

## ASSOCIATION OF CARIBBEAN STATES (ACS)

20<sup>th</sup> MEETING OF THE SPECIAL COMMITTEE ON DISASTER RISK REDUCTION  
Port of Spain, Trinidad-and-Tobago, 22<sup>nd</sup>-23<sup>rd</sup> November, 2012

### DIRECTORATE OF DISASTER RISK REDUCTION

#### Work Programme 2012-2013

The Special Committee for Disasters Risk Reduction (DRR) of the Association of Caribbean States (ACS) is the principal forum in the Greater Caribbean for the exchange of experiences, lessons learnt and best practices in the development of national and regional coordination mechanisms. In this regard, the aim of the Directorate for DRR of the ACS is to strengthen synergies with Conference Bodies and new partners in order to implement the Saint Marc Plan of Action and the Hyogo Framework for Action.

**This Work Programme is essentially guided and structured by the 5 strategic objectives of the Hyogo Framework for Action of the UNISDR (sections 1 to 5):**

1. Ensure that disaster risk reduction is a national and a local priority with a strong institutional basis for implementation (3.3.1.1)
2. Identify, assess and monitor disaster risks and enhance early warning (3.3.2.1)
3. Use knowledge, innovation and education to build a culture of safety and resilience at all levels (3.3.3.1, 3.3.3.2, 3.3.3.3, 3.3.3.4 and 3.3.3.5)
4. Reduce the underlying risk factors (3.3.4.1)
5. Strengthen disaster preparedness for effective response at all levels (3.3.5.1, 3.3.5.2 and 3.3.5.3)
6. Conventions and Regulation (3.3.6.1)
7. Project to be defined in collaboration with our partners (3.3.7.1, 3.3.7.2 and 3.3.7.3)
8. Various meetings (3.3.8.1 and 3.3.8.2)

<b>List of terms and acronyms</b>	
<b>ATDRR</b>	Adviser of Transport and Disaster Risk Reduction
<b>CDEMA</b>	Comprehensive Disaster Management Agency
<b>CEPREDENAC</b>	Centre for the Coordination of Natural Disasters Prevention in Central America
<b>CPO</b>	Conference and Protocol Officer
<b>CRMI</b>	Caribbean Risk Management Initiative
<b>DTDRR</b>	Director Transport and Disaster Risk Reduction
<b>DTDRR staff</b>	Staff of the Directorate of Transport and Disaster Risk Reduction
<b>FMI</b>	Finnish Meteorological Institute
<b>HFA</b>	Hyogo Framework for Action
<b>OLA</b>	Office of the Legal Adviser
<b>OSG</b>	Office of the Secretary General
<b>SCDRR</b>	Special Committee for Disasters Risk Reduction
<b>SHOCS</b>	Strengthening Hydro meteorological Operations and Services in the Caribbean Small Island Developing States
<b>UNISDR</b>	United Nations International Strategy for Disaster Reduction

No.	Activity	Duration	Personnel	Expected results	Status
3.3.1.1	Establishment or strengthening of the national platforms model, according to the 5 priorities of the Hyogo Framework for Action (HFA)	2012-2013	DTDRR + SCDRR	Contribute to the exchange of experiences, lessons learnt and best practices in the establishment and operations of national platforms in the region and worldwide	Permanent activity.
Actions	<ol style="list-style-type: none"> <li>To systematically include this item in the Agenda of SCDRR meetings to facilitate the exchange among Members</li> <li>To participate in the Meetings of the regional platform for disaster risk reduction in America (UNISDR)</li> </ol>				
Budget		<b>2012</b>	<b>2013</b>		
	<b>MISSION</b>				
	Per Diem	456	456		
	Airfare	1046.03	1046.03		
	Other	18	18		
	<b>MEETING</b>				
	Translation				
	Other				
	<b>TOTAL</b>	1520.03	1520.03		
Mission could take place either during a meeting identified in 8.1 or in the context of a meeting to be determined.					

