

Disaster Risk Reduction & Management



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Decoding Conversations: Compilation of the Syntheses of CODE-NGO's Communities of Practice Forums in 2014-2016

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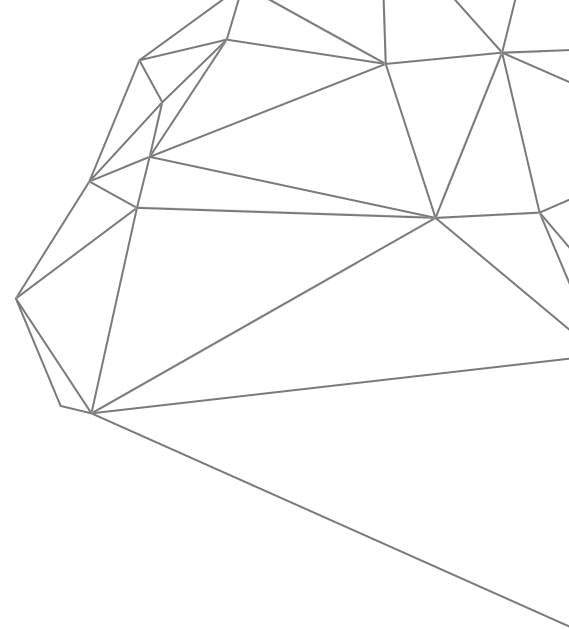


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INTRODUCTION

“Decoding Conversations” was an offshoot of the Strengthening the Capacity of Philippines CSOs Project, implemented by a consortium of civil society organizations (CSOs) to which the Caucus of Development NGO Networks (CODE-NGO) was a part of. The 3-year project led by Ayala Foundation and funded by USAID aimed to build the capacities of 120 CSOs for them to be more sustainable and accountable. Specifically, it covered organizational development (OD) interventions on Governance and Leadership Development, Planning and Strategic Management, Resource Mobilization and Development, Program Design, Implementation and Management, Monitoring and Evaluation (PDIMME), Financial Management and Administrative and Personnel Management.

Various modes of learning were utilized for capacity building: formal training, mentoring, peer-to-peer learning (through communities of practice via social media), internships and provision of templates. As the project’s technical partner for building a Community of Practice (CoP) among participating CSOs, CODE-NGO launched the ‘CSOCommunity’ site, an online community and discussion forum on organizational development issues confronting Philippine non-profits. The site was meant to allow exchanges on good practices, tips and techniques on OD matters for the participating CSOs of the project. In 2014, an online discussion on “Integrating Disaster Plans in the Local Government Unit (LGU) Budget” was conducted on the Facebook page of CODE-NGO (<https://www.facebook.com/caucusofdevelopmentngonetworks>). A resource person was invited to share his expertise on the topic and the discussion was summarized and shared through the CODE-NGO website, e-Newsletter and Facebook page.

The rich learning exchange among CSOs was continued the following year (2015). With the call to increase awareness and involvement on Disaster Risk Reduction initiatives among communities and CSOs, 2 online forums and 1 peer learning exchange were jointly conducted by the Advancing CSO Engagement in DRRM-CCA (ACED) and Citizens Monitoring of LGU Performance (CML) projects. Specifically, the topics were on: “Understanding the Hazard, Capacity, and Vulnerability Analysis (HCVA)”, “Office-based Contingency Planning”, and “Community-based Contingency Planning”. The resource persons were DRR experts from CODE-NGO member networks (MNs), Western Visayas Network of Social Development NGOs (WEVNET), Partnership of Philippine Support Service Agencies (PHILSSA) and Mindanao Coalition of Development NGO Networks (MINCODE). On average, there were 45 participants at each of the online forums and 25 participants at the face-to-face learning exchanges, coming from different regions and sectors in the Philippines.

To make better use of the syntheses of these online and face-to-face discussions, this compilation was pursued and in such a way that the reader can easily understand the development concepts and principles delved on in each topic by transforming the text to information graphics or infographics. To be abreast with the current communication trends and changing landscape of capturing an audience, it is good to explore and adopt more creative and innovative methods to process and share knowledge. May the 10 infographics presented here be able to help CSOs in one way or another as they strive to be more effective stewards of social development in the Philippines.

