

DRAFT

**2ND QUARTERLY REPORT OF 2005
(APRIL - JUNE 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**

AUGUST 2005



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**2nd Quarterly Report of 2005
April - June 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: **5 August 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 and the draft quarterly plan submitted under section 3 of every quarterly report.

Planned Activities to be undertaken from April to June 2005

1. Project implementation, management and monitoring structure in place and operational.

Expected results:

- The dates for 1st planning meeting between GTZ-MRC-ADPC finalized.

Indicators:

- Dates for planning meeting confirmed.

Assumptions:

- Complete FMMP Management Team in place before the end of June 2005.

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

Expected results:

- Meetings held with DCDMs of target districts in Cambodia.

Indicators:

- Trip reports on missions and meetings with PCDMs, DCDMs and partner NGOs.

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 2 remaining positions (Vietnam National Coordinator and Program Manager) filled.
- Action initiated for project office in Vietnam.

- Registration of ADPC in Cambodia as an international organization undertaken.

Indicators:

- Signed contracts for 2 positions.
- Correspondents with officials from the MOFAIC in Cambodia.

Assumptions:

- The right candidates for all 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:

- Confirmation of proposed ToR for PCDM and DCDM in Cambodia achieved.
- The consultative study on “Institutional Role Analysis & Improvement Identification” in Cambodia conducted in Prey Veng and Kandal provinces.
- Consultative workshops on “Improvement and Development of Provincial Flood Preparedness Programs” in Prey Veng and Kandal provinces organized.
- Initial review of the training curriculum.

Indicators:

- Finalized ToR for PCDM and DCDM in Cambodia.
- Summary of the consultative study findings.
- Summary report of the provincial workshops.

Assumptions:

- A consensus on ToR/ agreement with PCDM & DCDM reached before April 2005.
- PCDM members willing to participate in the study and the workshops.

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

Expected results:

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

Indicators:

- Draft ToR or Agreements with key national implementing partners.
- Draft MoUs with selected partner NGOs.

Assumptions:

- Date of signing for Collaboration Agreements with key national partners confirmed in Cambodia and Vietnam.
- Regular meetings held with partner NGOs.

3. Status Report on Achievement of Results

Immediately following the opening of the office in Kampong Leav district of Prey Veng Province in Cambodia in April of 2005, the consultative study on “Institutional Role Analysis & Improvement Identification” was conducted in the two target provinces of Prey Veng and Kandal. The study identified the roles and responsibilities of each member department of Provincial Committee on Disaster Management (PCDM). It looked at the perception of PCDM Secretariat on the roles of each department as well as the roles each department think they should be playing in disaster preparedness. The study also examined the degree of involvement of each department in planning for flood management. The summary of the findings are given in Annex 1 & 2.

Based on the findings of the study, a workshop program was designed in order to determine the communication gaps and needs between the PCDM Secretariat and its member departments. The workshop also aimed to identify ways in order to bridge these gaps through consultative process with the stakeholders. The Institutional Analysis Study findings were presented at the workshop, to facilitate the discussions on the identification of needs and gaps and to find solutions. The two provincial workshops were held on 15 and 17 of June in Prey Veng and Kandal respectively. Provincial SEILA program representatives shared with the workshop participants the information on their annual development planning process. The workshop program, the list of participants and the workshop proceedings are given in Annex 3, 4 and 5.

In addition, MoUs were drafted for collaboration with CARE-Cambodia and OXFAM-GB of Vietnam.

The following table details out the status on the achievement of results over the period covered by this report, from April to June 2005. The session also discusses deviation from the expected results and time line specified in the January to March 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.		
The dates for 1 st planning meeting between GTZ-MRC-ADPC finalized.	B (Delayed)	The FMMP Management Team is going to be on board by the end of July. An initial meeting with the team will take place on 19 July. ADPC participated at the MRC's 3 rd Annual Flood Forum from 8 to 9 April 2005 and made a presentation on the progress of the Component 4 and immediate planned activities.
2. Preparatory visits to the target provinces and districts.		
Meetings held with DCDMs of target districts in Cambodia.	A (On time)	Visits were made to the Lovea Em and Leuk Dek districts of Kandal province and meetings were held with DCDMs in April 2005. Similar meetings were held with Peam Chor and Sithor Kandal DCDMs in Prey Veng province in May. Both activities were undertaken as part of the study on "Institutional Role Analysis & Improvement Identification".
3. Deploying ADPC Project Team in Bangkok and Phnom Penh and Setting up of offices in the 2 target countries.		
Vacancies for 2 remaining positions (Vietnam National Coordinator and Program Manager) filled.	B (Delayed)	Program Manager position has been filled and he will join the team from 15 July 2005 onwards. Job Description for Vietnam National Coordinator has been revised based on the inputs received from partner agencies in Vietnam and will be re-advertised in July and August 2005.
Action initiated for project office in Vietnam.	A (On time)	Letters requesting for a working space in the offices of Provincial

		Flood and Storm Committees in An Giang and Dong Thap provinces have been sent to the DDFSC. Awaiting confirmation from DDFSC.
Registration of ADPC in Cambodia as an international organization undertaken.	A (On time)	The request letter and the accompanying support documents were sent to NCDM-Cambodia in May 2005, who will write to the Ministry of Foreign Affairs for further processing.
<i>4. The initiation of preparation of flood preparedness programs in selected provinces and districts in Cambodia is facilitated.</i>		
Confirmation of proposed ToR for PCDM and DCDM in Cambodia achieved.	A (On time)	The draft ToR for PCDM and DCDM is being approved by NCDM.
The consultative study on “Institutional Role Analysis & Improvement Identification” in Cambodia conducted in Prey Veng and Kandal provinces.	A (On time)	The consultative study on “Institutional Role Analysis & Improvement Identification” was conducted in Cambodia, in Kandal in March 2005 and in Prey Veng in April 2005. The summary of the findings is given as Annex 1 & 2.
“Consultative Workshop on Improvement and Development of Provincial Flood Preparedness Programs” in Prey Veng and Kandal provinces organized.	A (On time)	Based on the findings of the study, which identified the perceived and the expected role of each member department of PCDM in the process of planning for annual floods and the coordination between PCDM Secretariat and its member departments, a consultative workshop was designed and organized on 15 and 17 June in Prey Veng and Kandal provinces of Cambodia respectively.
Initial review of the training curriculum.	A (On time)	The training manual developed under the ECHO-MRC-ADPC “Capacity Building” project is under review and a revised outline is expected to be ready by the end of August.

<i>5. National capacities to support preparation and implementation of preparedness programs are further developed.</i>		
ToR or Agreement with key national implementing partners in Cambodia and Vietnam finalized.	A (On time)	The agreement with DDFSC-Vietnam has been finalized and signed by both parties while the agreement with NCDM-Cambodia is being revised and will be reviewed by both parties before signing.
Continued dialogue with partner NGOs on potential collaborative activities and to facilitate the information sharing.	A (On time)	<p>The Cambodia National Coordinator took part in monthly EWS meetings of AmCross, ACF and MRC.</p> <p>In addition, ADPC made a presentation on “FEMS” project at the provincial workshop of ACF, held in Kampong Cham in May 2005.</p> <p>Dialogues are underway to sign MoU with CARE-Cambodia and OXFAM-Vietnam.</p> <p>With CARE-Cambodia in particular and also with NCDM-Cambodia, there is a plan to jointly organize a training course for DCDM and CDMT in Prey Veng and Kandal provinces on flood loss and damage assessment, using the format developed by NCDM-Cambodia, before the end of August.</p>

Draft plan for the next 3 months (July - September 2005)

Activities	Time line
<ul style="list-style-type: none"> Review and revision of draft PoA by ADPC for sending to MRCS and GTZ 	August - September
<ul style="list-style-type: none"> Finalizing the registration process of ADPC with MoFAIC - Cambodia 	July - September
<ul style="list-style-type: none"> Re-advertisement for the position National Coordinator - Vietnam 	July - August
<ul style="list-style-type: none"> Singing Agreement with NCDM-Cambodia 	July - August
<ul style="list-style-type: none"> Loss and damage assessment trainings for PCDM Prey Veng and Kandal in Cambodia 	August
<ul style="list-style-type: none"> Short-listing candidates and interviews (Vietnam Coordinator) 	August - September
<ul style="list-style-type: none"> Arrangements to open an office in Vietnam 	August - September
<ul style="list-style-type: none"> Follow-up meetings/ workshops with PCDM in Prey Veng and Kandal on provincial planning 	August - September
<ul style="list-style-type: none"> Review & revision of training curriculum 	July - September
<ul style="list-style-type: none"> Preparation for workshop in Dong Thap for the review of existing preparedness plans 	August - September
<ul style="list-style-type: none"> Continuing dialogues and implementation of collaborative activities with other partner NGOs 	July - September

4. Evaluation of achievement of objectives

The workshop conducted in June in Prey Veng and Kandal provinces of Cambodia has identified the gaps in the coordination and planning at the provincial level. One of the key areas identified is the need for a comprehensive disaster management plan at the provincial level. The workshop participants also expressed concerns over the lack of regular coordination meetings between the PCDM Secretariat and its member departments.

