

**2ND QUARTERLY REPORT
(JANUARY – MARCH 2005)**

**GTZ-MRC-ADPC PROJECT
ON
FLOOD EMERGENCY MANAGEMENT STRENGTHENING**

**COMPONENT 4 OF MRC'S FLOOD MANAGEMENT AND MITIGATION PROGRAM
(FMMP)**

**SUBMITTED BY
ASIAN DISASTER PREPAREDNESS CENTER**

APRIL 2005

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2nd Quarterly Progress Report January - March 2005

1. Project Brief

Project **GTZ-MRC-ADPC Cooperation on Flood Emergency Management Strengthening - Component 4 of MRC's Flood Management and Mitigation Program (FMMP)**

Project Processing No: **01.2505.4-002.00**

Agreement No: **81073052**

Date of submission: **11 May 2005**

2. Results, Indicators and Important Assumptions

The activities mentioned in this section refers to the activities specified in the work-plan attached to the Agreement signed with GTZ, as Annex 11.

Planned Activities to be undertaken from January to March 2005

1. Finalization of detailed project management and monitoring plan for the first year of the project/ finalization of Annual Review and Plan of Operation (PoA) and elaboration of indicators.

Expected results:

- Agreed understanding of respective roles of MRC, NMCs, GTZ, ADPC and its key implementing partners such as NCDM-Cambodia and DDMFSC-Vietnam.
- Baseline data collection in both countries completed.
- Selection of target provinces and districts finalized.
- Preparation of the first draft of Plan of Operation (PoA) finalized with elaborated indicators.

Indicators:

- Agreed PoA for submission in Planning Meeting with MRC & GTZ.
- Meeting minutes of the first Planning Meeting.

Assumptions:

- The scheduling of Planning Meeting before the 3rd Annual Flood Forum.

2. Preparatory visits to the target countries, provinces and districts.

Expected results:

- Start-up meetings held with PCDMs and DCDMs of target provinces and districts, informing them of the project.
- Basic understanding of potential target provinces achieved.

Indicators:

- Trip reports on missions to target countries, provinces and districts and meetings with PCDMs, DCDMs and partner NGOs.
- Project documents (indicating overall activities in each country) prepared and circulated.

Assumptions:

- Selection of target districts in both countries finalized before April 2005.

3. Deploying ADPC Project Team in Bangkok and Phnom Penh and Setting up of offices in the 2 target countries.

Expected results:

- Vacancies for 3 positions (2 National Coordinators for Cambodia and Vietnam and 1 Program Manager) filled.
- One office in one target province of Cambodia set up and action initiated for project office in Vietnam.
- Registration of ADPC in Cambodia as an international organization initiated.

Indicators:

- Signed contracts for all 3 positions.
- Signed document of leasing of the office in Cambodia (1 contract).
- Correspondents with officials from the MOFAIC in Cambodia.

Assumptions:

- The right candidates for all 3 vacancies are found before April 2005.
- The registration process in Cambodia initiated.

4. The initiation of preparation of flood preparedness programs in selected provinces and districts in Cambodia is facilitated.

Expected results:

- Areas of Cooperation with PCDMs of target provinces drafted.
- Identification of needs and gaps in flood preparedness at provincial and district levels initiated through "Consultative Institutional Analysis Study" in Cambodia.

Indicators:

- Draft Areas of Cooperation with PCDMs of target provinces.
- Meetings with PCDMs of Kandal and Prey Veng scheduled for "Consultative Institutional Analysis Study".

Assumptions:

- Selection of target districts in Vietnam is finalized before April 2005.
- A consensus on ToR/ agreement with key implementing partners reached before April 2005.
- Regular meetings held with partner NGOs.

5. National capacities to support preparation and implementation of preparedness programs are further developed.

Expected results:

- ToR or Agreement with key national implementing partners drafted.
- Continued dialogue with partner NGOs on potential collaborative activities and to facilitate the information sharing.

Indicators:

- Draft ToR or Agreements with key implementing partners.
- Meetings with partner NGOs.

Assumptions:

- A consensus on ToR/ agreement with key national implementing partners reached before April 2005.
- Regular meetings held with partner NGOs.

3. Status Report on Achievement of Results

Significant progress was made during the last three months. The process on recruitment of Program Manager and National Coordinator - Cambodia are being finalized. Terms of Reference for NDMOs in both Cambodia and Vietnam are also being completed in consultation with National Mekong Committees (NMCs) and the NDMOs. Project Office will be operational in April 2005 in one of the target provinces - Prey Veng. In addition, constructive dialogues with various partner organizations: American Red Cross, CARE, OXFAM and Action Contre la Faim (ACF), on future collaborations.

Meetings with Provincial Committee on Disaster Management (PCDM) in both Kandal and Prey Veng provinces of Cambodia have been conducted. Progress made on this component will be reported to the NMCs and NDMOs during the up-coming Mekong Annual Flood Forum in April of 2005.