UNDERSTANDING THE HAZARD, CAPACITY AND VULNERABILITY ANALYSIS (HCVA)

Resource Person:
Jorge Ebay
Associate Professor of Community Development, UP Visayas

What is HCVA?

Hazard, Capacity and Vulnerability Analysis (HCVA) involves participatory analysis on hazards and threats at the community level. Since it is participatory, it provides people, especially the vulnerable groups, a window of opportunity to better understand their conditions and, more importantly, to take actions to improve the conditions.



1 WHY USE HCVA FOR STRATEGIC PLANNING IN THE COMMUNITIES?

HCVA is sensitive to local contexts, including diversity and differences in attitude and behavior.

Allows integration of DRR into our existing programs.

Includes hazard ranking or an analysis of prioritized hazards. This can be used to decide on the specific hazard for contingency planning.

Enables communities to prepare a well-defined and suitable community strategic plan by informing them about their hazards, vulnerabilities, and capacities in mitigating the impact of disasters.

BUT FIRST...

HOW CAN WE SAY IF A PLAN IS STRATEGIC?



A plan is strategic when the results of activities and policies relate optimally with each other and they all contribute towards the attainment of the shared over-all purpose.



A strategic plan does not only react to changes in the environment but it also changes the environment.

2 ADVANTAGES OF HCVA

HCVA is beneficial to the most vulnerable sectors in disasters, e.g. children, pregnant women, elderly and persons with disabilities because it integrates their needs in one assessment tool.

Given that HCVA is derived from various sectors and stakeholders in a locality, it allows us to develop a comprehensive and inclusive take on DRR.



3

IMPORTANT TIPS ON HELPING COMMUNITIES UNITE THEIR ASSESSMENTS INTO THE HCVA



Understand and immerse yourself with the "world views" of the communities.



Put important consideration and value on endogenous systems and indigenous knowledge.



Learn to unlearn during the process.



Conduct HCVA in a participatory manner. Use creative participatory tools such as maps, charts and diagrams.



Be flexible and ready to adjust to the uniqueness of local conditions.



Focus on community organizing. Find potential leaders and capacitate them.

4 FEATURES OF HCVA FIT FOR ISLAND BARANGAYS



HCVA is useful since we are an archipelagic nation.

In the context of small islands, we identified specific pathways to small island resiliency, and risk assessment is one of those pathways.

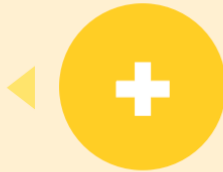
Since HCVA is a risk assessment tool, it is useful in understanding the unique vulnerabilities of small island communities, especially vulnerabilities related to isolation, especially during monsoon seasons.

Islands have its particular features so that would require specific strategies from one island to the next. Island towns are much poorer and its communities are thus even more vulnerable.

5 WHO SHOULD PUT THE HCVA TOGETHER



Citizens



Civil Society Organizations



Local Government Units

The community, CSOs, and LGUs in partnership should put this together. RA 10121 or the DRRM Act of 2010 states that both citizens and LGUs share responsibilities in DRR processes and activities.

The Department of Interior and Local Government (DILG) memorandum circular on "Mainstreaming Disaster Risk in Local Development Planning" requires Risk Assessment as input to the Community Development Plan (CDP).

Hence, it is the role of the Municipal Local Government Operations Officer (MLGOO) to ensure that the assessments are done and integrated in the local plans.

We need to be inclusive since there are a host of vulnerable groups whose perspectives and interests are frequently glossed over by the powers that be.

6

HOW TO USE HCVA IN HELPING COMMUNITIES PLAN STRATEGICALLY FOR DRRM



Enable communities to see and understand the sets of information that can be derived from the HCVA, and empower them to choose strategies that best suit their community.



The HCVA may be used to guide thinking on courses of action. In comparison with the SWOT analysis, capacities are “strengths”, vulnerabilities are “weaknesses”, hazards are “threats”, and recommendations are “opportunities.”



