MONRE

Community-Based Disaster Risk Reduction (CBDRR)
Manual in Lao PDR

Scaling-up Community-Based Disaster Risk Reduction in Lao PDR

Community-Based Disaster Risk Reduction (CBDRR)

Manual in Lao PDR

Scaling-up Community-Based Disaster Risk Reduction in Lao PDR

Preface

Dear readers,

Lao PDR is impacted by a range of natural hazards, notably storms, floods, flash floods and landslides. When coupled with exposure of vulnerable populations, these events can result in high economic costs and negative social consequences. This has highlighted the importance of building the capacity of local communities to be able to prepare and respond effectively for small scale hazards independent of external assistance.

Disaster risk reduction has been acknowledged as a national priority for the Government of Lao PDR having been referenced in key strategy documents such as the current National Socio-economic development plan (7th NSEDP) and 8th NSEDP (2016-2020) as reflected in the goal for "reduced effects of natural shocks and climate change and sustainable management of natural resources". Mainstreaming and enhancing community capacities on disaster and climate change resilience are also amongst the main outcomes and targets highlighted in the Ministry of Natural Resource and Environment's (MONRE) 2030 Vision and 5-year Strategy.

As disaster events are felt intensely at the local level, action which engages with communities to better prepare them to cope with hazards is a crucial component of effective disaster management. The Sendai Framework for Disaster Risk Reduction (SFDRR), the primary agenda guiding post-2015 efforts for resilience building also emphasizes the need to address underlying causes of disaster risk, including specific vulnerabilities and exposure to hazards for which action at the local level is crucial.

Different approaches for Community-Based Disaster Risk Reduction (CBDRR) have been utilized by various organizations in Lao PDR over the past decades. However, it has become clear that there is no common methodology to guide countrywide implementation and systematic replication of CBDRR activities. Acknowledging this need, the CBDRR guidelines in this manual were developed through a series of consultations by comparing various tools and methodologies used by different key actors in order to define a common methodology for CBDRR in the Lao PDR context.

The manual captures lessons learned and good practices suggested by key disaster management stakeholders covering a range of relevant CBDRR topics. Crucially, the guidelines represent a set of commonly agreed principles for community based activities in Lao PDR which have been reviewed and validated by key representatives from relevant disaster organizations working in the country. Additional optional steps to guide future CBDRR implementation in the country are also suggested.

Importantly, the CBDRR guidelines are flexible and can be adapted to the specific needs of practitioners based on differing timeframes, donor and government requirements and available budgets. Furthermore, the guidelines will contribute to the National Development Strategy 2020 and National Disaster Risk Management Strategy 2020 to reduce poverty and disaster risks in Lao PDR.

At the Department of Disaster Management and Climate Change (DDMCC) we are hopeful that these common guidelines on CBDRR will prove to be a useful tool in assisting disaster practitioners in their future efforts to create safer and more secure communities across Lao PDR.

Mr. Phouvong LUANGXAYSANA
Director General,
Department of Disaster Management and Climate Change

Acronyms

ADPC	Asian Disaster Preparedness Center
CBDRR	Community Based Disaster Risk Reduction
CCA	Climate Change Adaptation
DDMCC	Department of Disaster Management and Climate Change
DDPCC	District Disaster Prevention and Control Committee
DONRE	District Office of Natural Resources and Environment
DPCC	Disaster Prevention and Control Committee
DRM	Disaster risk Management
DRR	Disaster Risk Reduction
EWS	Early Warning System
GDP	Gross Domestic Product
HFA	Hyogo Framework for Action
HVCA	Hazard, Vulnerability and Capacity Assessment
IEC	Information Education Communication
INGO	International Non-Governmental Organization
LDPA	Lao Disabled People's Association
LSW	Labour and Social Welfare Sector

M&E	Monitoring and Evaluation
MoFA	Ministry of Foreign Affairs
MOU	Memorandum of Understanding
NDPCC	National Disaster Prevention and Control Committee
PDPCC	Provincial Disaster Prevention and Control Committee
PDRA	Participatory Disaster Risk Assessment
PME	Participatory Monitoring And Evaluation
PONRE	Provincial Office of Natural Resources and Environment (PONRE)
PRA	Participatory Risk Assessment
SFDRR	Sendai Framework on Disaster Risk Reduction
SOP	Standard Operating Procedures
SWOT	Strengths, Weaknesses, Opportunities And Threats
ToR	Terms of Reference
ToT	Training of Trainers
UN	United Nations
VDPCC	Village Disaster Prevention and Control Committee
VDPU	Village Disaster Prevention Unit

Table of Contents

Guidance Note

What is the CBDRR Manual?

The CBDRR Manual is a practical 'how-to' guide on community-based disaster risk reduction for government and non-government agencies in Lao PDR. It is a commonly agreed document to be referred to by agencies working on CBDRR in Lao PDR. It provides guidance and support for systematic implementation of CBDRR programs by explaining each of the steps as well as tools used.

The manual will also support the Government of Lao PDR (GoL) to monitor CBDRR activities, oversee progress of activities implemented by different actors and locations, provide necessary support on CBDRR technical knowledge as well as provide a reference point for replication of initiatives for local government and implementing agencies.

The manual was developed through a series of consultations with key stakeholders working on CBDRR in the country both from government and non-government agencies. Therefore, the CBDRR manual is based on common activities implemented by different stakeholders in Lao PDR incorporating country regulations, government perspective and concerns.

Having a set of suggested activities that guide the implementation of CBDRR will help achieve more consistent implementation of related programs in Lao PDR. However, this does not mean that activities carried out using other methodologies should not be implemented or are invalid. Based on the needs of the communities, specific requirements of the donors as well as nature of the programs, any other activities can be implemented when time and resources allow for additional activities. There is no limitation as to the amount of additional activities that can be implemented under one specific program.
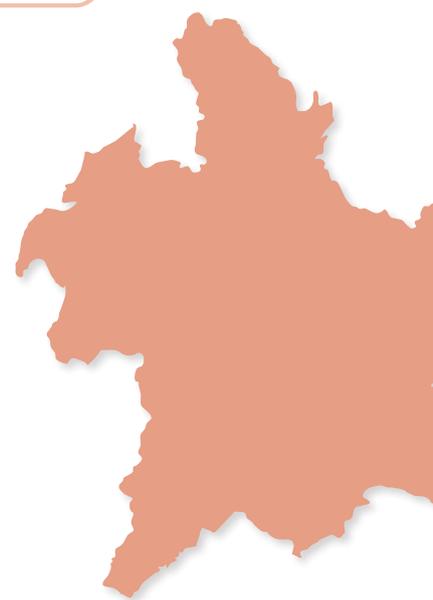
What can be found in the CBDRR Manual?

The CBDRR manual provides a detailed description of each of the eight CBDRR implementation steps as well as an introductory chapter about CBDRR in Lao PDR.

Part I is an introductory part which gives background information about CBDRR in Lao PDR. It has a small section about importance of CBDRR in Lao PDR, the stakeholders of CBDRR in the country, as well as an overview about the challenges and opportunities when implementing CBDRR in Lao PDR.

Part II contains the instructions on how to conduct the eight step process agreed upon by government and non-government agencies working on CBDRR in Lao PDR. The 8 steps involved are:

Step 1: Pilot site selection
Step 2: Baseline study
Step 3: Capacity building for CBDRR facilitators
Step 4: Capacity building for VDPCC
Step 5: Community disaster risk assessment
Step 6: Participatory disaster risk management planning
Step 7: Community managed-implementation
Step 8: Participatory monitoring and evaluation
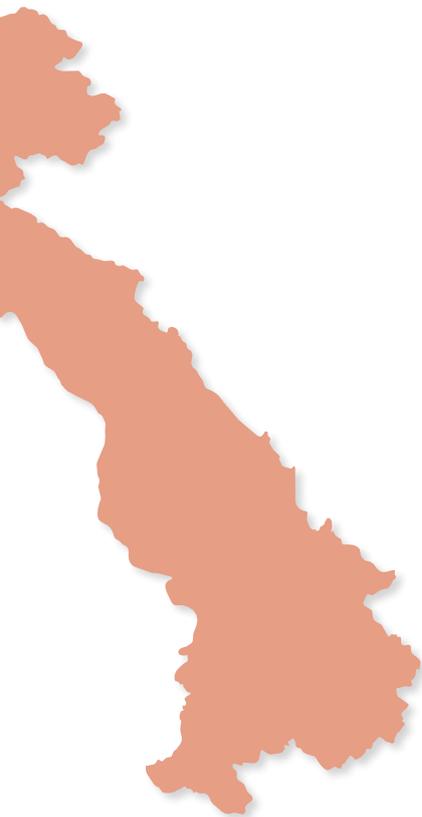
Cross-cutting issues

Whenever applicable, CBDRR programs should also aim to consider the following cross-cutting issues as part of their approach:

- ### Climate change

It is widely recognized both internationally, regionally and in Lao PDR that climate change adaptation (CCA) and community-based disaster risk reduction (CBDRR) should be integrated. Climate change is associated with changes in frequency, intensity as well as the severity of natural hazards. The rationale for CCA and CBDRR integration is therefore to prepare communities for any adverse effects climate change may have on their livelihoods. Therefore, it is important to identify areas in CBDRR and CCA programs where efforts in these two fields can be combined so as to increase the overall resilience of communities.

- ### Environment

As a country rich in natural resources, the livelihoods of communities in Lao PDR are strongly linked to the surrounding natural environment. Nonetheless, the environmental degradation due to development activities can destroy these invaluable natural resources and in turn disrupt the livelihoods which depend on them in the most devastating way. Considering the apparent linkages between climate change, environment, livelihood and disaster risk reduction, the CBDRR activities in Lao PDR should mainstream environmental concerns and natural management issues into program designs so as to raise awareness and encourage amongst relevant community figures.

● ***Vulnerable groups***

It is important to recognize that communities are not homogenous groups. Sub-sets of the community are likely to have unique needs which CBDRR initiatives need to account for as some groups will clearly have greater levels of vulnerability than others. Vulnerable groups within a community typically include people with disabilities, older people, children, ethnic minority groups and women. These groups are often at greater risk from natural hazards within their community and may have particular needs and requirements in disaster situations. However, despite their greater vulnerability to hazard risks these groups still have a valuable role to play in CBDRR efforts. As they know first-hand their own limitations and requirements their input into community risk reduction efforts is crucial. An inclusive approach at each stage of project implementation is important to ensure that efforts to include such vulnerable groups are constructive and do not inadvertently place these individuals at even greater risk.

Each of the aforementioned vulnerable groups is considered in more detail below:

- **Persons with Disabilities** are more vulnerable in disaster situations due to lack of mobility and ability to express themselves. Persons with Disabilities have specific requirements and need special facilities and support in emergency scenarios. Involvement of these groups throughout CBDRR processes would reflect these challenges and help contribute to more holistic community resilience as a result.

- **Older People** may need special assistance and support in time of natural disasters due to age-related issues such as mobility and poor health. Older people are normally respected by community members. Their lifelong experiences in facing and dealing with natural disasters in their local area should be utilized to help reduce disaster risks in the community by readily involving them in CBDRR processes.

- **Children**, particularly those of a young age, are one of the most vulnerable groups when disaster strikes. However, it should be recognized that children can learn quickly and adapt quickly to changes in the community. School safety education programs using CBDRR approaches can help enhance knowledge and raise awareness amongst children towards actively contributing to the reduction of disaster risks in Lao PDR.

- **Ethnic Minority Groups** -it is important to recognize particular needs of ethnic minority groups when implementing CBDRR as such communities may have particular needs in terms of language (an important consideration in Lao where there are a range of local dialects which vary from region to region) as well as cultural practices which need to be respected. Project activities for CBDRR should try to ensure that interventions designed for a particular national or regional context are still appropriate when engaging with ethnic minority groups. Materials and planned activities should be adapted where appropriate so that CBDRR can be carried out in a non-disruptive and culturally sensitive way for particular ethnic groups.

- **Women (and gender aware CBDRR)** –Inclusion of women in CBDRR is a cross-cutting theme among all the vulnerable groups. Older women, women with disabilities, pregnant women, girls, women-headed households and ethnic minority women are sometimes not adequately recognized as being vulnerable and requiring specific supports and facilities. Their limitations and capacities should be considered and reflected during their participation in CBDRR activities.

● *Gender Balance*

Is another important cross-cutting issue which should be taken into account in view of CBDRR. Gender refers to socially determined ideas of what it is to be male or female in a given society (as opposed to an individual's sex which refers to the biological nature of being male or female). Gender carries specific roles, status and expectations within households, communities and cultures. In many societies established patriarchal (i.e. male-orientated or male-led) systems means that women are often given a less central role in areas such as the assignment of tasks, levels of access to resources, information, participation and decision-making. The different roles which men and women traditionally carry out in a society can determine levels of exposure and vulnerability to hazard risk. Experience has shown that women are frequently much worse affected than men when a disaster strikes and less benefited when recovery begins. It is important that CBDRR is carried out in a gender-sensitive manner across all phases of project design and implementation. The concerns of both women and men should be taken into account to ensure equal benefit from interventions implemented at the community level. A gender balanced approach can help ensure fairer access to resources, facilities, services, funds and decision making under all project activities towards more holistic Community Resilience building.

The above mentioned issues in CBDRR program should be taken into account across each step of the CBDRR process as shown below in Figure 1. The CBDRR process diagram gives an overview of different CBDRR steps as well as outlining activities for each of the steps.

Step 1

Pilot Site Selection

- Identification of selection criteria
- Steps for pilot site selection

Step 2

Baseline Study

- Formation of study team
- Data collection
- Data analysis
- Presentation of findings

Step 3

Capacity building for CBDRR facilitators

- Identify DDPCC members
- Capacity building for CBDRR

Step 4

Capacity building for VDPCC

- Formation of VDPCC
- Identifying the functions of the VDPCC
- Capacity building for the VDPCC

Figure 1 Community-Based Disaster Risk Reduction Process

Step 5	**Step 6**	**Step 7**	**Step 8**
Community Disaster Risk Assessment	*Action plan development*	*Community-managed implementation*	*Participatory monitoring & Evaluation*
• Selection of risk assessment tools • Data collection • Data analysis • Risk assessment report	• Using PRA results for the development of the action plan	• Identification and selection of risk reduction measures • Implementation of actions • Resource mobilization • Participatory review	• Formation of indicators • Determining methodology • Formation of M&E team • Data collection • Data analysis • Presentation of findings

Part I Relevance of Community Based Disaster Risk Reduction in Lao PDR

Lao PDR has long term experience of coping with natural hazards. In the Lao context Community-Based Disaster Risk Reduction (CBDRR) typically works at the village level to effectively utilize local resources and capacities to better prepare for natural hazards, and to adopt measures to reduce community vulnerability.

1.1 Natural disasters in Lao PDR

The National risk profile for Lao PDR (ADPC, 2010) states that the country is prone to multiple hazards mainly floods, drought, storms, landslides, earthquakes and epidemics with specific degrees of severity in different regions. Amongst those hazards, flooding from storms has been the main natural hazard and has led to both economic and social losses. Major hazard events in the past decades include typhoon Jebi and Mangkhoud in 2013, typhoon Haima and Nokten in 2011, typhoon Ketsana in 2009, typhoon Kumuri in 2008 as well as widespread flooding in 2000. Common ongoing risks such as landslides occur during monsoon season and parts of the country have experience droughts with notable negative impacts on crops during the recent years. Earthquakes with a negligible to moderate risk level tend to occur every year with different MMI scales, but their impacts are not widely reported. Please refer to annex 1, table 1.1 for more information on disaster events in Lao PDR.

