

**MINISTRY OF DISASTER MANAGEMENT
MINISTRY OF IRRIGATION AND WATER RESOURCES MANAGEMENT
SRI LANKA**

**THE DISASTER MANAGEMENT
CAPACITY ENHANCEMENT PROJECT
ADAPTABLE TO CLIMATE CHANGE**

FINAL REPORT

APPENDIX

MARCH 2013

JAPAN INTERNATIONAL COOPERATION AGENCY

ORIENTAL CONSULTANTS CO., LTD.

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MINISTRY OF IRRIGATION AND WATER RESOURCES MANAGEMENT
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Appendix

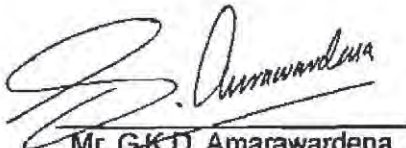
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Minutes of Meeting
on
Inception Report
for
The Disaster Management Capacity Enhancement Project
Adaptable to Climate Change
(DiMCEP)

Agreed upon among
Ministry of Disaster Management and Human Rights,
Ministry of Irrigation and Water Management
and
The Japan International Cooperation Agency

Colombo, 24 March 2010



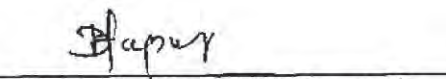
Mr. G.K.D. Amarawardena
Acting Secretary
Ministry of Disaster
Management and Human
Rights



Mr. Ivan de Silva
Secretary
Ministry of Irrigation and
Water Management



Mr. Yoshihiko Uchikura
Team Leader
The Expert Team
Japan International
Cooperation Agency



Ms. D. Chrishanthi W. Hapugoda
Director
Department of External Resources
Ministry of Finance and Planning

In accordance with the Record of Discussion (hereinafter referred to as "R/D") for "the Disaster Management Capacity Enhancement Project Adaptable to Climate Change" (hereinafter referred to as "the Project") agreed upon between Ministry of Disaster Management and Human Rights (hereinafter referred to as "M/DMHR"), Ministry of Irrigation and Water Management (hereinafter referred to as "M/IWM") and Japan International Cooperation Agency (hereinafter referred to as "JICA") on 11 December 2009, JICA dispatched an Expert Team headed by Mr. Yoshihiko Uchikura on 10 March 2010 for the commencement of the Project.

The Meeting for official commencement of the Project was held, chaired by Mr. G.K.D. Amarawardena, Acting Secretary of M/DMHR on 17 March in attendance with representatives from counterpart organizations; Disaster Management Centre (hereinafter referred to as "DMC"), Department of Meteorology (hereinafter referred to as "DOM"), National Building Research Organization (hereinafter referred to as "NBRO") and Department of Irrigation (hereinafter referred to as "DOI") (DMC, DOM, NBRO and DOI are hereinafter referred to as "the Sri Lankan side"), where the Expert Team explained the contents of Inception Report of the Project (hereinafter referred to as "IC/R") to the Sri Lankan side. The list of the participants is shown in Appendix 1.

The IC/R was accepted by the Sri Lankan side in principle. The following are the main points discussed and agreed.

1. Role of DOI in the Project

The Expert Team explained that the capacity development of DOI will be done mainly by the Preparatory Study for Flood Risk Management and Climate Change Adaptation in South Western Sri Lanka. As for this project, Activity 1-5, Output 4 and Output 5 are related to DOI and DOI will be a key to success of achieving these outputs and project goal. Therefore the Expert Team requested Sri Lankan side the strong support to the activities.

2. Involvement of Other Related Organizations

Sri Lankan side requested the possibility of including other organizations such as Geological Survey and Mines Bureau to cope with other types of hazards. The Expert Team replied that the capacity enhancement activities for other organizations are not included in R/D agreed upon by both side on 11 December 2009 and this Project will be conducted based on the agreed R/D. Therefore, it is difficult to include other



organizations at this time. However, there will be several opportunities, such as seminars, workshops and/or activities for early warning system, where other related organizations could be involved. The Expert Team will not exclude their participations in such activities.

3. Demarcation of Activities between Long Term Expert and Expert Team

In response to the question by the Sri Lankan side, the Expert Team answered that the long term expert will be in charge for the activities 1-1, 1-2, 1-3, 1-5, and the other members of Expert Team will be in responsible for the rest of the activities.

4. Joint Coordinating Committee

The Sri Lankan side asked the frequency of Joint Coordinating Committee (JCC) meetings, and the Expert Team answered that the JCC will be held once a year basically. However JCC can be called anytime, if there are any issues to be solved. Additionally, the progress of each output will be confirmed at the progress report meeting for smooth implementation of the project.

5. Public Consultation Process

The Sri Lankan side asked whether the public consultation process will be taken for the capacity assessment. The Expert Team replied that the public consultation for assessing the enhanced capacity is not planned. Because the progress of capacity enhancement can be evaluated from the reaction of the public as disaster management activity is always targeting the public or community.

6. Schedule of Seminar

The Sri Lankan Side requested the Expert Team to hold year-end seminars in November which are originally planned in December because DMC will be busy in December for the preparation of National Safety Day on December 26. The Expert Team agreed to consider to re-schedule seminar in view of the effective implementation of the Project.

7. Intra-Governmental Network

The Sri Lankan side inquired about the support that could be provided for activating the Intra-Governmental Network in the Project. The Expert Team replied that the communication cost for the network cannot be provided and it should be covered by Sri Lankan Side, however, during the initial stage of the project, the Expert Team will have

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consultation to identify gaps for promoting the utilization of the network and points to be improved.

8. Nomination of the Supervisor and Responsible Staff

The Expert Team requested Sri Lankan Side to assign at least two counterparts (Supervisor and Responsible Staff) for respective outputs. The Sri Lankan Side agreed to assign the counterparts and name the supervisor and the responsible staff during the meeting as shown in Appendix 2.

9. Working Space and Necessary Furniture / Equipments

The Expert Team requested and the Sri Lankan side agreed to provide the working space and necessary furniture / equipments in DMC, DOM and NBRO.

10. Implementation of the Project

The Expert Team explained and the Sri Lankan side understood that the Project will be implemented by the Sri Lankan initiative and supported by the Expert Team.

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List of Participants

Sri Lankan Side

Mr. G.K.D. Amarawardena

Acting Secretary, Ministry of Disaster Management and Human Rights

Eng. H.P.S. Somasiri

Director General, Department of Irrigation

Mr. Lalith Chandrapala

Director, National Council for Disaster management

Ms. Tharangani Wickremasinghe

Senior Assistant Secretary, Ministry of Disaster Management and Human Rights

Ms. U.D.P.N. Gunasinghe

Development Assistant, Ministry of Disaster Management and Human Rights

Mr. U.W.L. Chandradasa

Director, Technology and Mitigation, Disaster Management Center

Ms. Lalani Imbulana

Director, Preparedness Planning, Disaster Management Center

Mr. S.H. Kariyawasam

Director, Meteorology Division, Department of Meteorology

Mr. K.H.M.S. Premalal

Deputy Director, Meteorology Division, Department of Meteorology

Mr. S.R. Jayasekera

Deputy Director, Meteorology Division, Department of Meteorology

Mr. R.M.S. Bandara

Head, Landslide Studies & Services Division, National Building Research Organization

Ms. Kumari M. Weerasinghe

Scientist, Landslide Studies & Services Division, National Building Research Organization

Mr. G.V. Ratnasara

Director, Planning & Design, Department of Irrigation

Mr. P.C. Senaratne

Director, Training & Special Services, Department of Irrigation

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Japanese Side

JICA Head Quarter

Mr. Chiaki Kobayashi
Program Officer

JICA Sri Lanka Office

Mr. Gen Hashimoto
Representative

Ms. Kishani Tennakoon
Project Specialist

The Expert Team

Mr. Yoshihiko Uchikura
Team Leader/Disaster Management Policy/Early Warning System

Mr. Ryo Matsumaru
Local Disaster Management Administration/Community Based Disaster Management

Mr. Chuji Yamamoto
Meteorological Forecasting

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Supervisor and Responsible Staff for Each Activity