The next step is to have a more focused workshop with the PCDM Secretariat of both the provinces, NCDM-Cambodia and ADPC to brainstorm on the development of a provincial disaster management plan, with a special focus on flood, which will also address the issue on improved coordination between PCDM Secretariat and its member departments.

Follow-up meetings with the PCDM member departments are also planned to report to them on the progress of planning process and to seek their inputs.

Furthermore, review and adaptation of existing “Implementation of Flood Preparedness Program at Provincial and District Levels” training manual will be undertaken and the provincial trainings are likely to take place from October 2005 onwards. The trainings will be

closely linked to provincial planning activities and the experience and knowledge gained from the conduct of "Institutional Analysis" study will also be applied.

5. Status of contributions rendered

This sessions will cover the contributions rendered over the reporting period of April to June 2005.

5.1 Contributions by the partner - MRC

Target: To put in place a 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.

Actual: The FMMP Team is going to be on board by the end of July 2005.
The dates for the 1st planning meetings are expected to be determined at FMMP Team meeting on 19 July 2005.
The quarterly reports are to be shared with the NMCs.

Rating: Activities are on track.

5.2 Contributions by the third party - NMCs and NDMOs

For NMCs

Target: To ensure the components implemented in Cambodia and Vietnam are effectively coordinated.
To provide support in the finalization of collaboration agreements with NCDM-Cambodia and DDFSC-Vietnam, where NMCs of respective countries will co-sign.
For CNMC, to participate in the upcoming provincial Consultative Workshops in Prey Veng and Kandal.

Actual: The agreement with DDFSC-Vietnam has been signed and it will be sent to VNMC for co-signing.
The agreement with NCDM-Cambodia is being reviewed.
CNMC participated in provincial consultative workshops, both in Prey Veng and Kandal provinces in June 2005.

Rating: On time.

For NDMOs

Target: Vietnam
To finalize the selection of target districts (in Vietnam).

For DDFSC-Vietnam, to provide suggestions to ADPC FEMS team in searching for National Coordinator-Vietnam.

To finalize agreements with ADPC for the implementation of the project.

To provide support to ADPC in setting up of its provincial office.

To facilitate the coordination between ADPC and line agencies as well as other NGOs working in the same field.

Cambodia

To assign an official as focal point within NCDM to work closely with ADPC counterpart in Cambodia.

For NCDM-Cambodia, to take part in the provincial consultative workshops in Prey Veng and Kandal.

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.

Actual: An officer, Dr. Soth Kim Kolmony, from NCDM-Cambodia has been assigned as the counterpart officer.

The agreement between DDFSC and ADPC has been signed in June 2005.

NCDM-Cambodia and DDFSC-Vietnam are in the process of issuing letters to provincial and district authorities.

Dialogues between NCDM-Cambodia, CARE and ADPC are underway for collaborative activities.

Rating: Delayed in the recruitment of Vietnam National Coordinator position.

5.3 Contributions by GTZ

Target: To determine tentative dates for 1st planning meeting between GTZ-MRC-ADPC.

To set up a mechanism for regular meetings/ reporting to MRC as well as NMCs.

To ensure the effective coordination between the two funded components 4 & 5.

Actual: The FMMP Team meeting is taking place on 19 July 2005.

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

Rating: On time.

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

The following actions are recommended for all key agencies, in the implementation of Component 4, for the next three months: July to September 2005.

6.1 Consequences and action required by the Recipient - ADPC

- To re-advertise the Vietnam National Coordinator position.
- To review and revise the training curriculum.
- To follow-up with PCDMs and DCDMs in the target provinces and districts of Cambodia and work closely with them to initiate the planning process.
- To strengthen the collaborations with partner NGOs in Cambodia and Vietnam.

6.2 Consequences and action required by the GTZ

- To set up a mechanism to conduct regular meetings between GTZ, MRC and ADPC.
- To help set up a mechanism for information sharing with NMCs.
- To ensure the effective coordination between the two components 4 & 5.

6.3 Consequences and action required by MRCS

- To facilitate the coordination and linkages between different FMMP components.
- To assist in facilitating information sharing with NMCs.

6.4 Consequences and action required by CNMC and NCDM-Cambodia

CNMC

- To ensure the components implemented in Cambodia are effectively coordinated.
- To help facilitate in finalizing the collaborative agreement between ADPC and NCDM-Cambodia and to co-sign it.
- To take part in provincial planning process.

NCDM - Cambodia

- To follow-up with PCDMs of Prey Veng and Kandal provinces in the initiation of planning process and participate in the entire 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 DDFSC - Vietnam

VNMC

- To ensure the components implemented in Vietnam are effectively coordinated.
- To co-sign the "Draft Partnership Agreement between ADPC & DDMFSC".
- To provide suggestions to ADPC FEMS team in searching for National Coordinator-Vietnam.

DDMFSC - Vietnam

- 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 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

Summary of findings from “*Institutional Role Analysis and Improvement “Studies in Prey Veng Province”*”

Prey Veng Province

Prey Veng is a south-eastern province that borders Svay Rieng in the East, Kampong Cham in the North, Kandal and Phnom Penh in the West and Viet Nam in the South. It is about 90 km from Phnom Penh along National Route 1 and 11. The province consists of 12 districts, 116 communes and 1,138 villages, with a total land area of 4,883 km².

Prey Veng is a low lying province, causing it to be highly vulnerable to floods. Almost the entire land area of two districts, Peam Ro and Peam Chor, is located along Mekong river (56Km) and often suffers from seasonal flood. The districts along the small river, Tonle Touch (196Km), (Peam Ro, Kampong Leav, Pea Reang, Sithor Kandal, Peam Chor, Preah Sdach, Ba Phnum, and Kampong Trabaek) also have 50% of its territories inundated during annual floods. At the same time, drought often occurs in 30-50% of the area in Me Sang and Preah Sdach districts.

The main income-generating activity in the province is rice farming. In each district, the income of between 80-95% of the population depend greatly on rice production. Other income-generating activities include subsidiary crops, vegetable cultivation, fishing, animal raising, sugar palm production, local businesses and handicrafts. The province’s dependence on rice farming makes it highly susceptible to weather variations such as floods and droughts.

Gaps and Challenges in Provincial Flood Preparedness

The findings on the needs and gaps in preparing for annual floods in Prey Veng province are summarized as follows.

1. *Lack of historical flood data and records* – There is hardly any systematic documentation of flood damage or rainfall data in the province.
2. *Lack of information* – Especially the information regarding flood warnings, requiring streamlining of the communication to enhance its reliability and consistency.
3. *Lack of Flood maps* – Departments such as Land Management and Urban Planning expressed the need for updated flood maps, which will improve the provincial as well as departmental planning process. Most of the existing maps are not based on hard data and are outdated.
4. *Capacity Building* – PCDM Members rarely receive trainings on disaster preparedness and the areas of expertise identified as crucial for building the capacity of PCDM Secretariat Staff as well as its member departments are first aid, search and rescue, disaster management and planning, and training of trainers on CBDRM.

5. *Safe area construction & management* – Most of the established safe areas in the province are either within the temple ground or pagoda compound, where there is little or no facility for scarce clean water and sanitation. In addition, the lack of directions and signs indicating the location of safe areas make it difficult for affected and displaced people to make full use of the available safe areas and temporary shelters
6. *Lack of transportation equipment* – The lack of transportation equipment as basic as boats during flood make it difficult for responsible departments to carry out response activities effectively and to move people in time from the dangerous areas. Lack of heavy equipment for clearing debris and mud after a flood takes longer than necessary for affected people to return to resume their normal lives.
7. *Lack of communication equipment* – Many departments face difficulty in receiving flood warnings and making emergency reports and requests to the concerned authorities due to broken or complete lack of basic communication equipment.
8. *Public awareness* - There are few public awareness campaigns regarding disaster preparedness. CRC and the department of rural development have a couple of programs, training on disaster preparedness for villagers, but only limited to limitedly few locations and are expensive to conduct.
9. *Lack of financial resources* - Very few departments have a budget reserved for disaster management. The minimal budget, if ever exists, is intended only for response purposes and not for preparedness. Sometimes a department keeps emergency budget specifically for staff members affected by disasters.
10. *Flood preparedness planning* – Lack of participation by PCDM member departments, due to the perception of their respective roles in flood preparedness by PCDM Secretariat as well as their own perception on their involvements in such a process. Inconsistency in timing of the planning meetings as they are called only when the water level reaches alarm stage.
11. *Coordination between and among PCDM Secretariat & its members* – No regular coordination and planning meetings as mentioned above. There is a poor coordination among the PCDM member departments in disaster management. There is a need for each department to understand the roles and responsibilities of all the other departments (in disasters and in general operations).
12. *Damage and loss assessment* - There is an overlap in the data that is collected, for instance data such as affected families, number of deaths, which sometimes end up in different figure for different departments. The need expressed to standardize the data collection process in terms of format and also in terms of specialized data with respect to individual departments and their specific focus areas.
13. *Response* - Need for clarification of arrangements for response such as who is responsible, Stockpiling of relief and response supplies, distribution of relief materials, etc.

