

**FOURTH QUARTERLY REPORT OF 2006
(OCTOBER - DECEMBER 2006)**

**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**

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Acronyms

ADPC	Asian Disaster Preparedness Center
CBFM	Community Based Flood Management
CCDM	Commune Committee on Disaster Management
CDMT	Commune Disaster Management Team (CDMT)
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 Program
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
PIP	Programme Implementation Plan, FMMP
PMU	Programme Management Unit, FMMP
DCFSC	District Committee on Flood and Storm Control
RFMMC	Regional Flood Management and Mitigation Center
VNMC	Vietnam National Mekong Committee

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**Fourth Quarterly Report of 2006
October - December 2006**

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: **01.2505.4-003.00**

Agreement No: **81075161**

Date of submission: **January 2007**

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 for the previous reporting period, submitted under section 3 of preceding quarterly report.

Planned Activities to be undertaken from October to December 2006

1. The preparation and implementation of flood preparedness programs in selected provinces and districts is facilitated.

Expected results:

- Strengthen the capacity of PCDM/DCDM offices through continuous support to development and implementation of FP programs
- Distribute FP programs documents to all districts and communes in province and launch meetings
- Distribute guidelines, maps and forecasts to district and communes
- Support priority sub-projects including need-based local level training courses (e.g., safe area management, forecast boards, emergency kindergarten, CBFM)
- Support the mobilization of sub-national/local budgetary resources for program implementation

Indicators:

- Number of priority sub-projects conducted and number of people whose capacities have been built in selected flood risk management subjects and areas.
- Additional local resources identified for FPP implementation.
- Number of FPPs printed and distributed.

Assumptions:

- Active participation of provincial and district disaster management committees and their line departments in project events.

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

Expected results:

- Support the preparation of national Guidelines/ Manuals for preparation of Provincial and District FP Programs
- Support the gradual take-over of the delivery of Training Course for PCDM/DCDM in flood preparedness planning by national agency
- Develop institutional capacity in NDMOs and other relevant agencies to provide technical support to PCDM/DCDM in preparing FP programs

Indicators:

- Number of workshops/meetings/trainings at the provincial and district levels where national representatives participate and their role at that event.

Assumptions:

- National counterparts participate actively in FEMS activities implementation.

3. Public awareness activities/campaigns in selected provinces and districts initiated in Cambodia and Vietnam.

Expected results:

- Adapt (language, cultural context), republish booklets and posters for children and adults and distribute through appropriate channels.
- Review possibilities/ co-financing arrangements for using/adapting the film "Living with Floods"
- Organize/ facilitate training for children through school teachers.

Indicators:

- Number of booklets and posters produced and distributed.
- Number of teacher's information kits produced and distributed.
- Number of living with floods video produced and distributed.

Assumptions:

- Agreement reached with partner organizations to re-produce their IEC materials.
- Design of new posters and booklets approved by October 2006.

4. Regional knowledge sharing is facilitated.

Expected results:

- Initiate preparation for good practice documents.
- National experience sharing workshops organized in both countries.
- Organize visits for provincial level officials to other riparian countries.

Indicators:

- Outline of good practice document prepared.
- Number of study visits made.
- Minutes of the national knowledge sharing workshops.

Assumptions:

- The MRC member countries keen to exchange information and experiences.

5. Preparedness for Province-to-Province **trans-boundary emergency assistance** is facilitated.

Expected results:

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

Indicators:

- Meetings and dialogues with relevant agencies and government authorities.

Assumptions:

- Provincial and district authorities in border provinces and districts in Cambodia and Vietnam keen to cooperate.

3. Status Report on Achievement of Results

Achievements in Cambodia:

1. The preparation and implementation of flood preparedness programs in selected provinces and districts is facilitated.

On September 28 2006 in Prey Veng, *a launch meeting* was organized by the *Prey Veng Provincial Committee for Disaster Management* to officially launch the completed provincial flood preparedness program document in Khmer. The meeting was well attended by all the member line departments of PCDM and the FPP documents were circulated to all departments.

Following the launch of the FPP documents at the provincial level, the project team and the implementing partners jointly decided that it was the right time to have a review at that point in the project. The *provincial review meetings* were held on 4 and 9 October 2006 in Kandal and Prey Vent respectively. The objectives were to share achievements of the project with the members of PCDM and DCDM of selected districts, to discuss experiences and lesson learnt from the implementation of project and to receive recommendations on the follow up activities. The participating line agencies critically looked at the strengths and weaknesses of the FPP development and its implementation. The full reports of both the meetings are given as Annex 1.a and 1.b.

A similar activity was planned at the national level targeting at the national level stakeholders such as NCDM-Cambodia, CNMC, line ministries of National Disaster Management Committee, partner NGOs including Cambodia Red Cross, development agencies such as UNDP, WHO and the donor organizations. As a result, the *National*

Experience Sharing Workshop was held at Sunway Hotel in Phnom Penh on 3 November 2006. The objectives were:

- To update the national line agencies and other partners on the overall achievements of implementation since the start of the project
- To discuss and share with the national line agencies the experiences gained from the project implementation, particularly in the flood preparedness program development and its ground implementation through priority sub-project during the flood season 2006
- To seek guidance and suggestions on future activities in the remaining period of FEMS

The Workshop showcased the accomplishments of the project as follows:

- The process of FPP development (*presentation made by PCDM – Kandal & Prey Veng*)
- The status of the implementation of priority sub-projects at provincial and district levels:
 - Building capacity of Commune Council on Disaster Management (CCDM) on Community Based Flood Management
 - Improving skills of District and Commune officials in damage and need assessment
 - District resource inventory development
 - Development of program on meeting the needs of Women headed household (WHH)
 - Improved dissemination of flood early warning
 - Orientation Workshops for Teachers & Educators on flood risk reduction
 - Public awareness activities
 - Trans-boundary province to province collaboration

They were presented by representatives from the concerned line agencies at the provincial and district levels, who were involved as key agencies in the implementation of the above mention activities. Immediate planned activities (from September 2006 to June 2007) and proposed activities in Cambodia under Phase II of the project were shared with the participants. Moreover, the participants were treated to a shorter version of the cultural performance (the one shown in the flood vulnerable communities in Kandal and Prey Veng provinces) during lunch time. The feedback of the participants on the project achievements and the future activities are given as [Annex 2.a](#).

One of the line agencies invited at the National Workshop was the Ministry of Planning and Investment (MPI). At the end of the National Workshop, a separate discussion with the Under Secretary of State of the MPI was held. The Under Secretary suggested participation of FEMS project staff and PCDM representatives at the *Kampong Chhnang Commune Development Planning Workshop* on 27-28 November 2006. The workshop focused on the development of 5 Year Commune/Sangkat Development Plan Structure (2008-2012) and 3 Year Rolling Investment Programme, conducted jointly by the Ministry of Planning in collaboration with Seila Task Force (STF), Partnership for Local Governance (PLG), UNICEF's Seut Kumar (Child Right). A team of delegates from ADPC-Cambodia office,

PCDM and DCDM representatives from Kandal, Prey Veng, Takeo and Svay Rieng provinces¹ attended the workshop.

The objective of the workshop was to discuss and review the existing as well as the next 5 year Commune Development Plan/Framework and 3 Year Rolling Investment Programme (2008-2012). Based on proposal from PCDM, DCDM from Kandal, Prey Veng, Takeo, and Svay Rieng province, the Disaster Risk Management has been tentatively included as one of planning areas named Disaster Management. The basic disaster information would be included in the Plan such as number of household affected by disasters, number of safety hills, hazard maps, etc. A summary report on the workshop is given as [Annex 3](#).

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

- National Experience Sharing Workshop: presence of NCDM and CNMC at the workshop confirmed the importance the national agencies attached the issue of disaster risk management in their strategy and agenda. As the key implementer of the activity, the National level NCDM representative made a presentation on the capacity building of CCDM on damage and need analysis.
- **FPP Manual Writeshop:** In the process to finalize the FPP manual, NCDM representative participated at the Writeshop on 23-25 November 2006 in Bangkok, Thailand. The Writeshop is organized under the ECHO-MRC-ADPC project of “Capacity Building for Planning and Implementation of Flood Preparedness Programs at Provincial and District Levels in the Lower Mekong Basin (Phase I- September 2003-June 2004 ; Phase II March 2005 – April 2006)”. Once completed, the manual is expected to be used by the national disaster management agency in further strengthening of provincial and district capacities in flood preparedness planning. The background note and the agenda of the writeshop are given as [Annex 6](#).

3. Public awareness activities/campaigns in selected provinces and districts initiated in Cambodia.

In order to raise the awareness of the public in flood risk reduction, following activities were carried out during the reporting period between October and December 2006:

- Two cultural performances were organized, one in Prey Toeung village, Peam Oknha Ong commune on 5 October and another in Preak Chankran village, Lovea Sar commune on 6 October in the Sithor Kandal District of Prey Veng province.
- Two types of posters were printed and distributed: one on “Prevention of Child Drowning” and another on “Household Safety Measures – Before, During and After”.

Achievement in Vietnam:

¹ The Takeo and Svay Rieng provinces are covered under the ADB-TA CAM 4574: Community Resilience and Flood Risk Reduction Project of ADPC.

1. The preparation and implementation of flood preparedness programs in selected provinces and districts is facilitated.

As a follow up event, to the provincial Review Meetings in September 2006, the *National Experience Sharing Workshop* was held at the Victory Hotel in Ho Chi Minh City, Vietnam on 17 November 2006. Similar to the Cambodian National Workshop, the Vietnam workshop consists of two major sessions: Session 1 - Achievement and Lessons Learned from FEMS Implementation and Session 2 - Presentation on Future Activities.

Under Session - 1, the accomplishments of following activities were presented by respective line agency representatives at the provincial and district levels:

- Institutional role analysis and improvement identification study,
- Building capacity of DCFSC/DRC in search and rescue
- Improving skills in commune emergency kindergarten management
- Enhancing the safety of school children through swimming lessons
- Trans-boundary province-to-province Cooperation

Session 2 looked at the immediate future follow up activities of what had been completed so far under the project, from September 2006 to June 2007, as well as the proposed activities for Phase II in Vietnam. The discussion following the presentations is given as [Annex 2.b](#).

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

The Department of Dyke Management, Flood and Storm Control (DDMFC) main office in Hanoi as well as Southern Representative Office actively involved in the following activities during the reporting period:

- Organizing the National Experience Sharing Workshop: DDMFC-Hanoi and Southern Representative Office both assist ADPC in the selection of participants for the workshop. Their help in issuing invitation letters to the relevant participants and resource persons paid off in a successful and meaningful completion of the workshop. Their presence at the workshop also fortify the national commitment and the importance attached to disaster risk reduction at the policy level.
- Review of public awareness materials: The draft flood and drought booklets were shared with the DDMFC-Hanoi and Southern Representative Office for their comments. Suggested changes were incorporated into the text and based on their suggestions, the draft text of the drought booklet has also been shared with the Southern Institute of Water Resources Planning.
 - *FPP Manual Writeshop*: In the process to finalize the FPP manual, DDMFC-Hanoi office participated at the Writeshop on 23-25 November 2006 in Bangkok, Thailand. The background note and the agenda of the writeshop are given as [Annex 6](#).

1st Community Based Flood Management (CBFM) Training was held in Chau Thanh district, An Giang province on 26-28 Dec 2006. It was attended by 39 participants (3

female, 36 male), of which 30% comes from DCFSC and its line agencies and 70% from 13 communes/town of the district. An Giang PCFSC and Chau Thanh DCFSC will be fully involved in implementing the follow-up steps. The training report is given as **Annex 7**.

3. Public awareness activities/campaigns in selected provinces and districts initiated in Vietnam.

In terms of public awareness raising activities, following activities have been initiated:

- i. Finalization of artworks for the flood booklet
- ii. Officially agreement reached with the VNRC on the re-production of the video "Living with Floods".

Achievement at the Regional Level:

Under the Phase I of ECHO-MRC-ADPC project "Capacity Building for Planning and Implementation of Flood Preparedness Programs at Provincial and District Levels in the Lower Mekong Basin", a writeshop to develop the Flood Preparedness Planning Manual was held on from 23-24 November 2006. The key Writeshop objective is to present the draft version of the Flood Preparedness: A Manual for Provincial and District Level authorities in The Mekong Delta Countries for review by the participating experts.

It was expected that the existing version of the Manual based on lessons from Flood Preparedness Planning process in the target countries (Cambodia, Lao PDR and Vietnam) would undergo a thorough review by the participating experts with the final outcome being the reviewed and revised content of the manual for provincial and district level authorities.

The writeshop participants included the representatives from NCDM-Cambodia (NCDM Focal Point of FEMS) and DDMFC-Vietnam, FEMS Cambodia National Coordinator, and the FEMS Focal Point from Prey Veng PCDM. FEMS project participants provided valuable suggestions and inputs and were very keen to have the Manual completed for future use.

5. Preparedness for Province-to-Province **trans-boundary emergency assistance** is facilitated.

The outcomes of the first meeting on 28 September 2006 between neighboring provinces of Kandal -An Giang and Prey Veng-Dong Thap were reported at both national experience sharing workshops on 3 November 2006 in Phnom Penh and 17 November 2006 in Ho Chi Minh City. It was recommended that the cooperation should be based on existing cooperation mechanism and a technical meeting between both sides is needed to discuss and identified priority areas of trans-boundary cooperation on emergency assistance.

Follow-up meetings were held with PCDM and PCFSC to discuss the preparation of technical meetings between both sides.

Initial suggestions on potential areas of trans-boundary cooperation. were a) joint search and rescue training, b) information sharing on flood forecasting and early warning, c) health care operations and d) preparedness and prevention of flood-related transmissible diseases. The priority areas of cooperation will be further discussed and finalized at the technical meeting planned to be held in early 2007.

Detailed description of progress of each activity are given in the table below.

Rating

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

Results	Rating	Status/ Reasons for deviation
1. The preparation and implementation of flood preparedness programs in selected provinces and districts is facilitated.		
Strengthen the capacity of PCDM/DCDM offices through continuous support to development and implementation of FP programs	A (On time)	Selected priority areas have been identified for implementation under the project and it is on-going. Cambodia: Identification of key issues faced by women headed households in the flood prone areas. Integration of disaster risk management into commune development planning process initiated. Vietnam: CBFM training in Chau Thanh district, An Giang province for district and commune disaster management personnel from 26-28 December 2006.
Distribute FP programs documents to all districts and communes in province and launch meetings	A (On time)	Printing and distribution of FPPs of 2 provinces and 4 districts in Cambodia completed. Provincial FPPs of Prey Veng and Kandal Officially launched.
Distribute guidelines, maps and forecasts to district and communes	A (On time)	Cambodia Early warning activity: flood mark readings from Peam Chor districts sent to provincial and national level and the regular forecasts from national level conveyed to the target villages through provincial and district level.
Support priority sub-projects including need-based local level training courses (e.g., safe area management, forecast boards, emergency kindergarten, CBFM)	A (On time)	Cambodia The process of selecting suitable NGOs to carry out the following activities initiated: 1. Strengthening the capacity of community based flood management 2. Orientation on flood safety measures for school teachers 3. Rising awareness of women -headed households in flood risk reduction Vietnam <i>1st Community Based Flood Management (CBFM) Training</i> was held in Chau Thanh district, An Giang province on 26-28 Dec 2006.

