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Project Name: Caribbean Emergency Legislation Project (TF 091037)

Funding Agency: International Bank for Reconstruction and Development

Implementing Agency: Organization of American States

Project Value: US \$350,000.00

Project Duration: 12 months

Project Document: Semester Report for: January 2009 – June 2009¹

1.0 Brief Project Description:

The Department of Sustainable Development (DSD) of the General Secretariat of the Organization of American States (GS-OAS), with the support of the World Bank, is the executing agency for the Caribbean Emergency Legislation Project (CELP). The objective of the project is to build legislative capacity to enhance legal and institutional frameworks for state of emergency and budget appropriation in eleven CARICOM countries and the Dominican Republic. Further, the project aims to make recommendations on how to improve legislative channels and administrative procedures during, and immediately after, the occurrence of a natural disaster.

Pursuant to these objectives, the project will assess current legal-institutional frameworks in the Caribbean applicable under a state of emergency, review global best practices, and promote dialogue with national and regional stakeholders, in order to ascertain areas for improvement and make recommendations that are best suited for the Caribbean region.

2.0 Project components and Expected Outcomes:

The project consists of the following components:

¹ While the official project start date is August 27, 2009 as per the date of countersignature in the Regional Subsidiary Agreement, activities did not commence until January 2009, following first disbursement of funds by the World Bank.



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1. Improving the Legal and Institutional Frameworks Related to State of Emergency

The activities of this component will support the development of recommendations to improve the legal and institutional frameworks related to state of emergency, and budget appropriation and execution in emergency situations by: (a) analyzing the existing legal and institutional frameworks in the countries; (b) conducting a comparative analysis of these frameworks in other regions; and (c) identifying best practices and formulating recommendations to revise state of emergency legislation and administrative procedures. The expected outcome from the execution of these activities is that needs will be identified and recommendations made to improve legal and institutional frameworks during a state of emergency.

2. National and Regional Outreach and Validation of Findings

This component involves initiating dialogue at both the national and regional levels on how to improve state of emergency legislation. The dialogue will be guided by the analytical findings and recommendations arising out of Component 1, and will manifest through: (a) conducting national workshops in select countries, with experts engaged in natural disaster emergency management, budget appropriation, and legislative reform; and (b) conducting a regional workshop to discuss: the findings and recommendations of the legal and institutional framework analysis, and the steps that may be taken to implement reforms. It is expected that activities under this component will yield a participatory assessment of the state of the legal and institutional frameworks in the Caribbean, with recommendations for improvement offered.

2.1 Description of Results

The following is a summary of the results achieved in project governance and at the outcome level between January 2009 and June 2009.

2.1.1 Project Governance

During the reporting period the OAS-DSD drafted a work plan to guide the effective implementation of all the project's activities. The work plan, by component and activity sets forth the tasks, outcomes and timeline along with which activities are expected to be completed. Notably and apart from the main project activities, the work plan identified pre-project activities which lay critical groundwork for the accomplishments under each component. The pre-project activities included: informing Member States and agency partners of the project's approval and imminent commencement; completion of evaluation by World Bank of conditions of effectiveness; finalizing the transfer of funds and project setup; reviewing the World Bank's (WB) requirements and procedures;



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identifying stakeholders; drafting TORs; establishing and continually engaging a Steering Committee to provide policy advice regarding meeting the priorities of the project; and organizing Steering Committee meeting. To date, all these activities have been successfully conducted.

Additionally, during this period the OAS-DSD hired a Project Coordinator through the individual selection method. The Coordinator will, *inter alia*, ensure that the objectives outlined in the project proposal and the work plan are implemented, participate in the design of activities and project documents, liaise with regional organizations, stakeholders and consultants throughout the project's execution; and conduct technical and academic research.

In accordance with the work plan, the DSD established a Steering Committee to provide policy advice on meeting the priorities of the project. The carefully selected Committee is composed of natural disaster, legal and budget experts from across the Caribbean, who represent various government agencies and institutions (see Annex 1 – Biographies).

