

CONTINGENCY PLANNING WORKSHOP FOR ACHOLI SUB-REGION (7 districts)



**GULU
2-3 DECEMBER 2010**

Contingency planning workshop Acholi region, 2-3 December 2010

The workshop brought together the seven districts in Acholi, NGOs, Uganda Red Cross Society (URCS), UN agencies and OPM representative from Kampala to carry forward the contingency planning process in Acholi. 60 people attended the workshop, which included background on contingency planning, quality control mechanisms, internationally accepted (IASC) guidelines on the given interagency process, related actions already being carried out, lessons learned from the historical contingency planning process at district levels, analysis of the early warning indicators and inventory, and the first steps towards contingency plans based on hazards identified per district. Although four of the seven the districts had response plans prior to the workshop, no one had a contingency plan incorporated into their disaster preparedness and response plans. The workshop was organized by OPM and OCHA.

Objective:

The primary objective of the workshop was to bring together key disaster response actors from the government, UN agencies, URCS and NGOs operating in Acholi region to: a) review jointly the existin disaster preparedness and response plans/mechanisms in the seven districts of Acholi and to; b) identify how effectively the sectors and the DDMCs can support the coordination of emergency response actions.

In addition, the workshop would kick-start the common framework for the subsequent process to eventually lead to rapid development and completion of well-coordinated, operationally fit an quality-compliant contingency plans on district level. This included to analyze hazards and risks, build scenarios and develop planning assumptions, review overall management and coordination arrangements, formulate overall objectives, strategies and overarching principles and analyze gaps.

Overview:

The head of the OCHA sub-office in Gulu facilitated the workshop, while staff from OCHA in Gulu and Kampala provided additional support. The CAO of Gulu District opened the event before administrative issues and ground rules were presented. The districts were well represented, with two CAOs and three DCAOs being presented. Key department heads made up the rest of the district teams, while NGOs, URCS and UN agencies were present as resource people and direct participants whenever represented at a district level.

The OPM representative in the workshop made a presentation from the national emergency preparedness and response workshop held in Kampala earlier this year, while Stian Bergeland from OCHA in Kampala briefed the participants on the concept, rationale and process of a contingency plan.

Four districts made brief presentations on what preparedness and response mechanisms already exist in the different districts, before OCHA presented its lessons learned from recent emergencies in Uganda, as well as an analysis on how it perceived preparedness and response activities were currently carried out in the districts. The analysis showed that districts: 1) are heavily response-oriented with few or no actions related to contingency planning; 2) lack early warning indicators and list of potential partners in early warning systems (inventory of informants); 3) did not take into account specific corporate / organizational plans when developing sector plans (e.g. UNICEF for child protection in Kitgum or UNHCR for refugees related to the referendum in South Sudan); 4) three newly created districts do not have DPR plans.

Hazard maps of Acholi region were presented as reference material for the group work, during which the districts were requested to initiate work on the contingency planning by identifying hazards and developing the context. The contingency planning template was presented in details, to be used for the group work and for the common deep understanding of the outline for the actual production of the contingency plans..

The workshop was closed by OPM.

Logistics:

The workshop was realized as a collaboration between OPM and OCHA. OPM provided financial resources to cover per diem and fuel for the districts that traveled to Gulu. OCHA covered the venue and was responsible for the agenda and the organization of the workshop.

Outcome:

In groups divided by districts the participants agreed on which hazards to work on, identified risks and developed main scenarios. Together with feedback from the participants and the facilitator on focus, relevance, quality and the importance to quantify in the scenarios, this formed a basis for the districts to continue the contingency planning process when returning to their location of work.

The participants agreed the workshop had met the set objectives. A timeline and a precise action plan for submission of the contingency plans was agreed upon. A precise action plan was agreed after the meeting (annex III).

Conclusions:

- Draft contingency plans submitted by CAOs before 20 December to OCHA and OPM
- The districts will organize themselves internally in order to meet the submission deadline (Dec 15 an interim deadline for the district planners to submit draft versions to the CAOs)

- OCHA will be consulted bilaterally as needed for technical support or if maps or other materials are required during the process of elaborations.
- The final versions of the contingency plans per district, after consulting the CAOs and OPM, are expected by the 1st week of January 2011, for the formal validation by the district DDMCs.