Summary of Key Roles and Responsibilities of PCDM member Departments in Flood Preparedness & Response

Department of Agriculture		
Key Responsibilities: <ul style="list-style-type: none"> ♦ Crop pattern ♦ Vaccinations for animals 		Problems: <ul style="list-style-type: none"> ♦ Lack of transportation equipment ♦ Lack of emergency budget ♦ Lack of communication equipment, radios, icoms
Before: <ul style="list-style-type: none"> ♦ Provide technical advice on cropping schedules ♦ Vaccinations for animals 	During: <ul style="list-style-type: none"> ♦ Focal point (24-hour stand-by) ♦ Vaccinations for animals ♦ Monitor flood levels & report to relevant ministries 	After: <ul style="list-style-type: none"> ♦ Report damage to PCDM and MoA ♦ Technical advice on crop replantation & encouraging people to do so ♦ Managing rice banks
Provincial Service of Water Resources and Meteorology		
Key Responsibilities: <ul style="list-style-type: none"> ♦ Record water levels, rainfall data, etc. ♦ Generate forecasts and warnings 		Problems: <ul style="list-style-type: none"> ♦ Lack of resources (financial and equipment) ♦ Insufficient and poor communications equipment at district level ♦ Poor coordination & information sharing
Before: <ul style="list-style-type: none"> ♦ Monitoring and collection of water level data ♦ Generate forecasts ♦ Construction (digging) of irrigation wells 	During: <ul style="list-style-type: none"> ♦ Respond to flood level (warnings, preparation of sandbags) ♦ Provide teams with pumping machines in the rural areas to help remove water ♦ Work closely with other depts (PCDM, CRC, NGOs) 	After: <ul style="list-style-type: none"> ♦ Damage and needs assessment on hydro-met infrastructure ♦ Attend PCDM post-flood meeting ♦ Make decisions on rehabilitation priorities
Health Department		
Key Responsibilities: <ul style="list-style-type: none"> ♦ Health of affected communities living in safe areas ♦ Raising public awareness on health issues (on water borne diseases and importance of clean water and individual sanitation) 		Problems: <ul style="list-style-type: none"> ♦ Lack of equipment for field teams (medical equipment, boats, communication equipment, etc.) ♦ Difficulty in raising public awareness on sanitation

Before: <ul style="list-style-type: none"> ◆ Organize public health & operation teams to observe/monitor health situation ◆ Prepare medicines, equipment, and boats ◆ Contact organizations for sponsorship ◆ Attend PCDM pre-flood meeting 	During: <ul style="list-style-type: none"> ◆ Go to the safe areas ◆ Assess the current health status, impending health risks, water & sanitation (WatSan) ◆ Interventions within available capacity ◆ Report status to MoH 	After: <ul style="list-style-type: none"> ◆ Damage, disease, WatSan assessment ◆ Intervene in case of outbreaks ◆ Write report and proposal with recommendations to send to relevant organizations (UN, NGOs) and the MoH
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Department of Social Welfare		
Key Responsibilities: <ul style="list-style-type: none"> ◆ Focus on assisting vulnerable people ◆ Enhance public awareness ◆ Social rehabilitation (for the disabled, family bereavement, etc) 	Problems: <ul style="list-style-type: none"> ◆ Lack of financial resources ◆ Lack of DM capacity and knowledge (limited involvement in DM) 	
Before:	During: <ul style="list-style-type: none"> ◆ Collect data on loss & damages & share with other organizations and PCDM ◆ Request funds ◆ Share human resources with PCDM 	After: <ul style="list-style-type: none"> ◆ Monitor the situation and implement appropriate interventions for welfare of vulnerable people

Planning Department		
Key Responsibilities: <ul style="list-style-type: none"> ◆ Provide inputs in PCDM planning process 	Problems: <ul style="list-style-type: none"> ◆ Over/under estimation of needs in planning ◆ Lack of resources (both financial and human) 	
Before: <ul style="list-style-type: none"> ◆ Participate in planning meetings with PCDM ◆ Assist PCDM in mobilizing resources 	During: <ul style="list-style-type: none"> ◆ Contingency planning in case of disaster ◆ Assist NCDM and CRC in distribution of relief 	After: <ul style="list-style-type: none"> ◆ Partner with the dept of Agriculture to distribute rice seed and fuel ◆ Participate in PCDM post-flood meeting

Department of Education, Youth and Sport		
Key Responsibilities: <ul style="list-style-type: none"> ◆ Smooth operation of school during the flood season ◆ Protection of school children and teachers 	Problems: <ul style="list-style-type: none"> ◆ Lack of transportation equipment ◆ Lack of communication equipment (to receive warnings) ◆ Lack of financial resources 	

<p>Before:</p> <ul style="list-style-type: none"> ◆ Determine whether to keep the schools opened or not based on flood info/warnings received ◆ Report to PCDM on the anticipated risks to schools (collapse of old buildings, etc) ◆ Moving school properties to safe areas 	<p>During:</p>	<p>After:</p> <ul style="list-style-type: none"> ◆ Collate damage data on school buildings from the district education dept. to report to PCDM and MoE. ◆ Provide assistance to the affected teachers' families
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Department of Women's and Veteran's Affairs

<p>Key Responsibilities:</p> <ul style="list-style-type: none"> ◆ Welfare of women and children ◆ Public awareness and providing advice on cropping schedule ◆ Prevention of domestic violence & child trafficking 		<p>Needs & gaps:</p> <ul style="list-style-type: none"> ◆ Lack of resources ◆ Enhancing the safety of children & elderlies ◆ Unclear role and responsibility
<p>Before:</p> <ul style="list-style-type: none"> ◆ Cooperate closely with other departments ◆ Raising public awareness on changing planting schedule ◆ Attend meeting on distribution of relief 	<p>During:</p> <ul style="list-style-type: none"> ◆ Raising public awareness on health & clean water ◆ Evacuations 	<p>After:</p> <ul style="list-style-type: none"> ◆ Cooperate with other departments ◆ Raising public awareness on changing plant schedules

Land Management, Urban Planning, Construction and Cadastral Department

<p>Key Responsibilities:</p> <ul style="list-style-type: none"> ◆ Land use management ◆ Maintenance of dyke system ◆ Identification of safe areas (location, number of safe areas) 		<p>Needs & gaps:</p> <ul style="list-style-type: none"> ◆ Lack of transportation equipment (boats) ◆ Lack of communication equipment (icoms, radios) ◆ Lack of emergency budget ◆ No evaluation of suitability of safe areas being identified
<p>Before:</p> <ul style="list-style-type: none"> ◆ Encourages district dept to disseminate preparedness info ◆ Allocate some funds for PCDM ◆ Identify safe areas & cooperate with local authorities for preparation of safe areas ◆ Responsible for maintaining the dykes 	<p>During:</p> <ul style="list-style-type: none"> ◆ Monitor the situation ◆ Provide sandbags ◆ District dept. assist in evacuation 	<p>After:</p> <ul style="list-style-type: none"> ◆ Small role in transportation of people back to their homes (in collaboration with other PCDM member depts.) ◆ District offices work closely with DCDM ◆ Attend PCDM post-flood meeting ◆ Share experiences and lessons learned

Department of Culture and Religion		
Key Responsibilities: <ul style="list-style-type: none"> ◆ To assist affected people ◆ Pagoda committee: responsible for maintenance of the pagodas and temples, to be used as safe areas 		Needs & gaps: <ul style="list-style-type: none"> ◆ Lack of financial resources ◆ Lack of communication & transportation equipment
Before: <ul style="list-style-type: none"> ◆ Assist monks to help affected people ◆ Participate in PCDM planning meeting and resource mobilization ◆ Preparation of temples and compounds of pagodas to be used as safe areas 	During: <ul style="list-style-type: none"> ◆ Collect data on damages occurred at cultural and religious places (usually monks solicit contributions from various sources to provide assistance and resources) 	After: <ul style="list-style-type: none"> ◆ Replanting on pagoda grounds ◆ Repair damages to pagoda
Provincial Red Cross		
Key Responsibilities: <ul style="list-style-type: none"> ◆ Preparedness programs (CBDP) ◆ Trainings for volunteers ◆ Distribution of relief 		Needs & gaps: <ul style="list-style-type: none"> ◆ Lack of transportation equipment and funds ◆ Poor communications at district levels
Before: <ul style="list-style-type: none"> ◆ Preparedness programs (CBDP) ◆ Trainings for volunteers ◆ Annual preparedness planning at commune, district and provincial levels 	During: <ul style="list-style-type: none"> ◆ Collect data (on damage & loss, needs) ◆ Provide relief: first aid, food, drinking water, cooking utensils, clothes, etc. 	After: <ul style="list-style-type: none"> ◆ Rehabilitation: small scale damage repair (houses, etc) ◆ Food for activities (repairs) ◆ Agricultural support (seeds, food)
Military Operation – Prey Veng		
Key Responsibilities: <ul style="list-style-type: none"> ◆ Help evacuate people to safe areas ◆ Repair works (to a certain section of road in Prey Veng) ◆ Preparation/ training of military personnel (soldiers) for emergency ◆ Develop emergency plan for two seasons – dry and wet 		Needs & gaps: <ul style="list-style-type: none"> ◆ Lack of capacity building in search & rescue or first aid ◆ Lack of transportation equipment ◆ Lack of financial resources

