

**3RD QUARTERLY REPORT OF 2005
(JULY - SEPTEMBER 2005)**

**GTZ-MRC-ADPC PROJECT
ON
FLOOD EMERGENCY MANAGEMENT STRENGTHENING (FEMS)**

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

**SUBMITTED BY
ASIAN DISASTER PREPAREDNESS CENTER**

OCTOBER 2005



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Study in An Giang

3rd Quarterly Report of 2005 July - September 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: **October 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 July - September 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.

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

Expected results:

- Meetings held with PCFSCs of target provinces in Vietnam.

Indicators:

- Trip reports on missions and meetings with PCFSC and partner NGOs.

Assumptions:

- Selection of target districts in Vietnam finalized.

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.

Indicators:

- Signed contracts for 2 positions.
- Correspondences with officials from the MOFAIC in Cambodia, with assistance from NCDM and CNMC.

Assumptions:

- The right candidates for all vacancies are found.
- The registration process in Cambodia completed.

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

Expected results:

- Development of draft provincial and district plan outlines.

Indicators:

- Development of provincial and district plan outlines underway.

Assumptions:

- First draft of plan outlines completed and ready for presentation to PCDMs.

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 finalized.
- Continued dialogue with partner NGOs on potential collaborative activities and to facilitate the information sharing.

Indicators:

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

Assumptions:

- Date of signing for Collaboration Agreements with key national partners confirmed in Cambodia and Vietnam.
- Signed MoU with at least one partner NGO in Cambodia.

3. Status Report on Achievement of Results

The following table details out the status on the achievement of results over the period covered by this report, from July to September 2005. The session also discusses deviation from the expected results and time line specified in the April to June 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) | <p>The FMMP Management Team is fully on board since August and FMMP Regional Consultation Workshop on the Programme Implementation Plan (PIP) will be organized in November 2005 in Cambodia.</p> <p>An initial meeting with the team took place on 19 July 2005 and implementation and monitoring modalities were discussed. FMMP team is finalizing Program Implementation Plan (PIP) taking into account the results of the discussions on 19 July 2005 and additional comments and recommendation from ADPC in August 2005.</p> |
| 2. Preparatory visits to the target provinces and districts. | | |
| Meetings held with PCFSCs of target provinces in Vietnam. | A (On time) | <p>From August 21-27 August 2005, the team traveled to An Giang province in the Mekong Delta. Bi-lateral meetings with An Giang provincial committee on flood and storm control and district committee on flood and storm control of Chau Thanh. Two target districts were selected by the provincial authority as Tan Chau and Chau Thanh.</p> <p>In addition, discussions were held with the Mekong Development Research Institute (MDI) at Cantho University to conduct institutional analysis studies in the two identified districts of An Giang. The Back to Office report and draft terms of reference for</p> |

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|--|-------------|---|
| | | the studies is given in Annex 4 and 5 respectively. |
| 3. Deploying ADPC Project Team in Cambodia and Setting up of offices in the 2 target countries. | | |
| Vacancies for 2 remaining positions (Vietnam National Coordinator and Program Manager) filled. | A (On time) | Mr. Thanongdeth Insisiengmay, the Program Manager, joined the project team on 8 August 2005 and final selection for the Vietnam National Coordinator has also been made. He will be fully on board by the end of October 2005. Mr. Thanongdeth is already based in Phnom Penh at the Regional Flood Management and Mitigation Center (RFMMC). |
| Action initiated for project office in Vietnam | A (On time) | It is confirmed during our visit to Vietnam in August that a working space can be provided within provincial storm and flood control office, in Long Xuyen, An Giang Province. |
| 4. The initiation of preparation of flood preparedness programs in selected provinces and districts in Cambodia is facilitated. | | |
| Development of draft provincial and district plan outlines. | A (On time) | The draft outlines of provincial and district plans for Cambodia have been developed, based on the needs and inputs expressed at the June workshops in Prey Veng and Kandal. They are given in Annex 1. |
| 5. National capacities to support preparation and implementation of preparedness programs are further developed. | | |
| ToR or Agreement with key national implementing partners in Cambodia finalized. | A (On time) | The agreement with NCDM-Cambodia is being finalized and the signing date is expected to be in the first week of October 2005. |
| Continued dialogue with partner NGOs on potential collaborative activities and to facilitate the information sharing. | A (On time) | MoU with CARE-Cambodia has been signed and collaborative activities anticipated include resource sharing and providing technical support to Prey Veng PCDM to enhance its capacities in |

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| | <p>flood preparedness planning. The signed MoU is given in Annex 3.</p> <p>During the field trip to Vietnam in August, initial discussions have been conducted to involve Cantho University in training delivery and other flood management activities in the Mekong delta. In An Giang meeting was held with the Team Leader of Community Resilience to Natural Disaster Project, being implemented by CARE in Vietnam, funded by AusAID. The mission also met with Project Manager of CARE in Vietnam at HCMC Office.</p> <p>FEMS Office in Prey Veng continues to disseminate the MRC daily flood forecast information to provincial partners (CARE, Prey Veng Cambodian Red Cross, UNICEF, etc.) and collect flood and damage information from PCDM as part of its initial steps in building up provincial database system. The project have also received similar information on the partners' activities.</p> |
|--|---|

Draft plan for the next 3 months (October – December 2005)

| Activities | Time line |
|---|---|
| <ul style="list-style-type: none"> • Draft PoA by ADPC to be sent to MRCS and GTZ • Signing Agreement with NCDM-Cambodia • Opening of office in Vietnam • Follow-up meetings/ workshops with PCDM in Prey Veng and Kandal on provincial plan template • Follow-up meetings/ workshops with DCDM in Peam Chor District, Prey Veng • Institutional analysis study to be conducted in two selected districts of An Giang • Planning for delivery of training in Cambodia • Continuing dialogues and implementation of collaborative activities with other partner NGOs • Initiating public awareness materials production | <p>November</p> <p>October</p> <p>November</p> <p>October-November</p> <p>October - November</p> <p>November</p> <p>November - December</p> <p>October – December</p> <p>October - December</p> |

4. Evaluation of achievement of objectives

The developed templates, as part of the capacity building process of the national and provincial disaster management personnel, will be discussed with national, provincial and district disaster management officers and together with them will finalize the format. Then the template will be shared with other member departments of PCDM in Prey Veng and Kandal, in November and December 2005. It is anticipated that the plan documents for both provinces in Cambodia will be finalized by January 2006. From the beginning of the next year, implementation of some of the identified priority areas under the plan can be undertaken together with provision of planning trainings for the DCDM members of target districts in the two provinces.

