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## **ASSOCIATION OF CARIBBEAN STATES**

**XXI MEETING OF THE SPECIAL COMMITTEE ON DISASTER RISK REDUCTION**

Port-of-Spain, Trinidad and Tobago, October 02, 2013

### **Brief on the Risk Management Training**

# **“Joint risk management training project for the French West Indies, Guyana and Caribbean area”**

## **Introduction**

The Caribbean area, and more specifically, the islands and territories in the Caribbean Sea have one thing in common – exposure to large-scale risks. These include:

- Natural risks (cyclones, earthquakes, tsunamis, flooding, coastal erosion, etc.)
- Major technological disasters on land or at sea, resulting in land, sea or coastal pollution (to the land, to the sea, to the coast) and the destruction of the natural and cultural heritage
- Interaction of these catastrophes and their impact on people’s health and on the environment

Cooperation and solidarity in the area of risk management is therefore essential for the protection of the inhabitants of the French West Indies, Guyana and the Caribbean area. This can only be done thanks to the concerted effort of the different authorities and players involved: states, civil defence, territorial authorities, companies, universities, NGOs, etc.

Clearly, if we want to adopt a concerted approach to risk management, training is the most effective solution. Bringing the different players together will help them develop a common “mindset”. In addition, they will acquire methods and tools enabling them not only to take concerted action in crisis situations but also to anticipate and prepare before and after the events.

The EISTI School of Engineering, the CNFPT and the University of the West Indies and Guyana have worked together to set up a joint degree course in risk management (entitled “Risk Management Advisor University degree”) for the French West Indies and Guyana. It is hoped that this course will provide a means of cooperation between the French West Indies, Guyana and the island states of the Caribbean. It targets management-level employees from the public service, civil defence, territorial authorities, companies, universities, NGOs, etc.

## **Objectives of the “Joint risk management training project for the French West Indies, Guyana and Caribbean area”**

- Jointly develop and design a training programme on risk management for management-level public service employees from the French West Indies, Guyana and Caribbean states
- Foster a common culture among these managers, thereby guaranteeing joint action in the event of disasters as well as prevention/preparation before and after the event
- Set up a network of managers in order to provide mutual support for implementation of routine risk management procedures in their respective territories
- Keep managers from the Caribbean states informed of methods, regulatory and legal frameworks as well as existing institutions on French territory

- Provide a “Train the Trainers” programme on risk management

## Expected outcomes of the project over a two-year period

Two-year training of 50 managers and students, including 10 management-level public service employees from the Caribbean states. Two University Diploma courses will be organised - the first in 2013 and the second in 2014. The table below shows a possible breakdown of participants:

Two-year training	Martinique	Guadeloupe	Guyana	Caribbean States	Total
Managers and elected representatives from Territorial Authorities and Officers from the Fire Department (some of these will be future trainers)	7	7	7		21
State-employed managers (some of these will be future trainers)	2	2	2		6
Managers from companies and professionals from different sectors of activities (some of these will be future trainers)	2	2	2		6
Students and trainers from the French West Indies and Guyana, (some of these will be future trainers)	2	2	2		6
Students and managers from the Caribbean States				11	11
Total	13	13	13	11	50

## Organisation of the project

This project will be organised with the support of French State services (the three *Préfectures* of the Martinique, Guadeloupe and Guyana *Départements*, the Embassy for Cooperation) and the Heads of the General and Regional Councils of these Territories.

We are planning to renew this training for a further two-year period and to extend it to managers from the OECS States.

Financing will be jointly provided by the French State services (the three *Préfets* of the Martinique, Guadeloupe and Guyana *Départements*), Regional and General Councils and the CNFPT of the three French departments in the Americas.

## Annex 1

# **Educational objectives of the training presented to the Caribbean partners.**

The « Risk Management Adviser » position on a given territory is complex because it implies exposure to a wide range of risks (technological, natural, sanitary and public security risks). The political authorities and company managers possess important responsibilities when confronting these risks. In risk management, there are numerous stakeholders addressing important issues through complex relationships (on a human, economical and political level). Managing crisis situations demands a strong know-how.

The Risk Management Adviser's mission is to advise local political authorities on the relevant strategy to be implemented within his territory. His role is to rally specific stakeholders (security, public health, land settlement, urban, transportation) together around key issues.

The Risk Management Adviser should therefore possess key knowledge, competencies, know-how and soft skills. He should know the risks related to his territory; know how to analyze them; be able to define strategies and methods leading to their reduction; prepare and run crisis management strategies; and organize actions aimed at protecting people and property.

