



**Disaster & Emergency Response Sub-Group
Flood 2004 Lessons Learned Workshop
12 – 15 December 2004**

Basic Practical Information

General: The DER Secretariat has organized this post-flood activity ‘DER Flood 2004 Lessons Learned Workshop’ on behalf of the DER Sub-Group of the Local Consultative Group (LCG). The Lessons Learned Workshop will focus exclusively on the Sub-Group’s activities in response to the floods this year. The organization of the workshop was supported by a Steering Committee comprised of members selected from the DER Sub-Group. A team of consultants will facilitate the workshop, with up to 70 participants from 56 DER member agencies including the Government, UN Agencies, Donors, and NGOs both national and international.

The intent of the workshop is to draw lessons from the 2004 Flood response to enhance the effectiveness of the DER Sub-Group in the next major disaster in Bangladesh. We hope that the lessons from the workshop will contribute significantly to improve member agencies’ capacity to deal with disasters and, when needed, also to the combined efforts of the Government, UN, Donors and NGOs to enhance disaster preparedness.

The workshop report will include recommendations for DER Sub-Group action priorities, as well as revised terms of reference and input for next year’s work-plan, if deemed necessary and generated by the workshop.

Venue: The workshop will be held at the BRAC Centre for Development Management (BCDM) of the Training and Resource Centre, Savar Upazila, Dhaka. Reaching the centre, in normal traffic via Savar, is about one hour from the IDB Bhaban in Dhaka. The road opposite the GoB training academy (PATC) in Savar will lead you to the venue. *Phone No. # 011-809175, # 011-851143, # 9881265 Ext 4151 –54. E-mail: tarcsavar@brac.net.*

Date & Time: The workshop will start at 1700 hours on Sunday, 12 December and will continue until 1400 hours (inclusive lunch) on Wednesday, 15 December 2004. Participants are welcome to arrive at the venue from 1600 hours of Sunday, 12 December 2004.

Transport: Limited transportation arrangements will be provided both to and from the venue, but only on the first and last day of the workshop for those who has indicated that they need it. A vehicle (or vehicles) will depart from the parking lot of IDB Bhaban Building at 1500 hours (sharp) on Sunday, 12 December 2004. Similarly, a vehicle (vehicles) will depart from the venue at 1400 hours on Wednesday 15 December 2004, and drop passengers off at IDB Bhaban Building. For emergency purposes only, WFP will provide a vehicle on standby at the centre.

Accommodation: Respective organisations will be responsible for the participant's transportation and daily subsistence costs (accommodation) and will make payments directly to BCDM (Single room Tk 500/- per day per room and Shared rooms Tk 600 per day per room). WFP will subsidize only the organisations that have requested support, before the workshop in writing.

This is a residential workshop. All rooms have been booked from the afternoon of Sunday, 12 December to the afternoon of Wednesday, 15 December 2004. Commuting each day to and from the venue will not be feasible and there will not be any daily transport available to the participants during the workshop. All participants will stay overnight at the venue and in view of limited facilities most of the participants will have shared rooms. It is desirable that participants be punctual each morning.

Food: WFP will cover the cost of meals for all participants and has made arrangements accordingly. Participants should have indicated their choice of food, i.e. vegetarian, non-vegetarian, or if they have any specific dietary requirements, in the reply form attached to the invitation letter.

Sundry: The venue has telephone, e-mail and laundry facilities, which could be used by participants at their own cost. WFP will not cover these costs. However, in lieu of potential associated costs, WFP will provide participants from the Government and selected NGOs with a daily cash allowance of Taka 250 for two days.

*DER Secretariat
07 December 2004*

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