Before: <ul style="list-style-type: none"> ◆ Prevent damage to their section of road and dam ◆ Preparedness training for soldiers ◆ Annual meetings with PCDM ◆ Meet with DCDM to relay instructions ◆ Attend PCDM planning meeting and follow-up progress meeting 	During: <ul style="list-style-type: none"> ◆ Search and rescue ◆ Evacuation to safe areas ◆ Provide security for other depts working in the affected areas ◆ Collect data on damage, flood rate, level, etc. 	After: <ul style="list-style-type: none"> ◆ Cooperate/assist other depts ◆ Responsible for rehabilitation of the dam and their section of road ◆ Collect data on damage, flood rate, level, etc.
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Provincial Military Police		
Key Responsibilities: <ul style="list-style-type: none"> ◆ Security ◆ Maintenance of specific infrastructure (dam, section of road, etc) 		Needs & gaps: <ul style="list-style-type: none"> ◆ Lack of financial resources ◆ Lack of transportation equipment (boats)
Before: <ul style="list-style-type: none"> ◆ Attend PCDM meetings ◆ Cooperate with other depts ◆ Protection of infrastructure ◆ Evacuate people to safe areas ◆ Provide security to PCDM members 	During: <ul style="list-style-type: none"> ◆ Security in safe areas ◆ Evacuate people to safe areas ◆ Provide small amounts of relief goods & money 	After: <ul style="list-style-type: none"> ◆ Security ◆ Rehabilitation of damaged infrastructure ◆ Re-dig irrigation canals ◆ Collect damage data

Commissariat General of National Police - Prey Veng Province		
Key Responsibilities: <ul style="list-style-type: none"> ◆ Provide security for civilians (against theft, burglary, injury) ◆ Provide information on water safety 		Needs & gaps: <ul style="list-style-type: none"> ◆ No budget ◆ Need more equipment to respond to floods (transportation)
Before: <ul style="list-style-type: none"> ◆ Dissemination of safety information (e.g. not to overload boats, to wear life jacket, etc.) 	During: <ul style="list-style-type: none"> ◆ Collect damage and loss data & identify the deceased ◆ Protect the dam & repair damage ◆ Evacuation of people & animals to safe areas ◆ Educate people about water safety ◆ Provide security ◆ Distribution of relief goods 	After: <ul style="list-style-type: none"> ◆ Provide security ◆ Cooperate with PCDM ◆ Collect damage and loss data

Department of Culture and Fine Arts		
Key Responsibilities: ♦ Maintenance of historical sites, safe areas		Needs & gaps: ♦ Lack of transportation and communication equipment ♦ Lack of basic infrastructure (WatSan) at potential safe areas
Before: ♦ Preparation of historical areas for floods (instructions from PCDM) ♦ Protect the historical areas	During: ♦ Evacuation of people to safe areas ♦ Protection of historical areas	After: ♦ Protection of historical areas (from looting and stealing)
Department of Economics and Finance		
Key Responsibilities: ♦ Responsible for maintaining a section of dam, a section of road		Needs & gaps: ♦ Lack of emergency funds
Before: ♦ Participate in PCDM meetings	During: ♦ Protect a section of dam, a section of road ♦ Provide relief and sandbags	After: ♦ Provide contributions (human and financial)
Department of Public Works and Transportation		
Key Responsibilities: ♦ Construction and maintenance of roads, waterways, roadways		Needs & gaps: ♦ Lack of transportation and communication equipment ♦ Lack of proper safe area maps ♦ Staff not trained properly in repairing damages
Before: ♦ Take actions to prevent damage to roads, bridges, etc ♦ Prepare soil, sandbags, fences ♦ Identify target locations for prevention	During: ♦ Mobilize resources ♦ Distribute relief goods ♦ Provide transportation for medical services ♦ Repair to bridges, roads, paths to facilitate passage through damaged areas	After: ♦ Set up plan to repair the damaged infrastructure (paths, roads, and bridges) to facilitate transport ♦ Rehabilitate the larger structures

Department of Rural Development		
Key Responsibilities: <ul style="list-style-type: none"> ◆ Water Supply ◆ Undertaken Food for Work programs ◆ Construction, maintenance & rehabilitation of pump wells, latrines, rural roads, paths, community pools/ponds ◆ Planting of trees in public areas ◆ Capacity building in First Aids 		Needs & gaps: <ul style="list-style-type: none"> ◆ Infrastructure is damaged ◆ Few materials, equipment, funds
Before: <ul style="list-style-type: none"> ◆ Training on disaster preparedness, response and recovery (part of Village Action Plan) ◆ Construct latrines and wells in safe areas ◆ Training in first aid for villagers (before and after disasters) 	During: <ul style="list-style-type: none"> ◆ Accompany PCDM to affected areas ◆ Collect damage & loss info and report back to organizations ◆ Provide transportation and fuel ◆ Write proposals to organizations for aid ◆ Provide food to people (with WFP) 	After: <ul style="list-style-type: none"> ◆ Rehabilitate pump wells to supply clean water ◆ Collect contributions from pagoda committee for rehabilitation purposes
Peam Chor District Governor		
Key Responsibilities: <ul style="list-style-type: none"> ◆ Share and send info regularly to PCDM (on water level, safe areas, damage and needs assessments) ◆ Prepare and respond to floods in a timely manner, depending on the situation (evacuation, search & rescue, recovery) 		Needs & gaps: <ul style="list-style-type: none"> ◆ Lack of financial and other resources ◆ DCDM has no specified role
Before: <ul style="list-style-type: none"> ◆ Attend PCDM meetings ◆ Disseminate info to the communes about disaster preparedness (provide guideline of what to do before, during and after a flood) 	During: <ul style="list-style-type: none"> ◆ Distribution of relief ◆ Collect damage data within the district, consolidate and send to PCDM ◆ Identify priority needs 	After: <ul style="list-style-type: none"> ◆ Collect data on damage and loss ◆ Attend PCDM post-flood meeting

Annex 2

Summary of findings from “Institutional Role Analysis and Improvement” Studies in Kandal Province

Kandal Province

Kandal province is a south-eastern province that is bordered by the Mekong river and Prey Veng province to the east, Kampong Cham to the north, and to the west, Kampong Speu (northwest) and Takeo (southwest). 11 districts make up the province. 4 rivers: Tonle Sap, Tonle Basat, Mekong Kraum and Mekong Leu, runs through the province. Its natural low-lying geographical characteristic and the presence of 4 rivers makes Kandal highly susceptible to floods. 7 out of 11 districts are highly flood prone.

Gaps and Challenges in Provincial Flood Preparedness

1. *Lack of historical flood data and records* – Lack of written record and rely mostly on past experience and memory.
2. *Lack of information* – Regarding flood warning information, some department never receive any warnings or receive information from secondary or tertiary sources. There is a need for streamlining of information so as to be received from reliable sources in timely manner.
3. *Lack of Flood maps* – Existing flood maps at the Land Management and Urban Planning departments are not based on hard data and are obsolete.
4. *Capacity Building* – PCDM Members need trainings on disaster preparedness, first aid, and search & rescue. ToTs are very much needed for replication purposes (for other departments and public as well).
5. *Safe area construction & management* – There is a need to provide training on safe area management to the departments responsible for maintenance and construction of safe areas. Another urgent need is to educate people living in the safe areas on importance of clean water and hygiene.
6. *Lack of transportation equipment* – There is a major lack of transportation equipment in the province. Most departments have no equipment, so they have to rent/borrow during emergencies.
7. *Lack of communication equipment* – Due to broken or complete lack of basic communication equipment, it is a problem for many departments to receive or share crucial data during crisis.
8. *Public awareness* - There are very few public awareness campaigns regarding disaster preparedness. The Cultural Department has had a disaster preparedness show in 2004 (with external funding), but there is no funding in 2005. The need for wide-reaching, cost-effective campaigns to raise people awareness is recognized.
9. *Lack of financial resources* - Very few departments have a budget allocated for disaster management, especially for preparedness and planning. PCDM has an emergency budget but it can only be used for small scale disasters.

10. *Flood preparedness planning* - Few departments have their own plan as disaster preparedness and planning is seen solely as PCDM's responsibilities. PCDM hands out a document listing each department's roles and responsibilities but not in detail.
11. *Coordination between and among PCDM Secretariat & its members* - No regular coordination and planning meetings. Limited involvement of PCDM member departments (such as Rural Development, Water Resources Management, Agriculture) as only those agencies deemed relevant are given specific tasks by PCDM. Unclear roles and responsibilities regarding disaster preparedness also limit their participation and effective coordination. The departments cooperate when necessary, not to ensure synergy.
12. *Damage and loss assessment* - There is an overlap in the data that is collected, for instance data such as affected families, number of deaths, damaged infrastructure but different figure for different departments. Very few departments collect specialised data. Standardizing the format as well as methods of data collection are expressed as crucial and also to expand the amount/types of data collected to cover the cross-cutting issues of disasters.
13. *Response* - Need for clarification of arrangements for response such as who is responsible, stockpiling of relief and response supplies, distribution of relief materials, etc.