Output / Activity	Responsible CIP Organization	Supervisor	Responsible Staff	Responsible Staff of DMC	JICA Expert
1: Leadership and coordination capacity of DMC is strengthened.					
1-1 Enhancement of DMC capacity in facilitating effective functioning of the existing committees	DMC	Director, Technology and Mitigation Division	-	Assistant Director, Technology and Mitigation Division	Long Term Expert / Mr. Uchikura
1-2 Development of National Emergency Response Plan	DMC	Director, Emergency Operation Centre	-	Assistant Director, Emergency Operation Centre	Long Term Expert / Mr. Uchikura
1-3 Improvement of DMC capacity to improve analytical approach in producing the performance report(s)	DMC	Director, Preparedness Planning Division	-	Assistant Director, Preparedness Planning Division	Long Term Expert / Mr. Uchikura
1-4 Establishment of a system to assess and mitigate disasters that may be caused by development projects	DMC	Director, Technology and Mitigation Division	-	Assistant Director, Technology and Mitigation Division	Ms. Araki
1-5 Development and organization of disaster management training program targeting staff members of DOI, NBRO, DOM, districts, divisions and other concerned person(s)	DMC	Director, Training and Public Awareness Division	-	Assistant Director, Training and Public Awareness Division	Long Term Expert / Mr. Uchikura
2: Monitoring, Analysis and forecasting capacity of DOM is enhanced.	DOM	Director, Meteorology Division,	Deputy Director, Meteorology Division	Assistant Director, Early Warning Dissemination Division	Mr. Yamamoto
3: Capacity for sediment disaster countermeasures of NBRO is enhanced.	NBRO	Head, Landslide Studies & Service Division	Scientist, Landslide Studies & Service Division	Assistant Director, Technology and Mitigation Division	Mr. Tsukamoto / Mr. Fujisawa
4: Early warning and evaluation system from national level to pilot areas is operated properly.	DMC	Director, Early Warning Dissemination Division	-	Assistant Director, Early Warning Dissemination Division	Mr. Uchikura
5: Disaster management capacities of districts, divisions and communities in pilot areas are improved.	DDMCU	District DM Coordinator	Assistant Coordinator	Assistant Director, Training, Education & Public Awareness Division	Mr. Matsumaru

Contact persons at DOI: Director of Training & Special Services, Deputy Director of Hydrology Division


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Minutes of Meeting
on
Joint Coordinating Committee
for
The Disaster Management Capacity Enhancement Project
Adaptable to Climate Change
(DiMCEP)

Colombo, 18 August 2011



Ms. S. M. Mohamed
Secretary
Ministry of Disaster
Management



Mr. Hideto Namiki
Project Leader
DiMCEP

Meeting Name: Joint Coordinating Committee (JCC) for the Disaster Management Capacity Enhancement Project Adaptable to Climate Change (DiMCEP)

Date and Time: August 4, 2011, 1:30pm – 3pm

Venue: Conference Hall, Ministry of Disaster Management
No.498, R.A. De Mel Mawatha, Colombo 03

Chairperson: Ms. S. M. Mohamed, Secretary, Ministry of Disaster Management

Participants: JCC members from relevant institutions (see Appendix 1)

Background and Objectives

In accordance with the Minutes of Meeting (hereinafter referred to as "M/M") for "the Disaster Management Capacity Enhancement Project Adaptable to Climate Change" (hereinafter referred to as "the Project") agreed upon between Ministry of Disaster Management (hereinafter referred to as "M/DM"), Ministry of Irrigation and Water Resources Management (hereinafter referred to as "M/IWRM") and Japan International Cooperation Agency (hereinafter referred to as "JICA") on 24 March 2011, the Project was officially commenced.

The objectives of this Joint Coordinating Committee (hereinafter referred to as "JCC") meeting were to explain, discuss and confirm the progress and work plan of the DiMCEP (Item 1), the proposal of additional activity (Item 2), and the proposal of modification of the Project Design Matrix (hereinafter referred to as "PDM") (Item 3).

Welcome Remarks

The Secretary, Ministry of Disaster Management welcomed the JCC members of the meeting. She appreciated the continuous assistance provided by JICA to DMC and the Ministry.

Item 1: Progress and Work Plan of the Project

Japanese Experts explained the progress and work plan for the project and it was followed by the discussion. The followings are main points of the discussion.

- Representatives of Department of Irrigation (hereinafter referred to as "DOI") expressed that the activities of the PDM does not cover the DOI as target, although the DOI is one of the counterparts of this project. They were in opinion that the DOI should be included as a target of the capacity enhancement of the project.

JICA expert said that the original idea of the capacity enhancement for DOI was done in the "Preparatory Study for Flood Risk Management and Climate Change Adaptation in South Western Sri Lanka" (hereinafter referred to as "Preparatory Study") that was temporarily being suspended. Therefore, the capacity enhancement for DOI was not included in DiMCEP. JICA Sri Lanka office agreed to consider the request.

Director General (hereinafter referred to as "DG") of Disaster Management Centre (hereinafter referred to as "DMC") expressed the importance of the data sharing on rainfall and water level to have effective outcome for Output 4. All participants agreed on this and to hold continuous discussions about data sharing.

Item 2: Proposal of Additional Activity

The Japanese side explained the idea of the additional activity based on the recommendation of the short term expert team which was dispatched in April, May and June, 2011.

- Both sides agreed to continue the discussions on the detailed contents of the additional activity.
- DG of DMC requested that the implementation of the additional activities should be completed within shorter period. Additionally, DG of DMC requested to include the review of National Disaster Management Plan (Draft) into the additional activities.

Item 3: Proposal of Modification of PDM

The Japanese side proposed the modification of PDM, and the Sri Lankan side also proposed the modification. These modifications were discussed and agreed, and PDM (ver.2) was prepared. (Appendix 2)

Others

Referring to the matters, are related to the DiMCEP, JICA Sri Lanka office requested the early completion of installation of remaining three Automated Weather Station (AWS) in North Eastern Regions. In response to the request, Secretary of M/DM instructed Department of Meteorology to expedite the installation works of AWS.

List of Participants

Sri Lankan Side

Ministry of Disaster Management

- Ms. S. M. Mohamad
Secretary, Ministry of Disaster Management
- Mr. H. L. Tissera
Additional Secretary, Ministry of Disaster Management
- Major General Gamini Hettiarachchi (Retd)
Director General, Disaster Management Centre
- Mr. S. M. S. P. Bandara
Assistant Director, Training & Public Awareness Division, Disaster Management Center
- Mr. J. M. A. R. Jayarathna
Assistant Director, Early Warning Division, Disaster Management Center
- Mr. S. H. Kariyawasam
Director, Department of Meteorology
- Mr. D. A. Jayasinghearachchi
Meteorologist in Charge, Department of Meteorology
- Dr. Asiri Karunawardena
Director General, National Building Research Organization
- Mr. R. M. S. Bandara
Head, Landslide Studies & Services Division, National Building Research Organization

Ministry of Irrigation and Water Resources Management

- Mr. B. K. Jayasundara
Director, Department of Irrigation
- Mr. K. S. Jayabalamoorthy Senior Deputy Director, Department of Irrigation

Japanese Side

JICA Sri Lanka Office

- Mr. Takuya Otsuka
Senior Representative
- Mr. Gen Hashimoto
Representative

Japanese Experts

- Mr. Hideto Namiki
Project Leader
- Mr. Yoshihiko Uchikura
Team Leader/Disaster Management Policy/Early Warning System
- Dr. Ryo Matsumaru
Local Disaster Management Administration/Community Based Disaster Management
- Ms. Azusa Okuno
Human Resource Development/Coordinator

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Project Design Matrix (Ver.2: 04 Aug 2011)

Project name : Disaster Management Capacity Enhancement Project Adaptable to Climate Change
 Implementation Agency : Disaster Management Centre (DMC), Department of Meteorology (DOM), Department of Irrigation (DOI), National Building Research Organization (NBRO) Duration : February 2010 to February 2013