On January 12, 2009 the project's launch and first Steering Committee meeting was conducted in Christ Church, Barbados. The overall objectives of the meeting were to introduce Committee members to the details of the project, its work plan and methodology, and open discussion on how best to successfully implement the project. The salient discussion areas of the meeting were: budget and financing, the role/function of the Steering Committee, understanding state of emergency legislation and institutional arrangements, and identifying and engaging stakeholders (see Annex 2– Meeting Report).

At the meeting's close the Committee agreed on a way forward which included revising and redistributing the work plan to the Committee within 15 days; sharing OAS and WB procurement guidelines with the Committee within 25 days; forwarding for review, Terms of References (TORs) for consultancies within 25 days; and informing the Committee of the criteria used for selecting project countries. The OAS-DSD has complied with these requests and implemented, with discretion, the recommendations proffered.

2.1.2 Improving the Legal and Institutional Frameworks Related to State of Emergency

Pursuant to the project work plan, the following three activities are being executed towards achieving this expected outcome:

- Activity 1.1. Assessment of national legal and institutional frameworks related to state of emergency, budget appropriation, including budget appropriation and execution.
- Activity 1.2. Comparative analysis of international legal and institutional frameworks



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- Activity 1.3. Identification of best practices and recommendations for improving national and international legal-institutional frameworks.

During the reporting period, the OAS-DSD drafted TORs for each of these activities under the project and transmitted them to the Steering Committee for review. The revised TORs guided the subsequent drafting of Requests for Proposals (RFPs) to conduct work under each activity. The RFPs were advertised on April 30, 2009 and prospective consultants were afforded a one month period to work on their proposals. The OAS-DSD and CARICOM websites, along with dissemination through the Caribbean Law Institute Center (CLIC) and the International Union for the Conservation of Nature (IUCN) Commission on Environmental Law distribution list, were the primary means of advertisement.

Three candidates were short listed for Activity 1.1 and two for activity 1.3, respectively. The selection process for activity 1.2 was suspended given the lack of interest of sufficient candidates within the same category. To commence the evaluation process the OAS-DSD established an evaluation committee: Claudia de Windt, Chief of the Environmental Law, Policy and Good Governance Division (OAS-DSD); Pablo Gonzalez, Chief of the Risk Management and Adaptation to Climate Change (RISK-MACC) Division (OAS-DSD); and David Fisher, Coordinator in the International Disaster Response Laws, Rules and Principles (IDRL) Programme of the International Federation of the Red Cross.

The evaluation methodology involved each committee member conducting individual evaluations, recording their findings, and subsequently meeting via teleconference on June 30, 2009. The committee approached the evaluation by discussing each of the activities for which proposals were requested, their perspectives on each candidate and the proposals. Pending issuance of no objection to the corresponding contracts, execution of these activities is expected to begin on August 1, 2009.

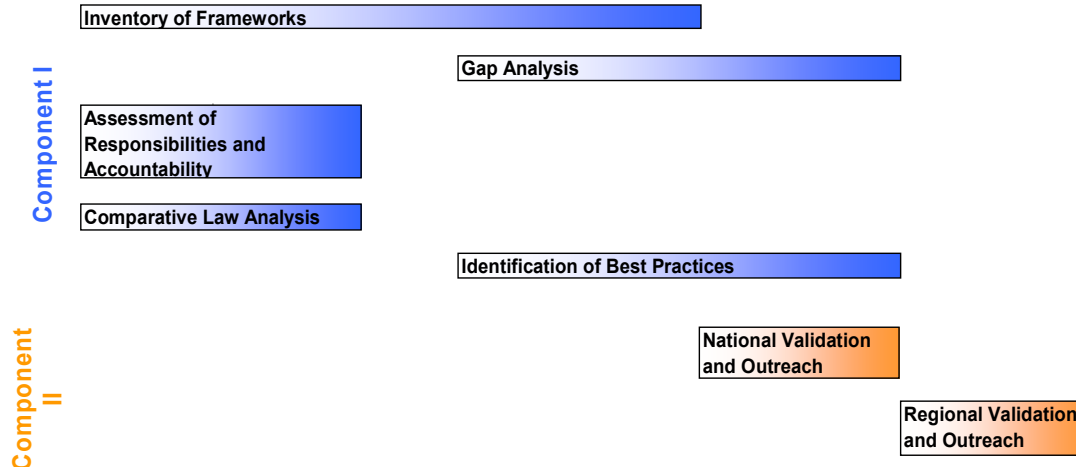
2.1.3 National and Regional Outreach and Validation of Findings