No.	Activity	Duration	Personnel	Expected results	Status
3.3.2.1	"Strengthening Hydrometeorological Operations and Services in the Caribbean Small Island Developing States (SHOCS)" in collaboration with the Finnish Meteorological Institute (FMI) in the framework of the existing MoU	Until November 2012	DTDRR Staff + FMI	Improvement of early warning systems in the Greater Caribbean Region as well as for the exchange of experiences, lessons learnt and best practices in	Ongoing project
Actions	<ol style="list-style-type: none"> <li>1. Conduct feasibility survey missions to 16 SIDS (2-3 days per state). In this survey a team of 2-3 experts will interview directors and staff of National Hydrological/Meteorological services, Disaster Manager Agencies and Government representatives on the functioning at national level of the Early Warning System - Disaster Risk Reduction process and to identify best practices, capacities, gaps and needs.</li> <li>2. Hold SHOCS final workshop (all ACS member states to be invited); results on country surveys, QMS workshops, applicability of QMS on EWS-DRR process, conclusions and recommendations on specific implementation projects to follow after SHOCS.</li> </ol>				
Budget		<b>2012</b>	<b>2013</b>		
	<b>MISSION</b>				
	Per Diem	640	640		
	Airfare	539.68	539.68		
	Other	18	18		
	<b>MEETING</b>				
	Translation	200	200		
	Other				
<b>TOTAL</b>	1397.68	1397.68			
Mission could take place either during a meeting identified in 8.1 or in the context of a meeting to be determined.					

No.	Activity	Duration	Personnel	Expected results	Status
3.3.3.1	Regional Disaster Risk Reduction Master degree	2012-2013	DTDRR Staff + UWI + UAG	<p>An integrated view of the political, economic, social, geographical and cultural forces shaping the Greater Caribbean.</p> <p>To develop the research capacities of the students in the SD and DRR fields studied throughout the master.</p> <p>To develop the capacities of the graduated students to bring solutions to concrete problems the Greater Caribbean face</p>	Permanent activity in preparation: Presented at the XIX DRR. To be completed and circulated to Members.
Actions	<ol style="list-style-type: none"> <li>1. Collect universities' proposals (description + budget)</li> <li>2. Analysis of the candidacies</li> <li>3. Launching of the programme</li> </ol>				
Budget			<b>2012</b>	<b>2013</b>	
	<b>MISSION</b>				
	Per Diem		918	918	
	Airfare		807.14	807.14	
	Other		150	150	
	<b>MEETING</b>				
	Translation		80	80	
	<b>TOTAL</b>		1955.14	1955.14	
Mission could take place either during a meeting identified in 8.1 or in the context of a meeting to be determined.					

No.	Activity	Duration	Personnel	Expected results	Status
3.3.3.2	International Diploma (virtual) in risk management and disaster reduction in Spanish and English	2012 2013	DTDRR Staff + ESAP	To improve competencies of officials, decision-makers and stakeholders who belong to risk management institutions in ACS countries.	Permanent activity in preparation: Presented at the XIX DRR. To be completed and circulated to Members.
Actions	Ensure the cooperation and the transmission of information between the Secretariat, the ESAP and the Member States.				
Budget		<b>2012</b>	<b>2013</b>		
	<b>MISSION</b>				
	Per Diem				
	Airfare				
	Other				
	<b>MEETING</b>				
	Translation				
	Other				
	<b>TOTAL</b>				

No.	Activity	Duration	Personnel	Expected results	Status
3.3.3.3	Radio Soap Opera "The Rough Season"	2012-2013	DTDRR Staff + UWI	Sensitise the public in the area of natural disasters, thus improving the attitude towards disasters, focused to the English speaking Caribbean.	Permanent activity.
Actions	1. Continue, if possible the broadcast of the rough season in English speaking countries. Eventually view at its possible translation in French, Spanish and Dutch for larger diffusion				
Budget	A reasonable percentage of the budget dedicated to Meetings may be used for the translation of communications, reports, contracts, agreements, etc.				
			<b>2012</b>	<b>2013</b>	
	<b>MISSION</b>				
	Per Diem				
	Airfare				
	Other				
	<b>MEETING</b>				
	Translation			40	40
	Other			40	40
	<b>TOTAL</b>			80	80
Mission could take place either during a meeting identified in 8.1 or in the context of a meeting to be determined.					

