

TRANSITIONAL GOVERNMENT OF ETHIOPIA

DIRECTIVES FOR DISASTER
PREVENTION AND MANAGEMENT

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ABBREVIATION

CSA	=	Central Statistical Authority
CAP	=	Contingency Action Plan
EFSR	=	Emergency Food Security Reserve
EGS	=	Employment Generation Schemes
EMA	=	Ethiopian Mapping Authority
ENI	=	Ethiopian Nutrition Institute
ESC	=	Ethiopian Seed Corporation
LD	=	Line Department
MOA	=	Ministry of Agriculture
MOH	=	Ministry of Health
MOI	=	Ministry of Information
MOPED	=	Ministry of Planning and Economic Development
MTC	=	Ministry of Transport and Communication
NCEW	=	National Committee for Early Warning
NDPPC	=	National Disaster Prevention and Preparedness Committee
NDPPF	=	National Disaster Prevention and Preparedness Fund
NEWS	=	National Early Warning System
NMSA	=	National Meteorological Services Agency
NGO	=	Non-Governmental Organization
RDPPC	=	Regional Disaster Prevention and Preparedness Committee
RRB	=	Relief and Rehabilitation Bureau
RRC	=	Relief and Rehabilitation Commission

RP = Relief Plan

RFO = Retail Food Outlet

WDPPC= Woreda Disaster Prevention and Preparedness
Committee

WDRC = Woreda Disaster Relief Cell.

ZDPPC= Zonal Disaster Prevention and Preparedness
Committee

ZORR = Zonal Office for Relief and Rehabilitation

INTRODUCTION

Since Ethiopia is frequently threatened by disasters induced by drought and other factors, a National Policy on Disaster Prevention and Management has been developed so that relief assistance is provided to the affected population in a manner which ensures that such efforts contribute towards rehabilitation and long term development. In line with this policy, this Directives on Disaster Prevention and Management has been developed to delegate and delineate functions of institutions at all levels for implementing disaster prevention and preparedness activities. As in the policy, the Directives also aims at a congruence of relief effort and planned development to strengthen the economic fabric of the disaster-prone areas so as to mitigate the suffering of the affected population and enhance their capability to face the challenge of such disasters in the future.

This Directives on Disaster Prevention and Management has been divided into three chapters. Chapter I deals with basic operational modalities in disaster prevention and management, while Chapter II explains the structure for relief management. Chapter III treats duties and responsibilities of functionaries at different levels.

CHAPTER IBASIC OPERATIONAL MODALITIES IN DISASTER
PREVENTION AND MANAGEMENT

In line with the objectives, and directions laid down in the National Policy on Disaster Prevention and Management, the basic operational modalities in disaster prevention and management shall be as follows:-

1. STANDING PREPARATIONS

- 1.1 Budget and plan outlays of different departments under different programmes will be pooled and deployed on priority basis for projects which go to mitigate disasters;
- 1.2 Economic and technical viability and the contribution to environmental protection and improvement will guide the choice of projects to provide relief.
- 1.3 The collection and maintenance of basic data relating to various facets of life would be attended to at various levels. Such data have to flow from the beneficiaries themselves or any such voluntary self help organization of the community.
- 1.4 For early detection of a distress situation and timely intervention, a dependable and effective intelligence system becomes crucial. The National Early Warning System would, at periodic intervals, give an assessment of the food prospects in the country and also detect, at the earliest possible opportunity, the likelihood of occurrence of disaster.

- 1.5 When there is an indication of possible food shortage and other disasters in an area, preparation for providing relief will start on various preparedness modalities at all levels. Commencement of relief operations will be only in the face of felt needs.
- 1.6 A National Food Security Reserve will be maintained to meet unexpected food shortages.
- 1.7 Infrastructure and logistics capabilities will be strengthened to cater for the relief needs of the affected population.

2. Relief Plan (RP)

2.1 The objective of Relief Plan is to extend comprehensive relief to the disaster-affected population through measures designed to relieve current distress and build up future capabilities to meet the challenges of disasters. RP must identify the measures needed for providing effective relief in respect of all aspects of life of the affected population. It would spell out specific measures, among others, for:

- a) employment generation;
- b) provision of drinking water to critical areas;
- c) distribution of gratuitous relief to the old, infirm and disabled during disaster period;
- d) meeting fodder scarcity;
- e) taking care of livestock of weaker sections by setting up camps;
- f) health care for human population and livestock;

- g) provision of supplementary nutrition to the vulnerable section of society like children and women;
- h) distribution of food grains through Relief Food Outlets (RFOs);
- i) involvement of Non-Governmental organizations (NGOs) in relief activities; and
- j) involvement of local communities.

2.2 RP shall assess the scale and duration of operations and identify specific projects, wherever possible.

2.3 RP shall clearly estimate:

- a) the total financial resources required for the implementation of the plan;
- b) the extent of internal mobilization of resources possible from existing budget outlays and other sources;
- c) the magnitude of additional resource required to be allocated through the Relief and Rehabilitation Commission (RRC);
- d) the requirements of additional equipment and staff to execute RP;
- e) the level of NGO participation in, and contribution to, the relief effort;
- f) other technical and administrative support required from RRC, and Line Departments (LD) at the national level; and
- g) level of possible community inputs.

- 2.4 Moreover, RP shall identify the priorities in execution in relation to areas, types of relief measures and type of Employment Generation Schemes.
- 2.5 RP shall be initiated at the woreda level.
- 2.6 The woreda relief plans shall be considered at zonal levels and that of the zonal at regional levels, and constitute the woreda, zonal and regional RP respectively. The Regional RP, after securing the approval from the Regional Disaster Prevention and Preparedness Committee (RDPPC), shall be submitted to RRC for the National Disaster Prevention and Preparedness Committee's (NDPPC) approval and allocation of additional resources.
- 2.7 NDPPC's approval will cover the specific relief measures to be undertaken and the ceiling on expenditure to be incurred on different measures. Financial sanctions for individual projects and mobilizing physical resources for execution shall be made following NDPPC's approval of the RP.
- 2.8 The financial allocation permitted by NDPPC under RP may be inadequate due to aggravation of severity of the disaster. In such an event, the Region(s) should, at the earliest opportunity, prepare a supplementary relief plan, and submit to RRC.
- 2.9 Every RP of a region shall be scrutinized and evaluated by RRC in consultation with relevant LDs from the standpoint of its contribution to resilience to disaster.

- 2.10 Programmes of LDs planned for the disaster-prone areas shall be evaluated with reference to their contribution to strengthening of disaster prevention capability of the areas. In the planning process, projects with disaster-prevention content will receive a higher priority in the allocation of resources and execution as compared to other projects. Such measures as improving environmental and agricultural capabilities, prevention of land degradation and enforcement of land use planning will be given precedence in implementation.
- 2.11 Guidelines for reallocation of plan outlays for projects shall be issued from time to time and such detailed guidelines will prescribe the limits, physical or financial, upto which different authorities at different levels could exercise powers of administrative approval and financial sanction.
- 2.12 Chronically prone areas to recurrent and severe droughts and other calamities as well as measures for removing the special disabilities of these areas shall be identified. These measures will be incorporated in the development plans and RPs.
- 2.13 The incomplete works and the special initiatives of RP shall be carried forward in the development plan. For this purpose, a review of RP of an area immediately after a disaster shall be made and suitable modifications incorporated in the development plan.