Activities towards achievement of this expected result are subsidiary to those in Component 1 of the project. A revised timeline for project execution has been prepared and activities under this component are expected to begin on January 2010 (see below).



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July 2009	August	September	October	November	December	January 2010	February	March
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Continuous outreach efforts are being made in the context of the project to lay the foundation for the execution of Component II of the project. For instance, a project presentation was delivered in a World Bank side event held within the Global Platform for International Disaster Risk Reduction meeting in Geneva on June 16, 2009.

2.1 Performance Indicators

The activities of the project conducted thus far have had a positive effect on propelling the project towards a successful implementation. The positive effects are shown by reference to the following indicators:

- Number of national and regional participants engaged in pursuing the project's objectives

Since the project's inception the OAS-DSD, for the purposes of the project, maintains contact with the 12 beneficiary countries through their Permanent Missions. Further, the Steering Committee is composed of representatives from 5 regional organizations: the CARICOM Secretariat, CDERA, CDB, the OECS Secretariat, and the UWI; and 7 representatives from the Ministry of Finance, Ministry of the Interior and National Security, Offices of Disaster Preparedness and Emergency Management, and Civil Defense.



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3 Conclusion

During the period of this report, the OAS-DSD laid a solid foundation for the successful implementation of the project, through finalizing its work plan, hiring consultants, establishing and continuously engaging the Steering Committee, and engaging the Member States. This thorough approach will contribute to the efficient completion of all the project's activities and ensure that the project's objectives are met.



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Annex 1

Steering Committee: Caribbean Emergency Legislation Project

Biographies



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Cletus I. Springer Mr. Springer, a National of St. Lucia, is the Director of the Department of Sustainable Development in the General Secretariat of the Organization of American States. He is a graduate of the University of the West Indies (Public Administration and Mass Communications respectively); Oxford Brooks University (Urban Planning Studies, with a major in Regional Planning); and the Centre for Environmental Management and Planning of Aberdeen University (Environmental Impact Assessment).

Mr. Springer has served as St. Lucia's Permanent Secretary in the Ministry of Tourism, Public Utilities, Civil Aviation and National Mobilization, and in the Ministry of Planning, Development, Environment and Housing. He served as Adviser in Policy and Strategy Development with the OECS Secretariat.

Mr. Springer represented his country on several regional and international bodies, including as Alternate Governor of the World Bank and the International Monetary Fund. He has also headed Saint Lucia's delegation at the Preparatory Meetings for the United Nations Conference on Environment and Development (UNCED) and the United Nations General Conference on the Sustainable Development of Small Island Developing States.



Garfield Barnwell Mr. Barnwell is the Director of Sustainable Development at the CARICOM Secretariat. He is also an applied economist with a Master Degree in Economics from the University of Manchester in the United Kingdom and a Bachelor Degree in Economics from the University of Guyana.

Prior to joining the Secretariat, he was advisor to the Guyana Mission to the United Nations Mission in New York as Chair of the Group of 77 and China, facilitating the development of the Group's negotiation positions for the 2002 Monterrey Conference on Financing for Development, the 2002 World Summit on Sustainable Development and the 2005 Mauritius International Meeting that reviewed the 1994 Barbados Programme of Action. He was also the Project Coordinator of the UWICED/World Bank/Commonwealth Secretariat programme on Capacity Building for Environment Management in the Caribbean. Mr. Barnwell has taught at the University of the West Indies, Mona Campus and the University of Guyana.



