

**4TH QUARTERLY REPORT OF 2005  
(OCTOBER - DECEMBER 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**

**JANUARY 2006**

## *Acronyms*

ADPC	Asian Disaster Preparedness Center
CNMC	Cambodia National Mekong Committee
CSO	Civil Society Organization (formerly known as non governmental organization)
DCDM	District Committee for Disaster Management
DCDMS	District Committee for Disaster Management Secretariat
DDMFC	Department of Dike Management and Flood Control, Vietnam
DFPP	District Flood Preparedness Program
DM	Disaster Management
FEMS	Flood Emergency Management Strengthening (Component 4 of the MRC FMMP)
FPP	Flood Preparedness Planning
FMM	Flood Management and Mitigation
FMMP	Flood Management and Mitigation Programme (of MRC)
GTZ	Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH
LMB	Lower Mekong Basin
MDI	Mekong Development and Research Institute, University of Can Tho, Vietnam
MOU	Memorandum of Understanding
MRC	Mekong River Commission
MRCS	Mekong River Commission Secretariat
NCDM	National Committee for Disaster Management
NDMO	National Disaster Management Office
NGO	Non-governmental Organization (civil society organization)
NMC	National Mekong Committee
PCDM	Provincial Committee on Disaster Management
PCDMS	Provincial Committee on Disaster Management Secretariat
PCFSC	Provincial Committee on Flood and Storm Control
PMU	Programme Management Unit, FMMP
DCFSC	District Committee on Flood and Storm Control
RFMMC	Regional Flood Management and Mitigation Center

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## 4th Quarterly Report of 2005 October - December 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: **January 2006**

### 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 October - December 2005*

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

##### Expected results:

- The planning meeting between GTZ-MRC-ADPC conducted.

##### Indicators:

- Dates for planning meeting confirmed.

##### Assumptions:

- Complete FMMP Management Team in place.

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

##### Expected results:

- Regular meetings held with PCDM and DCDM of target areas in Cambodia.
- Regular 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 and Setting up of offices in the 2 target countries.

##### Expected results:

- Vacancies for 2 remaining positions (Vietnam National Coordinator and Administrative Assistant) filled.

- Action initiated for project office in Vietnam and communication and networking at provincial and district levels established.

Indicators:

- Signed contracts for 2 positions.
- Office site selected in Vietnam.

Assumptions:

- The right candidates for all vacancies found.

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

Expected results:

- Development of draft provincial and district plan outlines for PCDM and DCDM in the target areas, together with provincial and district authorities.
- Consultation meeting/workshops conducted with PCDM and DCDM to develop a provincial FPP in Prey Veng province and district FPP in Peam Chor District.
- Flood preparedness planning (FPP) process initiated in Vietnam through institutional analysis study.
- A local partner in Vietnam identified to conduct the institutional analysis study in An Giang province.
- Needs for institutional analysis study in Dong Thap province identified and planning preparation for the study made.

Indicators:

- Summary report of the workshops in Prey Veng and Peam Chor.
- Draft provincial FPP of Prey Veng.
- Draft district FPP of Peam Chor.
- Finalized ToR for the institutional analysis in An Giang province.

Assumptions:

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

- Agreement with key national implementing partners in Cambodia finalized.
- Agreement with key national implementing partners in Vietnam 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.

Assumptions:

- Date of signing for Collaboration Agreements with key national partners confirmed in Cambodia and Vietnam.

### 3. Status Report on Achievement of Results

Following the first consultative workshops in Prey Veng and Kandal provinces in Cambodia in June 2005, where the findings of the institutional analysis study were shared with the PCDM of two provinces and their member departments, a draft provincial flood preparedness program (FPP) was developed by PCDM of both the provinces through extensive consultation led by PCDM Secretariat, with technical support from ADPC and NCDM-Cambodia.

The draft plan was presented to a wider audience of PCDM-Prey Veng and its member line departments in November 2005. The plan was distributed prior to the workshop to provide time to the departments to review. Based on the inputs received at the workshop, the plan was finalized and shared with the same audience in December 2005. The final plan was endorsed by the PCDM and its members. The translated plan is attached as [Annex 1](#). The outcomes of the December 2005 workshop were given in [Annex 2](#). The same process has been initiated in Kandal province of Cambodia for the development of provincial FPP.

Similar activities were taken up at the district level in one of the target districts, Peam Chor of Prey Veng province and the district plan finalized during the last week of December 2005. The summary outcomes of the workshop are given as [Annex 3](#).

The PCDM focal points in Prey Veng and Kandal provinces have also been involved as resource persons, sharing their experience in the development of provincial FPP, in the flood preparedness program trainings conducted under the MRC-ECHO-ADPC Capacity Building Phase II project. Two trainings have been conducted in Kratie and Kampong Cham in November and December 2005. Through this interaction FEMS has started expanding its impact beyond the borders of the project target areas. Sharing and exchange of experiences have become an important part of PCDM/DCDM capacity building process, enhanced and facilitated by the project .

In October 2005, the agreement between ADPC, NCDM-Cambodia and CNMC was signed, confirming the commitment of the three key organizations in Cambodia in promoting disaster management and in implementing the FEMS in particular. The signed agreement is given in [Annex 4](#).

The National Coordinator-Vietnam position was filled in November 2005 and implementation process in Vietnam has been initiated. The first task undertaken was establishing dialogues with the provincial authorities of target provinces (Dong Thap & An Giang). Mekong Development and Research Institute of Cantho University was identified as the partner organization to conduct the Institutional Analysis study in An Giang and its two target districts and a ToR for the study was developed. The ToR is given in [Annex 5](#).

The following table details out the status on the achievement of results over the period covered by this report, from October to December 2005. The session also discusses deviation from the expected results and time line specified in the July to September Quarterly Report of 2005.

***Rating***

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

Results	Rating	Status/ Reasons for deviation
<b>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.</b>		
The planning meeting between GTZ-MRC-ADPC conducted.	A (on time)	<p>The FMMP Management Team was on board since August 2005 (with FMMP Coordinator and FMMP Chief Technical Advisor). On 27 October 2005 a technical meeting was held at the RFMMC in Phnom Penh, Cambodia between senior representatives of FMMP management team, GTZ and FEMS. It was agreed that the implementation of FEMS has been on the right track in which all partners are fully involved, particularly the concerned line agencies who are the key implementing partners. FEMS will maintain good communication with the FMMP team. Recommendations were made to maximize and enhance effective communication through Programme Management Unit (PMU) meetings. The NMCs will be reported by FMMP/MRCS of the FEMS progress. GTZ representative reiterated that FEMS (and the Component 5: Land Management) is the integral component of the MRC's FMMP. Therefore its implementation should be well in line with other components.</p> <p>On 7-8 November 2005, the FMMP Management Team organized a Regional Consultation Workshop on the Programme Implementation Plan (PIP) in Siem Reap, Cambodia. The workshop mainly discussed effective and efficient modalities of the programme implementation. The PIP will be finalized by incorporating comments and recommendations from the workshop participants, which consisted of NMCs and NDMOs of the four MRC member countries and the partner institutions including ADPC.</p>
<b>2. Regular visits to the target provinces and districts.</b>		
Regular meetings held with PCDM	A (On time)	<u>Meetings with PCDM and DCDMs in the target areas in Cambodia</u>



<p>and DCDM of target areas in Cambodia.</p>		<p>FEMS team met with PCDM of Kandal Province on 19 October 2005. From 24-25 October 2005 the team had meetings with DCDM in both target districts of Peam Chor and Sithor Kandal, Prey Veng Province. The main purpose of the meetings was to deepen the relationship between the project team and PCDM and DCDMs of target areas and to explain the overall project implementation and planned project activities particularly during the last quarter of 2005. Additional information on the structure of PCDM/DCDM and its traditional DM activities, and other flood/disaster related information were also gathered. PCDM/DCDM were requested to nominate Focal Persons.</p> <p><u>Meeting with the focal point of CNMC Secretariat</u></p> <p>A meeting was held in October 2005 to present the FPP template to CNMCS' focal point. Request for further comments on the template was made. The project informed the focal point about future steps in developing the template into the real FPP to be taken by PCDM/DCDM.</p>
<p>Meetings held with PCFSCs of target provinces in Vietnam.</p>	<p>A (On time)</p>	<p>Immediately after the arrival of the National Project Coordinator (Mr. Vu Xuan Viet) in November 2005, an informal meeting was held in Long Xuyen, An Giang to introduce the coordinator and to brief the PCFSC of An Giang and Dong Thap about FEMS activities during the last quarter of 2005.</p> <p><u>Meeting with MDI, Cantho</u></p> <p>Following the first meeting in August 2005, FEMS team had the second meeting with MDI on 23 November 2005 to discuss about the Institutional Role Analysis and Improvement Identification Study in An Giang and its two target districts of Tan Chau and Chau Thanh. MDI in collaboration with PCFSC and DCFSC will conduct the study in January 2006. The National Project Coordinator (NPC) in Vietnam will coordinate and take part in the study. Final ToR for the study is</p>

		given in Annex 5.
<b><i>3. Deploying ADPC Project Team in Cambodia and Setting up of offices in the 2 target countries.</i></b>		
Vacancies for 2 remaining positions (Vietnam National Coordinator and Administrative Assistant) filled.	A (On time)	Mr. Vu Xuan Viet, the National Project Coordinator, to be based in An Giang, Vietnam, joined FEMS on 1 November 2005. Mr. Bi Chantola, Administrative Assistant has been selected and will be able to start working for FEMS in early January 2006. He will be based at the RFMMC in Phnom Penh, Cambodia
Action initiated for project office in Vietnam	A (On time)	<p>At the (informal) meeting with PCFSC in Long Xuyen, An Giang, in November 2005, FEMS has requested PCFSC to provide a space for FEMS office. However, the Department of Agriculture and Rural Development (DARD) in Long Xuyen, An Giang Province, informs FEMS team that there is no space available at DARD. In December 2005, the Coordinator was able to find an office in Long Xuyen that can be used as FEMS office, located quiet close to DARD.</p> <p>In order to allow FEMS Coordinator to formally work and cooperate with concerned authorities at provincial and district levels in the target areas in Vietnam, and upon ADPC's request, DDMFC has officially informed concerned authorities in An Giang and Dong Thap about the arrival of the coordinator. The authorities were also requested to get final/official selection of target districts approved and PCFSC/DCFSC focal points nominated.</p>
<b><i>4. The preparation of flood preparedness programs in selected provinces and districts in Cambodia and Vietnam is facilitated.</i></b>		
Development of draft provincial and district Flood Preparedness Program in Prey Veng Province and Peam Chor District, Cambodia	A (On time)	<p><u>Cambodia</u> Based on the FPP template and on the results of the institutional analysis a draft FPP has been discussed and developed through extensive participation of PCDM members. On 21 November 2005 the PCDM Secretariat (PCDMS) in Prey Veng had organized consultative meeting to present the first draft of Prey Veng FPP and to seek feedback from members of PCDM, with technical assistance from NCDM</p>

	<p>and Prey Veng focal points and FEMS National Coordinator-Cambodia.</p> <p>A follow up consultative workshop on “<i>Development of FPP at Provincial Level</i>” was held on 13-14 December 2005 to finalise the Prey Veng-FPP. The workshop has marked an immediate and first major step in building the PCDM capacity in planning and development of FPP. Final draft of the Prey Veng Provincial FPP and the summary of the workshop outcomes are given in the <b>Annex 1&amp; 2</b>.</p> <p>At the district level similar exercise was carried out in Peam Chor District of Prey Veng Province. A consultation meeting was held in Peamchor district office on 21 December 2005. The focal points of Prey Veng Province and of Peam Chor District were key actors in conducting the meeting and in assisting the DCDM members to develop the draft FPP for Peam Chor District. On 29-30 December 2005 a consultative workshop on “<i>Development of FPP at District Level</i>” for Peam Chor was organized to finalise the District FPP for Peam Chor. Summary workshop outcomes are given as <b>Annex 3</b>.</p> <p>This planning process/activities have created direct communication and interaction among the PCDMS/DCDMS members. NCDM and Prey Veng focal points have acted as facilitators in collaboration with the FEMS Coordinator. It is worth mentioning that FEMS activities have so far been reactivating the existing disaster/flood preparedness mechanism in the target areas. PCDM/DCDM have gradually gained momentum in the capacity building endeavor and initiating a process toward ownership and sustainability.</p> <p>On 28-30 November 2005 a consultative meeting was organized by PCDM Kandal to gather initial information and to start developing their FPP. PCDM and NCDM focal points played vital role in stimulating and guiding the meeting.</p>
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		<p><u>Vietnam</u> Preparation for Institutional Role Analysis and Improvement Identification Study in An Giang and its two target districts of Tan Chau and Chau Thanh were also commenced during the last two week of December 2005. The MDI proceeded with the preparatory activities for the study. PCFSC/DCFSC were informed of the upcoming study and FEMS and MDI are now expecting the approval from An Giang's People's Committee for conducting the study.</p>
<p><b><i>5. National capacities to support preparation and implementation of preparedness programs are further developed.</i></b></p>		
Agreement with key national implementing partners in Cambodia finalized.	A (On time)	The agreement with NCDM-Cambodia was signed by NCDM and CNMC on 6 October 2005. Copy of the agreement is attached in the <b>Annex 4</b> .
Agreement with key national implementing partners in Vietnam finalized.	B (Delayed)	The draft agreement was shared with the GTZ, MRCS as Annex 1: Draft Partnership Agreement between ADPC and DDMFC in the 1 <sup>st</sup> Quarterly Report of 2005 (January-March 2005). It was also shared with DDMFC and VNMC. Follow-up action is being taken in collaboration with DDMFC and VNMC.
Continued dialogue with partner NGOs on potential collaborative activities and to facilitate the information sharing.	A (On time)	<p><u>Cambodia:</u> Through FEMS activities the cooperation with other NGOs e.g. Oxfam-GB, CARE, Action contre la Faim, etc. have been strengthened. It has led to the expansion of communication/information networking and wider platform of sharing of experiences, resources, etc.</p> <p><u>Vietnam:</u> The National Coordinator-Vietnam has continued the dialogue with the Team Leader of Community Resilience to Natural Disaster Project, being implemented by CARE in Vietnam, funded by AusAID.</p>

Draft plan for the next 3 months (January - March 2006)

Activities	Time line
<ul style="list-style-type: none"> <li>• Institutional analysis (IA) study to be conducted in two selected districts of An Giang</li> </ul>	January
<ul style="list-style-type: none"> <li>• FPP finalization workshops in Kandal</li> </ul>	February
<ul style="list-style-type: none"> <li>• Workshop on sharing results of IA Study in An Giang</li> </ul>	February
<ul style="list-style-type: none"> <li>• Follow up on finalizing the signing of agreement with VNMC</li> </ul>	January - March
<ul style="list-style-type: none"> <li>• FPP initiating meetings and workshops in Leuk Dek and Lovea Em districts of Kandal province</li> </ul>	January - March
<ul style="list-style-type: none"> <li>• Initiating Institutional Analysis Study to be carried out in target districts in Dong Thap</li> </ul>	March
<ul style="list-style-type: none"> <li>• Orientation meetings for the provincial authorities in Vietnam</li> </ul>	March
<ul style="list-style-type: none"> <li>• Continuing dialogues and implementation of collaborative activities with other partner NGOs</li> </ul>	January - March
<ul style="list-style-type: none"> <li>• Initiating public awareness materials production (booklets on floods and drought)</li> </ul>	January - March

#### 4. Evaluation of achievement of objectives

Similar to the planning process undertaken in Prey Veng, the developed template of Kandal FPP will be discussed and finalized with national, provincial and district disaster management officers. The FPP will be developed and a final draft will be prepared by PCDM and its members. The document will be shared with other member departments of PCDM in February 2006. It is anticipated that the plan documents for Kandal province in Cambodia will be finalized by March 2006.

The implementation of some of the identified priority areas under the plan can be undertaken together with provision of on-the-job trainings on FPP for the DCDM members of target districts in the two provinces. It is planned that the provincial focal points in the target provinces of Cambodia will be the main resource persons for these trainings. In addition, they will be providing support to the planning exercise to be carried out in Kratie District, Kratie province, under the MRC-ECHO-ADPC Capacity Building Phase II project, in February and March of 2006.

The outcomes of a series of consultative meetings in the target province proves that instead of having a training initially at the provincial level and the developing the plan afterwards, it is more beneficial for the PCDM and its member departments to involve them from the beginning of the planning activities. The consultative workshops give them a chance to share experience and ideas as well as ensure their endorsement of the plan by all the concerned line agencies. Their involvement in every step of the planning also ensured their commitment, ownership towards the plan and gradually built up a solid foundation for long-term sustainability of the planning processes. The past planning activities have been concrete on-the-job training exercise which has proved to be much more effective and have direct impacts than a class-room type training as initially foreseen or planned.

