

COOPI – DIPECHO – SALIMA District Council / GoM

Disaster Risk Reduction Training Manual for Civil Protection Committees



By Ulemu Zaindi and Chimwemwe Msukwa

Acknowledgements

In the process of working in Disaster Risk Management in Salima district for the past 3 years, we have learned and we continue to learn a lot from the communities most affected by disasters. We have also shared what we, as an organisation, have learned through the process of engaging with different communities in different parts of the country and the world wherever we are implementing DRM programmes. We are therefore very grateful to these communities for all they taught us. We have enriched our experience which we will gladly share with other communities.

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Disclaimer

This manual is meant as a guide for CPCs at the Village, Area and District level. Attempts were made to make it relevant for all these levels. The contents of this manual do not represent the official position of COOPI, DIPECHO, the Salima District Council, the Department of Disaster Management Affairs or indeed the Government of Malawi. Any omissions or mistakes are the entire responsibility of the authors.

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List of Acronyms

ACPC	Area Civil Protection Committee
ADC	Area Development Committee
AIDS	Acquired Immune Deficiency Syndrome
CPC	Civil Protection Committee
DCP	District Contingency Plan
DCPC	District Civil Protection Committee
DDP	District Development Plan
DDRMP	District Disaster Risk Management Plan
DEC	District Executive Committee
DODMA	Department of Disaster Management Affairs
DRM	Disaster Risk Management
DRMC	Disaster Risk Management Circle
DRMP	Disaster Risk Management Plan
DRR	Disaster Risk Reduction
EWS	Early Warning System
HIV	Human Immune Virus
ISDR	International Strategy for Disaster Reduction
MARP	Most at Risk Population
NGOs	Non Governmental Organisations
PMTCT	Prevention of Mother to Child Transmission
PVCA	Participatory Vulnerability and Capacity Assessment
RH	Reproductive Health
SRH	Sexual and Reproductive Health
STIs	Sexually Transmitted Diseases
VDC	Village Development Committee
GBV	Gender Based Violence
SEA	Sexual Exploitation and Abuse
IASC	Inter Agency Standing Committee

Foreword

The World Conference on Disaster Reduction was held from 18 to 22 January 2005 in Kobe, Hyogo, Japan. At that conference a Framework for Action 2005-2015: Building the Resilience of Nations and Communities to Disasters was adopted. This followed an earlier strategy: The Yokohama Strategy for a Safer World: Guidelines for Natural Disaster Prevention, Preparedness and Mitigation and its Plan of Action (“Yokohama Strategy”), adopted in 1994. There has been increased attention to disaster reduction by international as well as national governments over the past two decades. In this regard, Malawi and its development partners have been equally involved in reducing the risk posed by disasters. Enabling structures have been established to assist with the implementation of disaster risk reduction programmes from the village level to the national level. Enabling registration and guidance however, is slow to catch up.

As a country, Malawi has to continue emphasising Disaster Risk Reduction in order to continue to reduce the risks posed by disasters. The DRM Training Manual for Civil Protection Committees is in line with the framework for action adopted in 2005. The aim is to build the capacity of committees responsible for management of DRR programmes at the district level. It is meant to be a companion manual to be carried along as Civil Protection Committees go about their work.

It is our hope that you will find this manual useful.

Alexander Castellano
COOPI

Topic 1:

Disaster Risk Management Cycle

Participant Activity:

- List down common disasters that occur in your area and explain what you / your community have/ has done to deal with such disasters.

Learning Objective:

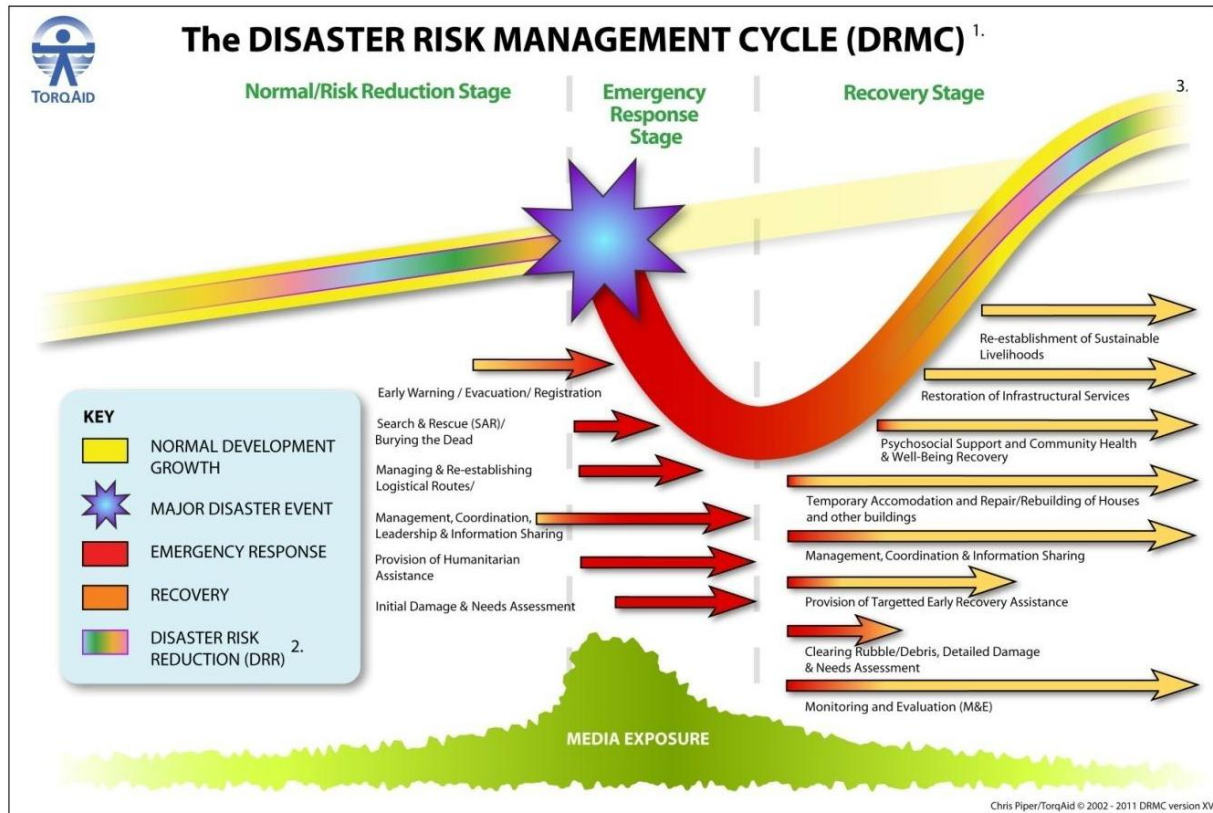
- Participants will be familiar with the Disaster Risk Management cycle.
- Participants can correctly match an activity with a phase in which it falls.

Introduction

Disaster Risk Management is a systematic process of managing risk associated with disasters. Over the years, this process has been studied and broken down into stages. The breaking down of these parts helps practitioners to easily understand the sequencing of events as well as conceptualise interventions based on the different stages. In this topic, we will cover the different stages of the DRM cycle. With the aid of the DRM cycle diagram, we will review the stages and become familiar with each of the stages. An understanding of the DRM cycle at this point will enable us to grasp subsequent topics in the manual. As civil protection committees, we have roles at every stage of the DRM cycle. It is therefore important that we understand each and every stage.

The DRM Cycle

The disaster risk management cycle is a continuous process by which governments, development partners, private sector, civil society and communities plan for and reduce the impact of disasters, react during and immediately following a disaster, and take steps to recover after a disaster has occurred. In other words, DRM consist of both Disaster Management (the traditional preparedness, response and recovery activities) as well as Disaster Risk Reduction (prevention and mitigation) (DRM Handbook, DODMA)



¹This mainly applies to a relatively quick-onset disaster (such as Cyclone, Flood, Earthquake, Tsunami, Bushfire etc), rather than a slow-onset one such as Famine (due to Drought/War)

²For details of this see the Disaster Risk Reduction (DRR) diagram ³Ideally in the recovery stage the community is able to 'Build Back Better'

Source: Chris Piper – TorqAid 2002 – 2011 (DRMC Version XVI)

Figure 1: The Disaster Risk Management Cycle

Phases of the DRM Cycle

There are three main phases of the DRM Cycle. The first phase is called pre-disaster, the second phase is called response and the final and third phase is called post disaster. It is important to note that these phases are useful as a conceptual tool. In real life, it will be difficult to categorically distinguish these phases. For example, you would not plan to say the pre- disaster phase will be 10 weeks, as you many not know the time and date when a particular disaster will strike. We will now take a look at each of these phases in turn.

Pre-disaster Phase (Normal / Disaster Risk Reduction phase)

The pre-disaster phase is simply the time before a disaster occurs. This could be one day, one week, one year or indeed any time period. During this period, civil protection committees should implement at least three activities namely a) risk assessment, b) mitigation and prevention and c) preparedness. The Salima District Contingency Plan lists seven hazards namely floods, drought, disease outbreaks, strong winds, human animal conflict, pests outbreaks and earthquakes. For each of these hazards, the pres-disaster period is different; in some cases it can be fairly predictable for example in floods. In other cases, it cannot be predicted like in earthquakes. For each of the hazards, the CPC should assess the risk involved. Once the risks are known, mitigation and prevention measures should be put in place. Preparedness activities are also performed at this time. As an example, risk assessment for floods would involve reviewing past

flooding occurrences in the community and how the community was impacted in the past. It would also take into account any changes that have taken place in the community or in the river system that would make flooding more or less likely. Risk assessment is a continuous activity throughout the pre-disaster period.

The findings of such an assessment would then inform mitigation and prevention activities. For example, the community might decide to build a large dam as a way of controlling the flow of the river, or it might decide to build canals to redirect the water flow. These would be prevention activities. The community might further decide that since maize crops are likely to be affected by the floods, each household should have an upland cassava garden. The cassava would be harvested and eaten instead of the maize. This second activity can be classified as a mitigation activity. It mitigates against the loss of crops caused by floods.

Preparedness would involve ensuring that evacuation centres are ready when floods strike. It would also involve the preparation of community census to ensure that all people can be accounted for in the case of a sudden onset of disasters. Preparedness helps to minimise loss of life and property. It is during the pre-disaster phase that communities agree on the appropriate early warning systems (see section on early warning). In the formal government system, activities undertaken in the pre-disaster phase are detailed in a document called the disaster contingency plan. The District CPC is familiar with this document.

Response Phase

The response phase is triggered by the issuing of warnings of imminent disasters and evacuation if necessary. In the response period, activities and products prepared in the pre-disaster phase are utilised with the primary aim of reducing loss of life and property. The following activities are conducted during this phase:

- a) Warning and evacuation
- b) Saving lives
- c) Providing immediate assistance
- d) Assessing damage

In the case of an earthquake in Salima, we would anticipate that both private and public buildings would be affected. There would be little time to provide warning for such an event, however, once it has occurred, the CPC can evacuate people from dangerous buildings to safety. The CPC could also organise rescue teams to save those that have been trapped or buried by falling buildings or debris. The CPC would also organise teams of first responders to provide first aid to those that are rescued and then refer them for further assistance to hospitals. Assessing damage would come as a final activity that would provide information for the rebuilding and reconstruction to be undertaken in the next phase.

Post –Disaster (Recovery Stage)

In the post disaster phase, the mission is the restoration of social and economic activities to previous or better levels. After damage assessments have been done in the response phase, CPCs in collaboration with government and partners will start the reconstruction and/or restoration of communities. This might involve the repair of damaged buildings in the case of our example above, or the relocation of entire communities if future hazards pose unacceptable risks as a result of the disaster. This is an important phase in DRM as it may be used to make communities

more resilient to future disasters. If poorly managed, it might actually further weaken the communities involved. For example, if this phase is used to construct more earthquake resilient public buildings then it will help save more lives should an earthquake strike again. On the other hand, if contracts are corruptly managed and substandard buildings are constructed, lives will be put at risk.