Moreover, public awareness raising activities will be undertaken in Cambodia from October to December 2005. One major activity identified is the development, production and distribution of booklets on “floods” and “drought” in Khmer. The component 4 document “Flood Emergency Management Strengthening” (FEMS) will also be translated into both Khmer and Vietnamese and will be distributed in both countries. Opportunities for collaborative activities with other NGOs will be explored and undertaken including the distribution of “Living with Floods” video developed by OXFAM-Cambodia in the FEMS target provinces in Cambodia.

In Vietnam, with the joining of the Vietnam National Coordinator, the first activity to be carried out is to conduct an institutional analysis study in the two target districts of Tan Chau and Chau Thanh in An Giang. After that, district level capacity building activities in flood preparedness planning will be identified and implemented.

5. Status of contributions rendered

These sessions will cover the contributions rendered over the reporting period of July to September 2005.

5.1 Contributions by the partner - MRC

Target: To put in place a team for coordination of FMMP components.
To assist in facilitating information sharing with NMCs in Cambodia and Vietnam.

Actual: The FMMP Team is already on board.
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 help facilitate in finalizing the collaborative agreement between ADPC and NCDM-Cambodia and to co-sign it.
To take part in provincial planning process.
To provide suggestions to ADPC FEMS team in searching for National Coordinator-Vietnam.

Actual: The agreement in Cambodia will be signed in October 2005.
The plan template will be shared with the CNMC.
The Vietnam Coordinator has been chosen and will start work at the end of October 2005.

Rating: On time.

For NDMOs

Target: Vietnam
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

For NCDM-Cambodia, to participate in the review and finalization of flood preparedness plan template.
To facilitate the coordination between ADPC and line agencies as well as other NGOs working in the same field.

Actual: DDFSC-Vietnam has been requested to issue letters to provincial and district authorities.

NCDM-Cambodia, CARE and ADPC has agreed on 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 and 5.

Actual: The FMMP kick-off meeting will take place in November 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: October to December 2005.

6.1 Consequences and action required by the Recipient - ADPC

- To initiate public awareness raising activities.
- To work with PCDM, DCDM, NDMOs and NMCs to finalize the plan template and to develop the plan itself.
- To commence project activities in Vietnam.
- 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 and 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 work with ADPC and PCDMs/DCDMs to provide input in developing and reviewing provincial and district flood preparedness plan template and to participate in provincial workshops.

NCDM - Cambodia

- To work with ADPC and PCDMs/DCDMs to review the provincial and district flood preparedness plan template and to finalize it.
- To work with ADPC in public awareness activities to be undertaken in Cambodia.
- To finalize the agreement with ADPC for the implementation of the project.
- 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 support ADPC in establishing initial activities in both provinces and to provide support in conducting the institutional analysis study in the two target districts of An Giang province.

DDMFSC - Vietnam

- To issue essential letters to authorities 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 Vietnam.

Annex 1

Provincial Flood Preparedness Plan (1st DRAFT)

Template:

1. Introduction: (Max. 1 Page)

- **Background**
- **Reference of the worst (2000, 2001 and 2002??) and the last year's flood**
- **Objectives and Strategies**
 - a. Why the Plan?
 - b. Who all are involved in the Plan preparation
 - c. Who plans
 - d. Who this plan for?
 - e. How this plan came out?
 - f. How to use this plan?
- **Responsibility and Authority of the Plan**
 - a. Provincial Committee for Disaster Management (PCDM) role as per Government decree
 - b. Provincial Governor as the Authority
 - c. Regulation/Order of the Provincial Governor
- **Plan preparation date and updating notes**
 - a. Plan Preparation Year and Validity (2005 -2006)
 - b. Review and Updating twice a year (Immediately after Flood and during Flood Planning meeting)
 - c. Updating of the plan

2. Province profile (Max. Two Pages)

2.1 Coverage

- a. Detail location of the province
- b. Population brief
- c. Number of districts, communes and villages
- d. Provincial boundaries (provincial map including Mekong River and other river systems)
- e. Number of areas (farm land, rice land, school, temple, high ground, etc.)
- f. Disaster high risk areas or disaster-labile areas

2.2 Geography

- a. Landholding pattern,
- b. Land Use
- c. Cropping pattern
- d. Rainfall

2.3 Livelihood Details

- a. Main occupation of the people
- b. Income Generation Activities

2.4 Demography

- a. Population Details (District wise)
- b. Literacy Rate

- c. Economy,
- d. Per capita income,

2.5 Basic Infrastructure (Brief)

- a. Total Road Length and Road Type
- b. Main Canal Systems
- c. No of Hospitals (Government and Private) and Health Centers,
- d. Sources of Drinking Water
- e. Education Institute
- f. Temples
- g. Bridges

3. Hazards, Vulnerability and Capacity Analysis

3.1 Flood Hazards

- a. Causes and Seasonality/Duration of Flood (July - October)
- b. Volume / Severity of the Flood
- c. Area of Inundation

3.2 Other Hazards

- a. Drought , its causes, severity and seasonality
- b. Fire Hazard

3.3 Socio-economic Vulnerability

- a. No. of Vulnerable Districts and type of Vulnerability
- b. Population likely to be affected by Floods - Number of Household
- c. Vulnerable population details