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Jeremy Collymore Mr. Collymore is the Coordinator of the Caribbean Disaster Emergency Response Agency (CDERA), with more than twenty (20) years experience in disaster management research, practice, policy formulation and teaching. He has the overall responsibility for the operational readiness of CDERA, as well as the formulation and coordination of disaster preparedness and response policy for the Caribbean Community region. Mr. Collymore has also held the following posts: Lecturer in Physical Planning, Department of Geography and Geology, University of the West Indies, Jamaica; Programme Officer, Office of the United Nations Disaster Relief; Coordinator, Pan Caribbean Disaster Preparedness and Prevention Project; and Assistant Project Director, Center for Resource Management and Environmental Studies, University of the West Indies, Cave Hill Campus, Barbados.

Mr. Collymore has conducted several technical studies on various aspects of disaster management for such organizations as United Nations, Organization of American States, Canadian International Development Agency and the Inter-American Development Bank. He has also reviewed the arrangements for managing disasters in several Caribbean islands.



David T. Popo Mr. Popo is a Programme Officer for Disaster Response and Risk Reduction in the Environment and Sustainable Development Unit of the OECS Secretariat; and is the Secretariat's focal point for Disaster Management. He is a Sociologist and received his Bachelor of Science in Developmental Studies and Sociology and Master of Philosophy in Social Policy and International Development degree, both from the University of Wales Swansea, United Kingdom. Mr. Popo holds a National Diploma in Development Studies from the Institute of Development Studies of Holy Ghost College in Dublin, Republic of Ireland; and read Philosophy and Theology at the Regional Seminary in Trinidad and Tobago and the University of the West Indies (St. Augustine Campus).

Mr. Popo has served as coordinator for a number of regional social development programmes including: Disaster Management, and Community Safer Retrofitting Housing. As a Development Sociologist, Mr. Popo has served as a tutor and marker for the University of the West Indies Distant Education Center.

Mr. Popo has been a member of the St. Lucia National Disaster Committee and the Caribbean Hazard Mitigation Policy Committee. He also facilitated the design of training modules in Disaster Cycle Management, and was a Training Instructor in Disaster Cycle Management under the USAID/OFDA technical assistance programme to the region. He currently serves as a member of the Technical Advisory Committee of the Caribbean Development Bank Disaster Mitigation Programme.



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Mr. Isaac Anthony Mr. Anthony is the Director of Finance in the Ministry of Finance, International Financial Services and Economic Affairs, Saint Lucia. Mr. Anthony also functions as the Registrar of Insurance in Saint Lucia and is responsible for supervising and regulating the insurance industry. He previously held the post of Accountant General with the Government of Saint Lucia for approximately ten years.

Mr. Anthony is the Chairman and founding member of the Caribbean Public Finance Association, and he serves on the Board of Directors of the following: the Caribbean Catastrophe Risk Insurance Facility's board of Directors, the St Lucia Electricity Services Limited, and International Financial & World Investment Corporation, St Lucia Mortgage Finance Corporation and St Lucia Solid Waste Management Authority. Mr. Anthony also serves as an Alternate Director for Dominica and Saint Lucia on the Board of Directors of the Caribbean Development Bank, having previously served as a Director.

Mr. Anthony holds a Bachelors of Science Degree in Economics and Accounting and an Executive MBA from the University of the West Indies.

Ronald Jackson Mr. Jackson is Jamaica's current Director General for the Office of Disaster Preparedness and Emergency Management. In this capacity, he plays an integral role in shaping national policy in the areas of disaster preparedness and emergency response. Mr. Jackson is an urban planner and environmentalist by training and holds a Bachelors degree in Urban Planning and a Masters degree in Resource Management. He has also worked with Alcan Jamaica Ltd., the Urban Development Corporation and the Green Island Planning Authority.