Moreover, an article on MRC's FMM Program, prepared jointly by ADPC and MRCS was featured in the publication "Know Risk", launched at World Conference on Disaster Reduction in Kobe, January 2005.

The following table details out the status on the achievement of results, especially the activities planned to be undertaken within last 3 months (January to March 2005) of the project. The session also discusses deviation from the expected results and time line specified in the the 1st Quarterly Report of 2005.

Rating

A = on schedule B = delayed by Months C = jeopardized D = impossible

Results	Rating	Status/ Reasons for deviation
1. Finalization of detailed project management and monitoring plan (Plan of Operation or PoA) for the first year of the project and elaboration of indicators.		
Preparation for the first Planning Meeting between GTZ, MRC and ADPC to be held in April or May '05	B (Delayed by a month)	Decision has been made to hold this meeting once the full time FMMP Management Structure (Coordinator & Chief Technical Advisor) is in place. It is anticipated that the meeting will take place some time in May or June of 2005. In the meanwhile, coordination meeting between MRCS, ADPC and GTZ have been taking place at least once a month, i.e on 14 January, 15 February and planned to have another during the upcoming Flood Forum in April.
Development of Plan of Operation (PoA)	B(Delayed by a month)	The Plan of Operation is being developed.
Finalization of draft First Year Work Plan by ADPC for sending to MRCS and GTZ	A (On time)	The draft work plan was handed to MRC and GTZ during the meeting held on 15 February 2005. The work plan is currently being revised and will be submitted again together with the draft Plan of Operation.
Baseline data collection in Cambodia	A (On time)	The data has been collected during the missions to Cambodia in February and March of 2005.
2. Preparatory visits to the target provinces and districts.		
Visits to target provinces and districts.	A (On time)	In February-March 2005, a short mission was undertaken to Dong Thap province in the South of Vietnam. Meeting with Provincial Committee on Flood and Storm Control was held at the Provincial People's Committee Office. The outcomes of the meeting were given under item "scouting for office sites in Vietnam".

		Similar trips was taken to Cambodia in the first week of February and the third and the last week of March, 2005. Meetings with PCDM-Kandal and PCDM-Prey Veng were held and schedules for the meetings with PCDM members under the “Consultative Institutional Analysis Study” were discussed.
3. Deploying ADPC Project Team in Bangkok and Phnom Penh and Setting up of offices in the 2 target countries.		
Registration of ADPC in Cambodia with MoFAIC – Cambodia	A (On time)	Meetings have been held with the Ministry of Foreign Affairs and International Cooperation (MoFAIC) officers. Based on the newly realized status of ADPC as Inter-Governmental Organization and the inputs received from the officers from MOFIAC, relevant letters and support documents are being prepared. They will be ready for submission by 1 st week of May.
Setting up of ADPC office in Prey Veng Province	A (On time)	The contract for Rental of Office has been signed in March and the office is operational from 1 st April onwards. The office is located at House #308B, Village #3, Kampong Leav Commune, Kampong Leav District, Prey Veng province.
Recruitment of personnel (Program Manager and National Coordinator – Vietnam)	B (Delayed by a month).	<p>Candidates were short-listed and interviews were held for the Program Manager as well as for the National Coordinator – Vietnam positions. For the Vietnam Coordinator position, the selected candidate informed his decision to pursue PhD and the job vacancy has been re-advertised and same procedures of short-listing candidates and conducting interviews have to be taken up again.</p> <p>National Coordinator Cambodia took up his position in Cambodia and started working in Phnom Penh since 24 December 2004. Following his acceptance of an offer to work in ECHO Bangkok Office, the position was advertised and a new candidate has been</p>

		<p>selected.</p> <p>In the interim period, through the deployment of an Intern and regular visit by the Project Manager, key milestones on the project were maintained. Offers to candidates selected as Program Manager and National Coordinator - Cambodia positions have been made by early and mid April of 2005 respectively.</p>
Scouting for office sites in Vietnam	A (On time)	<p>Dialogues with provincial disaster management authority in Dong Thap has taken place in February of 2005. It is proposed by ADPC Project Team to have a project office within each provincial secretariat offices in both An Giang and Dong Thap. Special request letters covering the following issues are to be issued through DDMFSC, the key implementing partner in Vietnam.</p> <ul style="list-style-type: none"> • Information on project objectives, partners and main activities; • Requesting for a focal point at provincial and district levels; • Requesting for selection of 2 districts in the province; • A ToR for the provincial committee; • Requesting for a space within the provincial office for the coordinator (a certain rental has to be paid but if the project budget does not allow that then the province can subsidize that).
<p>4. The initiation of preparation of flood preparedness programs in selected provinces and districts in Cambodia is facilitated.</p>		
“Institutional Role Analysis & Improvement Identification” consultative process and study in Cambodia	A (On time)	<p>The study has been conducted in Kandal province. Meetings were held with each individual member of PCDM in Kandal province. The study will also be undertaken in other target provinces - Prey Veng in April 2005 and in the pilot districts thereafter. The schedules for the meetings are given in <i>Annex 5</i>.</p>

