

**CDEMA**

The Caribbean Disaster  
Emergency Management Agency

**REPORT OF THE  
SEVENTH (7<sup>TH</sup>) MEETING OF THE  
COMPREHENSIVE DISASTER MANAGEMENT  
COORDINATION AND HARMONIZATION  
COUNCIL (CDM CHC)**

*Building Sustainable CDM Governance Mechanisms*

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Accra Beach Hotel,

Barbados

February 7, 2011

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## LIST OF ACRONYMS

ASSC	Agriculture Sector Sub-Committee
BAT	Baseline Assessment Tool
BCPR	Bureau for Crisis Prevention and Recovery
CAIC	Caribbean Association of Industry and Commerce
CARDI	Caribbean Agricultural Research and Development Institute
CARICOM	Caribbean Community
CARILEC	Caribbean Electric Utility Services Corporation
CCCCC	Caribbean Community Climate Change Centre
CCRIF	Caribbean Catastrophe Risk Insurance Facility
CDB	Caribbean Development Bank
CDEMA	Caribbean Disaster Emergency Management Agency
CDM HIP	Comprehensive Disaster Management Harmonized Implementation Programme, Phase 1
CDM	Comprehensive Disaster Management
CHC	Coordination and Harmonization Council
CIDA	Canadian International Development Agency
CIMH	Caribbean Institute of Meteorology and Hydrology
CKLN	Caribbean Knowledge Learning Network
CMC	Caribbean Media Corporation
CPDC	Caribbean Policy Development Centre
CROSQ	CARICOM Regional Organisation for Standards and Quality
CSSSC	Civil Society Sector Sub-Committee
CTO	Caribbean Tourism Organisation
CU	Coordinating Unit
CWWA	Caribbean Water and Wastewater Association
CXC	Caribbean Examination Council
DFID	Department for International Development
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
DRRC	Disaster Risk Reduction Centre
ESSC	Education Sector Sub-Committee
EU	European Union

ESDU	Environment and Sustainable Development Unit
FAO	Food and Agricultural Organisation
FSSC	Finance Sector Sub-Committee
GAR	Global Assessment Report
HFA	Hyogo Framework for Action
HSSC	Health Sector Sub-Committee
IAC	Insurance Association of the Caribbean
IDB	Inter-American Development Bank
IFRCS	International Federation of Red Cross and Red Crescent Societies
IICA	Inter-American Institute for the Cooperation on Agriculture
MDG	Millennium Development Goals
MER	Monitoring, Evaluation and Reporting
NDC	National Disaster Coordinator
NDO	National Disaster Office
ODPEM	Office of Disaster Preparedness and Emergency Management
ODPM	Office of Disaster Preparedness and Management
OECS	Organisation of Eastern Caribbean States
OFDA	Office of Foreign Disaster Assistance
PAHO	Pan American Health Organisation
PBA	Programme Based Approach
PS	Participating State
RBM	Results-Based Management
TSSC	Tourism Sector Sub-Committee
UNDP	United Nations Development Programme
UNICEF	United Nations Childrens' Fund
UNISDR	United Nations International Strategy for Disaster Reduction
USAID	United States Agency for International Development
UWI	University of the West Indies

# **REPORT OF THE SEVENTH (7<sup>TH</sup>) MEETING COMPREHENSIVE DISASTER MANAGEMENT COORDINATION AND HARMONIZATION COUNCIL (CDM CHC)**

Accra Beach Hotel, Barbados  
February 7, 2011

## **I. INTRODUCTION**

The Seventh (7<sup>th</sup>) Meeting of the Comprehensive Disaster Management Coordination and Harmonization Council (CDM CHC) was convened at the **Accra Beach Hotel and Spa on Monday February 7, 2011.**

The objectives of the meeting were to:

1. Update the CDM CHC on the findings and recommendations of the Participatory Evaluation Consultancy and agree on the way forward
2. Review and endorse the establishment of a Gender Working Group, which will support the work of the CDM CHC in mainstreaming gender in CDM implementation
3. Agree on the role of the CDM CHC in supporting planning for the annual CDM conference

The Meeting was chaired by Mr. Jeremy Collymore, Executive Director, Caribbean Disaster Emergency Management Agency (CDEMA).

## **II. PARTICIPANTS**

The full Participants List is attached as **Appendix I.**

## **III. WELCOME AND OPENING REMARKS**

The Chairman of the CDM CHC extended a warm welcome to members. He indicated that the meeting provides an opportunity to reflect on the events of 2010 and to identify lessons learned and opportunities to advance the work of the CDM Governance Mechanism.

