

FUNDING PROPOSAL
for
DISASTER PREPAREDNESS & AWARENESS PROGRAMMES, EXERCISES
AND DISASTER MANAGEMENT TRAINING

Submitted by:

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Project Title : ***DISASTER PREPAREDNESS AWARENESSS AND
TRAINING for NATIONAL, DIVISIONAL, COMMUNITY,
and VILLAGE LEVELS***

Training and awareness programmes for all communities in terms of disaster preparedness. Provide basic tools and mechanisms for mitigation, response and recovery for people to be more resilient to the effects of disasters.

April 2011

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1.0 Summary of Proposal

- 1.1 The National Disaster Management Office set up a Training, Education and Awareness Programme for 2011 in its Business Plan attached as Appendix 1. The aim of the programme is to provide recipients of the programme activities with disaster risk management knowledge and tools through training courses, community education on traditional food security programmes, and training for Roko Tuis and Turaga-ni-koros to conduct Initial Damage Assessments [IDA] following disaster events. Part of the programme also includes exercises for the Districts that have developed their Standard Operating Procedures [SOPs] for response and to test the efficiency of the Early Warning Systems that have been installed in some Districts.
- 1.2 The project includes:
- Training for Roko Tuis, Turaga-ni-koros and Advisory Councillors on damage assessment including the “how to” to complete the standardised IDA Forms approved by Cabinet and the National Disaster Management Council;
 - Coordinate community based exercises on Early Warning Systems;
 - Enable Divisional and District Offices to prepare and test their SOPs;
 - Training for more civil servants in disaster management plans, programmes and procedures;
 - Preparation of training and other support materials for the delivery of these programmes;
 - Preparation of display materials, information material, flyers, etc on disaster preparedness measures in support of public awareness programmes/campaigns.
- 1.3 Expected outcome of the training programmes for 2011 is to reach all Roko Tuis and Turaga-ni-koros in the fourteen provinces and over 150 persons within government and non-government organizations.
- 1.4 The training programme covers the following: -
- Introduction to Disaster Management [IDM] for central, eastern, western and northern divisions
 - Initial Damage Assessments [IDA] for all fourteen provinces
 - Emergency Operations Centre [EOC] – an in-house training for NEOC key management personnel
 - Drills and exercises [targeting Ba and central or northern division]
 - Food security awareness programme for all fourteen provinces.
- 1.5 The National Disaster Management look to cover all the costs of these

programmes through the AusAID Grant. We are requesting support from the AUSAID grants for the costs of coordination and implementation of the activities specified within this programme proposal.

2.0 Background of Training, Education, Exercises and Awareness Programmes

- 2.1 The National Disaster Management Office has been coordinating Disaster Management training [IDA, IDM, EOC, ExMan, TFI] through the support of The Asia Foundation (TAF) and SOPAC over past 14 years. These courses were fully funded by TAF in collaboration with SOPAC. The NDMO provided logistics and administrative support. Courses were conducted at all levels: National, Divisional and District. More than one thousand participants from government, Red Cross and non-government organizations in Fiji have gone through these courses. However, due to staff turnover in the service and within the NGOs, these trainings need to be ongoing to ensure we have trained and qualified personal in the field of disaster management.
- 2.2 NDMO has been allocated a small budget to coordinate other training as and when required for communities. Over the last 3 years, our allocation of funds for Awareness Programmes has been withdrawn by the government. During 2009 and 2010, NDMO depended on funding and support from TAF and SOPAC. With the increase in requests and need to take disaster management training, information and assessment processes down to the provincial and community levels additional resources including financial support [for materials, catering, trainers, etc] is required. The training programme for the 2011 will only be completed through funds from donor agencies such as AusAID. Details of the proposed training programme is attached in Appendix 2.
- 2.3 The first IDM for 2011 for municipalities in the central/eastern division was completed in January with municipalities and other sectors covering their expenses to attend, as NDMO had no funding to support attendance to the course. The cost of materials and catering was supported by TAF and SOPAC.

3.0 Overview

- 3.1 The intention of NDMO is to see that all 1171 villages have Disaster Management Plans by end of 2012 and each village is self-reliant with food during and after an event through the food security programme. It is also envisaged this approach will assist with the reduction of costs to government and reduce loss of lives during disaster events. As well, there is need to ensure that homes/structures built through the rehabilitation programme will withstand cyclones. These things will only be possible through increased awareness and education, which

in the end requires funding and capable personal to train and educate communities.

3.2 This will be possible through:

- Developing more educators and trained trainers
- Including religious community leadership in the trainings
- Including health personal and social workers
- Involving municipalities
- Commitment of District Officers with understanding and knowledge
- Involving non – government organizations

3.3 This request for the funding assistance from AUSAID is based on your emphasis for education and training in the field of disaster management. Each of the trainings and courses conducted will be between 2 to 5 days involving up to 28 participants per course from the organizations identified in 4.2 alongside government officers. All the participants that successfully complete the course will be recognized with a certificate of completion.