<p>Preparation for the first consultative workshop on sharing the results of “Institutional Role Analysis & Improvement Identification” study in Cambodia</p>	<p>B (Delayed by 2 weeks)</p>	<p>The meetings with the individual PCDM members in Kandal province were held in the last week of March 2005. Workshops in the provinces are scheduled to hold after the study results for both the provinces are compiled.</p>
<p>5. National capacities to support preparation and implementation of preparedness programs are further developed.</p>		
<p>Finalizing ToR for NCDM-Cambodia, PCDM and DCDM of Prey Veng and Kandal provinces in Cambodia, Agreement with DDMFSC and PCFSC of An Giang and Dong Thap provinces in Vietnam</p>	<p>B (Delayed by 2 weeks)</p>	<p>Areas of cooperation with key implementing partners at national, provincial and district levels have been developed in both Cambodia and Vietnam. The feedbacks from the concerned agencies are being sought and incorporated as well. They are attached as <i>Annex 1, 2, 3 and 4</i>. The finalized documents will be sent to partners in the first week of May.</p>
<p>Follow-up dialogues with other partner NGOs on collaborative activities and reaching specific agreements</p>	<p>A (On time)</p>	<p>Dialogues with OXFAM, CARE, AmCross are on-going in both target countries. ADPC representatives have attended the “Early Warning Experience Sharing” workshop organized by CARE Cambodia and PCDM - Prey Veng on 17 March in Prey Veng, Cambodia. Short meetings were also held with SEILA program offices in the target provinces of Kandal and Prey Veng.</p> <p>In Cambodia, some of the areas identified for future collaboration with AmCross and ACF in Cambodia under the project include:</p> <ul style="list-style-type: none"> • Cross visits of provincial and district authorities between EWS project areas (between provinces, between districts and between projects) • Development and distribution of Guidebooks. <p>In Vietnam, it has been agreed with other partner NGOs such as OXFAM, CARE and UNICEF that regular information sharing activities will be undertaken.</p>

Draft plan for the next 3 months (April – June 2005)

Activities	Time line
• Preparation for the first Planning Meeting between GTZ, MRC and ADPC	April – June
• Finalization of draft PoA by ADPC for sending to MRCS and GTZ	April – May
• Finalizing the registration process of ADPC with MoFAIC - Cambodia	April – June
• Recruitment of personnel (Program Manager and National Coordinator - Cambodia)	May - June
• Arrangements to open an office in Vietnam	May - June
• Confirmation of proposed ToR for NCDM-Cambodia, PCDM and DCDM of Prey Veng and Kandal provinces	May – June
• “Institutional Role Analysis & Improvement Identification” consultative process and study in Prey Veng and Kandal	April – May
• Organizing workshops in Kandal and Prey Veng (Detailed explained in the following session 3)	May – June
• Initial review of training curriculum	June
• Preparation for workshop in Dong Thap for the review of existing preparedness plans	June
• Continuing dialogues and implementation of collaborative activities with other partner NGOs	April – June

4. Evaluation of achievement of objectives

The first step towards the development of flood preparedness programs is to understand the gaps within the existing preparedness and planning processes and to identify the specific needs of the target audience under this project. This is to be accomplished through the “Consultative Institutional Analysis Study” currently being conducted in the target provinces of Kandal and Prey Veng of Cambodia, by ADPC staff with assistance from NCDM-Cambodia.

The “Provincial Consultative Workshop” to be held at the end of the study (one each in Kandal and Prey Veng) aims to cover the following issues:

- Roles and responsibilities of each member agency of PCDM
- Collective responsibility of PCDM
- Existing preparedness programs
- Gaps and needs in the existing programs
- Recommendations on improved programs.

Based on the gaps, needs and recommendations, a draft outline of preparedness program to be implemented at the provincial and district level. This function will be exercised in close collaboration with PCDM of Kandal and Prey Veng.

In Vietnam, similar workshops will also be conducted at the provincial levels. However, fully recognizing the existence of flood preparedness planning documents and systematic records clearly stating the roles and responsibilities of each member agencies within the Provincial Committee on Flood and Storm Control, the step of having to conduct “Consultative Institutional Analysis Study” will be skipped. The workshop will focus on the followings:

- Existing preparedness programs
- Gaps and needs in the existing programs
- Recommendations on improved programs.

5. Status of contributions rendered

This sessions will cover the contributions rendered over the reporting period of January to March 2005.

5.1 Contributions by the partner - MRC

Target: To have the full FMMP team in place.
To coordinate the implementation activities of all components under FMMP.
To start the operation of Regional Flood Management and Mitigation Center (RFMMC) in Phnom Penh.

