

Annex 3.

Proposed format for information provider details – Part A of the Report on progress towards implementing the Hyogo framework for Action

Reporting organization	National Disaster Management Office.
Scope of organization's mandate (e.g. national authority for disaster, NGO network)	Coordination of disaster management in Botswana
Country, region, or other area being reported on	Botswana
Reporting on own organization or on behalf of others – please state	Reporting on own organisation as the Acting Director, National Disaster Management Office
Contact officer	Mpho Thedi
Position	Acting Director, National Disaster Management Office
Address, City, Postal Code, Country	P/bag 001 Gaborone Botswana
Phone	3950807
Fax	3957830
E-mail	mthedi@gov.bw
Website	N/A

Part B: Summary Analysis A short overview of around three (3) pages on progress toward implementing the Hyogo Framework for Action, highlighting national and regional context (risk), impact on people and economy, good practices and lessons learned. The summary is requested to be structured as follows:

- Brief description highlighting national and regional context;
- Summary on impact of initiatives on people and economy: - progress towards achieving the Hyogo Framework for Action strategic goals and priority areas;
- Recommendations if any, and updates in terms of planning and project including in changes in policies, rules and regulations.

The following questions might support the development of the summary analysis:

- What have been the main achievements? (Brief statement of results).
- Are there any good practices or lessons learnt and how was the success of the initiative evaluated?
- What were the challenges faced and how were they overcome?

BRIEF DESCRIPTION HIGHLIGHTING NATIONAL AND REGIONAL CONTEXT

Botswana is guided by the National Policy on Disaster Management (1996) in the coordination of disaster management. Following the Decade for Natural Disaster Reduction (1990-2000) an Institutional framework was put in place to carry out disaster risk reduction initiatives. In 1993, the National Committee on Disaster Management was formed. The functions and responsibilities of the Committee are to:

- i. Formulate and recommend to Cabinet for approval the National Policy on Disaster Management.
- ii. Recommend to Cabinet sectoral disaster mitigation strategies for incorporation into the National Development Plan.
- iii. Advise the Minister and Cabinet on disaster situations requiring a declaration of a state of disaster-induced emergency.
- iv. Review and update the National Disaster Management Policy documents and recommend changes to Cabinet.
- v. Approve disbursements of other costs related to disaster relief from the National Disaster Relief Fund.
- vi. Participate in emergency operations activities during a state of disaster-induced emergency, including staffing the Emergency Operations Centre (EOC) when activated.
- vii. Act as their respective Ministries' Disaster Management focal persons, responsible for ensuring that their Ministries integrate disaster risk reduction into their planning processes and operations.
- viii. Play an advocacy role for disaster management.
- ix. Act as the overall supervisor of disaster management activity in Botswana.

Below it is the National Disaster Management Technical Committee. The NDMTC is multi-sectoral technical advisory body composed of professionals and subject matter specialists. The Committee is chaired by

Director, NDMO.

Membership of the NDMTC may be drawn from all Ministries including Departments of: Meteorological Services, Geological Surveys, Mines, Forestry and Range Resources, Factories Inspectorate, Central Transport Organisation, Information Services, Animal Health and Production, Botswana Defence Force, Botswana Police Service, Botswana Red Cross Society, Non-Governmental Organisations, Community Organisations, Youth, Private Sector and a representative of the UNDP. Other relevant offices would be coopted on a need basis.

Functions of the NDMTC

- i. To advise the Director and the NCDM on all disaster operations, issues and activities.
- ii. To participate in emergency operations activities during a state of disaster-induced emergency, including staffing the Emergency Operations Centre (EOC) when activated.
- iii. To review national disaster management policy documents and plans and recommend any changes or amendments to the NCDM.
- iv. To advise the Director on the preparation of guidelines for sectoral and district disaster management plans.
- v. To recommend to sectors and ministries, mitigation programmes to be integrated into development programmes and to monitor their implementation.
- vi. To assist in training and capacity building of stakeholders.

DISTRICT LEVEL ORGANISATION

The basic disaster management organisation at the district/sub district should consist of the District Commissioner/District Officer Town Clerk/Council Secretary/Assistant Council Secretary) and the District Disaster Management Committee.

Functions of DDMC Chairperson

At the local or district level, the overall responsibility for disaster management rests with the District Commissioner, working in partnership with the Council Secretary/ Town Clerk. The District Commissioner chairs the District Disaster Management Committee and reports to the Director, NDMO on disaster management issues. The roles and responsibilities of the Chairperson of DDMC are:

- i. To co-ordinate central and local government institutions in relation to their disaster management activities.
- ii. To maintain a stockpile of essential commodities, materials and equipment for immediate emergency response within the district.
- iii. To mobilise and deploy all personnel and resources in the district during emergency response.
- iv. To act as a channel of communication between the district and the NDMO.