Support the mobilization of sub-national/local budgetary resources for program implementation		ADPC and provincial focal points participated in the Kampong Chhnang Commune Development Planning Workshop on 27-28 November 2006.
2. National capacities to support preparation and implementation of preparedness programs are further developed.		
Support the preparation of national Guidelines/ Manuals for preparation of Provincial and District FP Programs	A (On time)	FPP Manual Writeshop was organized from 23-24 November 2006 in Bangkok, Thailand. Two representatives from NCDM-Cambodia and one representative from PCDM-PCDM Prey Veng attended the workshop, together with a representative from DDMFC-Vietnam. The Manual (English version) will be ready for printing by end of January 2007.
Support the gradual take-over of the delivery of Training Course for PCDM/DCDM in flood preparedness planning by national agency	A (On time)	In both countries, on-going dialogues have been taking place in establishing a technical support unit to take the capacity building activities further.
Develop institutional capacity in NDMOs and other relevant agencies to provide technical support to PCDM/DCDM in preparing FP programs.	A (On time)	In both countries, on-going dialogues have been taking place in establishing a technical support unit to take the capacity building activities further.
3. Public awareness activities/campaigns in selected provinces and districts initiated in Cambodia and Vietnam.		
Adapt (language, cultural context), republish booklets and posters for children and adults and distribute through appropriate channels.	A (on time)	Cambodia i. Designing and printing of posters on “Prevention of Child Drowning” and “Household Safety Measures”: All the posters (1000 copies each) have been printed and distributed to intended audiences through PCDM an DCDM of target areas. ii. Cultural performances: Altogether 10 cultural performances (6 in Kandal and 4 in Prey Veng) were organized at the village level in both provinces. The video of these performances (captured by the provincial Department of Information) will be ready for further distribution

		<p>by early 2007. In Prey Veng folk song on household safety measures was produced by the Department of Culture of Prey Veng Province. VCD and DVD records of the folk song were made. It will be distributed to appropriate audiences and used as public awareness and IEC materials.</p> <p><u>Vietnam</u></p> <p>i. Finalization of the artworks for Flood booklet. ii. Designing of the poster on “4 Onsite Motto” and “Household Safety Measures”.</p>
Review possibilities/ co-financing arrangements for using/adapting the film “Living with Floods”		<p><u>Cambodia:</u> More copies of the VCDs need to be made.</p> <p><u>Vietnam:</u> A distribution list is being finalized by FEMS project team in collaboration with PCFSC and DCFSC of target areas.</p>
Organize/ facilitate training for children through school teachers.	A (on time)	<p><u>Cambodia</u></p> <p>Follow up activities for the Teachers’ Orientation Workshops are being prepared. A local NGO will be selected to implement the activities.</p>
<i>4. Regional knowledge sharing is facilitated.</i>		
Initiate preparation for good practice documents.	A (on time)	A list of tentative themes for the case study development has been prepared.
National experience sharing workshops organized in both countries		Cambodia National Experience Sharing Workshop organized on 3 November 2006 and Vietnam National Experience Sharing Workshop organized on 17 November 2006.
Organize visits for provincial level officials to other riparian countries	A (on time)	More trips are planned between neighboring provinces and districts (Kandal and An Giang, Prey Veng and Dong Thap) between Cambodia and Vietnam.
<i>5. Preparedness for Province-to-Province trans-boundary emergency assistance is facilitated.</i>		
Support cooperation between selected neighboring provinces	A (on time)	The outcomes of the first trans-boundary meeting in Kandal province, on 28 September 2006, were reported at both national experience sharing workshops held in Phnom Penh on 3

<p>along the Cambodia Vietnam border</p>		<p>November 2006 and in Ho Chi Minh City on 17 November 2007. The cooperation will be based on existing cooperation mechanism. Consultations with PCDM and PCFSC took place in November-December 2006 to discuss the preparation of technical meeting as suggested by the first meeting. It is planned that the priority cooperation to be identified by the technical meeting will be presented to provincial authorities of both sides to take up as permanent areas of cooperation at the next regular provincial meeting between the border provinces.</p>
<p>Facilitate the preparation of concrete trans-boundary emergency preparedness tools, such as maps and joint training</p>		<p>Initial suggestions on potential areas of trans-boundary cooperation. were a) joint search and rescue training, b) information sharing on flood forecasting and early warning, c) health care operations and d) preparedness and prevention of flood-related transmissible diseases. The priority areas of cooperation will be discussed in details at the technical meeting planned to be held in early 2007.</p>

Draft plan for the next 3 months (January - March 2007)

Activities	Time line		
	Jan	Feb	Mar
• Selection of NGOs to carry out the follow up activities of the small scale projects (implementation of FPPs) in Cambodia	x	x	
• 2 nd CBFM training in Vietnam	x		
• Finalization of the drought booklet artwork in Cambodia	x	x	
• Printing of drought booklet in Vietnam		x	
• Printing of posters in Vietnam		x	x
• Organizing 1st technical meeting for trans-boundary cooperation on emergency assistance	x	x	x
• Follow up on the linkages to Commune Development Planning process			x
• Initiation of the implementation of the follow up activities in Cambodia by the selected NGOs			x
• Development of ToR and selection of a consultant for the development of good practice case studies			x
• Development of concept notes for the Regional Experience Sharing workshop			x

4. Evaluation of achievement of objectives

The last quarter of the 2006 serves as the evaluation point for the activities undertaken under FEMS project in the past 2 years. The National Experience Sharing Workshops brought together national, provincial and district project stakeholders and critically reviewed the achievements under the project. Key conclusions pointing towards the program objective can be summarized below:

- The presentations on the achievements of the project were not made by FEMS-ADPC project officers but were delivered by provincial and district counterparts who have actually done the work, which amply displays their confidence and knowledge and proves the capacity they have gained over the years. This can be hailed as one of the biggest accomplishments of the project. It is hoped that these provincial and district counterparts will in turn work with their peers and extend the knowledge base to last for years to come. The same can be applied to the national counterparts.
- One common suggestion/ feedback arose from the workshop in Cambodia is the integration of any emerging disaster management plans with the existing commune development process, enhancing the sustainability of the disaster risk management initiatives in the country as well as ensuring any development measures undertaken at any level support vulnerability reduction of community living in hazard prone areas. This is being initiated by FEMS project team in collaboration with the provincial counterparts. It will take time but the first step has been taken and this valuable experience will be shared with other partner NGOs and agencies at the upcoming

CBDRR (Community Based Disaster Risk Reduction) Forum to be held in Phnom Penh in February 2007.

The development of flood preparedness planning manual under ECHO-MRC-ADPC project will be invaluable. The Manual, with the slight adaptation to suit the local context, will enable the national and provincial disaster management agencies in Cambodia, Vietnam and beyond to undertake disaster risk management planning with minimal external assistance.

5. Status of contributions rendered

These sessions will cover the contributions rendered over the reporting period of January to March 2006.

5.1 Contributions by the partner - MRCS/FMMP

Target: To ensure coordination between FMMP components.
To facilitate information sharing with NMCs in Cambodia and Vietnam.
To provide support in project implementation.

Actual: Regular Project Management Unit (PMU) meeting held.
The quarterly reports shared with the NMCs.
Information sharing between MRCS' project on-going.

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 support/participate in provincial/district workshops.

Actual: The agreement in Vietnam has been signed.
CNMC representatives participated in many planning workshops and are informed of the dates and venues of each activity.
VNMC provided support in communicating about project to PCFSC and in implementing the priority sub-projects.

Rating: On time.

For NDMOs

Target:

Vietnam

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

To work with ADPC in public awareness activities to be undertaken in Vietnam.

Cambodia

To work with ADPC and PCDMs/DCDMs in implementation of priority sub-projects including organizing public awareness activities/ trainings, in collaboration with lead line departments.

To plan for national experience sharing workshop.

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

To provide support for province to province meetings.

Actual: DDMFC-Vietnam is reviewing flood and drought booklet to be published under FEMS.

NCDM-Cambodia senior management member and focal point actively provide advice and guidance and participated in all major capacity building activities and workshops/meetings as resource persons.

National experience workshop dates tentatively confirmed in November.

NCDM-Cambodia participated at the 1st province-to-province meeting in September.

Rating: Activities are on track.

5.3 Contributions by GTZ

Target: 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 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: July-September 2006.

6.1 Consequences and action required by the Recipient - ADPC

- Together with the PCDM, DCDM, NDMOs and NMCs and other partners, to continue implementation of the provincial and district flood preparedness programs.
- To continue implementing public awareness raising activities.
- To plan for regional and national knowledge sharing and lessons learned workshops.
- To continue with province to province collaborative activities.

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 maintain the 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 ensure coordination between FMMP components.
- To facilitate information sharing with NMCs.
- To provide support in project implementation.

6.4 Consequences and action required by CNMC and NCDM-Cambodia

CNMC

- To provide support in flood preparedness program implementation at various levels.
- To support/participate in flood preparedness program implementation.

NCDM – Cambodia

- To work with ADPC in flood preparedness program implementation that includes public awareness raising, delivery of trainings and working closely with PCDMs and DCDMs.
- To facilitate the coordination between ADPC and line agencies as well as other NGOs working in the same field in Cambodia.
- To plan for national experience sharing workshop
- To provide support for province to province initiatives.

6.5 Consequences and action required by VNMC and DDMFSC – Vietnam

VNMC

- To provide support in project implementation in the target areas.

DDMFSC – Vietnam

- To work with ADPC in public awareness activities.
- To facilitate the coordination between ADPC and line agencies as well as other NGOs working in the same field in Vietnam.
- To plan for national experience sharing workshop
- To provide support for province to province initiatives.

Annex 1: Summary Reports of the Provincial Review Meetings in Cambodia

Background:

The component 4 of the Mekong River Commission (MRC) Flood Management and Mitigation Program (FMMP), the Flood Emergency Management Strengthening (FEMS) Project, is being implemented by the Asian Disaster Preparedness Center (ADPC) in collaboration with MRC and funding support from Deutsche Gesellschaft fuer Technische 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 ensure emergency management systems in the riparian countries dealing more effectively with Mekong floods.

The target areas of FEMS in Cambodia are:

- Kandal Province (Lovea Em and Leuk Dek District)
- Prey Veng Province (Peam Chor and Sithor Kandal Districts).

The following activities are to be undertaken under the project.

- Activity 1:** Facilitating the preparation and implementation of flood preparedness programs in Kandal and Prey Veng provinces and two districts 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 2 districts of each target province.
- Activity 4:** Facilitating Regional knowledge sharing.
- Activity 5:** Facilitating the preparedness for Cambodia and Vietnam Province-to-Province Trans-boundary emergency assistance.

It has been two years of implementation since the launch of the project in September 2004. The key achievements of FEMS in Cambodia are the endorsements of provincial and district Flood Preparedness Programs (FPP) by PCDM and DCDM and the identification and implementation of various priority sub-projects, as part of FPPs.

Through the process of FPP development and implementation, the existing capacity of provincial and district disaster management authorities is further enhanced. The activities are being carried out by fully utilising the existing system and resources of these disaster management institution as well as encouraging their active and committed involvement at all levels (national, provincial, district and communes).

With the completion of some of the intended priority sub-projects, provincial review meetings were scheduled in October 2006 in Cambodia to look back at the accomplishments and lessons learned and to map out the future follow-up activities as the next step.

Annex 1.a. Kandal Provincial Review Meeting 4 October 2006

Objectives of the Meeting

- To share achievements of the project with the members of PCDM and DCDM in two districts Lvea Em and Leuk Dek.
- To discuss experiences and lesson learnt from the implementation of project.
- To receive recommendations on the follow up activities.

Participants

There are altogether 44 participants, including

- Vice Provincial Governor of Kandal Province
- Directors of provincial member line departments (members of PCDM)
- Focal points from NCDM, PCDM, ADPC
- Representative of CNMC
- Vice District Governors and members of DCDMs of Lvea Em and Luek Dek.

Opening Session

In the opening session, H.E Cheng Nhan, Vice Provincial Governor thanked National Committee for Disaster Management (NCDM), Provincial Committee for Disaster Management (PCDM), District Committee for Disaster Management (DCDM) and Asian Disaster Preparedness Centre (ADPC) in achieving significant results through the implementation of FEMS Project in Kandal province. He also mentioned the ASEAN Response Exercise on Disaster Management in Kandal province on September 29 2006, where the efforts of the province were appreciated by national and international participants. He encouraged the meeting participants to be take part actively in the discussions.

The Welcome Address of H.E Cheng Nhan was followed by an address from ADPC by Mr. Thanongdeth Insisienmay. He explained that since early 2006, in collaboration with NCDM, PCDM, DCDM and supported by MRC, CNMC and GTZ, ADPC had conducted a series of consultative workshops to develop flood preparedness plans for the Kandal province and the two target districts of Lvea Em and Luek Dek. As part of the implementation of plan, priority-sub projects have been undertaken at the district and commune levels including capacity building for CCDM, women and school teachers. He promised that this would continue under the FEMS project. He also shared with the participants one of achievements in Kandal: the Kandal flood preparedness plan was translated into English and distributed to all representatives of ASEAN country who attended in the ASEAN Response Exercise.

H.E Ponn Narith, Deputy Secretary General of NCDM, delivered the Opening Address where he expressed his appreciation for the result of ASEAN Response Exercise and praised the national and provincial level agencies for their active participation and cooperation. On behalf of H.E Nhim Vanda, First Vice President of NCDM, he thanked all institutions actively participated in that exercise as well as in the implementation of FEMS project. He persuaded the participants to have fruitful discussions on identifying the strengths and weaknesses of implementation process under FEMS and to try to provide experiences and recommendations for improvements.

Presentations on Project Accomplishments

Dr. Soth Kimkol Mony of NCDM presented the purpose of the meeting and the background of the project including the duration of the project, target areas, the objective and the accomplishments under FEMS in the past two years.

Group Discussion

Mr. Chum Vuthy, National Project Coordinator of FEMS, gave a presentation on the planned follow-up activities under the project. The participants were then divided into 3 groups: PCDM and two DCDM to discuss on strengths, weaknesses and recommendations on the following topics:

- Institutional capacity building
- Preparation and implementation of flood preparedness plan
- Participation of line departments and institutions in the implementation of plans to make sure ownership and sustainability of project

Group 1:

Institutional capacity building

- Strengths: having training and good cooperation
- Weaknesses: inadequate assessment on flood and other natural disasters, poor cooperation between institutions
- Recommendations: regular capacity building programs for disaster management staff

Preparation and implementation of flood preparedness plan

- Strengths: having clear structure, preparedness plans and IEC materials: posters, etc.
- Weaknesses: inadequate participation of members, unclear roles and responsibilities
- Recommendations: full participation of all member departments, clearly defined responsibilities

Participation of line departments and institutions in the implementation of plans

- Strengths: having support from other departments
- Weaknesses: no particular focal staff appointed for participation
- Recommendations: should not change staff who already received trainings (having focal point in each department)

Group 2:

Institutional capacity building

- Strengths: having DRM structure from national to local levels, participation from all institutions and receiving trainings on flood preparedness.
- Weaknesses: public awareness to schools and community is still limited,
- Recommendations: should prepare public awareness raising plans with budget. Using posters as much as possible especially at schools. Prepare programs for radio and TV.

Preparation and implementation of flood preparedness plan

- Strengths: trainings from national level and supports from relevant NGOs
- Weaknesses: implementation of plan is limited due to lack of recourses
- Recommendations: after Commune Council election, should proceed with orientation of CCDM

Participation of line departments and institutions in the implementation of plans

- Strengths: participation from all institutions of all levels within ownership to ensure sustainability in the implementation plan
- Weaknesses: participants are still not the same people, always change, work is not consistent between institution to another
- Recommendations: should assign/nominate specific staff to attend all the times, conduct regular monthly, quarterly meeting

Group 3:

Institutional capacity building

- Strengths: existing disaster management institutions from national to local levels, having training courses on flood preparedness with participation from all departments and institutions
- Weaknesses: responsibility of staff is limited
- Recommendations: regular meeting to share experiences

Preparation and implementation of flood preparedness plan

- Strengths: completed flood preparedness plan, containing technical aspects, materials and means of implementation
- Weaknesses: preparation and implementation of plan is limited due to lack of resources (financial, human, materials)
- Recommendations: regular follow up of implementation activities.

Participation of line departments and institutions in the implementation of plans

- Strengths: all departments and institutions participate in the implementation of plan, the plan contains budget for implementation.
- Weaknesses: some institutions late in participation due to delay in fund support
- Recommendations: improve the implementation plan, mobilization of funds.

The floor was then open for discussion and the participants express needs, concerns and share their experiences as captured below:

- Provincial Military Police – financial support is needed to acquire boats and petrol to arrange for search and rescue missions.
- Department of Public Works and Transportation – delay in fund transfer a big problem in project implementation.

In closing, H. E Porn Narith suggested having regular meetings at the provincial levels for successful implementation of flood preparedness programs. Training curriculum needs to be improved to reflect the real needs. Community living along the river should be made aware of risks they face and educated on how to keep water in giant jar. Disaster management is a cross cutting issues and should be taken into consideration by PCDM's secretariat integrate risk management into development planning.

Annex 1.b. Prey Veng Provincial Review Meeting 9 October 2006

Objectives of the Meeting

- To update the PCDM, DCDM and their line departments at provincial and district level on the overall achievements of the project so far.
- To share and discuss among PCDM, DCDM and line departments the logical follow up activities and new initiatives in the remaining period of FEMS project.

Participants

- Provincial Governors/deputy governors
- PCDM Secretariat's staff
- Head of Line Departments as the member of PCDM in Prey Veng
- District Governor of targeted districts (Peam Chor and Sithor Kandal)
- 5 heads of district line departments in each district
- 2 persons from NCDM
- 3-4 representatives from ADPC

Opening Session

The Opening Session of the provincial review meeting was presided over by H.E Yim Sokhom, Deputy Provincial Governor of Prey Veng. On behalf of Provincial Governor, H.E Yim Sokhom delivered an address where he highly appreciated the cooperative efforts between ADPC, NCDM, MRC and CNMC, in providing financial and technical assistance to PCDM and DCDMs to successfully develop provincial and district flood preparedness programmes. Meanwhile, various priority sub-projects identified in the FPPs have been implemented in Prey Veng, including (1) production of publication awareness products such as project brochures, flood booklets, posters on flood preparedness, flood safety measures, cultural performances and folk song; (2) conducting community based flood management trainings for newly formed CCDM; (3) conducting damage and need assessment trainings for DCDMs; (4) conducting orientation workshop on flood safety measures for school teachers; (5) development of resource inventories and (6) establishment of flood early warning system. He suggested to maintain the good relationship and good cooperation amongst stakeholders and to continue to extend the project to other flood prone districts in Prey Veng in the next phase of the project.