Actual: The MRCS has in place the Coordinator and Chief Technical Advisor on temporary basis until such time as full time staff members are recruited.
MRCS has arranged a meeting between GTZ, MRCS and ADPC on 15 February 2005. FMMP Coordinator and Advisor from MRCS, Principal Advisor from GTZ and Component 5 Consultant attended the meeting together with the representatives from ADPC.
RFMMC is will be moved to the previous MRCS building and will be working from there from 1st April 2005 onwards.
The progress on project implementation will be shared with the National Mekong Committees and the NDMOs of MRC member countries during the 3rd Annual Mekong Flood Forum to be held in Vientiane from 7-8 April 2005.

Rating: Activities are on track.

5.2 Contributions by the third party – NMCs and NDMOs

NMCs

Target: To facilitate the coordination between ADPC and the national line agencies to ensure the effective implementation of Component 4 activities.

Actual: Both NMCs in Cambodia and Vietnam are copied on letters sent to the NDMOs in each country.
VNMC has agreed to co-sign the agreement between ADPC and DDMFSC of Vietnam as witness, the key implementing agency in the country.

Rating: On time.

For NDMOs

Target: To finalize the selection of target districts (in Vietnam).
To provide support in implementation of Component 4 activities.
To provide support to ADPC in setting up of its provincial office.
To deploy an officer at the ADPC provincial office to work with the provincial and district authorities.

Actual: In Cambodia, the project office will start its operation from 1 April 2005 onwards. The officer from NCDM accompanied the FEMS program staff during their visits to the Prey Veng and Kandal provinces in March and arranged for meetings with PCDM member agencies in both provinces.
NCDM will assist ADPC in its registration as an intergovernmental organization in Cambodia.
The signing of agreement between DDMFSC in Vietnam and ADPC will take place in May 2005.
DDMFSC will write to provincial Flood and Storm Committees in An Giang and Dong Thap for the finalization of target districts selection.

Rating: On time.

5.3 Contributions by GTZ

Target: To ensure the timely execution of Component 4 activities.
To ensure the effective coordination between the two funded components 4 & 5.

Actual: Monitoring process has been undertaken by GTZ Principal Advisor from Vientiane MRC Headquarter.

Rating: Some delay regarding the decision on the first planning meeting.

6. Recommended action (referring to sections 3 and 4)

6.1 Consequences and action required by the Recipient – ADPC

- To finalize the recruitment of personnel for the project. In Cambodia, the National Coordinator – Cambodia, has been identified and will be on board by 1 May 2005.
- In Vietnam, other options are being explored such as forging a partnership with an academic institution in the South of Vietnam. This alternative will be investigated further.

6.2 Consequences and action required by the GTZ

- Tentative dates for first planning meeting between GTZ-MRC-ADPC needs to be set up.
- Regular meetings between three organizations have to be organized every 3 or 4 months.
- Regular meetings with NMCs in Cambodia and Vietnam for reporting purposes need to take place at regular intervals. Sixth monthly meeting, i.e. 2 meetings a year, is proposed, to be jointly arranged by GTZ and MRCS.

6.3 Consequences and action required by MRCS

- To put in place team for coordination of FMMP components.
- To set a date, in consultation with GTZ, for the 1st planning meeting of GTZ, MRC and ADPC.
- To assist in facilitating information sharing with NMCs in Cambodia and Vietnam.

6.4 Consequences and action required by CNMC and NCDM-Cambodia

CNMC

- To ensure the components implemented in Cambodia are effectively coordinated.
- To facilitate the finalization of documents entitled “Proposed Areas of Cooperation between ADPC & NCDM-Cambodia”, where CNMC will co-sign as a witness (see Annex 2).
- To take part in Curriculum Review Exercise.
- To participate in the upcoming “Provincial Consultative Workshop”.

NCDM – Cambodia

- To assign an official as focal point within NCDM to work closely with ADPC counterpart.
- To ensure that appropriate stakeholders are represented in the upcoming Provincial Consultative Workshop”.
- To take part as a facilitator in the “Provincial Consultative Workshop”.
- To take part in the Curriculum Review exercise.
- To finalize the agreement with ADPC for the implementation of the project.

- To issue essential letters to PCDMs and DCDMs of target provinces and districts, informing them of the project and seeking a focal point in each agency.
- To facilitate the coordination between ADPC and line agencies as well as other NGOs working in the same field in Cambodia.

6.5 *Consequences and action required by VNMC and DDMFSC – Vietnam*

VNMC

- To ensure the components implemented in Vietnam are effectively coordinated.
- To facilitate the finalization of documents entitled “Draft Partnership Agreement between ADPC & DDMFSC”, where VNMC will co-sign as a witness (see *Annex 1*).
- To provide suggestions to ADPC FEMS team in searching for National Coordinator-Vietnam.
- To participate in the “Planning Review” exercise to be held sometimes in July 2005.

