Preparedness Workshop Sittwe, 18 February 2016
Workshop Outcome Summary and Action Points –

Objective and Rationale

As part of the ERPP process, a Rakhine Contingency Plan (CP) was drawn up in 2015. The Rakhine AHCT has agreed that local capacity would not be sufficient to respond to a large-scale emergency. The objective of the workshop was to discuss additional operational elements not covered in the ERPP and relevant to the local context. The humanitarian community in Rakhine requested OCHA to organise workshop on these operational elements, with the goal of updating the Minimum/Advanced Preparedness Actions (MPAs/APAs) included in the CP and make progress before the cyclone season 2016. This workshop was seen as being only the start of the process, clusters/sectors and OCHA will complete documents after the workshop. A second workshop will be planned for late March to review these documents. It was agreed that this exercise also covers Maungdaw and Buthidaung, although they are not covered in the CP, given their potential to be affected.

Workshop Outcomes

Participants grouped by sectors/clusters reviewed the existing Minimum/Advanced Preparedness Actions (MPAs/APAs) to identify immediate priorities for actions to be finalized before the 2016 cyclone season; identify coordination focal points in various Districts/Townships; define a caseload of people affected by a natural disaster which the partners can cover and above which additional support will be required from national or international levels; and review existing SOPs to identify if more operational SOPs are needed for the respective sectors/clusters.

The following are some of the key points of the discussion, by sector/cluster. Sectors and clusters will complete these discussions following the workshop, and have suggested several next steps (see final section).

1. MPA/APA, Caseload and coordination

1.1. Coordination

- **Caseload:** Additional coordination staff would be needed for a natural disaster response. Across sectors, it will be important to highlight the fact that capacity for large natural disaster does exist locally and clusters/sectors should be able to articulate what the human resource need would be for a natural disaster response.

- **Township Coordination:** Partners requested OCHA presence in every affected Township in the case of a natural disaster, because operational organisations do not have capacity to ensure coordination on top of regular activities, and in order to ensure coordinated sharing of information and coordinated approach to the local authorities. Sector/cluster coordinators need to identify if similar arrangement are necessary for each respective sector.

- **Architecture**: Establishment of an "Expanded AHCT for natural disaster emergency response" which will include: AHCT actual members, all Head of Office/Agency and sector/cluster coordinator

- **APA:** At first sign of a potential cyclone, tropical storm alert, OCHA to call the Expanded AHCT (EAHCT) for situation analysis, step forward decision and activate possible response with necessary action to be taken. Call additional EAHCT as necessary and at D -5 EAHCT according to risk analysis to take decision to deploy in advance assessment team & response and / or evacuation of personnel and assets.

It was agreed that 15 of March for all of the below should be addressed:

Coordination arrangements

⇒ Define clear communication flowcharts that show how sectors/clusters, OCHA and government counterparts communicate before and after a disaster. Reporting lines need to be clear – information should be channeled through cluster/sector leads. There should be regular meetings before and after the disaster to ensure predictable information-sharing.

⇒ Define clear processes for how information will be channeled from Township to Sittwe level. UNHCR to be in charge of contact with Maungdaw DC. OCHA to be in charge of contact with Thandwe and Kyaukphyu DCs.

⇒ Sector/cluster leads to send to OCHA a list of contacts in various areas (incl local authorities, etc.) of key informants who can provide initial basic information.

⇒ There is a need for confirmation of coordination arrangements in Maungdaw, in advance, for the case of a natural disaster affecting that area.

⇒ A workshop of sector/cluster leads with CSOs, LNGOs required: present technical standards and discuss in advance with CSOs to ensure coordination during emergencies. Tentative date is 14 or 15 March.

⇒ Civil-military coordination important to identify way forward in preparation for natural disaster response. Efforts are being undertaken at Yangon level.

Information Management

⇒ IM capacity should be mapped in advance and need for additional capacity to be defined in advance.

⇒ IM reporting formats to be shared in advance.

⇒ OCHA to update 3W and google earth basemap.

⇒ List of stocks and of logistical capacity of each cluster/sector should be updated.

⇒ MIRA: sector/cluster leads to ensure with their Yangon-level sector leads that they have cleared the updated MIRA format so that it can be finalized.

⇒ Vulnerability mapping: map tidal surge/flood prone areas.

Others

⇒ **MoUs/TAs**: process for obtaining fast MoU and TA in the event of a natural disaster need to be clarified.

⇒ **New Organization**: all new organization arriving in Rakhine for emergency response to inform, liaise and coordinate with OCHA.

⇒ **Customs**: Clarify how national-level actors will negotiate customs clearance procedures etc.

⇒ **RSG Evacuation plans:** The government's plans for relocation of people in the case of a natural disaster are not clear, but information available should be taken in to consideration by sectors/clusters. DRR group to share.

⇒ **Decision Making Process :** AHCT define decision making tree to identify next steps and inform decision

⇒ **Security:** Organization evacuation /relocation plan (staff, essential staff, asset, relocation?)