Presentations on Project Accomplishments

The first presentation was given by Dr. Soth Kim Kol Mony, NCDM focal point, on the overview of the project, the significant achievements over the two-year period and the planned follow up the activities under the project (FEMS).

After the presentation, five speakers from Peam Chor and Sithor Kandal districts, from the DCDMs and their line departments, who have been fully involved in implementing the priority sub projects, were invited to share their experiences, interests and suggestions.

First speaker: Mr. Chhim Sovandoeurn, district focal point of Peam Chor PCDM, explained the overall achievements of FEMS in Peam Chor. The completed activities within Peam Chor were: (1)

district FPP development, (2) establishment of flood early warning system – installation of flood marks, (3) capacity building for DCDM and CCDM on Community Based Flood Management, and Damage and Need Assessment, (4) orientation workshop on flood safety measures for school teachers, (5) consultative workshop on identification of flood related issues and needs of woman headed households and (5) public awareness through cultural shows and distribution of other public awareness materials. As the results of the project, people understanding on how to prepare for, respond to and to cope with flood impacts was improved.

Second speaker: Mr. Pea Kim Yeang, district focal point of DCDM Sithor Kandal talked about the accomplishments in Sithor Kandal. In term of progress up to date, he emphasised that before project, the structure of DCDM was in place, but it did not have the capacity to perform mandated roles and the responsibilities of its line departments were not clear He suggested that capacity building for DCDM and CCDM members on community based flood management and damage and need assessment need to extend, because they were the task forces functioning at the ground level with extensive knowledge of the community. He also suggested the continuation of the cultural performances as one of the effective and efficient methods to educate the general public on how to prepare for and to cope with flood. The activity need to be undertaken before flood season, particular in May or June. He also expressed the expectation from Sithor Kandal to have similar flood early warning system as in Peam Chor under the project.

Third speaker: Mr. Puth Sawath, Deputy Director of Department of Culture, said that Department of Culture was one of the members of PCDM, fully involved in developing and implementing cultural performance and folk song. The activities the Department took part were (1) development of scripts for cultural performance and folk song, (2) forming the cultural performance team, (3) conducting rehearsals and (4) performing the cultural shows and folk song in Peam Chor and Sithor Kandal district. As the results, the Department facilitated the four cultural shows, two in Peam Chor district and another two in Sithor Kandal district. Based on the experience, the cultural performance was one practical method to educate the communities living in flood prone areas on how to prepare for and how to protect themselves from flood impacts. He also requested to extend the activity to other flood prone villages and communities in Prey Veng.

Forth Speaker: Mr. Oun Samphy, representative from Department of Education, Youth and Sports, highlighted the significant role the Department of Education Youth and Sport played in organizing the orientation workshops on flood safety measure for school teachers and educators. Two workshops were conducted, one in Peam Chor and another one in Sithor Kandal. The target participants were school principles and senior officers from primary, junior and high schools in both districts. The results were that each school developed action plan for further dissemination of the information to school teachers and students. Meanwhile, he requested the FEMS proeject to support in the production of more IEC materials, for instance, flood information kits, posters etc, to enable the school teachers to integrate relevant materials into social and life skill subjects.

Fifth speaker: Mrs. Sam Sitha, Deputy Director of the Department of Veteran and Woman Affairs, gave a brief overview of the Department involvement in FEMS project. Since August 2006, the Department was involved in identifying the flood related issues and needs of woman headed

households in the two target districts of Peam Chor and Sithor Kandal in Prey Veng province. The Provincial Consultative Workshop on identification flood related needs of woman headed households was organized immediately afterwards. After the workshop, the Department encouraged the district Department of Woman Affairs in the two targeted district to develop detail action plan to address the basic needs of woman headed households.

Group Discussions

After the presentations of speakers, Mr. Chum Vuthy, ADPC National Project Coordinator in Cambodia, presented the draft of planned follow-up activities under FEMS, followed by group and plenary discussions. The participants were divided into 4 small groups. The results of the discussion are given below:

Table #1: Result of group discussion - provincial line departments

Type of Projects	Activities	Responsible Dept.	Resource Needed	Time
Capacity Building: CBFM training	Conduct orientation training on CBFM for commune council's members, village authority, monks, religious leaders and teachers	<ul style="list-style-type: none"> • Dept of Religion • Dept of EYSs • DCDM, PCDM 	<ul style="list-style-type: none"> • Training materials • Logistics • Financial support 	Late '06 until June '07
Public Awareness Campaign	<ul style="list-style-type: none"> • Conduct Cultural shows • Disseminate info through monks and religious leaders • Publish IEC materials • Disseminate info through teachers and students • Disseminate info through national media, TV and radio 	<ul style="list-style-type: none"> • Dept of Culture • Dept of Religion • DoEYSs • DOI • PCDM, DCDM 	<ul style="list-style-type: none"> • Financial support • IEC materials 	Late '06 until June '07
Safe Areas Improvement	<ul style="list-style-type: none"> • Repair as well as construct new shelters, latrines, wells on the safe areas • Purchase and distribute water filters to villagers 	<ul style="list-style-type: none"> • DoRD • PCDM, DCDM, CCDM • Red Cross 	<ul style="list-style-type: none"> • Financial support 	Late '06 until June '07

Table #2: Result of group discussion - district line departments in Peam Chor district

Type of Projects	Activities	Responsible Dept.	Resource Needed	Time
Capacity Building: CBFM training	Conduct orientation training on CBFM for commune council's members, village authority, disable persons, elders, and children	<ul style="list-style-type: none"> • Village authority, • Commune authority • Concerned Depts. 	<ul style="list-style-type: none"> • Training materials • Logistics • Financial support 	May-June 07
Flood early warning System	Conduct training on flood early warning system for commune council, village authorities and commune woman focal points	<ul style="list-style-type: none"> • PCDM, DCDM • ADPC 	<ul style="list-style-type: none"> • Training materials • Logistics • Financial support 	April-June 07
Safe Areas	<ul style="list-style-type: none"> • Raise the elevations of safe 	<ul style="list-style-type: none"> • NCDM, 	<ul style="list-style-type: none"> • Location 	Feb.-June

Improvement	areas in all villages to be above flood level <ul style="list-style-type: none"> • Repair as well as construct new shelters, latrines, wells on the safe areas 	DCDM, CCDM ADPC & GTZ	<ul style="list-style-type: none"> • Financial support • Contribution from communities 	07
Action plan to address basic needs of woman headed households	<ul style="list-style-type: none"> • Skill enhancement on: <ul style="list-style-type: none"> - Management and leadership - Report and proposal writing - Planning - Facilitation 	<ul style="list-style-type: none"> • NCDM, • DCDM, • CCDM 	<ul style="list-style-type: none"> • Financial support • Logistic materials 	April-June 07

Table #3: Result of group discussion - district line departments in Sithor Kandal

Type of Projects	Activities	Responsible Dept.	Resource Needed	Time
Capacity Building: A. CBFM training B. Damage and Need Assessment	Conduct orientation training on CBFM for commune council's members, village authority, religious leaders and CCDM	<ul style="list-style-type: none"> • Commune chiefs • Commune clerks • DCDM 	<ul style="list-style-type: none"> • Training materials • Logistics • Financial support 	Jan-May 07
Establish flood early warning system	<ul style="list-style-type: none"> • Install flood marks and billboards in the most vulnerable villages in Sithor Kandal district • Provide radio & communication equipment for sending and receiving flood information 	DCDM & CCDM	<ul style="list-style-type: none"> • Flood marks • billboards • Financial support 	Jan-May 07
Public Awareness Campaign	Continue to conduct public awareness through monks, religious leaders (Pagoda committee)	<ul style="list-style-type: none"> • Village authority • Commune authority 	IEC materials	Jan-May 07
Safe Areas Improvement	Repair as well as construct new shelters, latrines, wells on the safe areas	DCDM, ADPC, & GTZ	Financial support materials	Jan-May 07
Action plan to address basic needs of woman headed households	Provide small scale financial credit for starting small businesses, e.g. handicraft etc.	NGOs	Financial support materials	Jan-May 07

Table #4: Result of group discussion of Department of Woman Affairs

Type of Projects	Activities	Responsible Dept.	Resource Needed	Time
Capacity Building for 110 commune woman focal points:	Conduct training on: (1) mainstreaming gender into disaster management, and (2) damage and need assessment of women and children	PCDM, DCDM, Provincial and District Dept of Woman Affairs	<ul style="list-style-type: none"> • Training materials • Financial support • ADPC, GTZ 	1 st Quarter 2007
Public Awareness Campaign	Conduct public awareness to educate woman headed	DCDM, Provincial and	<ul style="list-style-type: none"> • IEC materials 	2 nd Quarter

	households and other women on mainstreaming genders into flood management - Sithor Kandal: 11 communes x 2 public awareness raising events = 22 awareness (1 awareness raising event targeting 200 audiences) - Peam Chor 10 communes. x 2 public awareness raising events = 20 awareness (1 awareness raising event targeting 200 audiences)	District Dept of Woman Affairs	<ul style="list-style-type: none"> Financial support ADPC, GTZ 	2007
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Summary Results:

- Reviewing the achievements of FEMS amongst PCDM, DCDM and their member line departments.
- Experiences and interests shared by line departments, who involved fully in priority sub project implementation.
- Draft of follow up activities were presented and finalized based on the group and plenary discussions, at the same time, the new priority sub projects were identified.

Tentative Schedule:

Time	Activity	Speaker/ Facilitator
0800-0815	Welcome Remarks by Provincial Governor/Deputy Governor	Provincial Governor
0815-0830	Remark by ADPC	ADPC
0830-0845	Presentation of Objectives of the meeting	Mr. Hul Chamroeun
0845-9005	Presentation of overview and overall achievements of project (FEMS)	Dr. Mony, NCDM Mr. Hul Chamroeun
0905-0915	Q&A	Dr. Mony, NCDM Mr. Hul Chamroeun
0940-0955	Coffee Break	
0915-0930	<ul style="list-style-type: none"> • Sharing experiences of sub priority projects implementation by line Departments <ul style="list-style-type: none"> - CBFM and DANA training - District Resource Inventories - Development of program on meeting the needs of Woman Headed Households - Improved dissemination of flood early warning systems - Orientation Workshop for Teachers on flood risk reduction • Discussion on follow up activities and new initiatives 	NCDM
0930-0945		Mr. Pea Kim Yeang
0945-1000		Dept of WA
1000-1015		Mr. Vandoeun,
1015-1030		Mr. Sophy
1030-1150		PCDM, DMCM, NCDM, Line Departments, ADPC
1150-1200	Closing	Provincial Governor/Deputy Governor PCDM Secretariat

Annex 2.a: Cambodia National Experience Sharing Workshop

3 NOVEMBER 2006, SUNWAY HOTEL, PHNOM PENH

1. OBJECTIVES:

- To update the national line agencies and other partners on the overall achievements of implementation since the start of the project
- To discuss and share with the national line agencies the experiences gained from the project implementation, particularly in the flood preparedness program development and its ground implementation through priority sub-project during the flood season 2006
- To seek guidance and suggestions on future activities in the remaining period of FEMS

2. EXPECTED OUTCOMES:

- A series of lessons learned which could form a good practice for others to share but also to help the project be better oriented to meet the objectives
- A clear set of recommendations to guide the FEMS implementation in the remaining period
- Stronger networking, and coordination and collaboration among implementing, coordinating and collaborating partners strengthened and profiles and confidences of national and local disaster management institutions raised

3. Agenda

Time	Activities
7:30-8:00	Registration
8:00-8:30	Opening ceremony Welcome Remarks by MRC, Dr. Truong Hong Tien, FMMP Coordinator Remarks by GTZ Representative Remarks by CNMC, H.E. Mr. Hou Taing Eng, Secretary-General, CNMC Opening address by H.E. DR. Nhim Vanda, First Vice President, NCDM
8:30-9:00	Session 1: Achievement and Lessons Learned from FEMS Implementation Co-chaired by MRC-CNMC (H.E. Mr. Hou Taing Eng and Dr. Truong Hong Tien) <ul style="list-style-type: none"> • Workshop Objectives & Overview of the Project by ADPC • Presentation on two-year report on FEMS implementation by ADPC
9:00-9:15	Questions and answers
9:15-10:20	Provincial and district perspectives: Setting a Systematic Flood Preparedness Program in Motion -Achievement and Lessons learned under FEMS September 2004 to August 2006 Presentation on : <ul style="list-style-type: none"> • the process of FPP development, Mr. Hul Chamroeun, Deputy-Secretary of PCDM, Prey Veng Orovince- 9:15-9:35 • the implementation of priority sub-projects at provincial and district levels <ul style="list-style-type: none"> ○ Building capacity of CCDM on CBFEM (Mr. Chum Vuthy, ADPC)- 9:35-9:50

	<ul style="list-style-type: none"> ○ <i>Improving skills of District and Commune officials in DANA (Dr. Mony, NCDM)- 9:50-10:05</i> ○ <i>District resource inventory development, Mr. Vandoeurn, DCDM of Peam Chor District, Prey Veng Province-10:05-10:20</i>
10:20-10:35	Questions and answers
10:35-11:00	Tea break
11:00-12:00	<p>Presentation on :</p> <ul style="list-style-type: none"> • the implementation of priority sub-projects at provincial and district levels (Continued) <ul style="list-style-type: none"> ○ <i>Development of program on meeting the needs of Women headed household (WHH), Mrs Leng Rim, Department of Women's Affairs, Kandal Province-11:00-11:15</i> ○ <i>Improved dissemination of flood early warning, Village Chief, Peam Chor District, Prey Veng Province-11:15-11:30</i> ○ <i>Orientation Workshops for Teachers & Educators on flood risk reduction, Mr. Keo Kim Leng , Head of Primary Office of Department of Education Youth and Sports, Kandal Province-11:30-11:45</i> ○ <i>Public awareness activities, Mr. Sawath, Deputy Director of Cultural Department, Prey Veng Province-11:45-12:00</i> • Trans-boundary province-to-province Cooperation, Mr. Lim Khimny, PCDM, Kandal Province-12:00-12:15 • Questions and answers-12:45-12:30
12:30-13:30	Lunch break
13:30-14:00	<p><i>Session 2:Presentation on Future Activities from September 2006-June 2007</i> <i>Co-chaired by NCDM-ADPC (H.E. Mr. Ponn Narith and Mr. Loy Rego)</i></p> <ul style="list-style-type: none"> • Detailed activities September 2006 to June 2007 and Follow-up activities of the priority sub-projects by ADPC
14:00-14:15	Questions and answers
14:15-15:00	<p>Session 3: Plenary session: Guidance and suggestions on future activities <i>Co-chaired by MRC-ADPC (Dr. Truong Hong Tien and Mr. Loy Rego)</i></p>
15:00-15:30	Tea break
15:30-16:00	Wrap up
16:00-16:45	Closing address, H.E. Mr. Ponn Narith, Deputy Secretary General, NCDM

Consolidation of the Feedbacks and Discussions

Question for Discussion:

1. What suggestion do you have on the plan activities?
2. What other activities should be done under FEEM?
3. In what way in your organisation like to partners with FEEM?

LWF

- Plan should be integrated with the commune investment plan, because disaster is part of development work. These mean that village
- Should focus more on sub-grant such as housing
- Disaster preparedness and mitigation through empowered process
- As much as possible empowered in Government agency to prepare FEMS just plays role as facilitator, this builds ownership and sustainability
- Should develop indicators and frame work for self-assessment and allow them to do by themselves
- Should discuss more about what training topics are necessary for preparation and implementation of FEMS

OXFAM AMERICA

- More cross visit by now piloted province
- Policy advocacy as a part of sustainability
- Looking forward for partnership , but need to discuss further and identified the area

CARE_CAMBODIA

- CARE will pilot with NCDM on how to integrate all preparedness in CBDRM planning at commune and village level. We can work together on developing the process/ procedures on Emergency Preparedness Planning at CC/ CCDMT and VDC/ village level.