3.4 Infrastructure Vulnerability

- a. Total Roads near to the high risk areas liable to be affected
- b. Canals /dykes / embankments liable to be damaged / destroyed
- c. Number of Hospitals in high risk area
- d. Number of School Buildings in high risk area

3.5 Resources and Capacities (Available and Required)

- a. Total number Safe Shelters, Locations
- b. Transportation facilities
 - Number of Boats (Public and Private, Types of Boat)
 - Buses and public carriers
 - Carts ??
 - Airways ??
- c. Communication system
 - Telephone / Fax Machine
 - Wireless and Satellite Phones
 - Walkie Talkie
 - Mobile Telephone Services
- d. Storage facilities
 - Location and Capacity
 - Frequency and flood tracts (start, peak and recession time)
 - Items stored (Cooking Rice, Tent, Fuel,)
- e. Medical facilities
 - Number of Hospitals and Health Centers
 - Specialties and number of Doctors
 - Number of Ambulances

- f. Human Resources
 - Provincial Red Cross Volunteers
 - Trained Search and Rescue Teams
 - Flood Fighting Teams
 - Police and Armed Forces
- g. NGOs , CBOs and International Organization at the Province

4. Institutional Mechanism

4.1 Provincial Committee of Disaster Management Committee (PCDM)

PCDM Structure

a. List of PCDM members

1. Provincial Governor as Chairman
2. All Deputy Governors as Vice Chairman

Members

3. Commander of Military Operation
4. Director of Provincial Police
5. Commander of Military Police
6. Director of Provincial Cabinet
7. Director of Provincial Red Cross
8. Director of Finance-Economic Department
9. Director of Agriculture Department
10. Director of Health Department
11. Director of Public Work and Transport Department
12. Director of Environment Department
13. Director of Planning Department
14. Director of Rural Development Department
15. Director of Provincial Bank Department
16. Director of Religion Department
17. Director of Provincial Post Office
18. Director of Information Department
19. Director of Women Affair and Veteran Department
20. Director of Social Welfare Department
21. Director of Water Resources and Meteorology Department
22. Director of Education, Youth and Sport Department
23. All District Governors

b. Terms of Reference of PCDM

- Comply the principles and guideline relating with disaster management
- Communicate and share information disaster-related information with NCDM
- Prepare for, respond to natural disasters in any time
- Coordinate, cooperate while disasters occur
- Provide emergency relief and recovery
- Develop plan, proposal for budget, materials and other means and report to NCDM
- Create a permanent Secretariat as auxiliary assistant to Provincial Committee for Disaster Management

4.2 Provincial Disaster Management Team

- i. Search and Rescue Team
- ii. First Aid Team
- iii. Health and Hygiene Team
- iv. Relief Coordination Team
- v. Information Management Team
- vi. Damage and loss Assessment Team

4.3 Flood Control Room at Provincial Level

- a. List of Officials
- b. List of equipments (Computer, Printer , Fax, Telephone , Projector, Power back up systems)
- c. Operational Guidelines

5. Preparedness and Mitigation

5.1 Preparedness and Mitigation Measures

- d. Identification of Departments / Agencies for implementing the mitigation strategies
- e. Training and capacity building
- f. Public awareness/dissemination
- g. Structural preparedness and mitigation (Dyke , Dam, Canal , Safe Shelter)
- h. Non-structural preparedness and mitigation (Risk Awareness , Living with Risk)
- i. Forecasting and early warning (including traditional/indigenous knowledge)
- j. Installation flood referencing tools and information dissemination systems
- k. Flood risk/vulnerability resources maps
- l. Stockpiling
- m. Coordination
- n. Getting thing ready before flood comes (Readiness indicators/Check list)

5.2 Standard Operation Procedures for Preparedness and Mitigation (for the prominent Departments involved in Planning and Response and their linkages)

- a. Who is the key player? what roles and responsibilities
- b. How to carry out?
- c. Coordination and cooperation
- d. How to monitor and evaluate
- e. Sustainability mechanism
- f. Replication strategies
- g. Check list

5.3 Financial Allocation and other resources needs

- a. Budget and financial allocation
- b. Communication equipments
- c. Transportation equipments

6. Response Preparedness and Operation

6.1 Preparedness for Response

- a. Evacuation strategy (Boats, Responsible team, other means)
- b. Safe area management (shelter, cleaning, security, water and sanitation)
- c. Communication arrangement (set up the systems, responsible persons)
- d. Transportation arrangement (
- e. Medical and Health arrangement
- f. Enforce levee or dam

6.2 Response Operation:

- a. Hazards and risk monitoring (Situation monitoring)
- b. Search and rescue operation
- c. Evacuation operation
- d. Safe area management (shelter, security, water and sanitation)
- e. Health and medical operation (Education, treatment)
- f. Information and reporting (Monitoring Report, Initial Assessment Report, Damage and Need Assessment,
- g. Emergency relief operation
- h. Forecasting and Early warning dissemination
- i. Coordination

6.3 Standard Operation Procedures for Response Preparedness and Operation (for the prominent Departments involved in Planning and Response and their linkages)

- a. Who is the key player? what roles and responsibilities
- b. How to carry out?
- c. Coordination and cooperation
- d. How to monitor and evaluate
- e. Check list

6.4 Financial Allocation and other resources needs:

- a. Budget and financial allocation
- b. Communication equipments
- c. Transportation equipments

7. Recovery and Rehabilitation

7.1 Recovery and Rehabilitation Activities:

- a. Post disaster damage and need assessment
- b. Recovery planning base on need assessment
- c. Linking with provincial and district development plan
- d. Implementation of recovery and rehabilitation plan
- e. Coordination

7.2 Standard Operation Procedures for Response Preparedness and Operation (for the prominent Departments involved in Planning and Response and their linkages)