DDMFSC – Vietnam

- To finalize the agreement with ADPC for the implementation of the project.
- To issue essential letters to PCDMs and DCDMs of target provinces and districts, informing them of the project and seeking a focal point in each agency.
- To assign an official as focal point within NCDM to work closely with ADPC counterpart.
- To provide suggestions to ADPC FEMS team in searching for National Coordinator-Vietnam.
- To facilitate the coordination between ADPC and line agencies as well as other NGOs working in the same field in Vietnam.

**Annex 1: Draft Partnership Agreement Between
Department of Dyke Management, Flood and Storm Control (DDMFSC)
and
Asian Disaster Preparedness Center (ADPC)**

***Under the Flood Emergency Management Strengthening (FEMS) Project
Component 4 of MRC's Flood Management and Mitigation Program (FMMP)***

1. Background

The annual floods of the Lower Mekong Basin has known to have the dual effects of causing extensive economic damage as well as time providing a rich and positive environment on biodiversity, soil fertility and fish yield in the region. Fully recognizing both the positive and negative impacts of these annual floods, the Mekong River Commission (MRC), has launched its Flood Management and Mitigation Program (FMMP), with the objective of *"People's suffering and economic losses due to floods are prevented, minimized, or mitigated, while preserving the environmental benefits of floods"*

The Components 4 - **"Flood Emergency Management Strengthening (FEMS)"** of Flood Management and Mitigation Program (FMMP) of the MRC focuses on enhancing the *"competence of civil authorities at various levels, emergency managers and communities in flood preparedness and mitigation "*, which will ultimately leads to its objective of *"Emergency management systems in the Riparian countries are more effectively dealing with Mekong floods."*

The implementation of Component 4, from September 2004 to June 2007, is being undertaken by the Asian Disaster Preparedness Center (ADPC), in close collaboration with Mekong River Commission (MRC), with funding support from Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH.

The project will focus on two countries: Cambodia (Prey Veng & Kandal provinces) and Vietnam (An Giang & Dong Thap provinces). Particularly in Vietnam, the followings outputs are expected:

- The preparation and implementation of flood preparedness program in An Giang and Dong Thap and two districts of each province is facilitated.
- National capacities to support preparation and implementation of preparedness programs are further developed.
- Public Awareness campaigns in 2 Districts of An Giang and 2 Districts of Prey Veng are conducted.
- Regional knowledge sharing is facilitated.
- Preparedness for Cambodia and Vietnam Province-to-Province transboundary emergency assistance is facilitated.

The key implementation agency of the project is identified as the Department of Dyke Management, Flood and Storm Control (DDMFSC), Ministry of Agriculture and Rural Development, Government of the Socialist Republic of Vietnam. The detailed project activities are attached.

2. Objectives of the Agreement

- I. To develop and implement flood preparedness planning programs in the 2 provinces of An Giang and Dong Thap in the Mekong Delta.
- II. To develop the capacity of DDMFSC.
- III. To set up a Technical Support Unit within DDMFSC.
- IV. To jointly produce relevant documents on flood preparedness planning in the Mekong Delta.

3. Terms of Agreement

For the implementation of the FEMS program, the following terms are agreed upon by both partners: DDMFSC and ADPC.

3.1. Scope of Agreement

- I. DDMFSC shall perform the tasks specified in "Session 3.3.Areas of Cooperation", in close partnership with ADPC FEMS staff.
- II. The Agreement shall be signed in the presence of Vietnam National Mekong Committee (VNMC) as the key witness.
- III. The Agreement shall be effective from the date of signature continuing through 30 June 2007.

3.2. Project Administration

- I. The implementation of the project shall be overseen by Disaster Management Systems (DMS) Team of ADPC from the Bangkok office and the Regional Flood Center in Phnom Penh. In addition, a Vietnam National Coordinator shall be appointed by ADPC to be stationing in one of the selected provinces in the Mekong Delta.
- II. DDMFSC shall assign an officer as the Focal Point for the said project, from the Ho Chi Minh City office. The arrangements will be made for PCFSC and DCFSC to assign a focal point for the project, to facilitate communication and implementation of activities.

3.2. Areas of Cooperation

The following areas of cooperation are sought from DDMFSC (through its focal point) during the implementation of FEMS project in the Mekong Delta of Vietnam, in the provinces of An Giang and Dong Thap.

1. Preparation and implementation of improved flood preparedness programs.
 - Selection of target districts.
 - Issuance of essential letters to PCFSC and DCFSC of selected provinces and the districts.
 - Development and delivery of capacity building activities (trainings/ workshops) in the selected provinces and districts.
 - Development and implementation of Flood Preparedness Programs.
 - Distribution of flood preparedness program documents.
 - Designing and implementation of need-based local level sub projects in the selected provinces and districts.
2. Development of capacities at the national level for the preparation and implementation of flood preparedness programs.

