

**MINUTES OF THE MEETING ON STRENGTHENING OF MPCS UTILIZATION AND MAINTENANCE HELD THROUGH VIDEO CONFERENCING (WEBEX) ON 05.08.2020 AT 3:00 PM IN THE CHAMBER OF SPL. SECRETARY & PROJECT DIRECTOR, NDMA.**

A meeting on Strengthening of MPCS Utilization and Maintenance was held via Video Conferencing (Webex) on 05<sup>th</sup> August, 2020 at 3 PM under the Chairmanship of Dr. Pradeep Kumar, Spl. Secretary & Project Director, NDMA. The meeting was attended by Officials from NDMA, the World Bank, and the representatives of SPIUs in NCRMP (Phase I & II). List of participants is attached as Annexure-I.

2. The meeting started with a welcome note from the Spl. Secretary & Project Director, NDMA. Each SPIU under NCRMP Phase II made a presentation on the current status of progress on ensuring utilization of Shelters, including:

- (a) Status of MPCS construction (nos. tendered, awarded, under construction, completed, handed over).
- (b) Agencies to whom handing over has happened/ will happen and the process for handing over.
- (c) Status of CSMMC formation (Members of CSMMC, CSMMC formed, the process followed for formation).
- (d) Status of CSMMC registration and corpus fund.
- (e) Status of CSMMC orientation and capacity building (how is it done, how is the decision about usage of shelter made and documented, what are the topics of capacity building and how is it undertaken).
- (f) Status of CSMMC Guidelines.

The NCRMP Phase I States (AP & Odisha) made a presentation regarding their actions on CSMMC w.r.t. MPCS Utilization and Maintenance.

3. After deliberation involving views/ suggestions of participants, the following action plan/way forward was agreed to:

*I. SPIU-Goa*

- (i) The CSMMCs to be constituted for all MPCS at the earliest.
- (ii) SPIU to deploy a Social Specialist and frame the CSMMC guidelines, and share the same with PMU, NDMA/World Bank at the earliest. The matter to be discussed internally by SPIU, and the Social Specialist to be brought on-board.
- (iii) SPIU may bring the matter to the notice of Principal Secretary in Govt., In-Charge of the Project, as also the Chief Secretary, Govt. of Goa.



- (iv) The CSMMCs to be constituted for all MPCs, and CSMMC A/C to be maintained with Corpus Fund.

## *II. SPIU-Gujarat*

- (i) SPIU-Gujarat/GSDMA to share with PMU, NDMA/World Bank the draft guidelines and ByeLaws for CSMMC.
- (ii) The CSMMCs to be constituted for all MPCs, and CSMMC A/C to be maintained with Corpus Fund.

## *III. SPIU- Karnataka*

- (i) Tripartite agreement to be done between SPIU-Karnataka, Dy. Commissioner and Gram Panchayat.
- (ii) SPIU-Karnataka to share with PMU a Note on experience w.r.t. structure of shelter management committee in the State.

## *IV. SPIU-Kerala*

- (i) The ERTs to be trained under the On-line training initiated by the State and volunteers to be certified.
- (ii) Sustainability of the On-line training to be ensured. There should be tri-partite agreement for sustainable maintenance of MPCs with School Management/concerned Authorities.
- (iii) The CSMMC guidelines to be shared with NDMA, CSMMCs to be registered, and Corpus Fund to be transferred to respective DC Office and thereafter transfer of the fund to CSMMC A/C shall be ensured.
- (iv) It has been informed that out of total 14 MPCs, 7 MPCs will be in School premises and remaining on Revenue Deptt. land. Linkage between Schools/Revenue premises, usage of MPCs and responsibilities of ERTs to be well established.
- (v) Bye-Laws for CSMMC Society to be formed and CSMMC Guidelines should factor-in pandemic situation.