Summary of Key Roles and Responsibilities of PCDM member Departments in Flood Preparedness & Response

Provincial Service of Water Resources and Meteorology		
Key Responsibilities: <ul style="list-style-type: none"> ◆ Construction and maintenance of levees, dykes and met stations ◆ Monitor flood level ◆ Generate flood forecast ◆ Issue flood warnings 		Needs & gaps: <ul style="list-style-type: none"> ◆ Lack of capacity building programs for staff
Before: <ul style="list-style-type: none"> ◆ Monitor water level ◆ Generate forecast and broadcast the information by radio and TV ◆ Issue flood warnings ◆ Construction and maintenance (regular inspection) of dykes, levees and met station 	During: <ul style="list-style-type: none"> ◆ Issue warnings and disseminate flood forecast information to district level ◆ Provide transportation equipment (boat). 	After: <ul style="list-style-type: none"> ◆ Collection of damage and loss data ◆ Attend PCDM meeting to share lessons learned
Department of Agriculture		
Key Responsibilities: <ul style="list-style-type: none"> ◆ Fisheries and agriculture ◆ Preparation and distribution of rice seeds ◆ Prepare the staff to involve with the PCDM or another department when there is a flood 		Needs & gaps: <ul style="list-style-type: none"> ◆ Budget constraints
Before: <ul style="list-style-type: none"> ◆ Develop a plan distribution of seeds ◆ Vaccinations for animal ◆ Advocate for changing from rainy season to dry season planting 	During: <ul style="list-style-type: none"> ◆ Collect damage data (how many acres, partially or entirely destroyed, etc.) ◆ Prepare a plan of what needs to be rebuilt after the flood. ◆ Coordinate with PCDM and other departments in providing relief assistance 	After: <ul style="list-style-type: none"> ◆ Seek funding from MoA. ◆ Assist most severely affected families with replanting ◆ Assessment of needs
Health Department		

Key Responsibilities: <ul style="list-style-type: none"> ♦ Public health ♦ Provision and distribution of medicines to districts ♦ Medical interventions (medical teams travelling to affected areas) 		Needs & gaps: <ul style="list-style-type: none"> ♦ Poor transportation facilities ♦ Inadequate human resources as some staff also affected by floods ♦ Lack of appropriate shelter ♦ Health locations in the safe areas are set up ad hoc 	
Before: <ul style="list-style-type: none"> ♦ Set up a flood committee ♦ Identify areas vulnerable to floods and set up health offices appropriately ♦ Conduct awareness campaigns and distribute awareness materials ♦ Deliver medicines to the health departments in the vulnerable areas ♦ Attend PCDM pre-flood meeting 	During: <ul style="list-style-type: none"> ♦ Provide emergency services ♦ Monitor health situation ♦ Medical team made up of doctors and nurses travel to affected areas ♦ Receive report from the medical centres in the affected areas 	After: <ul style="list-style-type: none"> ♦ Repair damages (hospital) ♦ Follow up on medical situations of people in the affected area and interventions where necessary ♦ Collect data on number of deaths and potential outbreak of diseases ♦ Make a report ♦ Attend PCDM post-flood meeting 	

Department of Social Welfare			
Key Responsibilities: <ul style="list-style-type: none"> ♦ Welfare of vulnerable people 		Needs & gaps: <ul style="list-style-type: none"> ♦ Lack of financial resources 	
Before: <ul style="list-style-type: none"> ♦ Identify most vulnerable groups ♦ Receive information about which areas are vulnerable from district social welfare offices 	During: <ul style="list-style-type: none"> ♦ Request food and money (for the seeds) from the government ♦ Collect data on affected areas, affected number of families (and poor families) ♦ Identify most vulnerable groups for providing assistance 	After: <ul style="list-style-type: none"> ♦ Used to provide relief ♦ Submit an evaluation report to PCDM on most affected areas and the most vulnerable ♦ Provide assistance to most vulnerable 	

Planning Department	
Key Responsibilities: <ul style="list-style-type: none"> ♦ Preparation of annual provincial development plan (disaster preparedness occupies a small part but mainly on relief and response) with help from SEILA official – 1 year, 3 year and 5 year plans 	Needs & gaps: <ul style="list-style-type: none"> ♦ Lack of human and financial resources

Before: <ul style="list-style-type: none"> ◆ Preparation of annual provincial development plan ◆ Train staff for coordination with other depts. ◆ Organize transportation for emergency relief 	During: <ul style="list-style-type: none"> ◆ Visits to affected sites for inspection and collection of damage data 	After: <ul style="list-style-type: none"> ◆ Consolidation of data (different damage data) ◆ Attend post-flood meeting with PCDM
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Department of Education, Youth and Sport	
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Key Responsibilities: <ul style="list-style-type: none"> ◆ Protection of school premises and safety of children and teachers ◆ Public awareness raising 	Needs & gaps: <ul style="list-style-type: none"> ◆ Better coordination with other PCDM departments
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Before: <ul style="list-style-type: none"> ◆ Organize meetings to inform or remind of the upcoming flood season to district education offices, principals, teachers, etc. ◆ Registration of all students before closing the schools (emergency cases) 	During: <ul style="list-style-type: none"> ◆ Schools on high ground used as the safe area ◆ Students to help the victims through donations, etc... ◆ Protection of school structure, books and the equipment (move to higher ground) 	After: <ul style="list-style-type: none"> ◆ Principles of school report to Director of Provincial Education Dept on extent of damage to schools ◆ Repair to damaged structures through private construction companies ◆ Ensuring compliance of government regulations requiring that school be built higher than flood level so that they can also be used as temporary shelter.
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Department of Public Works and Transportation	
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Key Responsibilities: <ul style="list-style-type: none"> ◆ Construction, regular inspection, repair and maintenance of national roads, provincial roads, roads in districts and communes 	Needs & gaps: <ul style="list-style-type: none"> ◆ Lack of flood maps (for identifying vulnerable areas in construction of new roads)
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<p>Before:</p> <ul style="list-style-type: none"> ◆ Receive flood information from MOWRAM (most Kandal provincial depts do) ◆ Protection of roads and other transportation facilities from flood damage (e.g., putting sand bags, prohibiting big trucks from crossing some bridges - meeting with district police to enforce that). ◆ Raise the road beds (height of roads based on the 2000 flood level) 	<p>During:</p> <ul style="list-style-type: none"> ◆ Cooperate with PCDM & other depts. (heavy equipment available for fighting floods) ◆ Inspection of roads ◆ Damage data collected by district offices and sent to provincial dept. ◆ Raised roads as safe areas. 	<p>After:</p> <ul style="list-style-type: none"> ◆ Assess the level of damaged roads and bridges. ◆ Repair damages
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Land Management, Urban Planning, Construction and Cadastral Department		
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> ◆ Management of land use planning 	<p>Needs & gaps:</p> <ul style="list-style-type: none"> ◆ Lack of coordination and information sharing between PCDM secretariat and its member departments ◆ Lack of rules and regulations 	
<p>Before:</p> <ul style="list-style-type: none"> ◆ 	<p>During:</p> <ul style="list-style-type: none"> ◆ Assist when PCDM requests 	<p>After:</p> <ul style="list-style-type: none"> ◆

Department of Culture and Fine Arts		
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> ◆ Conservation of historical sites 	<p>Needs & gaps:</p> <ul style="list-style-type: none"> ◆ Funding constraints on public awareness shows 	
<p>Before:</p> <ul style="list-style-type: none"> ◆ Protection of historical locations ◆ Used to organize shows on raising awareness on floods 	<p>During:</p> <ul style="list-style-type: none"> ◆ Meetings with PCDM ◆ Personnel sent to each district to help the community ◆ Assess the flood damage ◆ Inform people and lead them to safe area 	<p>After:</p> <ul style="list-style-type: none"> ◆ Assess the damage and report back to the Ministry ◆ Restoration and rehabilitation

Department of Religion		
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> ◆ Protection of religious places (Pagodas, temples) 	<p>Needs & gaps:</p> <ul style="list-style-type: none"> ◆ Financial constraints 	

Before: <ul style="list-style-type: none"> ◆ Making sure that the valuable artefacts are moved to safe areas ◆ Ensuring temple ground and pagoda compounds can be used as safe areas (usually the District Governors inform the PCDM how many pagodas and temples exist in their district and which ones can be used as safe areas) 	During: <ul style="list-style-type: none"> ◆ Encourage people to help/ contribute/ donate ◆ Set up small house or tent on pagoda grounds for temporary shelter ◆ Involved in the PCDM teams that are sent to the affected areas ◆ Provide rice, food, mosquito nets, etc. 	After: <ul style="list-style-type: none"> ◆ Assist monks in helping communities (rehabilitation and recovery) - works closely with district public works dept
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Department of Economics and Finance		
Key Responsibilities: <ul style="list-style-type: none"> ◆ Development of annual provincial financial plan 	Needs & gaps: <ul style="list-style-type: none"> ◆ Lack of funds for disaster management related works ◆ Lack of fund raising activities for DM 	
Before: <ul style="list-style-type: none"> ◆ Allocate an emergency budget item in the overall budget (though minimal) 	During: <ul style="list-style-type: none"> ◆ 	After: <ul style="list-style-type: none"> ◆