Paul Saunders Mr. Saunders is a consultant in Trinidad and Tobago's Office of Disaster Preparedness and Management.





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Dr. Winston Anderson Dr. Anderson is the Executive Director of Caribbean Law Institute and a Professor of International and Environmental Law at the University of the West Indies (Cave Hill). He holds a Bachelor of Laws degree and a Masters in Law degree from the University of the West Indies, in addition to a Doctorate in Philosophy from Cambridge University.

Dr. Anderson previously served as the General Counsel of the Caribbean Community Secretariat and is the author of several major publications.



Luis Antonio Luna Paulino Mr. Paulino is the Executive Director for the Civil Defence of the Dominican Republic



Francis Ghesquiere Mr. Ghesquiere is the Regional Coordinator for Disaster Risk Management in the Latin America and Caribbean Region. He is currently coordinating a portfolio of more than 30 projects (loans, credits and grants) dealing with vulnerability reduction, risk financing and emergency reconstruction. Mr. Ghesquiere was the lead manager in the establishment of the Caribbean Catastrophe Risk Insurance Facility (CCRIF), which provides CARICOM governments with financial coverage against hurricane and earthquake losses. He currently leads a number of innovative initiatives, including the Central America Catastrophe Probabilistic Risk Assessment (CAPRA) and the development of risk models in the Caribbean.

Before joining the Bank in 2000, Mr. Ghesquiere worked for eight years as a management consultant for Fortune 500 companies and governments in Europe, Asia and the Americas. He holds a Master Degree in Public Policy from Harvard University, a Masters in Finance and Economics from ESADE Barcelona and HEC Paris and an Engineering Degree from the University of Louvain, Belgium. He also studied Finance at New York University.

Dr. Gillian Cambers

Dr. Gillian Cambers, is Disaster Risk Management Specialist in the Project Services Division of the Projects Department of the Caribbean Development Bank. Dr. Cambers holds a PhD. in environmental sciences from the University of East Anglia, Norwich, United Kingdom, and a BSc. in Geography from the University of Bristol, United Kingdom. Prior to joining the CDB, Dr. Cambers worked as an Environmental Consultant. She also held positions of Head of Conservation and Fisheries Department in the Ministry of Natural Resources and Labour in the British Virgin Islands; and Project Manager, Coastal Conservation Unit, Ministry of Housing and Lands in Barbados.



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**Marie Alta Jean-
Baptiste**

Ms. Jean-Baptiste is the Civil Protection Director in Haiti's Ministry of Interior, Territorial Collectivities and National Security



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Annex 2

Steering Committee Meeting Report



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Project Launch and Steering Committee Meeting

Caribbean Emergency Legislation Project

Accra Beach Hotel and Resort

Christ Church, Barbados

January 12, 2009

2:30pm – 5:30pm

Meeting Report

General Introduction

The Department of Sustainable Development (DSD) of the Organization of American States (OAS), with the support of the International Bank for Reconstruction and Development (World Bank), launched the Caribbean Emergency Legislation Project (CELP), and convened the project's first Steering Committee Meeting on January 12, 2009 in Christ Church, Barbados. The meeting brought together natural disaster, legal and budget experts from across the Caribbean, who not only represent various government agencies and institutions, but also comprise the Steering Committee ("the Committee") (see Annex I – List of Committee Members). The Committee was established to provide policy advice on meeting the priorities of the project. The priorities of the project are as guided by the project objectives established in the CELP's final project document. Thus, the CELP will assess current legal and institutional frameworks applicable under a state of emergency in the Dominican Republic and eleven CARICOM member countries: Antigua and Barbuda, Barbados, Belize, Dominica, Grenada, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, and Trinidad and Tobago, with the objective of providing a set of recommendations for the implementation of clear and transparent procedures for natural disaster response in the Caribbean.