## *V. SPIU-Maharashtra*

- (i) Sizeable representation of women to be ensured in CSMMC.
- (ii) The CSMMCs to be constituted for all MPCs, and CSMMC A/C to be maintained with Corpus Fund.
- (iii) CSMMC guidelines/ByeLaws to be shared with NDMA



VI. SPIU-West Bengal

- (i) The CSMMCs to be constituted for all MPCs, and CSMMC A/C to be maintained with Corpus Fund.
- (ii) MPCs in West Bengal are observed to be so overly occupied for other community based activities that shelters may not be available for accommodating the evacuated vulnerable communities during disaster period. SPIU to have MoU/Agreement with the Authorities to whom the MPCs have been handed over in order to ensure sustainable use of shelters with regular maintenance.
- (iii) A case study to be done by SPIU-West Bengal on use of MPCs during COVID-19 and 'AMPHAN' cyclonic event, and a report to be shared with PMU, NDMA.
- (iv) SPIU-West Bengal to share a separate report on present use of MPCs in the State.
- (v) CSMMC guidelines/ByeLaws to be shared with NDMA.

VII. SPIU-Andhra Pradesh

- (i) The Report of ground study done by UNICEF on MPCs uses to be shared the State with PMU, NDMA/World Bank.
- (ii) State to keep PMU, NDMA updated the compliance status on Action Points related maintenance & management of MPCs through Fortnightly Report. (*NDMA Letter no. 536, dated 28<sup>th</sup> July 2020 refers*)
- (iii) State to share with PMU, NDMA the experience of COVID situation in the context of utilization of MPCs.
- (iv) State to ensure Certificate trainings on First Aid, Search & Rescue, etc.

VIII. SPIU-Odisha

- (i) The CSMMC A/C to be maintained with Corpus Fund.
- (ii) State to share updated report on fortnightly basis on management & maintenance of MPCs/CSMMC, Corpus Fund, Shelter Level equipment, and Capacity Building Programmes. (*NDMA Letter no. 537, dated 28<sup>th</sup> July 2020 refers*)
- (iii) State to fine tune the existing Guidelines for CSMMC, factoring-in the pandemic like COVID-19 situation.
- (iv) Audit to be carried out on shelter governance, i.e., maintenance & management of MPCs.

IX. General

- (i) NCRMP phase II States must ensure that the guidelines for Cyclone Shelter Management & Maintenance Committee (CSMMC) comply with the Hon'ble Prime Minister's 10-Point Agenda for Disaster Risk Reduction (*Point no. 3: Encourage*



*greater involvement and leadership of women in Disaster Risk Management*) and also with the Environmental & Social Management Framework (ESMF) of NCRMP Phase II regarding functioning of CSMMC in general and involvement of women in particular. (NDMA Letter no. 502, dated 16<sup>th</sup> July 2020 refers)

- (ii) **CSMMC Composition:** All States must ensure that the CSMMCs have adequate community representation, at least 50% members as women and adequate representation from marginalized groups.
- (iii) **CSMMC Formulation:** The formulation of CSMMC should be carried out through a process undertaken within the community, preferably the Gram Sabha, where all members of the village(s) are provided an orientation to the shelters, its physical features, the associated rights and responsibilities.
- (iv) **CSMMC Hand-holding:** SPIUs responsibilities towards the CSMMC should extend beyond formulation and orientation, and capacity building of ERTs/Task Forces.
  - (a) A series of CSMMC meetings should be facilitated by the SPIU, allowing the members to get accustomed to the process; building capacities for maintaining registers, day-to-day maintenance etc.; for allowing identification of additional capacity building needs; and meeting these requirements.
  - (b) SPIUs may consider getting on board a socio-technical support agency to facilitate this process, if needed.
- (v) **CSMMC Bye-laws:** These bye-laws offer an opportunity to empower 'community' members within the CSMMCs to oversee the maintenance and management of shelters. Given that most shelters have office bearers as the heads, it is seen that community representatives have limited say and even access to the shelters (in some cases, they don't even have the key to the shelters at all times!). In order to address this, the bye-laws could offer shadow powers to community level members of the CSMMCs in parallel to the office bearers.
- (vi) **Shelter Guidelines:** SPIUs are encouraged to have one composite Handbook for shelters with all relevant information included in it (ref. OSDMA handbook), including pictures of features of the shelter, list of equipment, roles and responsibilities of committees, guidance for maintenance, financial management process, bye-laws etc.
- (vii) **CSMMC Capacity Building:** Capacity Building should not be seen as a one-time or linear event. Systems have to be put in place such that CSMMCs can reach out to the custodian departments or DM Depts. with their contextual capacity building needs, including refresher courses. SPIUs should also put in place mechanisms within the



DM institutional framework for regular events/courses such as annual mock drills. Further, SPIUs to ensure training such as First Aid are certified courses.