CWS

- Need to focus on grass root level, especially village and commune. Strengthening capacity of PCDM, and prepare / organize trainer from PCDM. It is easy to follow up and monitor support to district and community level.
- For implementing activities should take longer time at least 18months. It is easy to follow up and monitor for supporting commune and district level. It is a need for study visit for community level (district- commune).
- More focus on the grass root of community level.
- Extended the project information to other 10 NGOs, especially those who are in the target, for more discussion and actions(not only Government's body)
- Setting up a system of monitoring and follow up beyond project period
- Suggestions on other activities
 - Strong focus on community level
 - Include MAFF in the project as well as MoWRAM
 - Produce Posters which are related to livelihoods & agriculture promotions at community level.
- Suggestions on Partnership
 - Information sharing about the activities (via e- mail....)
 - Experiences sharing on WS/meeting.

- Exchange visit with similar flood mitigation organisation (including Government's body)

Seila Programme

- All activities proposed in the FPP should be raised for discussion at district integration workshop (DIW) to mobilize the supports
- Flood issues should be included in 5 years CDP during 2nd CC period as long term objective.
- MOP and DOP could help to include flood issues into planning system at all level (national, provincial, district and commune)

PCDM Prey Veng Province

- Extension of project activities to wider districts along river at Prey Veng province.

Ministry of Agriculture, Forestry and Fisheries (MAFF)

- The project should be extended to other provinces along Mekong River, especially for those who are vulnerable to flood, such as Kompong Spoeu and Banteay Meanchey province.
- The activities should be done and disseminated to vulnerable people on time.
- Closely collaborated between MAFF and FEMS

MoWRAM

- The project should strengthen volunteer's ability in protecting local people during the flooding period.
- Local authority should prepare financial support and materials for protecting local people from flood disaster.
- The project should discuss with commune, district and provincial level to integrate the flood preparedness activities into commune development plan, to ensure the sustainability of the project.

Kandal Province

- Disseminate information through radio and TV
- Needs village level for project implementation
- Integrate this project into educational systems
- Training of volunteers for monitoring and guidance
- Ensure the sustainability of the project
- Provided enough equipment for community safety hills
- Provide sufficient equipment for district disaster management committees
- Close collaboration with partners

Children Support Foundation

- More institutions should be involved in this project and extended to wider areas.
- Children Support Foundation expressed their intention to be a partner with FEMS, because this project not only involved with Government agency but also NGOs.
- More workshops to be organized to share experiences like this.
- Inclusion of local community – working directly with them.

- Sharing of public awareness materials produced under FEMS with Children Support Foundation, especially those targeted at children.

Other Suggestions

- Finalization of FPP manual is important
- Enhancing the NCDM capacity
- Setting up of a central information system : databases on:
 - FPPs
 - People trained
 - Equipment
 - Stock (Central /Province/ district/commune)
 - Cross ministry stock
 - gaps/ proposal
 - safe areas
- Expansion or scaling up of the activities: extended to other districts
- All district and community safety hills should be maintained all the time.
- Capacity building should be more focused on community volunteer.
- Strengthening teachers - should be include youth education at secondary school, because those are located across target village and commune. The training should be done during holidays.
- Strengthening dissemination: effective information sharing on time to utilize village, commune and district channel.
- The project should increase collaboration with its NGOs partner in the target areas, and also capacity building of commune committee for disaster management.
- The budget plan should support commune committee for disaster management. In addition, FEMS should be integrated into commune development plan.
- The project should consider dissemination of information through radio, TV, and posters, and continuing to supporting committee disaster management at all level.
- Provide trainings for commune councils, village chief and women leader, and children so that they could continue to disseminate their knowledge to other people in the community. Boat should be provided for children go to school and also for poor female head households.
- Participate in target commune/district investment plan and also provided training to commune councils, village chiefs and women leaders, and children on flood disaster management.
- Strengthening volunteer at district and provincial level with regards to activity implementation (activities in FPPs).
- Integrating this project into commune development plan
- Participate in activities and improve capacity and share knowledge and skills with target commune.
- The project should be extended to other 10 provinces. For Prey Veng and Kandal provinces, there should be coverage for all areas of those two provinces. In addition, it should identify an effective way of project implementation.
- The project should include monks and elderly in the implementation considerations.
- Ministry of Planning has a plan to integrate flood disaster management into commune development plan.

ANNEX 2.B: VIETNAM NATIONAL EXPERIENCE SHARING WORKSHOP

HO CHI MINH CITY: 17 NOVEMBER 2006

VENUE: VICTORY HOTEL, HO CHI MINH CITY, VIETNAM

1. OBJECTIVES:

- To update the national line agencies and other partners on the overall achievements of implementation since the start of the project
- To discuss and share with the national line agencies the experiences gained from the project implementation, particularly in the flood preparedness program development and its ground implementation through priority sub-project during the flood season 2006
- To seek guidance and suggestions on future activities in the remaining period of FEMS

2. EXPECTED OUTCOMES:

- A series of lessons learned which could form a good practice for others to share but also to help the project be better oriented to meet the objectives
- A clear set of recommendations to guide the FEMS implementation in the remaining period
- Stronger networking, and coordination and collaboration among implementing, coordinating and collaborating partners strengthened and profiles and confidences of national and local disaster management institutions raised

3. Agenda

Time	Activities
7:30-8:00	Registration
8:00-8:30	Opening ceremony Remarks by MRC, Dr. Truong Hong Tien, FMMP Coordinator Remarks by GTZ Remarks by Dr. Dang Quang Tinh, Director, DDMFSC Keynote address by Dr. Bhichit Rattakul, Executive Director Ad Interim, ADPC Opening remarks by Mr. Nguyen Hong Toan, Secretary General, VNMC
8:30-9:00	<i>Session 1: Achievement and Lessons Learned from FEMS Implementation</i> Co-chaired by Mr. Nguyen Hong Toan, VNMC and Dr. Truong Hong Tien, MRC <ul style="list-style-type: none"> • Workshop Objectives & Overview of the Project by ADPC • Presentation on two-year report on FEMS implementation by ADPC
9:00-9:15	Questions and answers
9:15-10:00	Provincial and district perspectives: Achievement and Lessons learned under FEMS Presentation on : <ul style="list-style-type: none"> • Implementation of priority sub-projects at provincial and district levels <ul style="list-style-type: none"> ○ <i>Institutional role analysis and improvement identification study, Mr. Do Vu Hung, Deputy Chairman of PCFSC, Vice Director of DARD, An Giang Province</i> ○ <i>Building capacity of DCFSC/DRC in search and rescue, Mr. Vo Minh Dung, National Disaster Preparedness Trainer, Vietnam Red Cross (VNRC), An Giang Province</i>
10:00-10:15	Questions and answers

10:15-10:30	Tea break
10:30-11:15	<p>Presentation on :</p> <ul style="list-style-type: none"> • the implementation of priority sub-projects at provincial and district levels (Continued) <ul style="list-style-type: none"> ○ <i>Improving skills in commune emergency kindergarten management, Mrs. Tran Thi Kim Ngon, Head of Pre-school Division, Dong Thap Dept. of Education and Training (DOET)</i> ○ <i>Enhancing the safety of school children through swimming swimming lessons, Mr. Le Van Hung, Chief Secretariat of PCFSC, Dong Thap Province</i> ○ <i>Trans-boundary province-to-province Cooperation, Mr. Doan Thanh Chung, Chief Representative, DDMFSC's Representative Office, Ho Chi Minh City</i>
11:15-11:30	Questions and answers
11:30-12:00	Summary of Session 1
12:00-13:30	Lunch break
13:30-14:00	<p>Session 2: Presentation on Future Activities from September 2006-June 2007 Co-chaired by Dr. Dang Quang Tinh, DDMFSC and Mr. Loy Rego, ADPC</p> <ul style="list-style-type: none"> • Detailed activities September 2006 to June 2007 by ADPC
14:00-14:15	Questions and answers
14:15-15:00	<p>Session 3: Plenary session: Guidance and suggestions on future activities Co-chaired by Mr. Loy Rego ,ADPC and Dr. Truong Hong Tien , MRC</p>
15:00-15:30	Tea break
15:30-16:00	Summary of Session 2 and 3
16:00-16:45	<p>Closing session</p> <ul style="list-style-type: none"> • Key outputs of the meeting • Remarks by Dr. Truong Hong Tien, MRC • Remarks by Dr. Dang Quang Tinh, DDMFSC • Address by Dr. Bhichit Rattakul, ADPC • Closing address by Mr. Nguyen Hong Toan, VNMC

CONSOLIDATION OF FEEDBACK

Name	Position	Suggestions for Activity 06-07 (Q1)	Additional Activities under FEMS (Q2)	For Phase II 2007-2010 (Q3)	Partnership with FEMS (Q4)
Dr. Truong Hong Tien	FMMP /MRCS	<ul style="list-style-type: none"> - Set up the standard for evaluation of the project performance - Strengthen the cooperation between ADPC, MRCS, NMCs and others - Roadmap for FEMS in the region 	<ul style="list-style-type: none"> - Conduct national/ regional consultation meetings with the countries for the linkage of C4/FMMP in FEMS 	<ul style="list-style-type: none"> - The activities should be extended (upscaled) to the regional level - Develop the mandate and scope for FMMP in strengthening the flood emergency management 	N/A
Mr. Vu Ngoc Hung	Sub-NIAPP	<ul style="list-style-type: none"> - Extend public awareness on flood early warning, flood proofing and flood safety to commune level, minority ethnic groups, etc. - Develop a model on support means of transport to pickup children in flood high risk areas to EKs - Develop a mechanism on coordination and collaboration among agencies in flood emergency at provincial, district and commune levels 	<ul style="list-style-type: none"> - Forecasting and warning on environmental problems during flood emergency, disease threats to human, animals and plants - Food safety in schools during flood season - Integrate flood emergency management into legal documents/ policy of rural development and land use 	<ul style="list-style-type: none"> - Regional knowledge sharing - Booklet on flood emergency management, disease prevention and treatment - Replication of flood emergency good practices into other localities in Mekong Delta 	-
Mr. Hak Soheat	CNMC	<ul style="list-style-type: none"> - Cross study/visits to learn more new approaches like swimming lessons, emergency kindergartens (EK), flood warning posts, rescue posts, etc. 	-	<ul style="list-style-type: none"> - Keep the same provinces but extend districts. Or extend to one/two nearby provinces with similar flood situation - Training on First Aid training for school teachers - Joint S&R drill/exercises between province and 	-

				province	
Mr. Do Manh Hung	VNMC	- Basically agreed	- There need be more activities linking with relevant national programmes/projects to avoid duplications and strengthen the project impact	- Should change from FPP into Flood Emergency Preparedness Planning and Implementation to focus on the expected outputs of the C4 cause FPP itself is a broad concept	- Mobilize various resources from line ministries/sectors and from project province/districts
Mrs. Dam Thi Hoa	DMC/ DDMFSC	- Focus on existing activities, especially swimming lessons and investment in EKM - Target commune level	- Extend the selection of participation in training on S&R (to other local community groups) - Regular project review and experience sharing with neighbouring provinces	- Consider more on the sustainability of the project activities (e.g income generation to maintain EKs and training on S&R, swimming universalization classes, etc.)	- Support, coordinate, cooperate and share project activities with governmental agencies and (i)NGOs. - Technical knowledge sharing in flood storm control aspects
Mr. Doan Thanh Chung	DDMFSC- HCMC	- Extend the project coverage to other flood risk provinces and districts - Strengthen transboundary cooperation activities - Raise public awareness on flood risks - Experience sharing and dissemination	- Overall assessment of flood storm control and disaster reduction in Mekong River Delta and planning for activities responding the urgent needs in an effective manner - Focus more on public awareness raising activities on flood preparedness and mitigation measures	- Extend the project coverage to all provinces in Mekong River Delta. - Support to strengthening institutional arrangements of flood storm control system in Mekong River Delta in a professional way.	- Co-implementers - Involve in management and monitoring of the project implementation
Pham Van Le	PCFSC An Giang	- To continue the priority sub	- Strengthening transboundary	- Improvement measures of PCFSC/DCFSC institutional	- Continue and promote the

		<p>activities as planned, especially improvement of EKs in project target districts</p> <ul style="list-style-type: none"> - Meeting with member sectors of DCFSC for better understanding of roles and responsibilities of DCFSC as reflected in IA Study. Then implementation of study recommendations can be piloted in flood season 2007 	<p>cooperation in search and rescue between border provinces of Vietnam and Cambodia</p>	<p>structure as recommended by IA study should be implemented in all districts and province of An Giang to ensure effective coordination and collaboration in coping with floods.</p>	<p>existing partnership</p>
Mr. Tran Van Long	DoFA, An Giang	<ul style="list-style-type: none"> - The project should pay a due attention to proposals from provincial and district levels during their presentations with more focuses on activities at grassroots level 		<ul style="list-style-type: none"> - Ensure the sustainability of the project in the geographical coverage and replicate into other areas in Mekong River Delta. - Good practice identification for modelling - Public awareness raising 	<ul style="list-style-type: none"> - DoFA is willing to support the transboundary flood emergency assistance initiative under FEMS - DoFA finds this issue crucial and will consult with An Giang People's Committee to consider the integration of this topic into the agenda of 2 provinces' periodic meeting biannually
Mr. Tran Minh Hai	An Giang University	<ul style="list-style-type: none"> - Replicate EKM models - Mobilize local resources to protect children - More community-based initiatives 	<ul style="list-style-type: none"> - Pilot some models of living with flood, (e.g plantation of sesbania tree in deeply inudated areas to create aqua- 	<ul style="list-style-type: none"> - Training of Trainer (ToT) - Production of IEC materials (booklets, posters, CDs, etc.) for public awareness raising 	<ul style="list-style-type: none"> - Cooperate with FEMS to develop new proposals for community level - Consultation and provide information for

			productive environment and reduce flood impact)		project development
Mr. Dang Ngoc Loi	PCFSC Dong Thap	- Agreed	<ul style="list-style-type: none"> - FEMS implementation should be updated to all riparian countries - Training materials should be contextualized to the real conditions in the local areas - Referring to FMMP overall objective, reducing human loss includes child protection in general, not only child protection at EKMs 	- Public Awareness Raising should be one of the major focuses.	
Mr. Le Van Hung	PCFSC Secretariat Dong Thap	<ul style="list-style-type: none"> - EKM strengthening should draw attention to providing physical support to EKs (basic materials, etc.) and child management skills at community level (for mothers) - Strengthen flood safety measures for children (swimming skill enhancement is the most urgent). Research on the model of a suitable swimming net (good quality, durable, mobile) to maximize its effectiveness 	<ul style="list-style-type: none"> - Help PCFSC/DCFSC and commune CFSCs in maintain, update and disseminate flood data to all levels and local people - Laptop and LCD for PCFSC are requested to facilitate training activities 	<ul style="list-style-type: none"> - Strengthening flood early warning and dissemination capacity. Communication equipments are requested - Public awareness raising activities through production of booklets; community flood early warning facilities - Equipments to access to flood forecasts provided by the RFMM Center 	- Work closely with ADPC in planning and implementation of the project
Mrs. Tran Thi Kim Ngon	Dong Thap DOET	<ul style="list-style-type: none"> - Agreed with the planned activities under FEMS project - Pay greater attention to material/physical resources of EKMs 			
Mr. Dinh Van	Tan Hong	- Agreed in general	- Provide full support for	- All upstream districts in	- Cooperate with FEMS to organize

Dam	DCFSC, Dong Thap	- Supplement the EK improvement in the implementation plan	one rescue post as per district on pilot basis for monitoring and lessons learnt. District and commune will continue with replication of the model	Dong Thap are learnt from the project implementation (public awareness, swimming universalization for kids, etc.)	experience sharing workshop, training; mobilize local resources to participate in the project
Mr. Phan Xuan Lac	Thanh Binh DCFSC , Dong Thap	- FEMS should prioritize the investment in improving EKs; - Training on EKM for volunteers; - Extend skills enhancement on S&R for rescue post members and volunteers in flood risk areas		- Project implementation should strictly respect its timeline for effective flood risk reduction in target areas	- Collaborate with FEMS to boost up dissemination activities in target areas, as well as create favourable conditions for smooth implementation in the field
Mr. Tran Hoang Ba	PCFSC, Tien Giang	-	- Focus more on capacity on flood forecasting and dissemination to local people living in flood risk areas	- Replicate training topic of CBFM - Cooperate with technical departments/offices at provincial and district levels to design and implement programmes on agricultural management, health care, water resources planning and management.	- Collaborator with the project and create favourable conditions for the project's smooth implementation
Mr. Nguyen Thien Phap	PCFSC Secretariat Tien Giang	- Continue the planned activities - Prepare for the design of the project Phase II in a feasible, effective and sustainable manner	- Review of existing training materials/ documents to save time - Experience sharing activities targeting community people	- Phase II should be thoroughly consulted with advisors/consultants and integrate local feedback before submit to the Donor	- Collaborator and co-implementers

