

<p>2. Mainstreaming Disaster Risk Reduction (DRR) using CHARM.</p>	<p>Reduce impacts of hazards. Reduce the risks & vulnerabilities in all development process.</p>	<p>Consultation with SOPAC about hiring CHARM Consultant.</p>	<p>Identify key stakeholder</p>
<p>1. Identify and implement Effective risk reduction projects.</p>	<p>Flood Early Warning System Progress on the three (3) Flood Early Warning System</p>	<p>Convene Stakeholders Meeting.</p>	<p>Develop Term of References (TOR).for CHARM</p>

<p>3. Disaster Management Information System</p> <p>Improve resourceful and credible data & Information System</p>	<p>Develop Disaster Insurance</p> <p>Develop Policy Framework and Concept Paper</p> <ol style="list-style-type: none"> 1. Develop Database System. 2. Develop Website. 3. Develop GIS mapping on all hazards 4. Collect/col late data. 	<p>Check on the progress of the Paper with Ministry of Finance</p> <p>Follow up on working group identified during the DMS workshop</p> <p>Liaise with ITC</p> <p>Consult with ministries department</p>
<p>Up to date Library Records</p>	<p>2. Maintain and update Library Resources Materials</p>	<ol style="list-style-type: none"> 1. Purchase sound periodicals/books/publications. 2. Maintain and update library records.

**Emergency Planning and Co-ordination Unit
Business Plan 2011**

TARGETED OUTCOME/OUT PUT [NDMO]	STRATEGIES	OUTPUT [SECTION]	OUTPUT PERFORMANCE MEASURES/TARGETS	RESPONSIBLE OFFICER
1. Emergency Planning	Effective Planning, Response & Recovery	1. a. Well maintained effective HF Radios for 27 stations (23 districts & 4 Divisions). b. Complete installation of new radios for Divisional/District vehicles.	a. Work in progress – to be completed by 31 st March 2011.	► NDMO ► ELCOM ► Fiji Navy
2. Complete Communication Procedures Training (skilled communication operators).		a. Budget Submission and approval for the training.	► NDMO ► Fiji Navy ► Divisional Commissioners	
3. Review Status of Evacuation Centres.		b. CPT Training in the four divisions 30/06/2011.	► Provincial Administrators ► District Officers	
4. Upgrading & Maintenance of NEOC.		a. Conduct of field inspections to divisions and districts. b. Submission of inspection reports c. Audit of evacuation centers 30/06/2011.	► NDMO ► Commissioners/Pas/Dos ► Director Operations ► Fiji Police	
5. Upgrading & Maintenance of		a. Review of costing and budget in 2010. b. Outsourcing fund. c. Engagement of a contractor by 30/06/11.	► NDMO, SOPAC, MANAGER FINANCE	► NDMO & SOPAC

		divisional & District EOC's	
	6.Maintenance of all Divisional & Districts Generators.		► NDMO,DEPT.OF PUBLIC WORKS
	7.Strengthened communication links during emergency	a. Implement the findings of the 2010 review reports by 31/12/11.	► NDMO,SOPAC,RED CROSS,UNDP,UNOCHA,FCOSS,LINE MINISTRIES,MINISTRY OF DEFENCE & I TAUKEI AFFAIRS
	8.Reduce Underlying Risk Factors	a. Consultation meeting at Divisional and District level. b. Prepare and submit budget.	► NDMO,SOCIAL WELFARE, TOWN & COUNTRY PLANNING
Output 2	9.Mainstreaming School Disaster Safety Initiatives into the National Development Program.	a. Compile database for all squatters in Fiji by 31/12/11 b. Submission of the cabinet paper of multi-hazard school safety initiative	► NDMO, EDUCATION, FIE,CATD,MINERAL RESOURCES,HEALTH,CONSULTANT S, SOPAC & LOCAL GOVERNMENT.
2.Emergency Coordination	1..Issue of Public Advisory [as and when required]	a. Update weather bulletin from FMS	► NDMO,FMS, MEDIA ,MINISTRY OF INFORMATION, SOPAC,UNICEF,UNOCHA,WHO,AUSAI D
	1. operation	a. Prepare NEOC for Coordinate Emergency and relief	► Divisional Commissioners/PA's/DO's,RFMF,Contra