Therefore, it is recommended that the same model be used in building the capacities of PCDMs and DCDMs in all the target provinces and districts, i.e., to conduct a series of consultative workshops and meetings for the planning process rather than the delivery of trainings in both Cambodia and Vietnam. However, trainings for flood preparedness planning will be conducted, as and when needed. The focal points from the PCDM and DCDM of target areas, as already proven under MRC-ECHO Capacity Building Phase II project, can be involved as resource persons for these trainings.

Moreover, public awareness raising activities will be undertaken in Cambodia from January 2006. 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 carried out was the preparation for the institutional analysis study in the two target districts of Tan Chau and Chau Thanh in An Giang. After that, the provincial and district level capacity building activities in flood preparedness planning will be identified and implemented.

Key achievements related to institutional strengthening and capacity building during this reporting period are:

1. The project activities have revitalized the roles and responsibilities of PCDM/DCDM members and its Secretariat. The Secretariat profiles have been raised. The draft final FPP of Prey Veng Province and Peam Chor are the first plans jointly developed by PCDM/DCDM. Representatives from PCDM of Kandal province and from DCDM of other target districts actively participated in both FPP workshops in Prey Veng and Peam Chor. The experiences gained will help them prepare for their future FPP activities.
2. The mechanism in FPP at provincial and district level has been set in motion. The existing capacity building has tremendous potential to be further developed and strengthened. Facilitated and technically supported by the project, PCDM/DCDM and NCDM focal points have been on the driving seat in coordinating the development of provincial and district FPP in Prey Veng and Peam Chor.
3. This FPP development has been a learning-by-doing process in which PCDM/DCDM staff and concerned focal points have gradually developed their planning skills in flood preparedness as well as the coordinating capacity within PCDM/DCDM. The activities have changed PCDM/DCDM own perception of what their roles should be in disaster/flood management, i.e. to get involved in the overall disaster/flood management activities from preparedness, mitigation to response and recovery phases.

## 5. Status of contributions rendered

These sessions will cover the contributions rendered over the reporting period of October to December 2005.

### 5.1 Contributions by the partner - MRC

Target: To ensure coordination between FMMP components.  
To assist in facilitating information sharing with NMCs in Cambodia and Vietnam.

Actual: Programme Implementation Plan (PIP) has been developed and shared with all concerned institutions.  
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 DDMFSC by co-signing it.  
To work with ADPC and provincial and district disaster management authorities to provide input in developing and reviewing provincial and district flood preparedness plan template and to participate in provincial workshops.

Actual: The agreement in Cambodia was signed in October 2005.  
CNMC representatives participated in all planning workshops and plan documents are shared with them.  
New National Coordinator in Vietnam introduced to VNMC and DDMFSC.

Rating: On time.

For NDMOs

Target: 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.

Cambodia

To work with ADPC and PCDMs/DCDMs to review the provincial and district flood preparedness plan template and to finalize it.



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

Actual: DDFSC-Vietnam has issued letters to provincial and district authorities.  
NCDM-Cambodia, CARE and ADPC have agreed on collaborative activities.  
NCDM-Cambodia senior management member and focal point actively gave advice and guidance and participated in all provincial and district planning workshops as a resource person.

Rating: Activities are on track.

### **5.3 Contributions by GTZ**

Target: To set up a mechanism for regular meetings/ reporting to MRC as well as NMCs.  
To help set up a mechanism for information sharing with NMCs.  
To ensure the effective coordination between the two funded components 4 and 5.

Actual: Regular information sharing is being facilitated.  
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: January-March 2006.

### **6.1 Consequences and action required by the Recipient – ADPC**

- To continue implementing public awareness raising activities.
- To work with PCDM, DCDM, NDMOs and NMCs and other partners in
  - Finalizing the plans and to share them with other concerned government and non-government agencies in Cambodia and Vietnam.
  - The development of FPP for the remaining target provinces and districts in Cambodia and Vietnam.
  - Building the capacity of national, provincial and district disaster management authorities in flood preparedness planning in the target provinces including small scale project identification and conducting trainings.
- To strengthen the collaborations with partner NGOs in Cambodia and Vietnam.

### **6.2 Consequences and action required by the GTZ**

- To maintain the mechanism to conduct regular information sharing process between GTZ, MRC and ADPC.
- To establish 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/FMMP**

- To facilitate the coordination and linkages between different FMMP components.
- To assist in facilitating information sharing with NMCs.
- To provide support in project implementation (such as providing inputs on FPP, etc.)

### **6.4 Consequences and action required by CNMC and NCDM-Cambodia**

#### CNMC

- To work with ADPC and NCDM/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 plans and to finalize them.
- To work with ADPC in public awareness activities to be undertaken in Cambodia.
- To identify small scale projects to be implemented at the commune levels and initiate the implementation process in collaboration with PCDM, DCDMs, with support from ADPC and MRCS.
- To facilitate the coordination between ADPC and line agencies as well as other NGOs working in the same field in Cambodia.
- To give guidance and provide policy advice to ADPC and PCDMs/DCDMs.
- To take up recommendations/decisions made by PCDMs/DCDMs to NCDM management/central government for consideration, further guidance and taken decisions as appropriate

### **6.5 Consequences and action required by VNMC and DDFSC - Vietnam**

#### VNMC

- To finalize the Agreement signing.
- To provide support in project implementation in the target areas: Institutional Analysis study as well as FPP process.
- To coordinate the project implementation in the target areas

#### DDMFSC - Vietnam

- To issue essential letters to authorities of target provinces and districts with regards to the implementation of the project activities.
- To facilitate the coordination between ADPC and line agencies as well as other NGOs working in the same field in Vietnam.

**Annex 1**

**First Draft**

**Provincial Flood Preparedness Program  
Prey Veng province**

Work Plan  
2005-2006

Prepared by  
Provincial Committee for Disaster Management

12 December 2005

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## Provincial flood disaster preparedness Prey Veng province

### 7. Introduction

#### 7.1 Background

##### a. Flood Disasters and its Impacts

Prey Veng locates in the Mekong floodplain area, which is rich of brooks and streams. Consequently, some parts of this province are vulnerable to flood from Mekong and its tributaries. Floods from Mekong river and its tributaries had caused severe impacts in Prey Veng for three years: 2000, 2001 and 2002. According to the annual report of the Provincial Committee for Disaster Management (PCDM), all damages, losses including human lives, infrastructure, and socio-economic impacts in the affected areas are recorded as follows:

#### Year 2000

- Death 68 people
- Affected people 17281 families (600,000 people)
- Affected commune 101 communes
- Affected house 123,289 houses
- Damaged house 695 houses
- Land slide at river mouth 800 meters
- Affected bridge and drainage pipe 121 places
- Damaged national road and trail 138,996 meters
- Irrigation system 13,069 meters
- Affected crops 104,178 ha

#### Year 2001

- Death 35 people
- Injured people 9 people
- Affected people 15,060 families
- Affected commune 95 communes
- Affected house 76,434 houses
- Damaged house 323 houses
- Affected farm land 104,178 ha

#### Year 2002

- Death 12 people
- Affected people 9,497 families (36,802 people)
- Affected commune 93 communes
- Affected house 2,246 houses
- Damaged house 45 houses
- Land slide at river mouth 70 meters
- Affected crops 15,820 ha
- Damaged crops 871 ha

## 7.2 *Goal and Planning Strategy*

### **a. Why flood preparedness planning is needed**

The flood preparedness planning is a measure or activity, which has to be promptly undertaken in order to effectively response to flood and rehabilitate on time without any delay. The main functions of flood preparedness planning contains:

- Assess all resources and existing capacity at all levels (province, district, commune, village)
- Prepare standard operating procedures to prepare, mitigate, response and recover (rehabilitate) before, during and after flood. For example: provide information on time, move people and their properties from dangerous places before occurrence of disaster, prepare impermanent residence, storage of humanitarian aids and set up communication system in three steps (before, during and after occurrence of disaster).

### **b. How flood preparedness planning can help**

Flood disaster preparedness can help us to determine and prepare the necessary resources required during extreme event and as result, can potentially reduce the adverse impacts.

Good planning can facilitate and assist in:

- The vulnerable communities to obtain information, i.e. flood forecast and warnings, on time.
- PCDM, DCDM, NGOs and other local government and non-government organizations to be able to response effectively and on time by offering temporary shelters, health care facilities, food and clean water to the victims.
- Reducing of impacts on livelihoods of the residents of the affected area.
- Immediate restoration of critical infrastructure.
- Good coordination among institutions, organizations and other relevant stakeholders in responding to flood disaster.
- Shortening the recovery period and help the residents to resume their lives.

### **c. Responsible Agencies**

With facilitation and technical assistance from Asian Disaster Preparedness Center (ADPC) and the National Committee for Disaster Management (NCDM), under the “Flood Emergency Management Strengthening (FEMS)” project (Component 4 of MRC’s Flood Management and Mitigation Program), the Prey Veng Provincial Committee for Disaster Management (PCDM) and its members line agencies have developed their own Flood Preparedness Plan. It is a master plan for implementation at the provincial level. Its purposes are to prevent, response and rehabilitate effectively and to reduce the impacts of natural disaster, especially flood disaster on human life, animals, infrastructure, properties and socioeconomic development.

### **d. Planning mechanism**

Under cooperation and facilitation from ADPC and NCDM, the PCDM has prepared its flood preparedness plan by using participatory approach such as information sharing, holding

discussions with PCDM members departments, relevant organizations and national and international experts. This plan has been updated and will seek the final endorsement and approval through a national seminar.

### **e. Target audiences**

This document will be distributed to every provincial department, which is the member of the PCDM, for implementation as stated in the plan, once it has been reviewed and approved by PCDM itself. Also, this document will be submitted to the concerned national government as well as NCDM so that it would be able to contribute to the development of annual national development plan and the national disaster management programme. In addition, this document will be circulated to various national and international organizations, which are working inside or outside of the province, in order to have more technical and financial supports.

### **7.3 Responsibility and Rights**

On behalf of provincial Governor, the **Chief** of the PCDM plays an important role in overall management of activities and enforcement of relevant regulations. He/she will be responsible for coordination activities, with national/international organizations and other relevant government agencies/ partners who are working in the context of provincial disaster management programme.

### **7.4 Calendar for Planning Preparation and Updating**

- a. Implementor PCDM
- b. Plan for the year of 2005-2006
- c. Duration one year
- d. Starting date 01 January - December 2006
- e. Date for plan adjustment

## **8. Provincial Background**

### **8.1 Geography and Size**

#### **a. Geography**

Prey Veng is divided into 12 districts, which consist of 116 communes and 1137 villages. It shares border with Kampong Cham in the north, Svay Rieng in the east, Kandal in the west and with Vietnam in the south. The total land area is about 488,300 ha, which consists of agriculture land - 310,000ha, forest land - 19,461 ha, free land - 6,035 ha, residential land - 44,518 ha and public land -108,286 ha. Based on its topographical feature, Prey Veng is divided into two main areas.

- **Flood prone area**

This area is located in the western part of the province, extends along the Mekong river and its tributaries from the north to south acrosses 5 districts such as Sithor Kandal, Pearaing,

Kampong Lieve, Peam Ror and Peam Chor and covers almost 50% of districts namely: Prey Veng, Ba Phnom, Preah Sdach, Kampong Trabek, and small part of Kagnchhreach. This floodplain area covered by the Mekong delta is rich with nutrients and therefore it is available for growing rice in wet and dry seasons, fishing and other additional cropping.

• **Drought prone area**

It locates in the eastern part of the province and covers most part of Kagnchhreach, Kamchai Mair, Mesang districts as well as about 50% of Prey Veng, Ba Phnom, Preah Sdach and Kampong Trabek. It is made up of old alluvial sandy soil, contains poor nutrients, and is suitable for wet season rice. This area always faces drought, water shortage that consequently would seriously affect livelihood of local people.

**b. Number of Districts, Commune and Village**

No.	District name	Number of commune	Number of village
1	Ba Phnom	9	108
2	Kamchai Mair	8	129
3	Kampong Trabek	13	122
4	Kagnchhreach	8	99
5	Mesang	8	118
6	Peam Chhor	10	50
7	Peam Ror	8	40
8	Pearaing	11	84
9	Preah Sdach	11	145
10	Prey Veng	11	138
11	Kampong Lieve	8	44
12	Sithor Kandal	11	60
Total		116	1137

**c. Land area**

- Total land area 488,300 ha
- Agriculture land 310,000ha
- Forest land 19,461 ha
- Free land 6,035 ha
- Residential land 44,518 ha
- Public land 108,286 ha
- Secondary crop land 6254 ha

**d. Schools**

- Kindergarten 93
- Primary school 485
- Secondary school 52
- High school 18
- Private school 2
- Private education center 9



## e. Health Center and Hospital

Name of operation Districts	Number of personnel	
	Male	Female
Prey Veng	62	59
Nak Leung	45	26
Kampong Trabek	38	18
Pearaing	25	8
Kamchai Mair	28	4
Mesang	24	7
Preah Sdach	25	3

## 8.2 Population

Total population is 1,046,460 or 218,989 families; female population - 547,030 approximately 52% of overall population, male population - 48% of the total. Population density is 212 people/km<sup>2</sup>, 3 times higher than national density (64 people/km<sup>2</sup>).

### a. Main occupations

- 80.5% farmer
- 16.1% small scale business owner, artist or craftsman
- 2% garment worker and contractor
- 1.4% civil servant and armforce

### b. Incomes

- 60% are poor farmers and 30% of them earned less than 500 riel/day (USD 0.12/day), other 30% (10%?) could earn more than 1000 Riel/day (USD 0.24/day)
- The fairly poor could earn from 1000 Riel to 1500 Riel/day (USD 0.24 to 0.37/day).
- The moderate group could earn from 2200 to 2500 Riel/day (USD 0.54 to 0.61/day)
- Small scale business owner, artist or craftsman could earn more than 5000 Riel/day (USD 1.22/day).

**c. Population by District**

No.	District	Population		0-5 year		6-14 year		15-17 year		18-64 year		> 65 year	
		Family	Person	M	F	M	F	M	F	M	F	M	F
1	Ba Phnom	17 869	85 095	4898	4730	9656	9781	3176	3161	20351	23674	2287	2631
2	Kamchai Mair	17 794	81 074	4618	4529	9169	8977	3280	3125	19844	22782	1558	1976
3	Kampong Trabek	24 803	122 073	6435	6800	14110	13658	5608	5043	28553	33450	2561	3249
4	Kagnchhreach	14 066	69 139	3247	3409	6723	6831	2502	2488	16357	19462	1619	1963
5	Mesang	22 501	107 919	5930	6378	11847	11687	4625	4403	25573	30354	2270	2705
6	Peam Chhor	13 417	68 372	3749	4136	7957	8074	2861	2788	14187	15726	996	1111
7	Peam Ror	13 174	64 766	3482	3435	7551	7427	2726	2712	14363	16535	1077	1386
8	Pearaing	25 795	125 099	6433	6191	12719	12147	5587	5412	29991	33868	3005	3354
9	Preah Sdach	23690	120 870	7299	7236	13758	13656	4362	5151	27334	31797	2895	3054
10	Prey Veng	22 236	101 012	5356	5393	11663	11289	4362	4033	24909	28714	2099	2446
11	Kampong Lieve	12 259	58 771	2697	2918	6638	6942	2546	2598	12766	14337	1317	1607
12	Sithor Kandal	15 287	71 429	3469	3561	8015	7720	3252	3199	16708	20091	1913	2360

(Source: *Annual Report 2004 of the Prey Veng Municipality: Provincial Profile 2003, prepared by Provincial Rural Development Committee, Provincial Department of Planning*)

## d. Education

### Total Student

Type of student	Total	Female	Male
Kindergarten	5,311	2,641	2670
Primary school	225290	104003	121287
Secondary school	31543	11354	20189
High school	8694	2289	6405
<b>Total</b>	<b>270838</b>	<b>120287</b>	<b>150551</b>

### Illiteracy

Type of age	Total	Female	Male
15 to 65	134362	83403	50959

## e. Economy

- *Poverty ratio*  
About 80.5% of the total population are fishermen, livestock producers, secondary crop and rice planters. The poverty ratio is 60% poor, 10.5% fairly poor and 10% moderate.
- *Famale headed household*  
Number of female headed household is 39,111 or 17.86% of the total 218,989 families.  
Disabled person is 13,650 persons or 1 person per 13 families.

## f. Labour force

Adult labour force (aged 17 to 55) made up of 645,803 persons excluding those below the age 17 and above 56.

## g. Migration

Because of the repetition of severe floods for three consecutive years, significant damages has been subjected to agricultural production sector. As a result, its revenue and financial resources become insufficient for the following cropping seasons and it unavoidable led to inadequate food and migration of workable age people to other cities, i.e. Phnom Penh, Kampongsom, Siemreap, Koh kong, Poipet and some time to Thailand, in order to look for jobs. Referring to a report, around 300,000 villagers from 5 districts: Kamchai Mair, Kampong Lieve, Prey Veng, Kagnchhreach, and Pearaing, have been working in fishing industries in Rak yorng, Thailand.