The overall objectives of the meeting were to introduce Committee members to the details of the project, its workplan and methodology, and open discussion on how best to successfully implement the project.

Project Introduction, Workplan and Methodology

Mr. Garfield Barnwell of the CARICOM Secretariat served as chairman for the first half of the meeting. In this capacity, Mr. Barnwell made the opening remarks and spoke briefly on the importance of the project and the collaboration between CARICOM and the OAS. He indicated that the project was the first step in looking at State of Emergency legislation within the Member States. The DSD, in presenting an overview of the project, first indicated that work had begun 2-3 years ago on disaster management legislation in the region, in collaboration with the International Federation of Red Cross (IFRC).



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Countries of the region have been seeking support in this area given the lack of specific legal frameworks on disaster management at the national level and the cross-cutting nature of the subject matter.

The main objective of the project, which is to assist in building legislative capacity to enhance legal and institutional framework to deal with natural disaster emergencies, was then elucidated for the Committee. Additionally, the presentation bespoke the fact that many countries do not have the requisite tools to assist their decision-making during emergencies. The Inter-American Convention on Disaster Response was mentioned as a useful mechanism for countries to address emergencies.

Regarding the workplan and methodology, the DSD highlighted the project's pre-implementation activities already undertaken including: informing the beneficiary countries of the project's approval and imminent commencement, reviewing the World Bank's rules and procedures, drafting an implementation plan, and selecting a Steering Committee. In terms of implementation, the Committee was informed that the project is divided into two components: (1) A study to improve legal frameworks related to state of emergency and appropriation powers; (2) National and regional validation and outreach.

Regarding Component 1, the activities will support the development of recommendations to improve the legal and institutional frameworks related to state of emergency, and budget appropriation and execution in emergency situations by: (a) analyzing the existing legal and institutional frameworks in the countries; (b) conducting a comparative analysis of these frameworks in other regions; and (c) identifying best practices and formulating recommendations to revise state of emergency legislation and administrative procedures. The expected outcome from the execution of these activities is that needs will be identified and recommendations made to improve legal and institutional frameworks during a state of emergency.

Component 2 involves initiating dialogue at both the national and regional levels on how to improve state of emergency legislation. The dialogue will be guided by the analytical findings and recommendations arising out of Component 1, and will manifest through: (a) conducting national workshops in select countries, with experts engaged in natural disaster emergency management, budget appropriation, and legislative reform; and (b) conducting a regional workshop to discuss: the findings and recommendations of the legal and institutional framework analysis, and the steps that may be taken to implement reforms. It is expected that activities under this component will yield a participatory assessment of the state of the legal and institutional frameworks in the Caribbean, with recommendations for improvement offered.

The DSD reiterated to the Committee that in the execution of activities under each component stakeholders at every level will be engaged, including the national disaster



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management offices in each country and the national focal points for the Inter American Disaster Mitigation Network.

Election of Chairman

Following the DSD's presentation, the Committee was asked to elect a new chairman and a rapporteur. By acclamation, Mr. Ronald Jackson of ODPPEM Jamaica was elected as Chairman, and Mr. Paul Saunders of Trinidad and Tobago as rapporteur. Mr. Saunders was later named Vice-Chairman.

Discussion

The DSD provided the Committee with a set of questions, circulated prior to the meeting (see Annex II- DRAFT Agenda), to guide the discussion. However, the natural flow of the discussion did not allow for each question to be strictly or specifically addressed. This was not detrimental however, as the following were the salient discussion areas: budget and financing, the role/function of the Committee, understanding state of emergency legislation and institutional arrangements, and engaging stakeholders and meetings of interest.

i. Budget and financing

The initial discussions addressed the project's budget and what could be achieved with the limited funds available. Regarding budgeting appropriation for natural disasters, a member of the Committee reiterated that the issue of budgeting is an important one, and referred to a meeting held in 2006 by the Caribbean Development Bank (CDB) and the Inter-American Development Bank (IDB) in conjunction with the Caribbean Disaster Emergency Response Agency (CDERA), that addressed post disaster funding. The DSD inquired whether other such meetings have been recently held. In response, it was suggested that checks be made with CDB and CARICOM.

