

Meeting of the DER Group

22 July 2004

Action points agreed at the meeting:

- The DER Operations Coordination Room has been established jointly by the DER Group, UN Disaster Management Team (UN-DMT), and the visiting Office for the Coordination of Humanitarian Affairs (OCHA) mission.
- The Operations Coordination Room shall be responsible for the regular compilation of two regular reports¹ during the current flood emergency, as follows:
 - (i) A detailed situation report for planning and programming purposes – the report shall be based on the summary assessment reports sent by the DER member agencies and the Ops Room will require regular updates from members to achieve this. The aim is to produce one detailed situation report per week.
 - (ii) General situation reports (of 2-3 pages) for wider circulation to the outside world will be produced more frequently. After clearance by the UN Resident Coordinator these will be sent to OCHA for input to their own situation reports, which are found on www.ReliefWeb.int/.
- In order to make the Ops Room an effective tool for coordination to support the relief efforts of all DER Group members, the member agencies were asked to nominate a few very capable staff to fill the information analysis and the contingency planning positions within the Ops Room. The deadline for nominations is Tuesday 27 July.
- The Secretariat shall prepare TORs for all the functions to be performed in the Ops Room.
- The Secretariat suggested the establishment of a set of sub-groups to facilitate information flow that is too detailed to be given out at the overall DER Group meeting. These sub-groups could either be organised geographically based on the 6 zones for the DER Quick Assessment Process, or sectorally as in the Central Support Facility draft TOR.
- The Secretariat will circulate the agency flood response matrix (in Excel format) so that the DER Group members can update their information and return it to the Secretariat, ASAP.
- In the DER Quick Assessment Process it is up to the convening agency (and the member agencies) looking at each zones to look at the districts they are covering, find out who is doing what, and make contact with them so that they can contribute to the process.
- The deadline for the Secretariat to receive completed RENA forms for each district from the convening agency, is 0900 hours on Monday, 26 July.

The next DER Group meeting is a briefing on the findings of the assessment, which will take place on Tuesday 27th July at 10:30 am. The Secretariat will confirm this timing on Monday.

¹ Note: DER Group members can use either of these reports to keep their headquarters and donors updated about the wider flood-related situation and emergency response, but they are not intended to replace any agency's own internal reporting systems.