### 8.3 Main rivers and Water Resources

#### a. Main rivers

Part of Mekong, 75 km altogether, flows across Prey Veng via two districts, Peam Chhor and Peam Ror. Beside Mekong river, there are other three tributaries.

- The first one is 103 km long, originated in Peam Chhor, flows through western part of Kampong Lieve and Pearaing and toward western boundary of Sithor Kandal and Kampong Cham provinces.
- The second one is 66 km long, originated in Peam Ror and flows to the south along the boundary of Preah Sdach and Peam Chhor districts until it reaches Vietnam boundary.
- The third one is 61 km long, originated in Peam Ror, flows through Ba Phnom and Preah Sdach districts toward Kampong Trabek until Vietnam boundary.

#### b. Other water resources

Beside water from the above water basins, other water source can be found in the forms of natural lakes, which can serve as reservoirs for multi purposes such as irrigation, animal raising and fish stock, etc. Those lakes are: Beung Sne, Beung Potiborei, Prortea Beung Kgnei, Beung Leu, Beung Ksach Sar, Beung Ha, Beung Chakai, Beung Krachab, Beung Kumraing, Beung Rkar Chhour, Beung Rumlech, Beung Kamping Poy, Beung Sava, Beung Rkar, Beung Puk, Beung Reussey Rumlech, Beung Preychars, etc. All these lakes receive annual rains and causes floods.

#### c. Irrigation system

Totally, this province has 210 irrigation stations, 128 dams and 82 channels. These irrigation systems can potentially cover 79884 ha of rice field (39559ha dry season and 33884 ha wet season). It is available in all districts, but the distribution is uneven. Peam Ror has 46 stations while Ba Phnom, Preah Sdach and Prey Veng have very few. Only 22% of total crop land has been irrigated by the system and the remaining 78% was basically depending on rain water.

## 9. Hazard Anaysis, Vulnerable and Resillience

### 9.1 Hazards

Hazards	Effect and its impacts							Time	Duration	Speed	Potential risks
	1999	2000	2001	2002	2003	2004	2005				
<b>Flood</b>	x	xxx	Xx	x x	x	x	x	June-Nov	3 months	Slow	- Human - Agricultural and industrial crops

											- Animal - Infrastructure and building
<b>Drought</b>	x	X	X	x	xxx	xxx	xx	July- September	3 months	Slow	- Human and animal - Agricultural and industrial crops
<b>Wind</b>	x	X	X	x	x	x	x	July-Nov		Fast	- Human and animal - Infrastructure and building
<b>Bird flu</b>							x			Slow	- Human - Poultry

(Source: PCDM of Prey Veng province)

**Note:**

- XXX High - XX Medium - X Low

- Flood prone districts are Sithor Kandal, Pearaing, Kampong Lieve, Peam Ror, Peam Chor, some parts of Kagnchhreach, Prey Veng, Ba Pnom, Preah Sdach and Kampong Trabek due to the predominance of houses on low stilts or direct ground houses, unavailability of boats and motor boats, and especially no preapareness strategy as other districts.
- The early flood recessional districts (i.e., the districts, which are flooded and water receded earlier than other districts) are Sithor Kandal, Pearaing, Kagnchhreach, and Prey Veng.
- The districts which get flooded late and are subjected to longer inundation period are Kampong Lieve, Peam Ror, Ba Phnom and Peam Chor, Preah Sdach and Kampong Trabek.

## 9.2 Physical and Economical Vulnerabilities

The report of provincial planning department indicated the entire amount of vulnerable population is 13,650. In other words, there is one vulnerable person among 13 families.

## 9.3 Provincial Resources

### a. Number of Safe Area and Location

Name of district	Total	Safe areas with wells and latrins
Ba Phnom	34	10
Kampong Trabek	26	01
Peam Chor	47	02
Peam Ror (Neak Leung)	50	06
Pearaing	47	0
Preah Sdach	78	01
Prey Veng	24	03

Kampong Lieve	10	01
Sithor Kandal	8	0

(Source: Cambodian Red Cross, Prey Veng)

The Cambodia Red Cross of Prey Veng reported that there are 182 safe areas in the entire province, and within this amount there are 24 safe areas already been equipped with sanitary latrines and wells. The distribution of the safe area at the district level is shown in the table above. In addition, there are 123 family safe areas prepared by Provincial Red Cross and by CARE.

## b. Transportation

Name of District	Motor Car		Motor boat	Motor-truck
	3 A	2 A		
Ba Phnom	11	07	0	03
Kamchai Mair	05	01	0	20
Kampong Trabek	01	0	08	08
Kagnchhreach	02	03	0	06
Mesang	0	02	0	01
Peam Chhor	11	15	11	01
Peam Ror	12	03	12	08
Pearaing	07	01	04	02
Preah Sdach	04	0	05	04
Prey Veng	18	06	0	36
Kampong Lieve	16	07	09	14
Sithor Kandal	0	01	0	01

(Source: Provincial Department of Public work and Transport, Prey Veng)

There are 33 motor boats (10 boats for transportation along the Mekong river and other 23 boats for tributaries) **out of 85 transport mean** plus one ferry. On the other hand, 4 outboats have been used in the tributary from Streung Slout to Kohsampov and 4 ferries at Neak Leung port.

## c. Communication System

- Fax and phones
- Communication radioes (Icom)
- Public phones/mobile phones

## d. Stock Filling

- Location and capacity
- Type of material

## **e. Equipment**

## **f. Human Resource**

- 475 volunteer from the Provincial Red Cross
- Police and military personnel

## **g. Organizations/units**

The provincial Department of Public Work and Transport reported that there were several national and international non-government organizations (NGOs) in Prey Veng province, active in their own specific field of work. Those organizations are: AQIP, Credit PRASAC, AmRath (EMT), ACLEDA, CCASVA, PADEK, PODA, WE-C, CCFC, CLA, ODOV (MCC), GOUTTE D'EAU, WOMEN, CREDIT (WRC), HNI, AFH, HCC, UNICEF (Seth koma), SCADP, CEDAC, RADE, CHET THOR, CARE, SEDOC, TABITHA-Cambodia, PDWVA, PDAFF, PD of Social Affairs, PDWRM, PDNRM, PDRRD, PDEYS, PDH, HEKS, and ADPC.

## **10. Institutional Mechanism and Management**

### **10.1 Provincial Committee for Disaster Management (PCDM)**

#### **a. Composition**

1. Governor      Chairman
2. Deputy Governors      Vice Chairmen
3. Chief of Provincial Department Member
4. Chief of Provincial Cabinet      Permanent secretariat

#### **b. Role of PCDM**

1. Implementation of the national policy on disaster management.
2. Prepare guideline and provide support to activities of District Committee for Disaster Management (DCDM)
3. Report to NCDM regarding all participatory activities undertaken by relevant organizations at the provincial level, i.e. Cambodia Red Cross and other national and international organizations in the field of preparedness, emergency relief and rehabilitation.
4. Report to the NCDM on property damage and losses due to disaster and propose further interventions.
5. Conduct training programs on disaster management for government staffs and public awareness raising in communities.





## 10.2 Provincial Disaster Management Team

Search and Rescue Team	
<p><b>Members</b></p> <ol style="list-style-type: none"> <li>1. Provincial Arm Forces</li> <li>2. Provincial Police Division</li> <li>3. Provincial Military Police</li> <li>4. Provincial Department of Health</li> <li>5. Provincial Department of Women Affairs</li> <li>6. Provincial Department of Education, Youth and Sport</li> <li>7. Provincial Department of Finance</li> <li>8. Provincial CRC Chapter</li> <li>9. Provincial Department of Electricity</li> <li>10. Provincial Department of Culture and fine arts</li> <li>11. Provincial Department of Information</li> <li>12. Others</li> </ol>	<p><b>Role and Responsibility</b></p> <ul style="list-style-type: none"> <li>• Conduct rapid damage assessment and report on latest situation in order to get effective response.</li> <li>• To provide security for vulnerable people and victims.</li> <li>• Identify people who are in confronted and vulnerable areas.</li> <li>• Provide assistance to other operational teams and the district security team.</li> <li>• Provide security for the victims and protect their property.</li> <li>• Construct and manage temporary shelters</li> <li>• Share information with other teams and relevant stakeholders.</li> <li>• Cooperate and facilitate other organizations in evacuation of the victims and search &amp; rescue operations.</li> <li>• Facilitate and protect transportation means.</li> <li>• Identify tools and equipments for evaluation and search &amp; rescue activities.</li> <li>• Share information, experiences with all PCDM members and attend any discussion meeting under supervision of the PCDM.</li> <li>• Follow the workplan and supervision of PCDM.</li> </ul>
Health, Hygiene and Sanitation Team	
<p><b>Members</b></p> <ol style="list-style-type: none"> <li>1. Chief of provincial department of health</li> <li>2. Provincial department of environment</li> <li>3. Provincial department of women affairs</li> <li>4. Provincial department of agriculture, forestry and fisheries</li> <li>5. Provincial department of water resources</li> <li>6. Provincial department of planning</li> <li>7. Provincial department of finance</li> <li>8. Provincial department of Social affairs,</li> </ol>	<p><b>Role and Responsibility</b></p> <ul style="list-style-type: none"> <li>• Health education and dissemination of information (on health care, hygiene and clean water, vectorborn disease).</li> <li>• Conduct training on first aids program for search and rescue team and community volunteers.</li> <li>• Conduct emergency rescue.</li> <li>• Investigate all relevant factors to health, hygiene clean water and potential causes of water-borne diseases, which cause caused by extreme events or disasters.</li> <li>• Assess and estimate the impacts and the needs of primary health care.</li> </ul>

<p>veterans and youth rehabilitation</p> <p>9. Provincial department of rural development</p> <p>10. Provincial department of industry, mine and energy</p> <p>11. Provincial Cambodian Red Cross</p> <p>12. Other</p>	<ul style="list-style-type: none"> <li>• Prepare primary health report and water born disease situation for submission to PCDM and its members.</li> <li>• Coordinate and facilitate other organizations to evacuate and <b>secure</b> the victims.</li> <li>• Sharing information, experiences and attending any discussion meeting under supervision of the PCDM</li> <li>• Follow the workplan and supervision of PCDM</li> </ul>
<b>Information Management and Assessment team</b>	
<p><b>Members</b></p> <p>1. Provincial department of water resources</p> <p>2. Provincial department of agriculture, forestry and fisheries</p> <p>3. Provincial department of information</p> <p>4. Provincial department of post and telecommunication</p> <p>5. provincial department of health</p> <p>6. Provincial department of public work and transport</p> <p>7. Provincial department of planning</p> <p>8. Provincial department of finance</p> <p>9. Provincial department of rural delopment</p> <p>10. Provincial deapartment of education, youth and sport</p> <p>11. Provincial Cambodian Red Cross</p> <p>12. Others</p>	<p><b>Role and Responsibility</b></p> <ul style="list-style-type: none"> <li>• Conduct rapid damage assessment, disaster impacts and report on the latest situation.</li> <li>• Disseminate/circulate flood forecasts and early warning.</li> <li>• Assess the impacts and the resouce need during and after extrem event.</li> <li>• Disaster data management.</li> <li>• Facilitate relevent organizations/stakeholders in assessing the impacts and resources needed by the victims.</li> <li>• Collect and prepare the list of vulnerable group and flood prone areas in the province.</li> <li>• Coordinate with other teams as necessary.</li> <li>• Participate in discussion meeting and share information, experiences with PCDM member departments, other organizations/ stakeholders.</li> <li>• Conduct public awareness raising campaigns on disaster mitigation measures through existing medias in the province.</li> <li>• Follow the workplan and supervision of PCDM.</li> </ul>
<b>Emergency Relief Operation Team</b>	
<p><b>Members</b></p> <p>1. Provincial Cambodian Red Cross</p> <p>2. Provincial department of Social affairs, veterans and youth rehabilitation</p> <p>3. Provincial department of health</p>	<p><b>Role and Responsibility</b></p> <ul style="list-style-type: none"> <li>• Investigate and report about situations and its impacts.</li> <li>• Review possibilities, based on the collected data from other teams, in distrusting emergency relief.</li> <li>• Assess the requirement of victims in order to take effective response.</li> </ul>

<p>4. Provincial department of women affairs 5. Provincial department of public work and transport 6. Provincial department of finance 7. Provincial department of commerce 8. Provincial department of religions and culture 9. Provincial department of education, youth and sport 10. Provincial treasury unit 11. Provincial bank 12. Others</p>	<ul style="list-style-type: none"> <li>• Making victim inventory in each safety area before offering first aids and selecting victim representative to receive aids.</li> <li>• Aid and equipment management.</li> <li>• Transport and distribute emergency relief to victims.</li> <li>• Researching for other donors, humanitarian organizations, etc for further supports.</li> <li>• Inform above organizations or individual donors regarding the affected areas for their own interest.</li> <li>• Maintain observation on victims' requirement as well as occurrent situation.</li> <li>• Participate in discussion meeting and share information, experiences with PCDM member departments and other organizations/ stakeholders</li> <li>• Follow the workplan and supervision of PCDM.</li> </ul>
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### 10.3 Operation Procedure for Preparedness, Response, Restoration and Rehabilitation

<b>Provincial Department of Agriculture, Forestry and Fisheries</b>		
<b>Preparedness (Before)</b>	<b>Response and emergency relief (During)</b>	<b>Restoration and rehabilitation (After)</b>
<p>1. Provide suggestion and recommendation on rescheduling of cropping calendar 2. Animal vaccination 3. Hydrological observation and report to Ministry of Water Resources and Meteorology (MOWRAM)</p>	<p>1. Nominate staffs for 24 hours/day flood observation 2. Animal vaccination 3. Hydrological observation and report to relevant provincial departments</p>	<p>1. Prepare report on damages and requirements and submit it to PCDM and MOWRAM 2. Encourage farmers to replant 3. Create rice bank</p>
<b>Provincial Department of Water Resource</b>		
<b>Preparedness (Before)</b>	<b>Response and emergency relief (During)</b>	<b>Restoration and rehabilitation (After)</b>
<p>1. Monitor hydrological level 2. Gathering all information on hydrological level 3. Prepare equipments (pumping machines) to irrigate rice fields during</p>	<p>1. Check hydrological level and report to the MOWRAM. 2. Prepare sand bags (to prevent incoming water) and pumping machines (to intervene when water recedes).</p>	<p>1. Report the damages and the resource needs for rehabilitation to provincial governor and MOWRAM. 2. Impact assessment on infrastructure and irrigation system.</p>