			- Ensure the dissemination of flood information to community level to enhance the preparedness capacity		
Mr. Du Hai Duong	Can Tho VNRC	<ul style="list-style-type: none"> - Focus more on commune and village levels - Community-based should be the priority approach 	-	<ul style="list-style-type: none"> - Design a community education program on TV about flood preparedness and capacity building - Organize community education programmes in various forms: cultural show/game, etc. 	<ul style="list-style-type: none"> - Compile training documents and conduct training on First Aids, Disaster Management aspects - Experience sharing on CBDRM in the training courses - Conduct HVCA, develop community contingency plans and needs assessment
Mr. Nguyen Thanh Canh	Ministry of Defence	- Agreed	- Enhance the commitment of authorities at local levels to ensure effective and efficient implementation of the project, as well as community participation	- The project sustains and extend its coverage in 3 regions: North, Central and the South of Vietnam	- As and when required
Ms. Nguyen Thi Thuy Van	National CPFC	<ul style="list-style-type: none"> - Select 2 more provinces (i.e Tien Giang and Vinh Long) to involve in FEMS - Training for PCFSC/DCFSC staff, members and volunteers - Booklet on flood emergency preparedness planning 	<ul style="list-style-type: none"> - Strengthen information, education and communication activities to community level in flood prone areas - Training for grassroots staff and volunteers 	<ul style="list-style-type: none"> - Training for staff and volunteers on S&R, community organizing, etc. - Equipment support (life vest and swimming nets), communication equipments - Swimming universalization 	-

		<ul style="list-style-type: none"> - Swimming lesson and organize swimming contests - Experience sharing workshop for the region (all Mekong provinces) - Public awareness raising through supporting IEC materials - Improvement of EKs in flood high risk areas - Mobilize community resources 	<ul style="list-style-type: none"> - Regular experience sharing workshop - Reference materials and IEC materials on flood emergency preparedness planning 	and organize swimming contest(s)	
Mr. Dang Xuan Lai	National CSPT	<ul style="list-style-type: none"> - Good 	-	<ul style="list-style-type: none"> - Strengthen Safety Measures for Children during flood season 	<ul style="list-style-type: none"> - Partner with FEMS project in implementation of flood safety measures for children
Ms. Nguyen Viet Hong	Women's Union	<ul style="list-style-type: none"> - Very happy with the project activities in Phase II. - Planned activities in Phase II has strongly supplemented to those in Phase I 	<ul style="list-style-type: none"> - Pay greater attention to awareness raising for all levels, sectors, genders and community 	<ul style="list-style-type: none"> - Strengthen cooperation with technical organizations in organize training courses 	<ul style="list-style-type: none"> - Lessons drawn on different models of EKs; replicate the model and monitor the implementation
Ms. Tran Thi Lan Huong	Youth Union	<ul style="list-style-type: none"> - Visual and lively approaches targeting specific group of beneficiaries should be applied (e.g children, women, volunteers, etc.) 	<ul style="list-style-type: none"> - Diversify IEC materials, approaches and products 	<ul style="list-style-type: none"> - Strengthen training and drill activities in the project sites - Strengthen coordination and cooperation between the stakeholders - Promote the role of youth union in the sub-committees 	<ul style="list-style-type: none"> - Capacity building and public awareness programmes for community and children. For instance, training on life skills, accidents and injuries in flood season for children - Establishment and strengthening youth groups

Mr. Vu Quang Huy	Hydro-Myth	<ul style="list-style-type: none"> - Agreed with the project roadmap - Strengthen flood safety measures for adults (not only for children), so that households should prepare food and fund for flood emergency 	<ul style="list-style-type: none"> - Public Awareness raising so as to community can clearly understand and timely response to flood forecasts/ warning - Communication Equipment support for commune/ village to disseminate flood warnings to local people 	-	<ul style="list-style-type: none"> - Cooperate with FEMS to exchange information/ forecast technology/ document transfer to improve effectiveness and efficiency of flood early warning
Mr. Nguyen Van Bang	CARE	-	<ul style="list-style-type: none"> - Establish a Flood Management Network/ Forum including relevant provinces in Mekong area - Focus more on Disaster Risk Reduction 	<ul style="list-style-type: none"> - Establish a Flood Management Network/ Forum including relevant provinces in Mekong area - Focus more on Disaster Risk Reduction (DRR) - Link DRR to long-term development, capacity building and mechanism 	<ul style="list-style-type: none"> - Network sharing - Cooperate to carry out some activities such as training curriculum, IEC materials, publications
Mr. David Sandilands	CARE	<ul style="list-style-type: none"> - Have a look at credit. If people have money, they can be better prepared 	<ul style="list-style-type: none"> - A forum/meeting of all partners and stakeholders in an annual meeting where concepts can be heard and shared, then all the way to national level 	<ul style="list-style-type: none"> - Networking and partnership increased 	<ul style="list-style-type: none"> - In a number of ways, but mainly in training/ IEC materials
Mr. Do Hai Dang	STC/ Sweden	<ul style="list-style-type: none"> - S&R: Can it include safe transportation? - EKM: Consider the possibility of extending the training to parents on involving parents in EKM - Swimming lesson: need to repeat the lessons for those children 	-	<ul style="list-style-type: none"> - Communities are able to plan and mobilize internal and external resources to implement actions to protect community members from negative effects of flood in a coordinated manner and 	<ul style="list-style-type: none"> - Continued collaboration on child-related issues - Coordination on the ground

		<p>already attending the classes</p> <ul style="list-style-type: none"> - Billboards: Consider the possibility of consultation with local communities (including children) on the content and location - Coordination with other agencies (e.g training) 		with respect to each others and to the environment	
Ms. Bui Viet Hien		<ul style="list-style-type: none"> - The program lacks of feasible implementation mechanism in the design, particularly in financial resources. This should be prioritized in the next 6 months. Private sector socialization maybe an option but it is not enough. - Need to provide basic process/ methodological training to deepen the project outputs - 6 months is also a short time but what can be done is to make cooperation mechanism for DRM in VN and Cambodia happen - We should not work by activities but suggest initial agreement in institutional changes for DM cooperation between 2 countries 	<ul style="list-style-type: none"> - With 6 months period, the most practical way is to ensure a strong consolidation of sound activities for sharing and future opportunities. All training materials, approaches, guidelines, etc. must be well selected, reviewed and documented - Consolidation of current partnerships under 5 topics of FEMS should be enhanced and sustained as much as possible 	<ul style="list-style-type: none"> - The next phase need to be the elaboration of Phase I activities, of which facilitating planning processes of emergency management and how to include all those bottom-up planning into the socio-economic plan must be well addressed. - Phase II should reach more to the poor groups 	<ul style="list-style-type: none"> - I feel that poverty reduction receives inadequate consideration in FEMS whilst this is always the 1st agenda of Donor + the poor are always the most vulnerable in emergencies

**Annex 3: Summary report on Kampong Chhnang Commune Development Planning
Workshop
27-28 November 2006
Kampong Chhnang Province, Cambodia**

Team:: Mr. Thanongdeth Insisiengmay, ADPC Program Manager
Mr. Chum Vuthy, National Project Coordinator, Cambodia
Mr. Prom Tola, National Consultant, ADB-TA
Mr. Lim Kim Ny, PCDM's Secretariat staff in Kandal
Mr. Hul Chamreoun, PCDM's Secretariat staff in Prey Veng
Mr. Tep Ly, DCDM's Secretariat in Svay Chrum district, Svay Rieng
Mr. Ven Kab, DCDM's Secretariat in Koh Andeth district, Takeo.

A. Objectives

- To participate in the workshop on development of 5 Year Commune/Sangkat Development Plan Structure (2008-2012) and 3 Year Rolling Investment Programme, hosted by Ministry of Planning in collaborating with STS, PLG and UNICEF
- To do public awareness and advocate Ministry of Planning, Provincial Departments of Planning, Seila's programme to include DRM into commune development plan either adding one new planning area or integrate into cross cutting issue.

B. Overview

The above workshop was conducted by the Ministry of Planning in collaboration with Seila Task Force (STF), Partnership for Local Governance (PLG), Unicef's Seut Kumar (Child Right) at Kompong Chhnang Provincial Hall, 27-28 November, 2006.

The participants were mainly Chiefs of Provincial Planning Departments from all 24 provinces in Cambodia, National and expatriate advisor of Seila's program, national experts from Ministry of Planning, ADPC staff in Cambodia, PCDM and DCDM representatives from Kandal, Prey Veng, Koh Andeth district, Takeo and Svay Chrum district, Svay Rieng province. The purpose of the workshop was to discuss and review the existing and next 5 year commune/sangkat development plan/framework and 3 Year Rolling Investment Programme (2008-2012). Particularly, the discussion and revision over the five basic planning areas below:

1. *Economic/Agriculture:*

Agricultural development, vaccinations, repairs roads and rehabilitated channels, and disaster management etc.

2. *Social affair development:*

Hygiene and toilets, constructing wells, water filters, building school, aid relief to orphan and very poor household, etc.

3. *Natural resources and environment:*

Tree planting, fish raising and wild fish conservation, and natural pesticide, etc.

4. *Administrative services and security:*

Disseminate law and regulation as well as sub-decree related to land management, trafficking of children and women, etc.

5. Gender:

Domestic violence, child and women trafficking, AIDS, birth-spacing, etc.

C. Procedures of Workshop:

The participants were divided into three small group discussions to discuss and review the existing the 5 basic planning areas and activities what should be included and what should be excluded for the next 5 year Commune/Sangkat Development Planning and 3 Year Rolling Investment Programme. ADPC, PCDM and DCDM role in this workshop was to advocate and do public awareness on disaster risk reduction (flood and drought) enable to encourage the Ministry of Planning, Provincial Department of Planning and Seila's program to integrate the DRM into the commune/sangkat development plan and 3 year rolling investment programme.

D. Outcome of Integration DRM into Commune Development Planning:

Based on proposal from PCDM, DCDM from Kandal, Prey Veng, Takeo, and Svay Rieng province, the DRM has been tentatively included as one of planning areas named Disaster Management. With this proposal, H.E Hou Taing Eng, who was chairperson of the workshop, fully agreed and supported the initiative, he provided explanation to the participants that currently our development process and achievements have been interrupted by natural disaster flood and drought annually. Current disasters are hindrances of our people's lives, properties, agriculture activities, and people livelihood. We should not be ignoring the disaster preparedness, and mitigation measures. So, the development works and disaster management need to be implementing in parallel approaches. He emphasised that the government's strategies and national development policy also consider disaster management is one priority issue to ensure the sustainability of development and to reduce the poverty.

In short, the inclusion of DRM into CDP and CIP as following:

- **Key general information proposed to include in Commune Development Book are:**
 - % households affected by disaster
 - No. of safety hills
 - Means and labour for disaster management
 - Materials for disaster management
 - Establishment of DM committee
 - Hazard, vulnerability and capacity map

- Additional Planning Areas proposed by PCDM, DCDM/ ADPC:
 1. Economic/ Agriculture
 2. Social Affair Development
 3. Natural Resource and Environment
 4. Administration Service and Security
 5. Gender
 6. Disaster Management/Preparedness and Mitigation Measures (Proposed by PCDM, DCDM/ ADPC)

a. Non Structural Preparedness and Mitigation

1. DM management training at community level
2. Training on assessment of disaster impact on community vulnerable
3. Public awareness of disaster management
4. CBDRR

b. Structural Preparedness and Mitigation Measures

1. Safety hills
2. Early Warning Systems
3. Embankment to prevent flood and changing direction of flood
4. Means for evacuate local people

At the same time, some relevant documents relating to disaster management were distributed to all participants, they were (1) short note of Power point presentations, (2) provincial and district flood preparedness programs (FPP), (3) draft CBDRR strategies, and (4) FEMS brochures.

Meanwhile, Mr. Vuthy was invited to present briefly about current projects of ADPC in Cambodia in collaborating with NCDM, CNMC, MRC and other line Ministries. He presented that since 2003 ADPC has been implementing certain projects like (1) *Capacity Building for Planning and Implementation of Flood Preparedness Program at Provincial and Districts levels in the Lower Mekong Basin, funded by DipECHO, the project has been implementing in Kratie and Kampong Cham province*, (2) *Flood Emergency Management Strengthening, funded by GTZ, has been undergoing implementation in Kandal and Prey Veng as the pilot project* and (3) *Community Self-Reliance and Flood Risk Reduction under ADB-TA has been implementing in Takeo and Svay Rieng in collaborating with CCK and CWS*. He explained that modalities of the current projects would be replicated to other disaster prone provinces in Cambodia through National Committee for Disaster Management System/mechanism.

At the same time, he raised the experiences learnt from District Integration Workshop under Seila's program that Commune Councils raised up the issues caused by natural disasters flood and drought in their respective commune, but they do not know how to interpret the issue into disaster preparedness and mitigation measures. Because of their capacity, knowledge and awareness have not been strengthening widely yet. Those are the reasons that Commune Councils have not identified the specific flood/draught related projects in their commune development and investment plan. Regarding to this, Mr. Vuthy remarked that the Commune Committee for Disaster Management (CCDM) has been currently established this year by National Committee for Disaster Management (NCDM). Therefore, government agencies, NGOs, and international organizations are the best to play the role in strengthening CCDM capacity, enable to ensure the CCDM will be functioning according to their mandate and to work with CCDM to integrate the disaster risk management into their commune development and investment plan and to make sure the sustainability of development.

Regarding to this, H.E. Hou Taing Eng added that the disaster issue is a global concern, whit this concerns, he provided further explanation about collaboration between CNMC, MRC,

ADPC in implementing the MRC Flood Management and Mitigation Program consisting five components. ADPC is implementing Component 4 “Food Emergency Management Strengthening” in collaborating with NCDM, CNCM, MRC.

To further details what proposed activities should be included in commune/sangkat development and investment plan, H.E Hou Taing Eng requested ADPC to work with NCDM to detail out what are the key activities relating with disaster risk management and fill in the draft template, then, submit the filled draft template to him directly, he will discuss with the technical panel (Ministry of Planning and Seila’s Program) either include it as cross cutting issue or add another special section for DRM. In the case, ADPC, NCDM/PCDM will be invited to participate the technical meeting sometime in Phnom Penh.

E. Next Steps to Follow Up:

- Share the results of workshop in Kampong Chhnang province with PCDMs, NCDM
- ADPC works with NCDM, and PCDM to detail out what key activities relating to disaster flood and draught reduction measure in the draft template of Ministry of Plan as requested by H.E Hou Taing Eng and submit to Ministry of Planning.
- Participate with technical meeting with Ministry of Planning

Annex 4: Planned Follow-up Activities in Cambodia and Vietnam

I. Continued Support to Development and Implementation of Flood Preparedness Programs

Cambodia

- Costing out the activities of FPPs
- Continuing dialogues with Commune Planning Team (Planning Department, SEILA program, etc.) for possible integration into Commune Development Plan
- Facilitating the process for review and revision of developed FPPs
- Continued implementation of Priority Sub-projects
 - ***Building the Capacities of CCDM in Community Based Flood Management***
 - ***Activity 1: Re-production of Relevant Materials for the Orientation Sessions***
 - 1.1 Work with DCDM, PCDM and DCDM of target areas, in collaboration with ADPC and NCDM, in reviewing the existing materials used for the CBFM training and putting together the relevant materials. Three topics are already identified:
 - Household safety measures – before (preparedness measures), during (response measures) and after (recovery measures)
 - Health and sanitation issues with regards to flood
 - Community based flood early warning system (billboards and flood marks systems and flood warning information)This can be carried out by organizing a half day or one day meeting with the ADPC, DCDM, PCDM and NCDM representatives.
 - 1.2 Re-production of the materials.
 - ***Activity 2: Strengthening the Capacity of all CCDM Members***
 - 2.1 In collaboration with DCDM, provide assistance to the selected CCDM members who have been trained on the topic under CBFM training of FEMS, in conducting the pilot orientation sessions (one in each selected commune of each target district – altogether 4 sessions) for the remaining members of the CCDM. The main topics of discussions will be household level mitigation measures, health and sanitation during floods and existing flood early warning systems in the proximity.
 - 2.2 Work closely with DCDM and CCDM to ensure the inclusion of focal points for women and children at the commune level (members of CCDM) in the CBFM orientation sessions.
 - 2.3 Collaborate with DCDM and other CCDM trainers from other communes to prepare a plan in further conducting the CBFM orientation sessions in their remaining communes. The plan will detail out the actions (e.g., how the dissemination can be done – through community meetings, etc.), the time line, the assistance required (e.g., materials, resource persons – from provincial and district Department of Women’s Affairs and Veteran, etc.).
 - 2.4 Work closely with and assist the DCDM and PCDM of target areas in developing and conducting monitoring and evaluation of the plan implementation in the remaining communes. The method of M&E (e.g., focused group discussions of the beneficiaries, work plan development, milestone tracking, etc.), number of discussions to be held and the tentative time line has to be spelled out in the M&E plan.