Identify capacity gaps under four (4) headings: Prevention, Mitigation, Survivability, and Community Readiness, and come up with recommended measures for each heading. A matrix that could be used as a basis for budgeting could be made through this.



To address funding limitations, partner communities could be encouraged to come up with livelihood projects that address their basic needs, especially those that are needed even when there is no disaster, such as potable water in island barangays.



At the local barangay setting, HCVA results should be integrated into their Barangay Development Plans, while at the municipal LGU level, it should be integrated into the LGU plans and programs.



INTENSIFY ADVOCACY WORK WITH THE LGUs

CSOs should take a proactive stance and present themselves to LGUs.



COORDINATE WITH THE MDRRMC (Municipal DRRM Council)

Put together the assessments of every barangay and make it the municipal HCVA through the Municipal DRRM Council.



ENCOURAGE LGUs TO ENABLE PARTICIPATION AMONG THEIR CONSTITUENTS

Advise LGUs to consult their constituents as to what plans tailor-fit the community needs, help them understand that the people are willing to work with them. Get LGUs to support capacity building of communities.



CONTINUOUS EMPOWERMENT OF THE PEOPLE FOR THEM TO PARTICIPATE IN THE PLANNING PROCESS

In many communities, the local DRRMCs are not institutionalized. In spite of this, this presents an opportunity for CSOs and other development-oriented organizations to help fill the gap.

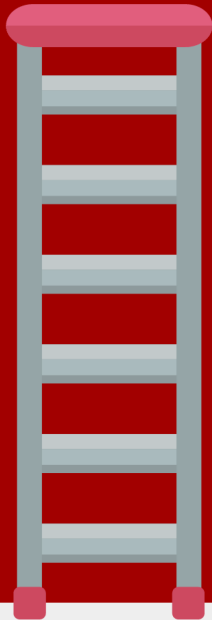


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HOW TO ACTIVELY ENGAGE THE GOVERNMENT ON HCVA



NEXT STEPS



1

Conduct face-to-face, small group discussions and online forums on HCVAs in island municipalities.

2

Check on a general manual that the NDRRMC (National DRRM Council) is developing (with the Centre for Disaster Preparedness).

3

The UP Visayas is developing a DRR/CCA Resource Hub to assist their partners and other stakeholders within the region.

4

Review the National DRRM Plan formulated by NDRRMC. This should be consistent with international agreements such as the Hyogo and the Sendai Framework of Actions for DRR, and should have considered lessons from the ground.

5

Planning and project proposal making for other basic needs (like livelihood) are competencies that we can impart to communities. A lot of mechanisms are available and accessible to local communities. If developing technical proposals are a hurdle, then UP Visayas can help them like San Joaquin and Tubungan who have been helped.

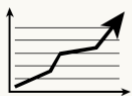
INTEGRATING DISASTER PLANS IN THE LOCAL GOVERNMENT UNIT (LGU) BUDGET

RESOURCE PERSON: Benedict O. Balderrama, National Coordinator
Partnership of Philippine Support Service Agencies (PHILSSA)

WHAT IS THE ANNUAL INVESTMENT PLAN (AIP)?



MOOE (Maintenance and Other Operating Expenses)



20% development fund



Funds for Gender and Development



The AIP or Annual Investment Program is an annual function of LGUs in allocating its resources.



Funds for Persons with Disabilities



Senior Citizens

How does this influence the local Disaster Risk Reduction & Management plan (LDRRMP) and other LGU plans?

- The AIP affects/influences the LDRRMP and other LGU plans like the 20% Development Fund utilization since ideally this will be derived from the prepared Comprehensive Development Plan (CDP) or the Executive-Legislative Agenda (ELA).
- DRRM must be integrated in the overall development plan and budgets of the LGU.
- The Local DRRM Council is mandated to come up with the DRRM plan with Climate Change Adaptation lens and to endorse it to the Sangguniang Bayan for approval.



Disaster Risk Reduction and Management Plan

HOW CAN CSOs PARTICIPATE IN DRRM PLANNING OF LGUs?