<p>drought</p> <ol style="list-style-type: none"> <li>4. To build water channels for agricultural purposes.</li> <li>5. Compile all information on deteriorated/damaged irrigation systems.</li> </ol>	<ol style="list-style-type: none"> <li>3. Provide pumping machines to pump water out from public places such as provincial town or market place.</li> <li>4. Strongly cooperate with other relevant organizations, NGOs and CRC.</li> <li>5. Check irrigation systems when water recedes.</li> </ol>	<ol style="list-style-type: none"> <li>3. Attend meeting with PCDM and other relevant organizations</li> <li>4. Determine priority areas in the efforts of rehabilitation or restoration activities.</li> <li>5. Restore and repair damaged irrigation systems.</li> <li>6. Build new irrigation system as it has been approved in the project document and prepare follow up projects/work plan.</li> </ol>
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<b>Provincial Department of Health</b>		
<b>Preparedness (Before)</b>	<b>Response and emergency relief (During)</b>	<b>Restoration and rehabilitation (After)</b>
<ol style="list-style-type: none"> <li>1. Assign working team in every target district and health center.</li> <li>2. Mobile team is responsible for rescue and to provide health treatment to the victims.</li> <li>3. General health observation, including disease observation.</li> <li>4. Prepare first aid, medicines, water test kits, chloramine and anti snake venom serum.</li> <li>5. Prepare boats, motor boat and outboards for emergency cases.</li> <li>6. Communicate with relevant organizations/ partners for participation and supports.</li> <li>7. Attend PCDM meeting.</li> <li>8. Disseminate health education and hygiene lessons to the victims.</li> <li>9. First aids training for medical staffs and</li> </ol>	<ol style="list-style-type: none"> <li>1. Send personnel to safe areas.</li> <li>2. Assess general situation on health, clean water, and hygiene.</li> <li>3. Prepare for intervention if there is possible disease outbreak.</li> <li>4. Report to Ministry of Health.</li> <li>5. Undertake field observation trip at least once.</li> </ol>	<ol style="list-style-type: none"> <li>1. Conduct impact assessment on health (possible water borne disease and clean water).</li> <li>2. Take action when there is disease outbreak.</li> <li>3. Prepare reports, proposals and submit to NGOs, United Nations Agencies and MoH for additional aids.</li> <li>4. Prepare workplan for the following year.</li> <li>5. Conduct assessment on impacts and achievements.</li> </ol>

health personnels.		
<b>Provincial Department of Social Affairs, Veterans and Youth Rehabilitation</b>		
<b>Preparedness (Before)</b>	<b>Response and emergency relief (During)</b>	<b>Resptoration and rehabilitation (After)</b>
<ol style="list-style-type: none"> <li>1. Help vulnerable people.</li> <li>2. Conduct public awareness raising.</li> <li>3. Disability rehabilitation and vocational training.</li> <li>4. Help poor widowed and disabled families.</li> <li>5. Collect data on vulnerable people (how many, potential needs, etc.).</li> </ol>	<ol style="list-style-type: none"> <li>1. Collect and distribute all data to PCDM, NGOs and other provincial departments.</li> <li>2. Propose financial support for its operation.</li> <li>3. Nominate staffs to participate with other organizations.</li> <li>4. Share its human resource with PCDM.</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Control</b> situation of vulnerable people.</li> <li>2. Calculate all losses (life, properties) of vulnerable peole.</li> <li>3. Allocate budget for victims.</li> </ol>
<b>Provincial Department of Planning</b>		
<b>Preparedness (Beforee)</b>	<b>Response and emergency relief (During)</b>	<b>Resptoration and rehabilitation (After)</b>
<ol style="list-style-type: none"> <li>1. Nominate staffs to join Search and rescue team of the PCDM.</li> <li>2. Logistic team to collect all available resources (food, medicine, transportation).</li> </ol>	<ol style="list-style-type: none"> <li>1. Set up equipment and measures for emergency response.</li> <li>2. Distribute fuel to target areas.</li> </ol>	<ol style="list-style-type: none"> <li>1. Join activity with the department of agriculture, forestry and fishery for seed and fuel delivery.</li> <li>2. Participate in post-flood meeting with PCDM.</li> </ol>
<b>Provincial Department of Education, Youth and Sport</b>		
<b>Preparedness (Before)</b>	<b>Response and emergency relief (During)</b>	<b>Resptoration and rehabilitation (After)</b>
<ol style="list-style-type: none"> <li>1. Seek information like early warning system to temporarily close the schools.</li> <li>2. Report to PCDM about <b>flooding</b> schools.</li> <li>3. Teachers and students shall bring all documents to safet places (Pagoda) during flooding period.</li> <li>4. Prepare transportation means to move students and teachers to safe areas.</li> <li>5. Inform schools which are vulnerable to floods by using telephones and radio.</li> </ol>	<ol style="list-style-type: none"> <li>1. Gather together to intervene whenever flood occurred.</li> <li>2. Inform the flooding schools through radios and other existing communication tools.</li> <li>3. On site data collection.</li> </ol>	<ol style="list-style-type: none"> <li>1. Collect all information on damage and impacts on schools.</li> <li>2. Send working team to collect information on damages and its affect on schools.</li> <li>3. Offer gifts to teachers who suffered from extreme events.</li> <li>4. Survey all adverse impacts of disaster on health of teachers and students (psychosocial care).</li> </ol>

<b>Provincial Department of Woman affaires</b>		
<b>Preparedness (Before)</b>	<b>Response and emergency relief (During)</b>	<b>Resptoration and rehabilitation (After)</b>
<ol style="list-style-type: none"> <li>1. Cooperate with other provincial departments and organizations.</li> <li>2. Disseminate information on crop re-scheduling.</li> <li>3. Participate in activities such as PCDM meeting, dissemination, and emergency relief distribution.</li> </ol>	<ol style="list-style-type: none"> <li>1. Nominate staffs to educate public (especially women) about health care, hygiene and clean water.</li> <li>2. Evacuate victims to safe areas.</li> </ol>	<ol style="list-style-type: none"> <li>1. Cooperate with other provincial departments to train people.</li> <li>2. Disseminate about crop re-scheduling</li> </ol>
<b>Provincial Department of Land Management, Urban Planning and Construction</b>		
<b>Preparedness (Before)</b>	<b>Response and emergency relief (During)</b>	<b>Resptoration and rehabilitation (After)</b>
<ol style="list-style-type: none"> <li>1. Facilitate the district office in doing press release on preparedness.</li> <li>2. Allocate budget for PCDM</li> <li>3. Cooperate with local authority to establish map showing safe areas.</li> <li>4. Protect critical infrastructure such as roads and dams.</li> <li>5. Safe area identification</li> </ol>	<ol style="list-style-type: none"> <li>1. Block people from flooded areas and permanently control hydrological regime.</li> <li>2. Install sand bags to protect water.</li> <li>3. Move people to safe areas in the district.</li> </ol>	<ol style="list-style-type: none"> <li>1. Bring people back home after flood.</li> <li>2. District office shall work closely with DCDM.</li> <li>3. Participate in post-flood meeting with PCDM.</li> <li>4. Discuss with PCDM and other organizations and NGOs.</li> </ol>
<b>Provincial Department of Religious and Cults</b>		
<b>Preparedness (Before)</b>	<b>Response and emergency relief (During)</b>	<b>Resptoration and rehabilitation (After)</b>
<ol style="list-style-type: none"> <li>1. Provide information kits on sanitation targeted at the monks and other religious figures.</li> <li>2. Encourage people to avoid racist and extremist (with regards to religion) behaviours, etc.</li> <li>3. Participate in PCDM's planning development and fund raising activities.</li> <li>4. Reserve temple areas as safe areas.</li> </ol>	<ol style="list-style-type: none"> <li>1. Make a record of all affected/damaged pagodas.</li> <li>2. Encourage the monks to participate in humanitarian works as much as possible.</li> <li>3. Encourage monks and temple committee to take care of safe areas.</li> </ol>	<ol style="list-style-type: none"> <li>1. Encourage monks and temple committee to take care of safe areas.</li> <li>2. Replant vegetables in temple areas.</li> <li>3. Repaire temples which were affected by previous disaster.</li> <li>4. Disseminate disaster preparedness and mitigation measures to local people.</li> </ol>
<b>Provincial Red Cross</b>		

Preparedness (Before)	Response and emergency relief (During)	Resptoration and rehabilitation (After)
<ol style="list-style-type: none"> <li>1. Implement community disaster preparedness programm.</li> <li>2. Conduct first aid trainnng and disaster management programm.</li> <li>3. Conduct annual meeting among stakeholders (Commune, district and Provincial Red Cross).</li> <li>4. Record all hydrological regime and its impacts which derives from early system.??</li> <li>5. Conduct health and sanitation training programm.</li> </ol>	<ol style="list-style-type: none"> <li>1. Rapid damage and need assessment for rehabilitation purpose and reocord all information.</li> <li>2. Closely cooperate with relevent organizations and provincial departments.</li> <li>3. Distribute emergency relief.</li> <li>4. Record all hydrological regime and its impacts which derives from early system.??</li> <li>5. Conduct health and sanitation training programm.</li> </ol>	<ol style="list-style-type: none"> <li>1. Rehabilitation of affected infrastructure.</li> <li>2. Distribute food for labors.</li> </ol>
<b>Provincial Military Devison</b>		
Preparedness (Before)	Response and emergency relief (During)	Resptoration and rehabilitation (After)
<ol style="list-style-type: none"> <li>1. Protect road from getting flooded (i.e. istall sand bags and dams along the road sides).</li> <li>2. Train soldiers especially who are stationed in flood-affected areas.</li> <li>3. Participate in annual meeting with PCDM.</li> <li>4. Provide suggestion/recommendation to DCDM.</li> <li>5. Participate in annual planning with PCDM. (isn't this correct for all other depts. as well?)</li> <li>6. Prepare necessary equipments, labor and other materials for emergency intervention.</li> </ol>	<ol style="list-style-type: none"> <li>1. Search and rescue.</li> <li>2. Evacuate victims to safer areas.</li> <li>3. Provide security service to every working team in the affected areas.</li> <li>4. Help all provincial departments.</li> <li>5. Damage and need assessment.</li> </ol>	<ol style="list-style-type: none"> <li>1. Cooperate with other provincial departments</li> <li>2. Repair damaged roads and dams.</li> <li>3. Survery all damages and impacts.</li> </ol>
<b>Provincial Military Police Division</b>		
Preparedness (Before)	Response and emergency relief (During)	Resptoration and rehabilitation (After)



<ol style="list-style-type: none"> <li>1. Participate with PCDM (in what?).</li> <li>2. Prepare team for emergency.</li> <li>3. Protect schools and critical infrastructure from flood, i.e. installation of sand bags around public buildings, dam, etc.</li> <li>4. Install sand bag and investigate if there is possible drainage area.</li> <li>5. Evacuation of victims and provision of other assistances as and when necessary.</li> <li>6. Provide security service in temporary shelters.</li> </ol>	<ol style="list-style-type: none"> <li>1. Install sand bag to prevent flood.</li> <li>2. Evacuation of victims.</li> <li>3. Distribute emergency aids to victims.</li> <li>4. Assist in moving victims or animals to safety areas.(same as no.2?)</li> <li>5. Use available equipments, tools to save people and animals.</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintain security.</li> <li>2. Damage and loss assessment and report to PCDM.</li> <li>3. Restore and rehabilitate damaged infrastructure.</li> <li>4. Assist in restoration of facilities to resume agricultural activities.</li> </ol>
<b>Provincial Police Devison</b>		
<b>Preparedness (Before)</b>	<b>Response and emergency relief (During)</b>	<b>Resptoration and rehabilitation (After)</b>
<ol style="list-style-type: none"> <li>1. Assist in dissemination of information on mitigation measures to local residents such as:               <ol style="list-style-type: none"> <li>a. Prohibits overloading goods in boat etc.</li> <li>b. To use life jacket.</li> <li>c. Control navigation of traffic.</li> <li>d. What to do when a flood warning is received.</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. Assist people in affected areas.</li> <li>2. Record all damages and death.</li> <li>3. Install sand bags and protection of dam.</li> <li>4. Evacuation of victims, their property including animals, to safe areas.</li> <li>5. Educate people about health and sanitation.</li> <li>6. Maitain safety and security.</li> <li>7. Distribute emergency relief.</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintain security.</li> <li>2. Cooperate with PCDM.</li> <li>3. Survery all damages and the needs for recovery.</li> </ol>
<b>Provincial Department of Culture and Fine Art</b>		
<b>Preparedness (Before)</b>	<b>Response and emergency relief (During)</b>	<b>Resptoration and rehabilitation (After)</b>
<ol style="list-style-type: none"> <li>1. Preparation and maintenance of safe areas (instructions from PCDM).</li> <li>2. Relocation of victims to safe place.</li> <li>3. Control and defend the safe place (temple ground).</li> <li>4. Prohibit illegal digging in historical areas for antiques.</li> </ol>	<ol style="list-style-type: none"> <li>1. Transoprt victim to safe place.</li> <li>2. Install sand bags and protect dams or roads leading to important religious and cultural landmarks.</li> </ol>	<ol style="list-style-type: none"> <li>1. Collect data from victim in the safe place.</li> <li>2. Protect the registered historical areas.</li> </ol>



Provincial Department of Finance		
Preparedness (Before)	Response and emergency relief (During)	Resptoration and rehabilitation (After)
<ol style="list-style-type: none"> <li>1. Participate in meeting with PCDM.</li> <li>2. Share ideas on disaster preparedness.</li> <li>3. Actively participate in fund raising activities.</li> </ol>	<ul style="list-style-type: none"> <li>o Participate in search &amp; rescue activities in collaboration with other provincial departments and organizations.</li> <li>o Distribute emergency relief.</li> <li>o Prepare sand bags.</li> <li>o Participate in fund raising activities.</li> <li>o Motivate participants/members to be ready for rescue.</li> </ul>	<ol style="list-style-type: none"> <li>1. Survery all damages and impacts.</li> <li>2. Actively participate in restoration and rehabilitation activities.</li> </ol>
Provincial Department of Public Work and Transport		
Preparedness (Before)	Response and emergency relief (During)	Resptoration and rehabilitation (After)
<ol style="list-style-type: none"> <li>1. Protect roads and bridges.</li> <li>2. Prepare trucks/vehicles to transport sand bags/gravels or other materials for flood protection.</li> <li>3. Zoning protected area.</li> <li>4. Set up flood preparedness strategy at least one month earlier.</li> </ol>	<ol style="list-style-type: none"> <li>1. Distribute emergency relief.</li> <li>2. Provide transport to health personnels.</li> <li>3. Construct roads and bridges.</li> </ol>	<ol style="list-style-type: none"> <li>1. Set up plan to rehabilitate the damaged infrastructure including pathways, bridges and national roads.</li> </ol>
Provincial Department of Rural Development		
Preparedness (Before)	Response and emergency relief (During)	Resptoration and rehabilitation (After)
<ol style="list-style-type: none"> <li>1. Conduct training course on community action plan for emergency rescue.</li> <li>2. Construct toilets and tube wells in safe areas.</li> <li>3. Conduct first aid training course for villagers.</li> <li>4. Conduct training course on health care and hygiene.</li> </ol>	<ol style="list-style-type: none"> <li>1. Accompany PCDM.????</li> <li>2. Collect information and report to relevent stakeholders (on what??).</li> <li>3. Provide transportation service and fuels (to whom, for what?)</li> <li>4. Prepare proposals and submit to donors.</li> <li>5. Provide food, which is from WFP, to people.</li> </ol>	<ol style="list-style-type: none"> <li>1. Restore and repair wells.</li> <li>2. Conduct first aid training course for villagers.</li> <li>3. Conduct training course on health care and hygiene.</li> <li>4. Restore and repair all damaged infrastructure including pathways/roads, bridges, drainage pipes.</li> </ol>
Provincial Department of Commerce		

<b>Preparedness (Before)</b>	<b>Response and emergency relief (During)</b>	<b>Resptoration and rehabilitation (After)</b>
<ol style="list-style-type: none"> <li>1. Manage rice stock in every rice mill as well as fuel stock.</li> <li>2. Provide assistance and suggestions to Provincial Governor for food and fuel management.</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep a record and manage the use of external rice stock and fuel stock from private rice mills and gas stations.</li> <li>2. Provide assistance and suggestions to Provincial Governor on goods (food and fuel) distribution.</li> </ol>	
<b>Provincial Information Department</b>		
<b>Disaster Preparedness</b>	<b>Emergency Respond</b>	<b>Reconstruction and rehabilitation</b>
<ol style="list-style-type: none"> <li>1. Information management.</li> <li>2. Circulate information <b>(what kind)</b> to public through public media systems such as radio and television.</li> </ol>	<ol style="list-style-type: none"> <li>1. Information management.</li> <li>2. Circulate information <b>(what kind)</b> to public through public media systems such as radio and television.</li> </ol>	<ol style="list-style-type: none"> <li>1. Information management.</li> <li>2. Circulate information <b>(what kind)</b> to public through public media systems such as radio and television.</li> </ol>
<b>Provincial Environmental Department</b>		
<b>Disaster Preparedness</b>	<b>Emergency Respond</b>	<b>Reconstruction and Rehabilitation</b>
<ol style="list-style-type: none"> <li>1. Disseminate information on water pollution and waste management</li> <li>2. Cooperate with local authority and relevant organizations in order to establish new landfill.</li> <li>3. Transfer waste to remote area, far from residencial areas.</li> </ol>	<ol style="list-style-type: none"> <li>1. Public awareness raising on waste disposal and management.</li> <li>2. Encourage private company to transport wastes to landfill.</li> </ol>	<ol style="list-style-type: none"> <li>1. Public awareness raising on waste disposal and management.</li> <li>2. Advice local authority and relevant organizations on waste management.</li> <li>3. Investigate waste management application at household level and provide recommendation.</li> </ol>