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
<p>Overall Goal The disaster management model is disseminated.</p>	<p>1. Improvement of transmission speed and decrease of false report of disaster information which sent from disaster observation organization to districts, divisions and communities through Disaster Management Centre. 2. The disaster prevention activities and early warning alert are done in districts, divisions and communities using information which DMC transmitted.</p>	<ul style="list-style-type: none"> Project final report Reports issued by DMC, technical and local level organizations Project progress report Reports issued by concerned organizations Emergency response plan Annual report of DMC Reports issued by local level organizations Training guideline, manual and implementation report 	<ul style="list-style-type: none"> No major change in policy and organization Adequate budget and human resources for concerned organizations No rapid change of natural environment Counterparts who acquired skills through the project are not transferred
<p>Project Purpose A model for complete communication network in disaster observation, forecasting & community level activities including evacuation in the pilot areas are prepared.</p> <p>Outputs</p> <ol style="list-style-type: none"> Leadership and coordination capacity of DMC is strengthened. Analysis and monitoring capacity of DOM is enhanced. Analysis and monitoring capacity of NBRO is enhanced. Disaster management information is regularly transferred. Disaster management capacities of districts, divisions and communities in pilot areas are improved. 	<p>1. Improvement of transmission speed and decrease of false report of disaster information which sent from disaster observation organization to districts, divisions and communities through Disaster Management Centre. 2. The disaster prevention activities and early warning alert are done in the pilot area using information which DMC transmitted.</p> <p>1-1 Number of coordination meetings on disaster management organized and outputs from those meetings 1-2 Development of National Emergency Response Plan 1-3 Increase of contents of the annual report about disaster analysis 1-4 Formulation and trial of system 1-5 Number of development and execution of disaster management training program</p> <p>2-1 The data acquired in AWS set up doesn't disappear. 2-2 Trial and improvement of short term forecasting (more than 2 days forecasting) 2-3 Trial of the warning standard at a regional level.</p> <p>3-1 Cost effective sediment disaster measures technique is executed in one place or more by Sri Lankan side own. 3-2 The result of the execution of the landslide risk evaluation and the behavior analysis is brought together as a report.</p> <p>4-1 Warning is transmitted to the pilot area according to the warning official announcement rule. 4-2 Warning Transmission Trainings are executed one or more times in each pilot areas.</p> <p>5-1 Number of topics of coordination meetings on disaster management organized and outputs from those meetings 5-2 The hazard map is made by the guidance of the local government organization in the communities of pilot area. 5-3 Regularly evacuation trainings at the community level in the pilot area is executed by the guidance of the local government organization.</p>	<ul style="list-style-type: none"> Project progress report Reports issued by concerned organizations Emergency response plan Annual report of DMC Reports issued by local level organizations Training guideline, manual and implementation report 	<ul style="list-style-type: none"> No major change in policy and organization Adequate budget and human resources for concerned organizations No rapid change of natural environment Counterparts who acquired skills through the project are not transferred
<p>Activities</p> <ol style="list-style-type: none"> Enhancement of DMC capacity in facilitating effective functioning of the existing committees Development of National Emergency Response Plan Improvement of DMC capacity to improve analytical approach in producing the performance report(s) Formulation and trial of a system to assess and mitigate disasters that may be caused by development projects Development and implementation of disaster management training program targeting on staff members of DOI, NBRO, DOM, districts, divisions and other concerned person(s) Effective utilization and maintenance of equipments such as automatic weather station (AWS) and other sensing tools installed by JICA The operation and the maintenance management manual are revised or are made according to the extracted problem. Execution of the training concerning analysis of state of the weather Formulation and trial of weather warning standard at regional level Trial and improvement of short term weather forecast Execution of cost effective sediment disaster measure technique Formulation and execution of sediment disaster monitor and evaluation approach Formulation and trial of sediment disaster warning standard Development of rules on warning issuance and organization of information management trainings related to operation of early warning Execution of disaster information transmission training Enhancement of district capacity in pilot areas in managing the existing disaster management committees Implementation of community based disaster management promotion activities targeted districts in pilot areas Implementation of community based disaster management activities at district in pilot areas (installation of simple water level sensor(s) and rain gauge(s), small scale preventative work, organization of evacuation training(s)) 	<p>Inputs</p> <p>Japanese side</p> <ul style="list-style-type: none"> Long Term Expert (1) Project Leader / Policy Expert Team : (1) Disaster management (2) Community based disaster management (3) Meteorological forecasting (4) Landslide management (5) Urban development (6) Regulation planning <p>Sri Lanka side</p> <ul style="list-style-type: none"> Placement of counterparts Allocation of work station(s) for Japanese experts and counterparts Allocation and release of project management funds 	<ul style="list-style-type: none"> Project progress report Reports issued by DMC, technical and local level organizations Project progress report Reports issued by concerned organizations Emergency response plan Annual report of DMC Reports issued by local level organizations Training guideline, manual and implementation report 	<p>Pre-condition</p> <p>No major change in policy</p>

Pilot Areas: Rathapura, Kalutara, Nuwara Eliya

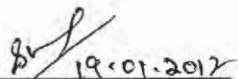
Agreement
on
Modification of Project Design Matrix (PDM)
for
The Disaster Management Capacity Enhancement Project
Adaptable to Climate Change
(DiMCEP)

In reply to the request from Disaster Management Centre (DMC), Japan International Cooperation Agency (JICA) and DMC had several discussions on the details of additional activities including a discussion in the Joint Coordinating Committee held on 4th August 2011. Additional activities consist of "Evaluation and Revision of District Level Preparedness & Response Plan" and "Community based Disaster Management Activities in Additional Pilot Communities". Because these activities will help to enhance the capacity of DMC, JICA decided to include these activities into DiMCEP. The details of activities are shown in the attachment 1.

In addition, there were requests from Ministry of Disaster Management to modify the activity 1.2, 2.4 and 2.5 in the PDM (attachment 2). Mr. Hideto Namiki, Project Leader of DiMCEP, replied to remain those activities as it is, based on the discussions held with Director General of Department of Meteorology and Director General of DMC (attachment 3).

Based on the above discussions, Secretary of Ministry of Disaster Management and Project Leader of DiMCEP agreed to modify the PDM as shown in the attachment 4.

Colombo, 18th January 2012


19.01.2012
Ms. S. M. Mohamed
Secretary
Ministry of Disaster Management


Mr. Hideto Namiki
Project Leader
DiMCEP

Additional Activity of DiMCEP

Additional Activity 1:**Evaluation and Revision of District Preparedness and Response Plan (PRP)**

1. Background and Objective

The eastern and central area of Sri Lanka was largely affected by the flood and landslide etc. on January / February 2011. It is said that this is the worst disaster after the establishment of new disaster management structure in Sri Lanka. Although DMC has been supporting to prepare the district / division / GN level Preparedness and Response Plan (PRP) in all over Sri Lanka for the effective response to the disaster, some issues have been raised during this disaster. In reply to the request from DMC, JICA has decided to support to evaluate and revise PRP based on the experience of disaster occurred in this year for more effective use of the plan. Through this activity, the process to review the plan after the major disasters will be shared by related organizations, because it is noticed in PRP that the plan shall be revised after the major disasters.

2. Target Area

Batticaloa and Matale District

3. Schedule and Detailed Activity

Schedule

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Japanese Expert		■		■		■		
Assistant Researcher		■						
Output etc.				▲ Evaluation of PRP	▲ Revised PRP (draft)	▲ District committee	▲ WS in Colombo	

October:

- discussion on activity plan
- interview survey on emergency response during disaster in January/February 2011 and present condition of utilization of PRP (by Japanese expert)

November:

- additional survey (by assistant researcher)
- evaluation of existing PRP (in Japan)

December:

- preparation of revised PRP (draft) (in Japan)
- discussion on revised PRP (draft) (in Sri Lanka)

January:

- modification of revised PRP (draft) (in Japan)
- preparation of district level DM committee (in Sri Lanka)

February:

- presentation and discussion on revised PRP (final) in district level DM committee meeting (in Sri Lanka)
- presentation on revised PRP (final) for district coordinators in Workshop at Colombo (in Sri Lanka)

Additional Activity 2:

CBDRM Activities in Additional Pilot Communities

1. Objective

A large number of people were affected by the disaster occurred in January / February 2011. Most of the affected communities in the eastern and central area of Sri Lanka are very vulnerable to disasters without any structural measures to protect the areas from disaster. CBDRM activity is one of the effective activities to minimize the damage from disasters for such vulnerable areas. JICA has decided to support the CBDRM activities in the selected communities in Batticaloa and Matale in addition to the activities in Nuwara Eliya, Ratnapura and Kalutara. The result of evaluation and revision of PRP will be referred to discuss the contents of community activity.