Annex I: Agenda

	Session	Facilitators	Time
	DAY ONE: Dec 02, 2010		
Morning	<ul style="list-style-type: none"> • Arrival and registration of participants (actual arrival from other districts a day before, on Dec 01). • Welcoming remarks and opening of the workshop • Introduction of the workshop objectives • Revision of workshop agenda • Workshop administration and ground rules • A snapshot on recommendations of National Emergency Preparedness and Response Workshop (and national policy?) • Contingency planning process framework presentation (the “what, why, how” of contingency planning and IASC guidelines / theory) • Presentation of existing SOPs per district and discussion on lessons learned in the SOP development process; analysis and review of insight of SOPs, including management and coordination arrangements • Lessons learned from the most recent emergencies (across Acholi) 	<p>OCHA OPM / CAO Gulu</p> <p>OCHA Kampala / Gulu</p> <p>OPM</p> <p>OCHA Kampala</p> <p>District Planner(s) OPM / CAOs</p> <p>CAOs / OCHA</p>	<ul style="list-style-type: none"> • 0830-0930 • 0930-0950 • 0950-1010 • 1010-1020 • 1020-1030 • 1030-1120 • 1120-1150 • 1150-1230 • 1230-1300
	Lunch Break		<ul style="list-style-type: none"> • 1300-1400

Afternoon	<ul style="list-style-type: none"> • Presentation/ discussions on risks and vulnerability, hazard and risk analysis (theory / framework), including the most context-specific issues (practice: land disputes, bordering security, capacity needs of the sectors' officials, resource / accountability) • Presentation of Acholi hazard and vulnerability profiles 	<p>OCHA / Others?</p> <p>OCHA / OPM</p>	<ul style="list-style-type: none"> • 1400-1530 • 1530-1700
DAY TWO, Dec 03, 2010			
Morning	<ul style="list-style-type: none"> • Group Work 1: Individual districts discussions on draft contingency plans based on guidelines and standard operating procedures, listing and ranking of risks, definition of vulnerable categories, scenario building and planning assumptions • Plenary Group Work 1: Presentation of findings • Group Work 2: District based: Reassessment of existing capacity and structures, discussions on next steps to finalize district Contingency Plans: Tasks, roles, timeline, responsibilities, and accountability mechanisms • Plenary Group Work 2: Presentation of district strategies, operational approaches for finalization of respective contingency plans (way forward, timeline for completion of district contingency plans, coordination / information flow, roles & responsibilities) • Round up: analysis of achievements vs objectives, identification of the common way forward and timelines, closure. 	<p>OCHA / Participants</p> <p>OCHA / Participants</p> <p>OPM / OCHA</p>	<ul style="list-style-type: none"> • 0830-0930 • 0930-1000 • 1000-1130 • 1130-1230 • 1230-1300

Annex II: Participants list

Name	Dept/title	Tel	E-mail
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OPM

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NGOs, UN, URCS

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ANNEX III: Agreed action plan

Action Plan

On responsibilities / tasks and timelines

for completing the Contingency Plans
at 7 Districts of Acholi Sub-Region

During the Acholi sub-regional Contingency Planning Workshop, the forum has reviewed the management and coordination arrangements in order to produce timely, relevant and quality contingency plans per districts¹.

Below is the summary Action Plan on responsibilities, tasks and timelines to complete the contingency planning for Acholi.

1. The present officials at district level (district planner, district health officer, education officer, agriculture / production officer, water officer, community development officer) will complete the task of reassessment of existing capacity and structures (skipped agenda of the Contingency Planning Workshop)– by **Dec 15, 2010**.
2. The mentioned officials will review guidelines and standard operating procedures and the entire theory framework provided during the workshop along with simulation exercises / group work and facilitation information, in order to produce actual contingency plans per format provided to them (soft copies) in a close collaboration with humanitarian / development partners in the districts, between the technical departments and under coordination leadership of the district planners – by **Dec 15, 2010**. Along the process, a bilateral contacts with OCHA for technical consultancy / support is encouraged (contact information shared). OCHA Acholi will implement a close follow-up since Dec 07 in order to maintain the sense of responsibility.
3. The Districts CAOs will receive the 1st drafts of the Contingency Plans from the District Planners per district by **Dec 15, 2010**.
4. The Districts CAOs will review and suggest modifications to the planners, and will submit the pre-final Contingency Plans to UNOCHA Acholi, copying OPM representative in Kampala (suggested for increased sense of accountability) by **Dec 20, 2010**. Along the process, bilateral contacts with OCHA for technical consultancy / support are encouraged at any level (district officials, planners, CAOs), contact information shared.
5. UNOCHA Acholi will analyze the submitted Contingency Plans for quality compliance, accordance to the checklists and format, draft hard and soft copy presentations made during the workshop, as well as applicability and transitory provisions (frequency of updates, information flow / coordination mechanisms, approval mechanisms) and consult the District CAOs on improvement. Consultancy with OCHA Kampala is envisaged for the same timeframe (till **Jan 04, 2011**).
6. The final Contingency Plans per district (signed off by UNOCHA Kampala) will be submitted back to CAOs by **Jan 04, 2011**, for the formal approval by DDMCs.

¹ This analysis has also touched base on usage of the lower coordination levels (sub-county and parish officials to report and work with district planners on the format provided).