⇒ **Relocation :** Identify (alternative) operational center/towns and staff/asset reposition

1.2. Shelter/NFI/CCCM

The cluster reviewed the respective MPAs /APA and SOP and will share a document with comments.
- Caseload: Current financial response capacity is, in principle, at least 10,000 HH, but additional constraints such as purchasing and transportation need to be considered. There is also limited staff capacity locally and there would not be sufficient capacity to respond to a cyclone at this stage.
- There is a need to consider not only the IDP caseload but also those who will be affected but not displaced. For Rakhine, UNHCR is the cluster lead for both natural disasters and the current humanitarian situation, even if this was not immediately clear during the flood response. There is a need for commitment in advance to ensure predictability.
- Main collective centers for accommodation after natural disasters are likely to be monasteries and schools. CSOs, private sector are main actors responding immediately in collective shelters and have good capacity. Relationships need to be built before the next cyclone season.
- CCCM will be included in DRR curriculum.
- Education and CCCM/Shelter should consolidate data on schools.

1.3. WASH

- The cluster has been reviewing its targets and capacity, including warehousing.
- Trainings on emergency response are planned.
- Planning to liaise with OCHA on how to best coordinate with CSOs.

1.4. Health/Nutrition

The cluster reviewed the respective MPAs /APA and SOP and will share a document with comments.
- The clusters will decide on focal points for participation in multi-sector assessments.
- Deadlines have been defined for prepositioning of supplies.
- Caseloads: remains to be defined.

1.5. Protection

Challenge: Many protection sector staff are very new and are not yet aware of the documents available.
- Timeline:
  - By 26 Feb: Take stock of all the documents which already exist (including contact lists, tools, service mapping, SOPs, etc.) and update stocks available.
  - By 11 March: Revise, update and share updated documents
  - By 25 March: Trainings on practical tools for protection and education sector partners, develop key messages
  - By 1st of April: Trainings for other sector staff (protection mainstreaming)

1.6. Education:

- The sector is updating the MPAs
- Currently conducting meetings with actors at local levels including local authorities.
- Working on guidelines on support to schools together with other sectors

1.7. Food Security Sector:

- Caseload: 3,000mt (approx. 150,000) of food available in warehouse, although meant for existing IDP caseload. Capacity will also depend on accessibility of the affected community.
- Specific timelines have been added to the existing MPAs, including:
  - Contac list to be updated by 29 Feb

- o List of government counterparts to be updated by end of April
- o List of stocks in country to be updated by 30 March
- o Focal points for joint assessments to be identified by 30 March
- Coordination focal points in the Townships/Districts: WFP in all locations.
- There was a discussion on the possibility of moving to vouchers instead of food. This is a possibility but depends on accessibility of markets for the affected community.

1.8. Logistics

- Logistics capacity assessment is ongoing
- WFP has an existing network of transporters, which should facilitate future emergency response.

2. Assessments

OCHA presented the Multi-Sector Initial Rapid Assessment (MIRA) update process and secondary data analysis (draft has been shared with sectors/clusters). Secondary data analysis: the idea is to gather as much of the most relevant information ahead of time as possible, so that analysis can be done more quickly after an emergency, limiting the need for primary data collection. Comments should be sent to cluster leads and CC to OCHA.

On the assessment operational implementation it recognized the necessity to have identified assessment teams to conduct a rapid assessment on the onset of a natural disaster, ideally assessment team to cover each potentially affected townships are necessary and was agreed that each assessment team should be composed of 4 member one of who a team leader, in addition each team should have a back team in case any member of primary one will not be available for deployment. Each partner is asked to provide a list of staff (name, contact base station) for assessment team. Sector/cluster coordinators will compile the list and send to OCHA. Assessment coordination and analysis will need to be further defined, and is already anticipated that the result of rapid assessment will be analysis at Rakhine state level and transmitted to National. Once teams are defined OCHA will organize an assessment training targeting team members.

3. Next steps

Based on initial discussions at the workshops, sectors and clusters will review the following within their groups by 30 March (OCHA will share the required formats following the workshop):

- ⇒ Sectors/clusters to list operational considerations not included in the MPAs/APAs of relevance to their sector/cluster and which need to be addressed before the cyclone season

- ⇒ Sector/cluster Coordination and general coordination (EAHCT) define APA and SOP at state and Township level

- ⇒ Sectors/clusters and OCHA to define coordination arrangements at District/Township level overall and by sector/cluster

- ⇒ Sectors/clusters to define additional operational SOPs per cluster/sector, if required

- ⇒ Sectors/clusters to define caseload of people affected by a natural disaster which the partners can cover and above which additional support will be required (including supplies, surge, funding etc)

- ⇒ Sectors/clusters to update list of available stocks that can be used against caseload and above which surge is required and share with OCHA

- ⇒ Sectors/clusters to draw up list of staff available and able to participate in multi-sector assessments

⟹ OCHA to organise workshop with CSOs for cluster/sector leads to brief CSOs on technical standards and ways of working. Tentative date is 14/15 March.

⟹ Next Preparedness workshop 3 week of March

⟹ End of March EAHCT to update preparedness (MPA /APA) ready status.