2. Target Area

1 community each from Batticaloa and Matale District

3. Detailed Activity and Schedule

Schedule

	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Japanese Expert							
Local Company							
Output etc.							
		Selection of Pilot Community	Result of Baseline Survey	1st WS	2nd WS	3rd WS	4th WS

LR

October:

- discussion on activity plan
- selection of pilot communities
- selection of local company/NGO to support community activity

November:

- baseline survey on pilot communities
- preparation of CBDRM activity plan

December:

- implementation of 1st and 2nd community workshops (lecture on local disaster, hazard mapping)

January:

- implementation of 3rd community workshop (discussion on countermeasures for priority issues)

February:

- implementation of 4th community workshop (implementation of countermeasures for priority issues)



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இடர் முகாமைத்துவ அமைச்சு

MINISTRY OF DISASTER MANAGEMENT

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Minister

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My No.

MDM/AD/04/IR-JICA(DiMCEP)

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Your No.

12/011

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திகதி
Date


.11.2011

Mr. Hideto Namiki
Project Leader
Disaster Management Capacity Enhancement Project

Request for Agreement on Modification of Project Design Matrix (PDM)

This has reference to your letter of even number dated 4th October 2011 regarding above.

You are kindly requested to include the comments of Department of Meteorology and Disaster Management Centre as the attached annexure and re-forward the "Agreement on Revision of Project Design Matrix" for signature.


H.L. Tissera
Additional Secretary

Sgd. by S.M. Mohamed
Secretary

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பணிமன்றத் தலைவர்
Director General } 2694104

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வளிமண்டலவியல் திணைக்களம்
DEPARTMENT OF METEOROLOGY

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எனது இல
My No. } 6/1/14

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இணையத்தளம்
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බෞද්ධාලෝක මාවත, කොළඹ 07. இலங்கை / பொளத்தாலோக மாவத்தை, கொழும்பு 07, இலங்கை. / Bauddhaloka Mawatha, Colombo 07, Sri Lanka.

Secretary,

Ministry of Disaster Management.



31-10-2011

Request for Agreement on Revision of Project Design Matrix

This has reference to your letter dated 10-10-2011 on the above matter.

Basically most of the proposals are activities ongoing in the Department of Meteorology and some of them have already been started in collaboration with DIMCEP team. Therefore, we would like to change the activities to the next step to read as below:-

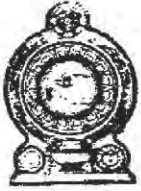
2.4 as "Improvement (lead time and the accuracy) of weather warning at regional level" and

2.5 as "Improve WRF products enabling meteorologists to utilize them in practices in template form in for warning and forecasting purposes for short and medium range (up to three days)".

Handwritten signature of G.B. Samarasinghe

G.B. Samarasinghe,

Director General of Meteorology.



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அனர்த்த முகாமைத்துவ நிலையம்
DISASTER MANAGEMENT CENTRE

Attachment 2

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498, ஆர் ஏ டி மெல் மாவத்தை
கொழும்பு 03

498, R. A. De Mel Mawatha
Colombo 03

ඔබගේ අංකය
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Your No

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My No

DMC/07/DiMCEP

දිනය
Date

14-10-2011



Secretary
Ministry of Disaster Management
No. 498, R.A.De. Mel Mawatha
Colombo 07

Re: Request for Agreement on Revision of Project Design Matrix

This has reference to the letter No MDM/AD/04/IR-JICA (DiCEP) on 10.10.2011 from Mr. H.L.Tissera, Additional Secretary of the MDM.

DMC has been developing National Emergency Operation Plan (NEOP) with the support of UNDP and expected to get the Japanese experiences during the development of NEOP. Therefore, the activity 1.2: "Development of National Emergency Response Plan" in the project design matrix has to be reworded as "Incorporate Japanese experience in to National Emergency Operation plan".

Therefore, DMC is recommending to agree the project design matrix with necessary modifications.

Major General Gamini Hettiarachchi (Retd)
Director General

for safer communities and sustainable development

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Telephone

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Fax (Office)

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Director General

2670078
2136136

Web: www.dmc.gov.lk Email: info@dmc.gov.lk

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Attachment 5

DiMCEP
The Disaster Management Capacity Enhancement Project
Disaster Management Centre
2nd Floor, No.498, R.A.de Mel Mawatha, Colombo-3, Sri Lanka

Ref: 12/001

Ms. S. M. Mohamed
Secretary, Ministry of Disaster Management

January 18, 2011

Re: Request for Agreement on Modification of Project Design Matrix (PDM)

Dear Madam,

This has reference to the letter No.MDM/AD/04/IR-JICA (DiMCEP) from Mr.H.L.Tissera, Additional Secretary of the Ministry of Disaster Management on the above matter.

Since there are two respective requests from Department of Meteorology and Disaster Management Center, several discussions have been held with Mr. G.B.Samarasinghe, Director General of Department of Meteorology (DOM) and Major General Gamini Hettiarachchi (Retd), Director General of Disaster Management Centre (DMC), and concluded as follows:

Request from DMC

The Japanese side and DG of DMC agreed not to change the activity of PDM, since the Japanese experience would be incorporated into National Emergency Operation Plan without changing the activity.

Request from DOM

The Japanese side and DG of DOM agreed not to change the activities of PDM by the following reasons.

- Requested activity 2.4 relates to the improvement of forecasting capacity and it does not meet the objective of the original activity.
- Requested activity 2.5 is already included in the original activity as the training of the "Guidance" skill.

According to your instruction, the modified "Agreement on Revision of Project Design Matrix" is re-forwarded. We appreciate if you could sign on the agreement.

Hideto Namiki
Project Leader, DiMCEP

cc: Additional Secretary, Ministry of Disaster Management
Director General, Disaster Management Centre
Director General, Department of Meteorology
Mr. Gen Hashimoto, JICA Sri Lanka Office

Project Design Matrix (Ver.3: 18th January 2012)

Project name : Disaster Management Capacity Enhancement Project Adaptable to Climate Change Implementation Agency : Disaster Management Centre (DMC), Department of Meteorology (DOM), Department of Irrigation (DOI), National Building Research Organization (NBRO)