By engaging in the barangay or municipal level DRRM councils



By participating in the Comprehensive Land Use Plan formulation



By participating in other local special bodies and “local” engagement mechanisms/ processes in the LGU

What priority DRRM assessments must CSOs do in order to generate basic but meaningful proposals to its LGU?



The basic tool is the simple Vulnerability and Capacity Assessment (VCA) of risks that the community is exposed to. It is more effective if this is jointly conducted by the CSOs, LGU, and community leaders.



The community can say a lot of things on these especially if there is participation of the elderly folks who have seen the changes through time. The elderly folks can tell the community where the big creeks were decades ago, which are now blocked and covered by real estate developments. For example, there is a community in Talisay, Cebu which often gets flooded because the natural and traditional water paths have all been cemented.



Aside from the VCA, CSOs need to have a comprehensive poverty reduction and development agenda.



For land use planning, consider using geo-hazard maps.

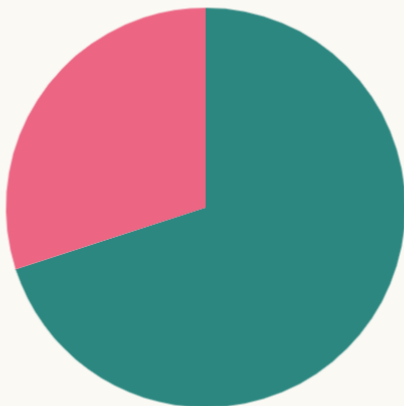
The best time for CSOs to engage the LGUs to include DRRM in AIP

- Basically, the LGU officials make its Executive-Legislative Agenda at the start of its new three-year term. Every year, budget formulation period is between August to October. Thus, CSOs should be actively participating in the LGU planning process from June to September. However, engagement should be year-round because it is all about relationship-building with LGU.
- To be able to sit in the Local Development Council, CSOs need to be accredited by the Sangguniang Bayan. Accreditation is whole-year round and membership to LDC is usually right after election.



What happens to the fund if there is no disaster?

RA 10121 provides that in the DRRM Fund (which is 5% of the total LGU budget), 70% may be used for preparedness activities and 30% for response.



Preparedness Activities

- training
- purchase of equipment
- disaster mapping and planning
- vulnerability assessment

■ Response (70%) ■ Preparedness Activities (30%)



Do all LGUs have a designated DRRM office?

Unfortunately, not all, even if there is a Department of Interior and Local Government (DILG) Memo mandating it. Financial constraint is one reason for some LGUs.

Is there a body that monitors if the DRRM budget is utilized according to the plan?

The DRRM Council and the CSOs can regularly monitor the DRRM budget. To ensure transparency and disclosure of DRRM fund utilization, we need to effectively engage local media. Statements of public expenditures should also be posted in public places in the community or the LGU's website.



Engaging Local Media is important in ensuring

TRANSPARENCY and DISCLOSURE of DRRM FUND UTILIZATION

Challenges/Difficulties in integrating DRRM plans in the LGU Budget



Integration and alignment of DRRM plans to overall LGU Development Plan



4th class and 5th class municipalities focus on infrastructure, support facilities, and basic services



Varying levels of support from LGU executives

Gaps in CSO Involvement for DRRM in the Philippines

Many DRRM Councils are still primarily composed of local government officials



WHAT WE CAN DO



Dialogues between the NDRRM Council and DILG to facilitate CSO Participation in DRRM Councils



CSOs should always advocate to the LGU and strengthen partnership through capacity building

Fastest and Strategic Ways for CSOs to Engage LGUs for DRRM Integration in the AIP



Enhance CSO capacities in planning and budgeting vis-a-vis DRR Climate Change Adaptation and poverty reduction at the local level



Co-develop DRR programs with LGU



CSOs should create and maintain good relationship with LGUs



Continuous visibility and engagement of CSOs in all DRRM activities of the LGU



Starting engagement for DRRM at the barangay level

CASE STUDY



MARINDUQUE

The Marinduque Council for Environmental Concerns (MACEC) has institutionalized the integration of its DRRM plans from barangay to municipal and up to the provincial levels. Another is the Municipality of San Francisco, Camotes Island in Cebu where they came up with Municipal DRRM plan with children's participation.

