

DISASTER & EMERGENCY RESPONSE (DER) SUB-GROUP

Floods 2004 Lessons Learned Workshop

WORKSHOP SCHEDULE

12-15 December 2004

Day / Time / Session No.	Event	Role / Responsibility
DAY 1: Sun 12 Dec 04		
1700 hrs	Welcome / distribution of rooms in BRAC Centre for Development Management (BCDM), Savar	DER Secretariat & Facilitation Team
Session 1: 1800 - 1930 hrs	Introduce facilitators and participants, workshop objectives, process, and expectations.	Participants & Facilitators
1930 - 2030 hrs	Welcome Reception, leading into dinner.	BCDM, Savar
DAY 2: Mon 13 Dec 04		
Session 2: 0830 - 0930 hrs	Floods 2004 Timeline of Main Events.	DER Secretariat
Session 3: 0930 - 1030 hrs	Initial Brainstorming on workshop themes (analysis of the 'problem areas'): a) The 'switch' from normal to emergency mode; b) Information sharing; c) Coordination of agencies' response; d) Assessment; e) The Central Support Facility & Ops Room; f) Functioning of Sectoral Working Groups.	Facilitation Team
<i>Break: 1030 - 1100 hrs</i>		
1100 - 1300 hrs	Initial Brainstorming session continues.	Facilitation Team
<i>Lunch: 1300 - 1400 hrs</i>		
1400 - 1530 hrs	Feedback on Initial Brainstorming session, Questions & Answers and discussion.	Presenters from the groups; Facilitators
<i>Break: 1530 - 1600 hrs</i>		
Session 4: 1600 - 1730 hrs	Identification of Areas for Strengthening: a) Expectations of DER versus its actual objectives and terms of reference; b) Working with our stakeholders: DER's information sharing & coordination processes; c) DER assessment processes & formats; d) Best practice in targeting beneficiaries so that the most needy receive timely relief; e) Definition of DER standards for relief response (similar to the Sphere Standards); f) Cross-cutting issues: gender, neglected groups, advocacy, others ?	Facilitation Team (ideally 1 at each stall)
<i>Break: 1730 - 1830 hrs</i>		
Session 5: 1830 - 1930 hrs	"The Humanitarian Code of Conduct" and "SPHERE Standards", followed by discussion.	Facilitation Team

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DAY 3: Tue 14 Dec 04		
Session 6: 0830 - 1030 hrs	Group-work on areas to strengthen DER: a) Expectations of DER versus its actual objectives and terms of reference; b) Working with our stakeholders: DER's information sharing & coordination processes; c) DER assessment processes & formats; d) Best practice in targeting beneficiaries so that the most needy receive timely relief; e) Definition of DER standards for relief response (similar to the Sphere Standards); f) Cross-cutting issues: gender, neglected groups, advocacy, & others ?	Facilitation Team
<i>Break: 1030 - 1100 hrs</i>		
1100 - 1300 hrs	Feedback on Strengthening DER Group-work session, Questions & Answers and discussion.	Presenters from the groups; Facilitators
<i>Lunch: 1300 - 1400 hrs</i>		
Session 7: 1400 - 1530 hrs	Plenary discussion and consensus-building on the consequences of session 6 recommendations.	DER Chairman & Secretariat
<i>Break: 1530 - 1600 hrs</i>		
Session 8: 1600 - 1800 hrs	DER and the Press: 3-5 short presentations then an interactive Question & Answer session.	3-5 media reps; Facilitators
DAY 4: Wed 15 Dec 04		
Session 9: 0830 - 1030 hrs	Group-work on actual DER draft documents: a) Terms of reference; b) Work Plan for 2005; c) Assessment guidelines & formats; d) Beneficiary targeting guidelines; e) DER policy on food/non-food relief response standards; f) DER advocacy policy and messages on cross-cutting issues.	Facilitation Team
<i>Break: 1030 - 1100 hrs</i>		
1100 - 1230 hrs	Feedback on group-work session; Question & Answer and discussion.	Presenters from the groups; Facilitators
Session 10: 1230 - 1300 hrs	Workshop Closing Ceremony.	Suitable Govt dignitary (TBC)
<i>Lunch: 1300 - 1400 hrs</i>		
1400 hrs	Departure for Dhaka	