PAPU/AC/SC/02/2022 – Doc No.3

STRATEGY COMMITTEE (SC)

4th-6th July 2022 Democratic Republic of Congo (DRC)

DISASTER RISK MANAGEMENT (DRM) WORKING GROUP VIRTUAL MEETING REPORT

1. Subject Disaster Risk Management Working Group (DRM) Report	**References/Paragraphs** Report of the Strategy Committee (SC) meeting held from 15th to 17th March 2022
2. Decision Expected • Adopt the Working Group Report; • Approve the Action Plan for the Working Group; • Consider Recommendations of the Working Group.	

1.0 INTRODUCTION

Following the establishment of the Disaster Risk Management Working Group (DRM) by the Strategy Committee during its meeting which was held from 15th to 17th March, 2022, the Working Group held its inaugural meeting virtually on 3rd June 2022. During Working Group meeting, issues on the agenda were discussed and deliberated on as indicated below:

2.0 THE MAIN ISSUES TABLED AND DISCUSSED

The following salient issues were deliberated during the meeting:

- Terms of Reference of the Working Group;
- Consideration and adoption of the Working Group Action Plan;
- Development of the DRM Model Framework for PAPU Member States

3.0 REPORT SUBMISSION

The detailed report for the meeting of the Working Group is annexed herewith.

4.0 DECISIONS EXPECTED

The report is submitted for the Committee to:

- Adopt the Report;
- Approve the Action Plan of the Working Group;
- Consider Recommendations of the Working Group.

PAPU/AC/SC/02/2022 – Doc No.3 ANNEX A
STRATEGY COMMITTEE (SC)

DISASTER RISK MANAGEMENT (DRM) WORKING GROUP VIRTUAL MEETING REPORT

3RD JUNE 2022

1.0 INTRODUCTION

The Disaster Risk Management Working Group (DRM) meeting was held virtually on 3rd June 2022 from 08:00 hours to 11:00 hours GMT.

2.0 REMARKS

2.1 Welcome remarks by the Chairperson

The Chairperson, Mr. Mogale Maenetja, the Risk and Compliance Specialist (Senior Manager Risk and Compliance) at the Independent Communications Authority of South Africa (ICASA), called the meeting to order and commenced the deliberations for the day at 08:20 hrs. (GMT) and welcomed all participants to the meeting. He called upon participants to be free and contribute positively to the deliberations during the meeting, which is critical in managing risks that are not foreseeable.

2.2 Opening Remarks by the PAPU Secretary General

The Secretary General, Mr. Sifundo Chief Moyo expressed profound gratitude to South Africa for chairing the Disaster Risk Management (DRM) Working Group. He shared that the genesis of the Working Group is an offshoot of the deliberations of the Strategy Committee Meeting held from 15th-17th March, 2022, and what is expected of the Group going forward. Furthermore, he pledged that the General Secretariat would give all the necessary support to the work of the Group for its successful execution of its mandate.

3.0 CONFIRMATION OF BUREAU

The Working Group Bureau was confirmed as follows:

- Chairperson: South Africa;
- 1st Vice Chairperson: Mozambique;
- 2nd Vice Chairperson: Madagascar;

- Rapporteur : TBA;
- Secretariat : PAPU General Secretariat.

The positions of Rapporteurs (2) remained vacant. An invitation was extended for the Member States to volunteer to serve in these positions taking into account linguistic, geographical, and gender balance.

4.0 Participation

4.1 Member States

Twenty-four (24) Member States participated in the meeting as follows: Benin, Burkina Faso, Burundi, Cameroon, Chad, Congo Rep, Congo DR, Côte d'Ivoire, Egypt, Equatorial Guinea, Eswatini, Kenya, Libya, Madagascar, Malawi, Mali, Mozambique, Niger, Nigeria, Sierra Leone, South Africa, Tanzania, Uganda, and Zambia

4.2 Partners

The West African Postal Conference (WAPCO) was also in attendance.