- Development and distribution of national Guidelines and Manuals for the preparation of Provincial and District Flood Preparedness Programs.
 - Setting up of a Technical Support Unit (TSU) on Flood Preparedness Planning in the Mekong Provinces at Ho Chi Minh city office of DDMFSC.
 - Gradual take-over of the delivery of training/ workshops for PCFSC and DCFSC in other provinces.
 - Organizing, holding and participating in meetings and workshops.
3. Conducting awareness campaigns in 2 districts each of Dong Thap and An Giang
- Designing and conducting public awareness campaigns and related activities.
4. Participating in the regional knowledge sharing activities.
- Preparing to share experiences and lessons learned at the Regional Workshops.
 - Preparation and circulation of good practice documents in Vietnamese.
5. Participating in the development of trans-boundary emergency assistance activities.
- Organizing meetings between selected neighbouring provinces along the Cambodia-Vietnam border on flood emergency assistance.
 - Design and delivery of joint exercises for the selected neighbouring provinces along the Cambodia-Vietnam border.

3.4. Modification of Contract

Any amendments to this agreement may be made by mutual exchange of letters between DDMFSC and ADPC, in the presence of VNMC.

3.5. Validity of the Agreement

This agreement shall be effective from the date of signature, provided concerned parties, DDMFSC, VNMC and ADPC have affixed their respective signatures here below.

For DDMFSC

Mr. Dang Quang Tinh
Director General
Department of Dyke Management, Flood
& Storm Control
Ministry of Agriculture & Rural Development

Mr. Do Manh Hung
Chief Planning & Program Management Division
Vietnam National Mekong Committee
Witness

For ADPC

Mr. Loy Rego
Director and Team Leader
Disaster Management Systems Team
Asian Disaster Preparedness Center

Project Activities

For the implementation of the said project, following activities will be undertaken.

Output 1: The preparation and implementation of flood preparedness programs in 2 pilot provinces in Mekong Delta and two districts in each province is facilitated

- 1.1 Conduct/organize training courses/ Workshop in 2 pilot provinces of Vietnam
- 1.2 Strengthen the capacity of PCFSC offices in Dong Thap and An Giang and DCFSC Offices in two districts in each province
- 1.3 Provide support to planning and development of Flood Preparedness Programs in these districts
- 1.4 Distribution of Flood Preparedness program documents, maps and forecasts to districts and communes in pilot provinces
- 1.5 Support priority sub-projects including needs-based local level training courses of Commune Leaders in Community Based Flood Manage (e.g safe area management, forecast boards, emergency kindergarten)
- 1.6 Support the improved management of stockpiles and warehouses of pilot districts
- 1.7 Support the mobilization of sub-national/local budgetary resources for program implementation in pilot provinces

Output 2: National capacities to support preparation and implementation of preparedness programs are further developed

- 2.1 Support the preparation and issue of national Guidelines / Manuals by DDMFSC/DMC and VNMC for preparation of Provincial and District Flood Preparedness Programs
- 2.2 Support the gradual take-over of the delivery of Training Course for Provincial and District Committees on Flood and Storm Control in flood preparedness planning by national agency (Act. 1.1)
- 2.3 Develop institutional capacity in DDMFSC/DMC and other relevant agencies to provide technical support to Provincial and District Committees on Flood and Storm Control in preparing Flood Preparedness Programs

Output 3: Flood Risk Awareness Campaigns in 2 districts of each pilot provinces are conducted

- 3.1 Adapt (language, cultural context), republish booklets and posters for children and adults and distribute through appropriate channels
- 3.2 Wider distribution of the film - "Living with floods" by VNRC in a larger context in Vietnam
- 3.3 Organize/ facilitate training for children through school teachers and distribution of materials for adults through appropriate channels in the selected provinces

Output 4: Regional knowledge sharing is facilitated

- 4.1 Participate in two Regional Workshops.
- 4.2 Prepare and circulate good practice documents in Vietnamese
- 4.3 Organize a study tours for provincial level officials of selected provinces to other riparian countries

Output 5: Preparedness for Vietnam and Cambodia Province-to-Province Trans-boundary emergency assistance is facilitated

- 5.1 Support cooperation between selected neighbouring provinces along the Cambodia-Vietnam border
- 5.2 Facilitate the preparation of concrete trans-boundary emergency preparedness tools, such as maps and joint training

Annex 2: Areas of Cooperation between NCDM-Cambodia and ADPC Under “Flood Emergency Management Strengthening (FEMS)” Project Implemented by ADPC, MRC and GTZ

Preamble

NCDM and ADPC have collaborated since 1987 and have affirmed the commitment for enhanced collaboration under the MoU signed in December 2004. Herein, NCDM and ADPC will cooperate for implementation of the “Flood Emergency Management Strengthening (FEMS)” project as described below.

1. Project Background

Fully recognizing both the positive and negative impacts of these annual floods, the Mekong River Commission (MRC), has launched its Flood Management and Mitigation Program (FMMP), with the following objective:

“People’s suffering and economic losses due to floods are prevented, minimized, or mitigated, while preserving the environmental benefits of floods”.