- ***Improving the Skills of District and Commune Officials in Damage & Needs Assessment***
 - Revision of existing DANA forms in Prey Veng and Kandal
 - Review of the DANA system at national level (with NCDM) including the assessment on usage of the NCDM forms
- ***Development of Program on Meeting the Needs of Female Headed Household (FHH)***
 - ***Activity 1: Development of an Inventory on Female-headed Households (for each district)***
 - 1.3 Development of a format for collecting the desired data. This is to be carried out in consultation with provincial and district Departments of Women Affairs and Veteran, ADPC, PCDM and DCDM of target areas. Some suggested items² for inclusion are:
 - Number of female-headed households (together with an indicative average family size)
 - Proximity of their houses to river, stream, etc., that might cause flooding
 - Type of occupation
 - Average income
 - Availability of resources
 - Average educational level
 - 1.4 Provide assistance to commune's focal points for women and children in the collection of data from various sources (primary and secondary sources) and verification of the data.
 - 1.5 Provide assistance to district Department of Women Affairs and Veteran in the compilation of commune data at the district level and finalizing the inventory. The finalized report will be submitted to provincial Department of Women Affairs and Veteran, respective DCDM, PCDM and ADPC.
 - ***Activity 2: Building the Capacity of Women Focal Points at the Commune Level***
 - 2.1 Work closely with CCDM members, who have been trained on the topic under CBFM training of FEMS, to ensure the inclusion of focal points for women and children at the commune level in the CBFM orientation sessions. The key resource persons for these sessions will be the trained CCDM members and the main topics of discussions will be household level mitigation measures, related flood risk management issues, health and sanitation during floods and existing flood early warning systems in the proximity³.
 - 2.2 Collaborate with provincial and district Departments of Women's Affairs and Veteran to provide assistance to focal points for women and children to prepare a plan for further dissemination of the information on household level mitigation measures, related flood risk management issues, health and sanitation during floods and existing flood early warning systems in the proximity. The plan will be developed for each commune detailing out the actions (e.g., how the dissemination can be done - through community meetings, etc.), the time line, the assistance required (e.g., posters on household safety measures, leaflets, resource persons - from provincial and district

² With a break down for each village within the commune.

³ Since only selected members of CCDM participated at the CBFM trainings, orientation sessions are planned for the remaining members of CCDM. Being a member of CCDM, the focal points for women and children will be invited to these sessions.

Department of Women's Affairs and Veteran, transportation costs, etc.). The inventory developed under Activity 1 will be of great help in this activity.

2.3 Work closely with the provincial Department of Women's Affairs and Veteran in the development of a brochure on the impact of floods on female-headed households. The brochure will be prepared by making use of the outcomes of the September 2006 provincial workshops and the inventory developed under Activity 1. The main contents of the brochure will focus on special issues and needs of female-headed households in the context of flood disaster and how the recurring annual floods in the Mekong are affecting various aspects of their lives. The target audiences for this material are the government line departments, who are members of Committees for Disaster Management, at provincial, district, commune and village (other than Department of Women's Affairs and Veteran) to raise their awareness on the female-headed households. It is envisaged that with the improved understanding of female-headed household issues, the line departments at different level will pay more attention towards addressing the needs in their departmental plan as well as in the overall comprehensive development and disaster programs at each level.

- ***Improved Dissemination of Early Warning in Peam Chor District, Prey Veng Province***
 - Maintaining regular stream of information flow
 - DHRW, after 1 year of data gathering from the flood marks, to disseminate the local forecasts
 - More orientation sessions for usage and maintenance of the flood marks in the villages

- ***Development of Resource and Capacity Inventory in each District***
 - Conducting the need assessment for managing and improving the safe areas and facilities on the safe areas
 - Share information of the needs and dialogue with concerned government agencies, development agencies and NGOs
 - Integration of data into the existing maps (safe area locations, etc.) - linking with GIS map systems of MRC and one developed under ADB-TA Cam 4574.
 - Need assessment on maintaining and improving the safe areas and their facilities (ADPC/ NCDM/ CRC collaboration)

Vietnam

- ***Strengthening Search and Rescue (S&R) Systems in An Giang and Dong Thap provinces.***
 - Assessment of the current status and needs in strengthening Search and Rescue capacities in target provinces focusing on:
 - Current Status of S&R Capacities in the two provinces
 - To identify the gaps and needs (material, financial, institutional, human resources, etc.) in order to produce strengthen search and rescue system in conjunction with the existing provincial and district Flood and Storm Control Plans on 1 year and 5 year basis.
 - Recommendations for future activities under the Project
 - Support to implementation of S&R sub-priority activities as part of the recommendation in the S&R Assessment

- ***Improvement in Emergency Kindergartens Management (EKM) in An Giang and Dong Thap provinces***
 - Assessment of the current status and needs in improvement of Emergency Kindergarten Management (EKM) in target provinces, focusing on:
 - Current Status of Emergency Kindergarten (establishment and maintenance) in An Giang and Dong Thap provinces
 - To identify the gaps and needs in emergency kindergarten establishment, maintenance and upgrading in conjunction with the existing provincial and district Flood and Storm Control Plans
 - Recommendations for future activities under the Project
 - Support to implementation sub-priority activities as part of the recommendation in the Assessment

- ***Improving the safety of children***
 - Support for further swimming lessons in accordance with the National Program on Universalization of Swimming skills for Children in Mekong River Delta. This support will be based on the follow up and report on the use of swimming nets provided under FEMS in Thanh Binh (Dong Thap) and Chau Thanh (An Giang).
 - Facilitate target districts to continue the swimming classes by constructing their own swimming nets from locally available low-cost materials (with little or no external funding).

- ***Building the capacities of Commune Committee on Flood and Storm Control on Community Based Flood Management***
 - Development of training materials and preparation of hands-out
 - Two trainings to be conducted, one in each target province for the Commune Committee on Flood and Storm Control
 - Formulate logical follow up activities for further dissemination of CBFM concepts in the provinces

II. National Capacity developed to support Provincial and District FPP

- Finalizing and publishing the FPP manual as part of the tools to assist national and local disaster management agencies in replicating the planning process in other non-project areas
- Strengthening national capacity through establishment of Technical Support Unit

III. Raising Awareness of the Community in Flood Risk Reduction

Production of IEC Materials and Organizing Awareness Campaigns

- Printing and distribution of the posters
 - Part of the wider distribution of teachers' Information Kit in Cambodia
 - Three sets of posters to be produced in Vietnam (household safety measures, prevention of child drowning and 4-on-site motto)
- Printing more flood booklet in and printing of first batch of flood booklet in Vietnam
- Finalizing, printing and distribution of drought booklet
- Finalizing and wider distribution of VCD on cultural and folk songs performances, "Living with Floods" video and others (swimming lessons VCD in Vietnam)

- Providing assistance to PCFSC and DCFSC in organizing cultural performances in selected locations in Vietnam
- Exploring the possibility of preparing and distributing of brochure on house hold safety measures in two languages

Developing the Capacity of Teachers and Educators in Flood Risk Reduction

- Further dissemination of flood risk reduction information through school teachers in Cambodia in collaboration with PCDM and DCDM, and provincial and district Departments of Education
 - **Activity 1: Reproduction and Distribution of “Flood Information Kit for Teachers and Educators”**
 - 1.1 Work closely with the provincial and district Departments of Education, Youth and Sports of the project area to determine the number of schools and teachers for distribution of the Information kit
 - 1.2 Reproduction of Information Kit
 - 1.3 Together with the PCDMs of Kandal and Prey Veng , assist the provincial
 - 1.4 Departments of Education, Youth and Sports in the distribution of the Information Kit
 - **Activity 2: Further Dissemination of Flood Risk Reduction Information in School (to be piloted in 2 schools – one in one target district)**
 - 2.1 Assist PCDM, DCDM, provincial and district Departments of Education, Youth and Sports to select two schools in two of the four target districts. The criteria for selection of the schools are: location of school (in flood prone area), the size of the school (medium-small), the principal of the school participated at September 2006 orientation workshop, willingness of the school to pilot test the activities.
 - 2.2 Provide assistance to provincial and district Departments of Education, Youth and Sports to work closely with the school authorities of the selected schools in disseminating the flood risk information through the following means:
 - Organizing a half day workshop for all the teachers in the school to be oriented on the flood risk reduction. Support documents for this activity are the Information Kit and the posters on “Protection of Child Drowning” and “Household Safety Measures”. The principal and the technical officer from the school who attended the September '06 Orientation Workshop are the key resource persons for this activities, together with the PCDM and its relevant member departments.
 - Formulating a plan on disseminating the information to the students. Three major activities are to be planned:
 - i. **Having special talk at the morning assembly on the “Community Flood Risk Reduction Measures”**. Issues to be considered are – what topics are to be covered, how much time per session is allowed (without disrupting the existing, approved time tables of regular classes at the school) and how many days to cover a certain topic.
 - ii. **Inclusion of flood risk reduction discussions during the Social and Life Skill classes**. Issues to be considered are – what topics/issues are to be included, in what chapter of which subject, how much time

allocation is needed and how it can be done (through formal discussions in the classes or through extra curricula activities).

iii. **Organizing school-based public awareness activities.** The activities can be - a painting/ essay competition at the school level (a higher level event is possible with the participation of provincial and district Departments of Education, Youth and Sports, PCDM and DCDM), parent-students-teacher seminar or plays performed by students (on the issues of household safety measures and protection of child drowning) for the community.

- Together with the provincial and district Departments of Education, Youth and Sports, PCDM and DCDM, assist the school authorities in implementation of the plan.
- Assist the provincial and district Departments of Education, Youth and Sports and the school authorities in conducting periodic monitoring and evaluation of the plan to analyze the impacts.
- Assist the provincial and district Departments of Education, Youth and Sports and the school authorities in keeping a record of the completed activities and their impacts.

- Explore potential replication of similar activity in Vietnam

IV. Regional Knowledge Sharing

- 2 National Experience Sharing Workshops
- 2 National Lessons Learned Workshops
- 1 Regional Knowledge Sharing Workshop
- Production of Good Practices Documents and its distribution at the Regional Workshop. The theme of development of Good Practice case studies are as follows:
 - Institutional development of local authorities through planning
 - Community Based Flood Early Warning system
 - Gender Mainstreaming
 - Innovative approaches in public awareness raising
 - Alternative Livelihoods/ livelihood restoration
 - Re-settlement of vulnerable communities

V. Province-to-Province Trans-boundary Emergency Assistance

- Facilitate a follow up technical meetings (a joint planning meeting between An Giang and Kandal provinces) to be organized before the regular trans-boundary meeting - so that the results of the technical meeting can be reported at the bi-annual regular meeting (to be taken place in An Giang province in March 2007)
- Development of an outline of collaborative priority activities to be undertaken under the project

Annex 5. Report on Impacts of Floods on Female-Headed Households in Kandal and Prey Veng Provinces

1. Profile of Target Provinces

1.1. Profile of Kandal Province

Kandal province is located in the floodplain surrounding Phnom Penh City. The province has a number of rivers and lake such as the Mekong, Tole Sap lake, Bassac, Tonle Touch and Prek Thnot. As a consequent, the province faces both positive and negative impacts from the flooding of these rivers. Kandal province shares border with Prey Veng province in the east, Kampon Speu in the west, Kampot, Kapong Chnang and Kampong Cham provinces in the north and Ang Giang province of Vietnam in the south. The province has a total land area of 355,542 km² consists of 11 districts, 147 communes, 1,084 villages and 14,525 administrative groups. Two districts selected for flood preparedness activities implementation are Leuk Dek and Lovea Em.

1.1.1. Leuk Dek District

Leuk Dek district is located on a flat plain along the Mekong River. It is vulnerable to flood from the Mekong and its tributaries. Leuk Dek experienced severe floods especially in the years of 2000, 2001, and 2002, which caused extensive damages and loses in various sectors: agricultural, socio-economic, education, etc. Leuk Dek is one of 11 districts of Kandal province, locating 72 km south east from the provincial town of Kandal. It shares borders with Peam Chor district (Prey Veng province) in the east, Kien Svay in the north, Sa Ang in the west and Vietnam in the south.

1.1.2. Lovea Em District

Lovea Em district lies on a flat plain along the Mekong River and its tributary Tonle Toch, with many streams, making it vulnerable to flooding from these water bodies. It shares borders with Peam Ror district (Prey Veng province) in the east, Khasach Kandal and Peam Rang (Prey Veng province) in the north, Khasach Kandal district and Tonle Chaktomuk in the west and Mekong River and Kean Svay district in the south. There are 15 communes, 10 of which lying along Mekong River, 3 communes along Tonle Toch and 2 communes next to Veal Samnab lake.

1.1.3. Distribution of population by sex in the Kandal province and two districts

The population in the province in 2006 is 1,046,460, of which 52 percent is female. The national population in 2005 is 13,806,923 and the population in Kandal province makes up 8.64 percent of the total population in the country. According to Cambodia Inter-Censal Population Survey (CICPS) 2004⁴ estimated that 29.2 percent of the households in Cambodia as a whole are headed by women, while in Kandal Province the total households headed by women in 1998 was 23.9 percent⁵, of which 2.45 percent in Lovea Em district and 2.00 percent in Loeuk Dek district⁶. The table 1 presents a population in the province by sex and ratio of female-headed households (FHH) in the Kandal province and the 2 districts.

⁴ Cambodia Inter-Censal Population Survey (CICPS) 2004

⁵ Rama Rao, 1997: An Analysis of Female-Headed Households in Cambodia.

⁶ Flood Preparedness Program in Kandal province 2006-2007.

Table 1: Population by sex and the ratio of female-headed households in Kandal Province and 2 districts of Lovea Em and Loeuk Dek.

Province	Total population	Number of female	Number of male	% of FHHs	% Poverty rate
Cambodia*	13,806,923*			29.2***	
Kandal**	1,192,499	617,414	575,085	23.9****	60
- Lovea Em district	57,728	29,793	27,935	2.45	65
- Loeuk Dek district	75,368	38,807	36,561	2.00	40

Source:

* Total Population whole country in 2005. First Review Population for Cambodia 1998-2020.

** Flood Preparedness Program in Kandal province 2006-2007.

*** MoP. Cambodia Inter-Censal Population Survey 2004.

**** Rama Rao, 1997: An Analysis of Female-Headed Households in Cambodia.

1.2 Prey Veng province

Prey Veng province is located in the east of Cambodia where major part of province lying on the eastern side of the Mekong flood plane and along Tonle Touch. The province is comprised of 12 districts, 116 communes and 1,137 villages. Due to its location, it is highly vulnerable to flooding from both rivers. It shares border with Kampong Cham province in the North, Svay Rieng in the east, Kandal in the west and with Vietnam in the south. Under the project, two districts are targeted in Prey Veng namely Peam Chor and Sithor Kandal.

1.2.1. Peam Chor district

Peam Chor is located along Mekong River and its tributary Tonle Touch. The district is prone to flooding from the Mekong and its tributaries. It is located 52 km south from the provincial town of Prey Veng. It consists of 10 communes and 50 villages. It shares borders with Preah Sdach district in the east, Peam Ro in the north, Leurk Dek (Kandal province) in the west and Vietnam in the south.

1.2.2. Sithor Kandal district

Sithor Kandal district is located along the Mekong River and its tributary Tonle Toch. Being the most upstream district in Prey Veng province, Sithor Kandal is always the first district to experience the Mekong flood. It is located 54 km north from Prey Veng town, along national road number 11. It consists of 11 communes and 60 villages. It shares borders with Kahn Chreach and Oran Ov districts in the east, Pea Rang in the west, Koh Sotin and Srey Santhor districts (Kampog Cham Province) in the north and Pea Rang in the south.

1.2.3. Distribution of population in the Prey Veng province and two districts

The population in the province in 2006 is 1,046,460, of which 52 percent is female. The national population in 2005 is 13,806,923 and the population in Prey Veng province makes up 7.57 percent of the total population in the country. According to Cambodia Inter-Censal Population Survey (CICPS) 2004⁷ estimated that 29.2 percent of the households in Cambodia as a whole are headed by women, while in Prey Veng Province the total households headed by women in 2006 is 17.86 percent, of which 2.16 percent in Peam Chor district and 19.78

⁷ Cambodia Inter-Censal Population Survey (CICPS) 2004

percent in Sithor Kandal district. This figure is showed higher in Sithor Kandal district because of high male/husband migration rate to seek employment in the city. The table 1 presents the population in the province by sex and ratio of FHH in the target province and districts.

Table 1: Population by sex and the ratio of FHH in Prey Veng Province and 2 districts of Sithor Kandal and Peam Chor.