He acknowledged the positive move towards embracing Information and Communication Technology (ICT) and related geospatial products in the management of operations as well as the infrastructure for information sharing and coordination. He highlighted that the lessons from 2010 provide an opportunity to advocate for the adoption of CDM Legislation and Regulations to create the required CDM environment at the national level. He expanded that the events of 2010 have also created an opportunity for leveraging policy change and he invited the CDM CHC to look for such opportunities in the region. The issue of advocacy needs to be strong on the governance agenda. He

recommended that the next CDM CHC discuss the opportunities for leveraging the policy agenda.

He invited Development Partners to focus the core of their interventions on capacity building in Participating States (PS). He recommended two platforms for capacity building, both of which should be driven by assessments, (1) allocation of dedicated resources for supporting national DRR programmes and (2) building technical capacity building at the national and regional levels. He highlighted that the pace of DRR development and programme implementation is hinged on the technical resources available. He indicated that the CDEMA CU will prepare a concept paper on the technical resource gaps for consideration by the CDM CHC.

He indicated that 2011 is the Twentieth (20<sup>th</sup>) anniversary celebration for CDEMA and that the Coordinating Unit (CU) will create a space to have partners involved in this process.

He invited members to introduce themselves and acknowledged the presence of the four CDEMA sub-regional focal points.

## **1.0 ADOPTION OF MEETING AGENDA**

The Meeting adopted to the agenda with the following amendments:

- (i) Item 7 to be presented after item 4
- (ii) The meeting will close before lunch.

The Agenda is attached as **Appendix II**.

## **2.0 REVIEW OF THE MINUTES OF THE SIXTH (6<sup>TH</sup>) MEETING OF THE COMPREHENSIVE DISASTER MANAGEMENT COORDINATION AND HARMONIZATION COUNCIL (CDM CHC) AND FOLLOW-UP ACTIONS**

*Ms. Saudia Rahat- Senior Programme Officer, CDM HIP, CDEMA- presented the Follow-up Actions from the sixth (6<sup>th</sup>) Meeting, as set out in the document **CDM-GOV-CHC7-11-03**.*

### **2.1 Matters Arising**

#### *GAR Sub-Committee*

2.1.1 Dr. Barbara Carby clarified that the GAR study commissioned by CDEMA was not done by UWI DRRC. She confirmed that the GAR Sub-Committee that was established at the 6<sup>th</sup> CDM CHC meeting has not met to date. The Chairman urged the committee to meet over lunch to inform discussions at the Second Session of the Regional Platform for DRR in the Americas to be convened March 2011 in Mexico.

2.1.2 Mr. Ronald Jackson reminded the Meeting of the work UNDP has undertaken on the HFA report. He recommended discussions include UNDP to avoid duplication of efforts.

### Utility of the Regional CDM Baseline Report

2.1.3 The Chairman highlighted that the regional baseline report for the Enhanced CDM Strategy will be a useful instrument to inform prioritization of work at the national level. Development partners were urged to explore the report in consultation with CDEMA PS to inform national programming.

### Regional Climate Change Agenda

2.1.4 The representative from CDB recommended that an update on the status of development of the regional climate change implementation plan development be shared with the CDM CHC.

## **The CDM CHC:**

- I. **Reviewed and endorsed** the Sixth CDM CHC meeting report;
- II. **Reviewed and noted** the follow-up actions of the Sixth meeting of the CDM CHC;
- III. **Agreed** that the Coordinating Unit will contact the CCCCC for an update on the development of the regional climate change implementation plan and share with the CDM CHC.

## **3.0 ASSESSMENT OF THE CDM GOVERNANCE MECHANISM**

*Dr. Janice Cumberbatch, Consultant, CDEMA, presented the analysis of the CDM governance mechanism (Participatory Evaluation Consultancy)*

In her presentation, she indicated that the governance principles used for the analysis include - **Strategic vision, Legitimacy, Efficiency and effectiveness, Participation, Connectivity, Accountability, Transparency, and Resilience**. For each principle and associated indicators, the summary findings of the analysis related to strengths of the CDM GM and issues to be addressed were presented to the plenary.

The Consultant also shared that the key recommendations informed by the study are grouped into the following categories – (1) communications and information sharing strategy, (2) monitoring system, (3) capacity building strategy, (4) committee management system, and (5) network building strategy.