4.3 General Secretariat

The PAPU Secretary General, Mr. Sifundo Chief Moyo, and the Assistant Secretary General, Mrs. Jessica Hope Ssengooba and the PAPU Team were also in attendance.

The detailed list of participants is attached to the report as **Annex 1.**

5.0 ADOPTION OF THE AGENDA

The General Secretariat presented the Draft Agenda, which was adopted as presented. The adopted Agenda is attached to this report as **Annex 2**

6.0 RECAP OF THE TERMS OF REFERENCE (ToRs) FOR THE WORKING GROUP

The General Secretariat presented the Terms of Reference (ToRs) for the Working Group under **PAPU/SC/DRM/01/2022- Doc No.2.** The ToRs, which the Strategy Committee approved at its inaugural meeting held virtually from 15th to 17th March 2022, were presented to the Working Group for noting, consideration and guidance.

The ToRs are attached to this report as **Annex 3.**

7.0 CONSIDERATION AND ADOPTION OF WORKING GROUP ACTION PLAN

A draft action plan for the Working Group for the period 2022-2025 was presented by the General Secretariat vide document **PAPU/SC/DRM/01/2022 - Doc No.3.**

The Working Group adopted the draft action plan with a comment that on Recovery Interventions and Mechanisms, a Post Disaster Needs Assessment (PDNA) framework to inform recovery and resilience interventions in line with international best practices should be developed as early as possible. The Chairman offered to guide the Secretariat on crafting it.

The action plan is attached to this report as **Annex 4** for approval by the Strategy Committee.

8.0 DEVELOPMENT OF THE DISASTER RISK MANAGEMENT FRAMEWORK

Two Member States namely, Malawi and Mozambique, were tasked to lead the development of The Disaster Risk Management Framework. The two Members shared on how they will effectively execute the task and their presentation had the following significant highlights:

8.1 Mission, Goal and Objectives

8.1.1 The **Mission** of the Framework is for:

- Prevention
- Preparedness
- Response and recovery; its **goal** is to ensure a balance between the reduction of risk and the enhancement of postal operations resilience.

8.1.2 The **Objective** of the Framework will be to ensure:

- Effective response and
- Recovery capabilities for designated postal operators in the PAPU Member States will enable them to deal with the effects of any disaster.

8.2 Outcomes of DRM Framework

The DRM framework will assist the PAPU Member States in the following ways:

- Identify potential disaster risks and manage actual ones;
- Reduce the number of disaster-related risks;
- Identify policies, responsibilities, and procedures to protect staff and customers as well as effectively manage disasters;
- Promote understanding of disaster response program for staff for the PAPU Member States through training sessions;
- Establish operational concepts and procedures associated with responses to emergencies.

8.3 Way Forward

8.3.1 The finalized Model Framework will be submitted to the Strategy Committee (SC) at its meeting in July 2022 in DRC for adoption before approval by the 40th Ordinary Session of the PAPU Administrative Council;

8.3.2 The approved document will be disseminated to the PAPU Member States for adaptation and application or deployment;

8.3.3 The Working Group will then have to monitor and evaluate implementation.

8.3.4 The Working Group appreciated the Presentations and directed that the draft Framework be submitted to the Chairman and all the Members by 15th June 2022.

9.0 PAPU RISK MANAGEMENT MATRIX

9.1 The Secretariat presented **PAPU/SC/DRM/01/2022 - Doc No.3,** which highlighted the following main issues:

- **Risk assessment** - The general process or method of identifying risk factors and hazards that can cause harm, especially to people and the business;
- **Risk Matrix - A risk assessment matrix is a tool that shows the possible risks affecting a business.**
  Risk factors in the post - a list of risks the post may face. These could be economical, natural, etc.

9.2 The main objective of this paper was to assist the countries, namely Malawi and Mozambique, with some tools to undertake risk management analysis so that the outcomes of the deliberations could be integrated into the Framework under development.