To conclude, the DRM cycle helps to simplify the management of disaster risk. It helps DRM Managers, CPCs, and government to break down tasks according to the phases. In real life, and depending on the hazards involved, separating the different phases might be difficult.

Topic 2

Roles and Responsibilities of CPCs in the DRM Cycle

Participants Activity

- Participants should write down on a piece of paper the importance of roles and responsibilities in institutions or organisations

Learning Objectives;

By the end of this topic, the participants will:

- Be aware of the roles and responsibilities of the CPC in the DRR Cycle
- Be familiar with requirements for running a CPC
- Be aware of conflict in group dynamics and how to manage it

Introduction

For any organisation or institution to run smoothly, people come and work together in furtherance of the clearly defined objectives of the organisation or institution. Each individual in the organisation knows what they are supposed to do to contribute to the continued existence of the organisation. Knowing what to do, means knowing ones role within the organisation. If an individual has a role to fulfil in an organisation, then it becomes their responsibility to fulfil that role. The same applies to Civil Protection Committees. They are to a large extent an institution that needs to be sustained as they have a vital role to play. The time the CPCs stop playing their roles, this will be the end of the CPC as an institution. This chapter is aimed at introducing the roles and responsibilities of the three CPCs in a district namely the District Civil Protection Committee (DCPC); the Area Civil Protection Committee (ACPC) and the Village Civil Protection Committee (VCPC).

CPCs and the Decentralized Structure

Disaster risk management through CPCs at the district level has mimicked the decentralisation structure as envisaged by the decentralisation policy. In the decentralised district structure, at the base, we have Village Development Committee at the Group Village Headman level. Several VDCs report to a single Area Development Committee in a Traditional Authority. At the district level, Area Development Committees report to the District Assembly. In terms of advisory services, at the Area Development Committee level, we have the Area Executive Committee and at the District Assembly level, we have the District Executive Committee.

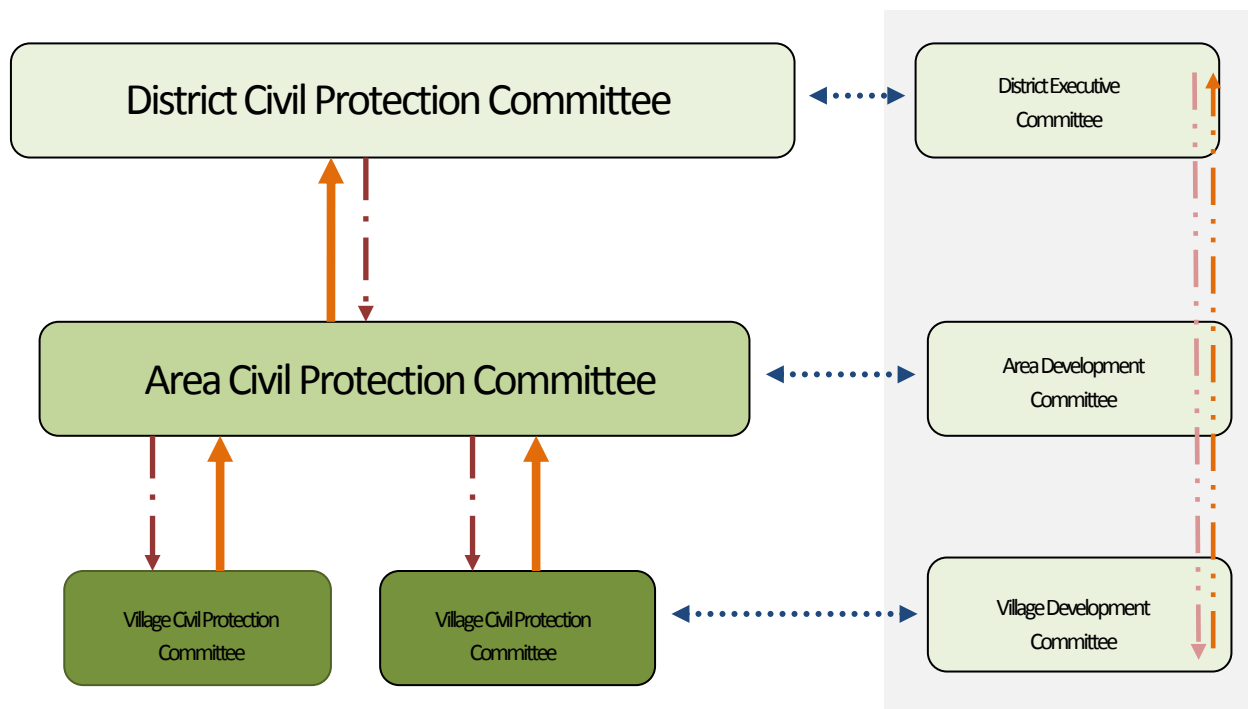


Figure 2: The CPCs in relation to the decentralised structure

At each level of the decentralised structures, there is a CPC. These committees are in fact sub committees of the decentralised structures. The table below shows the roles and responsibilities of the three CPCs in the district.

The District Civil Protection Committee is chaired by the District Commissioner. Within the district commissioners' office, there is a desk officer responsible for disaster activities. All disaster related activities are coordinated through this office.

These committees' actions are guided by two important district documents, namely the District Disaster Risk Management Plan (DDRMP) and the District Contingency Plan (DCP). The DDRMP outlines activities and interventions to be implemented in order to mitigate future risk. On the other hand the DCP spells out what should be done in responding to disasters. Both these documents should ideally fall within the District Development Plan and be financed by it.

Roles and Responsibilities of CPCs during the Preparedness and Response Phases

The roles played by each of the levels of the CPCs are complementary. This means that the roles prescribed for VCPCs for example recognise and take into account the roles prescribed for ACPCs; the same for DCPCs. Failure for roles to complement each other results into role conflict and eventual failure to achieve management objectives of disaster risk reduction. The table below shows the different roles assumed by the CPCs during preparedness and response

Roles and Responsibilities of CPS during the preparedness phase		
Village Civil Protection Committee	Area Civil Protection Committee	District Civil Protection Committee
<ul style="list-style-type: none"> • Identify possible evacuation and temporary shelter sites. • Identify and seek resources at village level to support a disaster response. • Monitor information on likelihood of disaster and communicate findings to the community and ACPC. • Facilitate community awareness on disaster warnings and actions to be undertaken through the guidance of the DCPC. • Ensure regular communications through civil protection committee meetings. • Encourage mobilization of community members to undertake disaster mitigation activities. • Identify appropriate disaster mitigating projects in the villages for possible funding. • Identify local resources available to mitigate disaster impacts. 	<ul style="list-style-type: none"> • Assist the DCPC in identifying potential disaster prone areas and populations at risk. • Assist in the review and revision of the Disaster Contingency Plan. • Identify and seek resources at area level to support disaster response. • Monitor likelihood of disaster and communicate findings to the community. • Facilitate community awareness on disaster warnings and actions to be undertaken through the guidance of the DCPC. • Ensure regular communications through civil protection committee meetings. • Communicate with stakeholders of premises most likely to be used as emergency shelter sites by displaced people. 	<ul style="list-style-type: none"> • Identify potential disaster prone areas and populations at risk • Review and revise disaster contingency • Ensure regular communications through civil protection committee meetings • Promote community understanding of disaster warnings and consequent actions to be undertaken by the Area and Village CPC • Brief and train the Area Civil Protection Committees (ACPCs) • Affirm resource availability and seek additional resources •
Roles and Responsibilities of CPS during the Response Phase		
<ul style="list-style-type: none"> • VCPCs during disasters • Identify disaster areas • Conduct physical assessment • Identify affected households and their needs • Report disaster incidences and assessments to ACPC • Stock village relief items where possible • Arrange security at distribution and storage sites in collaboration with the ACPC. • Lead in the distribution of relief items. • Report distribution of items. • 	<ul style="list-style-type: none"> • Organise assessment within the area on the basis of guidelines provided by the DCPC. • Consolidate and analyse data received on damage and needs • Analyse data received from local teams of extension workers • Consolidate/aggregate estimates of needs • Identify priorities between localities within the area and submit summary assessment report and estimated requirements to the DC. • Coordinate the registration of beneficiaries and the preparation of list and verify the list. • Coordinate/manage the delivery and distribution of relief supplies within the area. • Arrange security at distribution and storage sites in collaboration with DCPC. • Mobilise resources within the area. 	<ul style="list-style-type: none"> • Organise rapid disaster assessment through ACPCs • Mobilise resources to support assessment processes • Designate DCPC members to guide ACPCs in disaster assessment process. • Consolidate and analyse data received on disaster damage and relief requirements • Analyse data received from Area CPCs and verify. • Submit summary assessment reports and estimated relief requirements to DoDMA. • Prioritise resource allocation within disaster affected areas. • Coordinate the delivery and distribution of relief supplies within the district. • Arrange security provisions for the transportation,

	<ul style="list-style-type: none"> • Monitor distribution of relief within the area including compliance with established criteria. • Liaise with key stakeholders of premises used as shelter sites for displaced persons. • Provide reports to DCPC on distribution of relief and immediate rehabilitation assistance, and the provision of services to displaced people. • Undertake other functions as advised by DCPC. 	<p>storage and distribution of relief supplies.</p> <ul style="list-style-type: none"> • Monitor the distribution of relief items within the district to disaster affected households. • Provide reports to DoDMA on relief items distribution, provision of immediate rehabilitation assistance and services rendered to disaster affected households.
Roles and Responsibilities of CPCs during the Post Disaster phase		
Risk Reduction Recovery Activities	Risk Reduction Recovery Activities	<ul style="list-style-type: none"> • Risk Reduction • District Development Plan implementation

Source: 2011/12 Salima District Contingency Plan

Table 1: Roles of CPCs in the DRM Cycle



In the post disaster phase, there is continued collaboration among the three levels of the CPCs to ensure that reconstruction and rebuilding of communities can continue seamlessly. The picture shows a Village CPC meeting in Kandulu Village.

Prerequisites for Operationalizing a CPC

In order for a CPC to be fully operational, it will require to have the following in place:

- a) A clear leadership hierarchy (chairperson, secretary, treasurer) and other positions as the CPC sees fit. These positions should always be filled to ensure that there is no vacuum in leadership. For specific roles played by each of the positions see Annex 8: Functions of Chairperson, Secretary and Treasurer.
- b) Tools to guide the management of the CPC. CPCs should have tools to manage their affairs. These tools are listed below:
 - i. Constitution to guide the day to day management of the CPC (see: Constitution Development)
 - ii. Record of Activities and resolutions: CPCs should hold meetings to facilitate information exchange as well as communicate decisions made within the CPC or external to the CPC. Such meetings should always have an official record – minutes (see section on record keeping)
 - iii. Financial Records (see section on record keeping)
 - iv. Needs assessment – This is a self (CPC) evaluation of the capacities present in the group as well as the needs of the group. The first needs assessment will review the capabilities of the CPC in coordinating preparedness, response and recovery before, during and after disasters. The short falls in capacity (and/or knowledge) represent the gaps that need to be filled. A second needs assessment will be required to be undertaken by the CPCs to assess how well a community would respond to a given disaster. This community assessment would enable the CPC to become aware of the vulnerabilities of the community they are meant to serve. This needs assessment therefore is a building block for the development of one of the tools used for disaster risk management – action plan. See the section on the development of action plans.
- c) Equipment

A CPC will require stationery in order to function smoothly. Such stationery includes: pens, pencils, paper (varying sizes). Ready access to a cell phone that works will also be important equipment to facilitate communications. In addition to these, every CPC should have access to a radio, so they can keep abreast of information especially warnings issued by government and other hazard monitoring agencies.
- d) Tools for Disaster Risk Management

The CPC will need to put in place the following tools for disaster risk management: Action Plans, Early Warning System, Evacuation Plan and Community Maps. For further details see the relevant sections highlighted under each tool.