- a. Who is the key player? what roles and responsibilities

- b. How to carry out?
- c. Coordination and cooperation
- d. How to monitor and evaluate
- e. Check list

7.3 Financial Allocation and other resources needs:

- a. Budget and financial allocation
- b. Communication equipments
- c. Transportation equipments

8. Monitoring and Evaluation

- a. Regular updating process (Number of times)
- b. Conducting periodic mock drills / simulation exercises

9. Resource Allocation and Linkage with other Plans

- a. Resources earmarked for Preparedness , Mitigation and Response activities of line Departments/ Agencies
- b. Link with the Province and National Development Plan
- c. Link with the Provincial Departmental Plans

10. Annexure

a. List of all Resources: Human and infrastructure resource, its availability and manpower should be mentioned here

b. Important Contact numbers

- PCDM members
- NCDM secretariat
- DMT (Search and Rescue, First Aid,)
- Police , Army
- NGO , INGO

c. Maps:

- Province Map with identification of basic Infrastructures
 - a. Location of Safe Shelters
 - b. Location of Major Road , Canal , Airport,
- Provincial Flood Risk Map

c. Important Government Decrees and Sub- decree

d. List of Formats

District Flood Preparedness Plan (1st DRAFT)

Template:

1. Introduction: (Max. 1 Page)

- **Background**
- **Reference of the worst (2000, 2001 and 2002??) and the last year's flood**
- **Objectives and Strategies**
 - c. Why the Plan?
 - d. Who all are involved in the Plan preparation
 - e. Who plans
 - f. Who this plan for?
 - g. How this plan came out?
 - h. How to use this plan?
- **Responsibility and Authority of the Plan**
 - a. District Committee for Disaster Management (DCDM) role as per Government decree
 - b. District Governor as the Authority
 - c. Regulation/Order of the District Governor
- **Plan preparation date and updating notes**
 - a. Plan preparation, year and validity (2005 -2006)
 - b. Review and Updating twice a year (Immediately after Flood and during Flood Planning meeting)
 - c. Updating of the plan

2. District profile (Max. Two Pages)

2.1 Coverage

- a. Detail location of the District
- a. Population brief
- b. Number of districts, communes and villages
- c. District boundaries (District map including Mekong River and other river systems)
- d. Number of areas (farm land, rice land, school, temple, high ground, etc.)
- e. Disaster high risk areas or disaster-liable areas

2.2 Geography

- b. Landholding pattern,
- c. Land Use
- d. Cropping pattern
- e. Rainfall

2.3 Livelihood Details

- d. Main occupation of the people
- e. Income Generation Activities

2.4 Demography

- e. Population Details
- f. Literacy Rate
- g. Economy,
- h. Per capita income,

2.5 Basic Infrastructure (Brief)

- h. Total Road Length and Road Type
- i. Main Canal Systems
- j. No of Hospitals (Govt. and Private) and Health Centers,
- k. Sources of Drinking Water
- l. Education Institute
- m. Temples
- n. Bridges

3. Hazards, Vulnerability and Capacity Analysis

3.1 Flood Hazards

- d. Causes and Seasonality/Duration of Flood (July - October)
- e. Volume / Severity of the Flood
- f. Area of Inundation

3.2 Other Hazards

- c. Drought , its causes, severity and seasonality
- d. Fire Hazard

3.3 Socio-economic Vulnerability

- d. No. of Vulnerable Districts and type of Vulnerability
- e. Population likely to be affected by Floods - Number of Household
- f. Vulnerable population details

3.4 Infrastructure Vulnerability

- e. Total Roads near to the high risk areas liable to be affected
- f. Canals /dykes / embankments liable to be damaged / destroyed
- g. Number of Hospitals in high risk area
- h. Number of School Buildings in high risk area

3.5 Resources and Capacities (Available and Required)

- h. Total number Safe Shelters, Locations
- i. Transportation facilities
 - Number of Boats (Public and Private, Types of Boat)
 - Buses and public carriers
 - Carts ??
 - Airways ??
- j. Communication system
 - Telephone / Fax Machine
 - Wireless and Satellite Phones
 - Walkie Talkie
 - Mobile Telephone Services
- k. Storage facilities
 - Location and Capacity
 - Frequency and flood tracts (start, peak and recession time)
Items stored (Cooking Rice, Tent, Fuel,)
- l. Medical facilities
 - Number of Hospitals and Health Centers
 - Specialties and number of Doctors
 - Number of Ambulances
- m. Human Resources
 - District Red Cross Volunteers
 - Trained Search and Rescue Teams

- Flood Fighting Teams
- Police and Armed Forces
- n. NGOs , CBOs and International Organization at the District

4. Institutional Mechanism

4.1 District Committee of Disaster Management Committee (DCDM)

DCDM Structure

c. List of DCDM members

1. District Governor as Chairman
2. All Deputy Governors as Vice Chairman

Members

3. Commander of Military Operation
4. Chief of District Police
5. Commander of Military Police
6. Chief of District Red Cross
7. Chief of Finance-Economic Office
8. Chief of Agriculture Office
9. Chief of Health Office
10. Chief of Public Work and Transport Office
11. Chief of Environment Office
12. Chief of Planning Office
13. Chief of Rural Development Office
14. Chief of Religion Office
15. Chief of Women Affairs and Veteran Office
16. Chief of Social Welfare Office
17. Chief of Education, Youth and Sport Office
18. All Commune Leaders

d. Terms of Reference of DCDM

- Comply the principles and guideline relating with disaster management
- Communicate and share information disaster-related information with PCDM and CCDM
- Prepare for, respond to natural disasters in any time
- Coordinate, cooperate while disasters occur
- Provide emergency relief and recovery
- Develop plan, proposal for budget, materials and other means and report to PCDM
- Create a permanent Secretariat as auxiliary assistant to Commune Committee for Disaster Management