arrangements	required during an emergency.	ctor
Activate & coordinate disaster operation	<p>1. Provide declaration of state of emergency/disaster</p> <p>a. As and when it is required during an emergency.</p>	<p>➤ NDMO,FMS, MEDIA,MINISTRY OF INFORMATION, SOPAC,UNICEF,UNOCHA,WHO</p>
Coordinate and provide secretariat to the emergency disaster committee.	<p>2. Initial Damage Assessment(IDA)</p> <p>1. Submissions of request for funds(PMDRR account)</p> <p>2. Monitor field relief operations and distribution of works.</p> <p>3. Compilation of reports.</p>	<p>➤ PWD,NDMO, HEALTH,AGRICULTURE RFMF,POLICE ,RED CROSS</p>
Coordinate Relief Arrangement	<p>Quarterly meetings (resourceful quarterly and periodical meetings) by 2nd week the last month of each quarter.</p> <p>a. send out meeting notification of dates, venue & agenda</p> <p>b. setting of venue</p> <p>c. note the minutes</p> <p>d. finalise minutes and distribute to members</p> <p>e. follow up on meeting resolutions.</p>	<p>➤ PS:DEFENCE,AGRCULTURE,HEALTH, PWD,TRANSPORT,RFMF,POLICE</p>
Secretariat to:		
a. Emergency		
y		

<p>Working committee</p> <p>Tropical Cyclone Tomas Rehabilitation</p>	<p>Complete construction of all houses as per TC Tomas Report (Northern & Eastern Division)</p> <p>Response Management as and when it occurs</p>	<p>Houses to be complete by 31st December,2011</p> <ul style="list-style-type: none"> • Northern Division:266 • Eastern Division : 63 	<p>Director National Disaster Management Office Director Development Services Manager Rural Housing Manager Finance</p> <p>Number of disaster occurrences</p> <p>PDMO (EPC)</p>
	<p>Incidental Occurrence of Natural Disaster</p>		

BUSINESS PLAN 2011				
TRAINING, EDUCATION & AWARENESS UNIT				
TARGETED OUTCOME/OUTPUT [NDMO]	STRATEGIES	OUTPUT [SECTION]	PERFORMANCE MEASURES/TARGETS	RESPONSIBLE OFFICER
1. Training and Development	Effective Training Programmes	<p>a. Equitable Training Courses and Workshops</p> <p>• 24th-26th Jan</p> <p>• 12th-14th April</p> <p>• 10th-12th May</p> <p>• 7th-9th June</p> <p>- Funded by SPC</p> <p>B. Conduct Consultation meetings of DRM members</p> <p>By 31st March 2011</p> <p>TOR for DRM by 30th June</p> <p>SOP for DRM by 30th June</p> <p>C. Conduct Course/Training -District Level -all divisions</p> <p>a. EOC - Logistics</p> <p>b. IDA</p> <p>c. SOP -30th June</p> <p>d. EOC -In-house</p> <p>-Funded by AUSAID</p> <p>D. Arrange and organize¹ Exercise for the Ba</p>	<p>A. Conduct 4 IDM Programmes on the following dates</p> <p>24th-26th Jan</p> <p>12th-14th April</p> <p>10th-12th May</p> <p>7th-9th June</p> <p>- Funded by SPC</p> <p>B. Conduct Consultation meetings of DRM members</p> <p>By 31st March 2011</p> <p>TOR for DRM by 30th June</p> <p>SOP for DRM by 30th June</p> <p>C. Conduct Course/Training -District Level -all divisions</p> <p>a. EOC - Logistics</p> <p>b. IDA</p> <p>c. SOP -30th June</p> <p>d. EOC -In-house</p> <p>-Funded by AUSAID</p> <p>D. Arrange and organize¹ Exercise for the Ba</p>	<p>TEA Unit & SOPAC & Divisional Commissioners, Municipal Councils and Local Government</p> <p>RMR Unit, TEA Unit, SOPAC, Act for Peace, Red Cross, NGOs, UNISDR, Municipalities & Rural Local Authorities</p> <p>NDMO, Divisional Commissioners, District Officers, Heads of Departments, Stakeholders, SOPAC</p>

