

ANNEX 4.1

LIST OF ACRONYMS

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PAN CARIBBEAN DISASTER PREPAREDNESS AND PREVENTION PROJECT

CARICOM	- Caribbean Community
CIDA	- Canadian International Development Agency
ECOM	- East Caribbean Common Market (now OECS)
ECLA	- Economic Committee for Latin America
EDF	- European Development Fund
EEC	- European Economic Community
LRCS	- League of Red Cross Societies
OECS	- Organization of East Caribbean States (former ECOM)
PAHO/WHO	- Pan American Health Organization/World Health Organization
PCDPPP	- Pan Caribbean Disaster Preparedness and Prevention Project
SIDA	- Swedish International Development Authority
UN	- United Nations
UNDP	- United Nations Development Programme
UNEP	- United Nations Environment Programme
UNDRO	- Office of the United Nations Disaster Relief Co-ordinator
USAID/OFDA	- United States Agency for International Development/Office of U.S. Foreign Disaster Assistance

ANNEX 4.2

PAN CARIBBEAN DISASTER PREPAREDNESS AND PREVENTION PROJECT

REPORT TO THE MANAGEMENT COMMITTEE

**Port-au-Prince, Haiti
29 November 1982**

PAN CARIBBEAN DISASTER PREPAREDNESS AND PREVENTION PROJECT

REPORT TO THE MANAGEMENT COMMITTEE

Introduction

On November 11, 1981, the First Steering Committee Meeting of this Pan Caribbean Project was convened in Antigua. At that time the staff consisted of 5 advisors and a newly employed secretary. The full Team had only been together for a few weeks, and due to travel schedules, had been able to have only one planning meeting. The first step which was taken was the adoption of a work program, a tentative and uncertain general projection of what appeared to be needed and feasible.

And now, one year later, this tentative and uncertain effort is beginning to leave a mark of a path. With the possibility of a Caribbean institution assuming responsibility for the management and continuity of the Project, it is possible that this modest path can become a road of significant influence in the Region.

Although the beginning has been modest, nevertheless, a review of the activities and accomplishments of the past year, is encouraging.

I. Summary of 1982 Achievements

Listed below are some of the results of the Team efforts in 1982:

1. During 1982 every country in the Region has been visited at least once. And most of the countries have been visited several times by every member of the Team. Although some of these visits were for familiarization purposes, most were for specific technical cooperation.
2. Since January, 1982, 294 persons have participated in 23 seminars, workshops, or training programs which were sponsored or organized by the Project, co-sponsored by the Project, or to which the Project made a programmatic as well as financial contribution.
3. During 1982 the Project has provided technical cooperation to countries, in the following areas:
 - air crash safety
 - air crash simulation
 - air traffic control

- emergency communications
- public awareness
- disaster preparedness in school curriculum
- first aid
- mass casualty management
- water supply and environmental aspects of disaster management
- essential drugs for disasters
- hospital emergency plans
- vulnerability of structures
- meteorology
- comprehensive emergency management

In addition to technical cooperation provided by the Team members and paid consultants, significant assistance was provided by regional specialists who were not paid, but only given travel and per diem from the Project.

4. During 1982 the Project has prepared and distributed a number of posters, brochures, and pamphlets on preparedness, for use by organizations and committees throughout the Region. Listed below are the totals:

- posters (4) 10,000 copies
- pamphlets (2) 12,000 copies
- brochures (4) 8,000 copies

5. During 1982 the Project has provided audio visual material and equipment to the three countries in the Eastern Caribbean that have full-time coordinators, Barbados, St. Lucia and Dominica.

This equipment will be invaluable in enabling these coordinators to extend their preparedness campaigns to every community in their territory.

In Dominica the government has purchased a portable generator for the audio visual equipment, and has also provided a pick up for the coordinator's work, and has also purchased a second SSB radio for the coordinator.

6. During 1982 the Project has prepared and recorded for transmission 141 individual radio spots for 13 radio stations in 11 countries in the Region.

7. During 1982 the Project prepared a radio announcer's manual for use before, during, and after hurricanes. These are now being printed and will be given to radio stations throughout the Region.

8. From June 1-4, the Project conducted a region-wide "Hurricane Preparedness Week" with special emphasis on the Eastern Caribbean.

9. During the Summer of 1982, the Project sponsored 6 students from the University of the West Indies' Mass Communication Institute. Two each of these students were assigned to the National Emergency Committees in Antigua, St. Lucia and Montserrat. In each case, they prepared materials for use by the local committee.

10. Phase one of the Emergency Communications Network is almost complete. Bi-weekly tests are conducted in order to maintain a state of readiness. Phase II of the Network has been submitted to CIDA for funding.