### 11. Interventions for Flood Mitigation (Before flood)

Code	Detail Action	Measurement??? Baseline Data ?? Expected results??	Responsible unit/ organizations	Resources and Materials (Input)	Time
<b>11.1 Capacity Building of PCDM, DCDM, CCDM and VCDM</b>					
5.1.1	Cooperate with NCDM to estimate the <b>inputs???</b> for capacity building at all levels.	Estimations conducted in one province, one district and one commune.	- NCDM - PCDM and DCDM Secretariat - Relevant organizations.	- Document - Experts - Budget	February-March
5.1.2	Cooperate with NCDM to prepare training materials and other relevant documents according to the baseline survey.	Training materials were prepared and updated based on the actual requirement.	- NCDM - PCDM and DCDM Secretariat - Relevant organizations.	- Document - Experts - Budget	March - April
5.1.3	Cooperate with NCDM to conduct traing course for all levels.	4 training courses had been conducted: one for PCDM, one for DCDM, and two for CCDM.	- NCDM - PCDM and DCDM Secretariat - Relevant organizations.	- Document - Experts - Budget	March - May
5.1.4	Cooperate with NCDM to monitor the process of implementation and evaluate personnel's capacity in the field in order to determine additional requirment.	- <b>Conduct survey among trainee 2 to 3 times per year.</b> - <b>Finding will be prepared.</b>	- NCDM - PCDM and DCDM Secretariat - Relevant organizations.	- Budget - Experts - Transportation	July-December
5.1.5	Cooperate with NCDM to prepare training materials for	- Base on actual requirement, additional	- NCDM - PCDM and DCDM Secretariat	- Training materials - Equipement - Experts	December-February

	the follow up training courses.	documents will be prepared.	- Relevant organizations.		
5.1.6	Cooperate with NCDM to conduct further training courses for CDM, DCDM, CCDM, VCDM based on real conditions.	- 4 training courses had been conducted: one for PCDM, one for DCDM, and two for CCDM.	- NCDM - PCDM and DCDM Secretariat - Relevant organizations.	- Training materials - Budget - Equipement - Experts	February- June
<b>11.2 Public Awareness Raising (Adverse Impact of Flood Disaster, Prevention and Response measures) in the Target Areas.</b>					
5.2.1	Work with every stakeholder from every level, through painting competition activities. Under experts' supervision, to prepare and publish public awareness information and education materials such as poster, brochure, leaflet and calendar.	Numerous documents including poster brochure calendar have been produced.	- PCDM and DCDM Secretariat - Provincial and District Department of Education, Youth and Sport - Provincial and district Department/ Office of Culture - Provincial and district Department/ office of Environment - Provincial and district Department/ Office of Health - Provincial and District Red Cross chapters - Provincial and district Department/ Office of Religion - Provincial and district Department/ Office of	- Human resource - Budget - Materials - Transportation - Document	January- March

			Women Affair - Relevant organizations		
5.2.2	Work with every stakeholder, especially DCDM Secretariat to circulate the existing documents as stated in section 5.2.1 to villagers and other target groups in order to assess the understanding level from those documents.	<ul style="list-style-type: none"> <li>- All documents had been distributed to to villagers and other target groups.</li> <li>- Feedbacks have been used to improve those documents.</li> </ul>	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat</li> <li>- Provincial and District Department of Education, Youth and Sport</li> <li>- Provincial and district Department/ Office of Culture</li> <li>- Provincial and district Department/ office of Environment</li> <li>- Provincial and district Department/ Office of Health</li> <li>- Provincial and District Red Cross chapters</li> <li>- Provincial and District Department/ Office of Information</li> <li>- Provincial and District Department/ Office of Religion</li> <li>- Provincial and District Department/ Office of Women Affair</li> <li>- Relevant organizations</li> </ul>	<ul style="list-style-type: none"> <li>- Budget</li> <li>- Materials</li> <li>- Transportation</li> <li>- Document</li> </ul>	January - March
5.2.3	Provincial and district technical teams will update the	All documents were improved according	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat</li> </ul>	<ul style="list-style-type: none"> <li>- Human Resource</li> <li>- Transportation</li> <li>- Document</li> </ul>	January - March

	documents when feedback/ suggestion are available. (What documents?)	to feedback and suggestion from the first distribution.	<ul style="list-style-type: none"> <li>- Provincial and District Department of Education, Youth and Sport</li> <li>- Provincial and district Department/ Office of Culture</li> <li>- Provincial and district Department/ office of Environment</li> <li>- Provincial and district Department/ Office of Health</li> <li>- Provincial and District Red Cross chapters</li> <li>- Provincial and District Department/ Office of Information</li> <li>- Provincial and District Department/ Office of Religion</li> <li>- Provincial and District Department/ Office of Women Affair</li> <li>- Relevant organizations</li> </ul>		
5.2.4	Assist and participate in art team in district level to create novels and short performances, which are relevant to technical preparedness and flood mitigation measures.	Numerous short performances and novels were generated. (are they already there or will be	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat</li> <li>- Provincial and District Department of Education, Youth and Sport</li> <li>- Provincial and district</li> </ul>	<ul style="list-style-type: none"> <li>- Human resource</li> <li>- Budget</li> <li>- Document</li> </ul>	January-March

		generated?)	<ul style="list-style-type: none"> <li>Department/ Office of Culture</li> <li>- Provincial and district Department/ office of Environment</li> <li>- Provincial and district Department/ Office of Health</li> <li>- Provincial and District Red Cross chapters</li> <li>- Provincial and District Department/ Office of Information</li> <li>- Provincial and District Department/ Office of Religion</li> <li>- Provincial and District Department/ Office of Women Affair</li> <li>- Relevant organizations</li> </ul>		
5.2.5	Work with DCDM to conduct short performances for educating the public.	The performances have been conducted 2-3 times during traditional ceremonies in floodplain areas.	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat</li> <li>- Provincial and District Department of Education, Youth and Sport</li> <li>- Provincial and district Department/ Office of Culture</li> <li>- Relevant organizations</li> </ul>	<ul style="list-style-type: none"> <li>- Human Resource (Art Team, Students...)</li> <li>- Budget</li> <li>- Transportation</li> <li>- Equipments</li> </ul>	April - December

<b>11.3 Install Flood Marks and Early Warning Devices in Target Areas</b>					
5.3.1	Work with Department of Hydrology and River Works of the MOWRAM to identify location for installation of flood marks and early warning equipment in the villages and communes of target districts.	Necessary information <b>were</b> collected and studied along target villages and communes.	<ul style="list-style-type: none"> <li>- Technicians from Department of Hydrology and River Works</li> <li>- Provincial Department of Water Resources</li> <li>- District and Commune Disaster Management Committee</li> <li>- Provincial and District Red Cross chapters</li> <li>- Relevant organizations</li> </ul>	<ul style="list-style-type: none"> <li>- Human Resource</li> <li>- Budget</li> <li>- Documents</li> <li>- Transportation</li> </ul>	January-March
5.3.2	Cooperate with technical teams to install flood marks and early warning equipment in villages and communes of the target districts as described in 5.3.1	Numerous of hydrological meters and information boards <b>were</b> equipped in targeted villages and communes	<ul style="list-style-type: none"> <li>- Technicians from Department of Hydrology and River Works</li> <li>- Provincial Department of Water Resources</li> <li>- District and Commune Disaster Management Committee</li> <li>- Relevant organizations</li> </ul>	<ul style="list-style-type: none"> <li>- Human Resource</li> <li>- Budget</li> <li>- Documents</li> <li>- Transportation</li> <li>- Flood marks and information boards</li> </ul>	March-May
5.3.3	Learn how to operate and maintain the equipment.	Train the response team, who work in target villages/ communes how to record water level (variation) and to <b>collect</b> information.	<ul style="list-style-type: none"> <li>- Technicians from Department of Hydrology and River Works</li> <li>- Provincial Department of Water Resources</li> <li>- District and Commune Disaster Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>- Human Resource</li> <li>- Budget</li> <li>- Documents</li> </ul>	May - June



			- Relevant organizations		
5.3.4	Work with DCDM to train villager who live in the target areas to handle and maintain equipments.	Numerous trainings were conducted in targeted villages and communes.	- PCDM and DCDM - Provincial and District Department/Office of Water Resources - Relevant organizations	- Human Resource - Budget - Documents - Microphone - Posters	May-June
5.3.5	Work with DCDM to disseminate and encourage people to utilize the outcomes of the early warning system and protect equipments.	Public campaigns on flood disaster and mitigation strategy have been continuously conducted in target villages and communes.	- District and Commune Disaster Management Committee - Provincial and District Department/Office of Water Resources - Relevant organizations	- Human Resource - Budget - Documents - Microphone - Posters	Once a month
<b>11.4 Management of Stockpiling</b>					
5.4.1	Establish provincial warehouses to keep first aids and equipment.	Several warehouses and stock pilling have been identified at the provincial level.	- District and Commune Disaster Management Committee - PCDM Secretariat	- Materials and equipments to build new warehouses - Budget	January-April
5.4.2	Develop procedures on stock management and relief material storage.	Procedures on stock management has been identified and established.	- District and Commune Disaster Management Committee - PCDM Secretariat	- Human Resource - Documents	January-April
<b>11.5 Development of Search &amp; Rescue and Relocation Strategies</b>					
5.5.1	Identify methods and resources	Transportation	- PCDM and DCDM	- Human Resource - Budget	January-May

	(such as boats and motor boats...etc) in provincial level to provide relief, relocation and search & rescue for vulnerable victim	resources such as boats, motor boats, car and motors... were determined.	- Provincial and district Search and Rescue Teams - Village and commune authority	- Transportation - Documents	
5.5.2	Work with DCDM and local authorities to determine the number of people and animal always have to move to safe areas, location of safe areas and the frequency of relocation.	Vulnerable people including animals always have to move to safe areas during floods were identified.	- PCDM and DCDM - Provincial and district Search and Rescue Teams - Provincial and district Information Management and Assessment Teams - Village and Commune authority	- Human Resource - Budget - Transportation - Documents	January-May
5.5.3	Work with DCDM and local authorities to create maps showing the locations of safe areas for villagers.	Numerous maps, which show vulnerable areas and safe areas were distributed in concerned villages, commune and districts.	- PCDM, DCDM and CCDM - Provincial and district Search and Rescue Teams - Provincial and district Information Management and Assessment Teams - Village and Commune authority	- Human Resource - Budget - Transportation - Documents	January-May
<b>11.6 Safe Area Arrangement and Management Before Flooding Season</b>					
5.6.1	Work with DCDM and local authorities to identify the number and capacity of each safe area in each vulnerable village/ commune.	Number and capacity of safe areas throughout province have been identified.	- PCDM, DCDM and CCDM - Provincial and district Search and Rescue Teams - Provincial and district Information Management and Assessment Teams	- Human Resource - Budget - Transportation - Documents and information	January-May

			- Village and Commune authority		
5.6.2	Work with DCDM and local authorities to prepare a provincial map which indicates vulnerable areas and location of safe areas.	Villages, communes and districts maps (flood hazard maps) through out the province were created.	- PCDM, DCDM and CCDM - Provincial and district Search and Rescue Teams - Provincial and district Information Managemnet and AssessmentTeams - Village and Commune authority	- Human Resource - Budget - Documents and information	January-May
5.6.3	Work with DCDM and local authorities to prepare and maintain the temporary shelters, clean water system and sanitation (wells, toilets and waste water system) available in the safe place to be ready for use during floods.	Shelters, clean water and sanitation systems including wells, toilets and waste water system are readily prepared beforee flood.	- PCDM, DCDM and CCDM - Provincial and district Search and Rescue Teams - Provincial Health, hygiene and sanitation team - Village and Commune authorities	- Human Resource - Budget - Transportation - Documents and information	January- May
<b>11.7 Information Management</b>					
5.7.1	Work with line departments and DCDM to prepare and monitor communication devices including radio, telephone and other equipments which are available in provincial, district and commune level to be ready for use during floods.	Number of communication devices including communication radio, telephone and other equipments were identified throughout the province.	- DCDM Secretariat Disaster - Provincial and district Information Managemnet and AssessmentTeams - Village and Commune authorities	- Human Resource - Materials and Budget	April - June

5.7.2	Develop regulations and share them with Information Management and Assessment Teams at the provincial and district levels.	<ul style="list-style-type: none"> <li>- Regulations on receiving and sending information was established</li> <li>- Provincial and district Information Management and Assessment Teams implement their roles and responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>- DCDM Secretariat Disaster</li> <li>- Provincial and district Information Management and Assessment Teams</li> <li>- Village and Commune authorities</li> <li>- Relevant organization</li> </ul>	<ul style="list-style-type: none"> <li>- Human Resource</li> <li>- Budget</li> <li>- Document</li> </ul>	April - June
5.7.3	Work with Provincial and District Information Management and Assessment Teams to standardize format for data collection and management.	Procedure and form for data collection, data management were approved by participants from all levels. <b>(NCDM already has a form.)</b>	<ul style="list-style-type: none"> <li>- Permanent Secretariat of NCDM, PCDM, DCDM</li> <li>- Provincial and district Information Management and Assessment Teams</li> <li>- Relevant organization</li> </ul>	<ul style="list-style-type: none"> <li>- Human Resource</li> <li>- Budget</li> <li>- Document</li> </ul>	April - May
5.7.4	Cooperate with NCDM to conduct training for Provincial and District Information Management and Assessment Teams on data collection and management techniques.	4 training courses were conducted. One at provincial level, one at district level, and two at commune level.	<ul style="list-style-type: none"> <li>- NCDM</li> <li>- PCDM and DCDM Secretariat</li> <li>- Relevant organizations</li> </ul>	<ul style="list-style-type: none"> <li>- Human Resource</li> <li>- Budget</li> <li>- Document</li> <li>- Materials</li> </ul>	April - June

## 12. Emergency Respond Operations (During Flood)

Code	Detail Action	Measurement	Responsible Office or Organization	Resources and Materials	Time
<b>12.1 Monitor Prevalence and Potential of Hazard (Investigate the situation)</b>					
6.1.1	Search and rescue team, Information Management and Assessment Team and PCDM secretariat appoint permanent patrols to monitor water levels. Gather information from DCDM and its response teams.	Updated/latest news from district is available.	<ul style="list-style-type: none"> <li>- PCDM and DCDM secretariats</li> <li>- Provincial &amp; district Emergency Relief Operation Teams</li> <li>- Provincial &amp; district Information Management and Assessment Teams</li> <li>- Village and Commune authorities</li> </ul>	<ul style="list-style-type: none"> <li>- Communication radio</li> <li>- Telephone</li> <li>- Transportation</li> <li>- Information</li> <li>- Budget</li> </ul>	July- November
6.1.2	Frequently report to NCDM and all stakeholders about latest situations on damages and needs in the communities	Situation continuously reported to NCDM and all stakeholders.	<ul style="list-style-type: none"> <li>- PCDM and DCDM secretariats</li> <li>- Provincial &amp; district Emergency Relief Operation Teams</li> <li>- Provincial &amp; district Information Management and Assessment Teams</li> <li>- Village and Commune authorities</li> </ul>	<ul style="list-style-type: none"> <li>- Radio communication</li> <li>- Telephone</li> <li>- Transportation</li> <li>- Report</li> <li>- Budget</li> </ul>	July- November
6.1.3	Maintain communication with NCDM and relevant stakeholders to monitor events	Report to NCDM and its partners at the provincial level.	<ul style="list-style-type: none"> <li>- PCDM and DCDM secretariats</li> <li>- Provincial &amp; district Information Management and Assessment Teams</li> </ul>	<ul style="list-style-type: none"> <li>- Radio communication</li> <li>- Telephone</li> <li>- Transportation</li> <li>- Report</li> </ul>	July- November

