

**DRR-WG Meeting**  
**18<sup>th</sup> August 2014**  
**Meeting Minutes**

Chair: Khual Tawna, ActionAid Myanmar  
 15:00-17:00

Venue: ActionAid Myanmar Office

Sr.	Agenda Item	Discussion	Action Point
1.	Review of the last meeting minutes	<ul style="list-style-type: none"> <li>Malteser suggested to include the name of ministry and UNRC which will be requested to recommend for the UN Sasakawa Award.</li> <li>Meeting minutes is endorsed with the suggested changes.</li> <li>WG members agreed to upload the meeting minutes on MIMU website.</li> </ul>	<ul style="list-style-type: none"> <li>WG members agreed to upload the meeting minutes on MIMU website.</li> </ul>
2.	Endorsement on Generic ToR of Technical Task Forces	<ul style="list-style-type: none"> <li>UNDP, chair of DRR WG, presented about the Generic TOR and Guidance Note of Technical Task Forces which was shared on 8<sup>th</sup> August 2014 to DRR WG through email.</li> <li>The Generic TOR of Technical Task Forces includes Rational, Guiding Principles, Membership and Dissolution, the roles and responsibilities of the Leads of TTFs, the roles and responsibilities of TTF members and frequency of the Meetings.</li> <li>Guidance Notes for functioning of Technical Task Forces covers membership and representation in TTF, participation, visibility, communication, reporting and monitoring and resources.</li> </ul> <p><i>Comments on the Generic TOR and TTFs' Guidance Notes</i></p> <ul style="list-style-type: none"> <li>To add in the Generic ToR, "to refer the DRR WG Work-plan for the specific activities of the TTFs".</li> <li>To add, <i>the Generic TOR and Guidance Notes</i> is to be revised and updated every year.</li> </ul>	<ul style="list-style-type: none"> <li>The Generic TOR and Guidance Notes of TTF are endorsed.</li> </ul>

		<ul style="list-style-type: none"> <li>With the majority of participants' agreement, the Generic TOR and Guidance Note of TTF is endorsed.</li> </ul>	
3.	<p>Update from TTFs</p> <p>a.CBDRR TTF</p> <p>c.LNGO TTF</p> <p>d.Advocacy and Public Awareness TTF</p> <p>e. Policy Review TTF</p>	<ul style="list-style-type: none"> <li><b>CBDRR TTF</b> <ul style="list-style-type: none"> <li>TTF lead presented the Mapping of CBDRR and asked to endorse in this meeting.</li> <li>Discussion on CBDRR Mapping is continued and there are some comments from WG members. <ul style="list-style-type: none"> <li>Under IV CBDRM system elements established on a sustainable basis, Community awareness on Early Warning is to be linked with agency support on township/village tract level.</li> <li>To include Inclusiveness, Mainstreaming DRR</li> <li>To add the steps of empowering community</li> </ul> </li> <li>Scope of Data collection is to CBDRR within DRR WG as well as the agencies working in CBDRR listed in MIMU, 3W.</li> <li>The finalized CBDRR Mapping will be circulated to collect the data.</li> <li>Data collection will be led by CBDRR TTF Lead ( U Myint Ngwe) and to be sent through email to U Myint Ngwe (<a href="mailto:myintngwe.oyin@gmail.com">myintngwe.oyin@gmail.com</a>) and CC to DRR WG coordinator (<a href="mailto:coordinator.drrwg@gmail.com">coordinator.drrwg@gmail.com</a>)</li> </ul> <p><i>Comments</i></p> <ul style="list-style-type: none"> <li>To clarify CBDRR or CBDRM projects</li> <li>To add agency support whether it is link with township/village tract in Early Warning</li> <li>To add inclusiveness and mainstreaming DRR</li> </ul> </li> <li><b>LNGO TTF</b> <ul style="list-style-type: none"> <li>For Mapping of Capacity Assessment of LNGO, one day workshop was conducted on 29<sup>th</sup> July 2014.</li> <li>Workshop Report is still in the process and will be shared to all working group members.</li> <li>Capacity Assessment is already translated in Myanmar by DRR WG Coordinator ( May Htar).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Data collection for CBDRR mapping will be led by CBDRR TTF Lead ( U Myint Ngwe) and to be sent through email to U Myint Ngwe (<a href="mailto:myintngwe.oyin@gmail.com">myintngwe.oyin@gmail.com</a>) and CC to DRR WG coordinator (<a href="mailto:coordinator.drrwg@gmail.com">coordinator.drrwg@gmail.com</a>)</li> </ul>