9.3 While the Working group adopted the document in principle, the following observations were made:

- **The risk should be reduced to a risk register;**
- **The 5X5 model (the Risk Matrix) to be adopted and incorporated into the Disaster Risk Framework;**
- **The Risk Register should not be deemed to be all exhaustive, i.e., and it should be flexible to additions in case of emerging risks;**
- **The model risk register should be shared to all members for use etc**.

10.0 DISASTER RESPONSES: COUNTRY EXPERIENCE SHARING

10.1 South Africa's Experience

South Africa Post Office (SAPO) made a presentation on their experience, especially as far as the recent floods in KwaZulu-Natal Province in May 2022 were concerned. In the presentation, the Chairman, Mr. Mogale Maenetja, highlighted the following main issues:

- **Primary Risk Concern** - inadequate response to climate change which was not anticipated to quickly happen as well as severe drought in the Eastern Cape;
- **Impact of Floods in KwaZulu-Natal;**
  - The flooding has disrupted fuel and food supplies;
  - Areas located close to rivers and waterways – particularly informal settlements – were severely affected, and many dwellings were swept away;
  - Nearly 4,000 homes have been destroyed, and over 8,300 homes have been partially damaged;
  - It is estimated that these floods have displaced more than 40,000 people
  - This is a humanitarian disaster that calls for a massive and urgent relief effort;
  - Thousands of people's lives, health, and well-being are still at risk. The floods have caused significant economic and social damage;
  - The Port of Durban – one of the largest and busiest shipping terminals on the continent and vital to our country's economy – has been severely affected.
- **Damage to Post Offices**
  - 13 Buildings were severely affected by the floods.
  - Furniture and carpets in including boardroom and training room are severely damaged.
  - Floors and roofs in the operational sorting areas were severely affected/roofs were damaged during the floods.
  - Offices had to close due to unsafe working conditions, i.e., a contravention to the OHSA Act.
  - Water shortages and power cuts hindered operational and financial processes.
  - There were staff shortages due to inaccessible roads.

- **Mitigating factors implemented by the Disaster Management Centre in South Africa**

a) To ensure an effective response to these tragic events, the following interventions, to mention a few, were made by the Disaster Management in South Africa:

  - Classified the flooding as a provincial disaster;
  - This was followed by the declaration of the Premier of KwaZulu-Natal to invoke extraordinary measures to deal with the situation;
  - However, given the extent and impact of the floods, the designation of a provincial state of disaster was inadequate to deal with the scale of the emergency and the required reconstruction and rehabilitation measures and responses;
  - As a result of the above, the South African Cabinet declared a national state of disaster; This was to ensure an effective response across all spheres of government to the extreme weather events that have occurred in several parts of the country.

The Secretary General thanked South Africa for their presentation and encouraged the Working Group to adopt some of the pertinent issues raised by South Africa for the Disaster Risk Management in Africa.

10.2 Experience of Madagascar

10.2.1 Madagascar made a presentation on their Disaster and Risk Management experience. The main thrust of the presentation was on the following areas:

- The general context of Madagascar as a country;
- Risk analysis categorized as low and high risk;
- Strategies adopted are in 5 phases, namely, prevention, preparedness, intervention, recovery, and mitigation;
- DRM Action Planning comes with overall objectives, specific objectives, activities, Indicators, expected results, and a schedule of achievement.

10.2.2 After the two presentations, the participants made the following comments :

- Disasters can destroy property;
- No one can completely prevent them, but they can at least be minimized;
- During disasters, make sure that life is not lost by engaging in quick response;
- PAPU General Secretariat is collaborating with Japan to support the Member States in need.

All presentations are on the PAPU website: www.upap-papu.africa

11.0 RECOMMENDATIONS

a) To come up with the Model DRM Model Framework;

b) Member States need to benchmark on each other's experience even though they have different geographical and geological conditions;

c) The Chairman to assist the Team that is working on the Model DRM Framework.

