclone Sidr relief response to early recovery phase, clusters were transitioned into Working Groups, with few additions and one deletion. Issue at hand was how to build on Sidr experience; to re-establish clusters for preparedness for any future emergency.

Both the TORs of the WGs and the generic TOR for Sector/Cluster Leads at Country Level were shared with the participants.

Open discussion centered on the three questions below:

- Are all the WGs required to be active for short and long term?
- Are the lead agencies of the WGs in position to lead the sectors?
- Is GoB participation adequate?

**Discussion points:**

1. **UNICEF:** The roster in DER webpage is not updated and focal points at district level often not aware of any changes. Regarding permanent clusters, DER should take up the coordination role as mandated.....
2. **UNHCR:** Representative inquired why protection not included in the proposed DER permanent clusters.

3. **DFID:** Representative expressed concern on the time length of re-structuring DER. Apparently re-structuring of the subgroup cannot take place before the next monsoon season. Moreover strengthening DER must ensure strong commitment of GoB partners, provided that it best fits the SOD-DMB.
4. **UNDP:** During cyclone-Sidr, the frequency of DER meetings was less than expected. Some decisions were taken at the LCG-Plenary and were not communicated back to DER members. There needs to be a link between Plenary and subgroup meeting. The Chair will talk to the focal points in ERD about DER feedback into LCG-Plenary.
5. **DMB:** The Chair proposed to hold a specific meeting on DER re-structuring.
6. **WFP:** OCHA is willing to send experts for conducting an orientation for GoB staff and others on clusters.

#### Agenda: 4 AOB

1. UNDP River Erosion Prediction Model- a report produced identifying vulnerable sections of flood risk areas. The project was funded by ADB and support by UNDP and CEGIS. End of April 2008 a workshop was held. The report will be shared through DER.
2. **DFID:** A mission will be working throughout July on the prospect of a joint emergency fund. DFID looks forward to cooperation from all DER members.
3. Next meeting is early July, 6<sup>th</sup> Floor Tran Bhaban.