The FMMP has the five major components:

1. Establishment of a Regional Flood Management and Mitigation Center
2. Structural and Flood Proofing Measures
3. Mediation of Transboundary Flood Issues
4. Flood Emergency Management Strengthening
5. Land Use Management.

The fourth of the five major components of the Mekong River Commission (MRC) Flood Management and Mitigation Program (FMMP), “Flood Emergency Management Strengthening”, focuses on enhancing the “*competence of civil authorities at various levels, emergency managers and communities in flood preparedness and mitigation*”, which will ultimately leads to its objective of “*Emergency management systems in the Riparian countries more effectively dealing with Mekong floods.*”

The implementation of Component 4, from September 2004 to June 2007, is being undertaken by the Asian Disaster Preparedness Center (ADPC), in close collaboration with MRC, with the funding support from Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH.

2. Partners

The key project partners in Cambodia are identified as follows:

Coordination and Facilitation:

- Cambodia National Mekong Committee (CNMC)

Implementation Partners:

- National Committee for Disaster Management (NCDM) Cambodia

- Provincial and District Committees for Disaster Management (PCDMs and DCDMs) of Kandal and Prey Veng.

Cooperating Partners:

- Department of Hydrology and River Works (MOWRAM)
- Ministry of Agriculture, Forestry and Fisheries
- Ministry of Rural Development
- Cambodian Red Cross and IFRC (The Federation)
- Civil Society Organizations

3. Activities in Cambodia

The following project outputs are expected in An Giang and Dong Thap provinces.

Activity 1: Facilitating the preparation and implementation of flood preparedness programs in Kandal and Prey Veng provinces and two districts, Leuk Dek & Lovea Em (Kandal) and Sithor Kandal & Peam Chor (Prey Veng) in each province.

Activity 2: Enhancement of National capacities to support preparation and implementation of preparedness programs.

Activity 3: Conducting Flood Risk Awareness Campaigns in Leuk Dek & Lovea Em districts of Kandal and Sithor Kandal & Peam Chor district of Prey Veng.

Activity 4: Facilitating Regional knowledge sharing.

Activity 5: Facilitating the preparedness for Cambodia and Vietnam Province-to-Province Trans-boundary emergency assistance.

4. Areas of Cooperation

Under the FEMS project implementation arrangements, following areas of cooperation are agreed between the NCDM-Cambodia and ADPC.

2. Preparation and implementation of improved flood preparedness programs within selected provinces and districts.
 - Issuance of essential letters to PCDM and DCDM of Kandal and Prey Veng provinces and the selected districts.
 - Development and delivery of capacity building activities (trainings/ workshops) in the selected provinces and districts.
 - Development and implementation of Flood Preparedness Programs.
 - Distribution of flood preparedness program documents.

- Designing and implementation of need-based local level sub projects in the selected provinces and districts.
2. Providing assistance in the development of capacities at the national level for the preparation and implementation of flood preparedness programs.
 - Development and distribution of national Guidelines and Manuals for the preparation of Provincial and District Flood Preparedness Programs.
 - Gradual take-over of the delivery of training/ workshops for PCDM and DCDM. This is proposed to be carried out through the setting up of a Technical Support Unit (TSU) within NCDM.
 - Organizing, holding and participating in meetings and workshops.
 - Fostering coordination between ADPC, the PCDMs and DCDMs of selected provinces and the districts and other international, regional and local NGOs working in the same field.
 - NCDM will assign one focal point who will work closely with the FEMS National Coordinator - Cambodia.
 3. Conducting awareness campaigns in 2 districts each of Kandal and Prey Veng.
 - Designing and conducting public awareness campaigns and related activities.
 4. Participating in regional knowledge sharing activities.
 - Sharing experiences and lessons learned at the Regional Workshops.
 - Preparation and circulation of good practice documents in Khmer.
 5. Development of trans-boundary emergency assistance activities.
 - Development and delivery of joint activities between selected neighbouring provinces along the Cambodia-Vietnam border on flood emergency assistance.

The above mentioned Areas of Cooperation between NCDM-Cambodia and ADPC is agreed upon and signed on _____2005.

Dr. Suvit Yodmani
Executive Director
Asian Disaster Preparedness Center (ADPC)
Bangkok, Thailand

H.E Nhim Vanda
1st Vice President
National Committee for Disaster
Management (NCDM)
Phnom Penh, Cambodia

Mr. Hak Socheat
FMMP Coordinator
Cambodia National Mekong Committee (CNMC)
Witness

Annex 3: Proposed Areas of Cooperation between PCDM (Kandal & Prey Veng provinces in Cambodia) and ADPC

Under the project implementation arrangements, following areas of cooperation are proposed between the **Provincial Committee on Disaster Management Control** in Prey Veng province and ADPC.