The detailed findings and recommendations of this analysis are presented in reference document: CDM-GOV-CHC7-11-4.0.

### **3.1 Issues/Discussions**

#### Comments on the Draft Final Report

3.1.1 The representative from CIDA recommended that a monitoring strategy be included in the list of recommendations to assess the status of implementation of the recommendations and strategies outlined in the report.

- 3.1.2 The representative from CDB indicated that there is need for a more intense approach for enhancing downward accountability and ensuring the impact of the work of the CDM CHC reaches the national level.
- 3.1.3 The representative from CDB further indicated that Table 8 of the report – indicators of resilience-the use of the word “threat” needs revising.
- 3.1.4 The representative from PAHO, Ms. Nicole Wynters, noted PAHO’s endorsement of the recommendations in the report, but recommended that consideration be given to incorporating the roles of the communication and information sub-committee into the existing MER Sub-Committee. She further stated that the CDEMA CU sits on this SC and can report on progress to national and sector partners.

#### *Implementation of Recommendations of the Analysis*

- 3.1.5 The Chair recommended that Sector Leads meet and review the Consultant’s report and develop an action plan to address the priority areas. He further recommended consultations with the CDEMA Sub-Regional Focal Points (SRFP) to identify the priority areas and provide input into the plan of action.
- 3.1.6 The representative from DFID noted the importance of mobilizing funding for the administrative needs of the Governance Mechanism.

#### *Monitoring and Evaluation*

- 3.1.1 The representative from CDB indicated that there is need to streamline monitoring and evaluation the enhanced CDM Strategy and the CDM Governance Mechanism

#### *Documenting Lessons Learned*

- 3.1.2 The representative from CDB highlighted that some sector initiatives are working well, for example, the PAHO mainstreaming DRR in the health sector of CARICOM states project. He urged the need to document what is working well for regional initiatives such as the PAHO initiative, so that lessons learned in mainstreaming CDM can be applied to other sectors, as appropriate.
- 3.1.3 The representative from PAHO, Ms. Nicole Wynters, agreed to share information on good practices related to the PAHO initiative with the CDM CHC.
- 3.1.4 The Chair invited the CDM CHC to review how their organization is mainstreaming DRM at the national level and share with the Coordinating Unit for dissemination.
- 3.1.5 The Chair invited the SSC of Health and Agriculture to document best practices that can be shared in newsletters.



### Information Sharing Across Sector Sub-Committees

3.1.7 The Chair urged that only written reports will be accepted by the CDM CHC from SSCs. He further commented that this will enable the CU to perform meaningful analysis to inform programming.

### Mobilizing the Finance Sector Sub-Committee

3.1.8 The representative from DFID recommended that members of the CDM CHC who also sit on the CDB Board, advocate/lobby for the establishment of the Finance Sector Sub-Committee.

### **The CDM CHC:**

- I. **Congratulated** the Consultant on the work done in preparing the report and **noted** the recommendations for enhancing the report;
- II. **Expressed** general support for the recommendations presented by the Consultant;
- III. **Agreed** that the CDM CHC members will review and provide feedback on the Draft Final Report by February 15, 2011;
- IV. **Recognized** the importance of downward accountability to ensuring the success of the Governance Mechanism;
- V. **Acknowledged** that there is need for a communication plan to give the visibility and recognition of CDM;
- VI. **Noted** the benefits and opportunities of documenting lessons learned in mainstreaming CDM across sectors;
- VII. **Invited** the Health and Agriculture sectors to document best practices for mainstreaming CDM for dissemination to the wider governance mechanism;
- VIII. **Requested** feedback on the report from SRFPs in particular;
- IX. **Agreed** that Sector Leads and CDEMA SPRFs will develop a plan of action for the implementation of the priority recommendations emerging the analysis of the GM;
- X. **Agreed** that written reports be prepared by SSCs so that adequate analysis can be performed by the CDEMA Coordinating Unit to inform meetings of the CHC;
- XI. **Further recommended** that there should be a mechanism for sharing SSC report across committee;
- XII. **Recognized** the need to review the TOR for the SSC, and standardise the mechanism for their reporting;
- XIII. **Agreed** that members of the CCHC would utilize their offices to lobby for mobilizing the Finance Sector Sub-Committee through the CDB;
- XIV. **Urged** members of the CDM CHC to explore opportunities for funding the administrative components of the CHC's work.