Province	Total population	Number of female	Number of male	% of FHHs	% Poverty rate
Cambodia*	13,806,923*			29.2***	
Prey Veng**	1,046,460	547,030	499,430	17.86	60
- Sithor Kandal district	71,420	38,116	33,304	19.78	55
- Peam Chor district	62,988	32,230	30,758	2.16	40

Source:

* Total Population whole country in 2005. First Review Population for Cambodia 1998-2020.

** Prey Veng Provincial Development Plan for Flood Preparedness Program 2006-2007.

*** MoP, 2004. Cambodia Inter-Censal Population Survey 2004.

2. Objective of the study

- To identify the issues and special needs of female-headed households living in highly flood prone areas.
- To recommend appropriate steps to ensure the development and implementation of more socially conscious flood preparedness programs reflecting the special needs of one of the most vulnerable groups in the community: the female-headed households.

3. Methodology

In order to achieve the intended objectives, the study applied the following means in collecting the relevant data.

3.1. Desk Review

The first step was to have a look at the related documentations and literature already compiled and published by other agencies. References were made to the list below and secondary data was collated.

- ADB, 2001. Participatory Poverty Assessment. Cambodia.
- A Faire Share for women: Cambodia Gender Assessment. April 2004.
- CARE, 2002. Flood Impact on Women and Girls in Prey Veng Province.
- Sylvia Chant, 2003. Female Household Headship and the Feminization of Poverty: Facts, Fictions and Forward Strategies. Issue 9, May 2003.
- Commune Self Reliance and Flood Risk Reduction project. Field survey in four provinces of Prey Veng, Kandal, Svay Rieng and Takeo provinces. 2006.
- National Institute Statistic, Ministry of Planning: Cambodia Inter-Censal Population survey. November 2004.
- Padek, 2005. Self Help Group Model.
- Rama Rao, 1997: An Analysis of Female-Headed Households in Cambodia.

3.2. Formal Focus Group Discussion

The findings from the desk review were presented to the representatives from Provincial and Districts Departments of Women's Affairs of the target areas at the meetings (formal focus group discussions) held in the Prey Veng and Kandal provinces on 14 and 15 August 2006 respectively. At the meetings the Department representatives discussed the general issues faced by poor female-headed households in the flood season.

At the meetings, the representatives highlighted the importance of involving Commune Women and Children Focal Points in undertaking specific measures to reduce the flood risk of FHH. The Commune Women and Children Focal Points are well acquainted with the overall context of the issues on FHH and conditions of their living. Moreover, based on their experience in their community, they can also provide recommendations to formulate a sensible, feasible and relevant flood risk reduction activities targeting at FHH.

3.3. Provincial Workshop

Reacting to the recommendations by Provincial and Districts Departments of Women's Affairs made at the meetings in August 2006, two provincial workshops, one each in each target districts were conducted on 13 September 2006 in Prey Veng and 15 September 2006 in Kandal. The participants of the meetings were Chief/Deputy Chief of Provincial and Districts Departments of Women's Affairs, PCDM and DCDM focal points of FEMS project and the commune women and children focal points of target districts. During the workshop, the special issues of poor FHH and what problems they face due to recurring annual floods in the area were flashed out. The Commune Focal Points also provided recommendations for step forwards during the group discussions.

4. Outcomes of the discussions

This session summarizes the outcomes of the discussions from both the meetings/formal focus group discussions and the provincial workshops. The issues identified are given below.

Problems faced by FHH during floods

- Increased burden of work – on top of usual chores, have to ensure the family safety, foods, water, etc.,
- Low educational level and skills prevent poor FHH from getting good or steady paying jobs
- Food/water shortage resulting in malnutrition and poor health – due to lack of income and limited choice of work
- Low physical mobility (no transportation – do not own boats or other means)
- Limited access to health services (in addition, have to keep on working be in sickness or in health)
- Inability to provide continuous education to children – the children have to miss the schools or leave the school to get odd jobs during flood season to contribute to already limited family income

General problems faced by FHH in relation to floods

- Losing out on lands – have to sell or have to abandon the lands due to low agricultural yields, leading to more debts
- Migration of male family members – less help, due to floods and droughts, agricultural production is reduced and have to find jobs elsewhere

- Handling more than one jobs to make ends meet – increased work load and negatively effect children’s educations (they get pulled out of schools to help out or neglected – effects on girls greater than on boys)
- Large household – affect their health, nutrition and sanitation
- Lack of access to formal and informal credit services – discrimination: lack of household assets to be eligible for borrowing money. In some area, Self-help Group (SHG) exists and they provide loans to FHH but not all FHH get access to it.

5. Recommendations

This session sums up the recommendations made by the provincial and district representatives from the Departments of Women’s Affairs, the commune focal points for women and children as well as the consultant who carried out this study.

- Integrate the issue of FHHs into the national committee disaster management as a priority issues among others:
- Raise the awareness of government line departments at provincial, district, commune and village on the impact of floods on FHHs.
- Provide training to women’s focal point at the commune level in on the flood impact issues on women as well as women-headed households and household level mitigation measures. Then those women’s focal points can in turn educate FHH on these issues. Moreover, they will also be aware how to identify the priority needs of women-headed households in their areas during the course of flood and the importance of integrating FHH issue in to the commune development planning.
- Encourage and advocate for participation of FHH representatives at the commune development planning processes.
- Provide special attention to FHHs, during floods, especially the ones with small children by helping build a good shelter, providing clean water and assistance in evacuation to the safety hill (one of the first groups to be evacuated).
- Develop and distribute IEC materials targeting at FHH – with more pictures and less texts – on household safety measures.
- Development of an inventory on FHH in each commune/district (number of families, their locations, level of education, resource need in terms of boats, other needs, etc.). This should be carried out by the district department of women affairs and commune’s women and children focal point so as improve their skills as well.
- All the extension services of any government or non-government development projects/programs (e.g., agricultural extension services or animal husbandry skill development programs) should integrate the issues of FHH in their planning and include FHH representatives as one of the beneficiary groups. The first step can be sharing the findings of study or research focusing on FHH with these institutions.
- Formation of self-help FHH group within the community: it can help them get together and find relevant NGOs to support them with their livelihoods, can pool their resources together to help each others in time of need and also to get access to credit schemes with their combined assets at acceptable interest rate. Trainings on management and book-keeping should be provided.
- Formation of a mixed group/committee in the community consisting of members from both male and female headed in order to help each other or help FHHs. Educate villagers on the importance of such a group/committee that they can help each other whenever they face disaster or crisis (helping FHH with evacuation, strengthening the house, etc.).

The commune council cooperates with the village level to undertake the formation of such a group.

- Provide fishing material such as fishing nets, boat and fishing skill education to FHH, so that they can do fishing around their shelter during flood.
- Educate and encourage FHH to grow homestead garden
- Provide regular vaccination to women and children.
- Educate FHH in getting access to flood information (where to find, whom to ask, etc.)
- Provide vocational and skill trainings for FHH. Before the training, a study should be conducted to ensure the skills/trainings provided can make use of the locally available (inexpensive) resources and possibility of the access to market at all times.
- Development of proposals for (a task to be undertaken by provincial/district Dept of Women's Affairs in collaboration with commune/village women's focal points)
 - Acquisition of water filters
 - Construction of family safety hills for FHH
 - Distribution of rice seeds and other agricultural support services for FHH
- Prepare and distribute IEC materials to FHH on health and sanitation issues
- Provide security and sanitation services for women at the safe areas

**Annex 6. Writeshop on
Reviewing and Finalizing Flood Preparedness: A Manual for Provincial
and District Level authorities in lower Mekong Delta Basin**

23-25 November 2006

Room 204 B, AIT Centre , AIT Campus, Pathumthani, Thailand

Background

Asian Disaster Preparedness Center (ADPC), in collaboration with Mekong River Commission Secretariat (MRCS), is currently implementing two flood mitigation projects in the Lower Mekong Basin Countries of Cambodia, Lao PDR and Vietnam. The two projects; GTZ-MRC-ADPC *Flood Emergency Management Strengthening (FEMS)* (September 2004 - June 2007), Component 4 of the MRC's Flood Management and Mitigation Program, and *Capacity Building for Planning and Implementation of Flood Preparedness Programs at Provincial and District Levels in the Lower Mekong Basin (Phase I- September2003-June2004 ; Phase II March 2005 - April 2006)*, focus on enhancing the capacity of provincial and district disaster management authorities in planning and implementing flood preparedness programs. The ECHO-MRC-ADPC Phase III project is under approval and expected to start in December 2007 and FEMS project is expected to extend till 2010 to cover more target areas.

A training course curriculum for the use of training to provincial and district level official on planning and implementation of flood preparedness program was developed as a part of the MRC-ECHO project and provincial level trainings were conducted during the Phase I and Phase II project. Under the FEMS project, Flood Preparedness Programs (FPP) at province and district level have been prepared and implementation of flood preparedness measures has been initiated. The specific outcome of these above projects is enclosed as Annex -1

To extend the coverage of preparation of flood preparedness program in other provinces and districts and capacity building of the provincial and district levels officials including NGOs, who implement the priority activities of the FPP, the training course curriculum has been converted into a manual called **Flood Preparedness: A Manual for Provincial and District Level authorities in The Mekong Delta Countries**. The draft manual covers the following Chapters

Chapter 1: Flood Preparedness Planning

Chapter 2: Preparation of a Provincial and District Profile

Chapter 3: Flood Risk Assessment

Chapter 4: Institutional Mechanisms for Flood Preparedness and Organizations Involved in Flood Risk Management

Chapter 5 a. Flood Preparedness and Mitigation Measures

b. Response Operations, Recovery, Rehabilitation

Chapter 6: Mainstreaming Gender aspects into Flood Preparedness Planning

Chapter 7: Preparation and Maintenance of a Resource Inventory

Chapter 8: Development of Standard Operating Procedures

Chapter 9: Implementation and Maintenance of a Flood Preparedness Plan

*Chapter 10: Integration of FPP into the National, Provincial and District level Development
Planning process*

Out of the Nine Chapters, the Chapter 1: Flood Preparedness Planning is the main Chapter , particularly the FPP Template. The Chapter 5: a. Flood Preparedness, and Mitigation Measures b. Response Operations, Recovery, Rehabilitation provides technical briefs on various aspects of Flood Preparedness, Response and Mitigation. The other chapters provide additional material on the FPP template in Chapter 1.

Writeshop Objectives:

- To present the draft version of the **Flood Preparedness: A Manual for Provincial and District Level authorities in The Mekong Delta Countries.**
- To critique & revise based on group work and comments by participating experts

Writeshop outputs:

- Inputs by participating experts on the existing version of the Manual based on lessons from Flood Preparedness Planning process in the target countries (Cambodia, Lao PDR and Vietnam).
- Reviewed and revised content of the Manual Flood Preparedness: A Manual for Provincial and District Level authorities in The Mekong Delta Countries;

Writeshop Participants :

ADPC Staffs

Cambodia

1. Ross Sovann , NCDM
2. Chum Vuthy , ADPC
3. Mr. Hul Chamroeun , Prey Veng Province
4. Dr. Mony , NCDM

Lao PDR

5. Ms. Vilaykham LATHSAATH, NDMO , Lao PDR

Vietnam

6. Dr. Dang Quang Tinh , DDMFSC
7. Ms. Nguyen Phuc Hoa , CECI

Bangladesh

8. Mr. AKM Mamunur Rashid (CDMP)

Sri Lanka

9. Ms. Geethi Karunaratne

UNOCHA

10. Rajan Gangaje

MRC

11. Mr. Nguyen Huy Dzung , FMMP Team, MRC

Technical Facilitator: Mr. Iqbal Haider Butt

Manual Design editor/ Artist: Mr. Phillip Danao

Writeshop Agenda

Day One

- 8:00 am – 8:30 am Inaugural, Introduction and Agenda Setting
- 8:30 am – 9:30 am **Presentation on the Purpose of PP Manual - A.J Rego , DMS Director and Team Leader**
- 9:30 am – 9:45 am Tea/Coffee Break (provided by the Host)
- 9:45 am – 10:15 am **Plenary Discussion on Objective, Scope and Audience of the FPP Manual**
- 10:15 am – 10:45 am Presentation on the draft FPP Manual Outline (enclosed as annex 1) - *Hnin and Aslam , DMS Team*
- *Brief presentation of each of the 9 chapters*
 - *Presentation of the identified Gaps in each Chapter*
- 10:45 am – 11:00 am Review of the Writeshop Agenda and Revision (if any)
- 10:100 am – 12:00pm Working Group formation
- GROUP WORK (Group A and Group B)
- Content Review and Inputs: Chapter 1 & Chapter 2*
- (Focus on Chapter 1 Section 1.7: Outline of FPP)*
- 12:00 – 12:30 pm Working Group final input to Chapter 1 & 2
- 12:30 pm – 02:00 pm Lunch break
- 02:00 pm – 03:30 pm GROUP WORK
- Group A: *Content Review and Inputs: Chapter 3*
- Group B: *Content Review and Inputs: Chapter 4*
- 03:30 pm - 03:45 pm Tea/Coffee Break (Provided by Host)
- 03:45 pm – 04:15 pm Working groups final input to Chapter 3 & 4
- 04:15 pm – 05:30 pm GROUP WORK (Group A and Group B)
- Content Review and Inputs: Chapter 5*
- (Chapter 5 will be reviewed in depth)*
- 05:30 pm – 06:00 pm Working groups final input to Chapter 5

BOAT DINNER hosted by ADPC

Day Two

- 8:00 am – 9:30 am GROUP WORK
- Group A: *Content Review and Inputs: Chapter 6*
- Group B: *Content Review and Inputs: Chapter 7*
- 09:30 am – 9:45 am Tea/Coffee Break (provided by the Host)
- 09:45 am – 12:00 am GROUP WORK

Group A: *Content Review and Inputs: Chapter 8*

Group B: *Content Review and Inputs: Chapter 9*

12:00 pm - 02:00 pm Lunch break

02:00 pm - 03:30 pm Final review & Discussion on all the Chapters

03:30 pm - 03:45 pm Tea/Coffee Break (Provided by Host)

03:45 pm - 05:30 pm Need and Adaptation of FPP Manual at the Local Government Levels for PROMISE countries - Presentation by *Mr. N.M.S.I. Arambepola, Director and Team Leader, UDRM*

Day Three

9:00 am - 10:00 am Plenary Discussion

Need and Adaptation of FPP Manual at the Local Government Levels for PROMISE countries

10:00 am - 10:30am Tea/Coffee Break (provided by the Host)

10:30 am - 12:00 am GROUP WORK to finalise a template for FPP Manual for Local Government levels

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Flood Preparedness

A Manual for Provincial and District Level Authorities in the Mekong Delta Countries

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**Annex 7. Training Course Report on Community-Based Flood Management
Chau Thanh District, An Giang Province, 26-28 December 2006
Vietnam**

BACKGROUND

The Flood Emergency Management Strengthening (FEMS) project - Component 4 of the MRC's Flood Management and Mitigation Programme (FMMP) is being implemented by the Asian Disaster Preparedness Center (ADPC) in close collaboration with the Provincial and District Committee for Flood Storm Control and Victim Rescue (PCFSC/DCFSC) of An Giang, Vietnam.

An Giang province has identified the training and capacity building of the key officials of the Province, District and Commune levels Flood and Storm Control Committee (CFSC) in their annual plan and 5-year plan documents as one of the key measure to enhance flood preparedness planning and implementation practices at respective levels. At the commune level, in particular, the capacity of the key officials need to be improved in implementation of the commune plan as well as understanding on disaster reporting format formulated by the Central Committee for Flood Storm Control (CCFSC).

Therefore, the Asian Disaster Preparedness Center (ADPC), together with PCFSCs of An Giang and DCFSCs of Chau Thanh organised a training course on Community-Based Flood Management (CBFM). The overall objective of the activity was to enhance knowledge and skills for nodal staff/members of DCFSC, commune leaders and flood storm control staff on 1. enhance knowledge and skills of the key commune level officials in flood preparedness planning and implementation the priority activities identified in the district/commune annual plan for Flood, Storm Control and Victim Rescue; 2. understand the how to conduct damage/needs assessment, using damage/needs assessment guidelines and formats by CCFSC and 3. develop trainers at commune level so that they are capable of conducting orientation sessions in CBFM in other communes.

COMMUNITY-BASED FLOOD MANAGEMENT TRAINING IN CHAU THANH- AN GIANG PROVINCE:

The first training on Community-Based Flood Management was conducted from 26 to 28 December 2006 in Chau Thanh district, An Giang province. The 3-day training was mix of Lectures, Group work/ discussion, and Action Planning exercises by 13 commune/town of the district.

