



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR HUMANITARIAN AID - ECHO

SINGLE FORM FOR HUMANITARIAN AID ACTIONS¹

1. GENERAL INFORMATION

- 1.1 Name of Humanitarian Organisation/Country of registration:** The Netherlands Red Cross, The Hague, Netherlands
- 1.2 Title of the Action:** Enhancing the capacities to cope with the threat of floods in the most vulnerable communities of Champerico y Retalhuleu, Guatemala
- 1.3 Area of intervention (country, region, localities):** The project will be carried out in the municipalities of Retalhuleu and Champerico, both in the department of Retalhuleu, Guatemala, Central America.

7 rural communities in the municipality of Retalhuleu

- Las Pilas II
- Nueva Candelaria
- San José la Gloria I
- Aldea La Barrita
- Aldea Tres Cruces
- Chicales
- Jesús La Bomba

14 rural, urban and semi-urban communities in the municipality of Champerico

- Aldea Santiago Agrícola
- Aldea El Rosario
- Aldea Granada
- Parcelamiento El Rosario
- El Refugio
- Pueblo Nuevo La Felicidad
- Barrio El Guayacán
- La Limonada
- Aldea La Gomera
- Las Maduras
- Col. 20 de Octubre
- Aldea El Chico
- Nueva Olga María Cuchupán
- Aldea El Río

- 1.4 Start date of the Action:** October 15, 2008
- 1.5 Duration of the Action in months:** 15 months
- 1.6 Start date for eligibility of expenditure:** September 15, 2008. We hope to have a brief period before the start date in order to set up the office and contract personnel that have not yet been contracted. There will also be a process of induction for all members of the project team.
- Recruitment of administrator, driver and local coordinator of the project.
 - Opening of accounts in the field.
 - Installation and adjustment of office, for workspaces.
 - Installation of telephone services, internet.
 - Purchase of furniture and office equipment.
 - Call, selection and recruitment of staff, not yet hired.
 - Induction on the project of technical staff and volunteers of Red Cross.

¹At proposal stage fill the numbered paragraphs, except those which start with [INT] (to be filled in at intermediate report stage) or with [FIN] (to be filled in at final report stage). At intermediate and final report stage, modify only key data in the numbered paragraphs (using strikethrough).

1.7 Requested funding modalities for this agreement

- 100% financing ☐
 Co-financing ☒
 Multi-donor (for International Organisations) ☐
 In case of 100% financing: justify the request

1.8 Urgent action Yes ☐ No ☒

- If yes: ECHO Primary emergency decision ☐
 ECHO Emergency decision ☐
 Other ECHO decision ☒ Please justify: DIPECHO VI

1.9 Control mechanism to be applied: A ☐ P ☒

1.10 Proposal and reports

- | | | |
|------------------------------|-------------------------------------|------------------|
| Initial proposal | <input type="checkbox"/> | date: 30-04-2008 |
| Revised proposal N° 3 | <input checked="" type="checkbox"/> | date: 05-09-2008 |
| ECHO reference A/ 08.6143... | <input checked="" type="checkbox"/> | date: 26-09-2008 |
| Intermediate report | <input checked="" type="checkbox"/> | date: 15-06-2009 |
| Final report | <input checked="" type="checkbox"/> | date: 28-05-2010 |

1.11 [INT] List the supplementary agreements and exchange of letters after signature of the Agreement up to intermediate report stage

Exchange of Letters.

- From the European Commission: Amendment N° 1: Submission of Reports; Reference: ECHO.A.3/MUF/arD(2009);
- From The Nederland Red Cross: Amendment N° 1: Submission of Reports; Reference: IHUIT/2009/1297/TH-ga

1.12 [FIN] List the supplementary agreements and exchange of letters after submission of the Intermediate report up to final report stage

- Letter received from the European Commission: Amendment n° 2: Supplementary Agreement. Referencia D322713

2. NEEDS ASSESSMENT

2.1 Date(s) of assessment; methodology and sources of information used; organisation/person(s) responsible for the assessment

The community needs assessment took place in the month of February 2008

The main method for data collection consisted of the collection of primary data in the communities through structured and semi-structured interviews with members of the COCODES, teaches and school directors, personnel of the Health Centres, municipal mayors or Alcaldes, and the personal of Municipal Planning Offices. Data were verified through visual observation and the analysis of secondary information, institutional statistics, departmental plans, and census. These documents include:

1. Ovando Jurado, Raúl Eduardo. 2007. Consulta Nacional Sobre Prioridades DIPECHO – Documento de Pais. Guatemala
2. SEGEPLAN. 2002. Mapas de pobreza y desigualdad de Guatemala. Guatemala.

3. Watkins, Kevin. 2007. Human Development Report 2007/2008. Fighting Climate Change: Human Solidarity in a Divided World. UNDP
4. Emergency Response Plan of Retalhuleu

The needs assessment was carried out by the Guatemalan Red Cross in four municipalities of two departments - Suchitipequez and Retalhuleu – with the technical and financial support of the Netherlands, Norwegian and Spanish Red Crosses. The initial choice for these two departments was based on discussions with the Guatemalan Red Cross, CONRED, and the analysis of the “Country Document” provided by CONRED, which maps the type, level, and location of natural hazards throughout the country. The final decision to present the proposal for the Department of Retalhuleu was based on the results of the needs assessments, which showed the region to be highly vulnerable to floods, and was agreed upon by all partners.