- i. Action Plans (*see section on development of actions plans*)
- ii. Early Warning System (*see section on early warning system*)
- iii. Evacuation Plan (*see section on development of tools*)
- iv. Community Maps (*See annex for sample map*)

Leadership and group conflict management

As one of the prerequisites for CPC development, we have cited a clear leadership hierarchy as important to ensuring that the CPC delivers, however, what is leadership and how can leadership help to minimise and/or solve conflict?

Leadership is everywhere around us. In fact, leadership is essential for human beings survival as well as the survival of societies as we know them. Without leadership, social and moral decay would occur resulting into social disintegration and anarchy. Anarchy results from unresolved conflict that comes out of the pursuit of individual interest that is not always compatible with the interests and needs of other people. Take for example the households we all belong to; they need a leader in order to survive. The societies we are part of have leaders that guide us. If we are employed, then we may be part of organisations of varying sizes – we have people that lead us or we are leaders in our own right. But who is a leader? How should leaders manage conflicts?

Conflict: Conflict refers to “incompatibility or differences in issue positions” Swanström and Weissman (2005). Conflict is a common occurrence among any group due to inadequacies in peoples communication, listening and comprehension abilities, past experiences, cultural background and the attachment of different meanings to different words, symbols and sounds.

For a lot of Malawians, if an individual shakes their head from side to side, it is interpreted that the person is having a negative emotional experience or indeed is disapproving a particular situation. The same movement of the head in fact means exactly the opposite in some Asian countries. It is a gesture to say, “I am with you and am interested to hear more, please go ahead, tell me”.

A leader is someone in authority either through vote or blood who possesses commanding powers so that s/he is able to influence the behaviours of others to achieve the goals of a group or community (Farmers Union, n.d.). Leadership is, therefore, a process through which one person influences the thoughts and attitudes and behaviours of others.

Notice how we have underlined and emphasised “others” above. It is obvious, that without people to lead, a leader is nothing but an individual. The leader gets legitimacy by having

followers. Followers are individuals with different approaches and orientations to life. Even when working in institutions with a single goal, individuals adopt different styles and posture in attaining the singular organisational goal. This can often result into conflict among individuals. Therefore put differently, apart from ensuring that the organisational or institutional goals are achieved, a leader is in fact a conflict moderator. He moderates conflict through application of skills some of which are acquired, and others are inborn. A leader manages expectations from his/her followers.

Sources of Conflict

We have noted above that due to different interests, backgrounds, resources, values and beliefs; conflicts become difficult to avoid in group settings. Conflicts are generally looked at as being counterproductive but they can be beneficial because they provide opportunities for issues to be presented from different points of view. Conflicts can also result into a clearer understanding on issues, coming up with important solutions and can cause authentic communication in our daily lives and experiences. The textbox below present some of the examples of sources of conflict.

Example 1:

Sex as a source of Conflict: Conflict can arise if leaders are seen to be motivated by other things other than their sense of duty. Take for example a CPC treasurer who supports the appointment of a CPC secretary because he/she is their secret lover. When people get to know this, they are unlikely to accept the leadership of both the treasurer and the secretary as a result of this. If for example, one of the two is married, then the partner will develop mistrust of the CPC and probably discredit its good work jeopardizing the genuine efforts by the rest of the CPC.

Example 2:

Lack of Information as a source of conflict: Imagine the treasurer of the CPC all of a sudden starts to ride a new bicycle and buys their spouse new clothes right after a fundraising activity where the CPC raised MK56, 000. Can you imagine what will be going on in the minds of other CPC members? Imagine on the other hand that you have heard that the said treasurer is a farmer and won a prize at an agricultural show worthy MK150, 000. The perception will change. Lack of information can be a very good source of conflict.

Conflict Management

We know that conflict is inevitable. We also know that conflict can be beneficial. Instead of avoiding it, we can manage it. The following are some of the suggestions¹ to manage conflict when it occurs in group settings:

¹ Family, Career and Community Leaders of America, Inc. | www.fcclainc.org

- Practice "cooling off" before speaking
- Reverse roles to see the other person's point of view
- Realize it's only fair for both parties to tell their side of the story
- Look at conflicts as problems, then solve them together

To conclude, conflict has been and will be part of groups for as long as individuals remain free to express their opinions and thoughts and for as long as they are allowed to pursue their needs. Demonstrating leadership means dealing with conflict in a mature way. Viewed like this, one does not need to hold a position of power to show leadership. We all can show leadership in our fields of influence by being better managers of conflict.

Topic 3:

Administrative and Financial Record keeping and Resource Mobilisation for DRM

Participant Activity

- Participants should discuss the importance of keeping records.
- Participants should also discuss types of records.

Learning Objectives:

By the end of the topic,

- a) Participants should understand what record keeping is.
- b) Participants should understand the importance of keeping records
- c) Participants should understand types of records.

Introduction

Recordkeeping is the making and maintaining of complete, accurate, reliable evidence of activities (NCSS, 2007). Community based structures require good record keeping as evidence and information they need to drive and support their day to day operations. Good Record keeping systems should be capable of:

- capturing
- maintaining and
- Providing access to records over time.

Why keep records?

Documentation and record keeping are important to ensure accountability, service improvement and facilitate coordination. However, the importance of documentation and record keeping may be overshadowed. As such, proper documentation and record keeping may be neglected.

If we did not have any records, we might forget things and have problems in planning for the future. We also might not be able to tell others what we have done, since there would be no record to refer to.

Below are some of benefits of good recordkeeping systems:

- Support better performance of activities and better decision making.
- Provides better management of risks associated with the existence or lack of evidence of organizational activity

- Support consistency, continuity, efficiency and productivity in service delivery, program management and administration
- produce dynamic, valuable information that can be fed back into business processes to continually improve, automate and facilitate these processes
- Enable management of records as an asset and information resource, rather than a liability.

Sometimes record keeping is given low priority, but each type of record kept makes a difference. If we all get in the habit of record keeping every day, it will seem easier.

Types of records

Five types of records are discussed here. These include Finance, Assets, Census Data, Minutes and Activity records.

Finance- Financial records capture details of spending, income and balances. These records include bank statements and receipts. These records should be kept to keep track of expenditure. A CPC with its own fundraising activities will need to keep track of the money used in the fund raising as well as the money realised in order to know how much profit (additional money) has been made. Because some of these activities like maize farming can be long term activities, written financial records will help to remind members of the CPC things that were done a long time ago. Every CPC should endeavour to have a bank account as part of the accountability system. It is very important for CPCs to be accountable to their members, communities and supporters. Accountability promotes confidence in the work and abilities of the CPCs.

Assets - Assets records capture details of all types of property that are held by a group. As a group grows, the number of assets grows as well. Asset records will help to keep track of when assets were bought and when they should be dispensed. Some assets that may



An example of an Asset to be recorded pic by COOPI

be kept by CPCs may include boats, bicycles and other assets. COOPI assisted the CPCs in TAs Pemba and Maganda with a boat to be used for transporting people across river. The CPC closest needs to keep the record of the boat in its assets inventory list. The inventory list should specify

at the minimum, the name of the item, the manufacturer of the item, the model of the item, when it was procured / bought, and the condition in which it is at the time of taking inventory (functional / non functional)

Census Data- Census data records capture demographic information of a population including such information as sex, age, and occupation. In the case of CPCs, census data of communities falling under their jurisdiction can help with the estimation of numbers of people affected, which in turn provides handy information for responders. Every CPC should keep accurate census data. This data should be updated periodically. As part of preparedness activities, CPCs should update this information regularly to ensure that in case of disasters, this information would be still relevant.

Minutes -Also known as **protocols** are the instant written record of a meeting or hearing. They typically describe the events of the meeting, starting with a list of attendees, a statement of the issues considered by the participants, and related responses or decisions for the issues. Minutes should be created during the meeting by the secretary of the group

It is usually important for the minutes to only include a summary of discussion and decisions. A verbatim report is typically not useful. The minutes must be shared among participants of the meeting later and be kept on file. Minutes are important legal documents.

Minutes are also useful for supervision. They will help the Department of Disaster Management affairs to get an idea of the activities, discussions and intentions of CPCs.

Activity Reports- Activity reports are a summary of activities implementation submitted by a group to provide certain details to supervisors about their activities and performance over a given period. It includes information such as number of activities implemented, Number of participants/beneficiaries, success stories, challenges faced, etc. In the case of CPC, one activity report that will be required will be an Assessment report. In the event of a disaster, the VCPCs will need to conduct an initial assessment report that can be submitted to the ACPCs and eventually the DCPCs. Guidelines are available for VCPCs to use in conducting assessments. A sample VCPC assessment guideline has been attached in the annex.

All records should be kept by the secretary of the group, only the financial record should be kept by both the treasure and secretary of the group.

Resource mobilisation to support community based disaster risk management

Any community wishing to mobilise resources should start by identifying what resources they need and what resources are available locally. Much time and energy can be spent on resource mobilisation outside the community unnecessarily. If needs can be met locally this increases the likelihood that control of activities is kept at the local level and activities can be maintained over a sustained length of time. It is crucial that needs are identified accurately with a list of essential and desirable resources clearly separated.

Resources can be hidden in the community, but that does not mean they are not available. For example, people may have skills that are not known, make sure that adequate time is spent identifying the skills that people have.

Ways to mobilize resources locally

- income generating activities, particularly those that generate resources that can be used for your work(casual labour, vegetable production, bean production, cassava and sweet potato production, rice production and maize production)
- Asking for donations from community members and community members that live elsewhere (directly ask for material goods; money; expertise; time etc or hold a fundraising event)
- The community is also endowed with many resources including land and other natural resources. These resources can be used to implement DRR projects in the community. These same resources can be used to generate other resources if utilised in a cautious manner so as to not cause more problems.

Example: Kabumbu resource mobilization efforts:

After conducting a needs assessment, Kabumbu VCPC arrived at the conclusion that the VCPC needed to raise its own resources in order to serve its community better. A farming project was therefore included in the VCPC's action plan. The VCPC identified land. COOPI assisted the VCPC with inputs for the farming project. At harvest, Kabumbu sold some of the maize and kept the rest as contingency stocks for their community in the case of disasters. The proceeds from the sale of maize were deposited into an account that the VCPC had opened with a bank.

When disaster struck, (flooding) the VCPC was able to respond, providing 300kg of initial cereals to the affected community while they waited for the district council to respond.

Ways to mobilize resources beyond the immediate community level:

If the resources needed are not readily available locally then a community must identify the most efficient way(s) of getting the resources that are needed. This largely depends on the skills (and contacts) that exist within the community. Contacting NGOs/churches initiatives/local government, submitting

- proposals
- Asking for donations (from companies etc)
- Running a small business (selling of agriculture produce from own production)
- Running fundraising events (cultural events)
- Advocating for public resources to be made available

Topic 4:

Constitution Development

Participant Activity:

Participants should think of and list at least 5 organisations they know. For each organisation, they choose, each participant should list two things that are similar about these organisations.

Learning Objectives:

By the end of the topic, participants should understand what a constitution is, its purpose and how to draft one.