2.14 Certain national projects like irrigation projects, rail or road network and industrial projects with substantial employment potential would have the propensity to enhance the capabilities of disaster-prone areas. Thus, such projects will be identified and allocated additional resources in disaster times so as to advance their completion, while providing immediate relief.

3. Employment Generation Schemes (EGS)

3.1 The objectives of EGS are to:

- a) provide a means of distribution of income to deprived sections of society;
- b) build-up the assets of an area so as to improve its resilience to disaster;
- c) create conditions and strengthen the infrastructure to help future development in the area; and
- d) reinforce the work ethos of the affected population.

3.2 Parameters of EGS Programme:

The following, among others, shall be the parameters of EGS:-

- a) every EGS work should, as far as possible, be productive;
- b) EGS works should be spreadout over the affected areas so that no person, in need of employment and entitled to be employed, would have to travel beyond reasonable distance from his residence;

- c) EGS works should be acceptable to the community, and be found technically feasible by the competent technical authority before it is taken up for execution;
- d) EGS works should be labour intensive;
- e) EGS work should be executed under the technical control of the concerned LD;
- f) EGS shall be implemented through mobilization of the beneficiaries with their full participation in the identification, planning and execution of the projects;
- g) To the extent possible, EGS work should not be executed through a contractor;
- h) By and large, any such EGS that could be completed within the disaster period should be taken up for execution;
- i) In view of its highly beneficial nature, a large EGS project could be taken up for execution, even if it cannot be completed within the given disaster period. However, in such cases, the planning must provide for bringing the work to a safe stage before the beneficiaries resume their regular activities, and also for its subsequent completion under the normal work plan of the LD; and
- j) EGS works should ensure the full participation of women and that equal opportunity is given to them.

3.3 Selection of Works:

EGS should be chosen so as to ensure one or more of the following:

- a) environmental protection and improvement;
- b) prevention of land degradation;
- c) improvement in land capabilities;
- d) improved moisture retention in the area;
- e) water harvesting;
- f) irrigation;
- g) exploitation of groundwater;
- h) prevention of disasters like floods;
- i) improvement in road infrastructure;
- j) building up of community assets like schools, shelters and water resources; and
- k) such other productive works.

3.4 Priority in the Execution of EGS:

The following priority should be observed in including an EGS in the regional relief plans:

- a) budgeted works;
- b) planned works (projects included in the development plans of the country);
- c) productive works having disaster proofing content but not yet included in plan or budget; and
- d) other works.

3.5 An EGS work of higher employment potential and capable of completion within the disaster period should be taken up earlier in preference to other works, having regard to the capacity of the executing LD and availability of equipment and support services.

3.6 Wages

Wage rate on EGS shall be:

- a) determined either on a piece rate system (related to output) or on daily basis (related to the duration of work); and
- b) notified by RRC from time to time.

Wages on EGS shall be paid in cash or kind or partly in cash and partly in kind, as may be determined by the Regional Council in consultation with the RRC.

Where a part or the whole of the wages is to be paid in kind, coupons for the value of that part of wages would be distributed by the agency executing the EGS. On the production of the coupons, the designated Relief Food outlet will distribute to the wage earner the notified quantity of food grains and other commodities, if any.

The coupons, in lieu of wages, could be redeemed immediately or at a future date. The LD concerned must designate authorities to record measurements of the work output of the workers.

The executing agency must cause a muster roll to be maintained by the person in charge of EGS so as to facilitate the payment of wages and regulate employment. The entitlement of wages shall be worked out by the executing agency with reference to the muster roll and measurement of work output.

3.7 Amenities at Work Sites:

The executing agency shall, among other things, ensure at the site of an EGS that:

- a) drinking water is available to workers;
- b) shade is provided for children and young dependents accompanying the workers;
- c) health service arrangements are made, and fully equipped medical kits are available for first aid;
- d) goggles are supplied to workers engaged on works like metal works involving hazards to eyes; and
- e) arrangements are made for minor repairs and sharpening of tools of the workers.

3.8 Employment and Employment Needs on EGS

Having regard to the severity of disaster in an area, employment of all able bodied persons from a single household shall be permitted from such areas and for such periods as may be specified from time to time. Alternatively, monthly aggregate mandays of employment from a household may be notified.

The level of employment required to be generated would have to be assessed with reference to the probable number of job seekers. The traditional migration of labour to areas with greater employment opportunities, and the potential absorption of migratory labour in adjoining plantation areas would reduce employment requirements in disaster areas. The potential migration should be assessed prior to determining the employment needs. Guidelines for estimating employment needs of areas may be issued from time to time.

3.9 Staff for Execution of EGS

Staff requirements for execution of EGS projects should be assessed. If redeployment of existing staff of a LD in the region does not meet the requirements of EGS, augmentation measures to fill additional posts shall be taken.

3.10 Supply of Tools

Adequate tools for distribution to workers on EGS shall be procured and stored in regional depots. Inventory and classification of tools into serviceable, serviceable with repairs, and unserviceable shall be made during the appropriate month, and the repairable tools shall be made serviceable on time.

On the closure of EGS, the tools will be collected back. If any worker fails to return the set of tools, the cost thereof shall be recovered from him. To enable such recovery, a deposit, equal to the cost of a set of tools, should be recovered in five installments

from the first five weeks' wages of every recipient. When the tools have been received back from a worker on the conclusion of a disaster period, the amount of deposit shall be returned to him. In order to ensure that tools of a different kind are not returned by workers, EGS tools must be issued after distinct stamping.

3.11 Inspections and Visits

Vigilance squads comprising persons from diverse departments and the beneficiaries must be formed to make surprise visits at frequent intervals to EGS sites and inspect them. Stringent action must be taken against persons guilty of deviant conduct.

3.12 Commencement and Closure of EGS Programme

In the case of slow onset disasters EGS programmes should start three months before the community is expected to face predicted food shortages so that deferred coupons could be given during this period to be redeemed later. In all other cases, the programme shall start immediately. The re-establishment of normal conditions should be the main determinant for deciding the continuance of EGS, which is only a substitute for lost avenues of occupation.

4. Drinking Water

4.1 Criticalities in the drinking water situation in different parts of a woreda and the anticipated time of crises must be identified in October and March for crop growers, and December and May for nomads. The minimum per capita consumption need should be notified from time to time and alleviation measures should be initiated only if the availability falls below this norm. Alleviation measures would be undertaken if there is no source of safe drinking water from normal sources. Contingency plans for tiding over the critical periods in rural areas facing drinking water difficulties will be worked out and will be incorporated with the relief plan.

4.2 For the alleviation of drinking water difficulties, one or more of the following measures would be undertaken:

- a) budgeting of water in the reservoirs of irrigation projects and percolation tanks;
- b) augmentation of existing sources;
- c) construction of new wells, tube wells and bore wells;
- d) tapping of streams and springs through water harvesting structures;
- e) transportation of water; and
- f) use of private water sources

4.3 If tapping of streams and springs are found to be necessary measures, potability and sustainability must be investigated before taking such works. Water sources should be disinfected at all times, and in particular, during disaster times. If private sources are used the compensation for the use may be negotiated.

5. Gratuitous Relief

5.1 The following persons will be eligible to Gratuitous relief during disaster periods:

- a) the aged;
- b) the infirm;
- c) the disabled;
- d) pregnant women and young children, who cannot be supported by their close relatives; and
- e) persons, who are required to attend constantly on young children and incapacitated adults.