<b>12.2 Dissemination of Flood Forecasts and Early Warning Information among Communities in Vulnerable Areas</b>					
6.2.1	During flood season (July-November), Provincial Information Management & Assessment Teams communicate with Provincial Department of Water Resources to get hydrological information from major stations along the Mekong river.	Hydrological information would receive from Provincial Department of Water Resource and Meteorology and other sources (MRC, etc.).	<ul style="list-style-type: none"> <li>- PCDM and DCDM secretariats</li> <li>- Provincial &amp; district Information Management and Assessment Teams</li> <li>- Provincial Department of Water Resources</li> </ul>	<ul style="list-style-type: none"> <li>- Radio communication</li> <li>- Telephone</li> <li>- Transportation</li> <li>- Information on water level and forecasts</li> </ul>	July-November
6.2.2	Thre results from section 6.2.1 will be distributed to District Information Management and Assessment Team via available communication systems.	Hydrological information received from Provincial Department of Water Resource and Meteorology and other sources will be delivered to several levels: dristrict, commune and village.	<ul style="list-style-type: none"> <li>- PCDM and DCDM secretariats</li> <li>- Provincial &amp; district Information Management and Assessment Teams</li> <li>- Provincial Department of Water Resources</li> <li>- Village and commune authorities of target areas</li> </ul>	<ul style="list-style-type: none"> <li>- Radio communication</li> <li>- Telephone</li> <li>- Transportation</li> <li>- Information on water level and forecasts</li> <li>- Document</li> </ul>	July-November
6.2.3	The Provincial and District Information Management and Assessment Teams to work together in data collection at the locations	Hydrological data and its impacts in flooded areas were kept by the PCDM and DCDM offices as well.	<ul style="list-style-type: none"> <li>- PCDM and DCDM secretariats</li> <li>- Provincial &amp; district Information Management and Assessment Teams</li> <li>- Provincial Department of</li> </ul>	<ul style="list-style-type: none"> <li>- Radio communication</li> <li>- Telephone</li> <li>- Transportation</li> <li>- Information on water level and</li> </ul>	July-November

	where flood marks (EWS system) are installed, and report it to the Department of Hydrology and River Works to generate flood forecasts.		Water Resources - Village and commune authorities of target areas	forecasts - Document	
6.2.4	Provincial Information Management and Assessment Team will inform the relevant provincial departments and NCDM about latest flood situation and potential immediate impacts.	Flood situation and its impacts will be reported to NCDM, line departments, other units around the province and district, and other concerned organizations in the province.	- PCDM and DCDM secretariats - Provincial & district Information Management and Assessment Teams	- Radio communication - Telephone - Transportation - Information on flood situation - Document	July- November
6.2.5	Work with District Information Management and Assessment Team and local authorities to disseminate the result of flood forecasts to communities living in vulnerable (flood prone) areas.	Latest water level and flood forecasts will be disseminated to villagers via available means such as public meeting, etc.	- PCDM and DCDM secretariats - Provincial & district Information Management and Assessment Teams - Village and commune authorities of target areas	- Transportation - Information on flood situation, water level and flood forecasts - Microphone - Poster	
<b>12.3 Strategies for Undertaking Search and Rescue and Evacuation Operations (July-November)</b>					
6.3.1	Provincial search and rescue team prepare rescue	All rescue equipments such as boats, motor	- PCDM and DCDM secretariats	- Communication equipment	July- November

	equipments (outboard, tents etc.) for emergency response.	boats...etc will be readily prepared by PCDM.	<ul style="list-style-type: none"> <li>- Provincial &amp; district Information Management and Assessment Teams</li> <li>- Provincial &amp; district Search and Rescue teams</li> </ul>	<ul style="list-style-type: none"> <li>- Budget</li> <li>- Boats, motorboats, and motor</li> <li>- Human Resource</li> </ul>	
6.3.2	Hold frequent meetings among members of provincial search and rescue team to prepare for interventions in emergency.	Member of Searching and Rescue Team gathers for emergency intervention whenever there is a call for help from district authorities.	<ul style="list-style-type: none"> <li>- PCDM and DCDM secretariats</li> <li>- Provincial &amp; district Information Management and Assessment Teams</li> <li>- Provincial &amp; district Search and Rescue teams</li> <li>- Provincial &amp; district Health, Hygiene and Sanitation teams</li> <li>- Village and commune authorities</li> </ul>	<ul style="list-style-type: none"> <li>- Communication equipment</li> <li>- Budget</li> <li>- Boats, motorboats, outboard and motors</li> <li>- Human Resource</li> <li>- Medicine</li> <li>- Food and clean water</li> <li>- Shelters</li> </ul>	July- November
6.3.3	The provincial search and rescue team will assist the district search and rescue team when it is necessary.	If it is necessary the provincial search and rescue team will immediately take action.	<ul style="list-style-type: none"> <li>- PCDM and DCDM secretariats</li> <li>- Provincial &amp; district Search and Rescue teams</li> </ul>	<ul style="list-style-type: none"> <li>- Communication equipment</li> <li>- Budget</li> <li>- Boats, motorboats, outboards and motors</li> <li>- Human Resource</li> <li>- Medicine</li> <li>- Food and clean water</li> <li>- Life jackets</li> <li>- Maps</li> <li>- Shelters</li> </ul>	July- November



<b>12.4 Safe Area Management</b>					
6.4.1	<b>Temporary Shelters:</b> Communicate with NCDM and relevant provincial department and NGOs in order to seek further contributions like tent, medicine, food, etc. to support the victims.	Temporary shelter is prepared in safe areas for victims.	<ul style="list-style-type: none"> <li>- PCDM and DCDM secretariats</li> <li>- Search and Rescue teams at provincial and district levels</li> <li>- Village and commune authorities</li> <li>- Relevant organizations</li> </ul>	<ul style="list-style-type: none"> <li>- Shelters</li> <li>- Tents</li> <li>- Mobile shelters</li> <li>- Budget</li> <li>- Transportation</li> <li>- Human Resource</li> </ul>	July- November
6.4.2	Work with DCDM to manage safe areas during floods.	Shelters were properly prepared and managed.	<ul style="list-style-type: none"> <li>- PCDM and DCDM secretariats</li> <li>- Provincial &amp; district Search and Rescue teams</li> <li>- Provincial &amp; district Health, Hygiene and Sanitation teams</li> <li>- Village and commune authorities</li> <li>- Relevant organizations</li> </ul>	<ul style="list-style-type: none"> <li>- Human Resource</li> <li>- Budget</li> </ul>	July- November
6.4.3	<b>Security and safety:</b> Work with DCDM to facilitate relevant local authorities such as police, military and commune police to provide security and safety for victims.	Security and safety have been maintained in the safe areas and abandoned areas.	<ul style="list-style-type: none"> <li>- Local authorities</li> <li>- Military Police</li> <li>- Police</li> <li>- District military division</li> </ul>	<ul style="list-style-type: none"> <li>- Communication equipment</li> <li>- Budget</li> <li>- Boats, motorboats and motor</li> <li>- Human Resources</li> </ul>	July- November
<b>12.5 Health, Sanitation and Clean Water Program</b>					
6.5.1	To encourage relevant	Health care personnel,	- Provincial & district Health,	- Medicine	July-

	organizations/agencies, i.e. Provincial and District Health Departments and Health Centers to provide health service, through mobile team, to victims who are living in safe areas.	through mobile team, provide health services to people who are living in safe areas.	Hygiene and Sanitation teams - Health Centers at district and Commune levels	- Chloramines - Medical equipment - Communication equipment - Budget - Boats, motorboats, <b>outboard</b> and motors - Human Resource	November
6.5.2	Provincial Health, Hygiene and Sanitation team will assist district health care team in public awareness raising to local people on basic health care and sanitation program.	The people who live in vulnerable areas are offered basic health care and sanitation program.	- Provincial & district Health, Hygiene and Sanitation teams - Commune health center	- Published document - Human resource - Budget	July-December
6.5.3	Health, Hygiene and Sanitation teams from provincial and district levels will conduct basic assessment on health impacts and disease infection in flooded areas.	The data on health impact in the flooded areas have been collected.	- Provincial & district Health, Hygiene and Sanitation teams - Health Centers at district and Commune levels	- Document and forms - Budget - Human resource	July-December
6.5.4	Health, Hygiene and Sanitation teams regularly report about general health, sanitation and clean water conditions in flooded areas to Provincial Health	Health and sanitation Report will circulate to operational districts Health Centers, Provincial Health Department, Ministry	- Provincial & district Health, Hygiene and Sanitation teams	- Report - Communication equipment - Human Resource	July-December

	Department, the Ministry of Health and relevant organizations.	of Health and relevant organizations.			
6.5.5	Provincial Health, Hygiene and Sanitation team and the Provincial Department of Health will request to the MoH for additional assistances if necessary.	The intervention from Ministry of Health is requested based on the real condition.	<ul style="list-style-type: none"> <li>- Provincial &amp; district Health, Hygiene and Sanitation teams</li> <li>- Provincial Health Department</li> <li>- Health Centers at district and Commune levels</li> </ul>	<ul style="list-style-type: none"> <li>- Report</li> <li>- Communication equipment</li> <li>- Human Resource</li> </ul>	July-December
6.5.6	Work with DCDM to encourage local authorities to investigate health and disease infection/ epidemic situations which relates to sanitation and clean water in their territories.	Reports and information on epidemic and other problems in flooded districts, communes and villages will be collected.	<ul style="list-style-type: none"> <li>- Provincial &amp; district Health, Hygiene and Sanitation teams</li> <li>- Provincial Health Department</li> <li>- Health Centers at district and Commune levels</li> </ul>	<ul style="list-style-type: none"> <li>- Report</li> <li>- Communication equipment</li> </ul>	July-December
<b>12.6 Impact Assessment and Estimation of Resources</b>					
6.6.1	The Provincial Information Management and Assessment Team cooperates with District Information Management and Assessment Team to perform their tasks as stated in sections 6.1.1 to 6.1.3.  Provincial and District	The evaluation and estimation of impact and estimation of resource need during flood disaster were done in affected areas.	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat</li> <li>- Provincial and District Information Management and Assessment Teams</li> <li>- Provincial and District Search and Rescue Teams</li> <li>- Provincial and district Health, Hygiene and Sanitation teams</li> <li>- Provincial and District</li> </ul>	<ul style="list-style-type: none"> <li>- Document and forms for data collection</li> <li>- Budget</li> <li>- Transportation</li> </ul>	July-December

	Information Management and Assessment Teams cooperates to conduct impact assessment and estimation of resource need during flood disaster.		Emergency Relief Operation Teams - Commune and Village Authority - Relevant organizations		
6.6.2	Provincial and with District Information Management and Assessment Teams work together to create damage and need database and produce report on overall impacts and estimation of resource need during flood disaster, and submit the output to NDCM and relevant organizations.	Data and report on overall impacts and estimation of resource need submitted to NCDM and relevant organizations.	- PCDM and DCDM Secretariat - Provincial and District Information Management and Assessment Teams - Provincial and District search and rescue teams. - Provincial and district Health, Hygiene and Sanitation teams - Local aauthorities.	- Computers - Human resource - Collected data - Reports - Budget	July-December
6.6.3	PCDM will call for assistances from NCDM, donors, humanitarian organizations, etc. when emergency occurs (and the impact is beyond local capacity).	Communicate with various governmental agencies, NGOs, donors, humanitarian organizations for aids & emergency assistances.	- PCDM and DCDM Secretariat - PCDM and DCDM Secretariat	- Proposal - Report of overall impact and needs.	July-December
<b>12.7 Emergency Response</b>					
6.7.1	If there is a need for emergency relief operations,	Emergency reliefs are ready to hand over to	- PCDM and DCDM Secretariat	- Report of overall impact and needs	July-December

	PCDM will cooperate with DCDM to provide relief according to the action plan (6.5.1 and 6.5.2).	victims.	<ul style="list-style-type: none"> <li>- Provincial and District Information Management and Assessment Teams</li> <li>- Provincial and District Emergency Relief Operation Teams</li> <li>- Commune and village authorities</li> <li>- Relevant organization</li> </ul>	<ul style="list-style-type: none"> <li>- Relief materials</li> <li>- Budget</li> </ul>	
6.7.2	Cooperate with DCDM to distribute emergency aid to victims due to information action plan (6.5.1 and 6.5.2).	Emergency reliefs are ready to hand over to victims.	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat</li> <li>- Provincial and District Emergency Relief Operation Teams</li> <li>- Commune and village authorities</li> <li>- Relevant organizations</li> </ul>	<ul style="list-style-type: none"> <li>- List of aid receiver</li> <li>- Relief materials</li> <li>- Budget</li> </ul>	July-December
6.7.3	Cooperate with DCDM, commune and village authorities to investigate the demand and needs of victims in the affected areas. The report is (regularly) sent to NCDM to get support.	Numerous reports about the demands and needs of victims were prepared and circulated to NCDM and relevant organizations.	<ul style="list-style-type: none"> <li>- Provincial and District Information Management and Assessment Teams</li> <li>- Provincial and District Emergency Relief Operation Teams</li> <li>- Commune and village authorities</li> <li>- Relevant organizations</li> </ul>	- Report	September - November
6.7.4	Work with DCDM and commune and village authorities in order to investigate and to rectify any dissatisfaction towards the relief distribution activities.	All complaints from beneficiaries and non-beneficiaries have been received and responded to.	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat</li> <li>- PCDM and DCDM Secretariat</li> <li>- Commune and village authorities</li> <li>- Relevant organization</li> </ul>	- Report	September - November

### 13. Reconstruction and Rehabilitation

Code	Detail Action	Measurement	Responsible Office or Organization	Resources and Materials	Time
<b>13.1 Estimation of Damage and the Needs</b>					
7.1.1	Provincial and District Information Management and Assessment Teams cooperates with commune and village authorities to prepare documents/forms to estimate the damage and needs for reconstruction and rehabilitation.	Document and forms for data collection on overall damage and needs after flood were compiled.	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat</li> <li>- Provincial and District Information Management and Assessment Teams</li> <li>- Provincial and District Emergency Relief Operation Teams</li> <li>- Commune and village authority</li> <li>- Relevant organization</li> </ul>	<ul style="list-style-type: none"> <li>- Document and forms for data collection</li> <li>- Reports on damage/impacts since the beginning of disaster</li> <li>- Report of technical agencies and bureau</li> </ul>	November-February
7.1.2	Provincial Information Management and Assessment Teams cooperates with the district teams and local authorities to collect damage data.	Data of overall impacts and needs were collected and reported.	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat</li> <li>- Provincial and District Information Management and Assessment Teams</li> <li>- Commune and village authorities</li> <li>- Relevant organizations</li> </ul>	<ul style="list-style-type: none"> <li>- Reports on damage/impacts since the beginning of disaster</li> <li>- Report from technical agencies and bureau</li> <li>- Budget</li> </ul>	November-February
7.1.3	Work with District Information Management and Assessment Team to prepare damage and need reports to reconstruct and	The overall impacts and needs report was prepared for reconstruction and rehabilitation plan.	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat</li> <li>- Provincial and District Information Management and Assessment Teams</li> <li>- Commune and village</li> </ul>	<ul style="list-style-type: none"> <li>- The evaluation report</li> <li>- Reports on damage/impacts since the beginning of</li> </ul>	November-February

	rehabilitate the damaged areas.		authority - Relevant organizations	disaster - Report from expert office and bureau	
7.1.4	Publish and distribute the damage and need reports to NCDM, ministries and departments, and Organizations to find out strategies and actions for reconstruction and rehabilitation.	The overall impact, damage and need reports were circulated to all stakeholders within and outside province.	- PCDM and DCDM Secretariat - Provincial and District Information Management and Assessment Teams	- Evaluation report	November-February
<b>13.2 Planning and Strategy Preparation</b>					
7.2.1	Work with DCDM to prepare for a provincial workshop in order to establish a plan for reconstruction and rehabilitation according to result from action 7.1.	A workshop at provincial level on reconstruction and rehabilitation plan/strategy was conducted.	- PCDM and DCDM Secretariat	- Budget - Human resource - Document for workshop	December-February
7.2.2	Publish reconstruction and rehabilitation plan and strategy, outcomes of the workshop, to provincial departments and units, NCDM, national line agencies, and relevant organizations to participate and support the	The reconstruction and rehabilitation plan and strategy were submitted to NCDM, government and development organizations after flood disasters.	- PCDM and DCDM Secretariat	- Planning and strategy document - Proposals	December-March

	implementation.				
7.2.3	Work with technical departments, and development organizations who are implementing their activities in the province. <b>(implementation is in the next step??)</b>	List of the involving/ interested offices, units and organizations were identified.	- PCDM and DCDM Secretariat		December-April
<b>13.3 Implementing Reconstruction and Rehabilitation Plan and Strategy</b>					
7.3.1	Identify departments, units and relevant institutes and determine their roles and responsibilities to implement reconstruction and rehabilitation plan.	Involving offices, units and organizations were identified and accepted.	- PCDM and DCDM Secretariat	- List of offices, technical units and relevant organizations - Agreements	February-April
7.3.2	Work with departments and technical units to prepare for regulations and procedures to implement reconstruction and rehabilitation plan.	Regulations and procedures for implementation of reconstruction and rehabilitation plan was prepared and approved.	- PCDM and DCDM Secretariat	- Budget for reconstruction and rehabilitation	March-May
7.3.3	Implement reconstruction and rehabilitation plan	Numerous reconstruction and rehabilitation plans were implemented.	- Technical units - Relevant organizations	- Documents on principle and procedure - Agreements	March-May
7.3.4	Work with DCDM for evaluation and monitoring	Regular evaluation and monitoring was done.	- PCDM and DCDM Secretariat	- Evaluation and monitoring report	March-May



	activities during the implementation of Reconstruction and rehabilitation plan.				
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14. Preparedness **for any kind of hazard? Or is this implementation of plan?** (Before Flood)