Introduction

The word ‘constitute’ means “to be or to form something”². Legally, the word constitution means the set of laws that create an entity and by which that entity is sustained. Have you ever thought of how all the organisations that exist today were created? Individuals can come together and decide to form an organisation; however, until that organisation gets a legal personality via a constitution or articles of incorporation, it remains an informal organisation much more like the majority of church choirs, social football teams and other such informal organisations that are managed using informal rules. Most of the times, the management of such organisations or indeed the tasks they seek to accomplish are relatively straight forward and affecting only the group members. Organisations and Institutions with relatively complex mandates and roles that have a wider impact above and beyond the members tend to have legal instruments (a set of rules that define behaviour of the organisation) that guide their actions. These set of rules are meant to ensure fairness i.e. that all people and/or issues are treated the same in similar circumstances.

Civil Protection Committees, especially at the Village and Area level need to develop constitutions to guide their actions. At the district level, DCPC members being civil servants are guided by the code of conduct that guides action in all their other engagements. These are well developed rules and regulations that have been used for decades now. It is therefore not important for them to develop constitutions. At the ACPC and VCPC level however, most of the members are not civil servants; which means there is no common legal instrument that binds their action; of course apart from the common humanitarian standards like the Sphere Standards and the Red Cross and Red Crescent code of conduct. These standards however, do not go as far as determining how ACPC, VCPC and similar organisations should run their affairs, hence the need for the development of a constitution.

² Cambridge English Learners Dictionary (Online) <http://dictionary.cambridge.org/dictionary/learner-english/> accessed on March 19, 2012.

What should a Constitution have?

Developing a constitution, and/or legal instruments that will guide the behaviour of a formal grouping or organisation is not a simple task. A good constitution should anticipate different situations and plan for how to respond to such a situation. While this is so, every constitution should have a basic structure as follows:

- Name of the group
- General goals of the group
- A structure and composition of the main committee
- Qualifications of members
- A process of election of group members to the office and terms of reference
- Fixed meetings and size of forum for various types of meetings.
- Financial status
- A method of changing or amending the constitution

If in future, it is found out that certain crucial aspects of running the organisation were left out; these can be added through an amendment of the constitution. Conditions have to be set in the constitution that prescribe how and when a constitution should be amended.

Operationalisation of the Constitution

Much more like policies are operationalised by policy guidelines, so are by-laws an Operationalisation of the constitution. Since they derive from the constitution, by-laws should not contradict the constitution. By-laws contain details on the following:

- Size of membership
- Rights of members i.e. right to vote
- Roles and responsibilities of members
- Obligations of members
- Composition of main committee
- Membership fee
- Detailed description of financial stand and the source

Compared to the constitution, by-laws can be changed more easily and often.

Advantages of formal rules in the management of organizations

There are several advantages that come with the institution of formal rules like the constitution and bye laws. Fairness in the treatment of people and issues was mentioned earlier on. Other advantages include the following:

- a) It fosters trust between the organisations' clients (beneficiaries in the case of CPCs) and the organisation; that they will be treated equally and can anticipate that same treatment in future situations.
- b) Gives a legal personality to the organisation such that it is able to take and grant credit from financial institutions and individuals.

Topic 5:

Development of Tools for Disaster Risk Management

Participant Activity

Participants should write down their understanding of a plan? Why do we need to plan?

Learning Objectives

By the end of this topic:

- Participants should understand what an action plan is, why and how it is developed.
- Participants should know how to come up with an evacuation plan

Introduction

Hazards like floods, heavy winds, earthquakes and drought pose huge risks on human life, property and livelihoods. It is important that these risks are mitigated through disaster risk reduction activities. The question however is: how does one implement these activities? What are the factors that one should consider in implementing these activities? These and other questions will be attempted in this topic. Occasionally, even with the implementation of the best laid plan, disaster risk reduction activities take time to become effective like planting trees, vertivar grass and other long term interventions. In yet other cases, things go wrong probably because the scenario realised was not planned for. In such cases, civil protection committees need to get people to safety by implementing evacuation plans. In this topic, we will also cover the development of evacuation plans.

Developing an Action Plan

Before one can develop an action plan, one has to think seriously and carefully about what it is they would like to do. In mitigating disasters, one has to think of the factors that turns a particular hazard into a disaster. Take for example flooding in Malawi. Flooding in itself should be harmless if flood waters follow the river channels on its way to reservoirs like the ocean and lakes. We would then refer to the river as swollen with no impact on human life and livelihoods. However, in the past few decades, when the rainfall season comes, people living in flood prone areas are as sure of flooding as they are of the sun rising and setting. What has changed?

Due to unregulated human interaction with the environment, a lot has changed. The unpredictable nature of rainfall has led to people cultivating along the river, on the river banks utilising residual moisture to grow crops. This unfortunately has led to the loosening of soil along the river banks which easily washes into the river causing siltation. Siltation has raised the river floor making it easy for rivers to burst banks and flood farming areas and settlements.

In this example, if one wanted to mitigate flooding, they would need to do several things including:

- a) Stop river bank cultivation by Conducting Sensitization campaigns
- b) Strengthen river banks by planting vertivar and elephant grass
- c) Restore river bed depths by de-silting
- d) Provide alternative sources of livelihoods for those that were taking part in river bank cultivation by diversifying livelihoods.

In order to come up with these activities, we had to go through a causal logic thought process. This process can be represented as in the table below, with the example of floods used:

Table 2: Example of DRR Management Framework

	Disaster	Causes	Management objective	Specific objectives	Strategies
1	Floods	<ul style="list-style-type: none"> Deforestation River bank cultivation Poor soil and water conservation practices River catchments degradation 	<ul style="list-style-type: none"> To minimise the impacts of floods 	<ul style="list-style-type: none"> To promote afforestation activities To promote establishment of river line buffer zones To promote recommended soil and water conservation practices To ensure rehabilitation and conservation of catchments areas To provide emergency and relief support 	<ul style="list-style-type: none"> Sensitisation campaigns/meetings Woodlot establishment Sensitisation meetings on law enforcement Sensitisations Demonstrations Sensitisations Community Based Natural Resources Management Early warning systems Coordinated relief service provision Rehabilitation of infrastructure.

Adapted from the Salima PVCA Exercise

The action plan comes out of the strategies that you have been devised to achieve the management objective as in the table above. If the strategies to be used respond well to the causes of floods, the implementation of the action plan in good measure, after a certain period should reduce the risk associated with floods.

The table below shows the major columns of an action plan. An example has been inserted as an aid to constructing your own action plan.

Table 3: Example of Action plan

Problem	Activities	Community Resources	External Resources	Responsibility	Time Frame	Target
Floods	Woodlot Establishment	Land, Labour Tree seedlings	Tree seedlings Fertilizer Wheelbarrows	VCPC	January 2012 – December 2012	7 woodlots (500 trees per woodlot)

An action plan like the example above specifies the problem one is tackling, the solution to that problem (activity) and the resources to implementing the solution. In the case of our example

above, it mentions that land, labour and some tree seedlings (especially indigenous trees) will be sourced by the community, while tree seedlings, fertilizer and wheelbarrows will be sourced through external assistance. This external assistance might be from the District Council, the central government or indeed from NGOs working on DRM activities in the district. The time frames and the targets are clearly shown as performance benchmarks. We would therefore expect with a fairly good chance that if we visit this VCPC after January 2012, we will find 7 woodlots established.

In conclusion, it is important that actions plans are not made for the sake of making them, they should come through as a result of a well thought process that takes into account what cause what and the interventions points.

Developing an Evacuation Plan

An evacuation plan is developed to be implemented in case mitigation interventions have failed to safeguard communities. CPCs should develop evacuation plans as a group. Each individual that has a role in the evacuation plan should be familiar with the provisions of the plan to facilitate a smooth implementation of the plan.

Specify evacuation point

The first thing a CPC needs to do is to designate an evacuation point. This could be a school or any other public structure likely to accommodate a large number of people from the communities to be potentially affected. In their 2011 Evacuation plan, Mmanga CPC designated the primary school as their evacuation point.

Division of Labour

The CPC should come up with three teams each responsible for Early Communication, Site preparation and Rescue. The early communication team is responsible with assistance from the rest of the CPC to monitor the early warning systems and convey any such eminent danger to the community. Once it is confirmed that evacuation is necessary, the early communication team will be responsible for coordinating the delivery of messages to communities to evacuate.

The site preparation team is responsible for making sure that the designated evacuation point is habitable. In the preparedness phase, this team will make a list of the necessary equipment to be made available at the evacuation point. It will also work with the CPC at large to ensure that that this equipment is available. Earlier we covered the issue of asset records, this equipment forms part of the asset list discussed.

The rescue team is responsible for assisting community members to escape danger posed by disasters. This team should be trained in the provision of first aid and should be able to provide it to those in need during disasters. The rescue team should ensure that cases that cannot be

managed at the community level with the available expertise should be referred to health facilities with minimal delay.

For all these teams, contact details should be provided to ensure they can be reached in case of emergencies.

PRA Map

The CPC should develop a map of their community. All important geographical features of the community should be shown on the map. These geographical features will act as reference points in case of external evacuation and rescue efforts. In addition to these features, the CPC should ensure that the following are shown:

- a) All settlements
- b) All areas that have previously been affected by disasters in the past by kind of disaster. This information should also be presented in a table in form of a timeline.
- c) The Evacuation point
- d) Access routes into and out of the village or community

Compiling a Population List

Under record keeping, one of the records that was said to be essential to keep was census data. Census data for the community should be collected and forms an important part of the evacuation plan. In addition to information on the TA, Group Village Headman and Village name; each household should be assigned a reference number or serial number as a unique identifier. For each household, the head of household name and gender should be recorded. Demographic characteristics of the households are also recorded as follows:

- a) Male under 5
- b) Female under 5
- c) Male 6-17
- d) Female 6 -17
- e) Male 18 – 59
- f) Female 18 -59
- g) Male 60 & above
- h) Female 60 & above
- i) Total number of members

Conducting an Assessment

As the first responders, the CPC as a whole is responsible for the initial assessment after a disaster has taken place. This assessment is meant to get a quick understanding of the situation. A CPC should compile a quick report and send it to the District CPC for action. Two main issues are covered in an initial assessment to be conducted by the CPC and these are the geographical description of the disaster area with descriptions of the disaster and numbers of people immediately affected.

In the first form, the “General Description of Disaster and Area affected”, the CPC will be required to specify the Traditional Authority where the disaster has occurred and state the type of disaster that has occurred. The current design of the form requires the CPC to simply circle the disaster being reported. The date and time of occurrence will also be provided.

Space has been provided on the form to provide a description of the disaster and its effects on houses, crops, water supplies, sanitation, health and infrastructure). The CPC should be prepared to provide a list of the villages affected complete with a report “Initial Assessment Report Part 2 – Number of People Immediately Affected”. This report will be done for each GVH affected and included as an annex to the first report mentioned above. Since the Department of Disaster Management Affairs is currently working on a new rapid assessment form, these requirements might change. Sample forms have been attached.

Topic 6

Climate Change

Participant Activity

Participants should list down some of the changes they have noticed in the weather patterns in the past ten years. The list should be consolidated and as a group, they should decide what, out of the list are examples or signs of a changing climate.

Learning Objectives:

By the end of this topic, participants will:

- Understand the meaning and impact of climate change

Introduction

Have we noticed some changes in our climate? If we can identify those changes, then we have experienced climate change. As people that have been entrusted with the responsibility of mitigating disaster, CPCs need to understand what climate change is and how it will impact our work. In this topic, we will discuss some of the examples of the changing climate in Malawi and review the causal factors of global climate change. We will also discuss some of the remedial measures being promoted to combat climate change. It should also be mentioned that in the literature, climate change is used interchangeably with global warming. We too will adopt the same in this topic.

Why is the climate changing?