5.2 Similar assistance could, under special circumstances, also be given to victims of rapid onset disasters.

5.3 Identification of eligible persons will be done by the woreda administration through a committee involving elders and local elected bodies it sets for this purpose.

5.4 Gratuitous Relief may be paid in the form of a monthly cash dole. However, in areas where wages on EGS are paid in food grains, Gratuitous Relief shall be paid in kind, and coupons may be distributed in lieu of the quantity of foodgrains, and the beneficiaries may get them redeemed from Relief Food outlets (RFOs). All beneficiaries, except those who are too ill, must collect the Gratuitous Relief personally. NGOs may be requested or permitted to cover Gratuitous beneficiaries in their distribution of relief food and material.

5.5 The quantum of Gratuitous Relief, in cash and in kind, shall be prescribed from time to time. Each recipient of Gratuitous Relief shall receive a card from the committee set for making such selection. All payments shall be entered in the card and all entries of Gratuitous Relief shall be made on the card in ink at the time of each distribution.

6. Supplementary Nutrition

6.1 The need for providing supplementary nutrition to children below 6 years of age and to pregnant and lactating women, who are vulnerable to malnutrition and under-nutrition, will be assessed on the declaration of disaster in an area. Where the situation warrants intervention, centers for providing supplementary nutrition to vulnerable groups shall be established and all the necessary resource will be supplied. For school children, supplementary feeding could be provided in the schools.

6.2 Each supplementary nutrition centre will cater to a beneficiary population of about 100. The per capita eligibility of each beneficiary should be prescribed in financial and physical terms.

7. Agriculture Support Activities

7.1 Cropping systems and crop varieties

Role of agricultural extension and support activities is crucial in reducing the impact of disaster and speeding up the agricultural recovery in the normal agricultural season succeeding a drought. It is important to increase the agricultural productivity in disaster-prone areas and also impart resilience. The thrust, therefore, has to be in preserving the drought resistant strains of major crops and propagating them. Efforts must be made to improve their productivity by emphasizing the low cost and non-cash practices, which would ensure the maximum exploitation of available scarce moisture for the benefit of the crops. Since soil-moisture pattern would favour certain crops, the agricultural extension machinery must actively strive for establishing the short favourable cropping systems in drought prone areas. Less water intensive crops must be promoted by the extension machinery. The propagation of drought resistant and short-duration varieties and agronomic practices to circumvent probable dry spells, through an adjustment of growth periods, should receive the particular attention of the agricultural extension machinery.

7.2 Soil and Moisture Conservation

The management of available moisture and augmentation of moisture retention capacity of soil through proper soil and moisture conservation structures must be given top priority. To this end, creation of small irrigation systems and farm level irrigation facilities

like wells, lift irrigation schemes and tube wells, and on farm moisture retention structures and techniques shall be undertaken. Peasants in drought prone areas must be educated and trained to reduce run-off from the fields, and exploit ground water to improve agricultural productivity. A general plan for taking up soil and moisture conservation activities on large scale shall be prepared and the necessary survey and planning machinery for this purpose shall be created first in the chronically drought prone areas and gradually increase the machinery to cover all drought prone areas.

7.3 Contingency Agricultural Plan (CAP)

On the basis of weather forecasts, the peasants and extension machinery should be alerted to take contingency measures when dry spells are anticipated.

Such measures would include:

- a) provision of supplementary critical watering to crops, where such facilities exist;
- b) crash exploitation of groundwater and stored water sources to save promising crops;
- c) cultivation of alternative crops, which have greater resistance to drought conditions or have a shorter duration to circumvent the anticipated dry spells;

- d) promotion of replacement crops through procurement and distribution of seeds and dissemination of information;
- e) steps to preserve, to the extent possible, all the precipitation on the farm; and
- f) adoption of moisture conservation agronomic practices to reduce evapo-transpiration and sustain the crops (e.g. skip weeding, reduce foliage, skip inter-cultivation, etc.).

CAP must be formulated in advance for each agro-climatic zone in the weredas and get the approval at the regional level. It shall be reviewed as appropriate. It will estimate the seed and other input requirements for switching crops or replacing lost crops.

7.4 Agronomic Practices and Irrigation

When drought is anticipated, peasants will be advised about agronomic practices to sustain and improve the productivity of crops in moisture stress situations.

The use of water for irrigation purposes shall also be regulated and farmers must be assisted to identify sources for limited irrigation and exploit groundwater to provide life-saving irrigation to crops under moisture stress due to drought, by lifting water from streams, digging wells or diverting water from springs.

Irrigation equipment should be pressed into service for exploiting water resources to sustain crops during critical moisture stress periods. For such purpose, about 25% of irrigation equipment requirement shall be kept in readily accessible state in chronically drought prone areas. They shall be redeployed and hired to needy peasants on payment basis, cash or deferred, depending on the peasants' economic condition.

7.5 Provision of Seeds

Drought-resistant seed varieties for different crops in different agro-climatic zones shall be identified and multiplied. Strategic seed reserve scheme shall be expanded to cover all drought-prone agro-climatic zones. Twenty percent of the normal requirements shall be held as seed reserve in a wereda.

Peasants shall also organize themselves to establish a seed bank under their own control with the technical support of relevant government agencies. To encourage seed production, prices of quality seeds should be more remunerative than of grains.

Credit for seeds shall be provided, and in the event of crop loss due to drought, additional credit will be made available to the affected peasants. Subsidisation of the prices of seeds to poor peasants shall be undertaken.

While seed provision by NGOs is permitted to disaster victims, it must be ensured that the seeds are of the approved variety.

All cautionary measures shall be taken to ensure that indigenous seed varieties are preserved.

7.6 Agricultural Credit

The Government shall take appropriate measures to ensure that agriculturalist's rehabilitation efforts are not impaired by lack of access to credit. On the declaration of a disaster, the Government shall also take measures which may assist disaster victims in the repayment of existing credits.

Credit may be extended in the post disaster period for replacement of oxen, mules, etc. which had perished during the disaster. Guidelines will be issued from time to time for extending these facilities and provision of fresh credit.

8. Other Support Activities

Appropriate assistance shall also be given to victims of man-made and rapid onset disasters depending on the nature of assistance needed.

9. Health Service Measures

9.1 Strict vigilance will be maintained over the health of general public through health surveillance, inspection of water resources and visits to EGS sites. Any abnormal rise in the mortality rate in any part of a wereda must be immediately investigated and reported.

- 9.2 As soon as disaster is anticipated, a plan will be prepared for the deployment of health services personnel for fulfilling the various tasks. The additional needs for medical personnel could be met by temporary appointment of retired and private practitioners on voluntary basis.
- 9.3 Immediately after the notification of disaster in an area, the requirements of drugs and sanitation material should be reviewed and submitted to the Ministry of Health.
- 9.4 Immunization programmes shall be drawn up having regard to the history of the health status, the environment, and severity of disaster in the affected areas.
- 9.5 An action plan shall be drawn up for undertaking, among other things,
- a) health and nutrition surveillance;
 - b) mass immunisation and vaccination of vulnerable population;
 - c) disinfection of potable water supply sources;
 - d) detecting of cases of malnutrition and under nutrition;
 - e) visits to EGS sites;
 - f) timely procurement of commonly used drugs and sanitation material; and
 - g) basic sanitation services.

10. Livestock Preservation

Livestock preservation strategy envisages measures to counter the adverse impact of disaster in relation to the decline in the health status and consequent vulnerability of livestock population, the scarcity of fodder and drinking water, and the distress disposal of livestock.