- (viii) **Budget for maintenance:** There is provision of Corpus Fund allocated to each MPCS to be maintained in CSMMC A/C. The interest accrued, and the usage fee collected by virtue of utilization of MPCS buildings for various community services will be used for maintenance & management of MPCS. However, the interest alongwith usage fee amount so earned will not be sufficient enough for undertaking major repair, if required, in the MPCS buildings. Hence, it is crucial for the State to ensure additional budget allocation for maintenance of shelters before project closure, for example through inclusion of budget head in the Line Department/PWD budget.
- (ix) **COVID-related:** COVID/public health-related roles of CSMMCs and precautions for shelters can be developed and appended to the guidelines. Where shelters are being used as COVID isolation centres and CSMMCs are involved, SPIUs should consider orientation courses for the CSMMC members. New developments such as utilization of MPCS as COVID centre, etc. shall be invariably part of the CSMMC guidelines.
- (x) **Documentation:** All arrangements and agreements between departments, committees, stakeholders regarding management and maintenance of shelters should be formalized through MoUs before project closure. If the MPCSSs are located in school/other department premises and being utilized for school/their purposes, the SDMA or concerned Agency/Organisation should enter into an MoU with the Department on maintenance and other requirements. This includes the statutory standing of CSMMCs - needs to be legally recognized.
- (xi) **Community mobilization and capacity building under COVID:** Given COVID-related travel restrictions, pending actions for CSMMC mobilization will be impacted. However it is important that these be concluded to a significant extent before project closure. SPIUs should indicate to the PMU how they plan to undertake these, including through use of remote capacity building measures.
- (xii) All SPIUs to ensure transfer of Corpus Fund to CSMMC A/C at the earliest.
- (xiii) There should be Task Force specific to various activities related to MPCSS Utilization and Maintenance, Search & Rescue, First Aid, etc.
- (xiv) Draft Guidelines for CSMMC to be vetted by PMU/World Bank and comments to be shared with SPIUs for early finalization of the Guidelines.
- (xv) The CSMMC should function as a society under Society Act.



(xvi) All project States should involve PWD in maintenance & management of MPCs, for major repair & maintenance of larger critical structures. Necessary budget line entry in the budget of Line Deptt./PWD should be ensured.

4. The meeting ended with a note of thanks to the Chair and all the participants.



(Rajendra Piplonia)  
Project Manager  
NCRMP, NDMA



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Sl. No.	Name of Officials with Designation	Organisation
1	Sh. Samir Kumar Dy. Project Director, PMU	NDMA
2	Sh. Rajendra Piplonia Project Manager, PMU	NDMA
2	Dr. Sanjay K Sharma Env. Specialist, PMU	NDMA
3	Mr. Mehul Padharia Technical Specialist, PMU	NDMA
4	Mr. Anup Karanth Sr. DRM Specialist & TTL	The World Bank
5	Ms Neha Vyas Sr. Environment Specialist	The World Bank
6	Mr. Venkat Rao Bayana Sr. Social Specialist	The World Bank
7	Ms. Sheena Arora Consultant (DRM)	The World Bank
8	Sh. R B Ghanti Addl. Chief Engineer (WRD) & Project Manager	SPIU, Goa
9	Ms Anuradha Mall, IAS CEO, GSDMA	SPIU, Gujarat
10	Dr. A Kaushik, IAS Project Manager	SPIU, Kerala
11	Mr. Cyriac, KJ State Level Community Mobiliser	SPIU, Kerala
12	Dr. Rajkumar Pujari Project Manager	SPIU, Karnataka
13	Sh Abhay Yawalkar, IAS Director (DM) & Project Manager (NCRMP)	SPIU, Maharashtra
14	Sh. S Mukherjee Project Manager	SPIU, West Bengal
15	Sh K Kanna Babu, IAS Spl. Commissioner (DM) & Managing Director	APSDMA, Andhra Pradesh
16	Sh. Meghnath Behra	OSDMA, Odisha