There are mainly two factors that explain climate change. The first is that the changing climate is as a result of normal part of the Earth's natural variability, which is related to interactions among the atmosphere, ocean, and land, as well as changes in the amount of solar radiation reaching the earth (NOAA, 2007)³. The second is as a result of humans' interaction with their environment. Human activity like the use of fossil fuels (petrol, diesel); use of coal and natural gas (in some countries natural gas found underground is utilised as a source of energy) has contributed massively to global warming and hence the changing climate. Carbon dioxide released from burning these fuels builds up in the atmosphere (much more like an umbrella) and traps some of the sun's excess heat that is not absorbed by the earth's surface. This trapped heat in turn increases the earth's temperature (NOAA, 2007). In addition to burning of fossil fuels, carbon dioxide also comes from deforestation, agriculture and industries as they produce different products (PEW Centre, n.d)⁴.

³ National Oceanic and Atmospheric Administration (NOAA) National Weather Service "*Climate Change*" 2007.

⁴ www.pewclimate.org

As we can already see, we are all responsible for causing the changing climate in one way or another through our actions. Think of it: each time we have ridden a car that is using petrol or diesel, we have in fact contributed to climate change, each time we have eaten food, we have contributed to climate change, as the food was probably grown in a field that had to clear trees and/or burn them. It is also very likely that the very clothes we are wearing, or indeed the very paper on which this topic is printed, and the process of producing this booklet led in some way to releasing carbon dioxide, or prevented the breakdown of carbon dioxide and therefore indirectly contributed to climate change.

The Impact of Climate Change

Climate change is a serious issue. The rise in global temperatures can and does affect our lives significantly. Specifically for Malawi, we depend very much on rainfall to grow our crops. The rise in global temperatures affects the way rainfall is formed and impacts whether we have rainfall at all and if we do, it affects the intensity as well as the timing (onset) of rains. Being a rain fed agriculture dependent country, this means that we are at the mercy of the weather. When we do not have rainfall, drought sets in making it impossible to produce any crops. Remember the 2001/2002 southern Africa drought? This was a serious drought that led to thousands upon thousands of households in southern Africa depending on humanitarian aid to pull through.

In Malawi, we are already living with the impacts of over population. Our population is growing at an alarming rate. While our population is growing, the land we use to produce food is not. This has led to more deforestation in an attempt to clear enough land to produce enough to eat. The population-land pressure has led to the adoption of some bad farming practices like farming along river banks. Already, the act of deforestation destabilises the natural balance by depriving the earth of carbon processing machines, which lead to climate change. Now if the result of climate change is heavy rainfall, this rain falls on to cultivated river banks, taking away with it loose soils and depositing them in the river beds leading to siltation and flooding of rivers. One would therefore say that as humans, we are the causes of our own misery.

It has to be noted here that while by far the developed world is historically the biggest source of carbon dioxide, it is the developing and poor countries like Malawi that will bear the most impact of climate change due its underdeveloped coping capacity. The poorest of the poor will bear the greatest burden.

What can we do to combat climate change?

International Governance Efforts

The international community has already started doing something about climate change. One of the main instruments used at the international level was arrived at the UN conference on Environment and Development in Rio de Janeiro. This was the UN Framework Convention on Climate Change, the UNFCCC. The aim of the treaty is to control the emission of harmful gases into the atmosphere that would increase the risk of global warming⁵.

⁵ To read more about the UNFCCC, its operation and impact, please visit: <http://unfccc.int/2860.php>

In addition to the framework convention, the international community through the World Meteorological Organisation (WMO) and the United Nations Environmental Programme (UNEP) established the Intergovernmental Panel on Climate Change (IPCC) which is made up of high profile scientist that provide the world with a clear scientific view on the current state of knowledge in climate change and its potential environmental and socio-economic impacts. The IPCC reviews and assesses the most recent scientific, technical and socio-economic information produced worldwide relevant to the understanding of climate change (IPCC, 2012)⁶.

Climate Change Mitigation and Adaptation

Mitigation and Adaptation are the two types of responses to climate change. Mitigation refers to actions that are undertaken to reduce the magnitude of our contribution to climate change. Mitigation actions would be for example doing less of the activities we mentioned earlier as contributing to climate change. It also includes research into better ways of producing the same or similar products with a smaller carbon footprint. Adaptation on the other refers to activities implemented to reduce the adverse consequences of climate change. A good example would be diet diversification. Diet diversification ensures that maize dependent populations are able to shift their diet preferences and therefore able to survive in a situation where maize does not do as well as a result of climate change (drought). We would refer to a population that makes a successful dietary shift as having adapted. Other examples of adaptation include irrigation farming, construction of dykes and canals and use of alternative sources of energy like energy saving stoves.

Climate Change and Disaster Risk Reduction

The majority of sub Saharan Africa, Malawi included is already battling with many challenges including poverty, the AIDS pandemic and poor governance systems to mention a few. This means that communities in the majority of Africa are ill equipped to deal with the impact of disasters. In Malawi, we are greatly affected by weather related disasters. Current projections indicate that climate change will likely lead to increased frequency of weather related hazards. For our context, in the face of climate change, we have to become more vigilant in our disaster risk reduction efforts to ensure that we build communities resilient to hazards that face them.

In conclusion, we have to remember that the way we interact with our environment directly affects how the environment in turn serves us. The implementation of mitigation interventions like re-afforestation will increase carbon sinks (as trees are able to breakdown carbon dioxide). Since it has proved difficult for countries to commit to certain emission levels and since fancy ways of ensuring countries and large cooperation can continue to emit gases (i.e. carbon trading and offsetting), we cannot really successfully mitigate climate change in our little corner of the world. Our best chance therefore lies in adapting to climate change. Fundamental changes are needed in our way of life and the way we interact with the environment.

⁶ See: http://www.ipcc.ch/organization/organization.shtml#.T25B_H4QuY

Topic 7:

Early warning Systems (EWS)

Participant Activity

Participants should think of the term “Early Warning” and provide examples of early warning situations in real life and the benefits of such systems.

Learning Objectives

By the end of this topic, participants should:

- a) Understand the early warning system and its importance
- b) Understand the importance of upland communities’ involvement in forecasting and warning the lowland areas in flood EWS.

Introduction

Early warning system refers to the set of capacities needed to generate and disseminate timely and meaningful warning information to enable individuals and communities and organisations threatened by a hazard to prepare and act appropriately and in sufficient time to **reduce the possibility of harm or loss**. The primary aim of early warning is timely response to threats. Early warning is therefore a window of opportunity preceding the disaster. To use the definition of ISDR, “it is the provision of *timely* and *effective* information through *identified institutions* that allows individuals exposed to a hazard to *take action* to *avoid or reduce* their risk and *prepare* for *effective response*” (ISDR, 2009). From this definition, certain words have been highlighted. Firstly, early warning has to be timely providing information that will enable recipients to make effective decisions. In this definition, there is a certain implied active involvement by the generators of the information as well as the recipients. Recipients are expected to act on the information received in order to reduce the risk they are exposed to, but also to enable them prepare to respond.

Elements of an Early Warning System

An effective EWS has four key elements. The first element is to do with knowledge. Are the hazards adequately recognised and known? Are the risks associated with these hazards known? Do we know the vulnerabilities of the communities that face these hazards? Secondly, an early warning system needs to have a monitoring and warning service in place. If the hazards are known, then what are the mechanisms that have been put in place to monitor these hazards? If the situation changes and the risks increase, is there a warning service? How will those at risk come to know about the impending hazard?

There may be excellent assessments conducted such that we may know a whole range of hazards facing a particular community as well as the communities' vulnerabilities; however, the question of dissemination and communication comes up as the third element of an EWS. Communities at risk need to be aware of any warnings that might be generated by the system. Communities at risk need to be provided with tools for effective decision making. This will happen through dissemination and communication, through which the systems warning service will be explained. For example, take the colours sometimes displayed at the lake, a yellow flag means swim with caution, a red flag means do not swim at all. If these signs are not properly explained to patrons, one will assume the flag is probably a goal post for beach soccer and pay no attention to it.

The fourth element of an early warning system is the response capability of authorities and those at risk. If the other three elements are fully operational while there are no response capabilities, the benefit of the purpose of coming up with the system is defeated. From history, failures typically occur in the communication and preparedness elements pointing to human factor and political will as significant factors in any early warning system. These in turn depend on the durability of institutional arrangements as well as public support and awareness of the benefits of the early warning system. These four elements are interrelated and interconnected as shown in the figure below:

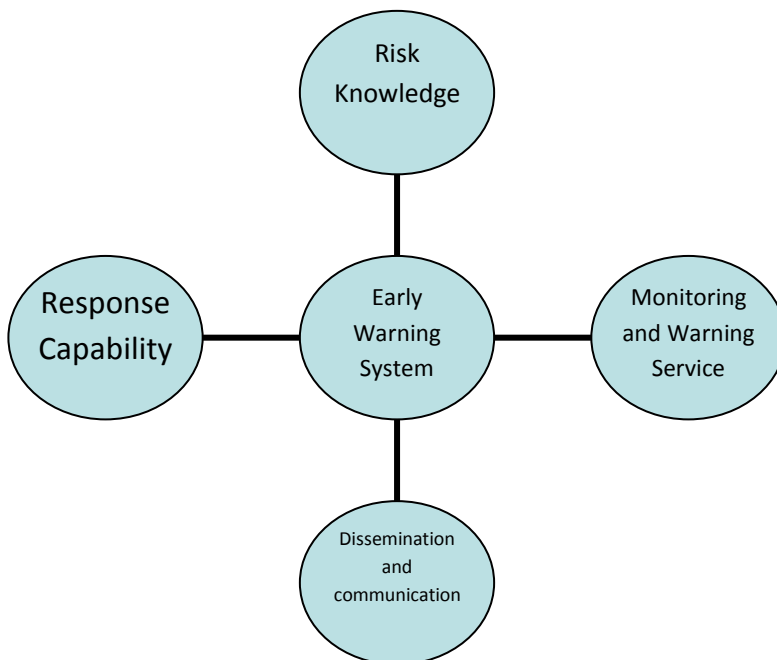


Figure 3: The four elements of an early Warning System (Adapted from Basher, 2006).

In the Malawian context, early warning systems can be classified into two; the indigenous early warning systems and modern early warning systems. We will now cover each separately below:

Indigenous Early Warning Systems

Communities especially in Africa have existed long before the emergency of modern studies in disaster management or risk reduction. As entities, these communities have come across disasters of varying degrees in intensity and frequency. From these disasters, communities have accumulated important knowledge of early warning signs that have been passed from generation to generation. These warning signs about impending disasters are what we refer to here as indigenous early warning systems. They include signs and signals of a flooding river (debris in the water); and increased food gathering activity by ants (sign of impending drought). No studies have been conducted to ascertain the accuracy of most of the indigenous early warning systems. They should therefore be used with caution.

Modern Early Warning Systems

Human societies have evolved. Humans are the most successful species on earth. They have harnessed technology and developed aids to make living their lives less of a burden. These societies have an insatiable appetite for energy (hydro, nuclear, solar, wind, etc); transportation systems (aeroplanes, rail, and road) and other developments. This advancement means that human interaction with the environment has become ever more complex. This complication means that indigenous early warning systems are no longer viable in advanced societies owing to their underdeveloped nature and limited application. To keep up with the advances in technology, modern early warning systems have been developed. Examples in this regard range from river gauges set up in upstream communities to Tsunami early warning systems. It is important that early warning systems are not thought of only as physical instruments. These can also be processes that are undertaken for example the collection of food security data which is analysed and is the basis for famine early warning.