10.1 For planning purposes, livestock should be classified into:

- a) essential and
- b) non-essential;

10.2 Essential livestock are those which prove useful for agricultural operation or provide economic return to the peasants or pastoralists. These would include: working bullocks, milch cattle, pregnant and breeding stock exotic animals used for upgrading livestock, and livestock for meat purposes in the most economic age-groups.

10.3 Non-essential livestock are those which don't provide any economic benefit at the moment but have future potential like dry milch animals and young stock.

10.4 For purposes of priority in the provision of livestock relief, an action plan will be prepared based on norms that will be notified from time to time.

10.5 In the event of fodder scarcity in disaster-affected areas, one or more of the following measures would be initiated:

- a) distribution of fodder through government depots;
- b) livestock camps;

- d) establishment of purchase centers and mobile abattoirs; and
- e) provision of cattle feed supplements.

10.6 Fodder depots in fodder scarce areas will be opened, and distribution of fodder to vulnerable groups at subsidized rates and to others at economic rates, as may be prescribed, will be made. Where local sources cannot adequately meet the requirement, procurement from non-scarcity areas, where possible, shall be made and transported to the depots. Procurement guidelines and norms shall be prescribed.

- 10.7 Norms of distribution of fodder shall specifically cover:
- a) the number of essential and non-essential cattle per owner to be provided fodder;
 - b) the quantity of fodder per head of livestock per day;
 - c) the period for which fodder could be provided at any one time of distribution; and
 - d) the prices to be charged from vulnerable peasants, pastoralists and others.

10.8 The distribution of fodder at the depots shall be regulated as follows:

- a) peasants and pastoralists who are entitled to get fodder from the depot shall be notified;
- b) each intended beneficiary shall be given a written permit; and
- c) the beneficiary shall present the permit at the depot for claiming fodder.

10.9 When the distress is very widespread and the scarcity of drinking water for livestock and fodder is very acute, camps may be established for providing feed, resting place and veterinary care to the affected livestock population with a view to preventing their distress sale and large scale loss of lives. The general conditions for establishing livestock camps would be:

- a) RRC must have agreed, as a matter of policy, for the establishment of camps during the particular disaster period;
- b) camps should be thought of only if the distribution of fodder and other measures would not be adequate for preservation of livestock;
- c) camp sites should be so selected as to have access to shade and to road or rail communication links;
- d) livestock of vulnerable peasants and pastoralist, according to the scale laid down by RDPPC in consultation with RRC, should be given priority in admission;
- e) only essential and non-essential livestock, in that order, should be admitted into the camp;
- f) the size of a normal camp should be laid down by The Ministry of Agriculture (MOA);
- g) fodder and feed supplements should be fed to livestock according to the daily scales or monetary limits notified by RRC;
- h) the owner of livestock may be permitted to provide additional fodder and feed at his cost;
- i) each pastoralist owner of livestock shall provide free service to manage the camp or in the alternative, he may be charged for this purpose, as may be laid down by RRC;

- j) for the management of the camp, the Agricultural Bureau should provide the required Administrative and technical man-power;
- k) the Agricultural Bureau shall also arrange for the weekly visit of a veterinary technician; and
- l) camps will be closed with the onset of the rains and improvement in pasture availability.

- 10.10 NGOs may also be encouraged to assist in the management of the camps in suitable and needy places. This could include the provision of fodder and field supplements.
- 10.11 During drought, grazing on public lands and in forest areas shall be controlled so as to optimize the availability of fodder.
- 10.12 In the absence of fodder and inadequacy of camps to preserve the livestock in pastoralist areas, the migration of livestock to places, where they can be sustained, may be permitted and organized. The migration route shall be demarcated and the transit camps will be determined where fodder, rest, water and veterinary care are provided. Useful heads will receive a ration of fodder and feed supplements per day of movement. Owners and their families shall also be given food grains or cash doles for the journey. The return migration will also be arranged.
- 10.13 In order to prevent the exploitation of vulnerable peasants and pastoralists on account of distress sale of livestock, the government may permit the establishment of temporary centers for purchase of livestock. It shall also decide the number and location of purchase centers. Essential cattle could be purchased at economic value, while others could be purchased for meat and hide purposes.

- 10.14 During the post-disaster period, the need of peasants to replace the lost cattle may be met through the sale of cattle in camps and procurement and distribution at cost.
- 10.15 Drinking water difficulties could be removed through:
- (a) provision of water troughs and filling them;
 - (b) improvements to ponds, lakes and other water sources; and
 - (c) construction of new water storage systems.
- 10.16 Proper vigil against the out break of epidemics should be ensured and prophylactic measures like vaccination should be undertaken in vulnerable areas at the appropriate time. The endemic areas in a wereda must be identified on standing basis, and preventive measures taken as soon as disaster conditions appear.
11. Food Delivery System (RFO)
- 11.1 As soon as disaster is anticipated or notified, the spread of RFOs will be reviewed in areas where EGS would be taken up. In the event of their inadequacy, new RFOs will be set up or mobile RFOs will be commissioned.
- 11.2 Where wages on EGS is paid in cash, the purchase from RFOs would be on cash basis. Where coupons for the value of wages are issued, the RFO shall issue foodgrains against the surrender of these coupons, either on scale prescribed by RRC for the coupons or for the value indicated in the coupons, according to the prices notified by the RRC.
- 11.3 RFOs will also distribute foodgrains to gratuitous relief beneficiaries and to migrating pastoralists against the coupons issued to them.

- 11.4 RFO shall maintain a separate record of the foodgrains distributed against coupons and submit the same to designated officers by RRC, in lieu of already received by them or for getting reimbursed in cash or in kind.
- 11.5 Coupons in terms of wages can be current or deferred. A current coupon is one which can be redeemed immediately. A deferred coupon could be exchanged at an RFO for food grains only during the period or after the date indicated in it. The deferment of coupons redemption may be used to provide means of subsistence during the period following the closure of EGS but preceding the time of next harvest.
- 11.6 The coupons received in a month by RFOs from the public in lieu of foodgrains should be surrendered before the end of the next month, or as may be prescribed, to RRC in settlement of foodgrains already received by them for distribution or in exchange for foodgrains for future distribution or for cash for the value of the foodgrains distributed.
- 11.7 The food availability within the country and the need for external procurement through aid and import will be evaluated on a continuous basis. The reserve stocks of foodgrains and their locations will also be reviewed with a view to positioning enough quantities in vulnerable areas.
- 11.8 The amount of food to be kept in the Emergency Food Security Reserve (EFSR) will be estimated from time to time and the reserve will be used for distribution in disaster affected areas through RFOs. The Emergency Food Security Reserve, which is governed by a board, is meant to provide a readily available source of food grains in times of emergency to provide a continuity of supply to the affected population until such times as additional supplies can be mobilized, and to act as a "bank" from which loans can be made to recognized agencies to cover for unexpected delays in the arrival of

supplies. The reserve will be released only for emergency purposes and with its board's authorization. It shall be stored in strategic locations, and on a decentralized basis, so as to ensure the availability of food even in remote disaster places. The positioning of stocks in inaccessible places before the rains disrupt communication should receive top priority.

11.9 An action plan for food delivery shall be prepared and the activities of all agencies engaged in food delivery in disaster areas shall be coordinated. The Government shall ensure that the flow of food through RFOs is not disrupted at any time.