- v. To maintain a directory of contact persons of all organisations (government, private sector, civil society and non governmental organisations) in the district and an inventory of their resources for use in disaster management activities.
- vi. To develop a District profile for disaster management purposes.

District Disaster Management Committee (District/City/ Town/ Village)

Each District Administration has a multi-sectoral District Disaster Management Committee (DDMC) at district, city, town and village levels. DDMCs are composed of Heads of sectoral departments and Council departments such as the BPS, the Local Police, BDF and Non Governmental Organisations, Community Based Organisations and representatives of the private sector. Dikgosi sit on the committees as ex-officio members. Sub-districts will also establish Disaster Management Committees. Responsibilities and functions of the DDMC are:

- i. To assist the District Commissioner in discharging responsibilities relating to disaster management in the district.
- ii. To provide an overview of disaster management programmes and priorities for the particular jurisdictional area.
- iii. To ensure that development plans for the District take into account hazards prevalent in the District.
- iv. To undertake disaster assessment during disasters and to man the emergency operations centre when activated.
- v. To prepare the multi-sectoral district disaster preparedness plans for specific hazards that the district is vulnerable to.
- vi. To coordinate stockpiling of relief supplies for relief operations in the district.
- vii. To co-ordinate emergency services in their areas of jurisdiction (District, Town, Village).
- viii. During emergency to participate in providing emergency assistance to disaster victims in the local jurisdictional area.
- ix. To act as a link between NDMO and communities on national disaster management issues and community needs and priorities.
- x. To provide information promptly to NDMO on all disaster occurrences in the district outlining the date and area in the district where the disaster occurred, causes, damages, estimated costs of damages, measures to minimise damage and lessons learnt.

Village Development Committees

Village Development Committees will assume responsibilities for disaster management at the village level.

SECTORAL RESPONSIBILITIES

There are disaster management focal persons who implements disaster management at sectoral level.

NATIONAL DISASTER RELIEF FUND ORDER

This fund takes care of relief items at the time of a disaster.

SUMMARY ON IMPACT OF INITIATIVES ON PEOPLE AND THE ECONOMY.- PROGRESS TOWARDS ACHIEVING THE HYGO FRAMEWORK FOR ACTION STRATEGIC GOALS AND PRIORITY AREAS

The write up below provides information on impact of some priority areas in Botswana, we have not made any evaluation and hence we do not have recommendations on the challenges faced and how they were overcome.

In terms of ensuring that disaster risk reduction is a national and local priority with strong institutional basis for implementation: as highlighted above, institutional framework has been put in place, some disasters have been integrated, for example, drought has been integrated by the ministry of Finance and Development Planning, HIV/AIDS by the National Aids Coordinating Agency, animal diseases by the Ministry of Agriculture e.t.c. We do not have the national disaster management legislation, National Disaster management Plan and National Disaster Response Plan are in a draft form.

On whether dedicated resources are available for disaster risk reduction either as a separate budget or integrated in sector budgets. The National Disaster Management Office is a unit in the Development Division under the Office of the President. It shares the budget with the entire office. As it has already been mentioned the National Disaster Management Office administers the National Disaster Relief Fund Order that takes care of relief items for the disaster victims.

As mentioned earlier on, disaster risk reduction is to a certain extent integrated into sectors and hence budgetted at sector level.

On creating or strengthening mechanisms for systematic coordination for disaster risk reduction. The National Disaster Management Office coordinates disaster management in Botswana and this is done through the policy and institutional framework .

On identifying, assessing and monitoring risk and enhancing early warning, the National Disaster Management Office is in the process of engaging Consultants who would identify hazards, and assess risks and vulnerabilities. The National Disaster Management Office in liaison with Department of Meteorological Services are engaged in the Severe Weather Forecasting Demonstration Project for South Eastern Africa, it is hoped that the project will help the National Disaster Management Office to set up the people oriented multihazard early warning system.

The National Disaster Management Office is currently running a project that will identify needs for the system and ultimately set up the system that will set up programmes that will enhance smooth network with other stakeholders.

On building a culture of resilience to disasters through awareness education and training, the National Disaster Management Office has the Information, Education and Public Awareness Officer who promotes public awareness through presentations, Workshops, Articles in the national newspaper. Ministry of Education is currently working on the possibility of including disaster risk reduction in school curricula.

