

DRRWG Steering Committee Meeting Minutes

9th July 2014 15:00 – 17:00hrs

UNDP Office

Chair: Daw Lat Lat Aye, UNDP

Agenda

- 1) Review the last meeting minutes**
- 2) Discussion on TTF TOR**
- 3) The tasks for DRR Coordinator, expectation from SC members and TTFs Lead**
- 4) Discussion on ISDR-WCDRR team invitation on “Nomination for the 2015 Sasakawa Award for DRR”**
- 5) SC View on National Platform on DRR in Myanmar**
- 6) To prepare DRR WG Meeting Agenda**
- 7) CBDRR mapping format**
- 8) AOB**

Steering Committee Meeting was held at UNDP office with 9 participants from 6 agencies. The Chair, Daw Lat Lat Aye mentioned that participation of DRR-WG in 6AMCDRR was appreciated by Deputy Minister and Myanmar Delegations. In addition, visibility of DRR-WG Myanmar was recognized at 6AMCDRR. She also thanked to all contribution and support in the preparation of 6AMCDRR and shared pamphlets which were prepared for 6AMCDRR.

- 1) Review the last meeting minutes
 - The last meeting minutes was agreed and endorsed by all participants.
 - The meeting continued to discuss about Agenda of the meeting.
- 2) Discussion on TTF TOR
 - The meeting continued discussion on TTF TOR as per Strategic Framework.
 - Rational
 - As per TOR in Strategic Framework.
 - Membership and Dissolution
 - TOR is to be developed with the aim to ensure accountability, responsibility of TTF members.
 - Roles and Responsibilities
 - To ensure participation and sustainability of TTF, members should actively engage in each TTF.
 - A guidance note for TTF will be disseminated by Steering Committee. It will outline as follows;
 1. If any member would not participate sufficiently in TTF, the agency could be left out in the list of TTF members, with subject to discretion of the rest TTF members.
 2. The participation of TTF will be monitor during the first 2 months. If necessary, other options for TTF members’ roles and responsibility will be discussed again.

3. Regularly participation online/offline at TTF meeting.
4. Response email to TTF leads.

- Frequency of the Meetings
 - As per need of each TTF.
- Visibility and Communication
 - Donor logo should be used along with the side banner mentioning TTF name and small logo of TTF members.
 - TTF leads should share TTF meeting minutes to the TTF members first. The progress should be updated at WG meeting.
- Monitoring, Evaluation and Reporting
 - TTF meeting minutes format is agreed to use the same as DRR-WG meeting minutes (Discussion point, Action point)
 - Each TTF should meet to revise the work plan for 2014 and prepare the matrix for reporting mentioning target, achievement and time line.
 - The frequency of **report yet to be discussed.**

3) The tasks for DRR Coordinator, expectation from SC members and TTFs Lead

- It is already conversed in the Secretariat TOR of Strategic Framework.
- In addition, TTF leads can request DRR-WG coordinator his/her assistant for taking minutes, preparing concept note and organizing the TTF activities.
- To encourage working group members to upload their documents in MIMU website, DRR-WG Coordinator should contact to the member agencies and collect publications etc and coordinate with MIMU. (if necessary)
- At least 2 new materials to be uploaded on DRR sector page, MIMU per week.
- Currently DRR-WG Coordinator is updating DRR-WG registration list and collecting logos from new members.

4) Discussion on ISDR-WCDRR team invitation on “Nomination for the 2015 Sasakawa Award for DRR”

- Information about Sasakawa Award for Disaster Risk Reduction is shared by UNDP and seek agreement opinion to nominate WG for the award.
- Working group will need strong senior government officials and HNRC recommendations.
- The work list and next step for preparing nomination form will be prepared and shared.
- Nomination for Sasakawa award will be shared to WG meeting and seek for endorsement.

5) SC View on National Platform on DRR in Myanmar

- Working Group members should have better understanding on what is National Platform? How it can promote DRR in Myanmar? How links to multi-agencies network?
- Working Group members should identify advantages and disadvantages of National Platform in Myanmar, to be considered by the Government.
- A study on the practices of National Platform in other countries and recommendations for Myanmar should be conducted.
- UNDP informed the possibility of having an intern who could be able to undertake the above mentioned study for national platform in Myanmar. CV of the potential intern will be shared to SC members for review.

- Rahul Pandit (UN-Habitat) agreed to present about the overview of National Platform in the next Working Group meeting.
- The initial thought of SC will be shared to Working Group.

6) CBDRR mapping format

- CBDRR mapping format will be discussed in CBDRR TTF meeting which is scheduled in 17th July, Ashoka Office at 10:00 am.
- Daw Lat Lat Aye will contact MIMU to get category of MIMU and will share at TTF meeting.

7) AOB

- UN-Habitat shared information that The Rockefeller foundation officer Chief Minister on 21st July, 2014. Invitation and more information will be sent to DRR-WG.
- UN-Habitat suggested merging the activity of revising Township Disaster Management Plan (TDMP), Village Tract Disaster Management Plan (VTMP) and guidelines in Policy TTF.
- LINGO TTF meeting will be hosted on 18th July, CDA office from 2:00-3:00 p.m. The objective of the meeting is to develop workshop concept note. Online discussion will be hosted before meeting.
- Rahul(UN-Habitat) request SC to share DRR-WG Strategic Framework pamphlet to share with Swedish Embassy. SC agreed.

Attendees:

| | Name | Organization |
|---|-----------------------|---------------------|
| 1 | Philipp Danao | Malteser |
| 2 | U Myint Ngwe | ASDA |
| 3 | Dr Khin Maung Win | CDA |
| 4 | Mr. Rahul Pandit | UN-Habitat |
| 5 | Daw Khin Ma Ma Gyi | UNDP |
| 6 | Daw Lat Lat Aye | UNDP |
| 7 | Mitsuko Shikada | SEEDS ASIA |
| 8 | Aye Thant Thu | UN-Habitat |
| 9 | Mai May Htar Phwy Bob | UNDP |