4.2 District Disaster Management Team

- i. Search and Rescue Team
- ii. First Aid Team
- iii. Health and Hygiene Team
- iv. Relief Coordination Team
- v. Information Management Team
- vi. Damage and loss Assessment Team

4.3 Flood Control Room at District Level

- o. List of Officials
- p. List of equipments (Computer, Printer , Fax, Telephone , Projector, Power back up systems)
- q. Operational Guidelines

5. Preparedness and Mitigation

5.1 Preparedness and Mitigation Measures

- r. Identification of Departments / Agencies for implementing the mitigation strategies
- s. Training and capacity building
- t. Public awareness/ dissemination
- u. Structural preparedness and mitigation (Dyke , Dam, Canal , Safe Shelter)
- v. Non-structural preparedness and mitigation (Risk Awareness , Living with Risk)
- w. Forecasting and early warning (including traditional/indigenous knowledge
- x. Installation flood referencing tools and information dissemination systems
- y. Flood risk/vulnerability resources maps
- z. Stockpiling
- aa. Coordination
- bb. Getting thing ready before flood comes (Readiness indicators/Check list)

5.2 Standard Operation Procedures for Preparedness and Mitigation (for the prominent Departments involved in Planning and Response and their linkages)

- a. Who is the key player? what roles and responsibilities
- b. How to carry out?
- c. Coordination and cooperation
- d. How to monitor and evaluate
- e. Sustainability mechanism
- f. Replication strategies
- g. Check list

5.3 Financial Allocation and other resources needs

- d. Budget and financial allocation
- e. Communication equipments
- f. Transportation equipments

6. Response Preparedness and Operation

6.1 Preparedness for Response

- g. Evacuation strategy (Boats, Responsible team, other means)
- h. Safe area management (shelter, cleaning, security, water and sanitation)
- i. Communication arrangement (set up the systems, responsible persons)
- j. Transportation arrangement
- k. Medical and Health arrangement

l. Enforce levee or dam

6.2 Response Operation:

- j. Hazards and risk monitoring (Situation monitoring)
- k. Search and rescue operation
- l. Evacuation operation
- m. Safe area management (shelter, security, water and sanitation)
- n. Health and medical operation (Education, treatment)
- o. Information and reporting (Monitoring Report, Initial Assessment Report, Damage and Need Assessment,
- p. Emergency relief operation
- q. Forecasting and Early warning dissemination
- r. Coordination

6.3 Standard Operation Procedures for Response Preparedness and Operation (for the prominent Departments involved in Planning and Response and their linkages)

- f. Who is the key player? what roles and responsibilities
- g. How to carry out?
- h. Coordination and cooperation
- i. How to monitor and evaluate
- j. Check list

6.4 Financial Allocation and other resources needs:

- d. Budget and financial allocation
- e. Communication equipments
- f. Transportation equipments

7. Recovery and Rehabilitation

7.1 Recovery and Rehabilitation Activities:

- a. Post disaster damage and need assessment
- b. Recovery planning base on need assessment
- c. Linking with District and district development plan
- d. Implementation of recovery and rehabilitation plan
- e. Coordination

7.2 Standard Operation Procedures for Response Preparedness and Operation (for the prominent Departments involved in Planning and Response and their linkages)

- f. Who is the key player? what roles and responsibilities
- g. How to carry out?
- h. Coordination and cooperation
- i. How to monitor and evaluate
- j. Check list

7.3 Financial Allocation and other resources needs:

- d. Budget and financial allocation
- e. Communication equipments
- f. Transportation equipments

8. Monitoring and Evaluation

- c. Regular updating process (Number of times)
- d. Conducting periodic mock drills / simulation exercises

9. Resource Allocation and Linkage with other Plans

- d. Resources earmarked for Preparedness , Mitigation and Response activities of line Departments/Agencies
- e. Link with the District, Province and National Development Plan

10. Annexure

a. List of all Resources: Human and infrastructure resource and its availability should be mentioned here

b. Important Contact numbers

- PCDM members
- NCDM secretariat
- Commune Leaders
- DMT (Search and Rescue, First Aid,)
- Police , Army
- NGO , INGO

c. Maps:

- District Map with identification of basic Infrastructures
 - a. Location of Safe Shelters
 - b. Location of Major Road , Canal , Airport,
- District Flood Risk Map

c. Important Government Decrees and Sub- decree

d. List of Formats

Annex 2

Provincial Office: Prey Veng
Provincial Committee for Disaster Management (PCDM)
No 15/05 PCDM