Duration : February 2010 to February 2013


Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
<p>Overall Goal The disaster management model is disseminated.</p> <p>Project Purpose A model for complete communication network in disaster observation, forecasting & community level activities including evacuation in the pilot areas are prepared.</p> <p>Outputs</p> <ol style="list-style-type: none"> Leadership and coordination capacity of DMC is strengthened. 	<p>1. Improvement of transmission speed and decrease of false report of disaster information which sent from disaster observation organization to districts, divisions and communities through Disaster Management Centre.</p> <p>2. The disaster prevention activities and early warning alert are done in districts, divisions and communities using information which DMC transmitted.</p> <p>1. Improvement of transmission speed and decrease of false report of disaster information which sent from disaster observation organization to pilot areas through Disaster Management Centre.</p> <p>2. The disaster prevention activities and early warning alert are done in the pilot area using information which DMC transmitted.</p> <p>1-1 Number of coordination meetings on disaster management organized and outputs from those meetings</p> <p>1-2 Development of National Emergency Response-Operation Plan</p> <p>1-3 Increase of contents of the annual report about disaster analysis</p> <p>1-4 Formulation and trial of system</p> <p>1-5 Number of development and execution of disaster management training program</p> <p>1-6 District level Preparedness & Response Plan is evaluated and revised. (*)</p> <p>2-1 The data acquired in AWS set up doesn't disappear.</p> <p>2-2 Trial and improvement of short term forecasting (more than 2 days forecasting)</p> <p>2-3 Trial of the warning standard at a regional level.</p> <p>3-1 Cost effective sediment disaster measures technique is executed in one place or more by Sri Lankan side own.</p> <p>3-2 The result of the execution of the landslide risk evaluation and the behavior analysis is brought together as a report.</p> <p>4-1 Warning is transmitted to the pilot area according to the warning official announcement rule.</p> <p>4-2 Warning Transmission Trainings are executed one or more times in each pilot areas.</p> <p>5-1 Number of topics of coordination meetings on disaster management organized and outputs from those meetings</p> <p>5-2 The hazard map is made by the guidance of the local government organization in the communities of pilot area.</p> <p>5-3 Regularly evacuation trainings at the community level in the pilot area is executed by the guidance of the local government organization.</p> <p>5-4 Countermeasures for priority issues in the additional pilot communities are implemented. (*)</p>	<p>• Project final report</p> <p>• Reports issued by DMC, technical and local level organizations</p> <p>• Project progress report</p> <p>• Reports issued by concerned organizations</p> <p>• Emergency response plan</p> <p>• Annual report of DMC</p> <p>• Reports issued by local level organizations</p> <p>• Training guideline, manual, and implementation report</p>	<ul style="list-style-type: none"> No major change in policy and organization Adequate budget and human resources for concerned organizations No rapid change of natural environment Counterparts who acquired skills through the project are not transferred
<p>Activities</p> <ol style="list-style-type: none"> Enhancement of DMC capacity in facilitating effective functioning of the existing committees Development of National Emergency Response Operation Plan Improvement of DMC capacity to improve analytical approach in producing the performance report(s) Formulation and trial of a system to assess and mitigate disasters that may be caused by development projects Development and implementation of disaster management training program targeting on staff members of DOI, NBRO, DOM, districts, divisions and other concerned person(s) Evaluation and revision of district level Preparedness & Response Plan (*) <p>2.1 Effective utilization and maintenance of equipments such as automatic weather station (AWS) and other sensing tools installed by JICA</p> <p>2.2 The operation and the maintenance management manual are revised or are made according to the extracted problem.</p> <p>2.3 Execution of the training concerning analysis of state of the weather</p> <p>2.4 Formulation and trial of weather warning standard at regional level.</p> <p>2.5 Trial and improvement of short term weather forecast</p> <p>3.1 Execution of cost effective sediment disaster measure technique</p> <p>3.2 Formulation and execution of sediment disaster monitor and evaluation approach</p> <p>3.3 Formulation and trial of sediment disaster warning standard</p> <p>4.1 Development of rules on warning issuance and organization of information management trainings related to operation of early warning</p> <p>4.2 Execution of disaster information transmission training</p> <p>5.1 Enhancement of district capacity in pilot areas in managing the existing disaster management committees</p> <p>5.2 Implementation of community based disaster management promotion activities targeted districts in pilot areas</p> <p>5.3 Implementation of community based disaster management activities at district in pilot areas and additional pilot areas (*) (installation of simple water level sensor(s) and rain gauge(s), small scale preventative work, organization of evacuation training(s))</p>	<p>Inputs</p> <p>Japanese side</p> <ul style="list-style-type: none"> Long Term Expert (1) Project Leader / Policy Expert Team : (1) Disaster management (2) Community based disaster management (3) Meteorological forecasting (4) Landslide management (5) Urban development (6) Regulation planning (7) Regional Level Disaster Management Plan <p>Procurement of monitoring equipments (water level sensor, rain gauge, computers, etc)</p> <p>Counterpart training in Japan</p> <p>Overseas project supporting fund</p> <p>Sri Lanka side</p> <ul style="list-style-type: none"> Placement of counterparts Allocation of work station(s) for Japanese experts and counterparts Allocation and release of project management funds 	<p>Pre-condition</p> <p>No major change in policy</p>	
<p>Pilot Areas: Rathapura, Kalitara, Nuwara Eliya</p> <p>Additional Pilot Areas: Batticaloa, Mettala (*)</p>			

Minutes of Meeting
on
Joint Coordinating Committee
for
The Disaster Management Capacity Enhancement Project
Adaptable to Climate Change
(DiMCEP)

Colombo, 3 August 2012



Ms. S. M. Mohamed
Secretary
Ministry of Disaster
Management



Mr. Minoru ARAI
Project Leader
DiMCEP

Meeting Name: Joint Coordinating Committee (JCC) for the Disaster Management Capacity Enhancement Project Adaptable to Climate Change (DiMCEP)

Date and Time: July 16th, 2012, 10:00am – 12:00pm

Venue: Meeting Room, Disaster Management Centre
Vidya Mawatha, Colombo 07

Chairperson: Ms. S. M. Mohamed, Secretary, Ministry of Disaster Management

Participants: JCC members from relevant institutions (see Appendix 1)

Background and Objectives

In accordance with the Minutes of Meeting (hereinafter referred to as "M/M") for "the Disaster Management Capacity Enhancement Project Adaptable to Climate Change" (hereinafter referred to as "the Project") agreed upon between Ministry of Disaster Management (hereinafter referred to as "M/DM"), Ministry of Irrigation and Water Resources Management (hereinafter referred to as "M/IWRM") and Japan International Cooperation Agency (hereinafter referred to as "JICA") on 24 March 2010, the Project was officially commenced.

The objectives of this Joint Coordinating Committee (hereinafter referred to as "JCC") meeting were to explain, discuss and confirm the progress and work plan of the DiMCEP, and discussion on the proposals from JICA expert team.

Opening Remarks

The Secretary, M/DM welcomed the JCC members to the meeting, and appreciated the continuous assistance provided by JICA to the Disaster Management Sector. In order to share the progress of the project more frequently, it is suggested to conduct the JCC meeting quarterly.

Progress and Work Plan of the Project

Japanese Experts explained the progress and work plan for the project and they were generally agreed by the Sri Lankan side.

The followings are main points of the discussion.

Activity 1-1

- The progress of DiMCEP was confirmed in the discussion on the core groups of NDMCC. Although there are only three core groups at this moment, more groups can be proposed to discuss on the several issues.

- NDMCC should have a proper mechanism so that the meeting would be fruitful for participating organizations. Next meeting is scheduled to be held at the end of July with some proposals to be comprehensive meeting.

Activity 1-2

- The contribution of DiMCEP to the preparation of NEOP was confirmed.

Activity 1-3

- The analysis of disasters occurred in Sri Lanka was recognized as very important, and the reflection to the DMC annual report was confirmed and recommended to be continued ever year.

Activity 1-4

- Not only JICA but also other international organizations had worked on DIA (Disaster Impact Assessment) or similar projects. Therefore, it is necessary to clarify the difference and advantages of activities by each organization.

Output 2

- More attention to improve the meteorology forecasting to a higher level was necessary. It is highly expected by the agricultural and fishery sectors.

Output 3

- The technology transfer to NBRO should be conducted in the pilot project. Ministry of Disaster Management is going to submit the new proposal of NBRO to JICA for funding to the landslide mitigation projects. The objective of the pilot project should be clarified compared from the newly proposed project.

Community Activity

- The donation of cooking utensils to the community in the community activity at Batticaloa District seems duplicated with the donation by the Ministry of Disaster Management. The donation to the community should have been discussed and coordinated with Ministry of Disaster Management and Disaster Management Centre in order to avoid duplication.

Item 2: Discussion on Proposals by JICA Expert Team

Modification of Project Design Matrix on Activity 1-5

- The Japanese side proposed the modification of PDM on Activity 1-5. The Sri Lankan side agreed to the modification, and PDM (ver.4) was prepared. (Appendix 2)

Responsibility on Pilot Project on Landslide Mitigation for Output 3

- The Japanese side proposed that the Sri Lankan side takes the responsibility for implementation of the pilot project, and the Japanese side takes the responsibility for the technology transfer. The construction cost is covered by JICA, while necessary cost especially for operation and maintenance is expensed by Sri Lankan side.
- Basically the Sri Lankan side agreed on this proposal. And the Memorandum on Understanding shall be agreed by the Sri Lankan side and Japanese side.

Operation and maintenance cost for Intra-Governmental Network on Output 4

- The Japanese side explained that the operation and maintenance cost for the Intra-Government Network has to be covered by the Sri Lankan side after the end of DiMCEP.
- DG of DMC appreciated the support by DiMCEP on Intra-Government Network as a more reliable network in emergencies. And the DMC agreed to secure the budget for the system.