1. Preparation and implementation of improved flood preparedness programs in Prey Veng and its two selected districts – Peam Chor and Sithor Kandal.
 - Development and delivery of capacity building activities (trainings/ workshops) in Prey Veng and its two selected districts.
 - Development and implementation of Flood Preparedness Programs.
 - Distribution of flood preparedness program documents.
 - Designing and implementation of need-based local level sub projects in the selected province and district.
 - Fostering coordination between ADPC, NCDM-Cambodia and the DCDM of selected districts and other international, regional and local NGOs working in the same field in Prey Veng.
2. Conducting awareness campaigns in Prey Veng.
 - Designing and conducting public awareness campaigns.
 - Distribution of public awareness materials in the selected districts and communes.
3. Participating in regional knowledge sharing activities.
 - Preparing to share experiences and lessons learned at the Regional Workshops.
 - Circulation of good practice documents in the provinces and district.
4. Participating in the development of trans-boundary emergency assistance and cooperation activities.
 - Participating in meetings between selected neighbouring provinces along the Cambodia-Vietnam border on cooperation in flood emergency assistance.

Annex 4: Proposed Areas of Cooperation between Provincial Committee on Flood & Storm Control (An Giang & Dong Thap provinces of Vietnam) and ADPC

Under the project implementation arrangements, following areas of cooperation are proposed between the **Provincial Committee for Flood and Storm Control** in An Giang and Dong Thap provinces and ADPC.

1. Preparation and implementation of improved flood preparedness programs within selected provinces and districts.
 - Development and delivery of capacity building activities (trainings/ workshops) in the 2 selected districts of each province.
 - Development and implementation of Flood Preparedness Programs.
 - Distribution of flood preparedness program documents.
 - Designing and implementation of need-based local level sub projects in the selected province and district.
 - Fostering coordination between ADPC, CCFSC and the DCFSCs of selected districts and other international, regional and local NGOs working in the same field.

2. Conducting awareness campaigns in 2 districts each of Dong Thap and An Giang
 - Designing and conducting public awareness campaigns.
 - Distribution of public awareness materials in the selected districts and communes.

3. Participating in regional knowledge sharing activities.
 - Preparing to share experiences and lessons learned at the Regional Workshops.
 - Circulation of good practice documents in the provinces and district.

4. Participating in the development of trans-boundary emergency assistance and cooperation activities.
 - Participating in meetings between selected neighbouring provinces along the Cambodia-Vietnam border on cooperation in flood emergency assistance.

Annex 5: Meeting Schedules with PCDM members in Kandal and Prey Veng provinces of Cambodia

Kandal Province

NO.	DEPARTMENT	PROPOSED DATES OF THE MEETINGS
1.	Water Resources and Meteorology Department	8:30, 23 March
2.	Agricultural and Rural Development Department	14:30, 23 March
3.	Health Department	8:30, 24 March
4.	Social Welfare Department	10:30, 24 March
5.	Planning Department	14:00, 24 March
6.	Education, Youth and Sports Department	15:30, 24 March
7.	Women Affairs & Veteran Department	8:30, 25 March
8.	Public Works and Transportation Department	10:30, 25 March
9.	Land Management, Urban Planning & Construction Department	14:00, 25 March
10.	Culture Department	15:30, 25 March
11.	Religion Department	8:30, 28 March
12.	Finance Department	10:30, 28 March
13.	Provincial Red Cross	14:00, 28 March
14.	Provincial Armed Forces	15:30, 28 March
15.	Provincial Police	8:30, 29 March
16.	Provincial Military Police	10:30, 29 March
17.	District Governor (Lovea Em)	14:30, 29 March
18.	District Governor (Leuk Daek)	9:30, 30 March

Prey Veng Province

NO.	DEPARTMENT	PROPOSED DATES OF THE MEETINGS
1.	Department of Agriculture	8:00, 4 April
2.	Provincial Service of Water Resources and Meteorology	9:30, 4 April
3.	Department of Health	14:30, 4 April
4.	Department of Social Affairs	16:00, 4 April
5.	Department of Planning	8:00, 5 April
6.	Department of Education, Youth and Sports	9:30, 5 April
7.	Department of Women & Veteran Affairs	14:30, 5 April
8.	Department of Land Management, Urban Planning, Construction & Cadastral	8:00, 6 April
9.	Department of Culture & Religion	9:30, 6 April
10.	District Governor (Peam Chor)	14:30, 6 April
11.	Provincial Red Cross - Prey Veng	8:00, 7 April
12.	Military Operation - Prey Veng	9:30, 7 April
13.	Provincial Military Police	14:30, 7 April
14.	Commissariat General of National Police - Prey Veng	16:00, 7 April
15.	Department Culture & Fine Arts	8:00, 8 April
16.	Department of Economy and Finance	9:30, 8 April
17.	Department of Public Works and Transportation	14:30, 8 April
18.	Department of Rural Development	16:00, 8 April