Statistics of Cultivation and Impacts by Natural Disasters by 30 August 200

Date of reporting DD MM YY
Province

Section: Situation

1.1 Types of disaster Flood Drought Others: ()

1.4 Numbers of death N/A

1.5 Numbers of affected people N/A

| No. | District | Planned Outputs | Rice Seedling | | | | Transplanting & Sowing | | | | Total Affected Areas | |
|-----|----------------|-------------------|---------------------------|--------------|-----------------|-----------------|---------------------------|------------------|-----------------|------------------|-------------------------|----------|
| | | | Total of Achievement A | Flooded B | Drought C | Total B+C | Total of Achievement D | Flooded E | Drought F | Total E+F | Affected (B+C)+(E+F) | Damaged |
| 1 | Baphnom | 19,500.00 | 1,816.00 | 20.00 | 50.00 | 70.00 | 10,270.00 | 794.00 | 567.00 | 1,361.00 | 1,431.00 | - |
| 2 | Kamchay Mear | 23,000.00 | 2,525.00 | - | - | - | 20,033.00 | 350.00 | - | 350.00 | 350.00 | - |
| 3 | Kampong Trabek | 36,600.00 | 1,950.00 | - | 550.00 | 550.00 | 17,584.00 | 2,880.00 | 1,350.00 | 4,230.00 | 4,780.00 | - |
| 4 | Kanh Chhreach | 22,000.00 | 1,582.00 | - | - | - | 20,398.00 | 4,495.00 | - | 4,495.00 | 4,495.00 | - |
| 5 | Mesaang | 24,300.00 | 2,541.00 | - | 655.00 | 655.00 | 7,844.00 | - | 3,250.00 | 3,250.00 | 3,905.00 | - |
| 6 | Peamchor | 4,000.00 | 3.00 | 3.00 | - | 3.00 | 2,086.00 | 723.00 | 25.00 | 748.00 | 751.00 | - |
| 7 | Peamro | 3,000.00 | 220.00 | - | - | - | 1,550.00 | 156.00 | - | 156.00 | 156.00 | - |
| 8 | Pearaing | 26,300.00 | 2,750.00 | - | - | - | 18,642.00 | 11,172.00 | - | 11,172.00 | 11,172.00 | - |
| 9 | Preah Sdach | 31,600.00 | 1,395.00 | - | 236.00 | 236.00 | 12,551.00 | 1,811.00 | 1,392.00 | 3,203.00 | 3,439.00 | - |
| 10 | Prey Veng | 30,700.00 | 2,531.00 | - | - | - | 11,720.00 | 793.00 | - | 793.00 | 793.00 | - |
| 11 | Kampong Leav | 7,000.00 | 59.00 | - | 13.00 | 13.00 | 1,390.00 | 381.00 | 227.00 | 608.00 | 621.00 | - |
| 12 | Sithor Kandal | 22,000.00 | 1,745.00 | 45.00 | - | 45.00 | 16,536.00 | 10,726.00 | - | 10,726.00 | 10,771.00 | - |
| | Total | 250,000.00 | 18,917.00 | 68.00 | 1,504.00 | 1,572.00 | 140,604.00 | 34,281.00 | 6,811.00 | 41,092.00 | 42,664.00 | - |

Note:

Seedling affected 8.31%
Transplanting & sowing affected 29.23%
No of communes affected: 59.49%
Drought situation is considerable and concerned

Seen & Approved
Prey Veng, Date 30 August 2005
Provincial Governor
Chief of Prey Veng PCDM

Seen
Prey Veng, Date 30 August 2005
PCDM Secretariat

Prey Veng,

Oung Samy

Tep Bory

The report was unofficial translated by Mr.Chum Vuthy, National Program Coordinator
Asian Disaster Preparedness Center, Prey Veng Office

Annex 3



**Memorandum of Understanding
Between
Asian Disaster Preparedness Center (ADPC)
And
CARE International in Cambodia**

Background

Asian Disaster Preparedness Center, hereafter referred to as ADPC, was established in 1986 in Bangkok, Thailand, as a regional resource center committed to reduce the impact of disasters on communities and countries in the Asia and the Pacific regions. ADPC works to achieve this by raising awareness, helping to establish and strengthen sustainable institutional mechanisms, enhancing knowledge and skills and facilitating exchange of information, experience and expertise through training, technical assistance, information, networking, partnership and regional programs.

CARE International in Cambodia, hereafter referred to as CARE Cambodia, has been present in Cambodia for 32 years since it first sent medical equipment to the country in 1953. CARE International in Cambodia strives to work with the most vulnerable individuals, households and communities to identify and address, through sustainable solutions, the root causes of vulnerability and poverty by:

1. demonstrating commitment to partners;
2. strengthening and building organizational and institutional capacities
3. working to empower individuals, families and communities to fulfill their rights
4. supporting policy development and implementation through advocacy and dialogue

Since its inception in 1986, ADPC has been closely involved in capacity building activities and in providing technical support to programs and institutions in Cambodia. ADPC is currently implementing "Flood Emergency Management Strengthening (FEMS)" project, from September 2004 to June 2007, in Prey Veng and Kandal provinces of Cambodia, in partnership with Mekong River Commission (MRC) and funding support from Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH. FEMS project is the Component 4 of the MRC's Flood Management and Mitigation Program. The project aims to enhance the competence of civil authorities at various levels, emergency managers and communities in flood preparedness and mitigation.

Since the 2000 floods, CARE Cambodia has demonstrated commitment to Prey Veng in the form of emergency relief, food security programming and disaster preparedness. In 2001, CARE conducted a study to assess the effects of flooding on poor rural communities in Prey Veng. The *Risk Mitigation and Disaster Management among Rural Communities in Cambodia (2001)* study explored the impact of flooding on livelihoods, health, safety and poverty, and examined households coping mechanisms during and after floods. The findings of this research led to the design of the *Prey Veng Disaster Preparedness Action Planning Project (DPAP)*, funded by AusAID, and implemented by CARE between Feb 2001 and Jan 2003. The *Disaster Preparedness & Mitigation - Living Above the Floods* project is a direct follow-on to activities implemented under DPAP drawing on the lessons learned and recommendations made in the final evaluation.



Objective

ADPC and CARE International in Cambodia recognize the need to consolidate and intensify mutual collaboration to achieve their shared goals for promoting disaster reduction and development of national and local capabilities in Cambodia for reduction of the disaster vulnerability of population and infrastructure.

Collaboration

ADPC and CARE International in Cambodia have, therefore, agreed to cooperate in areas of mutual interest as indicated below:

- Regular exchange of project information, especially the two projects mentioned above (FEMS & DPM-LAF) and any future Disaster Risk Management projects on developments of mutual interest;
- Holding regular consultative meetings between ADPC and CARE Cambodia for the implementation of project activities to ensure the complementarities of the two projects and the enhanced benefits for the communities
- Hosting, alternately, regular information exchange meetings with other NGOs such as Cambodian Red Cross, OXFAM, World Vision, Action Contre la Faim, and partner UN Agencies – WFP, UNDP, UNICEF, etc., who are also working in the Riverine provinces of Cambodia on similar issues.
- Periodic joint dialogue with National Committee for Disaster Management (NCDM) and Prey Veng Provincial Committee for Disaster Management (PCDM).