11.10 Where an NGO is desirous of distributing food in a disaster-affected area, it shall be recognized as an RFO, and advised to distribute food against coupons issued on an EGS or as gratuitous relief. NGO will be permitted to distribute food in an area without the use of coupons only if there is no EGS operating in that area.

12. Complementary Sectors

12.1 Real relief is provided to victims of a disaster, by improving their access to essential commodities at reasonable prices. RFOs could be used as outlets for distribution of essential goods.

12.2 Since petroleum products are crucial for transportation, operation of agricultural and irrigation equipment, and energy for domestic products, their uninterrupted availability in disaster areas must be ensured.

12.3 The movement of food and other essential goods in disaster areas depend greatly on transport facilities available to the agencies, and their requirements will increase from their normal capabilities. Hence, measures to provide logistics support to these agencies will be taken.

12.4 Information campaign through all mass media tools will be mounted with the following objectives, among others:

- a) creation of an awareness among masses about the disaster and its impact;
- b) publicizing the relief measures;
- c) sustaining the morale of the affected population;
- d) dissemination of information about contingency measures for adoption by the affected population;
- e) holding the price line;
- f) educating the population about exploitation of favorable climatic conditions to enhance agricultural output;
- g) helping future development efforts;
- h) improving the disaster preparedness of vulnerable areas; and
- i) sub-serving the disaster prevention thrusts of the national policy.

With these objectives, an action plan for information to support the relief programme shall be formulated.

12.5 The extent of distress among such section of society in disaster areas as rural craftsman, artisans, persons engaged in dairying, poultry, and forest-produced based activities, shall be assessed. The Relief plan shall also incorporate relief measures in the form of:

- a) purchase of the finished products of craftsmen and artisans;
- b) provision of raw material on credit;
- c) provision of inventory financing; and
- d) assistance for subsistence during disaster periods.

13. Non-Governmental Organizations(NGOs)

13.1 The general policy regarding NGOs operations shall specify the conditions relating to management, financial arrangements and operational parameters for the NGO's operations in the country. It shall also set out details of duty or fiscal concessions and support extended by the government to the NGO's operations. Every NGO desiring to render assistance must act in conformity with the general policy. Specific approval from RRC should be secured if NGO seeks to deviate from the general policy on account of donors conditions.

13.2 NGOs desiring to operate in an area must first apply to the RRC. The application shall, among other things, specify the following:-

- a) the type of activities they intend to be involved in;
- b) the areas where they prefer to undertake such activities; and
- c) their physical and financial resources.

13.3 Within one month of the receipt of the application, RRC, taking into account NDPPC guidelines and regional relief plans, shall convey its decision, and this shall immediately be communicated to the Regional Council concerned.

- 13.4 On securing the approval of RRC, the NGO shall be free to approach the Regional Council of the area concerned and present the details of its proposed operations. Within a fortnight of the submission of the request by NGO, the Regional Council will give its sanction to the proposal, with or without modifications or refuse sanction.
- 13.5 NGOs involvements in relief projects shall be in the funding and implementation of such projects. The leading role in implementation shall, however, be played by the community or the beneficiaries under the co-ordination, direction and support of the relevant LDs. Guidelines as to the details of the involvement of NGOs in such project shall be prepared by RRC.
- 13.6 The relief operations of an NGO shall be in conformity with the national policy. Relief by an NGO to disaster victims who can work shall be provided through EGS. Where there is an NGO involvement in the provision of food, it may be permitted to act as RFO in the area of its choice and link its relief to the EGS in the area.
- 13.7 If the NGO does not intend to cover all victims in a disaster area and wants to confine itself to the provision of relief to selected vulnerable groups like children and mothers, who can not work on EGS, it may be permitted to do so.
- 13.8 Every NGO must submit regular reports of its activities at the respective levels and its activities shall be opened to inspection by concerned bodies.

14. Line Departments (LDs)

14.1 In addition to their roles prescribed in the National Policy on Disaster Prevention and Management, LDs will, in the discharge of their responsibilities, be guided by the provisions of this Directives and the general instructions emanating from NDPPC.

14.2 To coordinate all activities relating to the provision of relief both within the department itself and with other LDs and outside agencies, every LD shall appoint a Nodal Officer.

15. Relief Funding

15.1 The Chairman of the Regional Council can draw funds from NDPPF upto its drawal right for executing any relief measure in accordance with the guidelines prescribed by RRC. However, it should submit a RP to RRC before utilizing the funds. In case of extreme urgency, it can, with the approval of RRC, incur expenditure from the funds in NDPPF pending the consideration of RP by NDPPC.

15.2 Where the fund requirements of RP exceed the drawal right, additional drawal rights may be sanctioned.

15.3 Where any aid or donation to the NDPPF is specific to a project or an area, it shall be used for that purpose.

CHAPTER II

STRUCTURE FOR RELIEF MANAGEMENT

1. National Level Structure

1.1 As prescribed in the National Policy on Disaster Prevention and Management, the overall responsibility at the national level for all matters pertaining to disaster prevention and management will rest on the NDPPC, with the RRC as its Secretariat.

1.2 The Crisis Management Group, which the RRC may establish during disaster periods, will be headed by the Deputy Commissioner of RRC, and will have the following responsibilities:-

- a) review measures required for dealing with disasters,
- b) identify issues warranting intervention at the national level and direct measures to resolve problems, crisis, and bottle-necks,
- c) appraise relief plans and make recommendations for resource allocation, and
- d) coordinate relief activities of line departments.

The same group whose tasks are parallel to the national level Crisis Management Group could also be established at regional and lower levels as required.

1.3 National Committee for Early Warning (NCEW)

a) The National Committee for Early Warning will comprise:-

- Commissioner, RRC - Chairman
- Nodal Officers of:
- Ministry of Agriculture - Member
- Ministry of Health - "
- Ministry of State Farms and
Coffee and Tea Development - "
- Central Statistical Authority
(CSA) - "
- Ethiopian Mapping Authority(EMA)- "
- National Meteorological Services- "
Agency (NMSA)
- Ethiopian Nutrition Institute(ENI)-"
- Head of the National Early Warning
System - Member and
Secretary

b. NCEW shall coordinate collection of information and data pertaining to weather, crops, food and nutrition status, market trends in commodity prices, livestock condition, availability of water and pasture, etc. and provide periodic integrated information about the occurrence of disaster conditions, and scale of impact and assessment of food availability in different parts of the country.

c. The NCEW shall meet at least once in a month during Meher and Belg seasons, and as often as may be necessary at other times. It will report to the NDPPC through the RRC Commissioner.

d. The Secretariat, under the control and directions of NCEW, would give an assessment of the food prospects in the country and also detect, at the earliest possible opportunity, the likelihood of occurrence of a disaster. It will assist the formulation of contingency measures to over-come anticipated critical situations.

e. Parameters in Early Warning:-

The National Early Warning System (NEWS) would, at periodic intervals, give an assessment of the food prospects in the country and also detect, at the earliest possible opportunity, the likelihood of occurrence of a disaster. The objective of NEWS is to determine the dimensions of the problem of food shortages and disaster impact with a view to enabling the formulation of contingency measures to overcome anticipated critical situations. NEWS will function under the directions of NCEW. Its parameters shall, among others, be:-

- estimates of crop production;
- pastoral conditions;
- prices and supplies of agricultural and other commodities;
- rainfall data;
- meteorological predictions, long-term and short-term;
- remote sensing imageries;
- inventory of stocks of foodgrains at different places in the country;
- off-take from RFOs;
- nutritional surveillance data; and
- socio-economic indicators which reflect peasants coping strategies.

f. NEWS Reports:

- monthly reports about crop activities, livestock condition, epidemic outbreak, nutritional status of vulnerable groups, impact of precipitation on crops and livestock, and grain price trends;
- quarterly reports on crop prospects, livestock condition, epidemic outbreak, nutritional status, market situation, magnitude of food shortages in different parts of the country, and measures taken to mitigate them;
- synoptic/seasonal reports providing final pictures regarding food situations and prospects, and
- disaster area assessment reports, as required.