Code	Detail Action	Measurement	Responsible Office or Organization	Resources and Materials	Time
<b>14.1 Infrastructure Preparedness (Dam, Channel, Safe place... ..)</b>					
8.1.1	Work with DCDM to document available as well as required resources and local capacity, potential hazards and vulnerability from documents of ADPC, Red Cross, CARE and OXFAM, etc.	Documents, on available as well as required resources and local capacity, potential hazards and vulnerability, were collected and ready for analysis.	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat</li> <li>- Provincial and District Information Management and Assessment Teams</li> </ul>	<ul style="list-style-type: none"> <li>- Rrelevant documens from various organizations</li> </ul>	November -January
8.1.2	Help DCDM to train members of <b>District and Commune Executive Committees</b> on the methods and techniques use in evaluation and estimation of loss and needs.	3 training courses were prepared for data collectors at district, commune and village levels.	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat</li> <li>- Provincial and District Information Management and Assessment Teams</li> <li>- <b>District and Commune Executive Committees</b></li> <li>- Relevant organizations</li> </ul>	<ul style="list-style-type: none"> <li>- Documents on risk, loss and need assessment.</li> <li>- Human resource</li> </ul>	November -January
8.1.3	Cooperate with DCDM, <b>Executive Committee</b> to identify hazard (flood) mitigation activities at local level to reduce the adverse impacts of hazards and vulnerability and to strengthen the capacity of targeted	<b>Data of hazardous, vulnerability and capacity were collected and documented for vulnerable communes and villages to flooding.</b>	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat</li> <li>- Provincial and District Information Management and Assessment Teams</li> <li>- <b>District and Commune Executive Committees</b></li> <li>- Relevant organizations</li> </ul>	<ul style="list-style-type: none"> <li>- Human resource</li> <li>- Existing documents on <b>(???)</b> targeted communes and villages</li> </ul>	February - March

	communities.				
8.1.4	Work with DCDM, <b>Executive Committee</b> in the selection of beneficiaries for flood mitigation project.	Beneficiaries of flood mitigation project were selected from target communes and villages.	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat</li> <li>- Provincial and District Information Management and Assessment Teams</li> <li>- <b>District and Commune Executive Committees</b></li> <li>- Relevant organizations</li> </ul>	<ul style="list-style-type: none"> <li>- Documents on selection process</li> <li>- List of beneficiaries of target communes and villages</li> <li>- Budget</li> </ul>	February - March
8.1.5	Work with DCDM, <b>Executive Committee</b> and local authorities to <b>prioritize</b> mitigation activities identified in section 8.1.3	Numerous mitigation projects and types were selected and prioritized in target villages and communes.	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat o</li> <li>- Provincial and District Information Management and Assessment Teams</li> <li>- <b>District and Commune Executive Committees</b></li> <li>- Local authorities</li> <li>- Relevant organizations</li> </ul>	<ul style="list-style-type: none"> <li>- Document of eligibilities and prioritization</li> <li>- Budget</li> </ul>	February- March
<b>14.2 Implementation of Hazard (Flood) Mitigation Plan</b>					
8.2.1	Work with DCDM, <b>Executive Committee</b> and local authorities to prepare action plan for flood mitigation.	Action plans were prepared for targeted communes and villages.	<ul style="list-style-type: none"> <li>- PCDM and DCDM Secretariat o</li> <li>- Provincial and District Information Management and Assessment Teams</li> <li>- <b>District and Commune Executive Committees</b></li> <li>- Local authorities</li> <li>- Relevant organizations</li> </ul>	<ul style="list-style-type: none"> <li>- Action plan</li> <li>- Budget</li> <li>- Human resource</li> </ul>	February - March
8.2.2	Work with DCDM, CCDM and local authorities, throught public election, to establish Executive	<ul style="list-style-type: none"> <li>- A multi committee was established at district level</li> <li>- A committee at targeted</li> </ul>	<ul style="list-style-type: none"> <li>- Permanent Secretariat of PCDM and DCDM</li> <li>- Commune and village authorities</li> </ul>	<ul style="list-style-type: none"> <li>- Report of eligible selection</li> <li>- Composition of committee</li> </ul>	February - March

	Committee for district and commune mitigation project.	commune was established.	- Relevant organizations		
8.2.3	Work with DCDM to prepare a term of reference, regulation for the District and Commune Executive Committees.	- Principle and term of reference of the District and Commune Executive Committees was established.	- Permanent Secretariat of PCDM and DCDM - Commune and village authorities - Relevant organizations	- Regulation	February - March
<b>14.3 Action Plan Implementation</b>					
8.3.1	Implement action plan developed in 8.2.3 and 8.2.4.	Mitigation activities in target villages and communes were implemented.	- PCDM and DCDM Secretariat - District and Commune Executive Committees	- Budget	March - May
8.3.2	Work with DCDM to regularly monitor the implementation.	Evaluation and monitoring carried out regularly.	- PCDM and DCDM Secretariat - Commune and village authorities - Relevant organizations	- Budget	March- May
<b>Procedures for Hazard Mitigation (Policy development and Resource identification and mobilization)</b>					
<b>14.4 Resource Identification and mobilization (at the local level)</b>					
8.4.1	Work with DCDM to identify available resources at all level (Province, District and commune)	The available resources (Human, financial, materials) were identified.	- PCDM and DCDM - PCDM and DCDM Secretariat - Commune and village authorities	- Resource Inventory	January - December
8.4.2	Work with DCDM and encourage commune and village authorities to combine and integrate the flood management plan into 3 years	Flood management plan was integrated into commune/village development plans.	- DCDM and CCDM - Commune and village authorities	- Planning document - Commune development fund	January- December

	and 5 years village/ commune development plans.				
8.4.3	Contact with NCDM, government and relevant ministries to seek funding.	The financial resources were identified.	- DCDM and CCDM - PCDM and DCDM Secretariat		January-December
<b>14.5 Resource Identification and mobilization (at the national and regional level)</b>					
8.5.1	Develop a detailed financial plan for implementation of provincial flood management plan, to be submitted to NCDM	Detailed financial plan was prepared.	- NCDM - PCDM and DCDM - PCDM and DCDM Secretariat	- Experts - <b>Training??</b>	January-March
8.5.2	Work with NCDM to organize meetings with local and development organizations, united nation and donor agencies and private institutions to present the plan for technical support and additional funding.	Meetings with international and national development organizations, united nation and donor agencies were conducted.	- NCDM - PCDM and DCDM - PCDM and DCDM Secretariat	- Experts - <b>Training??</b>	January-March and appropriate time
<b>14.6 Development and <b>Establishment</b> of Disaster Management Policies at all level</b>					
8.6.1	Work with NCDM to contact international organizations and national as well as international experts to develop disaster management policies at provincial and district levels.	The experts from partner organizations will be called for help in policy development at provincial and district level.	- NCDM - PCDM and DCDM - PCDM and DCDM Secretariat	-	January-March
8.6.2	Work with NCDM to develop	Policies for disaster	- NCDM	- Experts	January-

	disaster management policies at the provincial and district levels with technical support from national and international experts.	management in district level were developed	<ul style="list-style-type: none"> <li>- PCDM and DCDM</li> <li>- PCDM and DCDM Secretariat</li> <li>- Experts form partner organizations (local/international)</li> </ul>	- Budget	March
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## 15. Budget Planning

1. Existing budget
2. Proposed budget from national and international donors

## 16. Annexes

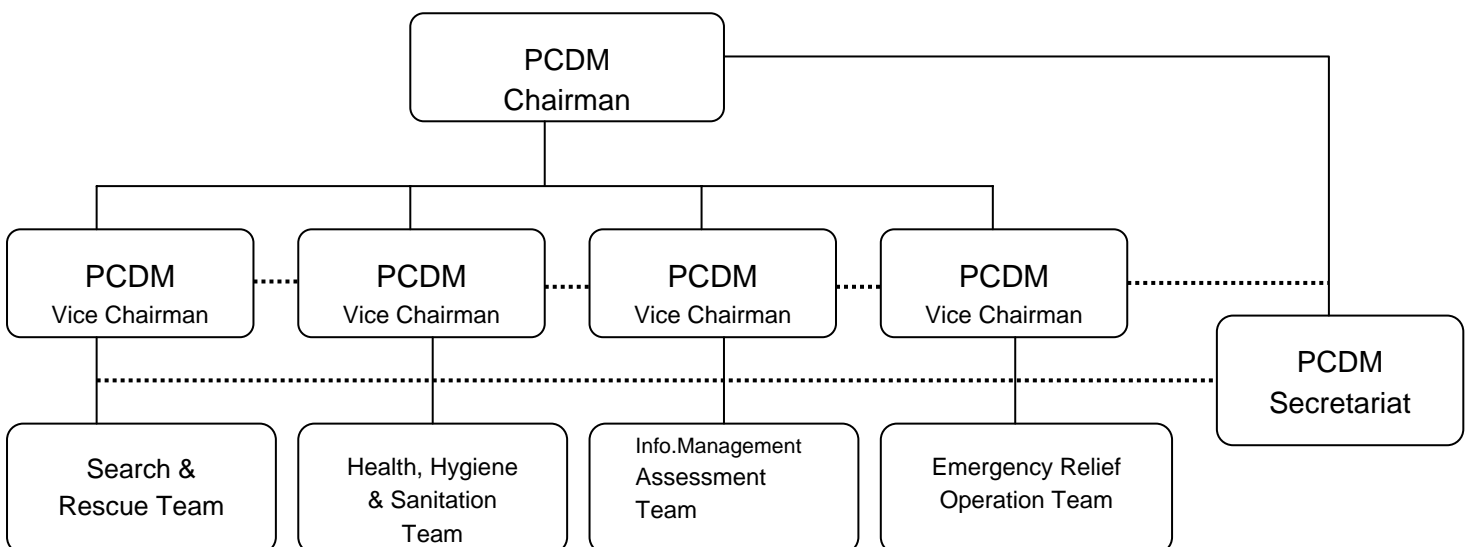
- a. Resource inventory (Human resource and other resources)
- b. List of important institutions or organizations
  - National Committee for Disaster Management
  - Provincial Committee for Disaster Management
  - Disaster Management Team
  - Police and soldier
  - Other organizations
- c. Maps
  - Provincial map indicating:
    - Safe areas
    - Vulnerable (flood prone) areas
- b. Other documents such as: Royal Decree, Decree, Sub Decree and Order to establish Committees for Disaster Management at various levels.

## Annex 2

### Summary Results of Consultative Workshop on Development of Provincial Flood Preparedness Planning, Prey Veng Province. 13-14 December 2005

#### Key Results:

- The first draft of provincial flood preparedness plan was updated and approved on planned outputs and detail activities.
- Roles and responsibilities of line departments as the members of Provincial Committee for Disaster Management were defined and added according to its core programs as the members of Provincial Committee for Disaster Management (PCDM) and the roles and responsibilities have been recognized and accepted by each line department.
- Structure of Provincial Committee for Disaster Management (PCDM) was improved and recognized as new institutional mechanism.



- The new Provincial Disaster Management Teams have been established and the roles and responsibilities of each team were approved and accepted by line departments. They are:
  - Search and rescue team
  - Health, hygiene and water sanitation team
  - Information management/Assessment Team
  - Emergency relief operation team



- The line departments requested a vice chairman of PCDM as a team leader of each team.
- Workshop proposed some line departments as deputy team leaders of each team, for example:
  - Deputy team leaders of Search and Rescue Team:
    - Provincial Military Operation
    - Provincial Military Police
    - Provincial Police
  - Deputy team leaders of Health, hygiene and water sanitation team
    - Health Department
    - Rural Development Department
    - Environment Department.
  - Deputy team leaders of Information management/Assessment Team
    - Hydrology and Water Resource Department
    - Agriculture Department
    - Information Department
  - Deputy team leaders of Emergency relief operation team
    - Provincial Cambodian Red Cross Branch
    - Social Affair
    - Economic and Finance Department
    - Provincial National Bank
- Existing resources of each line departments were identified to contribute to the Provincial Flood Preparedness Plan.
- The applicable strategies for internal and external resource mobilization were initiated and identified.

**Key Recommendations for improvement:**

- Provincial Committee for Disaster Management (PCDM) should have its own operational office and staff, enable to be easy to get in touch by stakeholders and other NGOs and ensure its functions.
- Provincial Flood Preparedness Plan should include milestone, timeline, and indicators for monitoring and evaluation purposes.
- Provincial Flood Preparedness Plan should integrate into the 3 and 5 year rolling plan of socio-economic development plan at all levels, including provincial, district and commune.
- The workshop commented that PCDM should do something like Cambodian Red Cross and provincial sport for fundraising activities for supporting its own functions.

**Next steps to be undertaken:**

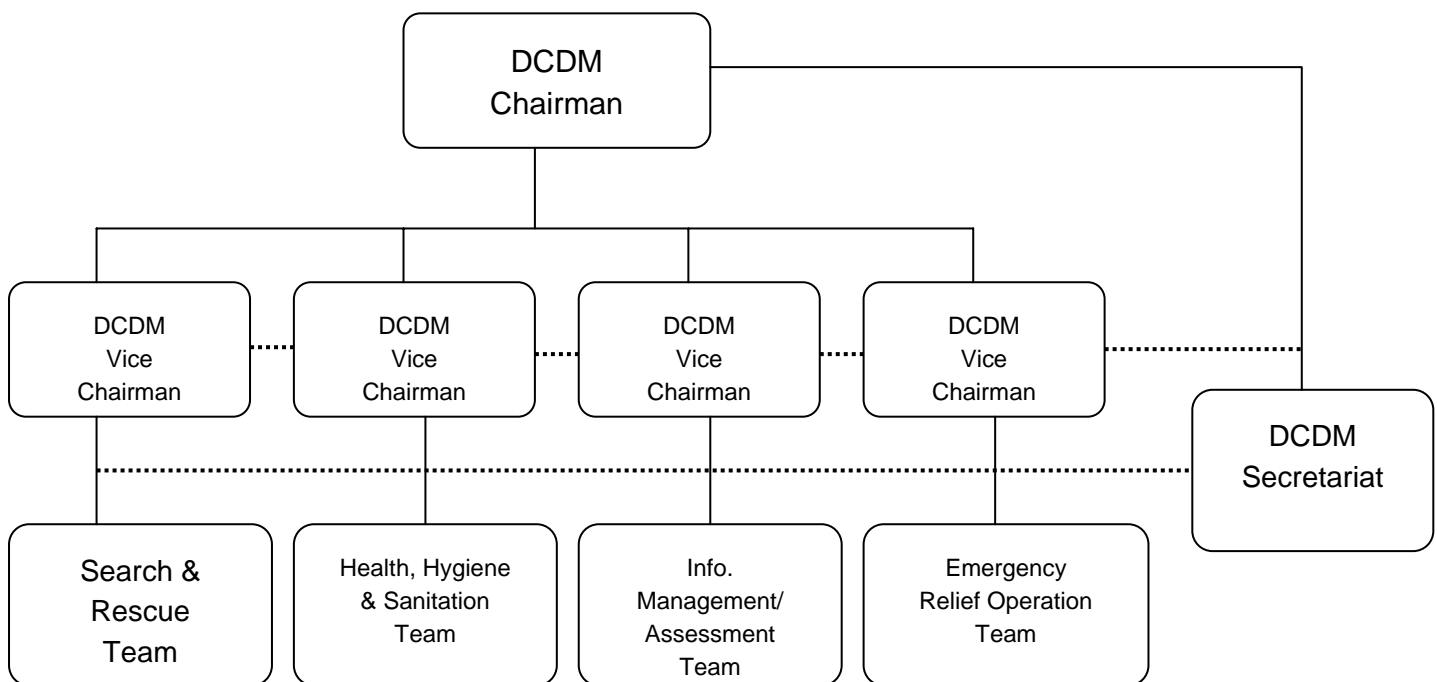
- Consolidate, update and finalize Provincial Flood Preparedness Plan based on the comments, feedbacks and results of the workshop.
- Continue to mobilize available and required resources to ensure that the plan would be successfully implemented.
- Identify opportunity to mainstream or integrate Provincial Flood Preparedness Plan into socio-economic development plan under Seila's programs in all levels, including province, district and communes.

## Annex 3

### Summary Results of Consultative Workshop on Development of Flood Preparedness Plan at District Level for Peam Chor District, Prey Veng Province, 29-30 December 2005

#### Key Results:

- The first draft of district flood preparedness plan was updated and defined.
- Roles and responsibilities of line offices as the members of District Committee for Disaster Management (DCDM) were updated due to their core programs and recognized by its line offices.
- District Committee for Disaster Management's structure was improved and it was recognized by National Committee of Disaster Management (NCDM), and Provincial Disaster Committee for Disaster Management (PCDM).



- Commune Group for Disaster Management was initiated to change into Commune Committee for Disaster Management (CCDM) and its structure must be parallel with province and district structures.
- The District Disaster Management Team (DDMT) was established. Its compositions and roles and responsibilities of each team was determined and approved. The teams were included:
  - Search and rescue team

- Health, hygiene and water sanitation team
- Information management/assessment team
- Emergency relief operation team
  
- The workshop proposed the vice chairmen of District Committee for Disaster Management (DCDM) as a team leader of each team.
  
- The workshop proposed and included some line offices as the deputy team leaders of each team, including:
  - Deputy team leaders of Search and rescue team included:
    - District Military Police
    - District Police
    - Sub-District Military Operation
  
  - Deputy team leaders of Health, hygiene and water sanitation team
    - District Health Office
    - District Rural Development Office
    - District Environment Office
    -
  
  - Deputy team leaders of Information management/assessment team
    - District Information Office
    - District Agriculture Office
    - District Water Resource Office
  
  - Deputy team leaders of Emergency relief operation team
    - District Red Cross
    - District Social Affairs Office
    - District Planning Office
  
- Available resources of its line offices and at commune level were discussed and identified to contribute to support District Flood Preparedness Plan.
  
- The workshop discussed and identified the strategies for internal and external funding sources, including:
  - Royal Government of Cambodia
  - Cambodian and International NGOs
  - Contribution of Communities
  - Religion institutes (fundraising for disaster management)
  - Charities
  - Encouraging commune level to initiate and develop flood preparedness plan
  - Mainstream and integrate flood preparedness plan in all levels into socio-economic development plan under Seila programs.