### SPECIFIC EDUCATIONAL OBJECTIFS FOR CARIBBEAN EXECUTIVES

The training aims at providing a strong knowledge of the different types of risks threatening the Caribbean territories, as well as generic methods to address them.

More specifically, the programme shall present how risk management methods can be implemented within the institutional, cultural and technical context of Caribbean states. The approaches implemented in a French territory shall only be presented to allow for reflection on their possible application in the Caribbean context. The methods presented shall be those implemented in the French and Caribbean territories. The Caribbean context shall be highlighted (thanks to Caribbean experts if necessary) to facilitate relevant comparisons and reflections on an adapted implementation within the Caribbean environment.

### FROM TRAINING OBJECTIVES TO EDUCATIONAL OBJECTIVES

#### GENERAL EDUCATIONAL OUTLINE

The educational outline proposed was built upon the bases of eight thematic sessions of 3 days (8 hours per day, 24 hours in total). The whole programme is a training "path" of 192 hours of theoretical teaching. This theoretical training shall be concluded with the presentation of a professional dissertation by each trainee. 350 hours shall be allocated to its preparation.

All sessions proposed by the EISTI build up a consistent programme issuing a "Risk Management Adviser" university diploma. It is recognised by the French State and the European Union. Trainees are assessed at the end of each session by the EISTI. Once the trainee has passed all sessions, he is allowed to present his professional dissertation to eventually obtain his university diploma of "Risk Management Adviser".

#### ORGANIZATION OF SESSIONS INVOLVING FOR CARIBBEAN AND FRENCH LEARNERS

Each month, a thematic session is organized according to the following scheme:

	Monday	Tuesday	Wednesday	Thursday	Friday
French listeners	Module I (in French)		Visits in common (with interpreter)  Presentation and comparison of modalities of risk management between French and Caribbean territories		
Caribbean listeners		Thematic visits (with interpreter)		Module I (in English)	

Tuesdays should be organized thematic visits for Caribbean listeners (with interpreter)

## GENERAL EDUCATIONAL PRESENTATION

The training sessions proposed are:

### **Risk management methodology session - 3 days (24 hours and 3 European Credits Transfer System)**

The session introduces the bases of the global approach to risks; presents the applied methods of risks analysis, resilience development, vulnerability reduction and prescriptive work on risks.

- Global outlook on risk, concept
- The fundamentals of risk management
- The ISO 31000 Standard
- Other standards, referentials and labels for risk management
- Notion of vulnerability reduction and resilience
- Addressing risk: prediction, prevention, protection, segregation, retention, transfer and financing
- The "Risk Management" dynamic
- Teamwork on the Risk manager's mission
- Running Risk Management
- The Risk Culture
- Risk Methodology and Cartography, Plan Communal de Sauvegarde et Plan de Continuité d'Activité (Town Council Saving Plan and Ongoing Activity Plan)

### **Urban risks session (supporting public representatives' decisions) - 3 days**

The risk manager should advise the city's political authority on choices to be made in terms of urban development to efficiently address the related risks. This module presents the different methods and plan of actions to be taken into consideration in this aim:

- Land settlement plan, territorial consistency plan, local urban plan, town council's mapping and sustainable development projects
- Interaction between zoning law and civil security law
- Integration of the security question at the bill of specifications stage up until the project realization stage (urban renewal, residential programmes, colleges, train stations)
- Participatory approach

### **Risk law and economy session – 3 day**

This session shall talk about the distribution of responsibilities with regard to risks relating to properties and populations; legal control of the state and mayor's authority; the mayor, the prefect and police's authority.

The risk includes an economic dimension linked equally to the consequences as it is to the preventive actions and financial covering that it implies. The different methods of risk covering, notably through the use of insurance shall be presented.

### **Crisis and communication session – 3 days**

At the end of the session, trainees should know:

The difference between an emergency situation and a crisis situation;

The importance of exercises in crisis management;

Build up a crisis exercise and train people to better address crises;

Use crisis management tools;

Run a feedback on experience following a real life event or an exercise.

### **Natural risks, vulnerability reduction session – 3 days**

The context of global climate change and the increased frequency of some increasingly serious phenomenon, require that risk executives know those threats, key related issues, methods to prevent them, identify them and reduce their impact.

The « Natural risks » session is conceived to introduce an operational approach with regard to natural risks. An approach capable of addressing them thoroughly from technical questions to those linked to land settlement.