1.4 Nodal Officers

- a. The nodal officer, which a relevant ministry, autonomous organization, and other state organ designate to the RRC, should have the status of a department head or its equivalent.
- b. The name of the nodal officers shall be communicated to the commissioner of the RRC. The Nodal Officer shall report to the head of the organization, vice Minister, Commissioner, or Chief Executive as the case may be on all matters pertaining to relief.
- c. It shall be the nodal officer's responsibility to monitor and review the function of his organization having a bearing on relief and report to the Commissioner of RRC. He shall have a specific action plan formulated by the organization in times of disaster and submit the same to the RRC Commissioner.

- d. Where the ministry or agency comprises many departments, the intra-ministerial or intra-agency coordination shall be brought about by a designated vice minister or second person in that ministry or organization.

1.5 Board of Management of NDPFF

- a. For the management of the NDPFF, a Board of Management will be established comprising of the following:

- Commissioner, RRC - Chairman
- Vice Minister, Ministry of Planning and Economic Devt. - Member
- Vice Minister, Ministry of Finance - "
- Representatives of two donor countries by annual rotation - "
- UNDP Representative - "
- Representatives of two NGOs (to be nominated by NGOs) -
- Two chairmen of Regional Councils by annual rotation - "
- Deputy Commissioner, RRC - Member and Secretary

- b. The Board of Management shall, from time to time, prescribe guidelines and procedures for utilizing the Fund.

- c. The Board of Management will report to the Secretariat of NDPPC.

2. Regional Level Structure

2.1 Regional Disaster Prevention and Preparedness Committee (RDPPC)

- a. Membership of the Regional Disaster Prevention and Preparedness Committee shall be determined by the Regional Council.
- b. RDPPC will report to NDPPC through the NDPPC secretariat, RRC.
- c. The RDPPC may establish a Regional Crisis Management Group with similar functions as that of the national level structure.

2.2 Relief and Rehabilitation Bureau (RRB)

- a. The Relief and Rehabilitation Bureau shall serve as the secretariat of the RDPPC.
- b. As a Secretariat of RDPPC, the functions of RRB will include the following:-
 - preparation and updating of a master plan for relief operations;
 - compilation from LDs of a shelf-of-projects for employment generation;
 - Co-ordination of Early Warning activities;
 - identification of relief measures of priority;
 - consolidation and submission for approval of relief plans;

- co-ordination of relief activities;
- coordination of NGO activities;
- disaster assessment; and
- submission for approval of requests for augmentation of staff for relief purposes.

3. Zonal Level Structure

3.1 Zonal Disaster Prevention and Preparedness Committee (ZDPPC)

- a. Membership of ZDPPC shall be determined by RDPPC, and it shall meet regularly at the request of its chairman.
- b. ZDPPC will report to RDPPC
- c. The ZDPPC may also establish a Zonal Crisis Management Group with similar functions as that of the regional level structure.

3.2 Zonal Office For Relief and Rehabilitation (ZORR)

- a. The Zonal Office for Relief and Rehabilitation shall serve as the secretariat of the ZDPPC.
- b. As a Secretariat of ZDPPC, the functions of ZORR will include the following:-
 - preparation and updating of a master plan for relief operations;
 - compilation from LDs of a shelf-of-projects for employment generation;
 - disaster assessments;

- Co-ordination of Early Warning activities;
- vulnerability assessment relating to population and economic activities and drinking water criticalities;
- identification of relief measures of priority;
- consolidation and submission for approval of relief plans;
- coordination of relief activities;
- coordination of NGO activities;
- submission for approval of request for augmentation of staff for relief purposes; and
- dealing with all matters concerning relief measures.

4. Woreda Level Structure

4.1 Woreda Disaster Prevention and Preparedness Committee (WDPPC)

- a. Membership of WDPPC shall be determined by ZDPPC, and it shall meet regularly at the request of its chairman.
- b. WDPPC will report to the ZDPPC

4.2 Woreda Disaster Relief Cell (WDRC)

- a. To assist the WDPPC in relief matters, a Woreda Disaster Relief Cell (WDRC) shall be established. In disaster prone woredas, this cell may have a permanent presence. In other woredas, the cell will be set up during disaster periods, with the relevant woreda Line Department performing its functions during normal times.

b. The functions of WDRC will be the following:-

- prepare and keep an updated contingency disaster relief plan;
- compile and maintain an updated shelf-of-projects for employment generation;
- maintain vulnerability profiles of population and livestock;
- collect, and update, information about habitats likely to face drinking water critical for humans and livestock;
- maintain information on possible sites for cattle camps and migration routes;
- ensure the collection of Early Warning and related data through DAS and other functionaries;
- maintain records of NGOs operating in the woreda;
- monitor supplementary nutrition centres during disaster times;
- review and coordinate the activities of LDs in relation to the provision of relief; and
- monitor the functioning of RFOs.

CHAPTER IIIDUTIES AND RESPONSIBILITIES1. General Duties and Responsibilities of
Line-Departments (LDs)1.1 Duties and Responsibilities of National L

- a. Assist in the formulation of plans relief measures falling within their activities guided by the provision and the general instructions emanat
- b. Appoint a nodal officer for coord activities within the department, outside agencies.
- c. Issue suitable guidelines to lower for identification of relief measu resources and drawing up an action
- d. Incorporate prevention and prepared their normal activities and scru plans and relief programmes to aspects are built into them in so fa disaster prone areas.
- e. Issue detailed guidelines prescri consideration and the procedure for contingency plans, as well as the for, and the aspects to be cc inspection of relief works.

1.2 Duties and Responsibilities of LD's at Regional, Zonal and Woreda Levels

Guided by the provision of this Directives and the general instructions emanating from NDPPC and its Secretariat, LDs at regional, zonal and woreda levels shall, as appropriate, have the following responsibilities, among others.

- a. Formulate plans and execute relief measures falling within their functional area of activities.
- b. Appoint a nodal officer for coordinating all relief activities within the department, with other LDs and outside agencies.
- c. Issue suitable guidelines to lower level functionaries for identification of relief measures, estimation of resources and drawing up an action plan.
- d. Incorporate prevention and preparedness aspects within their normal activities, and scrutinise development plans and relief programmes to ensure that these aspects are built into them in so far as they relate to disaster prone areas.
- e. Issue detailed orders prescribing:
 - guidelines for preparation of relief projects and planning of relief measures;
 - powers of technical, financial and administrative sanctions of projects and activities, to be exercised at different levels in the department in the normal course and in emergencies;

- the criteria, consideration and the procedure for the formulation of contingency plans;
 - the detailed procedure for, and the aspects to be covered, during the inspection of relief works,
 - type of NGO supported projects and the authorities competent to approve them; and
 - the mechanism for control.
- f. Suggest measures, not envisaged in the general RRC guidelines, in relation to the activity of an NGO.
- g. Identify procedures for securing community involvement in disaster prevention and preparedness measures and for mobilizing voluntary effort in the provision of relief to disaster victims.
- h. Issue a departmental manual incorporating its orders and prescribing administrative practices in relation to planning, direction and execution of relief measures within the framework of this Directives.
- i. In addition:-
- appraise NGOs projects according to technical norms and guidelines prescribed from the national level and supervise them;
 - identify specific projects for execution;
 - sanction the budgeted and planned works to be executed in disaster prone areas; and

- prepare technical plans and estimates for such projects.
- j. manage, supervise and inspect EGS;
- k. designate authorities on EGS to record measurements of the work output of the workers and work out the wage payment to individuals;
- l. review the status of EGS in advance of the anticipated closure date of relief programmes, and bring those projects which can not be completed on time to a safe stage;
- m. estimate the scale of operations and initiate preparatory measures for mobilization and deployment of resources for relief purposes; and
- n. submit regular reports on the implementation of relief measures covering physical and financial aspects.