No.	Activity	Duration	Personnel	Expected results	Status
3.3.3.4	"Animated Short Films on Disaster Reduction"	2012-2013	DTDRR Staff	Take advantage of the power of visual media to promote DRR messages in all ACS Members.	Approved by the Special Committee. Pending of funds
Actions	1. To continue seeking out resources for the US\$120,000 budget approved by the Special Committee				
Budget	A reasonable percentage of the budget dedicated to Meetings may be used for the translation of communications, reports, contracts, agreements, etc.				
		<b>2012</b>	<b>2013</b>		
	<b>MISSION</b>				
	Per Diem				
	Airfare				
	Other				
	<b>MEETING</b>				
	Translation		40	40	
	Other		40	40	
<b>TOTAL</b>		80	80		



No.	Activity	Duration	Personnel	Expected results	Status																											
3.3.3.5	Establishment of the regional risk management training centre	2012 2013	DTDRR Staff+ National Emergency Commission of the Dominican Republic	Establish a Regional Risk Management Training Centre, as a mechanism for strengthening the institutional defence capabilities of the countries belonging to the Caribbean region, for the purpose of creating greater awareness among the sectors of the population.	Approved by the XIX Special Committee on DRR.																											
Actions	<ol style="list-style-type: none"> <li>1. Construction</li> <li>2. Equipment</li> <li>3. Documentation and Information Centre</li> <li>4. Creation of the coordination and planning structure</li> <li>5. Activation of the Centre</li> <li>6. Human Resource Management</li> </ol>																															
Budget	<p>A reasonable percentage of the budget dedicated to Meetings may be used for the translation of communications, reports, contracts, agreements, etc.</p> <table border="1"> <thead> <tr> <th></th> <th>2012</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td><b>MISSION</b></td> <td></td> <td></td> </tr> <tr> <td>Per Diem</td> <td></td> <td></td> </tr> <tr> <td>Airfare</td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td><b>MEETING</b></td> <td></td> <td></td> </tr> <tr> <td>Translation</td> <td>40</td> <td>40</td> </tr> <tr> <td>Other</td> <td>40</td> <td>40</td> </tr> <tr> <td><b>TOTAL</b></td> <td>80</td> <td>80</td> </tr> </tbody> </table>						2012	2013	<b>MISSION</b>			Per Diem			Airfare			Other			<b>MEETING</b>			Translation	40	40	Other	40	40	<b>TOTAL</b>	80	80
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Translation	40	40																														
Other	40	40																														
<b>TOTAL</b>	80	80																														

No.	Activity	Duration	Personnel	Expected results	Status
3.3.4.1	Safe hospitals	Phase I: 5 years	DTDRR Staff + PAHO/ WHO	Reduce vulnerabilities of health facilities in the Greater Caribbean.	Permanent activity in preparation: Presented at the XIX DRR. To be completed and circulated to Members.
Actions	<ol style="list-style-type: none"> <li>1. Make a document to introduce the project and its benefits to the intercessional council in order to be able to present it to the Ministerial Council</li> <li>2. Obtain a Ministerial agreement, which relates the benefit of this initiative for the Member States, in order to influence the politics of Members States and move from theory to the practice.</li> </ol>				
Budget		<b>2012</b>		<b>2013</b>	
	<b>MISSION</b>				
	Per Diem				
	Airfare				
	Other				
	<b>MEETING</b>				
	Translation		80	80	
	Other		80	80	
	<b>TOTAL</b>		160	160	