II. Composition of the Team

The Team includes the following persons:

Paul BELL - Team Leader
Specialization - Administration and Disaster Preparedness
Employer - UNDRO

Dr. Wynante PATTERSON - Health Advisor
Specialization - Emergency Health Care and Public Health
Seconding Organization - Pan American Health Organization

Martin PERRET - Red Cross Specialist
Specialization - Disaster Preparedness and Red Cross Organization
Seconding Organization - League of Red Cross Societies

Leonard P. STEVENS - Meteorologist and Communications Advisor
Specialization - Weather Forecasting and Emergency Radio
Communications
Seconding Organization - British Development Division

Jurgen WEYAND - First Aid Advisor
Specialization - Training of First Aid Instructors
Seconding Organization - League of Red Cross Societies

Note: Mr. Weyand was based in Antigua until 31 July 1982. Since that time he has continued to provide assistance from LEAGUE Headquarters in Geneva.

Public Awareness Specialist, Mrs. Angela NEWELL, is on contract to prepare public awareness materials.

A St. Lucian Engineer/Planner, Mr. Leonard ST. HILL, has been contracted by UNDRO as the Project's Prevention Expert. He initiates his work on December 3.

A Dutch Sanitary Engineer is expected to join the Team early next year.

In addition to the regular Team, Miss Elizabeth TWINCH, Regional Field Officer of the British Red Cross, provides invaluable assistance in her work with the English-speaking Societies which are still linked to the British Red Cross.

III. Administration and Support Services

The Project now has a full-time Administrative Officer, who is responsible for most of the administrative and financial matters. This has freed the Team Leader of most of the details of administration and finance.

The Project now has three secretaries and a messenger, who provide optimum support service to the Team.

All previous problems of cash flow, replenishment, and procurement have been resolved, and there are no unresolved administrative issues.

Note: Detailed report on the following activities may be obtained on request: preparedness, health, emergency communications, Red Cross, public awareness and first aid.

ANNEX 4.3

CARICOM SECRETARIAT ADMINISTERED COMPONENT

CARICOM SECRETARIAT ADMINISTERED COMPONENT

PAN CARIBBEAN DISASTER PREPAREDNESS & PREVENTION PROJECT

Introduction

The Pan Caribbean Disaster Preparedness and Prevention Project is a regional project designed to assist governments to become better prepared for, and to protect their population against disasters and disaster threats. The Project was initiated by Caribbean governments and is supported by regional and international organizations, and other interested governments outside the Region. The Project has several major components which are administered by different organizations: project management and activities in Member States by CARICOM, preparedness and prevention by UNDRO, health preparedness by PAHO/WHO, and Red Cross Society preparedness and first aid by LRCS.

Scope

The component administered by the CARICOM Secretariat includes the overall management and coordination of the project and the promotion of disaster-related activities in all participating countries, as well as providing complementary technical cooperation to CARICOM Member Countries.

Specific Objectives

- (a) To ensure a coordinated multisectoral approach to meet the objectives of Phase II of the Project (see Comprehensive Project Description), with special emphasis on the use of local expertise and resources.
- (b) To promote and support the highest level of disaster awareness in the general public and among government officials of all participating countries, through appropriate use of educational techniques and mass media.
- (c) To support and complement, whenever necessary, the technical cooperation provided to CARICOM Member States by other components, especially through training activities.
- (d) To ensure that Phase II of the Project leads to the establishment of an appropriate permanent Caribbean Disaster Preparedness Organization, in accordance with the decision of the Council of Ministers of CARICOM.

CARICOM Commitment

The CARICOM Secretariat undertakes to ensure measures are taken to facilitate the attainment of these objectives and to stimulate Member Governments in the development and implementation of the proposed Project activities.

Technical Cooperation and Consultative Services

The overall project will be carried out by a Project Team of experts recruited as permanent staff for the duration of the Project, and assisted by a number of short-term consultants. Project activities will be supervised and coordinated by the Project Manager, recruited by CARICOM Secretariat, who will head the Project team. Preference will be given to utilizing the services of existing expert personnel employed by Member Governments. These will be individuals of known capability in various fields.

The utilization of Caribbean government personnel is a significant contribution made in kind by Member Governments. This will lead to the development of a regional pool of experts capable of responding to and coping with disasters when they occur.

