

Organising Committee Meeting on the DER Lesson Learning Workshop

14 October 2004

The meeting was chaired by Mr. Charlie Higgins, WFP Disaster Preparedness Adviser.

Present:

Morshed Monzu, CARE
Abdul Latif Khan, CDMP
Md. Nojibur Rahman, CDMP
Tatjana Haque, Christian Aid
Ashutosh Dey, Concern
Md. Mahfizur Rahman, DG, DRR
Md. Shahadt Hossain Mahmud, DRR
Rafiqul Islam, HEDS
Sameer Abd al-Wahid, IIRD
Nurul Amin Bagmer, Islamic Relief
Charlie Higgins, WFP
Rehana Banoo, WFP
Nazria Islam, WFP
Md. Taufiqul Arif, WHO

Apologies:

Columba O'Dowd, Concern
Ailsa Gaunt, DFID
Dilruba Haider, UNDP
Masood Ahmed, UNICEF

Workshop Objectives

Overall goal:

- To enhance the effectiveness of the DER Sub-Group in the next major disaster by learning lessons from the response operation for the 2004 floods.

Specific Objectives:

- Look at the strengths and weaknesses of the DER Sub-Group's response.
- Review the DER Sub-Group's objectives against its actual outputs (a "Reflect Circle") across the areas highlighted in its TOR:
 - a) Information sharing (especially to avoid overlap, information on who/what/where)
 - b) Assessment
 - c) Coordination of donor preparation and response, to complement GoB responseTo reveal shortcomings that could indicate what we should do to improve.
- Examine the DER Sub-Group mechanisms (e.g. the switch from 'normal' to 'emergency' mode, the RENA form, the Central Support Facility, the Sectoral Working Groups) used in the response for their effectiveness, and consider whether there were new demands and whether the group should be tackling them.

It should be noted by all that this is not intended to be an evaluation of the whole 2004 flood response, since such a comprehensive evaluation is beyond the scope of a short

workshop and is, in any case the Government's responsibility. The Lesson Learning Workshop will have a narrow focus on the DER Sub-Group and its 'value-added'.

Desired Outputs

- A report on what worked well and what did not, to consult the next time around.
- Recommendations for a set of practical improvements in the DER Sub-Group's *modus operandi* and response mechanisms and tools, to improve coordination today.
- Clarity within the Sub-Group on who the DER stakeholders are (is it reaching the right people), does it have the right resources, and is it achieving the right results ?
- Better understanding by all of the DER Sub-Group members' needs and what they want from and can offer to the group (i.e. why do they participate in it ?).
- Clarified expectations of what the DER can and cannot achieve (especially in so far as it can make decisions), to correct misconceptions of its outputs and performance.
- Revised TOR for the Sub-Group, if necessary, and perhaps a new name (reinforcing the concept of preparedness).
- Review of the DER Work-Plan for 2004 in order to input to the work-plan for 2005.
- Identification of training and other capacity-building needs that should be addressed.

The ultimate outcome could be seen as improved coordination in donor / NGO response

Content / Main Themes

- Assessment and other forms of information collection (how much credibility did the DER assessment reports have, as 'branded' DER Sub-Group products ?).
- Information sharing (was the information shared useful to the members and others – GoB, civil society, the media ?).
- Coordination (in support of GoB's overall coordination mandate, so we must ask the questions is Govt. getting any benefit and are we doing enough to build its capacity, or are we duplicating its role or that of other actors, like CDMP ?).
- Clarification of the roles and expectations of the DER Sub-Group (both members' own expectations of the group and the secretariat, and outsiders' expectations of it).

Methodology / format

The workshop will draw from the following methods over the 2-3 days to stimulate relevant discussion and shape its conclusions:

- Handouts of relevant reference documents:
 - § The DER Sub-Group TOR;
 - § The DER Sub-Group Emergency Response Plan Guidelines (extracts);

- § The DER Sub-Group 2004 work-plan;
- § The minutes of all the meetings from July onwards.
- A pre-workshop questionnaire to consult wider stakeholders such as GoB, civil society and beneficiaries, and the media.
- A video on relief and response, to set the scene.
- Open discussion in plenary, perhaps based around a ‘timeline’ of the response.
- Presentations of prepared papers by one or two specially identified participants, perhaps on the activities of the DER Sub-Group in the response, and on resources.
- Small group sessions (maximum 15 participants) and plenary reporting of the results.
- Moderated discussions on thematic issues.

Practicalities

- Location: Suggestions included the BRAC centre in Rajendrapur, BARD in Comilla, RDA in Bogra, Elenga Resort in Tangail, Koitta in Manikganj, and RDRS Institute in Rangpur.
- Duration: 2 to 2½ days, meaning 3 nights spent at the venue so that travelling does not encroach into the workshop days.
- Date: 3 nights between 11 and 14 Dec 04, but the date may depend on the venue.
- Participation: It was agreed that it should be by invitation, after the DER Secretariat has compiled a table of all those who participated in the meetings and other DER activities like the assessments, and that numbers should not exceed 50-60 participants.
- Facilitation: It was agreed that a professional facilitator was required, and members were asked to send suggestions to the Secretariat. This is a high priority.
- Finance: This requires further discussion when the number of participants is known and the venue decided.

The Secretariat has subsequently investigated the options and tentatively booked the RDRS North Bengal Institute for Development (NBI) in Rangpur, between 11 and 15 December. The other options are the Government facilities in Comilla, the Bangladesh Academy for Rural Development (BARD), the Bogra Rural Development Academy (RDA), or the BRAC centre in Rajendrapur.

Date/time of next Workshop Organising Committee meeting

After the next full DER Sub-Group meeting on Wed 20 Oct 04 at 1000 hours, the organising committee will have a 15 minute update on progress.

DER Sub-Group Secretariat

19 October 2004