Special Provision

- This Memorandum of Understanding does not preclude ADPC or CARE International in Cambodia from collaborating with other organizations.
- This Memorandum of Understanding may be altered by mutual written consent of both parties. Any dispute arising in connection with the interpretation or application of the memorandum of understanding shall be settled through consultation and mutual agreement.

This Memorandum of Understanding is signed on 30 August 2005.

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

Ms. Sharon Wilkinson
Country Director
CARE International in Cambodia
Phnom Penh, Cambodia

Annex 4

Joint-mission to the Mekong delta, (FEMS and ECHO II) Vietnam, 21-27 August 2005

Itinerary

21 August 2005 Arrival in Ho Chi Minh City (HCMC)

Travel to Long Xuyen, An Giang

22 August 2005 Working in Long Xuyen

Meeting with Department of Agriculture and Rural Development (DARD), meeting with District People's Committee, visit to North Vamnoo Flood Control Project and visit to flood prone/affected areas in Chau Thanh District

23 August 2005 Travel from Long Xuyen to Can Tho

Meeting with Can Tho University (CTU), CTU's Mekong Development Research Institute

24 August 2005 Meeting with Can Tho's DARD and site visit to flood prone areas

Travel to Tian Giang

25 August 2005 Meeting with Provincial DARD

Travel to HCMC

26 August 2005 Meeting with Sub-institute of Water Resources Planning

Meeting with Southern Regional Hydro-meteorological Centre

27 August 2005 Depart from HCMC

Names of Travellers

Mr. Trinh Hoang Ngan Representative of VNMC in Ho Chi Minh City

Mr. Thanongdeth Insisiengmay Program Manager, ADPC

Ms. Hnin Nwe Win Project Manager, ADPC

Mr. Aslam Perwaiz Project Coordinator, ADPC

1. Report

The purpose of the mission was to meet with local authorities and institution in the target flood prone areas in the Mekong delta under in Vietnam to collect information on existing

flood preparedness planning process/activities, current gaps, needs required as well as involvement of local authorities in the implementation of the projects.

1.1 Meeting with the Provincial Department of Agriculture and Rural Development (PDARD), An Giang, Can Tho and Tien Giang Province

The provincial authorities were briefed by the mission on the objectives of the visit and presentation on FMMP and the Flood Emergency Management Strengthening (FEMS) Project was made. The mission informed that FEMS plans to set up an office in An Giang to implement the FEMS in Viet Nam. DARD agreed to provide office space to the project. A National Project Coordinator is being recruited and will be based in An Giang.

1.1.1 Existing conditions and flood preparedness planning issues

The floods in 2000, 2001 and 2002 were considered as big floods. In An Giang the flood depths in the year 2000 were up to 1.5 m covering 75% of provincial area, 134 deaths (mainly children) and estimated damage of US\$ 60 mio to agriculture, production, infrastructure, etc . Second rice crops, from August-October, are usually affected by floods. The concept of “Living with Floods” in the Vietnamese Mekong delta has been widely accepted and translated into practice. “Living with Floods” means to safely live with floods while having ability to maintain the livelihoods during floods.

In the deep flooded areas safe haven, living clusters (above flood level of 2000) have been constructed, and crop diversification introduced and agricultural practices changed according to flood pattern e.g. fisheries and shrimp farming, instead of rice cultivation. In An Giang, 80 % of construction programme of 150 safe areas has been implemented. If completed the areas could accommodate about 400 households.

There are three rice crops: first from December-March (Winter-Spring), second from April-early August (Summer-Autumn) and third from August-November (Autumn-Winter). In deep flooded areas only two rice crops are possible : first and second.

The flood preparedness planning (FPP) at the provincial level is a joint activity taken part by all concerned agencies/sectors in the province, e.g. agriculture and rural development, planning and investment, transportation, telecommunication, public health, mass organization (women/youth union, etc.), police, army, etc. Information from the last flood season is used for the planning. The planning activity is coordinated by the PDARD through a taskforce whose members are from concerned agencies/sectors mentioned above.

The main aims of the provincial planning are 1) to protect rice crops and other agricultural production, 2) to protect people's lives and infrastructure and to provide rescue operation, and 3) to investigate and make damage assessment, 4) to maintain public security, normalcy of communication and transportation, infrastructure, etc. The plan covers all three stages: before, during and after floods.

The provincial FPP is coordinated by provincial committee for flood and storm control (PCFSC). The provincial planning is based on the district plans (which includes also commune plans). The district and commune plans are more detailed than the provincial one. General meeting to discuss the plan usually take place in May/June. District officials are also invited to participate in the provincial meeting.

Flood forecasting is carried out by the Southern Regional Hydrometeorological Centre (SRHMC), based in HCMC, and by its provincial offices. 3-5 day water level forecasts are issued daily by SRHMC. Radio communication is commonly used to disseminate the flood forecasts.

Gaps/needs: Provincial

- a. Although flood preparedness planning (FPP) is an annual activity but it has been based on past experiences. There is a need for a common standards/practice for FPP at provincial and district levels,
- b. Requirement for improving the FPP planning skills,
- c. Capacity building on disaster management
- d. Capacity to quickly rescue people, child care/kindergarten
- e. Need for long-term forecast
- f. Communication system/facilities

The preparedness planning at the district level is similar to the provincial planning process. The District agricultural and rural development section coordinates the planning at district/commune level. Each district department/sector does its own plan and submit to the district taskforce. The district organizes two planning meetings: the first in December to review the past flood and the second one in June before the next flood. The June meeting takes place after the provincial meeting.