Since almost 60 percent of the country's population is engaged in subsistence farming, flood and drought are a key concern for the majority of the population. Historical damage data indicates that annual expected losses from the natural hazards ranged between 2.8 and 3.6 percent of GDP, with the associated average annual fiscal cost equaling approximately 2.7 percent of GoL expenditure (World Bank, 2012).
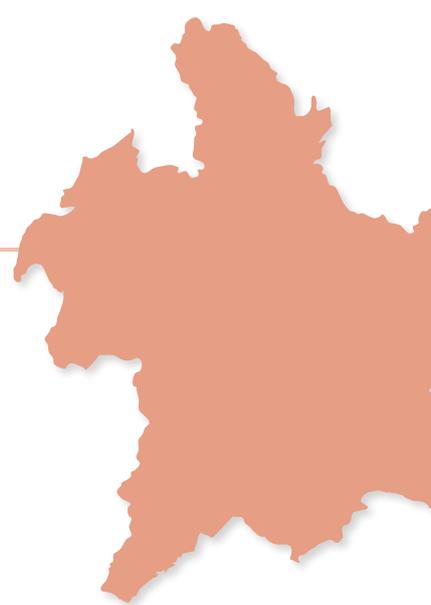
1.2 Community based-disaster risk reduction (CBDRR) in Lao PDR

The natural hazards have brought negative impacts to vulnerable people living in hazard prone areas, particularly those affected by poverty. Hazards have also resulted in damage to houses, irrigation systems, bridges, roads, agricultural areas, etc. In the face of these threats, CBDRR can create opportunities for local people to bring local social and economic conditions back to normalcy and reduce impacts of such hazards. The target villages of CBDRR projects have strengthened their capacity in coping with natural disasters. Initiatives such as Village Disaster Prevention Unit (VDPU)/Village Disaster Prevention and Control Committees (VDPCC) have been set up, awareness of local people improved on how and what to do before, during and after disasters. Some villages were provided with community based early warning systems, while other villages have adapted their livelihood practices to be more resistant to natural disasters.

1.3 CBDRR stakeholders in Lao PDR

There are several organizations working on CBDRR at community level in Lao PDR. The CBDRR stakeholders include both external stakeholders and fundproviders such as government, as well as external non-government agencies and INGOs which play different roles on CBDRR.
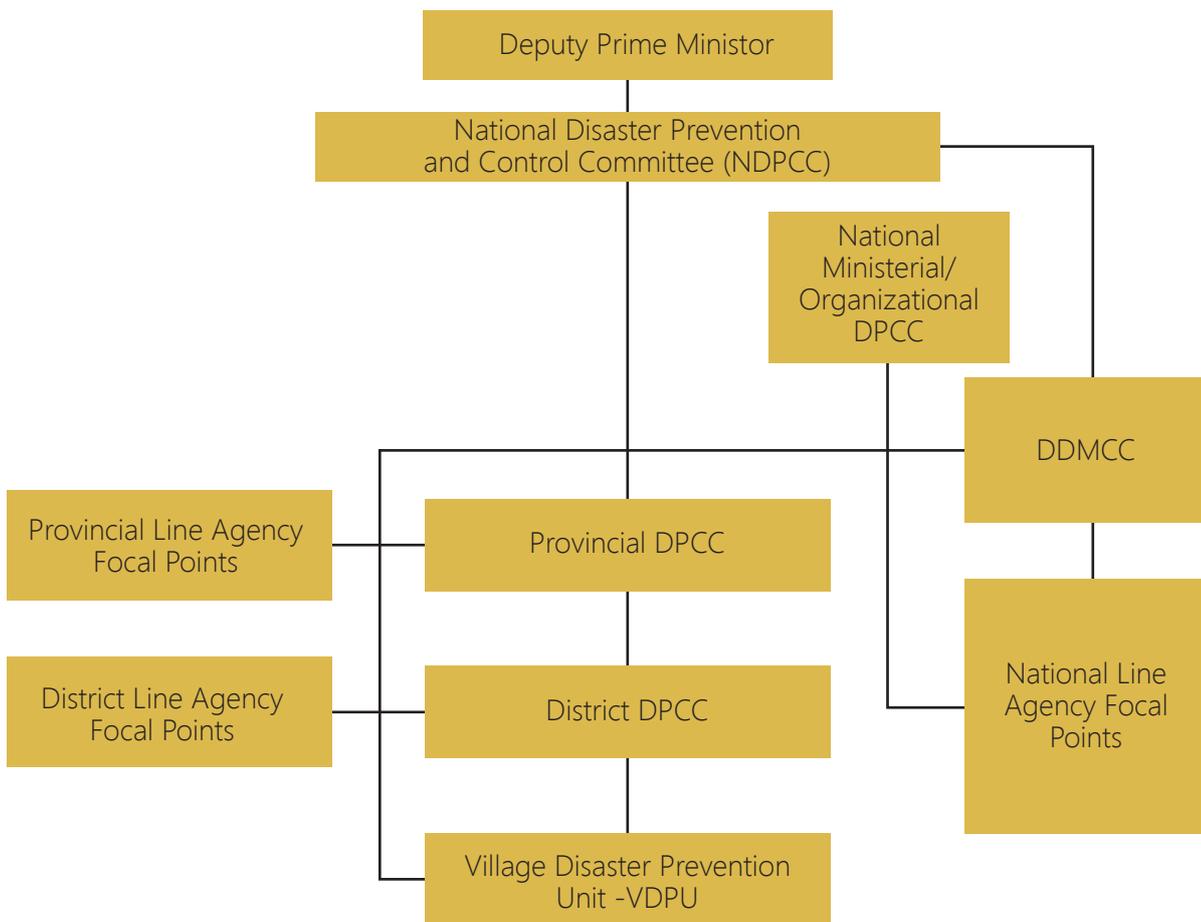
Figure 1.1 The Lao Disaster Risk Management institutional arrangement

Government agencies

Disaster Prevention and Control Committees (DPCCs) at national, provincial, district and villages have been established under the Prime Minister Decree No. 220/PM, dated 28 August 2013 to look after DRM issues in Lao PDR. The Lao DRR/M institutional arrangement lies over all ranges of its administrative arrangement and roots to community level and covers all key sectors.

- *National Disaster Prevention and Control Committee (NDPCC)* chaired by Vice Prime Minister and Ministry of National Defense. Representatives from several ministries and the Lao Red Cross are also committee members. The NDPCC has a mandate to define the DRM strategy and provide mechanisms on DRM, facilitate international support and co-operation such as joint-rapid assessment, incident reporting, and identification of national DRR strategy as well as taking the lead on the implementation of DRM/CBDRM in the country. The list of NDPCC members can found in annex 1, table 1.2.

- *Provincial Disaster Prevention and Control Committee (PDPCC)* chaired by Vice Provincial Governor and all provincial departments including Provincial Red Cross organizations are the members of the committee. It has a mandate to look after disaster risk management within the province and districts, and co-ordinate national and international support.

- *District Disaster Prevention and Control Committee (DDPCC)* chaired by District Governor or Vice District Governor and all district offices of all sectors are the members of the committee. It works closely with villages and province through PDPCC structure, and takes lead in implementation of CBDRR activities and projects. It also cooperates with NGOs support the CBDRR project at village level.

- ***Village Disaster Prevention Units (VDPU)/Village Disaster Prevention and Control Committee (VDPCC)*** are chaired by the Village Head or identified persons agreed in the village. Its members are representatives of village military, security, mass organization, school, health volunteers, etc. It takes the lead in implementation of village CBDRR planning and trains communities on what to do before, during and after disaster events.

Development partners

- ***International Non-Government Organizations (INGOs) and UN agencies*** working on CBDRR in Lao PDR will mobilize resources from donor organizations and implement CBDRR activities with government partners.

- ***Donor organizations*** will provide financial support for CBDRR implementation in the country.

The CBDRR activities focus on different aspects depending on the nature of the program and mandate of the implementing agencies such as community preparedness, DRR and livelihoods, school safety, etc. (please refer to annex 1, table 1.3 for more detailed information). Regarding the above mentioned structure, the CBDRR activities will be implemented by implementing partners and relevant sector governments at each level depending on the particular area of activities.

Primary Design for the National DRR and CCA Platform
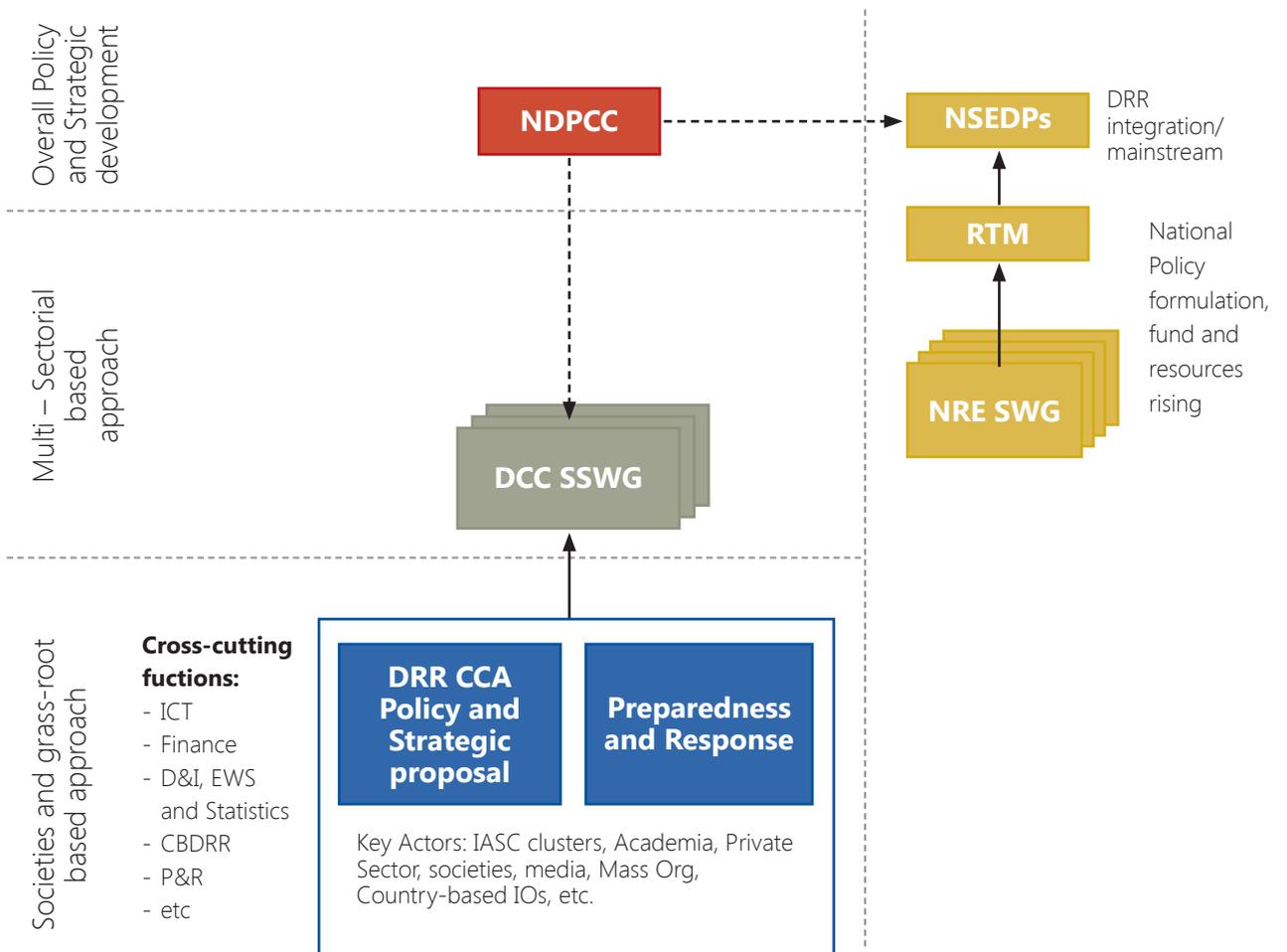
Figure 1.2 Primary Design for National DRR and CCA Platform

In addition to the existing institutional arrangements, the Disaster Risk Reduction Platform which will be established can facilitate formal and systematic mechanisms on CBDRR cooperation between government and development partners working on DRR/CBDRR in the country.

1.4 Co-ordination and reporting mechanisms

The Disaster Prevention and Control Committee (DPCC) is not a stand-alone committee. DPCC have representation acrossdifferent sector and at each level (national, provincial, district and village). Line ministries for relevant sectors will monitor and report CBDRR activities DPCC and office of natural resources and environment at each level which are the secretariat of the respective DPCCs. Figure 1.3 shows the relationship between the concerned agencies concerned with DRM/CBDRR activities in Lao PDR. To ensure that CBDRR activities and progress implemented by different stakeholders in Lao PDR will be updated to DDMCC the Natural resources and environment offices at each level should play a key role by acting as the focal agency to receive updates from sectoral government via the DPCC agencies. The figure 1.3 (below) shows how the coordination system works through both horizontal and vertical reporting.
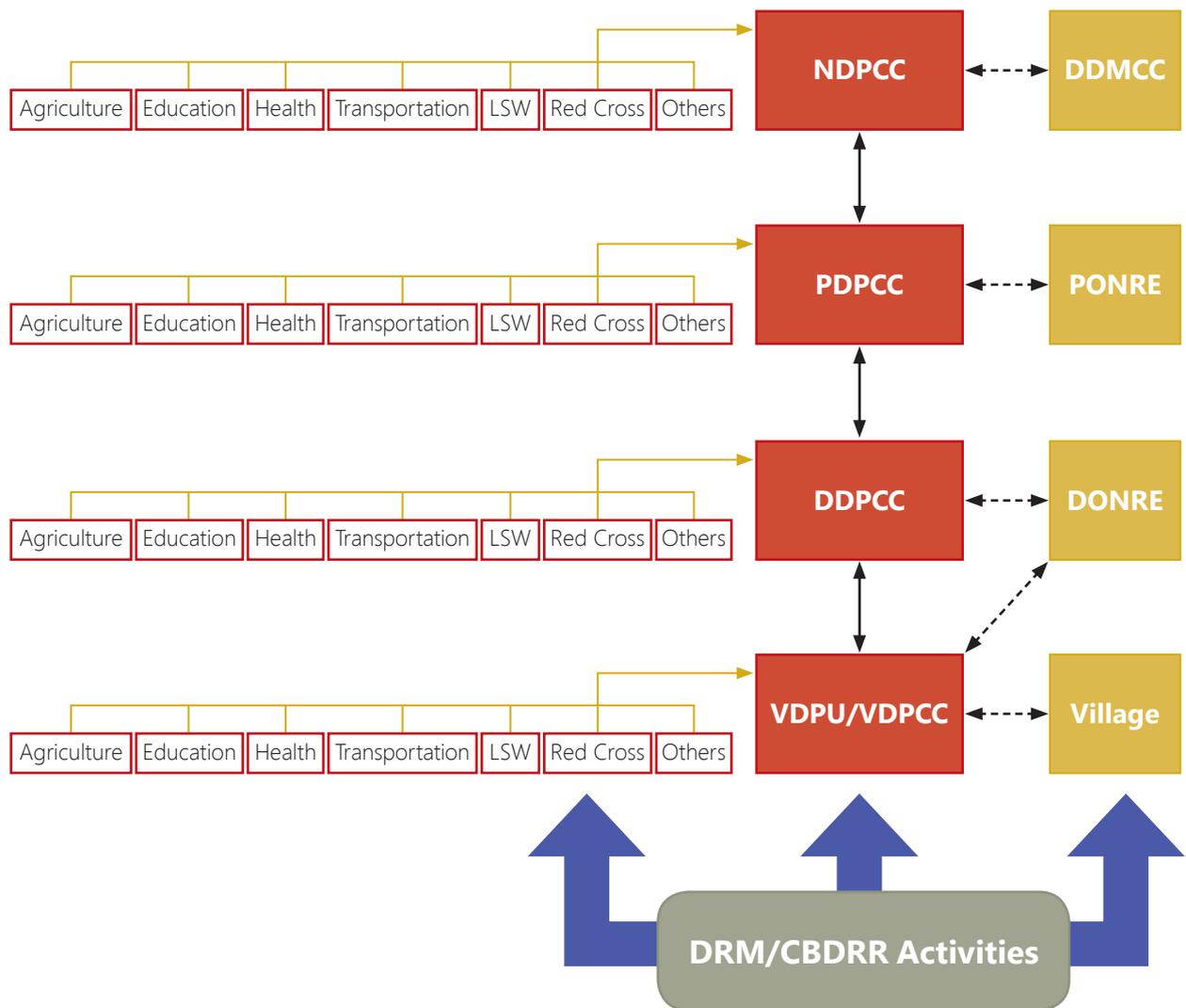
Figure 1.3 DRM/CBDRR co-ordination system

1.5 Generating suitable conditions for CBDRR implementation

For effective CBDRR planning and implementation, it is necessary to have a clear understandingof what factors can pose threats to or hinder such interventions and what can facilitate and aid the achievement of CBDRR goals. Based on the study, it was found that there are several challenges and opportunities during the implementation of CBDRR projects in Lao PDR.