No.	Activity	Duration	Personnel	Expected results	Status																											
3.3.5.1	Green response in cooperation with the International Federation of the Red Cross and Red Crescent Societies (IFRC) in the framework of the existing MoU	2012-2013	DTDRR Staff + IFRC+ Trinidad Red Cross	To provide Caribbean governments and people with eco-efficient tools and environmentally friendly processes to be utilized for responding to disasters impacting on their country.	Permanent activity in preparation: Presented at the XIX DRR. To be completed and circulated to Members.																											
Actions	<p>Phase 1: feasibility study</p> <p>Phase 2: develop/source green response prototypes from the Caribbean region</p> <p>Phase 3: test pilot green response prototypes</p> <p>Phase 4: based on the deployment of the goods identified and procured in phase 1 &amp; 2 and results of phase 3, consequently their production for diffusion in the Caribbean countries in response to disaster.</p>																															
Budget	<p>Ongoing fund raising.</p> <table border="1" data-bbox="361 1045 1526 1382"> <thead> <tr> <th data-bbox="361 1045 812 1089"></th> <th data-bbox="812 1045 1144 1089">2012</th> <th data-bbox="1144 1045 1526 1089">2013</th> </tr> </thead> <tbody> <tr> <td data-bbox="361 1089 812 1125"><b>MISSION</b></td> <td data-bbox="812 1089 1144 1125"></td> <td data-bbox="1144 1089 1526 1125"></td> </tr> <tr> <td data-bbox="361 1125 812 1161">Per Diem</td> <td data-bbox="812 1125 1144 1161"></td> <td data-bbox="1144 1125 1526 1161"></td> </tr> <tr> <td data-bbox="361 1161 812 1196">Airfare</td> <td data-bbox="812 1161 1144 1196"></td> <td data-bbox="1144 1161 1526 1196"></td> </tr> <tr> <td data-bbox="361 1196 812 1232">Other</td> <td data-bbox="812 1196 1144 1232"></td> <td data-bbox="1144 1196 1526 1232"></td> </tr> <tr> <td data-bbox="361 1232 812 1268"><b>MEETING</b></td> <td data-bbox="812 1232 1144 1268"></td> <td data-bbox="1144 1232 1526 1268"></td> </tr> <tr> <td data-bbox="361 1268 812 1304">Translation</td> <td data-bbox="812 1268 1144 1304">80</td> <td data-bbox="1144 1268 1526 1304">80</td> </tr> <tr> <td data-bbox="361 1304 812 1339">Other</td> <td data-bbox="812 1304 1144 1339">80</td> <td data-bbox="1144 1304 1526 1339">80</td> </tr> <tr> <td data-bbox="361 1339 812 1382"><b>TOTAL</b></td> <td data-bbox="812 1339 1144 1382">160</td> <td data-bbox="1144 1339 1526 1382">160</td> </tr> </tbody> </table>						2012	2013	<b>MISSION</b>			Per Diem			Airfare			Other			<b>MEETING</b>			Translation	80	80	Other	80	80	<b>TOTAL</b>	160	160
	2012	2013																														
<b>MISSION</b>																																
Per Diem																																
Airfare																																
Other																																
<b>MEETING</b>																																
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Other	80	80																														
<b>TOTAL</b>	160	160																														