#### **Key recommendations and improvement:**

- District Committee for Disaster Management (DCDM) should have its own office, to ensure its function and enable to NGOs and other agencies to coordinate and communicate with.

- Flood Preparedness Plan should initiate to mainstream and integrate into the 3 and 5-year rolling socio-economic development plan at all levels, including commune, district and province.
- The workshop initiated and proposed its line office to allocate annual fund for flood preparedness plan.
- Training courses and capacity building on disaster management for district and commune members are prioritized and needed.
- Public awareness on flood preparedness, mitigation measures to people, local authorities, and public are prioritized to do, enable to get involvement from them.
- Fundraising for disaster management at district and commune levels was initiated.

**Next steps to be undertaken:**

- Update and finalize the district flood preparedness plan based on outcomes of the workshop.
- Continue to identify internal and external resources and fund for supporting and ensuring that district flood preparedness plan can be carried out successfully.
- Continue to mainstream and include the district flood preparedness plan into socio-economic development plan under Seila's programs in all levels, province, district and communes.

## Annex 4

### Cooperation Agreement between NCDM-Cambodia and ADPC Under "Flood Emergency Management Strengthening (FEMS)" Project Implemented by ADPC, MRC and GTZ



#### **Preamble**

NCDM and ADPC have collaborated since 1997 and have affirmed the commitment for enhanced collaboration under the MoU signed in December 2004. Herein, NCDM and ADPC will cooperate for implementation of the "Flood Emergency Management Strengthening (FEMS)" project as described below. There are two main objectives of this agreement:

1. To develop and implement provincial and district level flood preparedness programs through enhanced cooperation with national, provincial and district disaster management agencies.
2. To enhance the capacities of national, provincial and district disaster management agencies by means of active participation in the development and implementation of provincial and district level flood preparedness programs.

#### **1. Project Background**

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

*"People's suffering and economic losses due to floods are prevented, minimized, or mitigated, while preserving the environmental benefits of floods".*

The FMMP has the five major components:

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

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

The implementation of Component 4, from September 2004 to June 2007, is being undertaken by the Asian Disaster Preparedness Center (ADPC), in close collaboration

with MRC, with the funding support from Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ) GmbH.

## **2. Partners**

The key project partners in Cambodia are identified as follows:

### ***Coordination and Facilitation:***

- Cambodia National Mekong Committee (CNMC)

### ***Implementation Partners:***

- National Committee for Disaster Management (NCDM) Cambodia
- Provincial and District Committees for Disaster Management (PCDMs and DCDMs) of Kandal and Prey Veng

### ***Cooperating Partners:***

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

## **3. Activities in Cambodia**

The following project outputs are expected in Kandal and Prey Veng provinces.

- Activity 1:** Facilitating the preparation and implementation of flood preparedness programs in Kandal and Prey Veng provinces and two districts, Leuk Dek & Lovea Em (Kandal) and Sithor Kandal & Peam Chor (Prey Veng) in each province.
- Activity 2:** Enhancement of National capacities to support preparation and implementation of preparedness programs.
- Activity 3:** Conducting Flood Risk Awareness Campaigns in Leuk Dek & Lovea Em districts of Kandal and Sithor Kandal & Peam Chor district of Prey Veng.
- Activity 4:** Facilitating Regional knowledge sharing.
- Activity 5:** Facilitating the preparedness for Cambodia and Vietnam Province-to-Province Trans-boundary emergency assistance.

#### **4. Areas of Cooperation**

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

##### **4.1. The National Committee for Disaster Management (NCDM) - Cambodia agrees:**

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

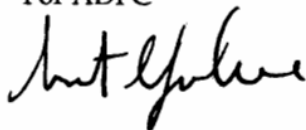


**4.2. The Asian Disaster Preparedness Center (ADPC) agrees:**

1. To work closely with NCDM in the design, development and distribution of national guidelines on provincial and district level flood preparedness planning & programs.
2. To support to build the capacities of NCDM, PCDM and DCDM in Leuk Dek & Lovea Em districts of Kandal and Sithor Kandal & Peam Chor district of Prey Veng through workshops, trainings and need-based local level sub-projects.
3. To coordinate and collaborate with NCDM, PCDM and DCDM in target areas for the development and implementation of flood preparedness programs.
4. To collaborate with PCDM and DCDM target areas in conducting public awareness campaigns and other flood risk awareness raising activities.
5. To provide a monthly stipend 150 USD to one NCDM staff, Dr. Soth Kim Kolmony, starting from August 2005 to June 2006, who will be based at Prey Veng project office for a minimum of 10 days (or two weeks) per month.
6. To facilitate the sharing of information and experiences within and among PCDM and DCDM of target areas.
7. To share with NCDM and CNMC, through FMMP Coordinator of MRCS, the progress on the project by means of project quarterly reports.

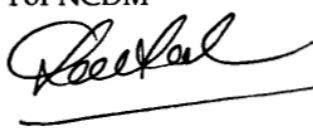
The above mentioned Areas of Cooperation between NCDM-Cambodia and ADPC is agreed upon and signed on 6 October 2005.

For ADPC



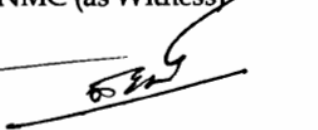
**Dr. Suvit Yodmani**  
Executive Director  
Asian Disaster  
Preparedness Center  
(ADPC)  
Bangkok, Thailand

For NCDM



**H.E. Peou Samy**  
Secretary General  
National Committee for  
Disaster Management  
(NCDM)  
Phnom Penh, Cambodia

For CNMC (as Witness)



**H.E. Dr. Hou Taing Eng**  
Secretary General of Cambodia  
National Mekong Committee  
(CNMC).  
Phnom Penh, Cambodia

## Annex 5

### Terms of Reference

#### **Institutional Role Analysis and Improvement Identification Study Provincial Committee for Flood and Storm Control (PCFSC) of An Giang Province and District Committees for Flood and Storm Control (DCFSC) of Chau Thanh and Tan Chau Districts, An Giang Province**

#### **1. TOR Background**

Flood Emergency Management Strengthening (FEMS) is being implemented by the Mekong River Commission (MRC) in collaboration with the Asian Disaster Preparedness Center (ADPC), with funding support from Deutsche Gesellschaft fuer Zusammenarbeit (GTZ) GmbH. The development objective of the project is to improve the competence of civil authorities at various levels, emergency managers and communities in flood preparedness and mitigation. The immediate objective of the project is to see emergency management systems in the riparian countries dealing more effectively with Mekong floods. A brief description of the project is given in the attachment.

Two important outputs under the project are to facilitate the preparation and implementation of flood preparedness plans (FPP) and to further develop national capacities to support the FPP process in selected provinces and districts in Cambodia and Vietnam. Before the start up of the FPP development there is a need to have an in-depth understanding of existing institutional mechanism in the preparation and implementation of flood preparedness planning at provincial and district levels.

The study will be conducted in **An Giang province**: The main authorities involving in the study are: *at Provincial level: the Provincial Committee for Flood and Storm Control (PCFSC) in Long Xuyen and at District level: District Committees for Flood and Storm Control (DCFSC) in Chau Thanh and Tan Chau Districts.*

1.1 The purposes of this study are to:

- To understand the existing flood preparedness planning process at provincial and the district level and its linkages to the provincial and district development plans.
- To understand the roles and responsibilities of various government agencies, constituting the Provincial Committee of Flood and Storm Control (PCFSC) and District Committee of Flood and Storm Control (DCFSC).

- To identify the gaps and needs of the member agencies in undertaking the flood preparedness planning process and the coordination between PCFSC and DCFSC.
- To recommend appropriate activities to enhance the planning process at the provincial and district levels.

1.2 The findings of the study will lead to:

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

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

- Report on Roles and Responsibilities of member agencies of PCFSC and DCFSC
- Recommendations for more effective coordination and planning strategy as well as skill enhancement programs for PCFSC and DCFSC.
- Recommendations for more effective coordination and planning activities between Provincial and District CFSC.

The outcomes of this study will be crucial inputs in the preparation and implementation of the FPP as well as for the capacity development activities for provincial and district level disaster management personnel to support the FPP process.

## 2. Methodologies

### 2.1 Review of existing planning process:

- Literature review will be done to collate information about existing policies, decrees, and regulations, with regards to flood preparedness, prevention, control and mitigation, from the central government to the provincial level, and to district level.
- Review the current planning process of PCFSC and DCFSC for flood prevention, control and mitigation.

### 2.2 Conduct the study:

- *Focus group discussion method* will be applied at two levels (provincial level and district level). This will help : (a) identify organizational structure of PCFSC/DCFSC and the inter-departmental rapport of its member departments, (b) identify the major responsibilities of the PCFSC/DCFSC and constraints faced in undertaking the tasks, (c) suggest and recommend on how to overcome the constraints and improve the existing mechanism of the planning process of PCFSC and DCFSC for flood prevention, control and mitigation.
- The district is the area where the plan is practically implemented. It is the best place where the effectiveness of the plan is most visible. Experiences and lessons learned at the district level will be valuable for any future planning development. The study will pay attention on

detailed planning process and practical implementation of the DCFSC plan for flood prevention, control and mitigation.

- *Semi-structured interviews:* A checklist of concerned issues and open-questions will be used for semi-structured interviews.

\* At provincial level, members of PCFSC are listed as below:

- Department of Planning and Investment (DPI)
- Department of Agriculture and Rural Development/Water Resources Section (DARD/WR)
- Provincial Military Service
- Department of Public Security
- Department of Health
- Department of Education and Training
- Department of Culture and Information (TV, Radio, Newspapers)
- The Red Cross Society, Women's Union, and Farmer Association.

In each department/organization, two officers will be interviewed, head of department and one senior staff, responsible for flood management. PCFSC will keep these agencies of the planned interview under the study.

\* At district level: members of DCFSC are listed as below.

- District People's Committee
- Office of Planning and Finance(DDP)
- Office of Agriculture and Rural Development (DDARD)
- District Military Service
- District Public Security
- Office of Health
- Office of Education
- Associations of Red Cross, Women and Farmers
- Commune Chair(s)

In each department/organization, two officers will be interviewed, head of department and one senior staff, responsible for flood management. These agencies will be checked with leaders of DCFSC, before carrying the semi-structure interview.

- 3. Reporting and getting feedback:** In the workshop, key findings from the analysis will be reported to PCFSC and DCFSCs and their inputs sought. Their feedbacks will be incorporated in the preparation of the final report.

**4. Schedule:** See Annex I

**5. Composition of team members:** See Annex V

**6. List of Annexes:**

- Annex I: Schedule of the study
- Annex II: Questions for PCFSC
- Annex III: Questions for DCFSCs

- Annex IV: Samples of survey form and Summary of Key Roles and Responsibilities

## Annex I: Schedule of the study

The study should be conducted between mid December 2005 to the end of January 2006. The final report of the study should be submitted to FEMS not later than 15 February 2006.

Days	Activities	Responsibilities	Deadline
- <i>Document study &amp; survey tools</i>	Document collection & Document study, Develop survey tool	Dr. NV Sanh, Dr. TTBe, Dr. NP Son	5/01/2006
<b>-Conduct survey at the Provincial level (planning for survey (11-13/01/2006)</b>			
Day 1	Focus group with PCFSC	Dr. Be, Dr. Sanh, Dr. Son & Dr. Can, Mr Tuan, Mr Huu	
Day 2	Semi-structure interview to 8 target departments	Dr. Be, Dr. Sanh, Dr. Can & Dr. Son, Mr Tuan & Mr Huu	
Day 3	Semi-structure interview to 8 target departments	Dr. Be, Dr. Sanh, Dr. Can & Dr. Son, Mr Tuan & Mr Huu	
<b>- Conduct survey at the district level: the team divided into two groups ( one for Chau thanh, and other for Tan chau ) (planning for survey 16-19/01/2006)</b>			
Day 4	Focus group with DCFSC of <i>Chau Thanh district</i>	Dr. Be, & Dr. Can, & Mr Huu	
Day 5	Semi-structure interview to 8 target offices of DCFSC	Dr. Be, & Dr. Can, & Mr Huu	
Day 6	Semi-structure interview to 8 target offices of DCFSC	Dr. Be, & Dr. Can, & Mr Huu	
Day 7	Semi-structure interview to 8 target offices of DCFSC	Dr. Be, & Dr. Can, & Mr Huu	
Day 4 to day 7: The same process for <i>Tan Chau district</i>		Dr. Sanh, Dr. Son, Mr Tuan	
<i>Analysis of Result</i>	Provincial & district level	Dr. Be, & Dr. Can, Dr. Sanh, Dr. Son	05/02/2006

		& Mr Huu, Mr Tuan	
<i>Draft report</i>	First draft report to DCFSC & PFSC	Dr. Be, & Dr. Can, Dr. Sanh, Dr. Son & Mr Huu, Mr Tuan	10/02/2006
<i>Final report</i>	Report to FEMS	Dr. Be, & Dr. Can, Dr. Sanh, Dr. Son & Mr Huu, Mr Tuan	15/02/2006

## Annex II: Questions to each PCFSC Member Agency

The main questions for interviewing at the provincial level:

- What are the main roles and responsibilities /functions of your organization in the flood preparedness planning process of PCFSC?
- What are the tasks each department has to undertake before, during and after floods in details?
- What kind of planning they carry out beforehand? What are the steps?
- How does your organization participate in provincial planning exercises? (their roles, relationship with PCFSC, collaborative activities with other departments if any, etc.)
- What kinds of improvements are needed for provincial planning? what are the needs? What are the gaps? What are the constraints?
- Is flood prevention, control and mitigation plan integrated into the annual development plan of your organization?
- What are main problems that your organization has faced with planning and coordination to implement flood prevention, control and mitigation plans?
- How do you mobilize resources during the planning process and during the implementation of the plan?
- Any suggestions and recommendations to overcome current constraints and to further improve and strengthen the planning capacity of PCFSC?
- What is the linkage between provincial and district plan and how PCFSC interacts with DCFSC during the planning process?
- How PCFSC interacts with DCFSC during the implementation of the plan?
- What are needs of DCFSC planning annually, and what is capacity of your organization to satisfy the needs of DCFSC?
- What are main gaps between the needs to support the DCFSC planning, and your organization capacity to satisfy it's needs, and why?
- Please give us suggestions that you think will be better for your organization to assist the DCFSC in the future?



### Annex III: Questions for DCFSC

The main questions for interviews at district level, including:

- What are the main roles and responsibilities /functions of your organization in the planning process of DCFSC?
- What are the tasks each department has to undertake before, during, after floods in details?
- What kind of planning they carry out beforehand? What are the steps?
- How does your organisation participate in the district planning exercises? (their roles, relationship with PCFSC, collaborative activities with other departments if any, etc.)
- Is flood prevention, control and mitigation plan integrated into the annual development plan of your organization?
- What are main problems that your organization has faced with planning and coordination to implement flood prevention, control and mitigation plans?
- Any suggestions and recommendations to overcome current constraints and to further improve and strengthen the planning capacity of DCFSC?
- How do you mobilize resources during the planning process and during the implementation of the plan?
- What is the linkage between provincial and district plan and how DCFSC interacts with PCFSC during the planning process?
- How DCFSC interacts with PCFSC during the implementation of the plan?
- What kinds of support DCFSC needs for doing the annual planning, and what is capacity of your organization to satisfy the needs of DCFSC?
- What are main gap between the needs to support the DCFSC planning, and your organization capacity to satisfy it's needs, and why?
- Identification of gaps, needs and constraints in planning and coordination among the member agencies of DCFSCs.
- Identification of gaps and needs in coordination between PCFSC and DCFSC.
- What are needs of your organization to plan and coordinate to the flood prevention, control and mitigation as part of your organization's functions? Some issues focused:
  - Financial resources, Human resources
  - Facilitates, means
  - Decision
  - Coordination and linkages
  - Access to DCFSC Resource, and PCFSC resources.
- To which level (%) that the DCFSC or PCFSC or other organizations have satisfied your needs on the issues mentioned above? And why?
- What are main problems that your organization have to face with planning and coordination to implement the flood prevention, control and mitigation plans as your organization function in the DCFSC
- What are the main gaps and needs in planning and coordination to better implement the flood prevention, control and mitigation plans as your organization function in the DCFSC?

- What are your suggestions to overcome problems mentioned above, in particular for your organization capacity building to satisfy your needs?
- Links to Commune Organizations?
- What are special problems faced by women, especially women headed households?

**Annex IV: Samples of survey form**  
**Summary of Key Roles and Responsibilities**

<b>Organization:</b>		
<b>Key Responsibilities:</b>		<b>Needs and gaps:</b>
<b>Pre-flood</b>	<b>During-flood</b>	<b>Post-flood:</b>