Challenges can create barriers for CBDRR activities to achieve the stated objectives of the projects. On the other hand, the existing opportunities can contribute to the accomplishment of CBDRR activities. During consultations with CBDRR stakeholders the challenges and opportunities were highlighted.

Challenges

- ***Budget support for the village plan implementation***

Currently, CBDRR plan implementation at the village level has relied on financial support from projects. Thiscan impact on the sustainability of interventions after the CBDRR projects have ended. The communities do not typically have the financial resources to continue to implement the CBDRR plan without support from the government.At local level, disaster management plans as well as CBDRR plans have yet to be widely mainstreamed into local development plans. Helping to achieve the integration of DRM concerns into wider development planning can help to provide more reliable financial and resource mobilization support going forward. This is an important consideration for the sustainability of initiatives by linking them to wider local, sub-national and national development processes.

- ***Challenges related to language barrier and rural illiteracy in conducting HVCA***

In regards to language barrier, there were two main considerations: 1) in the villages where ethnic minorities were present, some people, mainly women, still have difficulties in communication in Lao language; 2) the language used in HVCA materials were too technical for communities to understand. Overall, the language barrier posed difficulties in local people receiving adequate CBDRR information.

- ***The focal point from government partner frequently changes***

The effectiveness of the project implementation was affected in cases where trained persons moved to other line departments. Changes in personnel affected the in-house capacity of relevant government agencies and meant that further training was often required to maintain the required level of knowledge.

- ***Lack of legal framework for supporting CBDRR activities***

The existing NationalStrategicPlanforDisasterRiskManagementinApril2003 referenced DRM but provided few specific details about CBDRR.

- ***Lack of ownership to continue CBDRR activities***

HVCA at village level was mostly conducted by the trainers or project team, but not conducted by VDPCC and villagers. In addition, conducting HVCA aimed to collect data as well as teach VDPCC and villagers on how to do themselves. One time training with limited time may not prove enough for VDPCC and villagers to gain knowledge and familiarity on HVCA; this will impact the ownership in continuing and conducting CBDRR activities going forward.

- ***Lack of ownership at national and governmental levels on CBDRR implementation***

In some cases, the pilot site selection and CBDRR activities are identified by development partners and finalized with local government without informing/consulting national level, which sometimes, are not in line with strategic directions of the government. Most CBDRR activities are implemented in areas near municipalities which are convenient from the perspective of implementing agencies but this may mean that more vulnerable communities are not included.

Currently, the majority of activities are led and managed by INGOs with the government providing coordination support. To better follow the guidance provided by the Sam Sang directive, relevant government agencies and departments should take a more prominent role in CBDRR activities alongside external partners. Government led program implementation can create a sense of ownership and at the same time build the capacity of the government officials which will help the long term sustainability of interventions carried out at the local level.

- ***No systematic monitoring and evaluation of CBDRR***

Currently, there is no systematic process from the government to monitor DRR/CBDRR activities and progress implemented by agencies in different locations. A systematic process would help the government to oversee, follow up and provide necessary guidance and support to both implementing partners and local authorities in identifying suitable locations, focused areas of activities and guiding directions of CBDRR activities based on country and local requirements, as well as to fulfill gaps and avoid duplications.

- ***The need to further institutionalize CBDRR***

CBDRR hasyet been established as a routine concern on the part of the government in Lao PDR. It is clear that CBDRR is only currently implemented in instances where comprehensive project support has been provided. A proactive step should be forlocal government to continue to encourage the establishmentof VDPCCs through the project implementation steps.

Opportunities

Opportunities are conditions that can strengthen and support CBDRR achievements and its goals and objectives. From past experiences on the impacts of disaster, the Lao government has helped create suitable conditions for DRR at national, local and community levels. These include:

● *Lao PDR actions under the Hyogo Framework for Action (HFA)*

CBDRR actions in Lao PDR in recent years have been carried out in line with goals and targets of the HFA. The final progress report for Lao PDR under HFA identified a particular future outlook area for the country directly related to resilience building at the community level. That is, in terms of the need to further develop and strengthen institutions, mechanisms and capacities at all levels but particularly at the community level so as to systematically contribute to building resilience to hazard. The need to develop an effective early warning system at the local level for Lao PDR was also highlighted a point which should be recognized for future CBDRR efforts. These recommendations can be carried forward for Community Resilience building work in Lao PDR under the auspices of the post-2015 Sendai Framework on DRR (SFDRR).

● *Lao PDR actions underthe Sendai Framework on DRR (SFDRR)*

To build on the progress made under HFA, CBDRR has been highlighted across the priority areasof the Sendai framework 2015-2030. The four priority areas include:

Priority 1 - Understanding disaster risk
Priority2   - Strengthening disaster risk governance to manage disaster risk
Priority 3 - Investing in disaster risk reduction for resilience
Priority 4 - Enhancing disaster preparedness for effective response and to "Build Back Better" in recovery, rehabilitation and reconstruction.

To achieve the seven global targets, the guiding principles identified in the Sendai framework should be applied to the Lao context including at the community level (SFDRR, 2015), particularly to mainstream those into periodic national and local socio-economic development plans and encourage appropriately great proportion of local disaster response and risk reduction plan where necessary.

- ***National Level DRM Framework***

Disaster Risk Management has been highlighted as a concern at the national level in Lao PDR in a number of key plans. The 8th National Social Economic Development plan (NSEDP) planning process evidenced the mainstreaming disaster risk management throughout its contents.

Further more, the current National Strategic Plan for Disaster Risk Management in April 2003 identifies four key strategic objectives: i) Safeguard sustainable development and reduce the impacts and damages caused by natural and man-made disasters; ii) Shift from relief to mitigation of disaster impacts to community, society and the economy, and preparedness before a disaster strikes with emphasis on hazards such as floods, drought, landslide and fire; iii) Ensure that disaster management is a joint responsibility of both the government and the people through building community capacity; and iv) Promote sustainable protection of the environment and the country's natural wealth such as forests, land and water resources.

Disaster Prevention and Control Committees (DPCC) have also been set up from the national level down to village level. Currently not at all villages have established VDPUs/ VDPCCs in place. The government can take steps towards the establishment of further committees, especially in village disaster prone areas, in order to strengthen CBDRM in these villages. In cooperation with various CBDRR stakeholders, CBDRR projects can be initiated in villages in disaster prone areas in order to build the capacities of local authorities and VDPU/VDPCC to cope with natural and manmade disasters.

Crucially, a law on DRM is currently being drafted by DDMCC with technical support having been provided by UNDP. Relevant legislation can help formalize support for disaster management as well as establishing mechanisms and outlining responsibilities during emergency scenarios.

- ***DRM strategic documents and action plans***

National DRM Strategies and plans are in the process of being drafted which will support the provincial and district DRM/DRR Action Plans already in place in some areas.

In some cases, target villages of past CBDRR projects already have VDPUs/VDPCCs in place. These were established to help local people take the lead in the implementation of CBDRR measures and planning at the village level. Other initiatives include the integration of DRR and climate change issues into Village and district socio-economic development plans (SEDP) by the Ministry of Planning and Investment (MPI).

- ***Capacity Building***

Many projects at village level mainly focused on capacity building of VDPU/VDPCC and DDPCC. Furthermore, trainings related to general CBDRR, CBDRR for livelihoods, CBDRR school programs, search and rescue, community based-early warning systems and simulation exercises were carried out to help local people implement CBDRR plans and prepare for disasters even after project activities have finished.

- ***Development of supporting materials***

There are different types of IEC materials and activities on DRR developed by government and development partners which can be utilized for raising awareness, enhancing knowledge and building capacity of government, DRR practitioners and communities. The IEC materials and activities developed should be user friendly and can be accessed by all groups within a community, recognizing the need for gender and vulnerability inclusivity.

- ***Planning for risk sensitive development in Lao PDR***

One step which has been taken in Lao PDR is that disaster risk management considerations have been integrated as part of the public investment project (PIP) management manual as prepared by the Ministry of Planning and Investment (MPI). Projects in the process of being approved now need to account for the potential effects of natural hazards and climate change as well as considering the vulnerability of the people in the project site during construction and during the operation and maintenance stages. Including this as part of the feasibility study for potential projects is a positive move towards more risk-sensitive development in Lao PDR.

Proposed actions for more effective CBDRR implementation

As outlined above, CBDRR interventions face a number of challenges to the successful implementation of project activities. Based on some of the identified challenges a number of solutions and suggested actions are highlighted in the table below. These actions take into account a range of scales (local, sub-national, national etc.) and can help take better advantage of opportunities which engage with communities to enhance their ability to cope with local hazard risks.

Challenges	Solutions/ Suggest Actions
Budget support for the village plan implementation	• Village DRR fund (contribution from community) • District DRR fund (mobilize from all relevant sectors) • Identify clear instructions/system for managing DRR fund • MOU for INGOs to establish DRR funds when implementing DRR activities in pilot areas • Improve coordination system • Resource mobilization from other sources • Mainstream into local development plans (Village/District)
Language barrier and rural illiteracy in conducting HVCA	• Use pictures • Translation of IEC in ethnic languages
The focal point from government partner frequently changes	• Train more trainers than required • Involve all relevant sectors in activities • Build capacity of focal points • Identify focal persons by positions/mandates • Spend more financial resources on capacity building for government officials • Establish training center – focal persons to be trained • National training curriculum on DRR/CBDRR
Lack of legal framework for supporting CBDRR activities, particularly at the national level	• Identify examples of where legislation has helped support DRM activities at provincial and district levels and identify how these can be applied at the national level to support CBDRR initiatives going forward
Lack of ownership to continue CBDRR activities	• Build capacity and raise awareness for vulnerable communities
The need to further institutionalize CBDRR	• Mainstream DRR/CBDRR into sectors' activities • Identify DRR/CBDRR focal persons at each sector departments/ministries
M&E Mechanism	• Improve coordination system • Identify ToR for each cluster/taskforce

Having explored the context within which CBDRR activities are carried out in Lao PDR and considered some of the existing provisions and arrangements for DRM, the following section (PART 2) outlines a multi-step process for the implementation of CBDRR activities agreed upon by relevant government and non-government agencies in Lao PDR.

Part II Community Based Disaster Risk Reduction Process

Step 1 **Pilot Site Selection**

Different communities possess different characteristics and socio-economic conditions meaning that each one develops differing degrees of vulnerability. Therefore, the selection of the vulnerable community is the first crucial step in assuring that the most vulnerable communities are selected as beneficiaries under planned CBDRR initiatives.

1.1 Defining community

In CBDRR, a community is considered to be a group of people in locality which share the same environment and similar disaster risk exposure.

In Lao PDR, the CBDRR activity has been implemented at village (Ban) level with support from the implementing organizations through National, Provincial and District Disaster Prevention and Control Committee (DDPCC). Usually DDPCC works with and provides direct support to the Village Disaster Prevention Unit (VDPU)/Village Disaster Prevention and Control Committee (VDPCC)in the CBDRR activities. The focus groups of the CBDRR vary depending on the nature of the program, for example, community-based flood/disaster risk reduction, school-based disaster risk reduction, CBDRR and livelihoods, CBDRR and Climate Change, etc.

In each case, the CBDRR process takes into consideration vulnerable groups including children, women, people with disabilities and older people as well as ethnic minority groups as part of the community and emphasizes the importance of their participation in the process.
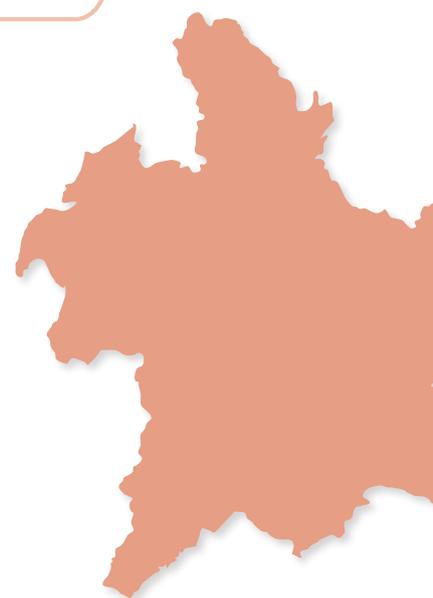
1.2 Criteria and considerations in selection of a community

In selecting the most appropriate community for CBDRR, a set of criteria should be developed by the implementing agency. Before the selection process is started, it needs to be ensured that the exact selection criterion has been agreed upon within the program team. Below are some considerations:

- *Risks and vulnerabilities* - communities which have been hit often by disaster and for which the root cause of vulnerabilities is high poverty level, inadequate natural resource management, low levels of development should be highly prioritized, taking into account expected future disaster trends and their related risks.

- *Existing DRR capacity* - vulnerable communities which have limited capacity and received little or no support on DRR activities currently or in the past or in the future will be prioritized for selection.

- *Character of the community and local activities* - the availability of the focus groups and activities of CBDRR program such as children and schools, women and livelihood activities, older people, people with disabilities, relocated community, farmers and agricultural activities, ethnic minorities, etc., will be taken into consideration in the pilot site selection.

- *Commitment of the local authorities* - Interest and commitment on the part of local authorities can imply a certain level of support to the program implementation although it does not guarantee resource commitment.

- *Number of beneficiaries* - the number of beneficiaries implies the achievement impacts of the project. The number of different beneficiaries including men, women, children and other vulnerable group is an important factor to be considered and compared with the available budget and timeframe of the program.

- *Cross-cutting issues* - the issues such as poverty, environmental management, and climate change should be addressed in selection criteria.

The Government of Lao PDR (GoL) will consider the following criterion as a basis for pilot site selection which builds on the government's policy, particularly, the four breakthrough policies and Sam Sang (Three Builds) directive, rural development, poverty reduction and livelihood enhancement and gender sensitive approach:

- ***Extent of the risk exposure*** - whether the community is located in a disaster prone area and severely affected by disaster, particularly in remote areas where the development and DRR activities have been implemented to a lesser extent these locations will be prioritized for CBDRR actions.