## 4.0 GENDER MAINSTREAMING IN CDM

*Ms. Elizabeth Riley, Deputy Executive Director (ai), CDEMA, presented the TOR for the Gender Working Group as set out in the document **CDM-GOV-CHC7-11-6.0**. In her presentation, she highlighted the following:*

- I. The review of the Comprehensive Disaster Management (CDM) Strategy in 2004 recognized that there is need for gender to be clearly highlighted in response to and recovery from recent events and as such, CDEMA Participating States have endorsed the principle of gender mainstreaming in disaster risk management.
- II. The Enhanced CDM Strategy enshrines this principle through the identification of gender mainstreaming as one of three cross cutting themes that must be embraced to effectively achieve the outcome and output level results of the Strategy.
- III. The key purpose of the Gender Working Group is to provide a mechanism by which regional gender experts can support CDM implementation.

### 4.1 Issues/Discussions

#### Comments on roles and responsibilities

- 4.1.1 The representative from UWI recommended that the roles and responsibilities related to gender studies and research be included in the TOR
- 4.1.2 The representative from UNDP indicated that UNIFEM is now called "UN Women".
- 4.1.3 The representative from CDB requested that more details be provided on how the gender working group will be implemented. He recommended that a function of the working group should be to provide guidance in the implementation of programmes and projects at the national and regional levels.
- 4.1.4 The representative from Jamaica recommended there be male representation on the gender working group to maintain the gender balance within the Committee.
- 4.1.5 The representative from Antigua and Barbuda recommended that the TOR includes roles and responsibilities with a focus on special groups.

#### Membership of the Gender Working Group

- 4.1.1 The representative from PAHO offered assistance from PAHO in supporting the work of the gender working group. He indicated that PAHO led the process of gender management in the health sector and would make the report available for sharing with the CDM CHC. He also recommended inclusion of UNICEF.
- 4.1.2 The representative from CDB indicated that the Bank has a gender specialist resource and that he will circulate the TOR to confirm willingness of the specialist to support the work of the gender working group.

### Development of Regional Gender Targets for DRM

- 4.1.3 The representative from DFID indicated that more specific deliverables of the working group need to be articulated. He recommended the development of gender targets and policy, which can be evaluated annually by the SC.
- 4.1.4 The representative from PAHO seconded the notion to develop regional gender targets. He re-iterated that there has been significant dialogue on the issue of gender mainstreaming. He recommended that a review of the existing regional gender initiatives be undertaken with a view to establishing gender targets for DRR.

#### **The CDM CHC:**

- I. **Supported** the establishment of the Gender Working Group;
- II. **Reviewed and endorsed**, in principle, the TOR for the Gender Working Group with amendments;
- III. **Agreed** to the recommended changes for the TOR as follows:
  - a. roles and responsibilities related to gender studies and research be included
  - b. includes roles and responsibilities with a focus on special groups
  - c. inclusion of CDB, PAHO and UNICEF in membership;
- IV. **Agreed** that there is need to identify targets and tangible deliverables to make the working group more effective;
- V. **Thanked** CDB and PAHO for offering their contribution to the Gender Working Group;
- VI. **Recognized** that national level representation is important and is not limited to the national disaster office;
- VII. **Noted** the need for gender balance on the Sub-Committee;
- VIII. **Agreed** that the working group should review existing regional gender initiatives that embrace DRR;
- IX. **Recommended** that the working group develop a plan of action as one of its deliverables.

## **5.0 SECTOR SUB-COMMITTEE UPDATES**

*The presentation on the Second Sector Leads meeting was done by Ms. Saudia Rahat, Senior Programme Officer, CDM HIP, CDEMA. The key recommendations emerging from the meeting were related to the following areas:*

- I. Mainstreaming CDM at the Sector Level
- II. Capacity Strengthening for Sector Sub-Committees (SSCs)
- III. Enhancing information sharing, communication and programming across SSCs

## Recommendations/Agreements included:

- I. Representative of physical planning from a CDEMA PS should be included in one or more of the Sector Sub-committees. Physical planning is a critical area that needs addressing within the region and it is an integral component of CDM
- II. Document the various approaches being utilized across the sectors to mainstream CDM.
- III. Key areas of convergence across sector work programmes should be centralized by the CDEMA Coordinating Unit and to Partners based on where specialization resides.
- IV. A working meeting should be convened annually to focus on identifying linkages and harmonizing SSCs work programmes. It was agreed that there will be a face-to-face meeting of Sector Leads every six months (bi-annually).
- V. The Meeting had also noted that a key weakness of sector work programmes is the implementation of the cross cutting themes of the CDM Strategy – gender, climate change and Information Communication Technology (ICT).