Further to the discussion on disaster budget planning, the Committee raised concerns about constraints in the Caribbean which affect the optimal use of resources in disaster situations. Among the constraints mentioned is the absence of a coordinating mechanism. Committee members indicated that discussions of the issue have been held in a variety of fora, but that the outcomes have not been sufficiently compiled and centralized, so as to allow for further use. It is hoped that the Committee will be able, by its composition, to help resolve that issue. Finally, the Committee recommended an examination of the procedure for the disbursement of funds in an emergency.

ii. Role/Function of the Steering Committee



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The Committee proposed that its role should involve reviewing the: project document, terms of references (TORs), and work implementation schedule, so that they could all have a common understanding of the issues. The DSD agreed with this proposal, and established that the Committee would focus on the above role, and work based on the general understanding of the functions of any steering committee in the absence of formal terms of reference.

iii. *Understanding State of Emergency legislation and Institutional arrangements*

The DSD led discussions in this area by noting that state of emergency legislation is not well understood as per their scope in emergency situations, and that this should be ascertained before proceeding further. Members of the Committee then raised the following questions: how is a state of emergency used in a disaster situation and how did it come to be used in such a circumstance? Thus, the DSD proposed that an analysis of the relevance and utility of state of emergency laws and policies as they have been implemented elsewhere, as well as of current State of Emergency law and policy in the region, and how it could be used as a tool in post-disaster policy making, be conducted. This analysis would then be shared with the relevant stakeholders throughout the region.

Committee members agreed that a comparative analysis of international legal institutional framework relating to the declaration of a state of emergency in a disaster situation, and budget appropriation and execution, would be useful. They were also keen on the work of Prof. Ralph A. Carnegie, who under the auspices of the Caribbean Law Institute Center, drafted for CDERA the *Disaster Preparedness Model Legislation*, and assisted Belize in the development of their *Disaster Preparedness and Response Act (2000)*. Although those instruments did not pertain to state of emergency strictly-speaking, they, along with experiences and lessons learned in Grenada, could serve as a good starting point for determining the amount of work already done in the area. The Chairman then recommended a wider review of state of emergency legislation.

Regarding institutional arrangements, the DSD indicated that they were built on the following pillars: financial, legal, and policy. The Committee was also reminded that previous studies did not address post-disaster, budget arrangements and that this would be a key aspect of the study.

In closing the discussion in this area, the Committee agreed that the project should conduct a broad review of how countries use state of emergency and the benefits derived from its use, before proceeding to national level consultations.

iv. *Engaging stakeholders and meetings of interest*



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The Committee was resolute that all the relevant stakeholders be identified and integrally involved in the project. They were keen on ensuring that the correct players receive the information, and agreed to identify the best options for informing Member States. Among the recommendations is the combined utilization of the following: diplomatic channels, direct contact with technical personnel, CDERA, Savingrams via CARICOM, and the OAS website. The DSD informed the Committee that the OAS was obliged to use the diplomatic channels; but they were not opposed to a combination approach. Thus, the DSD recommended that CARICOM proceed with a Savingram on the launch of the project and the Committee meeting; and that CDERA and the OAS place a note on their websites.