- ***Communities identified as comprising the poorest villages and located in rural development location*** - the area is identified by the government as one of the poorest villages and located in the government rural development area. Villages recording more than 60 per centof the population living below the poverty linewill be prioritized for CBDRR interventions.

- ***Extent of past, on-going and planned DRR initiatives*** - the number of DRR programs that have already been implemented or are being implemented or agreed to be implemented in the area (where, what, by whom). With this information, the government can ensure the distribution of the DRR activities required in different areas, avoid duplication of activities and encourage coordination among different agencies.

- ***Village relocation*** - villages which are planned to relocate in the next three years will not be considered for CBDRR interventions.

Before the selection process is started, it needs to be ensured that the above selection criteria has been agreed upon within the program team and the government partners.

1.3 Step by step of the process in selecting a community

Once the CBDRR activity is planned and the selecting criteria have been agreed upon, the implementation agency will contact the Department of Disaster Management and Climate Change (DDMCC) on the possible site selection. In case the funding is from an external source (non-government) the following steps will be followed by the responsible agencies for the pilot site selection based on their budget and timeframe.

i. Implementing agency submits project proposal to national government for approval.

   a. In cases where the project value is **less than USD 50,000**, the project will be submitted to Ministry of Foreign Affairs (MoFA) for approval. The project will be implemented as an **'activity'** and directly managed by concerned national government authority with support from the INGO. Activity budget will be managed based on project conditions and Ministry of Planning and Investment regulation.

   In this case, the **'Agreement'** between the INGO and concerned government authority will be signed before the implementation. However, the INGO can follow up and monitor the implementation of the activity.

   b. In cases where the project value is **more than USD 50,000**, proposals can be submitted to MoFA for approval by 2 means:

   1) To be implemented as **'project'** with direct management by the INGO with support from concerned national government authority.

   In this case, the **'memorandum of understanding (MoU)'** between the INGO and concerned national government authority will be signed before the implementation. The INGO will coordinate/ cooperate with the main partners/ concerned Ministry and local authority and will be key focal point for monitoring and implementing the project activities with the support from concerned Ministry.

2) To be implemented as several 'activities' with direct management by the concerned Ministry and local authorities and support from the INGO.

In this case, the 'Agreement' between the INGO and concerned government authority will be signed before the implementation and the INGO can follow up and monitor the implementation of the activity.

c. In both cases, MoFA will consider and approve based on the following requirements:

1) Relevance to the National Socio-Economic Development Plan of Lao PDR;
2) Clear identification of the concrete steps for implementation;
3) Clear identification of the implementing agencies;
4) Clear identification of the target area and equipment for implementation;
5) Clear means of sourcing the budget and financial sources for carrying out the activities;
6) Budget breakdown policy advises70 per cent of the total projectfunds should be allocated to project activities and 30 per cent for management/administrative costs.
7) Receipt of approval from concerned Ministry and local authority.

ii. The national government partner suggests a list of target provinces based on pre-established criterion.

iii. Implementing agency submits a letter with project detail to the provinces.

iv. Province suggests target districts.

v. District suggests target communities.

vi. Implementing agency collects data through research and desktop study methods from secondary sources and identifies a shortlist of locations (for instance refer to sources such as LDPA data, 2015 census).

vii. Implementing agency and national government partner organize a consultation meeting with provincial and district authorities and organize a field visits to the pilot sites. The field visit can be combined with the baseline study (next step).

viii. Implementing agency finalizes pilot community selection based on criteria.

ix. Target provinces and districts approve the project – the approval letter from Provincial and District Administrative Office will be submitted to DDMCC.

x. DDMCC approves the project using approval documents from province and district as supporting document.

xi. All stakeholders have been consulted and informed about the final decision.

In case of local government or village implementing CBDRR activities as part of their development planning activities, the approval process can be integrated into the normal procedures of the development plan to help link these more easily to DRM activities.

1.4 Factors influencing the selection of the community

In many cases, the pilot site selection is determined by:

- Mandate of the responsible organization
- Cost-benefit in view of beneficiaries, available budget and timeframe
- Accessibility of the community
- Security of the project team

✔ There are pre-established criteria for selecting the most vulnerable community.

✔ These criteria sufficiently address the issues concerning disaster risks and vulnerabilities.

✔ These criteria sufficiently address the aspects of cross-cutting issues: poverty, environmental

---

| Step 2 | Baseline Study– Understanding Communities |

2.1 What is baseline study?

The baseline study is an analysis of the initial conditions before the start of the CBDRR program in order to develop a general understanding of the nature, needs and resources of the community. It provides basic demographic and disaster risk related information covering local experiences, knowledge and interpretation of risks. The study also helps building trust and rapport with the community which will later facilitate community participation.

The baseline study is intrinsically linked to monitoring and evaluation or the 'endline study' which takes place at the end of the program. The findings of the baseline and endline studies are compared to measure the impacts or any changes brought about the program, to evaluate the effectiveness and to identify key areas of improvement towards its objectives.
It should be noted that for CBDRR programs with limited time and resources, the baseline study could be integrated together with the participatory risk assessment.

2.2 Steps for Conducting Baseline Study

The baseline study will be conducted before CBDRR program activities to be able to measure the impacts of the intervention at the end. The study follows a set of activities as described below.

1) Formation of study team

The baseline study team is led by the nationalgovernment partners e.g. Department of Disaster Management and Climate Change (DDMCC), Ministry of Education, Ministry of Agriculture and Forestry, etc., depending on the nature of the project. The study team also comprises of representatives from the Provincial and District Office of Natural Resources and Environment (provincial and district focal points), key sector representatives from the target provinces and districts and community leaders. The baseline study is conductedby the team with technical support from the key expertise from the project.

In order to ensure that the baseline study gives a realistic picture of the situation, it should involve both male and female members of the team. For instance, women interviewers might be able to reach out better and ask more relevant questions to other women.

2) Data collection

The data collection would focus on the impacts of disaster to the target community, existing community capacity to respond to disaster, available resources as well as relevant stakeholders. It is necessary for the study team to understand their roles and the required data to be collected for the assessment.The following information will be collected from the field:

- **Basic information** includes community population separated by male and female groups, people with disabilities, children, elderly, literacy rate,main occupations, geography, administrative boundary and community infrastructures.

- **Characteristics of the community** will describe general characteristic, historical profile since establishing the community, characteristics or types of population, their livelihoods and the development in the area.

- **Risk characterization and impacts** - causes which make the community at riskand the impacts from natural disasterswill be identified.

- **Basic information on disaster preparedness** helps the baseline study team understands the community's knowledge and capacity to prepare and respond to the natural disasters, produce adapted awareness messages and tools, as well as key stakeholders which normally provide assistance to the community when disaster happened.

It is important to address real needs on the ground including those of the vulnerable groups, gender sensitiveand child focused practices in the study. In addition to gathering DRR related data, the study will also look into people's understanding, perceptions and their current practices in adapting to climate change and in managing natural resources as well as common environmental conditions.

The information can be collected from different methods such assemi-structured interviewswith community leaders, different groups of community members and individuals, teachers, and prominent persons as well as local officials. The questionnaire can be used to interview groups and individuals. Selected questions should be flexible based on interview context. There should be a gender balance with regard to the interviewees to ensure a better understanding of the situation on the ground and promote more inclusive CBDRR.

A multi-sampling method can be used. As per Red Cross Societies practice, a sample size is considered based on the number of households in each village. It is recommended to cover at least 10% of all households in a village. The households that will be part of the sample size are randomly chosen by using different methods which include referring to a map of the village, assigning number to each household and picking up random numbers or using die to arbitrarily select numbers or walking around and counting the houses and choosing the ones where the pre-determined numbers fall. The selected households are then approached with the questionnaire and one person per household is interviewed. The pre-determined criteria for the respondents are: he/she has to be between 15 to 60 years old and is divided into sub-groups and are assigned to certain households. The number of the sub-group depends of the size of the village in the area to be covered. Considerations for including elderly persons or persons with disabilities in baseline surveys should be made

The district and community development plans are also important sources of secondary information. The team should also walk around the community to observe and get better understanding about the geographical area at first hand. Photos should be taken to collect further information and for report writing.

3) Data analysis

Data analysis will identifystrengths, weaknesses, opportunities and threats (SWOT analysis) on disaster risk management of the community. The results of the study will increase understanding of the project team regarding the area, problems and key stakeholders and provide initial guiding direction for suitable implementation which would further help strengthening capacity of the community on disaster risk reduction.

4) Presentation of findings

After the report is finalized by the baseline study team,it is important to share the report and the findings with all concerned stakeholders. This helps to check accuracy of data, confirm findings, and provide additional input and impressions to inform further action/recommendations. Furthermore, it can be strategic decision that can help build recognition and support for projects and frame experiences among stakeholders. Disseminating the report can also raise awareness and generate further discussion and feedback within the target locality.

2.3 Key principles for conducting baseline study

- *Participation:* success of the baseline study depends on local people's participation in sharing information and responsibilities.

- *Teamwork:* it is recommended to establish a team with a mix of project staff, sector specialists from national and local authorities as well as target community representatives including womenin orderto build ownership and motivation for improving the baseline conditions.

- *Systematic:* data collected from the reliable sources in the same forms would ensure the accurate results of the study.

Step 3   Capacity Building for CBDRR Facilitators

In Lao PDR, the DRR interventionsare led by the national, provincial and district authorities. Therefore, to implement the CBDRR activities, it is necessary to get the commitment from the national, provincial and district government to lead the implementation. Building the capacity of District Disaster Prevention and Control Committee (DDPCC) memberscan further facilitate CBDRR implementation in their administrative area. Apart from DDPCC other facilitators to include are: PDPCC, village heads and Red Cross Volunteers. The capacity of these groups should be enhanced so as to enable them to work with the target villages on implementing CBDRR.

3.1   Identify District Disaster Prevention and Control Committee (DDPCC) members

The formation of a committee at district level is beneficial in operationalizing effective and meaningful community disaster prevention interventions. DDPCC have existing structures and procedures in place for DRM/CBDRR efforts at district level and in many cases already have close relationships at the village level. Therefore, they should be recognized as the key facilitators for working with communities. Representatives and officials from relevant agencies should be present on the committee so as to ensure that community based activities benefit from the engagement of individuals with relevant specialist and technical knowledge from their respective fields and sectors.

The DDPCC would typically include:

- ***Chaired by District Governor or District Vice-Governor***, depending on local context - involvement is key in order to lead and provide necessary guidance and decision-making authority to the committee.

- ***District Office of Natural Resource and Environment as a Secretariat*** - a focal agency who play an important role on coordination and facilitation of the DRR activities among the district committee members, provincial and community levels.

- ***Multi-sector participation*** - disaster affects all sectors activities therefore the committee members involve representatives from all sectors at district level including Red Cross, Women Union, Youth Union, etc. For instance the inclusion of local officials from relevant district agricultural office can help suggest appropriate local solutions and best practice in order to reduce the impact of disasters on agriculture and livelihoods.

It is recommended that the District committee should maintain gender balance of the committee members to include different perspectives and needs. Disability inclusiveness is also an important consideration in order to ensure that the requirements of persons with disabilities are also reflected – this may require specific committee member(s) who can take responsibility for this issue.

3.2 Capacity building for CBDRR

The DDPCCare responsible for working closely with the community on CBDRR issues. Therefore, it is crucial to raise awareness ofthe committee on the importance of DRR issues, create ownership of activities at the local level and build capacity of the members to further facilitate and replicate CBDRR initiatives in the field.

Capacity building at this stage focuses on improving CBDRR knowledge and know-how of the DDPCC members and ensures the functionality and effectiveness of the committee as well as skill enhancement on areas of disaster risk reduction.

During the trainings, it is suggested to involve community leaders of the target communities in the trainings in order to build their capacity and understanding about CBDRR and project activities at the same time. Accordingly, the community leaders will be able to facilitate the field exercises and lead the activities in the pilot sites. Other CBDRR facilitators such as Red Cross Volunteers should also be included at this stage of capacity building.

Regarding thebaseline study (or similar study which may take place during pilot site selection process) which helps the project team to understand area of improvement on DRR in the target areas, Table 3.1 provides possible training topics and contents which can be used as a reference to identify training programs for CBDRR facilitators. The below is a list of proposed activities which can be selected based on the specific needs of different communities.

Table 3.1 Proposed areas for Capacity Building

Training Topic	Key contents
Introduction to Disaster Risk Reduction (DRR)	• Disaster risk management (DRM) terminologies • Hazards and disasters in Lao PDR and their impacts • DRR concept (hazard, vulnerability, capacity, disaster risk) & Disaster cycle • DRM in Lao PDR • Cross-cutting issues (gender, vulnerable groups - ages, disabilities and climate change)
Community-Based Disaster Risk Reduction (CBDRR)	• CBDRR concept • CBDRR approaches • CBDRR steps
Participatory Risk Assessment (PRA)	• PRA methodology • PRAtools • Field exercise • Data analysis and report preparation • Inclusive (gender balance, disability inclusive)
Village Disaster Risk Reduction Planning	• Village DRR planning template • Review of village risk assessment • Formation of village disaster prevention and control committee (VDPCC) and teams • Roles & responsibilities of VDPCC and teams • Identification of mitigation measures • Integration of DRR into local development planning
First Aid and Basic Life Support	• Patient assessment • Bleeding control • Immobilizing fracture • Lifting and moving patients • Cardiopulmonary resuscitation and Bystander basic life support
Search & Rescue	• Scene Size-up • Search and locate • Rescue (on land) • Water Emergencies • Fire Emergencies

Training Topic	Key contents
Early Warning System (EWS)	• Early warning equipment and use • Designing local early warning systems • Standard Operating Procedure (SOP) for EWS
Livelihood & Mitigation	• Vulnerability analysis • Livelihood analysis • Market analysis • Cost benefit and risk analysis • Identify suitable livelihood options for the communities affected by disasters • Implement livelihood options
Health awareness and education	• Health awareness and promotion during and after disasters • Mental treatment and prevention/ psychological treatment • Water & sanitation
Emergency response	• Emergency response committee awareness on allocation of responsibilities/ roles • Emergency response equipment/facilities utilization
Disaster Fund	• Fund raising • Fund management
Rapid assessment	• Reporting formats/methods • Data collection • Coordination
Reporting system	• Emergency hotline 166 and other emergency contacts • Reporting system (national, provincial, district, village)

Step 4   Capacity Building for VDPCC

4.1 Formationof Village Disaster Prevention and Control Committees (VDPCC)

The PM decree No. 220/PM, dated 28 August 2013 recommended the formation of DPCC's at national, provincial, district and villages levels to look after DRM issues at different levels. The Government of Lao PDR aims to establish Village Disaster Prevention and Control Committees (VDPCC) coverage for 25 per cent of vulnerable villages in the country by 2020. However, many villages have yet to form such VDPCCs. In cases where VDPCCs do not yet exist CBDRR facilitators can aim to support the formation of these committees as part of the CBDRR programs for which they are responsible and can build on existing village committee structures. There is no need to establish VDPCC where they have already been formed under the direction of Government activities.

In cases where VDPCCs have not been established, the government suggests that the following steps should be taken:

1) Official letter from national level

The Prime Ministerial decree No. 220/PM, is key document to refer to when establishment of VDPCC takes place. The official letter announcement on the establishment of VDPCC is another key document which has to be issued by the government and then the concern department at local level can have the right to take the lead in establishment of VDPCC.