OFFICE-BASED Contingency Planning

Resource Person: Benedict Balderrama
Executive Director, Partnership of Philippine Support Service Agencies

What comprises the contingency plan?



HAZARDS

Physical condition of the office

Possible sources of fire hazards:

Electrical wirings

Areas where papers are stored

Stove in the office



CAPACITIES

Swimming

Life-saving skills

Monitoring blood pressure (BP)

Other skills that may be useful in times of calamities



VULNERABILITIES

A medicine/health kit should be prepared to address specific emergency health needs of employees

Tips on planning for hazards

- ! Note your needs in every aspect. If you don't have an emergency fund, invest on the things you need little by little. Be clear on what you need to do to know the necessary equipment and training that go with it.
- ! There are a lot of materials on the Internet on office-based contingency plan or what to do in emergencies. Refer to these and adjust to your office situations, e.g. how to exit from the third floor during an earthquake, etc. Be creative in collecting and improvising tools and equipment you will need to complete your emergency kit (e.g. hard hat, axe, rope, blood pressure monitor, etc.) No need to buy all of them at the same time. You can bring to office stuff that you no longer need at home. Eventually, your office emergency kit will be completed.
- ! Maximize training opportunities. For example, the staff can attend the Rescue Training organized by a project funder in a community.
- ! Allot time to do your contingency plan. Review your Operations Manual and include contingency planning in it.
- ! From experience, community and family preparedness are practical and useable especially for beneficiaries and partners.

KEY OFFICE HAZARDS



Fire



Earthquake



Flooding

CONTENTS OF AN EMERGENCY KIT



PERSONAL



First Aid Kit



Food



Clothes



Bag



Whistle



Flashlight



Swiss Knife



Drinking Water



Blanket



Jacket

OFFICE



Life jacket



Rope



Ax



Big knife



Hammer



Radio



Emergency light/Solar lantern



Fire extinguisher



Ladder



Hard hat

More tips

- ✓ Free the fire exits. Don't use them as storage areas.
- ✓ Consider all scenarios in the office and in your daily operations.
- ✓ Have a minimum protocol during emergencies.
- ✓ Secure your family first. Prepare your family emergency protocol as well. E.g. at the very least, agree with your family members where you will meet right after a disaster hits home and you are out of the house.
- ✓ Organize evacuation drills – at least one announced and one unannounced every year.
- ✓ Know the evacuation center, police station, fire station and hospital nearest your office and post their telephone numbers at conspicuous places in the office.
- ✓ Assign a person who can assess if the situation in the office is safe or not for work after a disaster. The person will advise the head of office to either call off or resume work as needed.
- ✓ Assign a person to check on the whereabouts of all employees after a disaster. Set up a system by which each employee will report to this person of his or her status.
- ✓ Have a buddy system among employees. The buddies will look after each other in times of emergencies.
- ✓ For organizations working with children, know how to lead them during disasters.
- ✓ If you are moving offices, revisit your contingency plan after you have moved to adjust your protocols to the new situation.
- ✓ Back-up important files (copies of reports and original files). It is advisable to save a duplicate in an external hard disk and keep it offsite. Tag files in the office (e.g., finance, programs, management) and who is in-charge of each.
- ✓ Aim for your office to start functioning after 3 days. You can keep a skeletal force among your personnel to ensure that basic office functions resume, but keeping the safety and security of your personnel as your topmost concern.

COMMUNITY-BASED CONTINGENCY PLANNING

Resource Person: Agnes Bolaños
Executive Director, Agri-Aqua Development Coalition



WHAT IS A CONTINGENCY PLAN?

Contingency planning in Disaster Risk Reduction (DRR) is the process of establishing disaster response arrangements in advance so that these are timely, effective and appropriate in the event that a disaster strikes.

Characteristics of the Contingency Plan



Hazard specific



Produced in advance of an emergency



Simple, short and can be easily understood



Developed by BDRRMC (Barangay DRRM Council), volunteers, and community members



Developed at least in coordination with the MDRRMC (Municipal DRRM Council)



Shared with all the members of the community

BARANGAY DRRM PLAN VS. COMMUNITY CONTINGENCY PLAN



BDRRM Plan, unlike CP, does not define the roles of the community in times of calamities.