2. Duties and Responsibilities of Specific LDs

In addition to the general responsibilities given to all LDs, the agencies coming here after shall have the following additional responsibilities.

2.1 Relief and Rehabilitation Commission (RRC)

In addition to the responsibilities indicated in the National Policy, RRC will undertake the following:

- a. Co-ordinate the over-all food delivery efforts in disaster areas and prepare an action plan for food delivery, and review its implementation regularly.

- b. Assist the activities of all agencies engaged in food delivery in disaster areas and ensure that the flow of food through RFOs is not disrupted at any time.
- c. Preposition enough quantities of foodgrains and other relief items to areas likely to face food shortage.
- d. Investigate, in collaboration with concerned bodies, the adequacy of coverage by RFOs and draw up plan for augmenting relief outlets.
- e. Procure and store adequate tools to workers on EGS, and cause annual stock taking of tools to be conducted at appropriate levels and draw-up annual programmes of repairs.
- f. Through the depot manager, take annual inventory of tools, and ensure their serviceability, and take steps to augment the availability of tools to ensure that employment on EGS is not hampered.
- g. Designate a depot or depots for providing tools to workers on EGS of every region.
- h. Establish decentralized storage and distribution facilities and appropriate logistics support for handling relief food.
- i. Provide logistics and infrastructural support to LDS in areas where there is a gap in relation to matters concerning relief measures.

- j. Permit, in consultation with the Regional Council, the establishment of cattle camps during disaster periods.
- k. Facilitate the release of fund from national resources for implementing all the action plans as part of RP.
- l. Commission studies to provide an institutional memory regarding disasters and relief.
- m. Have the RP scrutinised and appraised within one month of the receipt of the same from the RDPPC.
- n. Undertake periodic review of action of NGOs in disaster prone areas, and determine the priority areas to which NGOs assistance could be directed.
- o. In consultation with RDPPC and relevant LDs, and pertaining to support to be given from national resources, prescribe and notify guidelines on.
 - wage rates on EGS;
 - estimation of employment needs of an area, including the proportion to be employed from poorer sections and better households;
 - the minimum per capita consumption need for piped water supply scheme;
 - norms for expenditure on different alleviation measures for drinking water criticalities and the financial limits for sanction at regional levels;

- the quantum of gratuitous relief;
- per capita eligibility of supplementary nutrition center beneficiaries in financial and physical terms;
- identification of beneficiaries;
- vulnerability of livestock owners;
- procurement and norms of distribution of fodder;
- replacing of cattle lost during disaster;
- and
- categories of peasants who would qualify for subsidised seeds;

- p. Prescribe report formats for use at regional levels.
- q. Issue coupons to regional councils commensurate with the amount of food or cash earmarked for the region.
- r. Having regard to the availability of food stocks and the need for spreading relief to a future needy period. issue directions as to the disbursement of current and deferred coupons on EGS at any point during a disaster period.
- s. Periodically convene a meeting of representatives of LDs at the national level to review relief measures and seek suggestions for improvement.
- t. Prepare on periodic basis a report on the state of the National Policy on Disaster Prevention and Management, and the impact of relief measures on vulnerable areas for consideration by NDPPC.

2.2 Ministry of Agriculture (MoA)

The MoA shall, as per its mandated responsibilities, undertake the following:-

- a. In the field of agricultural support activities in disaster prone areas:
 - review the Contingency Agriculture Plan in relation to different parts of the country;
 - review the requirement of inputs, particularly seeds and fertilizers, in the event of emergencies;
 - take stock of availability of plans for small scale irrigation works; and
 - prepare a deployment plan for manpower and other resources to meet emergency requirements.
- b. On the basis of weather forecast from NMSA, alert the peasants and the extension machinery to take contingency measures when dry spells are anticipated.
- c. Arrange for irrigation equipment redeployment to needy peasants in times of disasters.
- d. Prescribe guidelines for the provision of irrigation equipment from time to time.
- e. Identify, in collaboration with relevant national research institutions, the drought-resistant seed varieties for different crops in different agro-climatic zones and also notify the approved seed variety from time to time.
- f. Ensure that indigenous seed varieties are preserved in times of disasters.

- g. Ensure that a basic buffer stock of seeds of key crops and varieties is kept and sources for other seeds are identified.
- h. Review the level of stocks built up by seed banks and determine the shortfall with adequate lead time for taking ameliorative measures,
- i. In relation to livestock preservation,
 - procure and transport fodder, where regional sources cannot adequately meet the requirements;
 - supervise centrally controlled fodder depots;
 - assist in the management of livestock camps;
 - ensure proper vigil against the outbreak of epidemics, and that adequate capacity exists for taking appropriate measures;
 - assess the requirements of vaccines and medicines for livestock in disaster prone areas; and
 - issue sanctions and approvals for the procurement of medicines and equipment.

2.3 Bureau of Agriculture

- a) formulate contingency action plan;
- b) keep Ethiopian Seed Corporation (ESC) apprised for seed requirements;
- c) collect information about available reservoir storage of large and medium scale irrigation systems;

- d) advise about water budgeting, having regard to the water needs of different crops and the expected climatic behaviour of the relevant period, and the priority crops for irrigation during the period;
- e. ensure the availability of about 25% of the irrigation equipment requirements in chronically drought-prone areas;
- f. in relation to livestock preservations:-
- assess the relief measures required at various stages and prepare an action plan for livestock preservation,
 - supervise regional fodder depots,
 - identify and manage livestock camps,
 - arrange for regular visit of camps by veterinary technician,
 - ensure proper vigil against the outbreak of epidemics,
 - procure and transport fodder, where existing sources can't adequately meet the requirement, and
 - in consultation with the Ministry, take stock of the migration possibilities, and demarcate migration routes for the livestock in disaster prone pastoral areas;
- g. ensure, through zonal and woreda agricultural offices, the maintenance of close supervision over Development Agents, and visits to villages during the season for an independent estimation of crop or plantation conditions;

- h. undertake agricultural surveys and related assessments;
- i. keep a close watch on the rainfall distribution and behaviour during the season and initiate measures under the Contingency Agriculture Plan; and
- j. In relation to the problem of seeds:-
 - undertake a programme of multiplication of strategic seeds in consultation with relevant agencies, and involving peasants in drought prone areas having suitable resource endowments
 - train peasants in the production and selection of seeds.

2.4 Ministry of State Farms and Coffee and Tea Development

The Ministry will undertake those tasks given to the Ministry of Agriculture which are pertinent to its areas of operations, and which, due to division of work, are not undertaken by MOA.