12.0 DATE AND VENUE OF NEXT MEETING

The General Secretariat informed the meeting that the date and venue of the Working Group's next meeting would be communicated once consultations are done.

The Chairperson of the Working Group is expected to present the report of the Group to the Strategy Committee Meeting to be held from 4th to 6th July 2022 in Kinshasa, Democratic Republic of Congo (DRC).

13.0 ANY OTHER BUSINESS

The Chairman implored participants to forward critical issues to the Secretariat for inclusion under this agenda item.

The Secretary General appreciated the Chairman for the wonderful way he guided the work of the Meeting. He then requested the 1st and 2nd Vice Chairpersons, through the Chair, to make interventions as members of the Bureau of the Working Group. Accordingly, the duo took turns to thank the Chairman for ably steering the work of the Group this far. Their messages converged on the fact that the meeting was insightful and provided a solid platform for the Member States to find common ground for mitigating risks despite geographical and geological differences, among others.

14.0 ADOPTION OF THE REPORT OF WORKING GROUP

The Secretariat informed the meeting that the report of the meeting will be prepared and sent to the Chairperson for her approval before circulation.

However, the secretary presented a verbal summary highlighting what was deliberated during the meeting which was accepted.

15.0 CLOSING

The Chairperson thanked everyone and closed the meeting at 13:38 hours (GMT)

LIST OF PARTICIPANTS Annex 1

DISASTER RISK MANAGEMENT (DRM) WORKING GROUP VIRTUAL MEETING
3RD JUNE 2022

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Annex 2

DISASTER RISK MANAGEMENT WORKING GROUP (DRM)

AGENDA

BUREAU

CHAIR: **SOUTH AFRICA**

1st VICE CHAIR: **MOZAMBIQUE**

2nd VICE CHAIR: **MADAGASCAR**

RAPPORTEUR: **VACANT**

SECRETARIAT: **GENERAL SECRETARIAT**

S/N	Agenda Item	Responsible
1.	Opening Remarks by Chairperson	Chairperson
2.	Confirmation of Bureau	General Secretariat
3.	Adoption of Agenda **PAPU/SC/DRM/01/2022 - Doc No.1**	Chairperson/All
4.	Terms of Reference of the Working Group recap **PAPU/SC/DRM/01/2022 - Doc No.2**	General Secretariat
5.	Consideration and adoption of the Working Group Action Plan **PAPU/SC/DRM/01/2022 - Doc No.3**	General Secretariat/All
6.	Development of a Disaster Risk Management Framework	Malawi, Mozambique
7.	PAPU Risk Matrix	General Secretariat

	PAPU/SC/DRM/01/2022 - Doc No.4	
8.	Disaster Responses Country Experiences	Presentation by • South Africa • Madagascar
9.	Date and Venue of the next meeting	Working Group
10.	Any Other Business	Working Group
11.	Adoption of the report of Working Group • Summary of deliberations	Working Group
12.	Closing	Working Group

Annex 3

DISASTER RISK MANAGEMENT (DRM) WORKING GROUP 2022-2025

TERMS OF REFERENCE (ToRS)

The Terms of Reference for the Working Group on Disaster Risk Management are as below:

i. Monitor, review and advise Member States via the General Secretariat, on the identified principal and emerging risks the Union is facing and the recommended risk management strategies;
ii. Receive assessments on external sources of risk arising from the economy, cyber security, political climate, geological factors etc.;
iii. Guide on the development of model risk management frameworks, policies and strategies for Member States' adoption and implementation;
iv. Consider periodic risk assessment reports and recommendations and submitting them to the Committee;
v. Guide on the development of a monitoring and evaluation framework for tracking of postal organizations' response to risks;
vi. Recommend and guide on the organization of capacity building sessions and workshops for knowledge sharing on Disaster Risk Management;
vii. Develop Post Disaster Needs Assessment (PDNA) initiatives to inform recovery and resilience interventions in line with international best practices;
viii. Guide Member States on partnership coordination for disaster response and recovery interventions as well as mutual accountability for collective outcomes;
ix. Guide Member States in ensuring inclusive resilient recovery and reconstruction implementation process by strengthening their Disaster Risk Management (DRM);
x. Monitor and review the effectiveness of the Union's Disaster Risk Management Strategies;
xi. Ensure that Information Management Systems (IMS) for disaster response, early recovery, and recovery are readily available etc.