Gaps/needs: District

- a. Requirement for improving the FPP planning/reporting skills at district and village levels
- b. Lack of standardized data collection format and reporting
- c. Capacity building on disaster management, so far few projects on disaster management
- d. Capacity to quickly rescue people, child care/kindergarten
- e. Need for long-term forecast
- f. Communication system/facilities
- g. Most of village staff have secondary school education

1.2. Meeting with Can Tho University (CTU)

The mission met with senior management of CTU. The mission found potential of cooperation between the project and CTU. The CTU's Mekong Development and Research Institute (MDI) has been involved in some flood disaster management programme including institutional analysis in flood prone provinces/districts/villages in the Mekong delta, e.g. in An Giang, Dong Thap and Tien Giang. The project plans to cooperate with MDI in conducting similar study in the target areas. CTU has enormous interest in expanding its expertise in disaster management, training and capacity building.

1.3. Meeting with Sub-institute of Water Resources Planning and the Southern Regional Hydro-meteorological Centre (SRHMC)

Meeting was held at the Sub-institute of water resources planning and at the SRHMC to gather additional information needed by the project. There will be a requirement to cooperate with SRHMC in the installation of flood marks at villages under the project. Further discussion will be made on the site selection and installation details.

1.4 Meeting with CARE in Vietnam

In An Giang meeting was held with the Team Leader of Community Resilience to Natural Disaster Project, being implemented by CARE in Vietnam, funded by AusAID. The mission also met with Project Manager of CARE in Vietnam at HCMC Office. The cooperation with CARE in Vietnam and other civil society organisations involving in disaster management will further promote collaboration, information exchange and most importantly sharing experiences and best practices.

List of meeting participants

1. Mr. Do Vu Hung, Vice Director of DARD, An Giang
2. Mr. Do Thoai Son, PDARD, An Giang
3. Mr. Truong Quang Minh, PDARD, An Giang
4. Mr. Tran Ngoc Nguyen, Acting Director, DARD, Can Tho City
5. Mrs. Vuong Thi Lap, Chief, Department of Water Resources, Can Tho City
6. Prof. Nguyen Anh Tuan, Vice Rector, CTU
7. Dr. Le Van Khoa, Director, Department of Science Affairs and Post Graduate Programmes, CTU
8. Dr. Nguyen Van Be, Department of Environment and Natural Resources Management, CTU
9. Dr. Nguyen Van Sanh, Deputy Director, MDI
10. Mr. Nguyen Xuan Hien, Deputy Director, Sub-institute of Water Resources Planning, HCMC

11. Mr. Tranh Minh Khoi, Vice Director, Center for Water Quality and Environment, Sub-institute of Water Resources Planning, HCMC
12. Mr. Minh, Vice Director, SRHMC, HCMC
13. Mrs. Le Thi Tham Thien, Chief, Personnel and Administration Division, SRHMC, HCMC
14. Mrs. Mariete Lupig Alcid, Team Leader of CARE's Community Resilience to Natural Disaster, An Giang
15. Ms. Nguyen Chi Doan Hanh, Project Manager, CARE's Community Resilience to Natural Disaster, An Giang
16. Nguyen Ngoc Thuy, Project Manager, HCMC Project Office, CARE in Vietnam

Annex 5

Draft Terms of Reference for "Institutional Role Analysis and Improvement Identification" Study

Background

The annual floods of the Lower Mekong Basin has been 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 Flood Management and Mitigation Program (FMMP) of the MRC, components 4 "Flood Emergency Management Strengthening (FEMS)", 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 managementsystems 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), the National Mekong Committees (NMCs), the National Disaster Management Offices, provincial and district Disaster Management Committees (PCDM/DCDM), National Red Cross Societies, Government line agencies and other partner NGOs, working in flood management and mitigation in MRC's member countries of Cambodia, Lao PDR, Thailand and Vietnam.

With the funding support from Deutsche Gesellschaft fur Technische Zusammenarbeit (GTZ) GmbH, the project will focus on two countries: Cambodia (Prey Veng & Kandal provinces) and Vietnam (An Giang & Dong Thap provinces). The followings outputs are expected from the project, particularly in Vietnam:

- The preparation and implementation of flood preparedness program in An Giang and Dong Thap provinces 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 Dong Thap are conducted.
- Regional knowledge sharing is facilitated.
- Preparedness for Cambodia and Vietnam Province-to-Province transboundary emergency assistance is facilitated.

"Institutional Role Analysis and Improvement Identification" Study

From February to March 2005, a consultative study on "Institutional Role Analysis and Improvement Identification" has been conducted in the two pilot provinces of Cambodia: Prey Veng and Kandal. A similar study is planned to undertake in the two selected districts of An Giang, Tan Chau and Chau Thanh.

The purposes of this study are to:

- To understand the existing planning process at the district level and its linkages to the provincial plans.
- To have a better understanding of the roles and responsibilities of various government agencies, constituting the District Committees of Flood and Storm Control (DCFSC).
- To identify the gaps and needs of the member agencies in undertaking the planning process and the coordination between the provincial and district CFSCs.
- To recommend appropriate activities to enhance the planning process at the provincial and district levels.

The findings of the study will lead to:

- A better understanding of policy and strategy of the DCFSC.
- A better understanding of roles and responsibilities of various government agencies constituting the DCFSC.
- Identification of gaps and needs in planning and coordination among the member agencies of DCFSC.
- Identification of gaps and needs in coordination between PCFSC and DCFSC.

Based on the above findings, following outputs are expected from the study:

- Recommendations for more effective coordination and planning strategy as well as skill enhancement programs for DCFSC.
- Recommendations for more effective coordination and planning activities between Provincial and District CFSCs.

Based on the results of this study, more focused capacity development activities for national, provincial and district level disaster management personnel will be designed, developed and delivered.

Level of Efforts

The following levels of efforts are identified to conduct the study:

1. Review of existing planning processes (3 days)
2. Develop a survey instrument in consultation (2 days)
3. Conduct the study and meet with representatives of the member agencies of provincial and district disaster management committees (7days)
4. Analyse the results of the study (3 days)
5. Preparation of a draft final report on the findings of the analysis (3 days)
6. Finalization of the report (2 days)

The target institutions for this analysis in the districts of Tan Chau and Chou Thanh are all member institutions of DCFSC.