PARTICIPANTS

The course in Chau Thanh (An Giang) from 26-28 Dec 06 was attended by 39 participants (3 female) from DCFSC Secretariat and DCFSC members, as well as from all 13 communes of the district. The complete list of the participants is attached in Annex - 2

TRAINING MATERIALS:

The training curriculum was jointly developed by ADPC, PCFSCs of An Giang, VNRC trainers of An Giang province and Can Tho city; Technical Division of Health Department and Hydro-Met Center in An Giang provided major inputs to make up the set of training materials, including following sessions:

Module 1: Understanding Flood

- M1-01: Introduction of technical terms in disaster management
- M1-02: Community-Based Flood Management (CBFM)

Module 2: Flood Preparedness Measures

- M2-01: Overview of flood preparedness planning and implementation at district and commune levels
- M2-02: Hazard, Vulnerability and Capacity Assessment (HVCA)
- M2-03: Public Awareness Raising
- M2-04: Flood Warning and Dissemination
- M2-05: Household Safety Measures
- M2-06: Resource Inventory
- M2-07: Evacuation and Safe Area Management
- M2-08: Public Health in Flood Emergency
- M2-09: 4 on-site motto

Module 3: Introduction of DANA Guidelines and Formats

- M3-01: Roles and Principles of DANA pre, during and post flood
- M3-02: Damage Assessment Guidelines and Formats for commune level
- M3-03: Needs Assessment Guidelines and Formats for commune level

Module 4: Introduction on How to conduct Orientation Session by trained participants on CBFM in other communes

- M4-01: Action Planning for follow-up activities

The training curriculum was compiled with reference to available training materials of ADPC, VNRC and CCFSC below:

- An Introduction to Disaster Management for people living at the commune level/VNRC
- HVCA Guidelines/ Lessons Learnt in Vietnam; PRA tools
- Needs Assessment in Disasters Guidelines/VNRC
- CBDRM Manual/VNRC
- DANA Guidelines 2006/DDMFSC
- ADPC FPP Training Manual/CBFM Guidelines

RESOURCE PERSON:

Resource persons for the Community-Based Flood Management Training in Chau Thanh district include the following members from An Giang PCFSC, Can Tho City VNRC, An

Giang provincial VNRC, district DCFSCs of Chau Thanh, provincial/ district Health and ADPC.

1. Mr. Pham Van Le, Chief Secretariat, An Giang PCFSC
2. Mr. Le Hung Dung, Deputy Chair of Chau Thanh DCFSC
3. Mr. Du Hai Duong, VNRC National DP Trainer, First Aid Facilitator (Can Tho VNRC)
4. Mr. Vo Minh Dung, VNRC National DP Trainer (An Giang VNRC)
5. Mr. Vo Van Duong, Chief of Technical Division (An Giang Health Department)
6. Mr. Chum Vuthy, National Coordinator, ADPC
7. Mr. Vu Xuan Viet, National Coordinator, ADPC

PROCEEDINGS/PRESENTATIONS:

1. The 1st CBFM training course in Chau Thanh was opened by the Vice President of the district People's Committee cum Chairman of the DCFSC.
2. Mr. Vu Xuan Viet, National Coordinator - ADPC briefly introduced the overall objective of the MRC's Flood Management and Mitigation Programme (FMMP), the objectives and the outputs of Flood Emergency Management Strengthening (FEMS) project, under which CBFM is one of the key activity to strengthen the competency of nodal disaster management staff and local authority at district and commune level in the target areas.
3. **M1-01: Introduction of technical terms in disaster management:** The presentation delivered by Mr. Vo Minh Dung (VNRC An Giang) has created a linkage between the technical terms in disaster risk reduction and experience/skills of participants in their flood storm control practices. Reflection of historical extreme events in Mekong Delta of Vietnam during recent decades also conceptualized the dialects in disaster management.
4. **M1-02: Community-Based Flood Management (CBFM):** the presentation of Community-Based Flood Management (M1-02) focused on the concepts of community, community organizing, flood management steps and how to maximise the participation of community people in each step to ensure the effective planning and implementation of flood risk reduction measures.
5. **M2-01: Overview of flood preparedness planning and implementation at district and commune levels:** the presentation was prepared and conducted by DCFSC of Chau Thanh, An Giang.
6. **M2-02: Hazard, Vulnerability and Capacity Assessment (HVCA):** the presentation was taken by Mr. Vo Minh Dung (VNRC An Giang), introducing HVCA as an important tool to identify local strengths and weaknesses, so as to figure out solutions by community people to reduce the vulnerability and increase the capacity to resist flood/ disasters in an effective manner. An exercise on identification of local vulnerability and capacity relating to flood risk reduction was actively participated by all groups of trainees.
7. **M2-03: Public Awareness Raising:** The session was presented by Mr. Du Hai Duong (National DP Trainer - VNRC Can Tho). The presentation focused on accurate identification of potential risks in the community and existing public awareness raising initiatives/campaigns, as well as how to develop a community awareness promotion programme and needed skills/techniques to disseminate the safety messages to the target audience in general and during flood situation in particular.
8. **M2-04: Flood Warning and Dissemination:** the resource persons from PCFSC of An Giang introduced the existing mechanism/ system for weather and flood forecasting and available resources to disseminate the early warning messages to the end-users at

household level. The presentation highlighted the important role of commune authorities and mass organizations to utilize their existing capacity (volunteer network, radio and loudspeaker, etc.), as well as to educate people to understand the warning message and timely react following guidances of the local authorities or duty team.

9. **M2-05: Household Safety Measures:** The short movie on “Living with Floods” was displayed. Participants were regrouped into 3 team, trying to memorize all activities should be implemented at household level pre-, during and post- flood.
10. **M2-06: Resource Inventory:** the session presented by ADPC had reflected the close relation of Resource Inventory to capacity assessment and 4 on-site motto. This is a strong tool to allow disaster management offices from provincial to household, especially at district and commune level, quickly identify what are local resources, its locations, characteristics and who is managing the resources with contact details so that they can mobilize suitable resources in a shortest time for effective emergency management. A sample matrix of Resource Inventory at district and commune levels were introduced and participants had an opportunity to practise during the group work session.
11. **M2-07: Evacuation and Safe Area Management:** The presentation introduced to participants how to make a evacuation plan in reality, delegating duties to task forces or volunteer groups in the community to ensure proper management of the safe area. Minimum standards in terms of shelter, nutrition, water and sanitation, health care, etc. were integrated as part of the evacuation planning exercise.
12. **M2-08: Public Health in Flood Emergency:** The session was conducted by provincial Health Department, focusing on flood related diseases and prevention/treatment measures; how to implement a rapid assessment of a flood emergency; how to ensure effective resource mobilization for health care in disasters. A series of lessons learnt from previous extreme flooding events were shared, highlighting the gaps and needs for improvement of leadership, planning, implementation, monitoring and evaluation roles of local authorities and raising public awareness in flood emergencies.
13. **M2-09: 4 on-site motto:** This is not a new topic for training, but the trainers and participants had shared their rich experience on how to best understand and apply appropriately the 4 on-site mottos: “*leadership*”, “*human resources*”, “*means/tools*” and “*logistics*”.
14. **M3-01: Roles and Principles of DANA pre, during and post flood**
15. **M3-02: Damage Assessment Guidelines and Formats for commune level:** The Guidelines and Format of Damage Assessment was regulated nation-wide by the Vietnamese Central Committee for Flood Storm Control (CCFSC). PCFSC of An Giang have made some revisions in their presentations (mostly rewording of some technical terms to match with the language normally used by people in the South).
16. **M3-03: Needs Assessment Guidelines and Formats for commune level:** Technical terms in the documents were elaborated with various examples based on real experiences of PCFSC/DCFSC and training participants. Following exercises on damage assessment and needs assessment at different phases of flood were actively practised by groups of trainees with the facilitation of PCFSC/DCFSC trainers.
17. **M4-01: Action Planning for follow-up activities:** the Action Planning for the follow-up CBFM Orientation Sessions in other communes of 2 selected districts was facilitated by ADPC and PCFSC/DCFSC. Each commune assigned one representative to fill in the Orientation Planning form prepared in advance by ADPC and PCFSC.

EVALUATION

The training was evaluated by PCFSCs of An Giang, VNRC Trainers, DCFSCs in collaboration with ADPC on daily basis. Regular evaluation has helped trainers and organizers to better understand participants' capacity, level of participation and make necessary adjustments of training methodology in response to participants' expectations and feedbacks.

RECOMMENDATIONS AND LESSONS LEARNT

- Training Materials are considered to be well contextualized and suitable with level of understanding of participants.
- Trainers have applied various training methods targeting different groups of participants and motivate them to involve in all sections of the training.
- CBFM should be replicated at commune level in all commune/town of the selected districts.
- Female candidates should be encouraged to participate in community based flood management and delegate their contribution to the specific tasks like HVCA, Evacuation planning and Safe Area Management, needs assessment, public awareness raising, resource inventory and control, etc.
- ADPC, PCFSC and DCFSCs should continue to support (training materials, IEC materials and finance) to facilitate the follow-up activities identified in the Action Planning Session of each training course.

FOLLOW UP ACTIVITIES:

- PCFSC/DCFSC to follow up with the commune action plan to orientate CBFM modules at commune levels.
- ADPC to finalise the information package to facilitate the CBFM Orientation proposed by communes in the Action Planning Session of each training course.
- Organization of Orientation Sessions in selected communes as planned.

Annex 1: TRAINING SCHEDULE

Time Schedule	Description of Activity	Trainer/ Facilitator
Day 1		
7:00-7:30	Course Opening Welcome Remark by district People's Committee Welcome Remark by PCFSC Welcome Remark by ADPC	District PC PCFSC ADPC
7:30-8:00	<ul style="list-style-type: none"> • Overview of FEMS Objectives • Community-Based Flood Management 	ADPC
8:00-9:00	Module 1: Understanding Flood M1-01: Introduction of technical terms in disaster management M1-02: Community-Based Flood Management (CBFM)	VNRC ADPC
9:00-9:15	Coffee break	
9:15-9:45	Module 2: Flood Preparedness Measures M2-01: Overview of flood preparedness planning and implementation at district /commune levels	DCFSC
9:45-11:30	M2-02: Hazard, Vulnerability and Capacity Assessment (HVCA)	VNRC
11:30-13:30	Lunch	
13:30-15:00	M2-03: Public Awareness Raising	VNRC
15:00-15:15	Coffee break	
15:15-16:45	M2-04: Flood Warning and Dissemination	PCFSC
16:45-17:00	<i>Daily Evaluation</i>	Organizers
Day 2		
7:00-7:15	<ul style="list-style-type: none"> • Warm-up • Summary of Day 1 	Duty group
7:15-9:00	M2-05: Household Safety Measures	VNRC
9:00-9:15	Coffee break	
9:15-10:30	M2-06: Resource Inventory	ADPC
10:30-11:30	M2-09: 4 on-site motto	PCFSC DCFSC
11:30-13:30	Lunch	
13:30-13:45	<ul style="list-style-type: none"> • Warm-up • Summary of M2-05 and M2-06 	Duty group
13:45-14:30	M2-07: Evacuation and Safe Area Management	VNRC
14:30-15:00	Practice on Evacuation and Safe Area Management	VNRC
15:00-15:15	Coffee break	
15:15-16:45	M2-08: Public Health in Flood Emergency	Health Department
16:45-17:00	<i>Daily Evaluation</i>	Organizers
Day 3		

7:00-7:15	Warm-up	Duty group
7:15-9:00	Module 3: Introduction of DANA Guidelines and Formats M3-01: Roles and Principles of DANA pre, during and post flood M3-02: Damage Assessment Guidelines and Formats for commune level	PCFSC DCFSC
9:00-9:15	Coffee break	
9:15-11:30	M3-03: Needs Assessment Guidelines and Formats for commune level	PCFSC DCFSC
11:30-13:30	Lunch	
13:30-13:35	Warm-up	Duty group
13:35-15:00	Module 4: Introduction on How to conduct Orientation Session by trained participants on CBFM in other communes M4-01: Action Planning for follow-up activities	PCFSC DCFSC ADPC All participants
15:00-15:15	Coffee break	
15:15-16:00	Course Evaluation	Trainers Participants Organizers
16:00-16:45	<ul style="list-style-type: none"> • Certificate Awarding • Course Closure 	PCFSC DCFSC ADPC

Annex 2:

LIST OF PARTICIPANTS

UNDER THE MRC-GTZ-ADPC PROJECT: "FLOOD EMERGENCY MANAGEMENT STRENGTHENING" (FEMS)

CHAU THANH DISTRICT, 26-28 DECEMBER 2006

No	Full name	Year of birth	Position	Organization	Contact
1	Mrs. Nguyen Thi Gon	1980	Staff	Office of Agriculture and Rural Development (OARD)	0916380186
2	Mr. Huynh Trong Dai	1969	Staff	OARD	0980119826
3	Mr. Nguyen Van Tuan	1977	Staff	OARD	0918989036
4	Mr. Le Hoang Cuong	1967	Chief	Economy Office	0918795833
5	Mr. Nguyen Tan Phong	1980	Deputy Chief	Infrastructure and Economy Office	0983086552
6	Mr. Le Nguyen Chau	1979	Staff	Interior Office of Labor, Invalids and Social Affairs	0907312277
7	Mr. Nguyen Van Mang	1954	Chairman	Red Cross Union	0919383728
8	Ms. Lam Thi Thuy Hien	1960	Chairwoman	Women Union	0918929609
9	Mr. Kieu Cong Tru		Chairman	Farmer Union	0913129049
10	Mr. Huynh Thanh Hoang	1976	Vice-Secretary	District Union	0989714778
11	Mr. Vo Chi Thanh	1970	Staff	District Education Office	0902747322
12	Mr. Vo Minh Buu	1967	Staff	District Education Office	0987663303
13	Mr. Phan Van Tuan	1972	Staff	District Military Operation	
14	Mr. Nguyen Van Phuong	1972	Deputy Advisor in Chief	District Military Operation	
15	Mr. Le Van Ut	1974	Civil Military Assistant	District Military Operation	076 837227
16	Mr. Nguyen Thanh Son	1967	Politic Assistant	District Military Operation	0913979459
17	Mr. Nguyen Phuoc Tien	1984	Staff	District Military Operation	0916339096
18	Mr. Tran Tan Phuong	1978	Vice-President	An Chau town People's Committee	0918717512
19	Mr. Ta Ngoc Sen	1963	Vice-	An Hoa People's	0919053346

			President	Committee	
20	Mr. Ha Minh Triet	1964	Vice-President	Binh Hoa People's Committee	0988445994
21	Mr. Mai Huu Hoa	1962	Vice-President	Binh Thanh People's Committee	0918738205
22	Mr. Nguyen Van Huan	1949	Vice-President	Can Dang People's Committee	0907712299
23	Mr. Nguyen Thanh Tam	1974	Vice-President	Hoa Binh Thanh People's Committee	0907214555
24	Mr. Nguyen Van Thanh	1977	Vice-President	Tan Phu People's Committee	0919042577
25	Mr. Bui Cong Luom	1967	Vice-President	Vinh An People's Committee	0919021300
26	Mr. Nguyen Thanh Dung	1973	Vice-President	Vinh Binh People's Committee	0988422678
27	Mr. Nguyen Ly Khoan	1972	Vice-President	Vinh Hanh People's Committee	
28	Mr. Doan Duc Dinh	1975	Vice-President	Vinh Loi People's Committee	0902811776
29	Mr. Mai Thanh Ngoan	1971	Vice-President	Vinh Nhuan People's Committee	0918989670
30	Mr. Le Ho Ngoc Trung	1978	Vice-President	Vinh Thanh People's Committee	0918936679
31	Mr. Nguyen Van Nghe	1960	Agriculture Staff	Binh Thanh commune	0987994303
32	Ms. Le Thi Yen	1979	Agriculture Staff	Can Dang commune	0917274249
33	Mr. Le Quoc Phong	1981	Agriculture Staff	Hoa Binh Thanh commune	0918694312
34	Mr. Nguyen Minh Y	1980	Agriculture Staff	Vinh An commune	0919200040
35	Mr. Nguyen Hoang Chuong	1980	Agriculture Staff	Vinh Hanh commune	
36	Mr. Nguyen Van Nhung	1973	Staff	Vinh Loi commune	076 661002
37	Mr. Vo Minh Hai	1978	Agriculture Staff	Vinh Nhuan commune	0919543785
38	Mr. Nguyen Van Hai	1981	Agriculture Staff	Vinh Thanh commune	076 662111
39	Mr. Nguyen Huu Quang	1980	Agriculture Staff	Vinh Binh commune	0986171735
TOTAL					39 participants

Annex 3: PHOTOS OF THE CBFM TRAINING AN GIANG PROVINCE



CBFM Training in Chau Thanh district, An Giang province