Example of an Early Warning Tool

Application of Early Warning Systems: - Case of Flood Early Warning

One of the most common hazards in the Malawian context is flooding. Flooding has been more frequent in the past decade due to unregulated use of natural resources and cultivation. Communities up stream have cultivated carelessly leading to siltation of rivers. Communities along the rivers as well as those downstream have cultivated close to river banks making it easier for rivers to break banks and flood settlements. As can be observed here, downstream communities cannot mitigate the impacts of floods without the involvement of upstream communities. Communities up stream have been used as early warning agents. Using river gauges, they have monitored river levels and provided warnings to downstream communities through the use of cell phones. As we can already see, an early warning system is a *system* made

up of interdependent parts. It relies on the cooperation of these systems to operate in order to work. In the case of the flood early warning system, upstream communities are indispensable even though they are not directly impacted by the floods. Their actions however can save lives.

Topic 8

HIV, Gender and Reproductive health in Emergencies

Participants Activity

Participants should discuss how HIV/AIDS has affected their community. Participants should also discuss their perception of the term “Gender”

Learning Objectives:

By the end of this topic:

- a) Participants should understand the link between HIV, Gender Based Violence, Sexual Reproductive Health and disasters.
- b) Participants should be reminded about the preventive measures of HIV/AIDS
- c) Participants to be oriented on the meaning of gender and gender based violence

Introduction

Basic social services are not accessible to all at all times. During emergencies, access to services is further impaired through the destruction of infrastructure used for providing services and also the disasters impacting those that provide services. In restoring these services in emergency settings, the emphasis is on treating the injured and providing care to the sick. While this is an important aspect of health care provision, it is not often that reproductive health comes to the fore. Also, disasters do not affect men and women in the same way. At evacuation sites, the needs of men and women are not the same. In this topic, we will review some of the factors that can predispose the affected population; especially women to HIV & AIDS as well as how to provide for reproductive health in emergencies.

Disasters, HIV and AIDS and Reproductive Health

First some definitions; **Health** is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.

Sexual Reproductive Health therefore implies that people are able to have a satisfying and safe sex life and that they have the capability to reproduce and the freedom to decide if, when and how often to do so (Pincha, 2008). It also includes sexual health, the purpose of which is the enhancement of life and personal relations.

When disasters happen they disrupt the normal routine for earning livelihoods in communities. In some cases, communities and settlements are temporarily uprooted and required to live in evacuation centres. For some kind of disasters like civil unrest and conflict, people have to leave their homes for long periods of time. Often, they leave everything behind, property, careers, and professions and in some cases separated from family members. In a bid to survive, people especially women may engage in negative coping mechanisms such as transactional sex or survival sex to secure food and shelter for their families.

Displacement to evacuation centres and resettlement areas may encourage negative coping mechanisms (transactional or commercial sex) for survival. In these situations, sexual and gender-based violence may increase as a result of widespread violence or conflict. Such situations further make women and girls vulnerable to the risk of sexual and gender-based violence. Unaccompanied minors and orphans may also become vulnerable to sexual assault and abuse. HIV can be transmitted through these sexual encounters.

In order to mitigate the potential impacts of situations that lead to the adoption of negative coping strategies, it is important that emergency preparedness is comprehensive and takes into account the reproductive health needs of affected populations. These needs should be properly quantified in the contingency requirements. These RH requirements including food and the personnel to provide them should be made available on time. In addition, the following services should be resumed as quickly as possible:

- a) Condom programming, ensuring that distributors are identified in the affected population.
- b) HIV testing and counselling is available and STIs are referred for treatment.
- c) Safe blood transfusions. During emergencies, the number of blood transfusions is high due to injuries. Adequate preparations should be made with the blood transfusion centre to ensure that safe blood will be available.
- d) Prevention of Mother to Child Transmission (PMTCT)
- e) Access to post exposure prophylaxis for rape victims

In emergencies involving population movements, it is always important to remember that:

- Commercial sex work activities may expand in the affected area due to the influx of a big number of clients including: displaced populations, relief workers, peacekeepers etc.
- Affected populations, especially young women and girls, may resort to sex work for survival, thus increasing the numbers of most at risk populations (MARPs).
- An increase in multiple sexual partnerships may be expected in areas of close proximity such as displacement accommodation centres/evacuation points.

Gender based violence and SRH concerns in emergencies

Gender: refers to the social differences between males and females that are learned and though deeply rooted in every culture, are changeable over time, and have wide variations both within and between cultures (IASC, 2006). “Gender” determines the roles, responsibilities, opportunities, privileges, expectations, and limitations for males and for females in any culture.

Gender-Based Violence (GBV): especially sexual violence – is a serious and life threatening human rights, protection, and public health issue requiring specific attention and intervention in all phases of humanitarian emergencies. In emergencies,

- Sexual and gender-based violence may increase as a result of widespread violence or conflict.
- Displaced women and girls exposed in temporary accommodation may become particularly vulnerable to the risk of sexual and gender-based violence.

- Orphans and unaccompanied children may become more vulnerable to sexual assault and abuse.

SRH issues in crisis situation

- Risk of sexual violence may increase during social instability
- STIs/HIV transmission may increase in areas of high population density
- Lack of Family Planning increases risks associated with unwanted pregnancy
- Malnutrition and epidemics increase risks of pregnancy complications
- Childbirth outside health facility/ without skilled birth attendants during displacement.
- Lack of access to comprehensive emergency obstetric care increases risk of maternal death

As actors in emergency situation entrusted with the responsibility of providing relief to affected populations, we are reminded to be exemplary to the people we serve. We also have a responsibility to disseminate HIV prevention messages. Much emphasis should be on the following three preventive measures:

Abstinence: abstaining from sexual intercourse prevents from contracting STI's including HIV/AIDS.

Be faithful: staying faithful to one lifelong partner. If one partner is not faithful, it puts the other partner at risk.

Condom use: people who cannot abstain or be faithful must use condoms. Condoms also prevents from contacting STI's including HIV.

Prevention of Sexual Exploitation and Abuse (SEA)

The prevention of sexual exploitation and abuse should be an important part of all DRM and Response measures. In the preparedness phase, institutional mechanisms should be introduced and enforced in instruments like CPC constitutions. Disseminations of the same should be done to the general population. During emergencies, mechanisms should be set in place to monitor violations.

Glossary of Terms

Disaster: A serious disruption of the functioning of a community involving *widespread* human, material or environmental losses and impacts which sometimes exceeds the ability of the affected community to cope using its own resources (ISDR, 2009). A disaster is the result of a *hazard's* impact on community. So the effects of disasters are determined by the extent of community's *vulnerability* to the *hazard*, and its ability or capacity to cope with it. For example, in the context of Salima, we can call floods as a disaster as they disrupt the function of a community by washing away houses, crops and animals. In most cases, these floods wipe away the community's food sources so that food aid has to come in to assist the communities to cope. A disaster like floods is a result of the hazards (*chiopyezo*) like heavy siltation of rivers that raise the river bed and the ability of the community to cope.

Disaster Risk Reduction: This is the concept and practice of reducing disaster risks through systematic efforts to analyse and manage the casual factors of disasters, including through reduced exposure to hazards, lessened vulnerability of people and property, wise management of land and the environment and improved preparedness for adverse effects (ISDR, 2009). If our hazard in Salima is siltation, and we do something about it, i.e. river de-silting, then we will have implemented a disaster risk reducing activity. The same applies if we dig canals to redirect water. The total sum of activities that we will implement with the primary purpose of reducing risk will qualify as disaster risk reduction.

Disaster Risk Management: This aims to avoid, lessen or transfer adverse effects of hazards through activities and measures for prevention, mitigation and preparedness.

Hazard: A dangerous phenomenon, substance or human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihood and services, social disruption and environmental damage (ISDR, 2009).(natural, technological and environmental degradation). In Salima and other parts, we have commonly translated this term as *Chiopyezo*. As can be seen in the definition, chiopyezo can be natural, like earthquakes. It can also be technological like a plane crash but also environmental like improper management and use of land which results into flooding.

Vulnerability: is defined as the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard (ISDR, 2009). In the context of Salima District, characteristics and circumstances of a community could include poverty, lack of access to health facilities, lack of adequate land to produce food and population growth. All these characteristics and circumstances make the communities in Salima susceptible, vulnerable or exposed to the risks associated with hazards. Looked at it in another way, these are the factors that make communities weak to respond or withstand the impact of hazards.

Risk: The term risk is usually associated with the human inability to cope with particular situation (Mercy Corps & Practical Action, 2010). If you go fishing in a crocodile infested river,

the risk of coming across a crocodile is higher compared to when you take a walk along the Salima-Balaka road away from rivers. Risk therefore can also be defined as the degree of exposure to negative impacts of a situation.

Prevention: This refers to the outright avoidance of adverse impacts of hazards and related disasters (Mercy Corps & Practical Action, 2010). As HIV and AIDS was said to be one of the disasters experienced in Salima, prevention would include the use of condoms and abstinence. For floods, it would include moving from disaster prone areas to higher ground to establish settlements. These actions would prevent an individual from contracting HIV and experiencing flooding respectively. Usually, this term is used in contrast with mitigation, which is the lessening, alleviating or easing the effects of a situation. Communities should include prevention measures in their developmental plans. They can be non-physical measures (laws and regulations) aimed at preventing river bank cultivation or physical measures, like construction of dykes to prevent rivers overflowing.

Preparedness: The knowledge and capacities developed to effectively anticipate, respond to, and recover from the impacts of likely imminent or current hazards (Mercy Corps & Practical Action, 2010). Preparedness refers to activities that we do in advance, in anticipation of disasters. For example, dykes are constructed in the dry season before rains start. In simple terms it is preparing for a disaster before it occurs. The key to effective community based disaster risk management is being ready to provide a **rapid emergency response**. Preparedness is also concerned with **forecasting and warning**.

Mitigation: This refers to the lessening or limitation of the adverse impacts of hazards and related disasters (Mercy Corps & Practical Action, 2010). See prevention above. This encompasses all activities undertaken in the anticipation of the occurrence of a potentially disastrous event, including preparedness and long term risk reduction measures. It is also the process of planning and implementing measures to reduce the risk associated with known natural and human made hazards as well to deal with disasters which do occur. Examples of mitigation strategies can include: Implementing sustainable and earthquake resilient building techniques, land use planning, and identifying early warning systems (EWS).

Response: The provision of emergency services and public assistance during or immediately after disasters to save life, reduce health impacts and meet basic needs of the affected population (ECBEWS-Mercy Corps and Practical Action 2010).

Climate Change: Refers to change in the state of the climate that can be identified (ISDR, 2009). Climate change increases vulnerability within communities who are already at risk. The subject area of DRR has become ever more important due to the impact of climate change. Climate change has already been experienced in Malawi through observed unpredictability of onset of rains and rainfall variability with adverse effects on the household level. Climate change may also affect the way certain crop pests reproduce hence bringing new challenges to pest control and the practice of crop production itself. During the PVCA exercise for example, communities pointed out that “*Mvula ikumakhala ya njomba*” meaning that rainfall onset is no longer predictable. This is a good example of climate change.

Resilience: Is a term used to describe the ability of communities to withstand shocks and recover from them. Communities that are resilient are able to recover easily and quickly to impacts of disasters. On the other hand, communities that are not resilient will be driven further into poverty making it impossible for them to bounce back without external support. Resilience and vulnerability can be considered as sides of the same coin.

Early Warning System (EWS): Refers to the set of capacities needed to generate and disseminate timely and meaningful warning information to enable individuals and communities and organisations threatened by a hazard to prepare and act appropriately and in sufficient time to **reduce the possibility of harm or loss (ISDR, 2009)**. The primary aim of early warning is timely response of threats. Early warning is therefore a window of opportunity preceding the disaster.