2) Consultative meeting

The primary purpose of the consultative meeting with village committee is to help the village to establish VDPCC and its main aims to address local issues and challenges. This activity can be conducted after the target village has been selected by district level under guidance of national, provincial DPCC. The consultation should discuss the impacts of disasters and other issues in the village to enable village authorities to better understand the needs preparation of establishing VDPCCs.

3) Identification of VDPCC members

VDPCC members will be mobilized by village committees under technical support given by the district, provincial, national levels and project teams. Criteria for VDPCC members include:

- VDPCC members should be representative of various groups of people in the village and can build on existing local structures including: village head, deputy heads, mass organizations, health volunteers, schoolteachers, agricultural sector, military and security, women, social welfare including the care of persons with disability (if possible);
- Agreement should be reached on the number of members; the number of VDPCC members should depend on the size of the village and local requirements/context.
- Members should be aware of the importance of gender balance (aim for at least 25 per cent representation of female members) and vulnerable persons.

4) Approval of VDPCC

Supported by the district authority, an official letter should be submitted to the district governor in order to request for approval and endorsement of the VDPCC. The agreement for the establishment of the VDPCC should be issued by the DDPCC, and sent to the village for implementation.

5) Establishment of sub-committees

VDPCC has a mandate to take the lead in CBDRR planning and implementation. Sub-committees for information and early warning; search & rescue, security and evacuation; health andsanitation; and relief can be established to carry out specific tasks. VDPCC members can be divided to take the lead of sub-committees based on their specific interests and expertise.
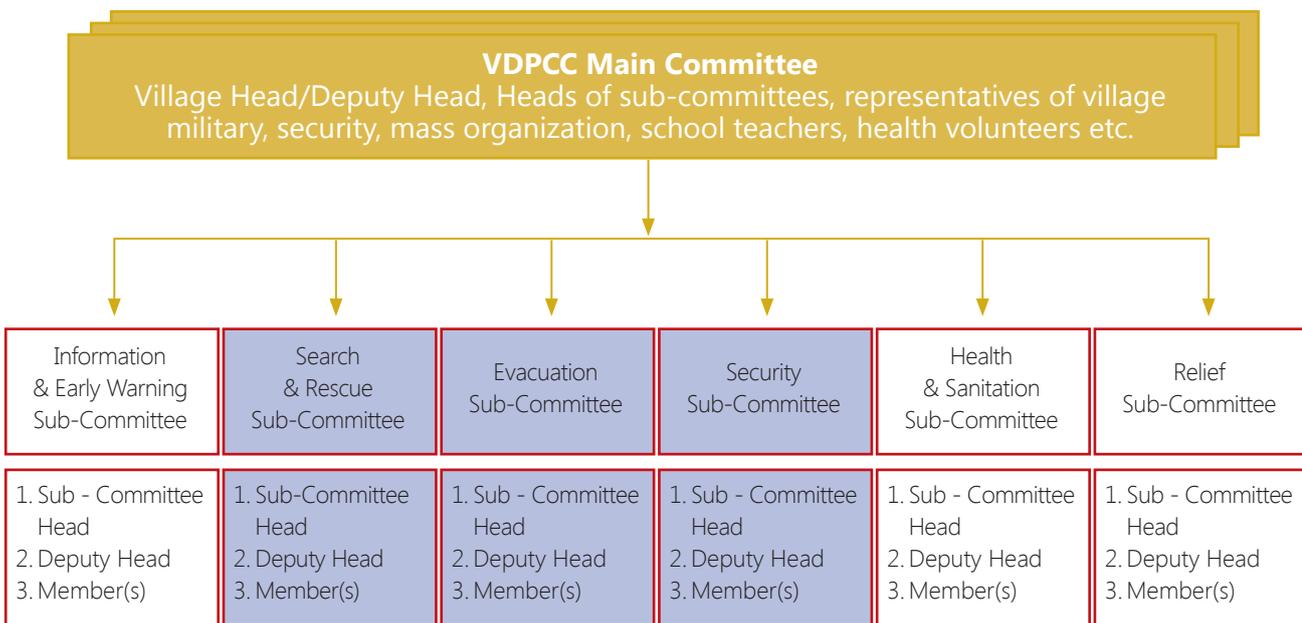
4.2 Identifying the functions of the VDPCC

After getting aproval from the chairperson of the DDPCC, VDPCC members should identify further possible functions which may require technical support from DDPCC and the CBDRR program. The functions of VDPCC can be divided into three phases: before, during and after disasters. The considerations below should be considered when establishing a VDPCC:

Before	During	After
• Develop and annually update Village Disaster Risk Management Plan and share information to all villagers. • Regularly take a walk around the village to check whether places are at risk and warn local people living in risk prone areas to implement disaster risk reduction measures. • Raise community awareness on what to do before, during and after disaster. • Identify evacuation centers and provide additional facilities if necessary. • Maintain the material and assets needed in case of an event.	• Follow up weather forecast information through available multi-media and Issue warning within the village using proper pre-identified procedure and means/material if existing. • Order every sub-committee to stand by to take immediate action if the situation is getting worst. • Manage evacuation activity in case is needed. • Regularly report to district on the event in order to get assist if necessary. • Coordinate, plan and implement relief delivery operation if necessary.	• Facilitate social, economic and physical rehabilitation of community e.g. livelihoods, health counseling, repair and reconstruction of houses and infrastructure. • Coordinate with government and aid agencies to receive assistance in repair and reconstruction. • Ensure that risk reduction measures are integrated during the reconstruction and rehabilitation phase.

Remarks
The above table includes general considerations which can be adapted based on further VDPCC agreement

```
┌──────────────────────────────────────────────────────────────────────────┐
│                         VDPCC Main Committee                               │
│   Village Head/Deputy Head, Heads of sub-committees, representatives of     │
│   village military, security, mass organization, school teachers, health    │
│   volunteers etc.                                                          │
└──────────────────────────────────────────────────────────────────────────┘
```

Information & Early Warning Sub-Committee	Search & Rescue Sub-Committee	Evacuation Sub-Committee	Security Sub-Committee	Health & Sanitation Sub-Committee	Relief Sub-Committee
1. Sub - Committee Head 2. Deputy Head 3. Member(s)	1. Sub-Committee Head 2. Deputy Head 3. Member(s)	1. Sub - Committee Head 2. Deputy Head 3. Member(s)	1. Sub - Committee Head 2. Deputy Head 3. Member(s)	1. Sub - Committee Head 2. Deputy Head 3. Member(s)	1. Sub - Committee Head 2. Deputy Head 3. Member(s)

Figure 4.1 Organization of VDPCC Structure

Remarks
- Search & Rescue, Evacuation and Security sub-committees can be combined/removedbased on VDPCC agreement.
- VDPCC should involve representatives responsible for the needs of vulnerable groups including persons with disability and elderly

4.3 Capacity building for the VDPCC

The aim of the training is to build and enhance the capacity of Village Disaster Prevention and Control Committee (VDPCC) and its sub-committee to successfully implement disaster risk reduction andmanagement in their villages based on the mandate or functions. As mentioned in the previous sections, in the context of Lao PDR, the ToT is carried out for district and provincial authorities. This iswith the intention that the trainers will continue to conduct field visit to facilitate villagers in conducting HVCA, analyze data, prioritize the problems and identify the mitigation measures, support the establishment of VDPCC and development of DRM/DRR action plan.

The two main areas in which training will be required are:

- Community Based Disaster Risk Management
  - Disaster Preparedness and Response
  - Capacity building on disaster risk reduction
- Organizational management and development

Training on community-based disaster risk management will focus on the following aspects:

Disaster Preparedness and Response

- Community early warning system
- Simulation exercise
- Search and Rescue
- Medical first aid

Capacity building on disaster risk reduction

- Basic knowledge on disaster risk reduction
- Participatory Risk Assessment (HVCA)
- Livelihoods (plantation, livestock raising, fisheries, income generation)
- Disease outbreak prevention
- School safety activities and mainstreaming CBDRR in school curriculum

Organizational management and development

- CBDRR planning
- VDPCC & sub-Committee role and responsibilities
- Reporting information from village to district

Step 5 Community Disaster Risk Assessment

Before identifying appropriate actions to reduce disaster risks, the community needs to understand the cause of the risks first which can be achieved throughdisaster risk assessment.

The community disaster risk assessment - sometimes called Participatory Disaster Risk Assessment (PDRA), Participatory Risk Assessment (PRA), Hazard, Vulnerability and Capacity Assessment (HVCA) or Participatory Capacity and Vulnerability Analysis is aparticipatory process involving allgroups (ages, gender, disabilities, religions, nationalities, minorities) of the community in the process ofidentifying and prioritizing the main risks that they face. It also helps in identifyingthe required skills and resources needed to prepare for, cope with or respond with identified risks and potential disasters.

The results of the participatory risk assessment then enable the community to identify and prioritize possible solutions to the main risks – and then plan for how these solutions can be implemented – both through their own skills and resources and utilizing external assistance where needed.

Overall the objectives of the completed risk assessment process can be summarized as follows:

- it enables communities tosystematically assess the level of risk, and prioritize those risks, for each specific hazard that they face in their community
- it is an essential precursor to community decision-making about possible DRR measures to address the disaster risk related problems that the community have identified – and allowing communityactions and resources can be allocated accordingly
- it contributes to raising community awareness about potential disaster risks.

As mentioned in Step 3, the DDPCC members will be trained and facilitate the PDRA process in the target communities.

5.1 Selection of risk assessment tools

The participatory risk assessment is a combination of 3 separate assessments: hazards, vulnerabilities and capacities. Hazards faced by the community (historical and future hazards). Vulnerabilities to the specific hazards identified. People and things that are most at risk and the root causes of why they are most at risk are identified. The vulnerability assessment takes into account the physical, geographical, economic, social, political and psychological factors that cause some people or things to be more at risk than others. Capacities of individuals, households and communities for coping with or addressing the specific hazards identified.To consider the above three elements, the risk assessment can utilize a number of tools to collect information, as summarized in Table 4.1 below.

Table 5.1 Suggested Assessment Tools

Tools	Description	Objectives	Key respondents	Steps/ Procedure

Historical profile
Assessment of:
Hazard,
Vulnerability
and Capacity
	It gathers information about what kind of disaster and development took place in the past and thepossible impacts in the near future.	• To gain insight on past hazards, changes in their nature, intensity and behavior
		• To understand present situation in community
		• To make people aware of changes
		• To identify impacts of past experiences in the future
			Elderly people, community leaders, teachers Community members	**i.** Plan a group discussion with key-informants. Invite as many people as possible, especially the young ones, for them to hear the history of the community
				ii. Ask people if they can recall major events in the community, such as:
				  • Major hazard and their effects
				  • Changes in land use (crops, forest cover, etc.) and critical facilities development
				  • Changes in land tenure
				  • Changes in flood security and nutrition
				  • Changes in administration and organization
				  • Major political event
				  • Changes in attitudes (e.g. toward people with disabilities and the elderly)
				  • Expected impact of changes in the near future

Risk mapping Assessment of: Hazard, Vulnerability and Capacity	Involves a spatial overview of the area's main features and can denote: • Spatial arrangement of houses, fields, roads, rivers, land uses, landmarks, social facilities, infrastructure and utilities, community boundaries • Areas and elements at risk and their locations • Safe areas and route to safe area • Local capacities (boats, heavy machineries, search and rescue posts, etc.)	To facilitate communication and stimulate discussions on important issues in the community	Community members	**i.** Decide what kind of map should be drawn. **ii.** Find men and women (and other vulnerable group representation) who know the area and are willing to share their experiences. **iii.** Prepare suitable materials (flip chart, color paper, makers, transparent sheets, pencil, etc) for the map. **iv.** Help the people get started but let them draw the map by themselves.

Tools	Description	Objectives	Key respondents	Steps/ Procedure
Seasonal calendar Assessment of: Hazard and Vulnerability	It makes a calendar showing different hazards, events, experiences, activities, conditions, throughout the annual cycle.	• To identify periods for stress (possibly caused by hazards, diseases, hunger, vulnerability, etc.) • To identify what people do in these periods, how they diversify sources of livelihood and their coping strategies • To identify gender specific division of work in times of disaster and in normal times	Community members It is better to have separate sessions for men and women. Older people often have good historical information regarding seasons.	*i.* Use blackboard or a flip chart to mark off the months of the year on the horizontal axis. Ask people to list hazards, sources of livelihood, events, conditions, etc., and arrange these along the vertical axis. *ii.* Ask people to enumerate all the work they do (e.g. planting, ploughing, etc.) for each source of livelihood/ income by marking months and duration, adding gender and age. *iii.* Facilitate analysis by linking the different aspects of the calendar: how do disasters affect sources of livelihood? When is workload heaviest? Ask for seasonal food intake; period of food shortage, out-migration, etc. *iv.* Discuss coping strategies, change in gender roles and responsibilities during times of disasters, or other issues deemed relevant.

Tools	Description	Objectives	Key respondents	Steps/ Procedure
Social & institutional network/ Venn diagram/ Chappati diagram Assessment of: Capacity	It makes a diagram that shows key organizations, groups and individuals in a community, nature of relationship and level of importance.	• To identify organizations (local & outside), their role/ importance, and perceptions that people have about them • To identify individuals, groups, organizations that play a roles in disaster response and can support community	Community members, especially including representatives from all vulnerable groups	*i.* Become familiar in advance with the names of the organizations *ii.* Ask people to determine criteria for the importance of an organization and to rank them according to those criteria *iii.* Ask people the extent to which organizations are linked to each other; note kind of relationship *iv.* Draw circles to represent each organization or group; size of circle indicates importance *v.* Draw arrows to represent one side or both sides communication with each organization or group *vi.* Ask history of organizations; activities undertaken in community; how well do they function; how good is coordination; which organizations, groups, individuals are important in times of disasters, community level decision making mechanisms, etc

Tools	Description	Objectives	Key respondents	Steps/ Procedure
Semi-structured interview/ Focus group discussion Assessment of: Hazard, Vulnerability and Capacity	Semi-structured interviews are discussions in an informal conversational way. They do not use a formal questionnaire but at the most a checklist of questions as a flexible guide. There are different types of semi-structured interviews: (1) group interview; (2) focus group discussion; (3) individual interview; and (4) key informant interview.	• To get general and specific information • To analyze problems, vulnerabilities, capacities and perceptions • To discuss plans *Group interviews:* to obtain community level information, to have access to a large body of knowledge. *Individual interview:* to obtain representative, personal information; may reveal differences/ conflicts within community. *Key-informant interview:* to obtain special knowledge about a particular topic. *Focus group discussion:* to discuss specific topics in detail with a small group of persons who are knowledgeable or interested in the topic.	Team of 2-4 people	*i.* Prepare key issues in advance *ii.* Select one person to lead the interview *iii.* Ask questions in an open-ended way (what, why, who, when, how, how do you mean, anything else?) The semi-structured format ensures completeness of the information and allows flexibility for community members to voice what they want. *iv.* Ask for concreate information and examples *v.* Try to involve different people (if present) *vi.* Pay attention to group dynamics *vii.* Ask new (lines) of questions, arising from answers given *viii.* Make notes in a discrete way

Tools	Description	Objectives	Key respondents	Steps/ Procedure
Transect walk Assessment of: Hazard, Vulnerability and Capacity	It is a systematic walk with key-informants through the community to look at the layout of the community including distances between key places, accessibility and land use zones, by observing, asking, listening and producing a transect diagram.	• To visualize interactions between physical environment and human activities over space and time • To identify danger zones, evacuation sites, local resources used during emergency periods, land use zones, etc. • To identify problems and seek opportunities	The assessment team with 6-10 community members representing a cross-section of the area	*i.* Based on map, select a transect line (can be more than one) *ii.* Select a group of 6-10 people who represent the cross-section, and explain purpose *iii.* Suring walk, take time for brief and informal interviews at different places *iv.* Focus on issues like land use, proneness to particular disasters, land tenure, and even changes in the environment to draw a historical transect *v.* Conduct transect walks with representatives from vulnerable groups, and their families
Direct observation Assessment of: Hazard, Vulnerability and Capacity	It systematically observes objects, people, events, relationships, participation, and records these observations.	To get a better picture of the disaster situation, especially of things that are difficult to get across verbally	Community members	Identify indicators, which can be accessed through direct observation
List of vulnerable groups Assessment of: Vulnerability	It is a tool to identify vulnerable persons in the community	To identify list of individuals which cannot help themselves and needs to be assisted in the first place during emergency situation	Community members, especially including representatives from all vulnerable groups and their families	Ask people to list out names of vulnerable persons (disabilities, bed-ridden patient, older persons, small children, and pregnant women), their limitations, locations and contacts. The locations of vulnerable persons can be presented on the community map.