No.	Activity	Duration	Personnel	Expected results	Status																											
3.3.5.2	Urban risks in cooperation with the International Federation of the Red Cross and Red Crescent Societies (IFRC) in the framework of the existing MoU	2012-2013	DTDRR Staff + IFRC+ Colombian red cross		Permanent activity in preparation: Presented at the XIX DRR. To be completed and circulated to Members.																											
Actions	<p>Phase 1: Develop three desk studies in three <i>ACS Member States and Associate Members</i>, for better understanding of property regulations of household owners of departments located in building constructions; which can be destroyed or severely affected as a result of major disasters.</p> <p>Phase 2: Develop three case studies of a worst case disaster scenario in three <i>ACS Member States and Associate Members</i>, that will create understanding of the challenges associated with large scale disasters and how can the use of land be obtained and assigned to quickly and effectively provide temporary housing for affected population</p> <p>Phase 3: To establish a set of regulatory guidelines that entrench land regulation post disasters and share best practices.</p> <p>Phase 4: As a result of phase one and two, elaborate a guideline with standards and indicators that <i>ACS Member States and Associate Members can use them to support their prevention, mitigation, preparedness, response and post disaster measures.</i></p>																															
Budget	<p>Ongoing fund raising.</p> <table border="1"> <thead> <tr> <th></th> <th>2012</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td><b>MISSION</b></td> <td></td> <td></td> </tr> <tr> <td>Per Diem</td> <td>498</td> <td>498</td> </tr> <tr> <td>Airfare</td> <td>793.65</td> <td>793.65</td> </tr> <tr> <td>Other</td> <td>50</td> <td>50</td> </tr> <tr> <td><b>MEETING</b></td> <td></td> <td></td> </tr> <tr> <td>Translation</td> <td>80</td> <td>80</td> </tr> <tr> <td>Other</td> <td>80</td> <td>80</td> </tr> <tr> <td><b>TOTAL</b></td> <td>1501.65</td> <td>1501.65</td> </tr> </tbody> </table> <p>Mission could take place either during a meeting identified in 8.1 or in the context of a meeting to be determined.</p>						2012	2013	<b>MISSION</b>			Per Diem	498	498	Airfare	793.65	793.65	Other	50	50	<b>MEETING</b>			Translation	80	80	Other	80	80	<b>TOTAL</b>	1501.65	1501.65
	2012	2013																														
<b>MISSION</b>																																
Per Diem	498	498																														
Airfare	793.65	793.65																														
Other	50	50																														
<b>MEETING</b>																																
Translation	80	80																														
Other	80	80																														
<b>TOTAL</b>	1501.65	1501.65																														

No.	Activity	Duration	Personnel	Expected results	Status
3.3.5.3	Seismic resilient cities	2012-2013	DTDRR + CCI	Promote the structural reinforcement of buildings in cities belonging to Central American and Caribbean countries that need to remain in sound condition during an earthquake and whose operation cannot be transferred quickly to an alternate location.	Approved by the XIX Special Committee of DRR.
Actions	Phase 1: Economic viability and related business plans for the production of emergency relief and recovery goods such as renewable electrical energy supplies (to cook and light), biodegradable packaging for emergency response products. Phase 2 & 3: proof-of-concept				
Budget		<b>2012</b>	<b>2013</b>		
	<b>MISSION</b>				
	Per Diem	498	498		
	Airfare	793.65	793.65		
	Other				
	<b>MEETING</b>				
	Translation	40	40		
	Other	40	40		
	<b>TOTAL</b>	1371.65	1371.65		
Mission could take place either during a meeting identified in 8.1 or in the context of a meeting to be determined.					

No.	Activity	Duration	Personnel	Expected results	Status	
3.3.6.1	"Agreement among the Member States and Associate Members of the Association of Caribbean States for Regional Co-operation in the Area of Natural Disasters".	2012-2013	DTPRR Staff + OLA + SCDRR	Enter into force	Two thirds of the States referred to in Article IV of the Convention Establishing the ACS are necessary for the entry into force. As of November 2011, ratification from 3 more Member States is needed for entry into force	
Actions	1- Continue the promotion of the agreement					
Budget	No money will be spent on this project.					
			<b>2012</b>	<b>2013</b>		
	<b>MISSION</b>					
	Per Diem					
	Airfare					
	Other					
	<b>MEETING</b>					
	Translation			80	80	
	Other			80	80	
<b>TOTAL</b>			160	160		

No.	Activity	Duration	Personnel	Expected results	Status
3.3.7.1	The incorporation of the gender perspective in DRR shall be an underlying theme in the work programme.	2012 2013	DTDRR + Dominica n republic	Advocate the production of gender-specific data as part of any disaster reduction analysis in region as well as address the importance of gender mainstreaming in DRR-related work at the national regional level and within the ACS.	Pending project or specific activity
Actions	<ol style="list-style-type: none"> <li>1. To consider hiring an intern graduated in this area.</li> <li>2. To participate in the "International workshop on gender, vulnerable populations and disasters in Latin America and the Caribbean"</li> </ol>				
Budget	A reasonable percentage of the budget dedicated to Meetings may be used for the translation of communications, reports, contracts, agreements, etc.				
		<b>2012</b>	<b>2013</b>		
	<b>MISSION</b>				
	Per Diem				
	Airfare				
	Other				
	<b>MEETING</b>				
	Translation		40	40	
	Other		40	40	
<b>TOTAL</b>		80	80		