4.0 Objectives of the Programme

4.1 The overall vision of the NDMO is to have knowledgeable, well prepared, resilient communities. This will be achieved through:

- Involving communities in disaster awareness programmes;
- Ensuring they have access to public awareness materials and programmes (i.e. through TV, radio, etc);
- Conducting training and assisting communities with information and materials on disaster preparedness, disaster management and risk reduction initiatives;
- Preparing cost-effective and family-friendly approaches to communities through District Officers, Roko Tuis, Turaga-ni-koros, Advisory Councillors and community workers.

5.0 Planned activity outputs through to 30th June 2011

5.1 The planned outputs for the period ending June 30th, 2011 are:

- 4 x IDM training courses (3 days each)
- 1 x IDA training for Roko Tuis (2 days)
- IDM for the civil service [senior-level management]
- IDAs for the Turaga-ni-koros in the 14 provinces
- Production of participants workbooks and instructor manuals [all courses @ max 28 ppts per group]
- Trained facilitators/instructors drawn from other partner organizations
- Conduct of exercises/drills (Ba and one other to be advised)

- Budget estimate attached as basis of request for grant funds.

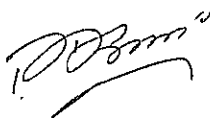
6.0 Budget (Appendix 3)

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|---|----------------------|
| Material Development and production | \$10,000.00 |
| Course Coordination | \$45,000.00 |
| Training Supplies | \$10,000.00 |
| Training sessions logistics | \$10,000.00 |
| Facilitators from other organizations | \$5,000.00 |
| Awareness materials production for public | \$15,000.00 |
| Additional staff costs | \$5,000.00 |
| Exercises/drills | \$20,000.00 |
| Display Charts (EOC) | \$5,000.00 |
| Directories | \$57,333.47 |
| Total | F\$182,333.47 |

7.0 Conclusion

- NDMO requests funding assistance from AUSAID for the training components identified above;
- The programme is aimed at disaster preparedness, disaster management and risk reduction;
- Training, education & awareness for the public is NDMOs core function;
- NDMO is placing emphasis on developing more resource persons/facilitators to train and educate right down to the community level;
- NDMO has entered into a partnership with Ministry of i-Taukei Affairs for a training programme in damage assessment (IDA) and food security programmes;
- NDMO will operate funds through a cheque account at BSP. The monitoring and control of funds will be done by the Accounts section of the Ministry of Provincial Development, National Disaster Management & Sugar;
- Acquittals will be submitted at the end of the financial year.

NDMO looks forward for your kind assistance and continued support.



[P. Dobui]
Director

National Disaster Management Office [NDMO]
April 2011



Phone 324 3000
Ref: CSC/TIN#60-67499-0-1 /OPS
Date: 05-APR-2011

NATIONAL DISASTER MANAGEMENT OFFICE
PO BOX 2219,
GOVT BLDG
SUVA

Dear Sir/Madam

NEW TAXPAYER REGISTRATION



Your application dated 05-APR-2011 to register as a taxpayer has been processed and your Tax Identification Number (TIN) is : 60-67499-0-1

Please remember to quote this number in all future dealings with the Inland Revenue Services or at any FIRCA Office.

Any further queries regarding the above should be directed to the Customer Service Center at Nasese Complex, Building 1, Ground Floor or telephone on 3243000.

Yours Faithfully

for Chief Executive Officer
Fiji Islands Revenue & Customs Authority



NATIONAL DISASTER MANAGEMENT OFFICE

BUSINESS PLAN 2011

'BUILDING THE NATIONAL RESILIENCE TO DISASTERS'

NATIONAL DISASTER MANAGEMENT OFFICE
Risk Management & Research Unit Business Plan 2011

| <i>OUTPUT</i> | <i>SUB-OUTPUTS</i> | <i>STRATEGY</i> | <i>PERFORMANCE INDICATORS/TARGET S</i> | <i>RESPONSIBILITY/T IMELINE</i> | <i>ACHIEVEMENTS</i> | <i>REMARKS</i> |
|--|--|---|--|--|----------------------------|-----------------------|
| 1. Governance Organizational Policy and Decision Making Framework | 1. Effective and improved Disaster management Policy. | <ol style="list-style-type: none"> 1. Conduct quality research on hazards & impacts on Fiji development. 2. Compile research findings and develop policy papers. 3. Convene Steering Committee Meetings <p>- Suva Earthquake Risk Management Committee (SERMP)</p> | <ol style="list-style-type: none"> 2 research papers every quarter. 1 annual disaster report every year. | <ul style="list-style-type: none"> Tsunami Warning Comms Network(Suva Peninsula/ Lamt) Progress Funding Installation of Siren Progress on <p>Meeting to be held on every last Thursday of second month commencing April</p> | | |

National Disaster Management Office Business Plan 2011

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|--|---|--|---|--|--|
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| | | <ul style="list-style-type: none"> Billboards –Suva City Council Progress of Building Code Progress Relocation of NFA | | | |
| | <ul style="list-style-type: none"> Tsunami Steering Committee | <ul style="list-style-type: none"> Progress in Tsunami Response Plan | | | |
| | <ul style="list-style-type: none"> Drought Steering Committee <p>Consultation with relevant agencies on technological, meteorological and hydrological risk.</p> | <ul style="list-style-type: none"> Progress in Drought Response Plan | <p>1st Meeting-12th May, Workshop: 18-19th August, Finalising of Drought Response Plan , 10-11th November</p> | | |