Tools	Description	Objectives	Key respondents	Steps/ Procedure
Livelihood analysis Assessment of: Hazard, Vulnerability and Capacity	It is a tool for individual household interviews or focus group discussions with families engaged in the same main livelihood (e.g. rice farming, fishing, charcoal making, small business etc.) – to make diagrams presenting different income and food sources.	To understand livelihood strategies in normal and disaster times and identify particular livelihood groups that are more vulnerable to specific hazards – or livelihood groups that have capacities to address specific risks either for themselves or for their community.	Community households with the same main livelihood	*i.* Review information already collected and identify main livelihood activities *ii.* Decide whether to (a) hold individual interviews and decide how many, or (b) hold focus group discussions with each identified main livelihood group and decide how many participants in the group *iii.* Draw block or pie diagrams to facilitate discussion on livelihood sources – most households will be reliant on several main livelihoods throughout the whole year *iv.* Explore how each main hazard effects each livelihood activity or why a particular livelihood activity is unsafe – and then explore ways that the livelihood could be strengthened to better withstand the disaster or how it could be made safer *v.* Continue discussion on how the household copes in disaster times (material / social / motivational) – in terms of money and food

Adapted from: Community Safety and Resilience Unit (CSRU) of International Federation of Red Cross and Red Crescent Societies (IFRC) Community-Based Disaster Risk Reduction (CBDRR) Participants Workbook, 2008.

Remark:
The above tools can be selected based on the requirements of the CBDRR programme or local context - in some cases not all the tools will be relevant or necessary.

In carrying out the hazard, vulnerability and capacity assessment, it is always important to consider a number of cross-cutting issues including gender, disabilities (physical & mental), age (children & elderly), livelihoods, governance and climate change in each assessment.

The results of the risk assessment willform the basis of the disaster risk reduction planning process.

5.2 Preparing for participatory disaster risk assessment

Once the at-risk communities have been identified and the training of DDPCC members have been conducted,the following steps to prepare for risk assessment in the target communities will take place:

- *Seeking approval from local authorities* - with assistance from the focal point of the PDPCC and DDPCC, the provincial and district authorities would be consulted on the plan of CBDRR activities and field assessment. The approval and commitment would be obtained from provincial and district authorities to support the activity. Any officials interested to join the assessment should be invited to do so.

- *Informing the community members* - representatives of the assessment team meet with community leaders to discuss objectives and activities of the community risk assessment.The team should also get feedback from the leaders regarding the proposed activity and theirexpectation. The team will request community leaders to organize a community meeting in participation of the different groups for different assessment tools. The most suitable dates and time would be confirmed. The community leaders should be requested to be part of the assessment team as facilitators and for logistical preparation.

- *Formation of the assessment team* - the trained DPCC members and community leaders would be briefed thoroughly on the upcoming assessment. PRA team memberswho will work together during the actual fieldwork will be divided into small groups. Tasks and roles of each member of the team will be identified to lead different assessments. Prior to the fieldwork, it is suggested to meet with the community leaders again for final arrangement.

- *Collecting secondary information* - secondary data such as maps, development plans, health and economic reports, disaster reports and community profiles should be collected in advance.

Table 5.2 HVCA roles & responsibilities

Who		Role	Responsibility
DDPCC team		Main facilitator	• Inform and gain approval from local authorities and community leadership for HVCA& risk assessment process • Organise HVCA scheduling and prepare tools & necessary materials in advance • Facilitate each tool with expected participants
District focal point		Co-facilitator	• Inform communityleaders about the HVCA process • Work with the community leaders to organize appropriate meeting place(s) & ensure expected participants arrive on time • Co-facilitate each tool
Community	Leaders	Process supporter and participant	• Support HVCA process & methodology • Inform community about the HVCA process prior to the visit from the assessment team • Help ensure community expectations are not unduly raised • Accept participatory approach and allow & encourage community members to openly voice their thoughts, experiences, concerns and hopes • Contribute to information collection by sharing relevant knowledge and experience • Co-facilitate the tools
	Key Influencers Community	Participant	• Contribute to information collection by sharing relevant knowledge and experience • Encourage community members to openly voice their thoughts, experiences, concerns and hopes
	members	Participant	• Contribute to information collection by sharing relevant knowledge and experience
NGO partners working in the area		Participant	• Contribute to information collection by sharing relevant knowledge and experience • Identify possibilities for linkage or partnering with community and/or DDPCC to address priority risk areas identified by the community

Adapted from: Lao Red Cross (2011).Community-Based Disaster Risk Reduction.Volunteer Manual.Version 2.0.

Before the actual data collection is carried out, it is advised to prepare a field plan of action which describes detail the step-by-step process of data collection, the tools that are going to be used, the task assignment among the team members as well as a description of all logistic needed for the data collection. The field plan of action should be shortly discussed among the different sub-teams to ensure that none of the teams missed out important information that would be crucial for the data collection.

5.3 Data collection

As mentioned in the previous session, the PRA team members will be divided into sub-groups to facilitate different assessment tools.It is important to emphasize that the roles of the assessment team is to facilitate or motivate community participants to discuss and identify their own problems. The target community should be informed from the outset about the objective of the assessment and the expected immediate results so that no false hopes are created. A short overview of the tools is presented in Table 4.1 – Assessment Tools. A kit with basic essential tools such as flip charts, markers, etc., is prepared for every sub-team before the assessment exercise commences.

All respondents are given equal chances to reply and participate in the discussions. The assessment teams should ensure that the assessment is accessible for all (taking into account physical accessibility and ways of communicating how activities are conducted). It is recommended to assign the sub-groups members to interact with different groups of key respondents (school teachers, students, religious leaders, women groups, representatives of most vulnerable groups –persons with disabilities, aged, ethnic minorities, etc.) to gain insights from different perspectives.

It is important to avoid technical terms and where possible touse simple languageto communicate with community members. In some cases, translation is required to interact with ethnic minority groups using their native dialects.The team should prepare to conduct assessment with alternative communication means using drawings, symbols, body language or simple language. In addition, IEC materials (posters, leaflets, booklets, etc.) can be disseminated during the field assessment to raise awareness amongst the community.It is important that distribution of IEC material is undertaken in an inclusive manner (i.e. does not prioritize certain groups over others) and that materials are adapted for specific groups. For instance, those with disabilities may need to access content via different mediums whilst ethnic minority groups may require IEC material to be translated or adapted for a particular dialect/minority language.

At the end of the fieldwork, community members will be called in a large group. Results of each tool will be presented to the local community for verification purpose as well as to maintain their interests by demonstrating their involvement in the process. Furthermore, the community should be aware on how the results and outcomes of the assessment would be utilized for their own benefits. This willkeep the community deeply involved and committed to supporting the whole process.

5.4 Data analysis

It is recommended to collate and cross-check the data at the end of the assessment day to identify any duplicated, contradictory and irrelevant content.

The purpose of each of the assessment tools and how to apply to tools is explained in Table 4.1 – the Assessment Tools. The information collected from each tool can help formulating hazard, vulnerability and capacity assessments. The elements at risks (Table 4.3) would be identified and each will be considered in terms of hazard (potential impacts), vulnerability (why at risk) and capacity (skills & resources available to reduce risk).

The collected data should be compiled and documented in a systematic format which will facilitate problem identification. Subsequently, the root causes of identified problems will be analyzedand discussed with community members. This will form the basis of the community action plan that will be developed in the next step.

Table 5.3 Elements at Risks

1.	*People*	• Lives • Health
2.	*Household & Community Structures, Facilities and Services*	• Houses (including household assets) • Schools • Hospitals & Health Centres • Markets • Pagodas, Churches, Mosques • Irrigation infrastructure (dams, reservoirs, embankments, canals, drainage channels& water gates)
3.	*Lifelines*	• Water points & latrines • Roads & railways • Bridges • Electricity lines • Communication lines (phone & internet)
4.	*Livelihoods & Economy*	• Agriculture (crops, livestock, fisheries, etc.) • Livelihood assets (tools, equipment, transportation, etc.) • Natural resources & environment • Business & trade

Source: Lao Red Cross (2011). Community-Based Disaster Risk Reduction.Volunteer Manual.Version 2.0.

5.5 Village participatory risk assessment report

After the fieldwork, the assessment team will prepare a summary report containing information collected from each village as well as from direct observation and interviews or focused group discussions during the field visits. This information will be cross-checked with available secondary data sources. The report should contain the following:

	Section	Detail
1.	*Introduction*	• location of the village; geographic features • village demographics; main livelihoods • logistical access: including conditions during normal and disaster (e.g. flood or earthquake) times.
2.	*Main findings*	• hazard/ disaster profile – including hazard prioritisation • hazard, vulnerability & resource maps • risk prioritisation • vulnerability information – including vulnerable groups • capacity information – skills & resources, community stakeholders and network, coping strategies; including current village disaster preparedness and risk reduction measures • table summarising any other relevant information (e.g. from secondary data) about water, agriculture, education and health services, etc. – during normal and disaster (e.g. flood) times • other comments (e.g. from direct observation)

Adapted from: Lao Red Cross (2011).Community-Based Disaster Risk Reduction.Volunteer Manual. Version 2.0.

The report will be used for further development of the village disaster risk reduction action plan.

Step 6   Participatory Disaster Risk Management Planning

Disaster risk reduction planning starts with the desire to change existing undesirable conditions and create safer environments for at risk communities.

The results of the PRA in which the community identified and ranked the disaster risks according to priority of action, all stakeholders in the community will then propose specific risk reduction measures to reduce disaster risks and vulnerabilities that the community is facing. The planning defines not only detailed activities, but also resources required, the level of capacity needed, responsible persons/agencies and timeline to be undertaken.

In many cases, at-risk communities usually are not capable of formulating their own elaborate DRR plans and, thus, external facilitation and guidance from DDPCC members is necessary to assist them.

6.1   Using PRA results for the development of the action plan

At the end of the HVCA process the assessment team presented the Village Risk Assessment to the community and documented its results in the report. At the start of the Village Disaster Risk Management (DRM) planning process, it is necessary to ensure all community stakeholders are reminded of the village risk assessment and how it was generated.

The Village DRR Plan usually includes information and a number of supporting documents, including the Village Risk Assessment Report. Therefore,the PRA results and baseline study information will be utilized and placed at different parts of the village plan.

The key components of the community DRM action plan are presented below:

1. Objectives and targets of the community DRM plan
2. References and linkages of the plan
3. Validity of the plan
4. Description of key agencies responsible for developing the plan
5. Brief description of the community - location, population, livelihood, accessibilities
6. Community disaster situation - summary of disaster history and risk assessment results; people and other elements at risk; and underlying causes
7. Strategies and activities for risk reduction - pre - emergency phase, during an emergency scenario itself, post-disaster risk reduction activities; community early warning systems; evacuation sites, routes and procedures for families and animals; evacuation center management; drills and simulation exercises; and structural and non-structural measures.
8. Roles and responsibilities - allocating persons, committee and sub-teams to be in-charge of particular functions and activities before, during and after disasters; relationships of persons and committees and organizations
9. Schedule of activities - deciding when different activities taking place and when to complete them
10. Review and updating of the plan (schedule dates for this purpose)
11. Contact numbers of key agencies and individuals

Source: Community - based Disaster Risk Reduction (CBDRR) participants Workbook Community Safety and Resilience Unite (CSRU) of IFRC, 2008.

Note: Please refer to annex 2 for an example template of a village DRM Action Plan suited to the Lao context.

<div style="background:#c8102e;color:#fff;padding:4px;">

6.2 Developing a disaster risk management action plan

</div>

The community-based DRM action planning is a participatory process aiming to arrive at its final conclusion of a mutual agreed, appropriate and practical action plan through the following steps:

1) Engaging the community in the action planning process

The community should be informed about the action planning at the beginning of the risk assessment since it assures the community of the value of the assessment and of the time they have invested in it. The whole community should be provided with opportunities to raise any questions on concerns and doubts. They are informed and consulted on the impending planning activities, their importance, the timeline, the expected results and the kind of assistance or commitment expected from the community. These activities can be linked with development plans at district and village levels where they are already in place.

The DRM planning should involve different groups in the community in the process. The following persons should be invited or nominated in the community planning:

- Influential people from all groups affected by natural disasters
- People directly involved in the problem or issue
- Members of ethnic or cultural groups of the community
- Different sectors of the community including schools, youth union, women union, Lao Red Cross volunteers, social service organizations, health organizations, media, business community, religious groups, etc.

It is vital to include the most vulnerable groups in the community (persons with disabilities, elderly, ethnic minorities, the poor) in the process to ensure differing needs are addressed. Their strengths and capacities can also be listed under the community resources and made use of to help other members of the same group.

Throughout the entire planning process, it should beensured that the involvement of local authorities is encouraged through information sharing and consultation, whocan in turn help facilitate greater community engagement and resource commitment. Similarly, the community should also be periodically informed of the progress of planning processes.

2) Formulation of planning objectives

The community will brainstorm on the community planning objectives to reflect their community's needs. The community leaders should be encouraged to take the lead in the discussion and refer to the assessment findings from the previous step.

3) Formulation of VDPCC and teams

For effective planning and implementation, Village Disaster Prevention and Control Committee (VDPCC) and teams will be established based on key aspects of DRR such as early warning, security, relief, search & rescue, health care, coordination and public relation, etc. Roles & responsibilities (before, during and after disaster) of the committee and teams will be identified. To allocate members to each specific group, the individuals will be assigned based on their background and interests shown. Details of the VDPCC formulation will be explained in Step 6 – Establishment of Village Disaster Prevention and Control Committee.

4) Devising of risk reduction measures

The identified problems and root causes which are prioritized in the previous steps will be a basis for identifying appropriate solutions by the community. The measures can be divided into short-, medium- and long-term and may include both structural and non-structural interventions.

5) Determination of required resources

When formulating the risk reduction measures, the community can prepare resource analysis and budget for each activity which would later be combined for a common budget.

The resource analysis would consider:

- estimated budget
- resourcesthat can be mobilizedfrom community development plan
- resources available in the community (manpower, materials, money, time) including abilities of vulnerable groups (language skills, insight, connection, etc.)
- resources available at local level e.g. local government, private sector, local NGOs
- resources that could be requested from the program
- additional resources needs to be mobilized from external and other potential sources

In identifying DRR measures, the community must be mindful to always look out for measures that implement by themselves, independently. This is in addition to those initiativesfor which they can obtain resources from relevant development planning agencies or which would require external resources. Examples of risk reduction activities can be found in Step 4 – Community-Managed Implementation.

