

## DRRWG Steering Committee Meeting Minutes

13<sup>th</sup> August, 2014



**Time: 15:00 – 17:00hrs**

**Venue: UNDP Office**

Chair: Daw Lat Lat Aye, UNDP

August Steering Committee Meeting was held at UNDP office with 11 participants from 8 agencies.

Sr	Agenda	Discussion	Action Point
1	Review of the last meeting minutes	<ul style="list-style-type: none"><li>Under Agenda 5, discussion point 3 should be replaced the purpose of having intern for a study on the practices of National Platform in Myanmar.</li><li>At A.O.B session, to correct Swiss Embassy as Swedish Embassy.</li><li>Meeting minutes will be circulated again and endorsed.</li><li>SC agreed to upload SC meeting minutes on MIMU website.</li></ul>	<ul style="list-style-type: none"><li>Meeting minutes will be circulated again and endorsed.</li><li>SC agreed to upload SC meeting minutes on MIMU website.</li></ul>
2	Preparation of nomination for Sasakawa Award	<ul style="list-style-type: none"><li>The United Nations Sasakawa Award for Disaster Risk Reduction, under the theme “Shaping the Future”, recognizes excellence in reducing disaster risk for a safer, more sustainable world. DRR WG already agreed to seek the nomination and apply for the award.</li><li>There are 2 parts in writing the nomination for Sasakawa Award. The first part is describing the results of initiative undertaking to reduce the impact of disasters and build disaster resilience, who are involved and the level of outreach. The challenges being confronted and the solutions being proposed are also to be described less than 800 words. The second part is to describe the financial implications of the initiative less than 400 words.</li><li>For writing, SC members agreed not to hire external consultant and to prepare by SC members itself. And Jesicca from UNICEF</li></ul>	<ul style="list-style-type: none"><li>UNDP will contact to Jesicca to request writing part 1. If it is not, UNDP will request Jaiganesh(UN-Habitat) to start the draft of part 1 and other SC members will contribute with comments.</li><li>Preparation meeting will be on 25<sup>th</sup> August 2014 (Monday).</li></ul>

		<p>could be helped as DRR WG member and UNDP will contact to her. If it is not, UNDP will request Jaiganesh(UN-Habitat) to start the draft of part I and other SC members can contribute for writing. The already available Situational Analysis, Strategic framework should be the key references documents in preparation of nomination form. ActionAid suggested that DRR WG engagement with other stakeholders especially governments should be highlighted.</p> <ul style="list-style-type: none"> <li>▪ Preparation for part II is to have discussion with SC as it needs to identify the priority area and framework for which the awarded fund will be used, if the award is won. For this purpose, the meeting will be conducted on 25<sup>th</sup> August 2014(Monday).</li> </ul>	
3	Discussion on LNGO mapping-workplan and scope	<ul style="list-style-type: none"> <li>▪ Steering committee members and TTF lead discussed the scope of the Local NGO mapping and agreed that the pilot data collection will be conducted only in local NGOs of DRR WG.</li> <li>▪ Based on the data, an analysis will be produced capacity building program for local NGOs within DRR WG. In the meantime, data collection of LNGOs outside DRR-WG beyond Yangon will be conducted phrase by phrase. The scope, the work plan , the methodology for data collection will be prepared by LNGO Strengthening TTF and will share to Steering Committee.</li> <li>▪ For data collection within DRR WG could be done by DRR WG coordinator if LNGO TTF request.</li> <li>▪ DRR-WG Coordinator is tasked by SC to translate Strategic Framework in Myanmar version.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The scope, the work plan, the methodology for data collection will be prepared by LNGO Strengthening TTF.</li> <li>▪ DRR-WG Coordinator will translate Strategic Framework in Myanmar.</li> </ul>
4	Discussion on CBDRR mapping-workplan and scope	<ul style="list-style-type: none"> <li>▪ CBDRR mapping matrix has been shared to DRR WG and it is supposed to be endorsed in the coming DRR-WG meeting.</li> <li>▪ After the matrix is endorsed, the data collection will be kicked off in the DRR-WG as well as in agencies who are working in CBDRR as listed in MIMU, 3W list.</li> </ul>	<ul style="list-style-type: none"> <li>▪ CBDRR matrix will be endorsed in this coming DRR-WG meeting.</li> <li>▪ The scope, the work plan, the methodology for data</li> </ul>

		<ul style="list-style-type: none"> <li>▪ If further support is needed for data collection, CBDRR TTF should be discussed among the TTF members and if required to bring to SC meeting.</li> <li>▪ Based on the data, an analysis will be done and designed capacity building program with demand based.</li> </ul>	<p>collection will be prepared by CBDRR TTF.</p> <ul style="list-style-type: none"> <li>▪ Analysis will be done and designed capacity building program.</li> </ul>
5	Brainstorming on collaboration with Mon-DRR WG	<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>▪ SC members discussed and agreed to share DRR-WG strategic framework, DM law and other technical support through participation at Mon-DRR WG meeting.</li> <li>▪ SC members agreed to exchange the Meeting minutes with Mon-DRR WG.</li> <li>▪ Another point is 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>▪ SC 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> <li>▪ There will be more discussion in August Working Group meeting.</li> </ul>	<ul style="list-style-type: none"> <li>▪ DRR-WG strategic framework, DM law and other technical support will be done through participation at Mon-DRR WG meeting.</li> <li>▪ Meeting minutes will be exchanged.</li> <li>▪ To inform the DRR-WG members who have field office in Mon-State to participate in Mon-DRR WG.</li> <li>▪ To check with UNOCHA what kind of capacity building relating to emergency coordination could be provided.</li> <li>▪ The previous TOR of DRR WG (2011) will be shared 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>

6	Preparing DRR WG meeting Agenda	<ul style="list-style-type: none"> <li>SC members discussed and prepare the August DRR WG meeting Agenda</li> </ul>	
7	A.O.B	<ul style="list-style-type: none"> <li>Updates of “Conference on Disaster preparedness and resilience in Myanmar” by IIRR. CDA who is now the partner of organizing the conference, mentioned that there are only few case study they got for the conference so far and request to share one case study or the overall situation of community based disaster on management at the Conference.</li> </ul> <p>Action Point: SC agreed that if CBDRR mapping is finished at that time, the result will be shared at the conference.</p>	<ul style="list-style-type: none"> <li>SC agreed that if CBDRR mapping is finished at that time, the result will be shared at the conference.</li> </ul>

#### 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	Soe Thiha Shwe	World Vision
8	Philippe Wealer	UNDP
9	Mai May Htar Phwy Bob	UNDP
10	Khual Tawna	ActionAid
11	Maung Maung Khin	MRCS