The Committee then proposed that the following stakeholders be engaged in the project:

- Insurance Association of the Caribbean
- Ministries of Finance
- Donor community
- Development Banks
- National Disaster Management Offices and Agencies
- National Bar Associations
- Caribbean Catastrophic Risk Insurance Facility (CCRIF) Board
- CDB Board
- Attorney General's Chambers
- Offices of the Prime Minister

Regarding the latter two, the Chairman recommended that they be approached once the regional study is completed. Further, a Committee member recommended that national workshops should engage local communities that have been affected by disasters; and that the development of a checklist would be critical to guiding countries in developing their response to natural disasters and identifying key stakeholders. In closing this point, the Committee agreed that the role of the stakeholders should be the following:

- Peer review
- Participation in workshops
- Data gathering via interviews

Regarding meetings of interest, the Chairman suggested that a pre-board session at the upcoming CDERA Board meeting would be ideal to discuss the project and other matters pertaining to the Inter American Network on Disaster Mitigation (IANDM). The Committee also recommended that the DSD introduce the project at the upcoming CDB Council and Conference of Finance Board meetings.

The way forward



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The meeting concluded with the agreement that the DSD will:

- Revise and redistribute the workplan to the Committee within 15 days;
- Share with the Committee, the OAS and World Bank procurement guidelines within 15-25 days;
- Send the TOR for the first consultancy within 15-25 days; and
- Inform the Committee of the criteria used to select project countries

Annex 1 – List of Committee Members

Name	Title	Organization
Garfield Barnwell	Director, Department of Sustainable Development	CARICOM Secretariat
Cletus I. Springer	Director, Department of Sustainable Development	General Secretariat of the Organization of American States
Jeremy Collymore	Coordinator	Caribbean Disaster Emergency Response Agency
David Popo	Programme Officer, Disaster Response and Risk Reduction	OECS Secretariat
Dr. Warren Smith	Director of Finance and Corporate Planning	Caribbean Development Bank
Dr. Gillian Cambers (Representative)	Disaster Risk Management Specialist	
Dr. Winston Anderson	Director, Caribbean Law Institute, and Professor of International and Environmental Law	University of the West Indies
Isaac Anthony	Director of Finance, Member of CDB's Board of Directors (Alternate)	Ministry of Finance, International Financial Services and Economic Affairs – Saint Lucia
Francis Ghesquiere	Regional Coordinator, Hazard Risk Management, Latin America and Caribbean Division	World Bank
Ronald Jackson	Director	Office of Disaster Preparedness and Emergency Management - Jamaica
Paul Saunders	Disaster Management Consultant	Office for Disaster Preparedness and Management – Trinidad and Tobago
Luis Antonio Luna	Executive Director,	Defensa Civil



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Paulino, FAD, Modesto Berroa (Representative)	Attorney-at-Law	Dominicana – Dominican Republic
Mme. Marie Alta Jean- Baptiste Yolene Surena (Alternate)	Director Consultant, Disaster and Risk Management	Interior Ministry, The Territorial Collectivities and National Security - Haiti

Annex II – Draft Agenda

Project Launch and Steering Committee Meeting

Caribbean Emergency Legislation Project (CELP)

Accra Beach Hotel and Resort

Christ Church, Barbados

January 12, 2009

2:30 p.m. – 5:30 p.m.

2:30 pm Welcome Remarks

Cletus Springer, Director, Department of Sustainable Development, Organization of American States (OAS-DSD)

2:45 pm Project Introduction and Perspectives

-Claudia de Windt, Senior Legal Specialist, Chief, Environmental Law, Policy and Good Governance, OAS-DSD

-Garfield Barnwell, Director of Sustainable Development, CARICOM Secretariat

3:30 pm Coffee Break

3:45 pm Project Work Plan and Methodology

-Michelle-Ann Williams, Legal Specialist, OAS-DSD

4:00 pm Open Discussion Session

-Steering Committee Members

5:30 pm Close

Francis McBarnette, OAS Representative in Barbados

Discussion Questions:



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- *Which legal-institutional instruments prove most difficult for budget appropriation and state of emergency situations?*
- *Are there notable administrative challenges at the national and regional levels?*
- *How can implementation maximize benefits to countries?*
- *What strategies should be considered in project execution?*
- *What level of engagement is necessary from the Steering Committee and key stakeholders?*
- *How should the Steering Committee and stakeholders be engaged considering budget constraints?*