2.5 Ministry of Health (MoH)

- a. In the field of health services, MoH's preparation involves:
 - a general assessment of the availability of drugs, other supplies and staff in disaster prone areas;
 - estimation of additional resources required for meeting emergencies; and
 - formulation of an action plan for dealing with the aggravation of health problems and outbreak of epidemics.

- b. Ensure that water sources are disinfected during disaster times.
- c. Identify feed supplements suiting local taste.
- d. Distribute relief medical supply to affected areas.
- e. Direct all health related relief activities.
- f. Supervise and monitor health operations in disaster affected areas through the nodal officers and;
- g. as soon as disaster is anticipated, prepare a plan for the deployment of health services personnel for fulfilling the various tasks.

2.6 Health Bureau

- a. Supervise the management of supplementary nutrition centres, and choice of feed supplements.
- b. Make periodic visits to schools, EGS sites and villages to medically examine children, workers and vulnerable sections of population and render medical care.
- c. Analyze data related to health and nutrition and give a preliminary assessment of the need for providing supplementary nutrition.
- d. Train teachers to detect cases of malnutrition and furnish monthly reports on such case to supplementary nutrition officers and medical officer of the nearest health center.
- e. Keep a close watch over unusual mortality rate and submit reports.

- f. As soon as disaster is anticipated, review the requirements of drugs, supplies, and sanitation material in consultation with medical officers and health centers and include this requirement in the RP.
- g. Draw an appropriate action plan on time.

2.7 Ministry of Planning and Economic Development (MOPED)

- a. Take steps to incorporate prevention aspects into the development plan.
- b. Evaluate the programmes of LDs plan for disaster prone areas with reference to their contribution to the strengthening of disaster prevention capability of the areas.
- c. In consultation with RRC, identify areas which are chronically prone to recurrent and severe disasters, particularly drought, and identify measures for removing the special disabilities of these areas; incorporate such measures in the development plans.
- d. Identify certain national projects, like irrigation projects, with substantial employment potential and have propensity to enhance the capabilities of disaster prone areas, and facilitate the allocation of additional resources in times of disaster so as to advance their completion while providing immediate relief.

2.8 Bureau of Planning and Economic Devt.

Similar activities as 2.7 above at its level.

2.9 Ministry of Information (MoI)

- a) Mount an information campaign through radio, other mass media tools in the wake of disaster.
- b) Formulate an action plan for information to support relief programme.

2.10 Ministry of Transport and Communication (MTC)

- a) Take measures to provide logistics and structural support to relief agencies.
- b) Take measures to enhance the country's preparedness in the area of transport and communication.

2.11 Ministry of Defense

Provide, whenever possible, logistical support for disaster preparedness and activities.

2.12 Central Statistical Authority (CSA) and National Meteorological Service Agency (NM)

Provide all the necessary assistance to NE

3. Duties and Responsibilities of Other Structures

3.1 Executing Agencies of EGS

- a) Issue stamped muster roll forms to the personnel of EGS.
- b) Pay wages in the presence of representatives of beneficiaries concerned and distribute cash value of the part of wages to be paid in

- c) Cause a muster roll to be maintained by person in charge of EGS to facilitate the payment of wages and regulate employment.
- d) With reference to the muster roll and measurement of work output, work out the entitlement of wages.
- e) At the site of an EGS, ensure among other things, that;
 - drinking water is available to workers;
 - shade is provided for children and young dependents accompanying the workers;
 - fully equipped medical kits are available for first aid;
 - goggles are supplied to workers engaged on works like metal breaking, involving hazards to eyes; and
 - arrangements are made for minor repairs and sharpening of tools of the workers.
- f) During the first five weeks of the commencement of the EGS programme, deduct a portion of the wages of the workers as deposit which shall be returned to the worker upon the return of the set of tools.
- g) Furnish weekly and fortnightly reports on relief projects to the woreda head of the LD concerned, who shall then prescribe the format of these reports.
- h) Submit a weekly report to the Woreda council every Monday on EGS projects giving the following details for the preceding week.
 - name and location of the project and the number of persons employed;

3.2 Relief-Food Outlet (RFO)

- a) Issue foodgrain against the surrender of coupons either on scales prescribed by RRC for the coupons or for the value indicated in the coupons according to the prices notified by RRC.
- b) Distribute foodgrains against coupons issued to migrating pastoralists at the places of their temporary stay or transit camps.
- c) Maintain a separate record of the foodgrains distributed against coupons and submit the same to RRB, or as may be prescribed, in lieu of foodgrains already received by them or for getting reimbursed in cash or kind.
- d) Serve as outlet for distribution of essential goods.

4. Duties and Responsibilities of Individuals

4.1 Chairman of Regional Council

As a focal point for relief in his region, the chairman of the Regional Council will:

- a) Assess the disaster situation and its impact.
- b) Recommend, with the approval of RDPPC, to RRC areas to be declared as "disaster areas".
- c) Submit a relief plan to RRC.
- d) Monitor, control and direct all relief activities in the region.

- b) Recommend, with the approval of RDPPC, to RRC areas to be declared as "disaster areas".
- c) Submit a relief plan to RRC.
- d) Monitor, control and direct all relief activities in the region.
- e) Before and on the anticipation of a disaster, as appropriate, make a general review of the activities of LDs in his region, in particular;
 - food availability in the region and adequacy of RFOs in disaster prone areas;
 - formulation of shelves-of-projects by LDs;
 - storage and maintenance of tools, adequate for supply to workers at expected levels of employment;
 - performance of water supply schemes in rural areas;
 - plans for meeting drinking water criticalities;
 - procurement of medicines by MoH for human beings and MoA for livestock;
 - the availability of resources with various LDs under the annual budget;
 - the availability of staff and equipments with each LD directly responsible for implementing relief measures; and
 - the capability of LDs to take up additional work in the affected areas.
- f) Direct the commencement of relief operation in an area, even before the formal declaration, if the state of distress warrants immediate intervention, but keeping the guidelines of RRC and the general policy of the national government in view.

- g) Prepare a supplementary relief plan and submit to RRC if financial allocation under RP is found inadequate due to aggravation of the severity of disaster.
- h) Notify the hours of work for EGS in the region.
- i) Empower lower level functionaries to open fodder depots in fodder scarce areas, and distribute fodder to vulnerable groups at subsidised rates and to others at economic rates, as may be prescribed by RRC.
- j) When drinking water for livestock and fodder is acute, establish camps for providing feed, resting place and veterinary care to the affected livestock population, and take other measures as may be necessary to prevent their distress sale and large scale loss of lives.
- k) Establish, manage and supervise RFOs, and distribute coupons to implementing agencies through appropriate structures.
- l) Give permission to NGOs to provide relief to selected vulnerable groups.
- m) Cause the issuance of measures, based on government polices, for the waiver, total or partial, of recovery of land tax and such other taxes in the event of disaster in an area. The measures may also provide for postponement of other government dues (like payment of loans) during a disaster period.

- n) Submit a fortnightly report to RRC on the implementation of relief measures covering physical and financial aspects.
- o) Draw funds from NDPPF upto the annual drawal right for executing relief measures in accordance with RRC guidelines.

4.2 Chairmen of Zonal and Woreda Councils

- a) Duties and responsibilities of the chairman of the Zonal Council shall be determined by the Regional Council.
- b) Duties and responsibilities of the chairmen of the Woreda Council shall be determined by the Zonal Councils.