### 5.1 Issues/Discussions

- 5.1.1 The representative from DFID supported the recommendation to engage physical planning in the DRR discourse;
- 5.1.2 The representative from DFID queried whether it was originally intended that each SSC would make significant amendments to their TOR;
- 5.1.3 It was noted that there are differing modalities of sector reporting. There is need to standardize reporting timelines and format;
- 5.1.4 Agreed that the TOR for each SSC be specific and not generic;
- 5.1.5 It was noted that the CDM CHC can offer guidance to the Civil Society Sector Sub-Committee to bring balance to its composition.

### The CDM CHC:

- I. **Acknowledged** that the civil society has prepared a written report that will be shared with the CDM CHC for review;
- II. **Agreed** that the TOR for each SSC be specific and not generic;
- III. **Supported** the recommendation to standardize co-chairing arrangements across SSCs;
- IV. **Agreed** that the CDEMA Coordinating Unit would develop and share a standard reporting format for SC. Further agreed that the SSC will provide written reports in the standard format by March 15, 2011;
- V. **Agreed** that the CDEMA Coordinating Unit will analyse the written reports and share the finding with the CHC;
- VI. **Recognized** the need for guidance to bring balance to the civil society grouping;
- VII. **Recognized** the need to revise the CDM Strategy 2007-2012 for the next phase of implementation. This will be done in consultation with partners;

VIII. **Agreed** to advance discussions on the Co-Chairing arrangement for the CDM CHC.

## **6.0 CDM CONFERENCE PROGRAMME SUB-COMMITTEE**

*Ms. Andria Grosvenor, Technical Manager – Country Preparedness and Support, CDEMA presented the Terms of Reference for the CDM Conference Programme Sub-Committee of the CDM CHC. The following were highlighted:*

- I. The CDM Strategy was developed based on the principle of stakeholder engagement.
- II. Stakeholder input into the development of the conference programme was presently on an *ad hoc* basis.
- III. The TOR sought to formalize partner engagement in the process of developing the CDM Conference programme.

Ms. Grosvenor presented the TOR and reviewed the specific roles and responsibilities of the proposed SC in developing the CDM Conference Programme.

### **6.1 Issues/Discussions**

#### *Role of the CDM Conference Sub-Committee*

- 6.1.1 Clarity was sought on the role of the SC in the CDM Conference and whether it was intended to have an advisory role. Ms. Grosvenor indicated that the role is beyond advisory role. The partners are envisaged to play a bigger role in the formulation of the conference concept, themes and agenda to allow wider integration of partners areas of interests.
- 6.1.2 She indicated that the CDM CHC should clarify the specific roles for the SC and CHC.
- 6.1.3 The representative for the OECS noted that the SC appears to be more of a planning committee. The scope of the committee should be beyond planning and membership should include finance and communications representatives.
- 6.1.4 The representative from Jamaica supported the need to reflect on the past CDM conference to determine whether objectives need to change or remain the same. A review should consider whether the conference should be responsive to the needs of a group of stakeholders.
- 6.1.5 The representative from CDB opined that it appears to be more of a programming than a planning committee.
- 6.1.6 Andria Grosvenor clarified that the planning process is wider than the conference programme and invited the CDM CHC to agree on the role it should play.

#### *Meetings of the SC*

6.1.7 The representative from DFID noted that monthly meetings were too often and may not be sustained. He also recommended that a monitoring framework be developed to measure what is being achieved by the annual CDM conference.

#### Review of the CDM Conference

6.1.8 The representative from UWI recommended that there should be a five-year review of the CDM Conference to determine how to move forward. She noted that a broad based conference promotes participation. A shift in focus may isolate some partners. She further noted that a level of rigor should be applied to presentations if the proceedings of the conference are to be published.

6.1.9 The Chair recommended that a review should include the sponsors of the Conference to determine whether they felt their goals were being achieved. The Chair queried whether the SC would be a planning or programming committee and whether membership would include the finance sector.

#### Membership of the SC

6.1.10 The Deputy Executive Director (ai) recommended that the Chair of the MER SC be represented on the CDM Conference Planning SC to ensure the issues of M&E are addressed.

### **The CDM CHC:**

- I. **Agreed** that the next meeting of the CDM CHC should review the intent, purpose and objective of the next CDM Conference;
- II. **Agreed** that the CDM Conference SC will function as a programming committee;
- III. **Recommended** that the membership of the CDM Conference SC should include finance and communications representatives;
- IV. **Recommended** that the Chair of the MER SC be represented on the CDM Conference Planning SC to ensure the issues of M&E are addressed;
- V. **Agreed** that the TOR of CDM Conference SC would be amended based on comments received;
- VI. **Agreed** that nominations for membership will be shared by members of the CDM CHC with the Coordinating Unit in three weeks.

## **7.0 NEXT STEPS AND ANY OTHER BUSINESS**

### **7.1 Next Steps:**

The Chair summarized the next steps as follows:

- I. **Agreed** that the Coordinating Unit will contact the CCCCC for an update on the development of the regional climate change programming framework and share with the CDM CHC.

- II. **Agreed** that the CDEMA Coordinating Unit will develop and share a standard reporting format for SC. **Further agreed** that the SSC will provide written reports in the standard format by March 15, 2011.
- III. **Agreed** that the CDEMA Coordinating Unit will analyse the written reports and share the finding with the CHC.
- IV. **Agreed** that the CDM CHC members will review and provide feedback on the Draft Final Report of the Participatory Evaluation by February 15th 2011.
- V. **Agreed** that nominations for membership on the CDM Conference SC will be shared with the Coordinating Unit in three weeks.

## 7.2 Any Other Business:

### The CDM CHC:

- I. **Noted** that preparation for the 2013 GAR includes not only reporting but also contributing to what the HFA should look like post five (5) year review.
- II. **Noted** that information has been shared with the CDEMA Participating States about the next steps for review of the HFA.
- III. **Noted** that the HFA has signaled the need for a national high level representation at the March meeting.
- IV. **Recommended** that a template of requirements for hosting the annual CDM conference should be developed. This information should be shared with CDEMA Participating States.
- V. **Highlighted** the need for an orientation for new members of the CDM governance mechanism.
- VI. **Noted** that the private sector plays a useful role in the CDM conference; however their present role seemed to be more geared towards selling products.
- VII. **Agreed** that the CDB representative would explore whether the Bank's climate change position/proposed agenda could be shared with the forum.
- VIII. **Urged** the CDM CHC to review the report on the assessment of the civil defense platform. There are recommendations that will impact CDEMA's function. The Chair clarifies that the report shared by the CU is the EU report, not the CDEMA Coordinating Unit report on the civil defense platform.

The Chair concluded the Meeting by noting that the Council is prepared to make changes to enhance the process going forward. He further noted that the need for greater national level input in the GM has been recognized and invited input regarding how this may be achieved.

## Appendix I- Participants List

### PARTICIPANTS LIST

**7<sup>th</sup> MEETING OF THE COMPREHENSIVE DISASTER MANAGEMENT  
COORDINATION AND HARMONIZATION COUNCIL**

**\*Names are listed alphabetically**

<b>NAME</b>	<b>JOB TITLE</b>	<b>ORGANISATION</b>	<b>ADDRESS</b>	<b>CONTACT INFO</b>
1. Andria Grosvenor	Manager, Preparedness and Country Support	Caribbean Disaster Emergency Management Agency (CDEMA)	Building #1, Manor Lodge Complex, Lodge Hill St. Michael, Barbados	Tel: 246-425-0386 Fax: 246-425-8854 E-mail: <a href="mailto:andria.grosvenor@cdema.org">andria.grosvenor@cdema.org</a>
2. Barbara Carby	Director	Disaster Risk Reduction Centre University of the West Indies (UWI)	13 Gibraltar Camp Way. Mona Campus, Kingston 7, Jamaica	Tel: 876-977-1659 Fax: 876 977 1658 E-mail: <a href="mailto:Barbara.carby@uwimona.edu.jm">Barbara.carby@uwimona.edu.jm</a>
3. Danielle Evanson	Disaster Risk Reduction Project Officer	UNDP	UN House, Marine Gardens, Christ Church, Barbados	Tel: 246-167-6033 Fax: Email: <a href="mailto:Danielle.burnham@undp.org">Danielle.burnham@undp.org</a>
4. Desiree Joseph	Mitigation Manager	Office of Disaster Preparedness and Management (ODPM)	4A Orange Grove Road, Tacarigua, Trinidad	Tel: 868-640-1285 Fax: 868-640-8988 Email: <a href="mailto:djoseph@mns.gov.tt">djoseph@mns.gov.tt</a>



## PARTICIPANTS LIST

### 7<sup>th</sup> MEETING OF THE COMPREHENSIVE DISASTER MANAGEMENT COORDINATION AND HARMONIZATION COUNCIL

\*Names are listed alphabetically

NAME	JOB TITLE	ORGANISATION	ADDRESS	CONTACT INFO
5. Elizabeth Riley	Deputy Executive Director (ag)	Caribbean Disaster Emergency Management Agency (CDEMA)	Building #1, Manor Lodge Complex, Lodge Hill St. Michael, Barbados	Tel: 246-425-0386 Fax: 246-425-8854 E-mail: <a href="mailto:elizabeth.riley@cdema.org">elizabeth.riley@cdema.org</a>
6. Enric Freixa	Disaster Advisor	PAHO	Navy Gardens & Dayrells Road, St. Michael	Tel: 246-426-3680 Fax: 246-436-6447 <a href="mailto:freixaen@cpc.paho.org">E-mail: freixaen@cpc.paho.org</a>
7. Francis A Mc. Barnette	Country Representative	OAS	Harts Gap, Hastings, CHCH. Barbados	Tel: 246-426-1564 Fax: 246-427-5038 Email: <a href="mailto:fmcbarnette@oas.org">fmcbarnette@oas.org</a>
8. Gayle Drakes	Programme Officer, CDM HIP	Caribbean Disaster Emergency Management Agency (CDEMA)	Building #1, Manor Lodge Complex, Lodge Hill St. Michael, Barbados	Tel: 246-425-0386 Fax: 246-425-8854 E-mail: <a href="mailto:gayle.drakes@cdema.org">gayle.drakes@cdema.org</a>
9. Guylaine Grenier	Second Secretary	CIDA	Canadian High Commission Bishops CourtHill St. Michael	Tel: 246-629-3588 Fax: 246-629-3623 Email: <a href="mailto:guylaine.grenier@international.gc.ca">guylaine.grenier@international.gc.ca</a>

## PARTICIPANTS LIST

### 7<sup>th</sup> MEETING OF THE COMPREHENSIVE DISASTER MANAGEMENT COORDINATION AND HARMONIZATION COUNCIL

\*Names are listed alphabetically

NAME	JOB TITLE	ORGANISATION	ADDRESS	CONTACT INFO
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## PARTICIPANTS LIST

### 7<sup>th</sup> MEETING OF THE COMPREHENSIVE DISASTER MANAGEMENT COORDINATION AND HARMONIZATION COUNCIL

\*Names are listed alphabetically

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NAME	JOB TITLE	ORGANISATION	ADDRESS	CONTACT INFO
20. Ronald Jackson	Director General	Office of Disaster Preparedness and Emergency Management (ODPEM)	2-4 Haining Road. Kingston 5. Jamaica	Tel: 876-906-9299; 876-906-9674-5 Fax: 876-754-3229 Cell: 876-360-7322 E-mail: <a href="mailto:rjackson@odpem.org.jm">rjackson@odpem.org.jm</a>
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## Appendix II – Meeting Agenda

### Seventh (7<sup>th</sup>) Meeting of the Comprehensive Disaster Management (CDM) Coordination and Harmonization Council "Building Sustainable CDM Governance Mechanisms"

February 7<sup>th</sup>, 2011  
9:00 AM - 1:50 PM

TIME	SESSION	RESOURCE AGENCY/PERSON
9:00-9:10	<b>1. Welcome Remarks</b>	<b>Mr. Jeremy Collymore, CDM CHC Chair, Executive Director, CDEMA</b>
9:10-9:15	<b>2. Adoption of Meeting Agenda</b>  <u>Document:</u> <b>CDM-GOV-CHC7-11-1.0</b> Agenda for the seventh meeting of the CDM Coordination and Harmonization Council	<b>CDM CHC Members</b>
9:15-9:45	<b>3. Report of the Sixth Meeting of the CDM Coordination and Harmonization Council and Matters Arising.</b>  <i>The meeting will receive the report and follow-up actions of the sixth meeting of the CDM CHC.</i>  <u>Discussion:</u> the meeting will provide final comments on the report and follow up actions.  <u>Documents:</u> <b>CDM-GOV-CHC7-11-2.0</b> Report of the Sixth Meeting of the CDM Coordination and Harmonization Council <b>CDM-GOV-CHC7-11-3.0</b> Follow Up actions from the Sixth Meeting of the CDM Coordination and Harmonization Council	<b>Ms. Saudia Rahat Senior Programme Officer, CDM HIP</b>
9:45-10:45	<b>4. Assessment of the CDM Governance Mechanism</b>  <i>A presentation will be made by the Consultant on the findings and recommendations of the assessment of the CDM Governance Mechanism.</i>  <u>Discussion:</u> CDM CHC members will consider the findings and recommendations of the report and provide guidance on the way forward.  <u>Document:</u> <b>CDM-GOV-CHC7-11-4.0</b> Draft Final Report of the Participatory Evaluation of the CDM Governance Mechanism	<b>Dr. Janice Cumberbatch, Consultant, CDEMA</b>
<b>10:45-11:00</b>	<b>BREAK</b>	
<b>11:00-11:30</b>	<b>5. Gender Mainstreaming in Comprehensive</b>	<b>Ms. Elizabeth Riley,</b>

TIME	SESSION	RESOURCE AGENCY/PERSON
	<p align="center"><b>Disaster Management (CDM)</b></p> <p><i>The meeting will receive a presentation on the Terms of Reference for the proposed Gender Mainstreaming Working Group of the CDM Governance Mechanism.</i></p> <p><u>Discussion:</u> CDM CHC members will provide comments and feedback on the roles, responsibilities and membership of the working group.</p> <p><u>Documents:</u>  <b>CDM-GOV-CHC7-11-5.0</b> Terms of Reference of the Gender Mainstreaming Working Group</p>	<p><b>Executive Director (ai), CDEMA</b></p>
<b>11:30-12:00</b>	<p align="center"><b>6. CDM Conference</b></p> <p><i>The meeting will receive a presentation on the Terms of Reference for the proposed integration of the CDM Conference planning into the CDM Governance Mechanism.</i></p> <p><u>Discussion:</u> the meeting will provide comments and feedback on the way forward for supporting the CDM Conference planning process. The CHC will be invited to endorse the amended TOR.</p> <p><u>Documents:</u>  <b>CDM-GOV-CHC7-11-6.0</b> Terms of Reference for CDM Conference Planning Committee</p>	<p><b>Ms. Andria Grosvenor, Technical Manager, Preparedness and Country Support</b></p>
<b>12:00-1:00</b>	<b>LUNCH</b>	
<b>1:00-1:30</b>	<p align="center"><b>7. Status Updates – Sector Leads</b></p> <p><i>The meeting will receive written reports from Sector Leads for the Health, Agriculture, Civil Society, Education and Tourism Sectors. The meeting will also receive the report of the Second Sector Leads Meeting.</i></p> <p><u>Discussion:</u> the CDM CHC will note and provide comments on key challenges flagged by sectors. Recommendations emerging from the deliberations of the sectors will be tabled for decision.</p> <p><u>Documents:</u>  <b>CDM-GOV-CHC7-11-7.0</b> Report of the Second Sector Leads Meeting</p>	<p><b>Sector Leads – CTO, FAO, CPDC, UWI, PAHO.</b></p>
<b>1:30-1:40</b>	<b>8. Next Steps for the CDM CHC</b>	<b>CDM Partners</b>
<b>1:40-1:50</b>	<b>9. Any Other Business</b>	<b>CDM Partners</b>

**Meeting Documents:**

**CDM-GOV-CHC7-11-1.0** Agenda for the seventh meeting of the CDM Coordination and Harmonization Council

**CDM-GOV-CHC7-11-2.0** Report of the Sixth Meeting of the CDM Coordination and Harmonization Council

**CDM-GOV-CHC7-11-3.0** Follow Up actions from the Sixth Meeting of the CDM Coordination and Harmonization Council

**CDM-GOV-CHC7-11-4.0** Draft Final Report of the Participatory Evaluation of the CDM Governance Mechanism

**CDM-GOV-CHC7-11-5.0** Terms of Reference of the Gender Mainstreaming Working Group

**CDM-GOV-CHC7-11-6.0** Terms of Reference for CDM Conference Planning Committee

**CDM-GOV-CHC7-11-7.0** Report of the Second Sector Leads Meeting