Annex 4

DISASTER AND RISK MANAGEMENT WORKING GROUP ACTION PLAN FOR THE PERIOD 2022-2025

S/N	SUBJECT MATTER	MILESTONE	OBJECTIVE	PERIOD	KEY PERFORMANCE INDICATOR (KPI)	RESPONSIBLE
1.	Risk Identification	i. Monitor, review and advise Member States via the General Secretariat, on the identified principal and emerging risks the Member States face and the recommended risk management strategies;	Identify emerging risks and provide recommendations	Q 3 2022	Risk Assessment Reports prepared	Working Group Experts/ Secretariat
		ii. Receive assessments on external sources of risk arising from the economy, cyber security, political climate, geological factors etc	Identify emerging external risks	Q 4 2022	Risk Assessment reports prepared	Working Group Experts/ Secretariat
		iii. Consider periodic risk assessment reports and recommendations and submit them to the Committee;	Compile risk assessment reports and identify areas requiring modifications	BI-Annually	Risk Assessment reports with recommendations compiled	Working Group Experts
2.	Risk Management Framework	iv. Guide on the development of model risk management frameworks, policies and strategies for Member States' adoption and implementation	Develop unified model disaster risk management framework in collaboration with the UPU	Q 4 2022	Risk management framework developed	Working Group/ Secretariat
		v. Guide Member States in ensuring	Strengthen Disaster Risk	Q 2 2023	Develop an	Working Group/

		inclusive resilient recovery and reconstruction implementation process by strengthening their Disaster Risk Management (DRM);	Management Framework to ensure inclusiveness		inclusive regional guide for DRM	Secretariat/ Member States
3.	Knowledge management and sharing	vi. Recommend and guide on the organization of capacity building sessions and workshops for knowledge sharing on Disaster and Risk Management;	Sensitize stakeholders on disaster and risk management	Q 2 2023	Number of workshops held	Working Group/ Secretariat
4.	Monitoring and Evaluation	vii. Guide on the development of a monitoring and evaluation framework for tracking of postal organizations' response to risks	Develop an M&E framework for tracking responses to risks	Q 3 2024	Monitoring and evaluation framework development	Working Group Experts/ Secretariat
		viii. Monitor and review the effectiveness of the Member States' Disaster Risk Management Strategies;	Monitor & evaluate the Unions Disaster Risk Management Strategies	Q 4 2024	Periodic Monitoring Reports	Working Group Experts/ Secretariat

5.	Recovery Interventions and Mechanisms	ix. Develop Post Disaster Needs Assessment (PDNA) initiatives to inform recovery and resilience interventions in line with international best practices	Develop PDNA framework for conducting post disaster needs assessments	Q 3 2023	Completed PDNA framework	Working Group/ Secretariat/Member States
		x. Guide Member States on partnership coordination for disaster response and recovery interventions as well as mutual accountability for collective outcomes;	Strengthen unified initiatives for disaster response and recovery	Q 3 2023	Develop regional guide and send to Member States	Working Group/ Secretariat/ Member States
		xi. Ensure that Information Management Systems (IMS) including Data protection and Cyber security for disaster response, early recovery, and recovery are readily available etc.	Support the implementation and functionality of Information Management Systems for disaster response and early recovery	Bi Annually	Identify best practices and share with Member States	Working Group/ Secretariat