Report on progress towards implementing the Hyogo framework for Action

Part 3: Compilation of Information

Section 1. Hyogo Framework Priority for Action 1: *Ensure that disaster risk reduction is a national priority with a strong institutional basis for implementation*

This section of your report should cover progress on matters such as national institutional and legislative frameworks, resources, and community participation, as referred to in paragraph 16 of the Hyogo Framework for Action. This section can also cover progress on general or cross cutting considerations such as referred to in paragraph 13 of the Hyogo Framework for Action.

For each initiative and programme in this section, please report under the following three headers.

1. Name of initiative and programme ; Establish institutional and policy framework
2. Description, objectives, main activities of the initiative or programme

The initiative aims to integrate disaster risk reduction into planning processes

3. Results and achievements made, with indicators if available

To a certain extent disaster management has been integrated into sectors, almost all disasters prevalent in Botswana are handled by sectors. The National Disaster Management Office in liaison with the Ministry of education are finding ways of integrating disaster risk reduction into the education curriculum.

4. Major challenges and lessons in implementing the initiative or programme, and next steps planned

Evaluations has not been made on this initiative.

Section 2. Hyogo Framework Priority for Action 2: *Identify, assess and monitor disaster risks and enhance early warning*

This section of your report should cover matters such as national and local risk assessments, early warning, capacity, and regional and emerging risks, as referred to in paragraph 17 of the Hyogo Framework for Action.

For each initiative and programme in this section, please report under the following three headers.

1. Name of initiative and programme Study on Hazard Identification, Risk and Vulnerability Assessment Study: Another project is the Severe Weather Forecasting Demonstration Project for south eastern Africa under the auspices of World Meteorological Organisation
2. Description, objectives, main activities of the initiative or programme

The aim of the first is to find out which places are vulnerable to which disasters and come up with appropriate policies, the second project assist the Department of Meteorological Services to improve on their services and to coordinate their efforts with the National Disaster Management Office for meaningful early warning. This initiatives will help our office to set up people-oriented early warning system

3. Results and achievements made, with indicators if available

It is still early to pin point achievements

4. Major challenges and lessons in implementing the initiative or programme, and next steps planned

The projects are still on going it is early to evaluate

Section 3. Hyogo Framework Priority for Action 3: *Use knowledge, innovation and education to build a culture of safety and resilience at all levels*

This section of your report should cover matters such as information management and exchange, education and training, research, and public awareness, as referred to in paragraph 18 of the Hyogo Framework for Action.

For each initiative and programme in this section, please report under the following three headers.

1. Name of initiative and programme Presentations to sakeholders, Articles in the national newspaper
2. Description, objectives, main activities of the initiative or programme

To urge stakeholders to integrate disaster risk reduction into planning processes and to reach out to the public

3. Results and achievements made, with indicators if available

Presentations are making impact on the stakeholders and there is also a feedback from the public on the articles in the national newspaper.

4. Major challenges and lessons in implementing the initiative or programme, and next steps planned
- We have not carried out evaluation

Section 4. Hyogo Framework Priority for Action 4: *Reduce the underlying risk factors*

This section of your report should cover matters such as environmental and natural resource management, social and economic development practices, land-use planning and other technical measures, as referred to in paragraph 19 of the Hyogo Framework for Action.

For each initiative and programme in this section, please report under the following three headers.

1. Name of initiative and programme : Environmental Impact Assessment carried out by the Ministry of Environment, Wildlife and Tourism
2. Description, objectives, main activities of the initiative or programme

For any project to be carried out EIA is a requirement, this will reduce the underlying risk factors

3. Results and achievements made, with indicators if available

Achievements made, some projects could not commence because they posed risks to the environment.

4. Major challenges and lessons in implementing the initiative or programme, and next steps planned

Still to liaise with the Department of Environmental Affairs

Section 5. Hyogo Framework Priority for Action 5: *Strengthen disaster preparedness for effective response*

This section should cover matters such as capacities, dialogue, coordination and planning, as referred to in paragraph 20 of the Hyogo Framework for Action.

For each initiative and programme in this section, please report under the following three headers.

1. Name of initiative and programme Draft National Disaster Management Plan, Draft National Disaster Response Plan, Project on establishing system needs

2. Description, objectives, main activities of the initiative or programme

The policy documents and the system to help on preparedness measures

3. Results and achievements made, with indicators if available

The two drafts documents just about to be finalised and the project just about to start.

4. Major challenges and lessons in implementing the initiative or programme, and next steps planned

The programmes are still in process.