### **Technological risks session – 3 days**

Among the main elements of this regulation, the technological risks prevention plan organizes the approach of the industrial risks management.

The "Technological risks" session is conceived to allow risks executives to learn about the major types of industrial risks (chemical, fire, dangerous material transportation), to be operational facing those issues, to address them as thoroughly as possible (from technical questions to those linked to land settlement), taking into account input from the administration and industry experts on the matter.

### **Public security on town council's territory session – 3 days**

This session talks about theoretical and practical actions to prevent and address delinquency issues on given territories; as well as key partnerships based tools and modern tools available to manage those issues. The contribution of external partners to communities (country state, national police, general intelligence, justice system, other partners) are rapidly and concretely analysed by competent experts. Tools made available to public and private security shall also be presented.

### **Public health and emergency management session – 3 days**

The educational objective of this session is to prepare executives from public and private services in charge of risk management on given territories, to deal with public health risks. Therefore the point of view taken into account is not a medical one but rather that of a public health executive.

The topics covered are: alimentary risks, infectious risks, risks linked to the animal's environment; nuclear, radiological, bacteriological and chemical risks; industrial risks and impact on public health; climate change and health impact, mass meeting and accommodation; psychological risks management.

## **Annex 2**

### **Organization of the Caribbean Partnership on the Project**

#### **"Cooperation Antilles, Guyana, Caribbean for training in risk management"**

The project "Cooperation Antilles, Guyana, Caribbean for training in risk management" will be carried out as follows:

1. Task 1: Designation of the governance of the project (a Caribbean representative of each partner and the project manager will constitute this governance)
2. Task 2: Communication of the project and notice for candidates
3. Task 3: Selection of eight Caribbean candidates to participate in the training
4. Task 4: Organization of logistical requirements for the training (travel and accommodation of the Caribbean candidates according to the training schedule) and organization of language issues (upgrade candidates in French if necessary, selecting a French - English interpreter to accompany the group)
5. Task 5: Implementation of the training (in French) in Martinique and Guadeloupe (8 modules, each of three days, one per month for 8 months) and study tours under the program according to the schedule of the project (a full day during each thematic module)
6. Task 6: Regular educational review conducted at the end of each module. Organization of the thesis and its defense. General assessment and awarding of diplomas.

Caribbean partners shall contribute to the implementation of the program of work at each stage. Partner contribution will be commensurate with the number of candidates it nominates (a total of eight candidates, and the amount of total contribution of 31,000 euros).

Each operation described below will be valued:

1. Appointment of the partner representative, organization of governance, distribution of project contributions, schedule of the training
2. Communication and notice for candidates: the requirements for candidates will be, in order of priority:
  - a) Candidates' responsibility with regard to the management of risks and crisis in their country,
  - b) Candidates speaking French fully and partially

- c) The level of training (although it is requested that applicants be able to follow the teaching of graduate level and above).
3. Selection of candidates: the number of candidates is 8. The distribution of the number of candidates will be decided between the partners governing the project.
  4. Organization of logistical conditions: each partner will contribute to the transport of candidates from their jurisdiction, proportional to their contribution to the project. Organization of language conditions: the partners offer an interpreter that they will fund, and whose travels and accommodation they will fund according to the distribution rules defined at the beginning (number of nominees).
  5. The organization of the training is the responsibility of the project manager, but each partner contributes to the preparation of educational and logistical matters of the training (concrete organization of the transport for Caribbean candidates).
  6. Educational assessments will be conducted every month at the end of each module.

The valuation of these activities will be provided according to the following table (the tasks are valued in Euros)

Valuation of Task / partner (Euros)	Partner A	Partner B	Partner C	Total
Task 1				
Task 2				
Task 3				
Task 4				
Task 5				
Task 6				
Total				31.000 €



Annex 3

LETTER OF COMMITMENT

I, \_\_\_\_\_, representing \_\_\_\_\_  
in the capacity of \_\_\_\_\_, hereby declare that:

- My organisation will participate as partner in the project entitled "Joint risk management training project for the French West Indies, Guyana and Caribbean area" submitted for co-financing to the Programme regional cooperation fund (RCF);
- I comply with French legislation, especially structural funds regulations, competition and public procurement law;
- In case of approval of the project my organisation, as project partner, will provide contribution in kind but not in cash in order to carry out the activities and achieve the results of project. The nature and extent of such contribution in kind to be further agreed by the partners in the project and expressed in writing.

Place: Port of Spain, Trinidad and Tobago

Date: 2<sup>nd</sup> October, 2013

Name and position:

Signature and official stamp: