

TERMS OF REFERENCE

Comprehensive Disaster Management Coordination and Harmonization Council

1. Background

The Enhanced CDM Strategy and Programming Framework 2007-2012, which was developed through a broad stakeholder consultation process and adopted by partners, was approved by the CDERA Board and Council of Ministers, now called the CDEMA Technical Advisory Committee (TAC) and Council respectively, in May and June 2007. The purpose of the enhanced CDM strategy is to strengthen regional and community level capacity for mitigation, management and coordinated response to natural and technological hazards and the effects of climate change. This is achieved by fulfilling four outcome level results – 1) Enhanced institutional support for CDM Program implementation at national and regional levels; 2) Establishment of an effective mechanism and programme for management of CDM knowledge; 3) Disaster Risk Management mainstreamed at national levels and incorporated into key sectors of national economies; 4) Enhanced community resilience in CDEMA member states to mitigate and respond to the adverse effects of climate change and disasters.

Following the endorsement of the enhanced CDM by CDERA's Board and Council the continued search to enhance the CDM implementation process included a Partners CDM Consultation, which was held on July 31, 2007. There were two notable outcomes of the Partner Programming Consultation. The first was the endorsement in principle of the establishment of a CDM Governance Mechanism which would address governance of the implementation process within the context of stakeholder management. The proposal for the establishment of a CDM Coordination and Harmonization Council is an outcome of this process.

A key underlying tenet of the CDM Coordination and Harmonization Council is the strengthening of regional capacity for leadership in advancing the disaster loss reduction agenda. In this regard, the Partner Programming Consultation advanced ownership of the process by key partners and the commitment to lead the sector mainstreaming process. Where possible, Caribbean Regional Sector Leads have been identified. Where regionally based capacity may not currently exist at the level required, advancement of the process will proceed with a view to build this capacity.

The second key outcome of the Programming Consultation was the confirmation of the following Sector Leaders – **Tourism:** *Caribbean Tourism Organization*; **Education:** *University of the West Indies*; **Agriculture:** *Food and Agriculture Organization* and **Health:** *Pan American Health Organization*.

In keeping with this commitment of CDM partners a CDM Coordination and Harmonization Council is proposed and will comprise development partner representatives, agreed upon sector leads for CDM implementation, participating states, representatives of the private sector and non-governmental organizations.

2. Function of the CDM Coordination and Harmonization Council

- i. To provide overall guidance to CDM development and implementation.
- ii. To facilitate the effective coordination and harmonization of the CDM implementation process.
- iii. To facilitate learning and knowledge management of CDM among key stakeholders.

2.1 Specific Roles and Responsibilities of the CDM Coordination and Harmonization Council

- i. **Contribute** to and provide recommendations for the development and implementation of a CDM monitoring and evaluation framework.
- ii. **To consider** reports on CDM implementation and provide guidance towards sustainability.
- iii. **Identify and Provide** recommendations for the integration of ongoing initiatives as well as planned initiatives that will support the achievement of the outcomes enshrined in the enhanced CDM Strategy
- iv. **Discuss** and address issues and opportunities to further good governance of the CDM
- v. **Nurture** opportunities for synergies between development partners, participating states, representatives of the private sector, civil society and other relevant stakeholders responsible for the mainstreaming of the CDM strategy in development planning.
- vi. **Provide** policy guidance for the maintenance of the CDM database to ensure effective sharing of CDM knowledge.
- vii. **Share** annually with the CDM Programming Consultation meeting, progress on CDM implementation
- viii. **Identify** a technical committee to support the planning process for the CDM Conference

3. Composition

The CDM Coordination and Harmonization Council will comprise development partner representatives, sector leaders, participating states and private sector. The group will include the:

- i. Caribbean Disaster Emergency Management Agency,
- ii. Caribbean Development Bank (CDB),
- iii. Canadian International Development Agency (CIDA),
- iv. United Nations Development Programme (UNDP),
- v. United States Agency for International Development (Development Arm and OFDA),
- vi. United Kingdom Department for International Development (DFID),
- vii. European Union (EU),
- viii. CARICOM Secretariat,
- ix. Organization of American States (OAS),
- x. Organization of Eastern Caribbean States (OECS) Secretariat,
- xi. University of the West Indies (UWI),
- xii. Food and Agriculture Organisation (FAO),
- xiii. Caribbean Tourism Organization (CTO),
- xiv. Pan American Health Organization (PAHO),
- xv. Caribbean Electric Utility Services Cooperation (CARILEC),
- xvi. Caribbean Policy Development Centre (CPDC),
- xvii. United Nations Development Fund for Women (UN Women),
- xviii. Caribbean Community Climate Change Centre (CCCCC),
- xix. Caribbean Association of Industry and Commerce (CAIC),
- xx. International Federation of the Red Cross and Red Crescent (IFRCS)
- xxi. Four representatives of CDEMA Participating States – one representative from each sub-region.

Note: Other agencies can be co-opted as necessary.

4. Meetings

The CDM Coordination and Harmonization Council shall meet at least twice per year and more frequently as determined by the body thereafter.

A majority (51%) of the representatives of the CDM Coordination and Harmonization Council as named in Item 3 above will constitute a quorum and must be present for meetings of the Council to be convened.

In keeping with its specific functions and responsibilities, the CDM Coordination and Harmonization Council shall regulate its procedures for conduct of the meetings and regulate its own proceedings.

5. Chairman

The Executive Director of CDEMA or designate shall Chair the CDM Coordination and Harmonization Council in the first instance. Thereafter, the Chairmanship shall be eligible for rotation among CDM CHC members.

The Chairperson will be responsible for:

- i. The conduct of the meeting for a period no more than two (2) years;
- ii. Ensuring that an accurate record of the discussions and decisions of each meeting is prepared and forwarded to all members;
- iii. Ensuring adequate follow-up on the undertakings of the members of the CDM Coordination and Harmonization Council

6. Secretary

CDEMA shall serve as Secretary of the CDM Coordination and Harmonization Council.

7. Communication

The preparation of the records of all official meetings of the CDM Coordination and Harmonization Council will be the responsibility of the Secretary and must be forwarded to the Council membership not later than three weeks after the conclusion of meetings.

8. Duration

The CDM Coordination and Harmonization Council is formed as an advisory body to address governance of the CDM programme implementation at the national, sectoral and regional levels and will support the Regional CDM Strategy.

9. Meeting Location

Meetings of the CDM Coordination and Harmonization Council will be convened at times and places convenient to all members.