Handover of Equipments

- The Japanese side explained that some of the equipments utilized for the project activities will be handed over to the Sri Lankan side at the end of DiMCEP. Both sides agreed to take necessary actions as follow:
 - The Japanese side will inform the list of equipments and their purchased prices to the Sri Lankan side by the end of July, 2012; and
 - The Sri Lankan side will make sure they will secure the budget in 2013 for paying tax to accept all equipment

Other Discussions

- The following new projects were proposed to JICA. Their details will be discussed by JICA Sri Lanka Office and relevant organizations.
 - Trainer's Training for Search and Rescue
 - Disaster Risk Reduction in Education for school children in cooperation with Ministry of Education
 - Capacity enhancement project for DMC
 - Utilization and integration of newly installed equipments / systems for DOM
 - Integrated Landslide Mitigation Project

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List of Participants

Sri Lankan Side

Ministry of Disaster Management

Ms. S. M. Mohamad, Secretary, Ministry of Disaster Management

Disaster Management Centre

Major General Gamini Hettiarachchi (Retd), Director General, Disaster Management Centre

Mr. Sugath Dissanayake, Director, Education, Training & Public Awareness Division

Ms. Anoja Senevirathne, Assistant Director (Acting Director), Mitigation, Research and Development Division

Mr. J. M. A. R. Jayarathna, Assistant Director (Acting Director), Early Warning & Emergency Operations Division

Mr. S. M. S. P. Bandara, Assistant Director, Education, Training & Public Awareness Division

Department of Meteorology

Mr. D.J.A. Weerawardana, Director, (Meteorological services)

Mr. D.A. Jayasinghearachchi, Meteorologist in Charge

National Building Research Organization

Dr. Asiri Karunawardena, Director General, NBRO

Mr. R. M. S. Bandara, Head, Landslide Studies & Services Division

Ministry of Irrigation and Water Resources Management

(Eng.) Mr. R.M.W. Rathnayake, Director (Water Resources Planning-1)

Department of Irrigation

(Eng.) Mr. W. K.S. Wicramapala, Deputy Director, (EST)

Japanese Side

JICA Sri Lanka Office

Mr. Takuya Otsuka, Senior Representative

Mr. Tsuyoshi Hara, Representative

Mr. Hiroki Hashimoto, Assistant Representative

Japanese Experts

Mr. Minoru Arai, Project Leader

Mr. Yoshihiko Uchikura, Team Leader/Disaster Management Policy/Early Warning System

Ms. Azusa Okuno, Human Resource Development/Coordinator

Project Design Matrix (Ver.3-16th January 2012 Ver.4: 3rd August 2012)

Project name : Disaster Management Capacity Enhancement Project Adaptable to Climate Change
 Implementation Agency : Disaster Management Centre (DMC), Department of Meteorology (DOM), Department of Irrigation (DOI), National Building Research Organization (NBRO)


Duration : February 2010 to February 2013

Overall Goal	Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumption
<p>The disaster management model is disseminated.</p>	<p>1. Improvement of transmission speed and decrease of false report of disaster information which sent from disaster observation organization to districts, divisions and communities through Disaster Management Centre. 2. The disaster prevention activities and early warning alert are done in districts, divisions and communities using information which DMC transmitted.</p>	<p>1. Improvement of transmission speed and decrease of false report of disaster information which sent from disaster observation organization to districts, divisions and communities through Disaster Management Centre. 2. The disaster prevention activities and early warning alert are done in the pilot area using information which DMC transmitted.</p>	<p>• Project final report • Reports issued by DMC, technical and local level organizations • Project progress report • Reports issued by concerned organizations • Emergency response plan • Annual report of DMC • Reports issued by local level organizations • Training guideline, manual, and implementation report</p>	<p>• No major change in policy and organization • Adequate budget and human resources for concerned organizations • No rapid change of natural environment • Counterparts who acquired skills through the project are not transferred</p>
<p>Project Purpose A model for complete communication network in disaster observation, forecasting & community level activities including evacuation in the pilot areas are prepared.</p>	<p>1. Leadership and coordination capacity of DMC is strengthened.</p>	<p>1-1 Number of coordination meetings on disaster management organized and outputs from those meetings 1-2 Development of National Emergency Operation Plan 1-3 Increase of contents of the annual report about disaster analysis 1-4 Formulation and trial of system 1-5 Number of development and execution of disaster management training program 1-6 District level Preparedness & Response Plan is evaluated and revised. (*)</p>	<p>• Annual report of DMC • Reports issued by local level organizations • Training guideline, manual, and implementation report</p>	<p>• No major change in policy and organization • Adequate budget and human resources for concerned organizations • No rapid change of natural environment • Counterparts who acquired skills through the project are not transferred</p>
<p>Outputs</p>	<p>2. Analysis and monitoring capacity of DOM is enhanced.</p>	<p>2-1 The data acquired in AWS set up doesn't disappear. 2-2 Trial and improvement of short term forecasting (more than 2 days forecasting) 2-3 Trial of the warning standard at a regional level. 3-1 Cost effective sediment disaster measures technique is executed in one place or more by Sri Lankan side own. 3-2 The result of the execution of the landslide risk evaluation and the behavior analysis is brought together as a report.</p>	<p>• Emergency response plan • Annual report of DMC • Reports issued by local level organizations • Training guideline, manual, and implementation report</p>	<p>• No major change in policy and organization • Adequate budget and human resources for concerned organizations • No rapid change of natural environment • Counterparts who acquired skills through the project are not transferred</p>
<p>4. Disaster management information is regularly transferred.</p>	<p>5. Disaster management capacities of districts, divisions and communities in pilot areas are improved.</p>	<p>4-1 Warning is transmitted to the pilot area according to the warning official announcement rule. 4-2 Warning Transmission Trainings are executed one or more times in each pilot area. 5-1 Number of topics of coordination meetings on disaster management organized and outputs from those meetings 5-2 The hazard map is made by the guidance of the local government organization in the communities of pilot area. 5-3 Regularly evacuation trainings at the community level in the pilot area is executed by the guidance of the local government organization. 5-4 Countermeasures for priority issues in the additional pilot communities are implemented. (*)</p>	<p>• Annual report of DMC • Reports issued by local level organizations • Training guideline, manual, and implementation report</p>	<p>• No major change in policy and organization • Adequate budget and human resources for concerned organizations • No rapid change of natural environment • Counterparts who acquired skills through the project are not transferred</p>
<p>Activities</p>	<p>1.1 Enhancement of DMC capacity in facilitating effective functioning of the existing committees 1.2 Development of National Emergency Operation Plan 1.3 Improvement of DMC capacity to improve analytical approach in producing the performance report(s) 1.4 Formulation and trial of a system to assess and mitigate disasters that may be caused by development projects 1.5 Formulation and implementation of disaster management training program targeting on staff members of DMC, DOI, NBRO, DOM, districts-divisions and other concerned person(s) 1.6 Evaluation and revision of district level Preparedness & Response Plan (*)</p>	<p>1-1 Number of coordination meetings on disaster management organized and outputs from those meetings 1-2 Development of National Emergency Operation Plan 1-3 Increase of contents of the annual report about disaster analysis 1-4 Formulation and trial of system 1-5 Number of development and execution of disaster management training program 1-6 District level Preparedness & Response Plan is evaluated and revised. (*)</p>	<p>• Annual report of DMC • Reports issued by local level organizations • Training guideline, manual, and implementation report</p>	<p>• No major change in policy and organization • Adequate budget and human resources for concerned organizations • No rapid change of natural environment • Counterparts who acquired skills through the project are not transferred</p>
<p>2.1 Effective utilization and maintenance of equipments such as automatic weather station (AWS) and other sensing tools installed by JICA</p>	<p>2.2 The operation and the maintenance management manual are revised or are made according to the extracted problem. 2.3 Execution of the training concerning analysis of state of the weather 2.4 Formulation and trial of weather warning standard at regional level. 2.5 Trial and improvement of short term weather forecast 3.1 Execution of cost effective sediment disaster measure technique 3.2 Formulation and execution of sediment disaster monitor and evaluation approach 3.3 Formulation and trial of sediment disaster warning standard 4.1 Development of rules on warning issuance and organization of information management trainings related to operation of early warning</p>	<p>2-1 The data acquired in AWS set up doesn't disappear. 2-2 Trial and improvement of short term forecasting (more than 2 days forecasting) 2-3 Trial of the warning standard at a regional level. 3-1 Cost effective sediment disaster measures technique is executed in one place or more by Sri Lankan side own. 3-2 The result of the execution of the landslide risk evaluation and the behavior analysis is brought together as a report.</p>	<p>• Annual report of DMC • Reports issued by local level organizations • Training guideline, manual, and implementation report</p>	<p>• No major change in policy and organization • Adequate budget and human resources for concerned organizations • No rapid change of natural environment • Counterparts who acquired skills through the project are not transferred</p>
<p>4.2 Execution of disaster information transmission training</p>	<p>5.1 Enhancement of district capacity in pilot areas in managing the existing disaster management committees 5.2 Implementation of community based disaster management promotion activities targeted districts in pilot areas 5.3 Implementation of community based disaster management activities at district in pilot areas and additional pilot areas(*) (installation of simple water level sensor(s) and rain gauge(s), small scale preventative work, organization of evacuation training(s))</p>	<p>5-1 Number of topics of coordination meetings on disaster management organized and outputs from those meetings 5-2 The hazard map is made by the guidance of the local government organization in the communities of pilot area. 5-3 Regularly evacuation trainings at the community level in the pilot area is executed by the guidance of the local government organization. 5-4 Countermeasures for priority issues in the additional pilot communities are implemented. (*)</p>	<p>• Annual report of DMC • Reports issued by local level organizations • Training guideline, manual, and implementation report</p>	<p>• No major change in policy and organization • Adequate budget and human resources for concerned organizations • No rapid change of natural environment • Counterparts who acquired skills through the project are not transferred</p>
<p>Pilot Areas: Ratnapura, Kalutara, Nuwara Eliya</p>	<p>Additional Pilot Areas: Batticaloa, Matale (*)</p>	<p>5-1 Number of topics of coordination meetings on disaster management organized and outputs from those meetings 5-2 The hazard map is made by the guidance of the local government organization in the communities of pilot area. 5-3 Regularly evacuation trainings at the community level in the pilot area is executed by the guidance of the local government organization. 5-4 Countermeasures for priority issues in the additional pilot communities are implemented. (*)</p>	<p>• Annual report of DMC • Reports issued by local level organizations • Training guideline, manual, and implementation report</p>	<p>• No major change in policy and organization • Adequate budget and human resources for concerned organizations • No rapid change of natural environment • Counterparts who acquired skills through the project are not transferred</p>
<p>Japanese side</p>	<p>• Long Term Expert (1) Project Leader / Policy Expert Team : (1) Disaster management (2) Community based disaster management (3) Meteorological forecasting (4) Landslide management (5) Urban development (6) Regulation planning (7) Regional Level Disaster Management Plan</p>	<p>• Placement of counterparts • Allocation of work station(s) for Japanese experts and counterparts • Allocation and release of project management funds</p>	<p>• Project final report • Reports issued by DMC, technical and local level organizations • Project progress report • Reports issued by concerned organizations • Emergency response plan • Annual report of DMC • Reports issued by local level organizations • Training guideline, manual, and implementation report</p>	<p>• No major change in policy and organization • Adequate budget and human resources for concerned organizations • No rapid change of natural environment • Counterparts who acquired skills through the project are not transferred</p>
<p>Sri Lanka side</p>	<p>• Procurement of monitoring equipments (water level sensor, rain gauge, computers, etc) • Counterpart training in Japan • Overseas project supporting fund</p>	<p>• Placement of counterparts • Allocation of work station(s) for Japanese experts and counterparts • Allocation and release of project management funds</p>	<p>• Project final report • Reports issued by DMC, technical and local level organizations • Project progress report • Reports issued by concerned organizations • Emergency response plan • Annual report of DMC • Reports issued by local level organizations • Training guideline, manual, and implementation report</p>	<p>• No major change in policy and organization • Adequate budget and human resources for concerned organizations • No rapid change of natural environment • Counterparts who acquired skills through the project are not transferred</p>