No.	Activity	Duration	Personnel	Expected results	Status
3.3.7.2	"Disaster risk reduction regional strategy" in cooperation with CEPREDENAC in the framework of the existing MoU	2012 2013	DTDRR Staff + CEPREDE NAC	Aligning Regional Disaster Risk Reduction Agendas	In discussion
Actions					
Budget					
			<b>2012</b>	<b>2013</b>	
	<b>MISSION</b>				
	Per Diem				
	Airfare				
	Other				
	<b>MEETING</b>				
	Translation			80	80
Other			80	80	
<b>TOTAL</b>			160	160	



No.	Activity	Duration	Personnel	Expected results	Status		
3.3.7.3	"Comprehensive Disaster Management" in cooperation with CDEMA in the framework of the existing MoU		DTDRR Staff + CDEMA + OSG	Aligning Regional Disaster Risk Reduction Agendas	In discussion		
Actions							
Budget			<b>2012</b>	<b>2013</b>			
	<b>MISSION</b>						
	Per Diem						
	Airfare						
	Other						
	<b>MEETING</b>						
	Translation			80	80		
	Other			80	80		
	<b>TOTAL</b>			160	160		

No.	Activity	Duration	Personnel	Expected results	Status																											
3.3.8.1	Participation in various Meetings, training courses and workshops	2012 2013	DTDRR Staff	Foster the cooperation, coordination and concerted action in Disaster Risk Reduction	Permanent Activity																											
Actions	<ul style="list-style-type: none"> <li>- International Conference on Early Warning</li> <li>- Meetings of the ISDR</li> <li>- OAS Disaster Committee</li> <li>- CDEMA's CDM Conferences</li> <li>- Participation in CEPREDENAC Meeting</li> <li>- Participation WMO / CMO Meeting</li> <li>- Pre-Hurricane Meetings</li> </ul>																															
Budget	<p>It is important to emphasize that there may be other meetings that may be different from the planned ones. There may be circumstances that although meetings have been planned could not be attend and will be adjusted back to the budget</p> <table border="1" data-bbox="363 1024 1524 1357"> <thead> <tr> <th></th> <th>2012</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td><b>MISSION</b></td> <td></td> <td></td> </tr> <tr> <td>Per Diem</td> <td>488</td> <td>488</td> </tr> <tr> <td>Airfare</td> <td>1046.03</td> <td>1046.03</td> </tr> <tr> <td>Other</td> <td>100</td> <td>100</td> </tr> <tr> <td><b>MEETING</b></td> <td></td> <td></td> </tr> <tr> <td>Translation</td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td>1634.03</td> <td>1634.03</td> </tr> </tbody> </table> <p>Mission could take place either during a meeting identified in 8.1 or in the context of a meeting to be determined.</p>						2012	2013	<b>MISSION</b>			Per Diem	488	488	Airfare	1046.03	1046.03	Other	100	100	<b>MEETING</b>			Translation			Other			<b>TOTAL</b>	1634.03	1634.03
	2012	2013																														
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No.	Activity	Duration	Personnel	Expected results	Status
3.3.8.2	Meeting of the Special Committee on Disaster Risk Reduction.		DTDRR Staff + SCDRR+ CPO	Foster the cooperation, coordination and concerted action in Disaster Risk Reduction	Permanent Activity
Actions	Date and venue will be decided after consultation with the Chair of the Special Committee elected at the Ministerial Council.				
Budget		<b>2012</b>	<b>2013</b>		
	<b>MISSION</b>				
	Per Diem	1464	1464		
	Airfare	3138.10	3138.10		
	Other	150	150		
	<b>MEETING</b>				
	Translation	3000	3000		
	Other	8000	8000		
	<b>TOTAL</b>	15752.10	15752.10		