BDRRM Plan is more comprehensive because it is not limited to specific hazards.

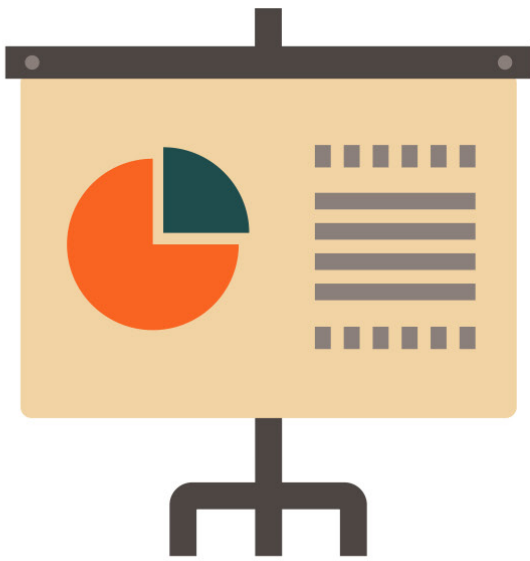


BDRRM Plan and CP should be integrated in the barangay development plan and annual investment plan.

STEPS IN CONTINGENCY PLANNING



- 1 Identify and invite the participants. Conduct a CP workshop and determine future workshops/meetings and other activities to complete the plan and set the schedule for these.
- 2 Retrieve, review, update and consolidate the results of the community risk assessment (CRA).
- 3 Form a task force or working groups to polish the different parts of the CP (Hazards, Capacities, Vulnerabilities).
- 4 Organize meetings to discuss the draft CP; validate (with community and local councils), consolidate all feedback from the community, and revise accordingly.
- 5 Submit the revised CP to the Barangay Development Council (BDC) for further review and enhancement.
- 6 Conduct public information activities to all members of the community so that they will be aware of the CP, its contents, and what they will do before, during and after emergency situations.



- 7 Encourage community members to provide feedback and suggestions to improve the CP.
- 8 Prepare and conduct community drills to test if specific parts of the CP like early warning system and evacuation plan work.
- 9 Revise the CP based on lessons learned from the drill.
- 10 Present the CP to the BDC for their approval and formal adoption. The BDC is expected to issue a resolution formally stating the approval, fund allocation and integration of DRR activities in the Barangay Development Plan, Barangay Investment Plan and Barangay Budget.
- 11 Formally integrate also in the Municipal Development Plan for funding allocation, sustainability, good communication and coordination between municipal and barangay authorities.
- 12 Review the CP annually and revise accordingly.

WHO SHOULD START THE CP PROCESS?



INITIATORS



SUPPORTERS



How do we make an effective CP knowing that the actual emergency situation may be far different from what we would plan for?



We can do that by conducting a comprehensive situational analysis, including worst case scenario building.



We usually pattern the CP after the worst case scenario considering the existing vulnerabilities and capacities of the area we are working on. For example, for earthquakes, we pattern it after the Indian Ocean earthquake or the Bohol earthquake because they represent the common situation in our communities. We do not pattern it after Japan earthquakes for obvious reasons.

How do we manage inputs from the community?