6) Assigning of roles & responsibilities

The key people or organizations responsible to take the lead as well as to provide supports for each risk reduction measure should be identified.

7) Defining timeline

The timeline in a plan determines when particular activities would be initiated and completed. The timeline (short-, medium- or long-term) or implementation schedule should be developed for each risk reduction activity.

8) Development and enforcement of the operational procedure and policies

The operation procedures or policies on the implementation of the plan should be prepared and agreed upon.

9) Identification of opposing elements in plan implementation

Before wrapping up the plan development, the challenges that might come during the implementation should be identified and so too the possible solutions.Specific considerations for vulnerable groups.

10) Finalizing the plan

The responsibility of finalizing the plan, that is compiling all relevant information, outcomes from assessments and discussions, and organizing them into a complete document will be taken care by the DDPCC focal point or the assigned persons of the DDPCC with the support from other DDPCC members, the program team and the national partners.

Once the plan is reviewed and finalized by the community through a series of consultative meetings, it will be approved by the Chairman of the DDPCC. The finalized plan should be shared with the local authorities and wider community at a community meeting. Copies of the plan should be kept with the village head, the DDPCC and PDPCC focal points.

11) Testing the plan

The plan can be tested through simulation exercises or during the real emergency situation for further improvement and updates at pre-arranged intervals.

12) Updating the plan

The finalized plan should set a time line for the next review and be updated (preferablyon an annual basis). This should include updating details of committee members and recorded details of target locations (e.g. population, number of houses covered in the plan etc.). The risk profile (hazard statistics) of target locations should also be updated regularly (annually or after hazard events) taking account impact of disasters on people, assets and livelihoods.

Step 7   Community-Managed Implementation

7.1 Identification and selection of DRM Measures

The identification and selection of DRM measures can be initiated with PRA process particularly those parts concerned withthe identification of hazards, risks, vulnerability and capacity. Through the PRA process, problems arising due to existing hazards, vulnerabilities and capacities of village and individual local people living in the risk areas have been identified. Based on the identified problems, local people who are the first responders to disaster were asked to define the solutions or mitigation measures to reduce the risk from their own perspectives and the technical support from facilitators.

Mitigation measures can be structural or non-structural (or a combination) depending on the needs of a specific village. Possible mitigation measures should be considered included in the CBDRR Action plan. In some cases investment for structural measures may be necessary. However, often existing resources and capacities can be utilized to help address local challenges. Community participation is important in identifying cases where changes in people's behavior can help reduce vulnerability and exposure of local people to hazards without the need for large financial investments. Considering the root cause of problems can help local people understand their needs and identify the most suitable measures and solutions.

Examples of different interventions include:

Structural Measures	Non-Structural Measures
- Installation of community-based early warning system - Construction of evacuation center for people and animals - Construct Bank protection, dyke, water gates, etc. - Construct local irrigation system to reduce the drought - Repair the school building and houses - Making boats - Elevate water source/well above flood level - Elevate school building/designated safe area above flood level	- Mobilization of local people who have abilities and live in risk areas to build their own houses to stand with local natural disaster. - Training on CBDRR for VDPCC and its sub-committee - Establishment of DM fund - Mainstreamed CBDRR plan into Village development plan - Livelihood enhancement

7.2 Implementation of actions

The village CBDRR action plan should include all activities required by the village. VDPCC and its sub-committees should implement and support project implementation based on the role and responsibilities identified in the plan.

It is important to consider the challenges which CBDRR interventions may face in terms of implementing actions. These challenges include but are not limited to:

- Difficulties in securing adequate budget support for plan implementation by the government.
- Low awareness on local natural disaster and risk issues- it is also time consuming to raise local people's awareness on DRR.
- The need to develop knowledge and capacity on CBDRR/DRM before interventions can be implemented effectively.
- Lack ofrequired tools, resources suited to the national or local context and language limitations.

- Lack of accountability and ownership on the part of stakeholders and partners involved in implementation.
- Low awareness/planning of adequate planning for particular vulnerable groups (elderly, persons with disabilities).

Despite these challenges past experiences demonstrated that VDPCs and their sub-committees were able to implement CBDRR plans with support from various NGOs, UNDP and other UN agencies. Various agencies supported different areas based on their mandates and requirements of donors:

7.3 Facilitating resource mobilization

The process of resource mobilization is divided into three stages: 1) It starts during the participatory disaster risk assessment when identifying the existing capacities in the communities; 2) It can be done in the participatory planning stage when resources required for each activity are determined; 3) It will continue during the implementation phaseto ensure sufficient resources are available.

If the required technical skills are not available in the community, VDPCC should request to DDPCC to help or mobilize external partners and stakeholders, e.g. government departments, INGOs and business organizations, to meet the needs. This should involve the mobilizing of resources to build the capacities of VDPCC members and its sub-committees and should include mobilization of an appropriate range of resources; e.g. human, physical/material, natural and financial.

Resource mobilization highlights the importance of mainstreaming CBDRR planning as part of wider local development planning so that necessary financial resources can be mobilized from relevant government budgets for utilization at the local level.

7.4 Facilitating participatory reviewof CBDRR plan

Village CBDRR plan needs to be revised every year after the event to ensure that risk reduction measures achieve their objectives as identified during the planning process.During the implementation, VDPCC and DDPCC and other stakeholders may find that some activities are not as relevant and effective as they were thought to be during the planning process. In some cases activities may directly or inadvertently have a negative impact upon other groups. VDPCC should make necessary updatesto activities, indicators, time frames and the budget in order to allow objectives to be fulfilled.

In the case of Lao PDR, VDPCC members and village heads should engage in dialogue to discuss the strengths and weaknesses of CBDRR implementation plans and actions to be taken to address any problems ahead of revising the plans.

VDPCC should invite all stakeholder representatives to discuss about activities, indicators, objectives, expenses and any problems which have been encountered as well as inviting suggestions to address any such issues.

Step 8 Participatory Monitoring and Evaluation

Participatory monitoring and evaluation (PME) is a process which involves the target community, national and local government, implementing agency, donor and other stakeholders to decide how interventions should be measured and what actions should be taken as a result of this analysis.

8.1 Monitoring

Monitoring is the continuous or periodic review of the implementation of activities by stakeholders at every level to ensure that input deliveries, work schedules, target outputs and other required actions are proceeding according to plan.

The monitoring tends to provide accurate information on the timeliness and effectiveness of program inputs and operations. It is a process that is to be undertaken throughout the entire program period as an on-going documentation of the specifics of the implementation process. The participatory monitoring essentially helps the project:

- ✔ To see if implementation is on track
- ✔ To see if implementation is achieving the objectives
- ✔ To see how the implementation is achieving the objectives
- ✔ To track progress of the implementation
- ✔ To look at strengths and weaknesses
- ✔ To observe who might negatively be affected by the interventions
- ✔ To identify problems and lessons learned
- ✔ To make changes before it is too late
- ✔ To make sure the program is not wasting money or limited resources
- ✔ To make sure the community is involved and the process is documented
- ✔ To help identify areas for staffing and community training.

Two types of monitoring need to be covered; **process monitoring** that monitors relevance, effectiveness and the efficiency of process, and **effect monitoring** that monitors the progress towards achieving objectives, and on what the effects are in relation to these objectives. The monitoring process usually involves data collection, review meetings and reporting.

8.2 Evaluation

The evaluation is defined as an activity whereby the results and effects of a project are assessed, to see to what extent the project objectives have been achieved. It helps to find out whether the project has been successful or not. If not, it has to be determined why not and suggest the continuation or adjustment in order to obtain the desired results. Most programs usually have evaluation at the end of the phase or towards the end of the plan or program implementation. It is considered as a process for improving activities still in progress and for aiding management in future planning and decision making.

In conducting the evaluation, the findings from the participatory disaster risk assessment or the baseline study should make up the basis upon which to compare the newly collected information from the same aspects at the later time. They are contrasted against the indicators from the log-frame to analyze accomplishments. Same as monitoring, the process usually entails, data collection, reviewing and reporting.

8.3 Principles of participatory monitoring and evaluation

Effective PME is centered around four key principles:

- *Participation:* as multiple stakeholders participate in PME. These may include beneficiariesand program staff at implementing organisations and agencies.

- *Learning:* this places an emphasis on practical learning whereby participants develop new skills and develop capacities for planning, problem solving and decision making. It also helps them gain an understanding of factors or conditions that may determine project success or failure.

- *Negotiation:* PME requires striking an effective balance between the differing needs, expectations, aspirations and visions of different stakeholders.

- *Flexibility:* it is important to acknowledge that there is no unique approach to PME and that it should be adapted to project specific circumstances and needs.

8.4 The process of participatory monitoring and evaluation

In a CBDRR program monitoring and evaluation (M&E) for overall program activities and community action plans should aim to be participatory with and engage community involvement where possible.The sequence of activities that make up the participatory monitoring and evaluation (PME) processincludes i) formulation of indicators, ii) determining methodology, and iii) deciding report format and iv) ensuring on-going review and evaluation.

8.5 Formulation of indicators

Indicators are an integral component of the M&E process which serve as benchmarks or measurement tools against progress and effectiveness of the interventions. It ensures accountability and providesa basis for decision making of the next steps.

There are two types of indicators which has different focuses: **process indicators** (for inputs and outputs) and **effective indicators** (for outcomes). They can be both quantitative, that shows changes which cannot be measured; and qualitative, that shows changes which can be monitored numerically. Good indicators should be clear, direct, verifiable, measurable, sensitive (to capture changes over time), time-bound (to detect expected changes) and adequate (provide enough information).

Normally, the program document already has overall M&E framework with indicators for the major activities and components. With the community action plan in hand, a new set of indicators can be developed during the participatory planning process, after the risk reduction initiatives are formulated, to monitor and evaluate changes in relation to the risk reduction measures in the plan with the link to the overall program indicators.

Each risk reduction measure should also identify relevant indicators to determine the expected impacts of the activity and how it can be monitored.

An appropriate set of indicators can be produced by undertaking the followings:

- Review of the community action plan objectives
- Identification of external factors that might affect the community and influence in the program results
- Formulation of questions which need to be answered in order to monitor the relevant issues and changes.

8.6 Determining the methodology

There are three main questions which should be considered in determining the PME methodology:

- What methods will be used to gather the information?
- Who will do it?
- When it will be done?

Similar to the baseline study, some of the tools can be used for data collection include semi-structured interview with individuals and different groups, review of existing records and direct observation in the field.

As for the question of who, there are three different areas to be considered:

- For the PME of community action plan, it can be led by DDPCC focal points or one of the assigned member of the DDPCC together with the relevant community committee members with the support from other community committee members and team.
- The overall M&E process is carried out by the M&E team under the program. The team should be the same as of baseline study, but in reality, that might not be possible as some of the team members might not be available or have moved to another place. Nevertheless, a specialized study team from different government sectors and community representatives should be formed just as for the baseline study. It should involve both male and female members as well as representatives from the most vulnerable groups in the team.
- For final evaluation program, it is the norm to bring external evaluation team or experts not directly associated with the program to ensure impartiality.

Similar to the baseline study, it is necessary that the study team understands their roles, the required data to be collected and how to effectively use the data gathering tools. These information should be briefed by the project team in advance.

The time factor will be decided based on the schedule of the activities and needs to inform stakeholders in advance. It might be more convenience and save time if the M&E cycles coincide with program reporting timetable.

8.7 Endline study

The overall program evaluation (endline study) takes place at the end of the CBDRR program supported by NGOs/INGOs. Forming part of the M&E process, it collects the same data as baseline study but after CBDRR activities and risk reduction measures have been implemented and put in place for a considerable period of time. The data sets derived from the baseline and endline studies (as well as supporting information collected during the wider M&E process) are then compared to identify the short-term impacts brought about the program.

8.7.1 Principles for the Endline study

● **Participation:** the success of the survey depends on participation of multiple stakeholders including community beneficiaries, local government partners at all levels and the project team in sharing information and responsibilities. In some cases, an external expertise will be invited to conduct the survey with the team.

● **Teamwork:** it is advised to have a mix of project staff and sector specialists from national and local authorities as well as target community representatives including women.

● **Systematic:** data collected from the reliable sources in the same forms would ensure the accurate results of the study. In case the sampling method is used, the samples should be consistent so that the baseline and endline information can actually be compared.

8.7.2 Steps for Conducting Endline Study

The end of project monitoring & evaluation follows the same set of activities for baseline study as described below:

- **Formation of study team** - Ideally, the monitoring & evaluation team should be the same as that of baseline study, but in reality, that might not be possible as some of the team members might not be available or have moved to another place. Nevertheless, a specialized study team from different government sectors and community representatives should be formed just as the baseline study. It should involves both male and female members as well as representatives from the most vulnerable groups in the team.

However, depends on the M&E procedure and supporting budget, the M&E can be done by (i) an internal or self-evaluation by the implementing agency, (ii) an external evaluation by independent agency or experts not directly associated with the program, (iii) collaborative team evaluations that include internal and external parties.

- **Data collection** - Similar to the baseline study, it is necessary that the study team understands their roles and the required data to be collected (as per the sampling method described in section 2.2.2). This information should be briefed by the project team in advance. The same types of information on the individual respondent, household, hazard experience, perception of natural hazards, and level of nature preparedness and response, available resources as well as relevant stakeholders will be collected. In case the random sampling method is used, more or less the same as that of baseline can be employed. The local authorities and target communities should be informed about the mission beforehand.

The same data collection methods and questions will be asked to the same persons from the same stakeholders or groups as much as possible. If the same persons are not available, another member from the same household could be selected for the interview. Another solution is to involve more than one members of the household in the baseline study interview. However, due to the random sampling procedure, the use of a different sample would still result in comparable data.

On top of DRR related data, information on people's understanding, perception and their current practices in adapting climate change and in managing natural resources should be collected. The study can also reveal the environmental conditions before and after the DRR interventions to make sure that program activities do not harm to the natural ecosystem. This would also reveal how the CBDRR implementation has affected those cross-cutting issues, either negatively or positively, and document it for future references.

● *Data analysis* - The results of the endline study will be analyzed and compared with the situation before the project implementation. It would assess project achievement upon formulated indicators and timeline. The data analysis should capture changes in understanding and behaviors of the community and identify problems and lessons learns from the project. The M&E will also provide recommendations for improvement in future planning and decision making.

● *Presentation of findings* - Inboth baseline and endline studies, the study team is responsible for preparing the final report containing quantitative data with changes categorized in different aspects clearly stating differences recorded before and after the implementation. It should also indicate any prominent improvements or setbacks. The final report and its findings need to be shared with all concerned stakeholders.

8.8 Deciding the report format

The format of the report needs to be designed by the respective lead: the DDPCC focal point for M&E of community action plan and the M&E team for the overall program, monitoring. The report format of the final M&E that should go to the external evaluator should be developed by the M&E team and included in the ToR for the external evaluator.

It should be noted that except for the final evaluation report which should be a stand-alone report of substantial length, the other M&E reports on community plan implementation and overall program execution can be short write-up attached to regular progress reports. They can be presented in simple tabular forms consisting of the following data:

- Date of report preparation
- Agency prepared the report
- Period covered by the report
- Progress on activities
- Achievements on indicators
- Achievements on objectives
- Problems faced
- Actions taken to address the problems
- Recommendations

For the community plan, the emphasis of the report is on the progress made under the activity action plan. The report should also present the endline survey data and findings. The report has to be clear and concise. The conclusions should be easy to understand by the readers to make necessary decisions.