Provincial Red Cross		
Key Responsibilities: <ul style="list-style-type: none"> ◆ Safe areas management ◆ Raising public awareness in DM and public health 	Needs & gaps: <ul style="list-style-type: none"> ◆ Lack of financial and human resources ◆ Lack of communication equipment 	
Before: <ul style="list-style-type: none"> ◆ Selection of RC volunteers and training them on first aid & disaster preparedness ◆ Conduct public awareness campaigns on public health ◆ Set up safe areas ◆ Train volunteers in dissemination of warnings to public ◆ Dig canals to reduce water level 	During: <ul style="list-style-type: none"> ◆ Collect damage data ◆ Provide food, clean water and transportation to safe areas (boats) ◆ Educate public on hygiene ◆ Provide health advice 	After: <ul style="list-style-type: none"> ◆ Collection and compilation of damage and loss data, then report to PCDM and CRC (who in turns reports to NCDM)

Provincial Military Police		
Key Responsibilities: <ul style="list-style-type: none"> ♦ Evacuation of people to safe areas ♦ Search & rescue ♦ Distribution of relief goods 	Needs & gaps: <ul style="list-style-type: none"> ♦ 	
Before: <ul style="list-style-type: none"> ♦ Training of emergency team ♦ Attend PCDM pre-flood meeting ♦ Assist the community to prepare for floods (putting sandbags, dig canals to divert/hold of the flood) ♦ Stockpiling relief materials (rice) ♦ Prepare to mobilize resources as needed 	During: <ul style="list-style-type: none"> ♦ Evacuation of people to safe areas ♦ Search & rescue ♦ Distribution of relief (food, clothes, etc.) ♦ Collect damage data ♦ Law enforcement in the district (affected areas to ensure safety) ♦ Attend PCDM flood meetings 	After: <ul style="list-style-type: none"> ♦ Attend PCDM post-flood meeting

Lovea Em District Governor		
Key Responsibilities: <ul style="list-style-type: none"> ♦ To identify appropriate safe areas, and report to PCDM ♦ Liaises between PCDM and DCDM ♦ Report flood situation in the district to the PCDM 	Needs & gaps: <ul style="list-style-type: none"> ♦ Lack of resources (financial, human, transportation and communication equipment) 	
Before: <ul style="list-style-type: none"> ♦ Attend PCDM pre-flood meeting ♦ Hold DCDM meeting with all the members to prepare for the flood season ♦ Prepare flood plan for the district (DCDM) - the commune leaders report to DCDM regarding the situation in their commune, needs and requirements 	During: <ul style="list-style-type: none"> ♦ Collect damage and loss data ♦ Mobilization of resources (relief materials and external assistance) 	After: <ul style="list-style-type: none"> ♦ Rebuild/repair damages

Leuk Daek District Governor

Key Responsibilities:		Needs & gaps:	
<ul style="list-style-type: none"> ◆ Safe areas management ◆ Liaise between PCDM and DCDM 		<ul style="list-style-type: none"> ◆ Lack of financial resources ◆ Lack of sanitation facilities at the safe areas 	
Before:	During:	After:	
<ul style="list-style-type: none"> ◆ Attend PCDM pre-flood meeting ◆ Flood preparedness (prepare boats, sandbags) ◆ Organize DCDM meetings for flood preparedness (written plans) ◆ Divide duties and responsibilities for DCDM departments ◆ Identify safe areas ◆ Arrange transportation for evacuation 	<ul style="list-style-type: none"> ◆ Provide food and sandbags ◆ Survey damage and losses (collect data) – data received from commune chief on affected families, damaged buildings, how many poor families get affected, etc. ◆ Set up emergency search & rescue team 	<ul style="list-style-type: none"> ◆ Organize DCDM post-flood meeting - Members report damage information/situation ◆ Discuss improvements for future floods ◆ Collect all data and make one report to the PCDM, and also the Ministry of Agriculture 	

Department of Women's and Veteran's Affairs			
Key Responsibilities:		Needs & gaps:	
<ul style="list-style-type: none"> ◆ Welfare of women, children ◆ Prevention of domestic violence 		<ul style="list-style-type: none"> ◆ No public awareness programs 	
Before:	During:	After:	
<ul style="list-style-type: none"> ◆ Attend PCDM pre-flood meeting ◆ Relay flood preparedness information to district women affairs office, which then relay the information to the villagers on <ul style="list-style-type: none"> · Taking care of children · Move property and people to safe areas · Close schools during floods · Family's health & sanitation 	<ul style="list-style-type: none"> ◆ Flood situation data – relay daily from village to commune to district to ◆ Persuade people to move to safe areas ◆ Assess the needs of people in the safe areas ◆ Collect data (i.e. number displaced, needed medicines, etc) 	<ul style="list-style-type: none"> ◆ Attend PCDM post-flood meeting to report damage info, situations, what could be done better 	

Military Operation – Prey Veng	
Key Responsibilities:	Needs & gaps:
<ul style="list-style-type: none"> ◆ Provide human resources ◆ Search & rescue ◆ Distribution of relief 	<ul style="list-style-type: none"> ◆

<p>Before:</p> <ul style="list-style-type: none"> ◆ Attend PCDM pre-flood meeting & receive instructions for preparations ◆ Prepare human resources ◆ Prepare sandbag, arrange boat rentals ◆ Storage of rice 	<p>During:</p> <ul style="list-style-type: none"> ◆ Special teams sent to the flood area if PCDM requests ◆ Military unit reports data to the provincial department ◆ Search and Rescue (for all disasters) ◆ Work with affected communities in evacuation and search & rescue ◆ Provide fuel for the boats ◆ If extra help is needed, a request sent to provincial department to send teams 	<p>Before, During and After:</p> <ul style="list-style-type: none"> ◆ Provide transportation to send medical teams to the areas (depending on the information received form the district military units)
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Commissariat General of National Police Kandal Province		
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> ◆ Security ◆ Law enforcement 	<p>Needs & gaps:</p> <ul style="list-style-type: none"> ◆ No training in search & rescue 	
<p>Before:</p> <ul style="list-style-type: none"> ◆ Attend PCDM pre-flood meeting ◆ Prepare human resources, arrange to rent boats for evacuation ◆ Emergency teams ready to be mobilized ◆ Help during the dry season <ul style="list-style-type: none"> · Provide fuel to people to run water pumps and generators · Dig canals 	<p>During:</p> <ul style="list-style-type: none"> ◆ Mobilize resources as soon as orders come from headquarters ◆ Move people and property to the safe areas ◆ Guard property ◆ Law enforcement ◆ Help PCDM distribute food to affected people ◆ Collect data: affected, dead, missing ◆ Have rice store 	<p>After:</p> <ul style="list-style-type: none"> ◆ Collect data: dead, damage, animals, people, houses, roads ◆ Help people dig canals ◆ Attend PCDM post-flood meeting (report damage, identify problems, discuss solution for problems and how to fix the damage) ◆ Help harvest the rice in the rainy season

Annex 3
Workshop Program of
Consultative Workshop on Improvement and Development of Provincial Flood
Preparedness Programs, 15 & 17 June 2005, Prey Veng & Kandal Provinces

Venue: PCDM Secretariat Office

Participants

The participants of the workshop will consist of representatives from the following agencies

- Provincial Committee on Disaster Management (PCDM)
- Each provincial member department of PCDM
- 2-3 officials from District Committee on Disaster Management (DCDM) of two target districts - Pean Chor and Sithor Kandal
- SEILA program
- National Committee on Disaster Management (NCDM) Cambodia
- Cambodia National Mekong Committee (CNMC)
- CRC and Partner NGOs

Objectives of the Workshop

- To review and further clarify the roles and responsibilities of various provincial level government agencies, constituting the PCDM.
- To identify the gaps and needs in coordination process between PCDM and its member departments.
- To agree on processes to prepare and revise a planning document to enhance the effectiveness of flood preparedness programs in the province and the pilot districts.
- Identify gaps in availability of resources - equipment, human, etc.

Expected Outputs

- Gaps and needs in planning and coordination among and between PCDM and its member agencies are identified.
- Opportunities for improvements for more successful coordination and planning strategy by all role players are identified.
- Development of more effective flood preparedness programs are initiated.
- Identification of new investments to be included in Provincial and District Plans under SEILA.

