

4. Disaster Management

<u>Activity</u>	<u>Concerned Sector</u>	<u>Time Frame</u>	<u>Remarks</u>
<p>Send letters of request to various Heads of Government agencies and NGOs engaged in disaster management and emergency response endeavors.</p> <ul style="list-style-type: none"> ➤ Signatory – Dr. M. Capistrano Chairperson ➤ Follow-up – OCD Documentation Staff ➤ Met. Data – Ms. Imee V. (WB, CAB, GMS & NDRB) - evaluation and synthesis 	Secretary of National Defense, DPWH, DSWD, MSCB, LWA, NIA, DA, MGB, DILG, NPC, PNRC, NGOs and the Media/PIA (i.e. newspapers and television)	Feb. 1-15, 2000	<p>Delivered by mail, fax, or courier.</p> <p>If available, secure data in diskettes, printout and validate.</p>
1 st Working Group meeting to formulate strategies to be adopted in the documentation process, with ADPC guidelines as reference and assign specific tasks to members.	All members – WG4	Feb. 15, 2000	Exchange information, validate data and agree on standard report format.
Complete draft documentation of Project Components I and III (C-I and C-III)	All Members - WG4	March 13, 2000	Distribute copies for peer review.
2 nd meeting of Working Group to discuss and improve C-I & C-III documentation.	All WG4 members and ADPC representative	April 17, 2000	Incorporate adopted suggestions. Finalize draft report.
Completion of assessment reports.	All WG4 members and ADPC representative	April 25, 2000	
3 rd meeting of Working Group to discuss/review draft of C-II documentation.	All WG4 members and ADPC representative	April 28, 2000	Integrate adopted suggestions and finalize draft report.
Submit documentation to ADPC for further review & suggestions for sectoral report integration.	ADPC Project Staff	May 5, 2000	ADPC sends suggestions via e-mail by May 15, 2000
4 th meeting of Working Group to discuss and adopt ADPC suggestions.	All WG4 members and ADPC representative	May 23, 2000	Include the ADPC suggestions.

Analysis and integration of all sectoral reports and final draft report preparation.	All members of the Working Groups and ADPC representative	June 2, 2000	Prepare Final Draft report.
5 th meeting of Working Group to review Final Draft Report.	All members of the Working Groups and ADPC representative	June 9, 2000	Prepare Final Report.
Presentation of ECE Final Report to a National Workshop.	All members of the Working Groups and ADPC representative	June 20, 2000	Prepare and submit the Proceedings of the National Workshop.

Discussion / Comments –

Upon the consensus of the Workshop participants, it was agreed that a multi-disciplinary working group be formed with the ultimate task of completing the documentation of the impacts of extreme climate events on Disaster Management in the Philippines. The various activities to be undertaken in order to achieve the specific goals of Session 4 were assigned to members of the working group depending on their experience and area of jurisdiction.