

***Developing National Disaster Risk Reduction Policy &  
Strategic Action Plan: 2017-2030***



**Role and Responsibility of Thematic  
Working group, Thematic Facilitator  
and National Thematic coordinator**

***Presentation in  
NDRR Policy and Strategic Action Plan Management  
Committee Meeting***

***6 April, 2017***

***MOHA***

# Thematic Working Groups (TWGs)

- 1. Productive:** Agriculture, Food security and livelihood  
Ministry of Agriculture Development (**lead**), Ministry of Industry (**co-lead**)
- 2. Social:** Education, Health, Nutrition, Water Supply, Sanitation and Hygiene, Ministry of Education (**lead**), Ministry of Health (**co-lead**)
- 3. Infrastructure:** Urban, Transportation, Irrigation, Infrastructure, Housing, Natural and Cultural Heritage  
Ministry of Urban Development (**lead**), Ministry of Irrigation and Ministry of Culture, Tourism, & Civil Aviation (**co-lead**)

# Thematic Working Groups (TWGs)

## 4. Environment and Natural Resources:

Land use, Energy, Forest & Soil Conservation and Climate/weather, Ministry of Federal Affairs and Local Development (lead), Ministry of Forest & Soil Conservation and Ministry of Population & Environment (co-leads)

## 5. Cross-cutting: Gender issues, Social Inclusion, Governance, Disability, Children, Senior Citizen

National Planning Commission (lead), Ministry of Women, Children and Social Welfare (co-lead)

## 6. Preparedness, Response, Recovery

and Communication - Ministry of Home Affairs (lead), Ministry of Federal Affairs and Local Development (co-lead)

# The Thematic Working Group (TWG) will have the following scope of the works:

- Joint Secretary of the lead ministry will chair the TWG and joint secretary can assign under-secretary to perform his future responsibilities on behalf of him.
- The working committee will decide **other members** to be included in the TWG in consultation with thematic lead and co-lead.
- TWG will identify the DRR policies related to the sector to be included in the National DRR policy.
- TWG will identify each sector related priority strategic actions, activities, targets and indicators based on SFDRR four priority for actions, seven targets and 13 guiding principles to be included in the National DRR Policy and Strategic Action Plan. Asian DRR framework will also be considered.

# The Thematic Working Group (TWG) will have the following scope .....

- TWG will meet at least 3 times a month for discussion. TWG will complete the assignment within two months.
- TWG will communicate/report to the working committee about the progress through coordinator/facilitator. Thematic facilitator will support convening meetings, facilitation discussions, preparing minutes and drafting report.
- TWG will prepare a sector specific report as input to National DRR Policy and Strategic Action Plan and will submit to the working committee.
- TWG will perform any other works related to the development of National DRR Policy and Strategic Action Plan assigned by the working committee.
- TWG could be dissolved by the working committee after receiving the report

# The roles and responsibilities of national thematic Facilitator

- National thematic facilitator will work closely with the thematic coordinator to harmonize the product as required in government format.
- Assist the lead and co-lead in organizing the thematic technical process and meetings (invitation to the members, preparation of minutes, follow up, venue, date/time and others).
  - Support facilitating TWG discussions with guiding questions, generate common understanding among the group about the key thematic issues, existing efforts and future priorities.

# The roles and responsibilities of national thematic facilitator

- Consolidate the thematic priorities into a report with mid-/long-term realistic targets that covers all sectors/sub-sectors within the thematic group in consultation with thematic lead & co-lead. Thematic report should be in both Nepali and English.
- Support revising and improving the thematic report as required in consultation with working committee, PAC and national thematic coordinator
- Communicate with working committee, UNDP, PAC and thematic coordinator about the progress of the thematic group. (including preparation of the presentation)
- Any other necessary works assigned by Thematic Leader, Co-Leader and Working Committee.

# The roles and responsibilities of national thematic coordinator

## Key Responsibilities:

- Work with PAC team and TWG lead/co-lead to transform the thematic reports/inputs **into government policy format**, and develop a) National DRR Policy and b) Strategic Action Plan in the government policy format in Nepali.
- **Support the Working Committee to finalize the document**, prepare presentations for the chair of WC to be shared in high level government discussions required for the approval process.
- Support updating the documents based on feedback received from **higher-level discussions**.



# The roles and responsibilities of national thematic coordinator

- Work closely with WC and PAC team in setting the agenda, key questions and **facilitating the group exercise in national and sub-national level workshops** to get the expected inputs to the documents.
- Communicate with WC, UNDP and PAC during the entire process.
- **Report UNDP on weekly basis about the progress in policy formulation and approval.**
- **Ensure consistency and sectoral coherence in TWG reports and final documents.**
- Collect feedback from TWG, discuss and present to WC for decision as required.
- Any other necessary works assigned by Working Committee.

*Thank You All*