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World Bank and UNISDR; The Structure, Role and Mandate of Civil Protection in Disaster Risk Reduction for South Europe: - South Eastern Europe Disaster Risk Mitigation and adaptation programme

Annex 1 – Sample Constitution

CHIMWAVI CPC

CONSTITUTION DEVELOPMENT FOR CPCs

1. Name of CPC

The CPC shall be called Chimwavi Civil Protection Committee.

1.2 Address for service

The address for the service of Chimwavi CPC shall be C/O Salima L.E.A., Box 109, Salima.

1.3 Objective of Chimwavi CPC

1.3.1 Main objective

- a. To effectively represent and assist households which have been affected by floods.
- b. To promote both winter and summer cropping activities and marketing produce for economic development.

1.3.2 Specific objectives include

- a) In conjunction with GVH, CPC shall identify and register farmers/households affected with floods
- b) To collect maize from individual farmers, treat it and store in cemented grain silos
- c) To compile and send flooding reports to DCPC through following the normal channel or following the local structure formed by Salima district assembly.
- d) With help from youth drama groups to deliver messages on the disadvantages of cultivating along the river banks, dangers of crocodile, elephants and issues of Environment protection.
- e) To promote extension advisory service to crop producers who are members of the CPC and participate fully on activities that protect the river banks.

1.3.3 Type of organization/group

The organization/group/CPC shall not make any profit apart from assisting the vulnerable during hazard periods but only have wages-thus CPC Executive members.

1.3.4 Area of operation

- a. The area of operation shall be the whole area of GVH Chimwavi. Covering 6 villages which are recognized by district council.
- b. The CPC shall have branches in all villages of GVH Chimwavi whose members shall be farmers.
- c. The CPC shall operate under the direction of the DCPC through Village Civil Protection Committee.

1.3.5 COMPOSITION OF Chimwavi CPC

The composition of the Executive committee of the CPC is as follows:

Chairperson:	Makuluni Tondola
Vice :	Chipiliro Clement
Secretary:	Mercy Nedisoni
Vice:	Luka Thomasi
Treasurer:	Ali Mimu
Committee members:	
	Helekisi Maliyoni
	Jamesi Phiri
	Mtisunge Kapalamula
	Rose Samisoni
	Cheyiya Idana
	Gidioni Kambani

1.4 Functions and powers of Civil Protection Committee

Civil Protection Committee shall have the following functions and powers:

- a. To open CPC account
- b. To take custody and manage all funds and assets for the CPC
- c. To protect interest and create the voice for its members
- d. To manage and repair grain silos
- e. To organize and conduct regular meetings
- f. To ensure that members are abiding by the rules and regulations of CPC/groups.
- g. To reinforce discipline among the members
- h. To mobilize and conduct meetings on early warning systems on floods.
- i. To have special garden for growing crops and sell the produce as a source of income for the CPCs

1.4.1FUNCTIONS OF THE CHAIRPERSON

The chairperson shall have the following powers and duties:

- a. Attendance at all meetings of the CPC and the Executive committee
- b. To exercise general meetings and direction of the CPC affairs and oversee the proper implementation of resolutions and instructions of the executive committee
- c. To preside over all meetings of the executive committee
- d. To represent CPC at any occasion.
- e. To protect and safeguard the CPC constitution
- f. Signing for agenda and minutes for the meeting
- g. To assist sub discipline committee in resolving conflicts within the CPC members
- h. To make sure that the constitution is followed and used by all CPC members.

THE VICE CHAIRPERSON

He/she shall exercise all powers and perform all duties of the chairperson during his/her absence or incapacity

SECRETARY

The duties of the secretary shall be as follows;

- a. Attendance of all meetings of the CPC and Executive Committee
- b. To keep full minutes of all the meetings of the executive committee and the groups
- c. To save as custodian of all the records, correspondence, assets and other files of the CPC
- d. To keep up to date list of all members of CPC
- e. All correspondence, suits and matters instituted by or on behalf of the CPC, in the name of the secretary and all warrants, pleadings, statements shall be signed by the secretary and likewise in all suits and matters against CPC, the secretary shall represent.

TREASURER

The duties of the treasurer shall be as follows

- a. Attendance of all the meetings and the Executive CPC committee.
- b. The collection of all fines and any other contributions from the members.
- c. The collection and receipt of all other monies payable from the CPC members and issue of receipts for monies from a duplicate receipt book.

- d. The preparation of annual accounts showing income and expenditure, the profit and loss and assets and liabilities of the CPC.
- e. The custodian of all ready-cash belonging to the CPC
- f. The presentation of cash in hand, books of accounts or other accountable documents to the Executive committee or finance and Audit committees or any other person entitled by law to see them.
- g. Acts as one of the signatories of CPC account
- h. Any other duties, which the constitution or committee may require.

SUB-COMMITTEE

The general membership will appoint the following subcommittees:

- a. Keeping all financial records
- b. Soliciting other source of income for CPC
- c. Submitting financial reports to the Executive committee
- d. Act as an custodian of CPC New building society pass book

DISCIPLINE COMMITTEE

The Discipline Committee shall be responsible for;

- a. Setting disputes amongst members
- b. Ensuring that there is order and discipline at all CPC meeting
- c. Ensuring that all rules are being followed and bringing offenders to book
- d. Recommend punishments and fines to the Executive Committee
- e. Perform any other duties as agreed by Executive Committee

MARKETING COMMITTEE

The Marketing Committee shall be responsible for the following activities;

- a. Organizing transport for the collection and delivery of finished products and raw materials respectively
- b. Plan, coordinate and implement marketing activities to ensure efficiency and effectiveness
- c. Present honest records of all transactions under their jurisdiction to the Executive.
- d. Work in collaboration with other committees in promoting high quality control measures of products
- e. Identify viable markets
- f. Hold meetings regularly
- g. Submit reports to the Executive committee on timely basis
- h. Perform other duties assigned by the Executive

FINANCE

The financial year shall be from September to August of the following year.

CPCs FUNDS

The funds of the CPC shall be raised from:

- a) Fines
- b) Grant and donations
- c) Winter and summer gardens activities
- d) Ant other contributions from farmers

BANKING

The CPC shall invest its funds at new building society. All monies of the CPC must be kept at very safety place. The treasurer of the CPC shall be allowed to keep petty cash not exceeding K5000.00 at a safe place for emergencies and operating costs.

SIGNATORIES

There shall be three signatories of the CPC, namely the Chairperson, Secretary and Treasurer of the Executive Committees. For any withdrawal of cash at least two signatories are required and one of signatory shall always be the treasurer.

The **BANK PASS BOOK** shall be kept by the finance committee and only released upon approval by both Executive and finance committees.

FINES

The following fines will be levied:

- A] Non-attendance at meetings-MK200.00
- B] Indiscipline during meetings-MK100.00
- C] Not participating in community work-250.00

MEETINGS

Special general meetings

Special general meetings or extraordinary meetings can be convened at any time by at **least five** members of the Executive Committee or at **least 10 %** of total membership or majority of the members.

MEETINGS OF COMMITTEES

Meetings of all CPC committees shall be held at least **once a month** at an agreed place. Any committee member who fails to attend three consecutive meetings without convincing reasons shall cease to be a member of that committee.

QUORUM AND VOTING

The quorum for CPC and special general meetings shall be not less than 2/3 of the total voting membership and at least 50% of the Association membership respectively.

FUNCTIONS AND POWERS OF THE CPC

1. Monitor information on water levels, likelihood of flooding and communicate findings to all surrounding villages and inform immediately the Area Civil Protection Committee (ACPC) { TA level committee}.
2. Conduct initial/quick assessment and identify impact as well as affected families and their needs.
3. Immediately report the incident and assessment findings to ACPC
4. Identify immediate and short term needs including possible evacuation and temporary shelter sites
5. Identify and seek locally available resources (at village level) to support immediate needs as part of the response
6. Stock and manage village relief items where possible including distributions.
7. Encourage mobilization of communities to undertake flood mitigation activities.

SETTLEMENT OF DISPUTES

In case of disputes between the CPC and any of its members or any complaints against any member or, officer an application should be made to the discipline committee through the secretary of the committee for redress. Should the complainant not receive satisfaction, an appeal may be made to GVH or Village headman.

AMENDMENT OF THE CONSTITUTION

Constitution shall be amended by cancellation, alteration or addition by of 50% those present at duly called general meeting after 3 years.

PROFITS

The CPC is not a profit making organization; hence, it cannot make any profit but only wages for themselves and the major goal is to assist people who have been affected by floods.

POLITICS

The CPC committees are not political institutions and shall not be involved in local or national active politics. Therefore, the CPC shall not engage in politics by supporting any candidates or political parties:

- a. Should any member of the committee become a candidate for parliament or other government office that member must resign from the position with the CPC. But this does not prohibit any member to be active in politics but should not mix politics with the business of the CPC
- b. No executive member shall use the powers of CPC to threaten his or her members.

CERTIFIED BY

Chairman:
Makuluni Tondola

Secretary
Mercy Nedson

Treasurer
Ali Mimu

Signature

Signature

Signature

.....

.....

.....

Date

Date

Date

.....

.....

.....

Annex 2 – Sample Action plan – Kambwiri DRM Action Plan 2011

NO	WORK TO BE DONE	PLACE	TIME FRAME	FREQUENCY	RESPONSIBLE PERSON	RESOURCES
1	Meeting with village heads	GVH Kambwiri	July, 2011	1	VCPC	Pens and note books
2	Meeting with community members Monthly report	GVH Kambwiri	July, 2011	3	VCPC	Pens and note books
3	VCPC meeting to discuss ways of sourcing funds to open a bank account	GVH Kambwiri	August, 2011	3	VCPC	Pens and note books
4	Quarterly review meeting Monthly report	GVH Kambwiri	August, 2011	1	VCPC	Pens and note books
5	HIV/Gender meeting	GVH Kambwiri	September, 2011	3	VCPC	Pens and note books
6	Piece work	GVH Kambwiri	September, 2011	5	VCPC	Hoes and man power
7	Monthly report	GVH Kambwiri	September, 2011	3	VCPC	Pens and note books
8	Meeting with communities on environmental issues	GVH Kambwiri	October, 2011	3	VCPC	Pens and note books
9	Meeting with communities on relationship of environmental degradation and disaster	GVH Kambwiri	October, 2011	3	VCPC	Pens and note books
10	Opening Bank Account	NBS Bank	October, 2011	1	Chair, Sec and treasure	funds
11	Meeting with communities on how VCPC works with stake holders	GVH Kambwiri	November, 2011	3	VCPC	Pens and note books
12	Conduct HIV and gender awareness	GVH Kambwiri	November, 2011	3	VCPC	Pens and note books

Annex 3 - Sample minutes

Takumana lelo pa ~~20~~ 4 - 4-2012.

ABungi anayamba matele tipange
mshahano tiyitanitse anthu onse
ndipo atwauze gawmwini wa mpunga
kukufunika anthu azibwela ofika kuzetshuri
komaso tiwafotokozele zomwe tinakate
kumaphuzilo

Chifukwa tikapitaso zizakhala khani
zambili ndiye zimayiwalikira.

Wapampando wauza komiti kuti ipangan
zakudikira mbumba masana
wapambuyo pawo wafotokozela kuti
gawo limene likhale lazimayi ndipo
wagawa ntsiku lililonse kuzipezeka
munthu mazi.

Kutengedwe ndalama yokwana 2000
yomwe tikapangile kundi mipando ndipo
kukakhala chenji tikawona pena pakape
wele.