			<p>District</p> <p>e. TTE/Simulation Exercise 30th June</p> <p>Funded by AUSAID</p>	<p>NDMO, CWD, District Officer Ba, PCIDRR, Stakeholders, Community</p>
		<p>E. Arrange Consultation Meetings with Commissioner Northern/ Central & Stakeholders Table Top Exercise and Simulation Exercises – Northern / Central Divisions</p> <p>30th June 2011</p> <p>-Funded by AUSAID</p>	<p>CND, District Officers, Heads of Departments, Stakeholders, Business Community, Act for Peace, Red Cross, NFA</p>	
<p>2. Public Awareness</p> <p>a. Media Programmes</p> <p>Informative & Reliable Media Programmes</p> <p>Effective and People focused National Disaster Awareness Week</p> <p>b. National Disaster Awareness Week</p>	<p>a. Media Programmes</p> <p>Informative & Reliable Media Programmes</p> <p>Effective and People focused National Disaster Awareness Week</p> <p>Conduct National Disaster Awareness Week at the Northern Division</p> <p>Publicise Awareness Week through media.</p>	<p>a. Conduct Talkback Shows with the Radio Stations- twice per quarter</p> <p>b. Conduct TV interviews and talkback shows – twice per quarter</p> <p>c. Issue Public Awareness with NEW DAWN. once a month</p>	<p>DDM, SDMO, PDMO</p> <p>DDM, SDMO, PDMO</p> <p>PDMOs, SDMO</p>	<p>NDMO, all stakeholders, Commissioners for the 4divisions, Pas, Dos, HODs, NGOs, Business Communities & general public</p>

	Conduct CHARM Awareness Workshop.			
3. Education	Integrate national disaster awareness into school curriculum	Comprehensive Disaster Risk Management Manuals for Schools	<p>a. Compile a report on the feedback from Ministry of Education on UNCRD manual by 31st March.</p> <p>b. Assist Red Cross, distribute manuals through CDU by 31st December 2011</p>	NDMO, Red Cross, Education,
4. Public Knowledge and Information	<p>a. Resourceful and user friendly disaster risk management Information</p>	<p>a. Informative easily accessible Disaster Risk Management Information</p>	<p>a. Collate information</p> <p>b. Liasse with Ministry of Information for publication in the New Dawn [monthly edition].</p> <p>c. Publicize on PDN (monthly publication)</p> <p>d. Print and circulate flyers as and when necessary (Quarterly)</p>	
5. Committee Meetings	<p>a. Secretariat to Preparedness Committee</p> <p>b. Secretariat to DARM/TAC Committee</p>	<p>a. Meetings in preparation of NDAW 2011.</p> <p>b. Ongoing Quarterly meetings</p>	2 nd and 3 rd quarter	
6. Administration	Timely submission of monthly returns	Preparation of monthly Absentee returns	Meeting to be convened every quarter	Submit true and on time monthly return to DDM 15 th of the following month

Vehicle Monitoring and Maintenance	Preparation of vehicle returns	Prepare true records of mileage and expenses Monthly /quarterly	
Up To Date Records Registry	Maintain and update all correspondence	Record inward and outward correspondence daily	Daily basis
7. Accounts	Accurate information, systematic reporting requirements and proper disbursement of the NDMO's annual budgetary allocations	Preparation of figures in accordance with Financial Instructions	Submit realistic cash flow for the following week to accounts department Every Wednesday
	Preparation of time sheets as per JJC agreement	Submit true records of time to Accounts Every Thursday	
	Adequate Supplies of all stores	Check budget , Stock Take get quotations and approval for purchase Every quarter	