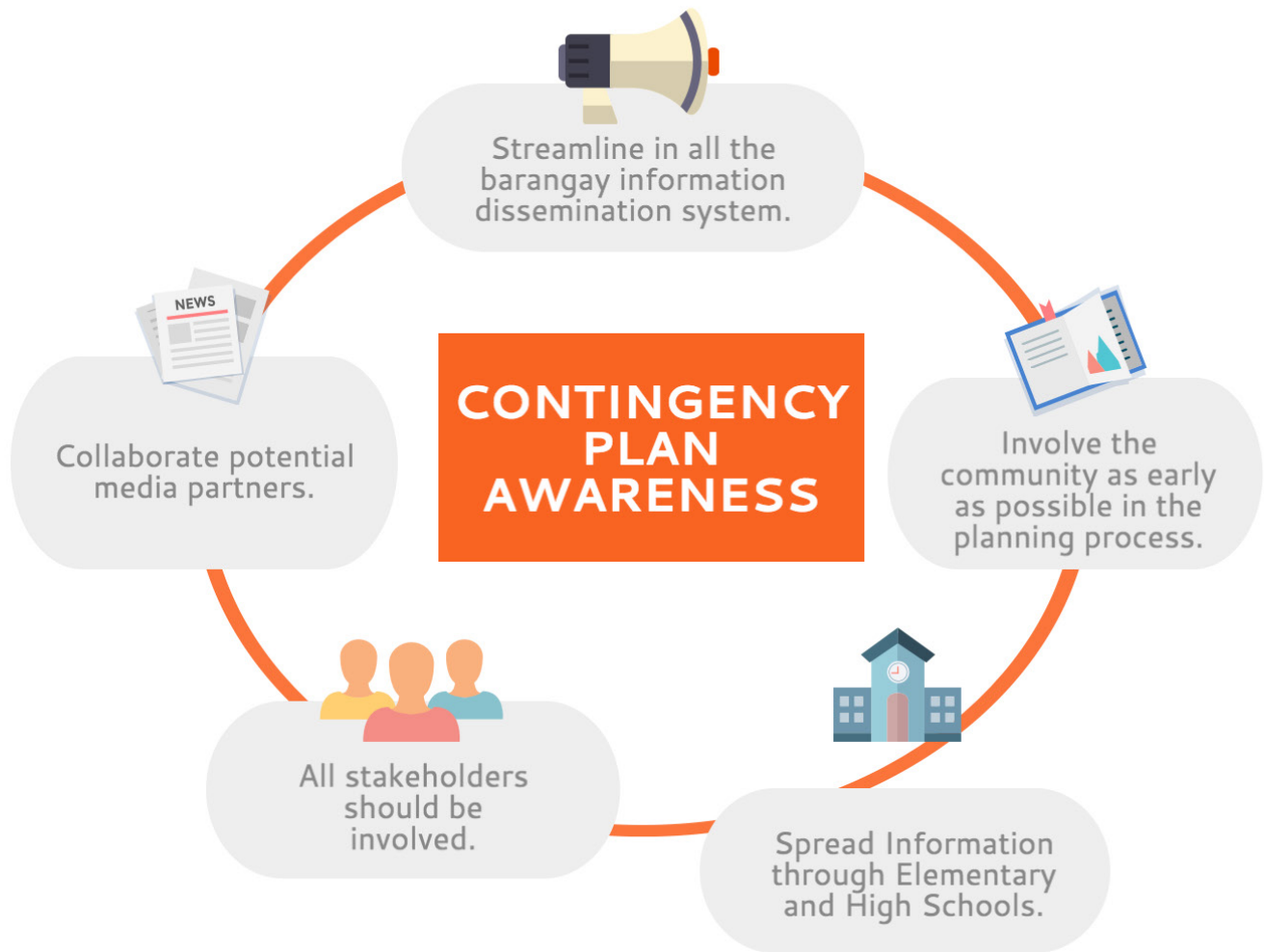


Identify key participants for the contingency planning process. Number usually ranges from 30-40 participants.

Invite sectoral representatives as key informants: IP, women, youth, church, leaders, etc.

Don't cut the number of stakeholders who would like to participate; however, we do limit the representation of each stakeholder as they can easily overpower the smaller groups, example, we give each stakeholder maximum of 3 seats. The key stakeholders can also be made to agree on the composition of the group to undertake the contingency planning process.

HOW DO WE SPREAD AWARENESS ABOUT THE PLAN?



Challenges Encountered and Solutions in Community Contingency Planning

CHALLENGES

Lack of plans of the participants and initiators.

The LGU does not want the community to find out that they are not prepared.

The community feels there are no threats in their community because they have not experienced any disaster before.

They lack the technical capacity to facilitate.

SOLUTIONS

Make sure that before we help our communities make plans, we should have our own.

Explain to the LGU that this is one step in building their capacity.

Use recent, unexpected typhoons in other locations as examples.

Invite DRRM experts or champions who can help the LGUs and communities.

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