Ine Mercy Nedisoni
mboni Helga manyon

Annex 4 – Sample financial record keeping

Mdondomero ya ndalama
 zomwe zili ku ABungi
 ndalama zonse zakhala 4500
 ana ajamba apeleka ndalama yakhala
 2000 zonse zakhala 6000
 Tachotsa ndalama yakhala ~~500~~ 1800
 yotsala 5200
 Obwerekha Thiredipapu 500
 ALITHANI wapeleka 300
 makuluni 300
 obeleka mthini 150
 Ogayi mnyig BINGA 100
 AU. MIMU 600
 1950
 +5200
 7150
 ana ajamba apeleka ndalama yakhala
 2000 zonse pamodzi 9150
 obeleka mthini 30015
 Zochotsa kukawosherera mthini
 - 700 -
 kuchotsa kukagula zapakhatswe
 = 600 -
 ndalama ya chinangwa ndi 690
 yagula chigwe 250
 yotsala kugulu K 870
 Tatsandizira muthu yemwe nyuma yake
 yasha nd ndalama yakhala 1000 yotsala 770

MAP OF MTAUCHILA TEAM 1

CHIPHOLE

KEY

- LAKE
- FLOODABLE AREA
- CULTIVATION AREA
- GRAVEYARD
- MOSQUE
- SCH
- GRANDSIO
- MZUZA
- CLINIC
- ADMAC
- RIVER
- Aut. Road
- Hippos
- Cave

NGANDO RIVER

MTAUCHILA RIVER

LIFIDZI RIVER

MTAUCHILA

GRANDSIO

MOSQUE

GVH

KAMPANGO VH

Borehole

Admarc

CLINIC

mwentere VH

Mgando School

Kalindi VH

Graveyard

MZUZA VH

Graveyard

Annex 6 – Sample Evacuation plan

MMANGA GVH

PEMBA TRADITIONAL AUTHORITY

EVACUATION and RESPONSE PLAN

Civil Protection Committee Members

Chairperson *Salim Kalim*

Vice Chair *Asiyatu Bola*

Secretary *Josephy Bola*

Treasurer *Oslan Yusufu*

Vice Secretary *Felesi Willard*

Members:

Sauda William

Mary Abedi

Adidya Mnosi

Bonomali Saidi

Muhammadi Willard

Evacuation Point

Mmanga CPC identified the Kapira Primary School as their evacuation point which can provide shelter for approximately 300 individuals

Focal Contacts

Early Warning Communication Team

Name	Village	Cell phone number
Bonomali Saidi	Kazembe	
Adidya Mlozi	Zaiti	
Osten Yusufu	Kachepea	0999267861

Kapira Primary School Site Preparation team

Name	Village	Cell phone number
Mrs. Kaponda	Mmanga	
Henry William	Mmanga	0992210149
Salim Kalim	Mmanga	0992210142
Sauda William	Pinda	

Rescue Team

Name	Village	Cell phone number
Josephy Bola	Ngwale	0991435361
Juma Lyson	Mmanga	
Falesi Willard	Kumpenga	
Agness Abedi	Kachala	



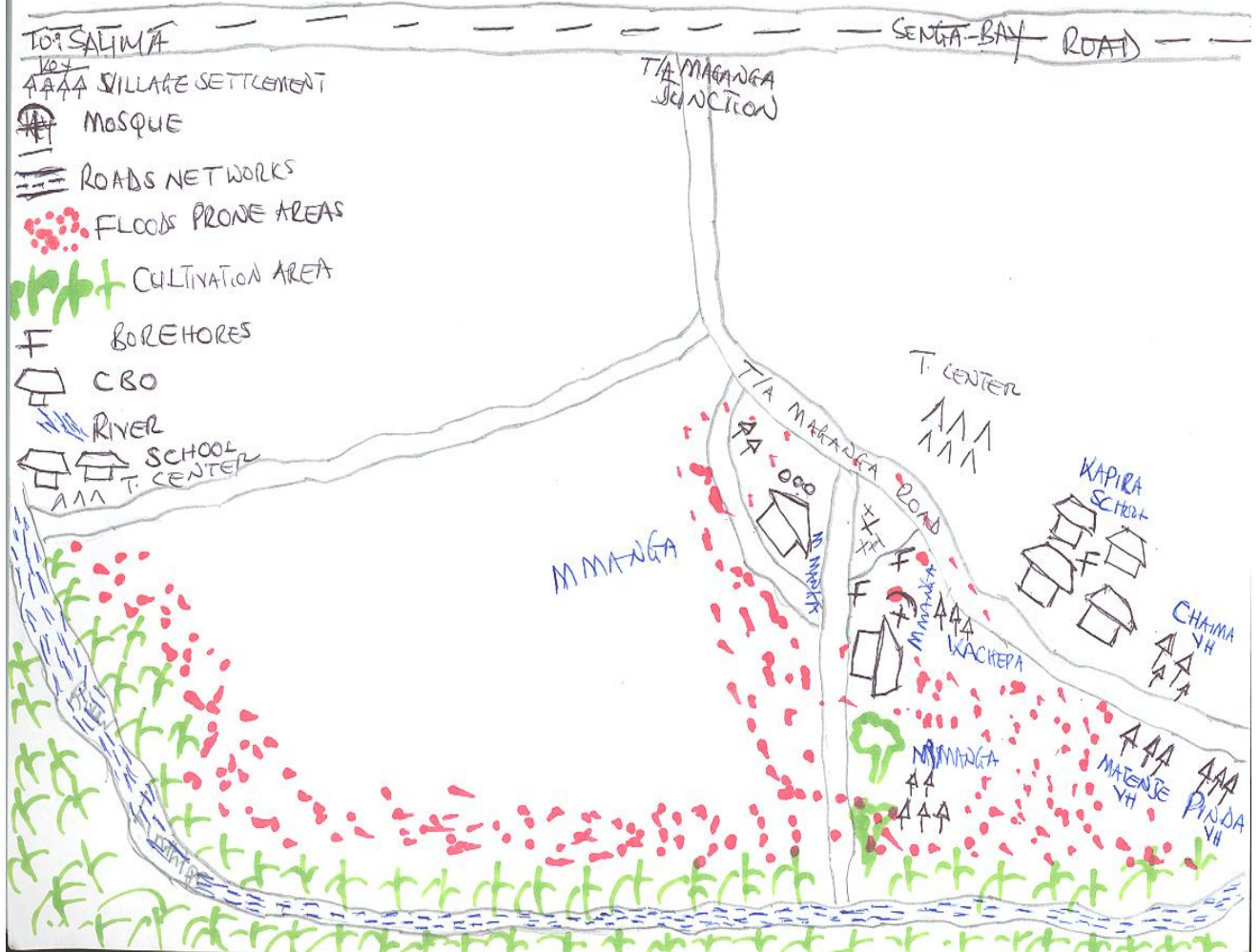
Provision on communication equipment, evacuation equipment maps and CPC capacity building trainings supported through funding from the Humanitarian Aid Department of the European Commission implemented by COOPI – Cooperazione Internazionale



Evacuation Point Equipment for M'manga CPC

Items	Quantity
Mega phones	1
Batteries	8
Whistles	10
Axes	1
Wheel barrows	1
Shovels	1
Crow hammers	1
Nails	
Paknives	1
Torches	1
Paraffin lumps	1
Methylated spirit lumps	1
Buckets with tap	1
Nsima plates	15
Ndiwo plates	15
Plastic mugs	15
Mattresses	2
Refuse bin	1
Big cooking pots	1
Smaller cooking pots	1
Water storage buckets	2
Box files	1
Pens	2
Rulers	1
Clip board pads	1
Storage box	0

MAP OF GYH MIMANGA



GPS MAP OF GVH Mmanga



BACKGROUND INFORMATION

M'manga Disaster History

Type of Disaster	Year	Nature of Damage	Availability of statistics/Disaster Reports
FLOODS	1970 1989 2001	Crop and animals damaged 2 people died and damage houses Flash floods	None
ARMY WORMS	2006,2008,2009	Damage crops	None
WILD ANIMALS (Crocodile and Hippo)	1999 2010	2 died 5 people were injured	None
EARTH QUAKE	1989	Damage Houses	None
STRONG WIND	2001,2009	Damage Houses	None
DROUGHT	1970 1989 2001	Crops and Animals affected 1 person died Death were uncountable especially for children and due to malnutrition	None

Roles and responsibilities of Mmanga CPC

1. Monitor information on water levels, likelihood of flooding and communicate findings to all surrounding villages and inform immediately the Area Civil Protection Committee (ACPC - TA level committee).
2. Conduct initial/quick assessment and identify impact as well as affected families and their needs.
3. Immediately report the incident and assessment findings to ACPC
4. Identify immediate and short term needs including possible evacuation and temporary shelter sites
5. Identify and seek locally available resources (at village level) to support immediate needs as part of the response
6. Stock and manage village relief items where possible including distributions.
7. Encourage mobilization of communities to undertake flood mitigation activities

Annex 7 – Sample Assessment form

Part One:

General Description of Disaster and Area Affected

Region: South/ Centre/ North

Traditional

Date of

Authority (TA): _____ District: _____ Report: _____

Type of Disaster:

Flood/ Drought/Strong winds/ Disease outbreak/ Wildlife Invasion/Pestilence/Earthquake/
Others specify: _____

Date and Time of Occurrence:

Description of Disaster and its effects (on houses, crops, water supplies, sanitation, health, infrastructure, etc):

Areas Affected

[illegible]

Signed by: _____

Name

Signature

Date

This form may be used at:

- (a) TA level to summarize information for the TA; and
- (b) District level to summarize information for the district, deleting the 'TA' item from the top

Number not included above but who have lost their means of livelihood/ have no means of support –
(Specify occupation)

<input type="checkbox"/> Elderly persons alone:							
<input type="checkbox"/> Disabled persons alone:							
<input type="checkbox"/> Unaccompanied children:							

Signed by:	Name	Signature	Date
1. Group Village Head:			
2. AEDC - Agriculture:			
3. HSA - Health:			
4. CDA -Community Development:			
5. PEA - Education:			

Verification:

If any figures are not available, put "N/A", do not leave blank.

Annex 8: Functions of Chairperson, Secretary and Treasurer

FUNCTIONS OF THE CHAIRPERSON

- a. Attendance at all meetings of the CPC and the Executive committee
- b. To exercise general meetings and direction of the CPC affairs and oversee the proper implementation of resolutions and instructions of the executive committee
- c. To preside over all meetings of the executive committee
- d. To represent CPC at any occasion.
- e. To protect and safeguard the CPC constitution
- f. Signing for agenda and minutes for the meeting
- g. To assist sub discipline committee in resolving conflicts within the CPC members
- h. To make sure that the constitution is followed and used by all CPC members.

FUNCTIONS OF A SECRETARY

- a. Attendance of all meetings of the CPC and Executive Committee
- b. To keep full minutes of all the meetings of the executive committee and the groups
- c. To save as custodian of all the records, correspondence, assets and other files of the CPC
- d. To keep up to date list of all members of CPC
- e. All correspondence, suits and matters instituted by or on behalf of the CPC, in the name of the secretary and all warrants, pleadings, statements shall be signed by the secretary and likewise in all suits and matters against CPC, the secretary shall represent.

FUNCTIONS OF A TREASURER

- a. Attendance of all the meetings and the Executive CPC committee.
- b. The collection of all fines and any other contributions from the members.
- c. The collection and receipt of all other monies payable from the CPC members and issue of receipts for monies from a duplicate receipt book.
- d. The preparation of annual accounts showing income and expenditure, the profit and loss and assets and liabilities of the CPC.
- e. The custodian of all ready-cash belonging to the CPC
- f. The presentation of cash in hand, books of accounts or other accountable documents to the Executive committee or finance and Audit committees or any other person entitled by law to see them.
- g. Acts as one of the signatories of CPC account
- h. Any other duties, which the constitution or committee may require.