		<ul style="list-style-type: none"> <li>- Workshop Report and data collection work plan will be prepared by TTF within a week.</li> <li>- LNGO TTF will encourage the local NGO to participate in Working Group activities.</li> <li>▪ Advocacy and Public Awareness TTF <ul style="list-style-type: none"> <li>- TTF's first meeting is just finished before the working group meeting.</li> <li>- The action point is to start the implementation of activity 1.1 <b>Conduct consultative meeting/workshop among DRR WG and partners to develop the contents of key messages for public awareness on DRR (with due consideration for do-no-harm approaches)</b>. Media Strategy development workshop will be held on September 19<sup>th</sup> before the Working Group Meeting.</li> <li>- The concept note of workshop will be prepared by ActionAid and shared to the TTF members.</li> </ul> </li> <li>▪ Capacity Building TTF <ul style="list-style-type: none"> <li>- Capacity Building TTF will conduct meeting on 23<sup>rd</sup> Sept.</li> </ul> </li> <li>▪ Policy review &amp; Implementation support TTF <ul style="list-style-type: none"> <li>- Policy review &amp; Implementation support TTF is collecting policy review, research papers related to DRR policy and institutional systems.</li> <li>- Policy review will review these collected resources and identify the research papers and policy documents to be shared to the government and stake holders.</li> <li>- Mr Manish (American Red Cross) encouraged WG members to send policy review, research papers related to DRR policy and institutional system.</li> <li>- The received documents are as followed; <ul style="list-style-type: none"> <li>✓ DRR and Gender in the Context of DM law ( UNDP)</li> <li>✓ Disaster Resilience as an integral part of economic and social reform process in Myanmar ( DRR WG)</li> <li>✓ "Linking National Action Plans and Strategies on DRR, CCA and Sustainable development in Myanmar" , ( Loy Rego)</li> </ul> </li> </ul> </li> </ul>	
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4.	Discussion on Advantages and limitation of having National Platform in Myanmar	<ul style="list-style-type: none"> <li>Due to the limited time, this agenda is decided to postpone and discuss in next working group meeting.</li> </ul>	<ul style="list-style-type: none"> <li>This agenda is to be discussed in next month meeting.</li> </ul>
5.	Local NGO's representation in DRR Sub SWG	<ul style="list-style-type: none"> <li>DRR Sub SWG requested UNDP to facilitate getting one local NGO representative to participate in DRR Sub SWG. (Action Aid was agreed as the representative of INGO in the WG meeting in Nov 2013)</li> <li>In the next month meeting, Local NGO representative for DRR Sub SWG will be nominated.</li> </ul>	<ul style="list-style-type: none"> <li>In the next month meeting, Local NGO representative for DRR Sub SWG will be nominated.</li> </ul>
6.	Sharing about Mon State-DRR working group by SDA	<ul style="list-style-type: none"> <li>SDC shared last working group meeting about a DRR coordination network has initiated in Mon State. Mon-DRR WG requested as follows; <ul style="list-style-type: none"> <li>To build linkage with DRR WG</li> <li>To help for drafting ToR for DRR WG-Mon (Mon-DRR WG decided to cover emergency response)</li> <li>To support capacity building on DRR ( technical support)</li> </ul> </li> <li>WG agreed to share DRR-WG strategic framework, DM law and other technical support through participation at Mon-DRR WG meeting.</li> <li>WG agreed to exchange the Meeting minutes with Mon-DRR and to inform the DRR-WG members who have field office in Mon-State to participate in Mon DRR WG.</li> <li>As the mandate of Mon-State DRR WG covers emergency response, it is ought to check with UNOCHA what kind of capacity building relating to emergency coordination could be provided.</li> <li>WG will share previous TOR of DRR WG (2011.) to Mon-DRR WG.</li> <li>For this coming Sept 4<sup>th</sup> (the 2<sup>nd</sup> meeting of Mon-DRR WG), Malteser and UN-Habitat are potential to join.</li> </ul>	
7.	Preparation of IDDR Day	<ul style="list-style-type: none"> <li>This year theme will be for Older People in Disaster.</li> <li>Anne-Laur(HelpAge International) shared that UNISDR and HelpAge International developed " The Charter 14 for Older People in Disaster" for which the government is to be engaged</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of IDDR day will be on next month meeting.</li> </ul>

		<p>to sign..</p> <ul style="list-style-type: none"> <li>▪ Help-Age will share the draft document to SC-DRR WG to help engaging with the government for signature.</li> <li>▪ More discussion for preparation of IDDR day will be on next month working group.</li> </ul>	
8.	A.O.B	<ul style="list-style-type: none"> <li>▪ UNDP encourage WG members to send Stocking-taking of MAPDRR.</li> <li>▪ RRD already send Call for articles for IDDR Day Magazine by end of August 2014.</li> <li>▪ Updates of “Conference on Disaster preparedness and Resilience in Myanmar” by CDA . WG members are invited to send case study and to participate in the Conference. Invitations will be followed.</li> <li>▪ Loy Rego(UNESO/IOC) shared that Development of Myanmar Guideline for Tsunami Exercises in Myanmar is already developed.</li> <li>▪ Updates of Development of Myanmar Guideline</li> <li>▪ A draft guideline will be discussed for Guideline for Tsunami exercise in Myanmar by UNESCO/IOC project-UNESCAP.</li> <li>▪ The simulation exercises for Tsunami will be organized in the 2nd week of September, 2014.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant information will be circulated through email.</li> </ul>
9	Next Meeting	<ul style="list-style-type: none"> <li>▪ Meeting will be back to back meeting with Advocacy and Public Awareness TTF’s workshop.</li> </ul>	

#### Attendance List

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1	Saw Soe Thiha Shwe	World Vision	<a href="mailto:soe_thiha_shwe@wvi.org">soe_thiha_shwe@wvi.org</a>
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