Once the PME plan has been formalized, it is important that regular information sharing is carried out. For this purpose a realistic and regular schedule of meetings should be agreed upon by stakeholders in advance.

8.8 Steps for ensuring on going review and modification

The progress of the M&E needs to be presented to stakeholders through periodic review and information sharing meetings. Based on these findings, adjustment may be required in the program. It is likely that any alteration or adaption made may need budget allocation and/or additional resources to implement the changed or newly identified activities and targets. The extra resource needs should be treated as a chance for the community and DDPCC to develop their resource mobilization skills with the assistance by the program team.

Corrective actions will be designed and undertaken when actual results are substantially different from the program plan. Any changes or corrective actions to be made should be informed and agreed upon by all stakeholders involved in PME.

References

- ADPC (2004). Community-based disaster risk management field practitioners' handbook.
- ADPC (2011). Typhoon Haima in the Lao PDR: Joint Damage, Loss and Needs Assessment.
- Care International (Electronic Version). Notes on VCA and Gender Sensitive DRR. [Originally in Lao language]
- Caritas Luxembourg (2015) and XiengKwang Province PDPCC. Manual on CBDRR. [Originally in Lao language]
- HelpAge International, APG and ADPC (2013). Assessment of Disaster Management Planning Policies and Responses in Thailand. March 2013.
- Lao Red Cross (2011). Community-Based Disaster Risk Reduction. Volunteer Manual. Version 2.0.
- Myanmar Red Cross Society (2013). Manual on Community-based Disaster Risk Reduction.
- NDMO (2003). NationalStrategicPlanforDisasterRiskManagement.
- NDMO (2003). The PM's decree on the role and responsibilities No. 220/PM, dated 28 August 2013.
- NDMO (2010). A National Risk Profile of Lao PDR, 2010. Part I and Part II.
- NDMO (2012). Lao PDR National Assessment Report on Disaster Risk Reduction 2012. Linkages between Poverty and Disaster Risk.
- Save the Children, European Commission on Human Rights and Department of Labour and Social Welfare(2014). Training Manual on CBDRR.
- SFDRR (2015). Sendai Framework for Disaster Risk Reduction 2015-2030. 18 March 2015.
- UNDP (2014). Capacity Assessment Report - DRM in Lao PDR: Integrated Disaster and Climate Risk Management Project.[Originally in Lao language]

Annexes

Annex 1

Table 1.1 hazards event in 2000-2014 in Lao PDR

June – August 2013 Southeast Monsoon, Typhoon Jebi, Mangkhoud and depression	Caused heavy rain and floods resulting in numerous deaths and damaged to local properties in several provinces. The heaviest impacts were felt in Oudomxay province.
June 2011 Typhoon Haima **August 2011** Typhoo neNokten	Flooding and landslides affected 340,000 people in 96 districts within 12 provinces, causing damage to over 64,000 hectares of farmland, 323 roads and 42 bridges. Rice cultivation was widely disrupted and infrastructure, including bridges and roads severely damaged. A total of 30 people were reported killed (IFRC, 2012)
29 September 2009 Typhoon Ketsana August 2008 Typhoon Kumuri	Caused heavy flooding in 5 provinces. 28people were killed, one missing and 91people injured and at least 194,449 people in 722 villages of 28 districts wereafftected (NDMO, 2010)
September 2000 Flooding	Caused heavy rain and flooding. At least 886 villages of 53 districts in 11 provinces affected. Floods caused damage to houses, irrigation, bridges, road, agricultural areas etc. (NDMO, 2010)
Ongoing Drought Risk	At least 73,000 households in 1,200 villages of 7 provinces along the Mekong River and its tributaries were affected and about 80,000 hectres of rice fields were damaged. The total cost of damages and losses from this event were approximately USD 20 Million.
Ongoing Landslide Risk	All parts of Lao PDR have experienced drought in recent years withnotable impacts on crops. Over the period of the assessment, compare to other provinces, Salavan provincewas the most affected by drought with 675,847 hectares of crops damaged (NDMO, 2012). However, Vientiane and Savannakhet provinces did not report on the impacts.
Earthquake	Landslides in Lao PDR are related to rainfall. Landslides usually affect transport infrastructure during the moonson season, but there have been no reports provided on damages resulting from this hazard (ADPC, 2010). The National risk assessment report demonstrated that Lao PDR has a negligible to moderate earthquake risk level. Earthquakes tend to occur every year with different MMI scales, but their impacts are not widely reported (ADPC, 2010).

Table 1.2 National Disaster Prevention and Control Committee (NDPCC) of Lao PDR

No.	Members	NDPCC's Position	Remark
1	Deputy Prime Minister, Minister of National Defense	Chair	
2	Minister of Natural Resources and Environment (MoNRE)	Vice Chair	Standing Member
3	Minister of Agriculture and Forestry	Vice Chair	
4	Minister of Public Works and Transport	Vice Chair	
5	Minister of Labor and Social Welfare	Vice Chair	
6	Vice Minister of Public Health	Member	
7	Vice Minister of Public Security	Member	
8	President of the Lao Red Cross	Member	
9	Deputy Secretary General of Lao People's Revolutionary Youth Union	Member	
10	Deputy Director General of General Staff Department, Ministry of National Defense	Member	
11	Permanent Secretary, Ministry of Planning and Investment	Member	
12	Permanent Secretary, Ministry of Foreign Affairs	Member	
13	Permanent Secretary, Ministry of Education and Sports	Member	
14	Permanent Secretary, Ministry of Finance	Member	
15	Director General of Mass Media Department, Ministry of Information, Culture and Tourism	Member	

Table 1.3 CBDRR in Activities

Target groups	CBDRR in Activities
Community Preparedness	• Institutional capacity building on CBDRR, CBDRR planning and implementation, establishment of VDPCC, establishment of CBDRR fund, Community-Based Early Warning System (EWS), shelters and other response equipment, etc. • Village infrastructure development • Establishment of DRR action plans • Realization of HVCA process
DRR and Livelihoods	• Promote agricultural, health, water & sanitation and income generation
School safety	• Integration of DRR into school curriculum • School safety activities
Integrate disaster and climate change into Village Development Plan	• Conducting multi-hazard analysis, livelihood analysis, market analysis and economic analysis and ingrate disaster and climate change issues into the Village development Plan links to SEDP (Socio-Economic Development Plan)

Annex 2

Village DRM Action Plan

Background of the Plan

Objectives of the Plan

The Plan's Reference

- --

- --

- --

1. Village Profile

1.1. Physical Characteristics

Location:_____

_____

(River, reservoir ...): _____

_____

Land use planning: _____

_____

Climate and rainfall: _____

_____

1.2. Demographic Profile of the Village

Years	Total population	Female	Households	Families	Religion

Education level: _____

Health and nutrition: _____

_____

Tradition and culture: _____

_____

1.3. Socio-Economic Data

Years	Permanent job (HH/Families)	Non-permanent job (HH/Families)	Remarks

Years	Rice field (Ha)	Garden/Farm (Ha)	Livestock	GDP

1.4. Village Infrastructure

No.	Infrastructure		Total	Remarks
1	House	Permanent		
		Half Permanent		
		Non-Permanent		
2	Boats			
3	Drinking water Source			
4	Tube well			
5	Pond			
6	Dyke			
7	Road			
8	Culvert			
9	Shelter			
10	Schools			
11	Telephone box			
12	Electricity			
13	Vehicles			
14	Health Center			
	other			

2. Community Based Organizations

No.	Type of Organization	No. of members	Field of specialization	Contact address	Telephone no.

3. Multi-Hazard, Vulnerability and Capacity Assessment

3.1 Multi-Hazard occurring in the village

- Multi-hazards occurring in the village include: -------------------------------

- Multi-hazard maps: --

- Hazards prioritization ---

No.	Type of Hazards	Causes
1		
2		
3		
4		
5		
6		

3.2 Damage & Loss Assessment

1) Impacts of Flood

Year	No. of Loss & Damage										
	People			Livestock		Houses		Schools		Temple	
	Affected	Lose of live	Missing	Death	Missing	Partially	Totally	Partially	Totally	Partially	Totally

Years	Rice field (Ha)	Farm (ha)	Other	Remarks

2) Impacts of Drought

Years	Rice Field (ha)	Farm (ha)	Livestock		Remarks
			Death	Death	

3) Impacts of Storm/Typhoon

Year	No. of Loss & Damage										
	People			Livestock		Houses		Schools		Temple	
	Affected	Lose of live	Missing	Death	Missing	Partially	Totally	Partially	Totally	Partially	Totally

4) Impacts of Landslide

Year	No. of Loss & Damage										
	People			Livestock		Houses		Schools		Temple	
	Affected	Lose of live	Missing	Death	Missing	Partially	Totally	Partially	Totally	Partially	Totally

5) Impacts of Human and Animal Outbreak

Years	People		Livestock
	Affected	Death	Death

6) Others
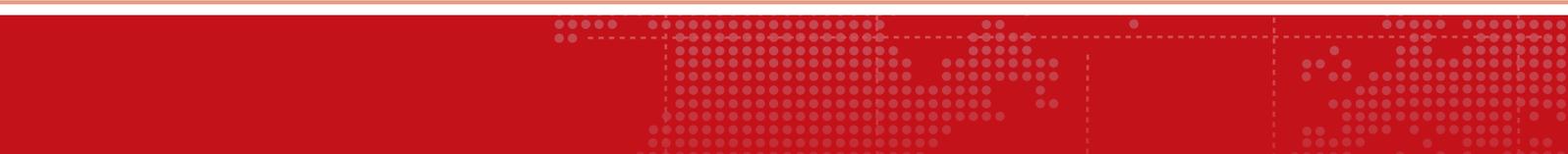
3.3. Vulnerability Assessment

1) Vulnerability of the village:

Element at risk	Causes

2) Impacts of Flood

No.	Vulnerable Groups		Total
1	Women		
2	Elderly people (> 60years old)		
3	Pregnant		
4	Breast feeding		
5	Children < 8 years old		
6	Poorest		
7	Women household leading		
8	PWD	Deaf/ Dumb	
		Blind	
		Mental disorder	
		Disabled	
9	Illness		
10	Windowed		
11	Others		

3) List of Vulnerable People

No.	Name & Surname	Age	House No.	Tel	Remarks

3.4. Capacity Assessment

1) Village Assets:

No.	Vulnerable Groups	No.		Remarks
		Yes/No	Needs	
1	Schools			
2	Village Club/Office			
3	Temple			
4	Electricity station			
5	Tel. station			
6	Exist			
7	Shops			
8	Post Office			
9	Police station			
10	Health center			
11	TV			
12	Radio			
13	Connected roads			
14	National road			
15	Livestock areas			
16	Pumps			
17	Gasoline stations			
18	Tents			
	Others			

2) Vehicles

No.	Vehicles	Total	Owners	Tel
1				
2				
3				

3) Safe areas

No.	Safe areas	1 floor	2 floor	Capacity	Tel	Remarks
1.	Schools					
2.	Temple					
3.	Village office					
4.	Village Club					

4. Village Disaster Prevention Unit (VDPU)

1) Village Disaster Prevention Unit (VDPU) members

No.	Name & Surname	Position	Occupation	Tel
1				
2				
3				
4				
5				
6				
7				

Role & Responsibilities of VDPU

Before Disaster	During Disaster	Post Disaster

2) Information & Early Warning Team

No.	Name & Surname	Position	Occupation	Tel
1				
2				
3				
4				
5				

Role & Responsibilities

Before Disaster	During Disaster	Post Disaster

3) Search & Rescue Team

No.	Name & Surname	Position	Occupation	Tel
1				
2				
3				
4				
5				

Role & Responsibilities

Before Disaster	During Disaster	Post Disaster

4) Health, hygiene & Sanitation Team

No.	Name & Surname	Position	Occupation	Tel
1				
2				
3				
4				
5				

Role & Responsibilities

Before Disaster	During Disaster	Post Disaster

5) Evacuation & Relief Team

No.	Name & Surname	Position	Occupation	Tel
1				
2				
3				
4				
5				

Role & Responsibilities

Before Disaster	During Disaster	Post Disaster

5. Village DRM Action Plan

5.1 Prioritization of Problems

1) Identify problems

No.	Problems	Causes	Activities/Solutions
1			
2			
3			
4			
5			

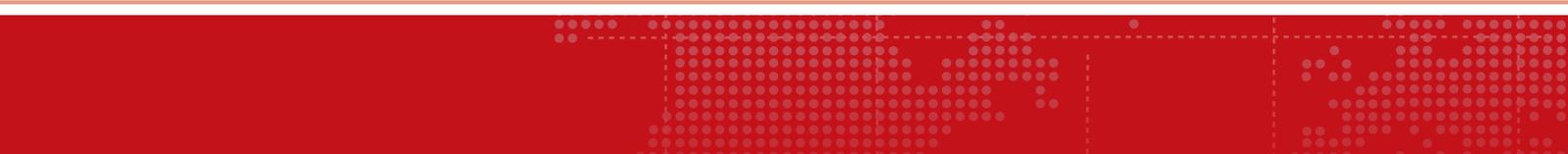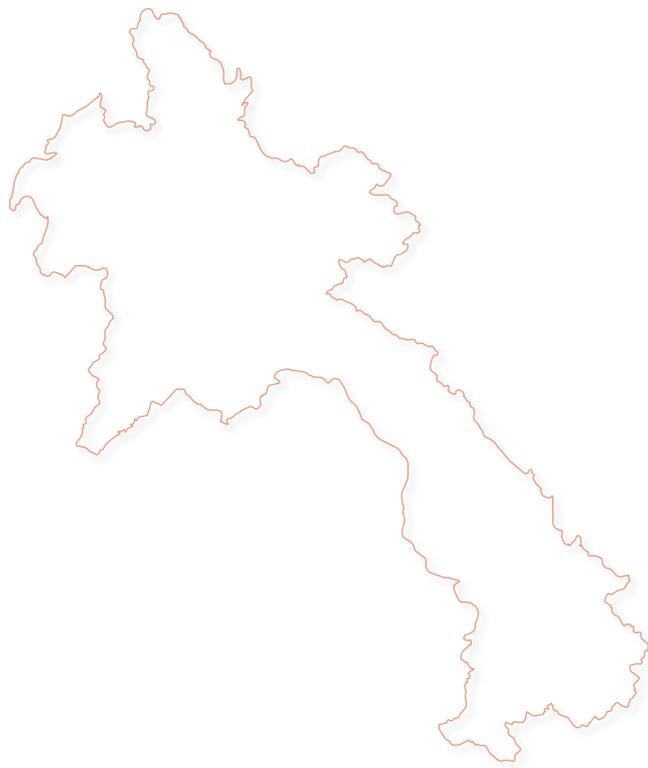2) Identify Solutions

No.	Problems	Causes	Activities/Solutions
1			
2			
3			
4			
5			

3) Problems prioritizations

No.	Problems	Causes	Activities/Solutions
1			
2			
3			
4			
5			

5.2 DRM Action Plan

Activities Schedule							
Problems	**Activities**	**Who will do?**	**When?**	**Existing resources**		**Resource Needed**	
				Village	*other*	*Village*	*other*

Department of Disaster Management and Climate Change (DDMCC)
Ministry of Natural Resources and Environment (MoNRE)

P.O. BOX 7864, Nahaidiow RD, Sisavathtay Village, Chanthaboury District,
Vientiane Capital, Lao PDR

Tel   +85621-262120, +85621-265017
Fax   +85621-265017

Scaling-up Community-Based Disaster Risk Reduction in Lao PDR

Facilitated by