Program

Time	Activity	Speaker/ Facilitator
0830 - 0845	Welcome Remarks by Governor/ Vice Governor	PCDM
0845 - 0900	Opening Statement by CNMC	H.E Sin Niny, NCMC
0900 - 0915	Opening Remarks by NCDM	H.E Nhim Vanda, NCDM

0915 - 0930	Coffee break	
0930 - 0940	Overview of the workshop	Chum Vuthy, ADPC
0940 - 1000	Roles and responsibilities of PCDM and Existing Coordination and Planning Processes at the Provincial level	Tep Bory, PCDM
1000 – 1020	Provincial Level Planning under SEILA program	Sok Teang, SEILA
1020 - 1040	Findings of “Consultative Institutional Analysis Study in Kandal/ Prey Veng”	Chum Vuthy, ADPC
1040 - 1140	<p>Group discussion- Identification of Needs & Gaps in Existing Coordination and Planning Process at the Provincial Level</p> <p><i>The participants will be divided into 3 groups. The purpose of this session is to identify the basic needs and gaps in existing coordination and planning processes.</i></p>	ADPC, NCDM & PCDM
1140 - 1200	<p>Group Presentations</p> <p><i>Each group will make presentations on the outcomes of the discussion.</i></p>	
1200 - 1330	Lunch	
1330 - 1515	<p>Group Discussion – Initializing the Development of Provincial Action Plan</p> <p><i>The participants will be divided into 3 groups. The discussions will focus on ways and means to address the gaps and needs identified in the previous discussions and recommend potential solutions. At the end of the discussion, the Groups will come up with Draft Action Plan to improve the existing plans at the provincial level.</i></p>	ADPC, NCDM & PCDM
1515 - 1535	<p>Group Presentations</p> <p><i>Each group will make presentations on the outcomes of the discussion.</i></p>	
1535 - 1550	Coffee Break	
1550 - 1620	Q&A	
1620 – 1635	Summary of Proceedings	Chum Vuthy, ADPC
1635 - 1645	Closing Remarks by PCDM	H.E Ponarith, NCDM

Annex 4
Report of Consultative Workshop on Improvement & Development of Provincial Flood Preparedness Program
15 June 2005, Prey Veng Province

Preamble:

In March and April of 2005, under the Flood Emergency Management Strengthening (FEMS) project of ADPC, the consultative study on “Institutional Role Analysis and Improvement Identification” was conducted in two target provinces of Prey Veng and Kandal in Cambodia. The study aimed to have a better understanding of the roles and responsibilities of various government agencies, constituting the provincial and district disaster management committees and the planning and coordination among these agencies.

Based on the results of this study, one-day Consultative Workshops on “Improvement and Development of Provincial Flood Preparedness Program” were designed and conducted on 15 and 17 June 2005 in Prey Veng and Kandal Provinces, respectively, at the PCDM office.

The purposes of the workshops were to:

- Review and further clarify the roles and responsibilities of various provincial level government agencies, constituting the provincial disaster management committee.
- Identify the gaps and needs in coordination process between PCDM and its member departments.
- Agree on processes to prepare/ revise a planning document to enhance the effectiveness in the province and the pilot districts.
- Identify gaps in availability of resources - equipment, human, etc.

Opening Ceremony

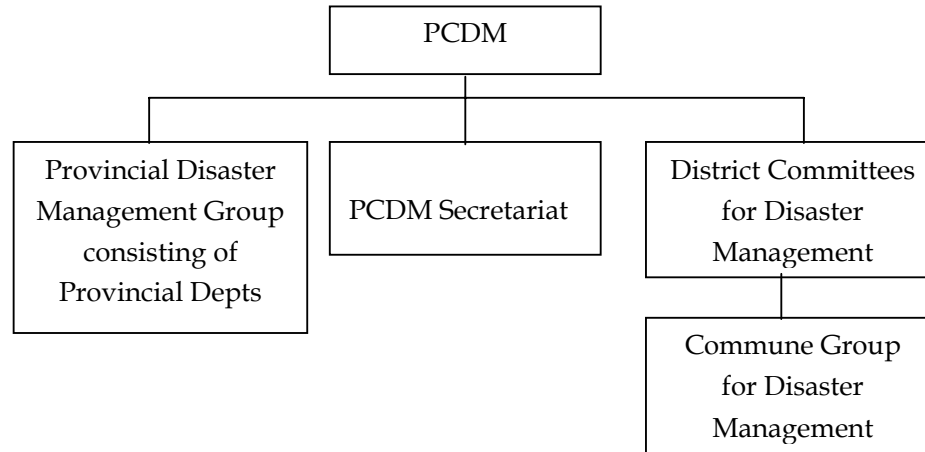
H.E Nhim Vanda, 1st Vice President of the National Committee for Disaster Management (NCDM) presided over the Opening Ceremony. H.E Oung Samey, Provincial Governor and Chairman of Prey Veng PCDM and H.E Sin Niny, Deputy Chairman of CNMC made welcome statements and Opening Address was delivered by H.E Nhim Vanda. Other honored guests present at the workshop were H.E Pou Samy, Secretary General Of NCDM, H.E Pon Narith, Deputy Secretary General of NCDM, and H.E Chreang Sophann, Deputy Secretary General of NCDM. Around 30 participants attended the workshop, which include representatives from the Prey Veng PCDM Secretariat, Heads and representatives of PCDM Member Departments, District Governor and Deputy Governor of flood prone districts in Prey Veng, as well as special invitees from SEILA Program, NCDM-Cambodia, CNMC, UNICEF, CEDAC and KARITAS.

Presentations

Four presentations were made.

1. Presentation on “*Overview of the Workshop*” made by Mr. Chum Vuthy, Cambodia National Coordinator on the objectives and expected outcomes of the workshop.

2. *“PCDM Institutional Arrangements, Roles & Responsibilities”* was presented by Mr. Tep Bory, Chairman of Prey Veng PCDM Secretariat and PCDM. He talked about the structure of the PCDM that exist down to commune level, roles of PCDM and the problems and challenges they face. They are summarized below.



- Management at Provincial Level
 - Provincial Governor Chairman
 - Provincial Deputy Governor Deputy
 - Head of Provincial Departments Members
 - Director of Provincial Red Cross Member
 - Roles and Responsibilities of PCDM
 - Comply with national policy for disaster management established by NCDM.
 - Communicate and provide information relating to disasters to NCDM.
 - Prepare for and respond (to search and rescue and rehabilitation) disasters as and when they occur, through appropriate interventions.
 - Develop plan and request assistances from NCDM.
 - Coordinate with development agencies, International and Local NGOs and other concerned stakeholders in implementing disaster management works.
 - Facilitate regular meetings between and among PCDM members.
 - Appeal for supports from Civil Social Organizations, government agencies, and others to serve for disaster management works
 - Problems and challenges PCDM encountered:
 - Lack of communication equipments.
 - It does not have its own office for the secretariat.
 - Lack of support staff, with some staff working for their department/office.
 - Lack of financial resources for administration and other expenses.
 - Lack of transportation equipments such as boats, motor boats.
3. Mr. Sok Teang, a representative of SIELA program who is in charge of Planning, presented the *“SEILA’s Annual Development Planning Program for Prey Veng”*.
4. A presentation by Mr. Chum Vuthy, on *“General Findings of Institutional Analysis”*, conducted by ADPC.

Group Discussion

The purpose of the Group Discussion was to identify the gaps and needs in planning and coordination among and between PCDM Secretariat and its member departments, and to initiate the process of developing a provincial flood preparedness program.

The participants were divided into 2 small groups, each group comprised of 10-15 participants from difference sectors. Each group was provided 30 minutes to discuss over two guide questions given below. After discussion, the discussion outcomes were presented.

The guided questions given are:

1. What are the gaps and needs in coordination process between the PCDM Secretariat and PCDM members in planning for annual Mekong floods?
2. What are the challenges does the PCDM and its member face in developing strategic plan for disaster management?

The results of the group discussions were summarized as follows:

Gaps and Needs in Coordination Function

- Lack of fund, equipments and other inputs.
- Lack of information system, warning system, and public awareness
- Lack of coordination and cooperation in all levels
- No regular meeting before, during and after disasters
- Staff works for PCDM Secretariat are overload staff, they are working for his/her department and disaster management works.

Challenges in Development of a Provincial Plan

- PCDM and most of Departments do not have plan for disaster management
- Lack of fund, and other inputs for supporting plan implementation
- Assistancess from the government did not respond to the needs and damages.

As the second part of the Group Discussion, the two groups identified the potential solutions to fulfill the needs and gaps listed out during the previous discussion. The Group 1 was focused the discussion on cooperation/coordination process, and Group 2 on planning process.