Permanent Staff

For the duration of the Project, the Project Team will include, as permanent staff, specialists in disaster preparedness and relief coordination and disaster prevention, health, and sanitary engineering. The component administered by CARICOM Secretariat will include the services of the Project Manager (full-time), a Public Awareness Expert (full- or part-time, as appropriate and depending on available funding) and the general administrative support staff (administrator, secretaries and other general services staff as needed). UNDR0 and PAHO/WHO will provide funding for secretarial support of their respective expert(s).

Short-Term Consultants

The CARICOM Secretariat component may provide for a number of short-term experts who will carry out, not necessarily in all CARICOM countries, services of a specialized nature. The types of expertise listed, and the duration of the assignments of the short-term experts take into account studies and activities already carried out in the Caribbean and the existing knowledge of specific risks in the countries concerned. At this stage, it is anticipated that short-term consultants may be provided in the following fields: public awareness, telecommunications, emergency planning, emergency operations center management, hydrology, meteorology, geology, seismology, volcanology, economics, law, health, etc. Such consultants will be hired on an ad hoc basis for tasks which are clearly identified and

assigned to them by the Project Manager and the appropriate permanent Project staff member. Priority will be given to the utilization of Caribbean technical personnel. Close cooperation will be maintained with other projects, the implementation of which may impinge on the PCDPPP.

Description of Proposed Activities

In view of the urgency of promoting immediate preparedness and prevention measures at both the subregional and national levels, the Project will focus initially on consolidating efforts already made toward ensuring a prompt response of the countries--either individually or collectively--in future disaster situations. At a later stage, on longer term problems of disaster prevention and preparedness.

The Project Manager will ensure that priority is given by other agencies/components to:

- (a) continue to study, in close cooperation with the governments and agencies concerned, the situation within the subregion with respect to disaster preparedness and prevention, especially the results of Phase I of the Project. In particular, emphasis will be placed on studying the feasibility of establishing a permanent organization for disaster preparedness and relief at the Caribbean level and formulate recommendations for consideration by Member Governments on the location, source of funding, management staffing, date of establishment, and on any other related matter.
- (b) Disseminate information on disaster-related policies and programs from other countries which may be of interest and practical value to countries in the subregion.
- (c) Train personnel from the participating countries in various fields related to disaster preparedness such as the formulation and implementation of emergency plans, the setting up of warning and evacuation systems, etc.
- (d) Organize technical meetings and seminars for participants from the countries covered by the Project. These will be conducted by international experts in order to promote the exchange of information and experience on specific aspects of disaster preparedness and prevention.
- (e) Train personnel from the various countries in the longer-term aspects of disaster prevention (such as vulnerability analysis, land-use legislation, zoning laws, building codes enforcement and building techniques, public information, environmental management, etc.).

Although some of the activities listed above are largely the responsibility of other project components, the Project Manager will provide continuous guidance, supervision and, as deemed appropriate, occasional support through funding or co-funding of consultant services, training activities, contractual services, etc.

Technical Cooperation Activities

This component is intended to provide, on request from the CARICOM countries, technical cooperation and support to specific activities. To the extent that these activities may fall under a component administered by another executing agency, prior consultation with and approval by the relevant Project staff will be required in order to avoid duplication of effort among executing agencies. Among specific activities to be supported, special attention and priority will be given to:

- Development and application of building codes; in coordination with vulnerability studies of public utilities and emergency services, housing and shelter assessment, and a construction industry workshop (component administered by UNDRO).
- Public awareness and education; given the specificity of public education measures to local social and cultural features in the Caribbean, it is considered essential to develop a close cooperation between UNDRO and CARICOM Secretariat for joint implementation of this activity. This component will stimulate and coordinate the activities funded in part by the components administered by UNDRO, PAHO/WHO and others, as follows:
 - National level public education seminars should be significantly widened to include issues of common interests to professionals (physical planners, engineers, architects, housing officers, meteorologists, insurance brokers, seismologists, journalists, agriculturalists, social workers, etc.). It is suggested that seminars be organized at the (a) national and (b) regional levels. The national level seminars could focus on local disaster experience, the status of building enforcement, local criteria for selection of safe development sites, building standards in common usage, adequacy of emergency facilities and public utilities. The main objective of this national level activity is to promote disaster awareness in the professional group, extend the activity beyond the "Relief Committee" concept, and promote communication and interaction between disciplines. The national seminar, if well managed and monitored, could prove a useful source for an information network and contacts for both the PCDPFP and National Coordinators. It will furthermore give national disaster systems good exposure to a very influential audience.