Minutes of Meeting
on
Joint Coordinating Committee
for
The Disaster Management Capacity Enhancement Project
Adaptable to Climate Change
(DiMCEP)

Colombo, 11 October 2012

Ms. S. M. Mohamed
Secretary
Ministry of Disaster Management


for Secretary

Wasantha Samaraweera
Additional Secretary
Ministry of Disaster Management
Vidya Mawatha,
Colombo 07


Mr. Minoru Arai
Project Leader
DiMCEP

WITNESS


Mr. Harumi Ao
Chief Representative
JICA Sri Lanka Office

Meeting Name: Joint Coordinating Committee (JCC) for the Disaster Management Capacity Enhancement Project Adaptable to Climate Change (DiMCEP)

Date and Time: 11 October 2012, 9:30am – 11:00am

Venue: Meeting Room, Disaster Management Centre
Vidya Mawatha, Colombo 07

Chairperson: Ms. S. M. Mohamed, Secretary, Ministry of Disaster Management

Participants: JCC members from relevant institutions (see Appendix 1)

Background and Objectives

In accordance with the Minutes of Meeting (hereinafter referred to as "M/M") for "the Disaster Management Capacity Enhancement Project Adaptable to Climate Change" (hereinafter referred to as "the Project") agreed upon between Ministry of Disaster Management (hereinafter referred to as "M/DM"), Ministry of Irrigation and Water Resources Management (hereinafter referred to as "M/IWRM") and Japan International Cooperation Agency (hereinafter referred to as "JICA") on 24 March 2010, the Project was officially commenced.

The objectives of this Joint Coordinating Committee (hereinafter referred to as "JCC") meeting were to explain, discuss and confirm the progress of the DiMCEP during last three months and the result of the Terminal Evaluation Report.

Opening Remarks

The Secretary, M/DM welcomed the JCC members to the meeting, and appreciated the continuous assistance provided by JICA to the Disaster Management Sector. The expectations for support for the future project by JICA, and on-the job training with Japanese Experts were expressed.

The chief representative of JICA Sri Lanka Office expressed that the Disaster Management is important in the present world and will remain important in the future too.

Progress of the Project

Japanese Experts explained the progress of the project and they were generally agreed by the Sri Lankan side.

The followings are main points of the discussion.



Output 2

- Regional rainfall warning standard was proposed by DiMCEP and it will be trialed and improved by Department of Meteorology. The Secretary of M/DM pointed out the necessity to clarify the meaning of "Advisory" and "Warning" and the authorized agency to those warnings.

Output 4

- Information Transfer Exercise conducted on 2 October 2012 was explained by JICA Expert. The Secretary of M/DM pointed out the issues on the last mile communication during the actual situation. JICA Expert replied the difficulties of last mile communication and the necessity to continue the same kind of exercise for its improvement.

Terminal Evaluation Report

The senior representative of JICA Sri Lanka Office explained the Terminal Evaluation Report (see Appendix 2) and the contents of the report were generally agreed by the Sri Lankan side.

The followings are main points of the discussion.

- "Impact", one of the evaluation criteria, is evaluated as "fair" at page 22 in the report. However, as is shown in the page 26, the correct evaluation result is "fair to relatively high".
- The Secretary of M/DM expressed most of the recommendations in the report were agreeable, especially the shortage of resources. Most of the line agencies including DDMCU have their own issues on their resources. Because of the limitation of the budget provisions, the support to fill these gaps by JICA is expected. The chief representative of JICA Sri Lanka Office answered that some of the projects is being considered based on the official requests from Government of Sri Lanka .
- The chief representative of JICA Sri Lanka Office highlighted the importance of completion of NDMP and NEOP for the effective disaster management and support by JICA. The Secretary of M/DM replied that the revision of NDMP is expected to be approved at the NCDM to be convened in November 2012 and the completion of NEOP is expected at the National Safety Day on 26 December 2012.
- The Secretary of M/DM explained the Comprehensive Disaster Management Plan to be developed under the support of UNDP for the integrated approach for disaster management programs.



- The idea which had been discussed between GOSL and JICA at the time of Preparatory Survey on Flood Risk Management and Climate Change Adaptation in South-Western Sri Lanka to have a policy dialogue at ministerial or any other high level was taken up by JICA Sri Lanka Office. The Secretary of M/DM agreed to the idea and proposed to have it at the beginning of 2013 at earliest.

Other Discussion

- The Director General of DMC pointed out the issues such as the lack of staffs at DMC and DDMCU, the monitoring capacity of DMC, and the operational capacity of divisional level staff and Grama Niladhari. The proposed Comprehensive Disaster Management Plan will help to improve the program monitoring and other capacities under the Disaster Management Policy which will be finalized and approved by Hon. Minister of Disaster Management.
- The Secretary of M/DM stated the importance to incorporate ICT to Disaster Management, since Sri Lanka is planning to upgrade ICT extensively. And she also stated the importance to involve National Planning Department into Disaster Management, since it is a priority need to promote consideration of Disaster Management into national development programs.
- The collaboration with universities or academia on their study works and the collaboration with foreign Universities including Japanese Universities at any degree programs on Disaster Management were proposed by the Secretary of M/DM, since there is a necessity to share the works, to promote researches, and to build the capacity of related officers.