Coordination/Cooperation

Issues	Solutions/Needs
Lack of human resources, equipments, and fund	<ul style="list-style-type: none"> • Review and establish structure in all level (Provincial, district and commune) • Provide training course on disaster management to all levels • Provide equipments, fund for disaster management offices • Develop plan and proposal for fundraising

Lack of information system, warning system, and public awareness	<ul style="list-style-type: none"> • Assign a fixed staff to work on receiving and sending information and collecting data and information relating with disasters • Equip information equipments
<p>Lack of coordination and cooperation in all levels</p> <p>Staff works for PCDM Secretariat are overload staff, they are working for his/her department and disaster management works.</p>	<ul style="list-style-type: none"> • Strengthen structures and roles and responsibilities in all levels • Assign the right person to work for DM work • Develop guideline, policy and procedures for disaster management
- No regular meeting before, during and after disasters	<ul style="list-style-type: none"> • Regular and periodical meeting program/schedules among and between PCDM and its member departments

Planning Process

Issues	Solution/Needs
PCDM and most of Provincial Departments do not have plan for disaster management	<ul style="list-style-type: none"> • Collect existing information/data for developing plan • Assess hazards, disaster risk and vulnerabilities • Meet to create master plan for disaster management
Lack of fund, and other inputs for supporting plan implementation	<ul style="list-style-type: none"> • Develop budget plan • Fundraising
Assistances from the government did not respond to the needs and damages.	<ul style="list-style-type: none"> • Encourage communities to try their best for coping with disasters by themselves

Annex 5
Report of Consultative Workshop on Improvement & Development of Provincial Flood Preparedness Program
17 June 2005, Kandal Province

Preamble:

In March and April of 2005, under the Flood Emergency Management Strengthening (FEMS) project of ADPC, the consultative study on “Institutional Role Analysis and Improvement Identification” was conducted in two target provinces of Prey Veng and Kandal in Cambodia. The study aimed to have a better understanding of the roles and responsibilities of various government agencies, constituting the provincial and district disaster management committees and the planning and coordination among these agencies.

Based on the results of this study, one-day Consultative Workshops on “Improvement and Development of Provincial Flood Preparedness Program” were designed and conducted on 15 and 17 June 2005 in Prey Veng and Kandal Provinces, respectively, at the PCDM office.

The purposes of the workshops were to:

- Review and further clarify the roles and responsibilities of various provincial level government agencies, constituting the provincial disaster management committee.
- Identify the gaps and needs in coordination process between PCDM and its member departments.
- Agree on processes to prepare/ revise a planning document to enhance the effectiveness in the province and the pilot districts.
- Identify gaps in availability of resources - equipment, human, etc.

Opening Ceremony

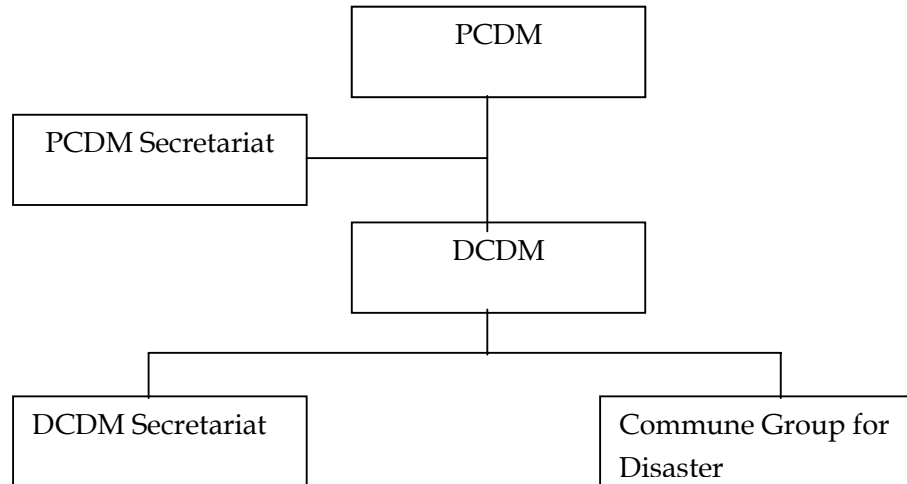
H.E Nhim Vanda, 1st Vice President of the National Committee for Disaster Management (NCDM) presided over the Opening Ceremony. H.E Lao Sun Ta, Provincial Governor and Chairman of Kandal PCDM and H.E Sin Niny, Deputy Chairman of CNMC made welcome remarks and opening statements. Opening Remarks was delivered by H.E Nhim Vanda. Other honored guests present at the workshop were H.E Pon Narith, Deputy Secretary General of NCDM, and H.E Kann, Deputy Governor and Deputy Secretary General of Kandal PCDM. Around 30 participants attended the workshop, which include representatives from the Kandal PCDM Secretariat, Heads and representatives of PCDM Member Departments, District Governor and Deputy Governor of flood prone districts in Kandal, as well as special invitees from SEILA Program, NCDM-Cambodia, CNMC, World Vision, World Food Program and KARITAS.

Presentations

Four presentations were made.

1. Presentation on “*Overview of the Workshop*” made by Mr. Chum Vuthy, Cambodia National Coordinator on the objectives and expected outcomes of the workshop.

2. *“PCDM Institutional Arrangements, Roles & Responsibilities”* was presented by Mr. Chen Nhan, Chairman of Kandal PCDM Secretariat. He talked about the structure of the PCDM that exist down to commune level, roles of PCDM and the problems and challenges they face. They are summarized below.



- Management at Provincial Level
 - Provincial Governor Chairman
 - Provincial Deputy Governor Deputy
 - Head of Provincial Departments Members
 - Director of Provincial Red Cross Member
- Roles and Responsibilities
 - Comply with national policy for disaster management
 - Develop guideline and support action plan of District Committee for Disaster Management
 - Share information with National Committee for Disaster Management on participation of government institution/agencies in disaster preparedness, response and rehabilitation
 - Report regularly to National Committee for Disaster Management
 - If any required, request interventional forces and supports from national level.
 - Cooperate and coordinate with National Committee for Disaster Management in carrying out disaster campaign and strengthen capacity of subordinates
 - Establish a PCDM Permanent Secretariat, assigning a Provincial Cabinet Chief as Chairman with support staff, as needed.
- Management at District Level
 - District Governor Chairman
 - District Deputy Governor Deputy
 - Heads of District Offices Members
 - Head of Sub-Branch Red Cross Member
- Roles and Responsibilities:
 - Disseminate information of disasters to people, who live in disaster prone areas

- Prepare report and request immediately on damages and needs and send the reports to Provincial Committee for Disaster Management
 - Maintain and manage/control safe areas
 - Lead operation/intervention in search and rescue, evacuate, provide shelters, hygiene education during disaster occurring
 - Establish a District Permanent Secretariat for assisting, presiding by a head of District Administration Office with support of staff as needed.
3. Mr. Nong Vutha, Planning and Governance Advisor of SIELA presented the *“SEILA’s Annual Development Planning Program, SEILA Structure, Framework and Management System for Kandal”*.
4. A presentation by Mr. Chum Vuthy, on *“General Findings of Institutional Analysis”*, conducted by ADPC.

Group Discussion

The purpose of the Group Discussion was to identify the gaps and needs in planning and coordination among and between PCDM Secretariat and its member departments, and to initiate the process of developing a provincial flood preparedness program.

The participants were divided into 2 small groups, each group comprised of 10-15 participants from difference sectors. Each group was provided 30 minutes to discuss over two guide questions given below. After discussion, the discussion outcomes were presented.

The guided questions given are:

1. What are the gaps and needs in coordination process between the PCDM Secretariat and PCDM members in planning for annual Mekong floods?
2. What are the challenges does the PCDM and its member face in developing strategic plan for disaster management?

The results of the group discussions were summarized as follows:

Gaps and Needs in Coordination Function

- No regular meeting.
- Roles and responsibilities have not been disseminated to assigned subordinate, who has been nominated to assist PCDM Secretariat.
- Dissemination and information system are limited.
- Data and information related with damages and needs are not consistent in the same time and areas.
- Lack of fund, equipments and other inputs.

Challenges in Development of a Provincial Plan

- Most of Departments do not have plan for disaster management.

- Integration of planning for disaster management from each department are not integrated into a master plan of PCDM.
- No fund allocation for supporting plan implementation.

As the second part of the Group Discussion, the two groups identified the potential solutions to fulfill the needs and gaps listed out during the previous discussion. The Group 1 was focused the discussion on cooperation/coordination process, and Group 2 on planning process.

Coordination/Cooperation

Issues	Solution/Needs
Lack of Coordination /cooperation among and between PCDM and its member agencies	<ul style="list-style-type: none"> • Strengthen coordination/ cooperation among and between PCDM and its members
No regular and periodic meeting	<ul style="list-style-type: none"> • Develop program or calendar of meeting (quarterly, and periodic meeting)
It is not clear in nominating the focal point from each department to assist PCDM Secretariat	<ul style="list-style-type: none"> • Review nomination of focal point from each department • Improve structure and role and responsibilities • Develop policy and guideline
Data and information related with damages and needs are not consistent in the same time and areas	<ul style="list-style-type: none"> • Establish information system and data collection and maintaining in all level (Community, district and province) • Install equipment and other necessary inputs for operation

Planning Process

Issues	Solution/Needs
Most of Departments do not have plan for disaster management	<ul style="list-style-type: none"> • Each department include disaster planning into its core planning
Integration of planning for disaster management from each department are not integrated into a master plan of PCDM	<ul style="list-style-type: none"> • Meeting to create a master planning for PCDM, integrating plans from all departments
No fund allocation for supporting plan implementation.	<ul style="list-style-type: none"> • Develop budget plan • Fundraising