- Regional seminars would deal with more complex issues and should bring together professionals working on related similar problems bearing on disasters as well as international experts in the topic. Health sector public education should develop (on a pilot and limited scale) simple disaster-related educational material to be disseminated by the health educators and other health professionals. This activity would aim to stimulate and support inclusion of disaster preparedness in the curricula of professional health schools (medical, public health, nursing, engineering schools and universities, etc.), lend assistance in the design of the course material to be used in these schools and provide training support and material to their libraries.
- In the area of information dissemination, CARICOM Secretariat will assist and support other components of the Project in the collection, compilation and distribution of technical documents related to preparedness, prevention, training and education, with the purpose of disseminating information and assisting national authorities in the development of documentation centers.

Training Activities

While the permanent Project staff working within the framework of other Project components will, in the course of their activities, have an important role in training the personnel of the cooperating agencies, the shortage of qualified staff in certain disaster-related fields may make it necessary to provide additional training support. The main purpose of such training will be to make it possible for nationals from the CARICOM countries to benefit from the knowledge and experience acquired by others during the implementation of the Project or as a result of other prevention and preparedness activities. To the extent that these activities may fall under a component administered by another executing agency, prior consultation with and approval by the relevant Project staff will be required in order to avoid duplication of effort among executing agencies. Training may consist of the following:

- (a) participation in disaster prevention and preparedness seminars and courses or support of such seminars and courses in cooperation with other international, regional or national bodies.
- (b) Training of personnel from CARICOM countries in disaster prevention and preparedness through their integration in the Project Team.
- (c) The organization, in cooperation with national or subregional institutes, of subregional seminars dealing, for instance, with:

- (i) the organization and coordination of disaster relief,
 - (ii) problems related to the prevention of, and preparedness for, disasters which may result from hurricanes, floods, land erosion, etc.,
 - (iii) prevention of, and preparedness for emergencies caused by disasters of seismic or volcanic origin.
- (d) Provision of fellowships for nationals of participating countries.

The participation of the Caribbean Development Bank, Member Governments and international agencies will be sought for these activities.

Supervision and Evaluation of the Project

The Project Manager will prepare, in collaboration with the respective permanent staff members, progress reports on all the activities undertaken by the Project components. The reports will be submitted to the CARICOM Secretariat in time for their presentation to the Project Management Committee meetings. The first such progress report will be prepared after approximately six months of implementation of the Project and thereafter at six-month intervals until the completion of the Project. The responsibility for submission of reports on the CARICOM Secretariat component to EEC rests with the CARICOM Secretariat.

Budget

The cost of this component is estimated at a minimum of US\$500,000 for the 21-month period.

The budget covers:

- (a) the cost of the Project Manager's post at a salary level comparable to other professional staff under his/her supervision and recruited by other agencies. This professional will be recruited by the CARICOM Secretariat following the EDF procedures for technical assistance in accordance with the Lome Convention.
- (b) Consultants and contractors to be selected by the Project Manager, following the EDF procedures for technical assistance in accordance with the Lome Convention, to offer their services in the technical areas mentioned in the Comprehensive Project Description and in particular in public awareness, a technical cooperation area falling under this component. Subject to funding availability, a part-time or full-time expert may be recruited for this purpose (public awareness), if required.

- (c) Travel and subsistence for the Project staff funded by this component and CARICOM Secretariat personnel travelling to CARICOM Member States on duty related to this Project.
- (d) Administrative support may include rental of office space, an administrator, secretarial assistance (two posts and overtime), small office equipment and supplies, telephone, telex and other administrative costs required for the support of the entire Project.
- (e) Training activities, such as courses, workshops, meetings, and fellowships organized or co-funded by the CARICOM Secretariat.
- (f) Equipment and supplies to support CARICOM Member States preparedness or relief activities, as determined by the Project Manager.
- (g) Miscellaneous items and contingencies to cover unexpected cost increases or unbudgeted elements required for the successful implementation of this program.

In addition to the funding provided by EEC, the CARICOM countries will contribute to servicing the missions carried out by the project staff and their training activities. This contribution in kind is estimated at, approximately, US\$50,000 for the duration of the project. CARICOM Secretariat staff contributions for the Administration of and technical support to the project is estimated to be approximately \$50,000 per year.

BUDGET

(in US\$ thousands)

	<u>1982</u>	<u>1983</u>	<u>Total</u>
1. Project Manager Costs	60 (9 months)	85 (12 months)	145
2. Consultants & Contractors (including travel-related costs) (approx. \$5,000 per month)	35 (7 months)	50 (10 months)	85
3. Travel and subsistence (Project and CARICOM staff)	20	30	50
4. Administrative Support	40	50	90
5. Training (courses, semi- nars, fellowships, etc.)	20	25	45
6. Equipment	5	5	10
7. Miscellaneous, contingency	30	45	75
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TOTAL	210	290	500