

Minutes

Two days Writeshop on Panchayath Disaster Management Plan Preparation

18th & 19th September 2019 | Venue – KSDMA, Thiruvananthapuram

Ref: DM/2545/19/SDMA

Date 27th Sept 2019

- 1) List of Participants is annexed to this document
- 2) Two days Writeshop was conducted on 18th & 19th September 2019 jointly by KSDMA & KILA on LSG level Disaster Management Plan preparation. Representatives from KSDMA, KILA, UNDP, UNICEF and Sphere India were participants in the programme.
- 3) The main objective of the writeshop was to review the Disaster Management plan template prepared by KSDMA.
- 4) Member Secretary, KSDMA & Director KILA gave opening remarks and shared the need of having a LSG level disaster management plan with specific focus on response. They also emphasized the urgency in implementing the project in three months time.
- 5) The immediate objective is to facilitate preparation of LSG level DM plans in all the panchayats (941), municipalities (87) & Corporations (6).
- 6) State Project Officer of KSDMA presented the LSG level DM plan template and feedback was taken from the participants.
- 7) The participants were divided into groups and prepared the guidelines for each chapter.

Decisions

- 1) The template was finalized with suggestions by the participants
- 2) After making the edits KSDMA will hand over the English version of the template to KILA at the earliest.
- 3) KILA shall once again go through the template and make necessary changes, if any, and then translate the document into Malayalam and submit it to KSDMA for final vetting. Once it is approved further procedures in implementation will be initiated by KSDMA.
- 4) It was decided that, by 2nd week of October all these processes as mentioned above shall be completed.

5) KILA offered support from their staff in this process.

6) KILA will also plan the training needs and prepare the materials required for such trainings.

The meeting ended at 5 pm.

Approved

-Sd/-

Member Secretary,
KSDMA

Annexure – List of Participants

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