List of Participants

Sri Lankan Side

Ministry of Disaster Management

Ms. S. M. Mohamad, Secretary, Ministry of Disaster Management

Disaster Management Centre

Major General Gamini Hettiarachchi (Retd), Director General, Disaster Management Centre

Mr. Mr. N. P. Madawan Arachchi, Assistant Director, Preparedness Planning Division

Mr. S. M. S. P. Bandara, Assistant Director, Education, Training & Public Awareness Division

Mr. J. M. A. R. Jayarathna, Assistant Director (Acting Director), Early Warning & Emergency Operations Division

Department of Meteorology

Mr. D.J.A. Weerawardana, Director (Meteorological services)

Mr. D.A. Jayasinghearachchi, Meteorologist in Charge

National Building Research Organization

Mr. R. M. S. Bandara, Head, Landslide Research & Risk Management Division

Ministry of Irrigation and Water Resources Management

(Eng.) Mr. R.M.W. Rathnayake, Director (Water Resources Planning-1)

Department of Irrigation

(Eng.) Mr. W. K.S. Wicramapala, Deputy Director (EST)

Japanese Side

Embassy of Japan

Mr. Shuhei Takahashi, Second Secretary

JICA Sri Lanka Office

Mr. Harumi Ao, Chief Representative

Mr. Hiroyuki Abe, Senior Representative

Mr. Yosuke Saito, Representative

Ms. Kishani Thennakoon, Project Specialist

Japanese Experts

Mr. Minoru Arai, Project Leader

Mr. Yoshihiko Uchikura, Team Leader/Disaster Management Policy/Early Warning System

Mr. Satoru Tsukamoto, Sediment Disaster Countermeasures (Monitoring)

Mr. Chuji Yamamoto, Meteorological Forecasting

Joint Terminal Evaluation Report

On

**Disaster Management Capacity Enhancement Project
Adaptable to Climate Change**

In

Democratic Socialist Republic of Sri Lanka

Colombo

September 2012

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Annexes

Annex 1: Evaluation grid

Annex 2: Schedule of the terminal evaluation

Annex 3: PDM (Draft of Version 5)

Annex 4: Attendant list

List of Abbreviations

AWS	Automatic Weather Station
CD	Capacity Development
C/P	Counterpart
DDMCU	District Disaster Management Coordinating Unit
DIA	Disaster Impact Assessment
DMC	Disaster Management Center
ID	Department of Irrigation
DOM	Department of Meteorology
EWE	Early warning and evacuation
GOJ	Government of Japan
GOSL	Government of Sri Lanka
IGN	Intra-Government Network
INGO	International Non-Governmental Organization
JCC	Joint Coordination Committee
JICA	Japan International Cooperation Agency
M/M	Minutes of Meeting
m/m	man/month
NBRO	National Building Research Organization
NCDM	National Council for Disaster Management
NDMCC	National Disaster Management Coordination Committee
NDMP	National Disaster Management Plan
NEOP	National Emergency Operation Plan
NGO	Non-Governmental Organization
NWP	Numerical Weather Prediction
PDM	Project Design Matrix
PO	Plan of Operation
R/D	Record of Discussions
UNDP	United National Development Programme

1. Introduction

1.1 Objectives of the terminal evaluation

The joint terminal evaluation was conducted with the following objectives:

- (1) to verify and evaluate the outputs and achievements of the Disaster Management Capacity Enhancement Project Adaptable to Climate Change (the Project)
- (2) to provide recommendations on the project activities for the remaining period as well as after the project termination
- (3) to draw lessons learned for implementing similar projects in the future

1.2 Methodology

(1) Joint terminal evaluation

The Project was jointly evaluated by Sri Lankan and Japanese review teams. The review activities included report analysis and interviews with the project members. The review follows the Japan International Cooperation Agency (JICA) Guideline for Project Evaluation and is based on the five evaluation criteria: relevance, effectiveness, efficiency, impact and sustainability (see Annex 1: Evaluation grid). To ensure the quality of the terminal evaluation report, discussions between the Team and the concerned organizations namely DMC, NBRO, ID and DOM were held on 13th September 2012 (see : Annex 4: Attendant list). The report is going to be disseminated to the said organizations and the Ministry of Finance, GOSL.

(2) 5 Evaluation Criteria

- 1) Relevance: Relevance refers to the integrity and necessity; whether the project purpose meets the needs of the intended beneficiaries; whether it is consistent with Sri Lanka's policies, and Japan's aid policies; and whether the approach of the Project is appropriate.
- 2) Effectiveness: Effectiveness refers to the extent to which the project purpose has been achieved to benefit the beneficiaries and target area(s).
- 3) Efficiency: Efficiency refers mainly to the relationship between the costs and outputs; whether input resources have been utilized effectively or not.
- 4) Impact: Impact refers to the long-term effects and ripple effects brought by the project implementation; including the achievement level of the overall goal and unintended positive and negative effects.
- 5) Sustainability: Sustainability refers to the extent to which the achievements of the Project would be further continued or expanded after the completion of cooperation.

1.3 Members of the joint terminal evaluation team

(1) Sri Lankan team

Role in the team	Name	Position/Organization
Member	Ms. Chanderika	Assistant Director, Department of National Planning, Ministry of Finance and Planning
Member	Ms. Vaidehi	Assistant Director, Department of Project Management & Monitoring, Ministry of Finance and Planning

(2) Japanese team

Role in the team	Name	Position, Organization
Team Leader/ Disaster Management 1	Mr. Yusuke Amano	Senior Advisor to the Director General, Water Resources and Disaster Management Group, Global Environment Department, JICA
Planning/ Disaster Management 2	Mr. Kenji Tanaka	Deputy Assistance Director, Disaster Management Division 1, Water Resources and Disaster Management Group, Global Environment Department, JICA
Project Evaluation	Ms. Kinuko Mitani	Consultant, IC Net Limited

1.4 Schedule of the terminal evaluation

The joint terminal evaluation was conducted from August 30 to September 15, 2012. The detailed schedule of the evaluation is attached as Annex 2.

2. Outline of the Project

2.1 Background of the Project

After the Indian Ocean Tsunami Disaster in 2004, the Government of Sri Lanka (GOSL) requested the Government of Japan (GOJ) for technical assistance to enhance capacity of all concerned organizations related to disaster risk reduction. As the result of the request, a development study named “the Comprehensive Study on Disaster Management in Sri Lanka (the Study)¹” was conducted from October 2006 to March 2009 by GOSL with the support of JICA. In parallel to the Study, GOJ extended its support to establish communication network. The network is not only a tool to improve weather observation station, but also is expected to enhance the capacity of real-time monitoring and communication for early warning.

During the Study, series of activities related to capacity development (CD) such as

¹ The Study had four components such as 1) flood management planning in selected four river basins in south-western Sri Lanka, 2) early warning and evaluation system planning, 3) community based disaster management, and 4) capacity development (CD).

disaster risk reduction exercise, operation of monitoring and communication equipment were carried out. Yet the necessity of strengthening the acquired CD skills was identified by Sri Lankan side to secure sustainability of the skills developed.

Based on necessity addressed above, GOSL submitted a request for further assistance to strengthen the existing disaster risk management structure to the GOJ in 2008. In the response to the request, GOJ determined to provide its support to the Project, of which the duration is for three years - March 2010 to March 2012.

2.2 Project overview

2.2.1 Overall Goal²

The overall goal of the Project is to disseminate the disaster management model.

2.2.2 Project Purpose

The purpose of the Project is to prepare a model for complete communication network in disaster observation, forecasting and community level activities including evacuation in the pilot areas.

2.2.3 Outputs

There are five outputs. They are:

- (1) Leadership and coordination capacity of the Disaster Management Center (DMC) is strengthened.
- (2) Analysis and monitoring capacity of the Department of Meteorology (DOM) is enhanced.
- (3) Analysis and monitoring capacity of the National Building Research Organization (NBRO) is enhanced.
- (4) Disaster management information is regularly transferred.
- (5) Disaster management capacity of districts, divisions and communities in the pilot areas are improved.

2.2.4 Target groups

The target groups of the Project are mainly the staff members of DMC, DOM, the Department of Irrigation (ID) and NBRO at national level as well as regional level in particular in the pilot areas.

² The overall goal shall be achieved by efforts of Sri Lankan side in three to five years after the project termination.