2.2 Problem statement and stakeholder analysis

Regarding the monitoring of the rivers Samalá, Bolas and Rosario:

The project has established as stakeholders a Technician of the San-Sam Project (Santaguito Volcano Project Río Samalá); a Departmental Delegate of Se-Conred (Codred), the Volunteer Network of the Codred, where radios are located (upstream from the communities of influence); Technical Observation Centre Santiaguito, located at the Finca El Faro, El Palmar, Quetzaltenango, where they monitor all activity of the Santiaguito volcano, as well as the weather conditions.

In terms of coordination for training, according to the target group:

Liaison of Se-Conred, Departmental Delegate of Se-Conred (Codred), for the development of plans and formats officials; Volunteer Firefighters of Retalhuleu, for response; Directors of Health Centers and the Director of the Hospital of Retalhuleu, for health in emergency and the Biannual "Secure Hospital" Campaign of the EIRD; Technical and Administrative Coordination (CTA) of the Ministry of Education for the work with schools; Reference Centers of IFRC in Costa Rica and El Salvador. Moreover there will be close coordination with other Red Cross programs present in the area: Health in Emergencies; HIV-AIDS and AIEPI.

In operative terms and spaces of incidence:

Members of the Comred of both municipalities, Governor of the Department, Departmental Delegate of Se-Conrad (Codred); preselected Partners: Trocaire, Oxfam GB and COOPI.

The main problem in the Department of Retalhuleu is that the communities that live in the floodplain alongside the Samalá, Bolas and Rosario Rivers and its tributaries are highly vulnerable due to their exposure to floods coupled with a low coping capacity.

Retalhuleu was one of the most affected regions during Tropical Storm Stan in 2005, after the southern Department of San Marcos. The Samalá River brought devastation to many communities and families when it flooded, bringing with it the large amounts of water, sediment, and stones from the El Santiaguito volcano where it originates. Although Stan was an isolated event, the Samalá River floods every year and the risk is being exacerbated by the human induced processes of deforestation, soil erosion and the construction of aquaculture systems.

The communities are vulnerable due to their settlement on uninhabitable, low lying areas and their lack of resources. In the Department of Retalhuleu, 55% of the population is poor, and 11% live in extreme poverty. Furthermore, there is a lack of preparation at the community level, and a weak disaster response structure that is not well linked between the departmental, municipal, community levels, or with the Health Centres. The weak structures at each level are influenced by various factors:

A) Government Level

Due to the recent national and municipal elections, all of the structures have changed and the subsequent reorganization of the government and its ministries is still in process. The CODRED and COMRED (Committees for Departmental and Municipal Disaster Response, respectively) are awaiting reactivation and organization. The new authorities are not trained, nor equipped to give an effective response in the case of emergencies or disasters.

B) Community Level

Following the devastation caused by Tropical Storm Stan, there have been some efforts to organize local response structures, but it has not been sufficient. The lack of organization is one of the most pronounced difficulties, combined with the lack of capacities to respond and act in emergencies and the need for basic equipment for the immediate response. It is imperative that the link between the municipality and the communities is strengthened in the area of disaster preparedness.

C) Institutional Level

At the institutional level it is necessary to initiate the processes that define the procedures and protocols for the management of emergencies. There is a need to activate the CODRED and COMRED structure, define roles and functions, update Emergency Plans (if they already exist), and to validate them. Institutions such as the health and education sectors are also considered vital in the response, and require improved organization, planning, and basic equipment to respond adequately in an emergency.

During the assessment process, the following actors were identified:

Community Level Organizations

- *COCODE* and *COLRED* are already formed in various communities by the Guatemalan Red Cross and CODRED and are pending in others
- Teachers, students, and their parents in local educational centres
- Auxiliary *Alcaldes* or *Regidores*, local representatives of the community front of the municipal authorities
- CODEDUCA (the Educational Development Committee)
- Local health promoters and midwives
- Community members

According to information gathered in the assessment during the preparation of the proposal made during the first assessment for the design of this proposal and confirmed by the Technical Staff of the San-Sam Project as well as the Departmental Delegate Se-Conrad (Codred), at this time only Codred and Guatemalan Red Cross with its Community Programs, are developing activities of Preparation for Disasters in the intervention area for this action.

Municipal/Departmental Level

- Departmental government of Retalhuleu, and the municipal governments of Champerico and Retalhuleu
- The COMRED and CONRED, which include the different public and private organizations that by law make up these coordinating bodies (Fire Fighters, civil defence, Ministry of the Environment, Guatemalan Institute of Social Security – IGSS)
- The program PRONADE, contracted by the Ministry of Education for the provision of educational services to the population
- National Civil Police
- Volunteer Fire Fighters
- CODRED

Red Cross Level

- The Guatemalan Red Cross Headquarter and the branch of Retalhuleu, which have implemented Water and Sanitation projects, and continue implementing community health projects (“AIEPI”), in some of the target communities.

N°	Stakeholders	Problems in the area	Link with the project
1	Departmental Government	<p><u>Municipal Level:</u></p> <ul style="list-style-type: none"> - In sufficient technical capacity to respond in emergencies. - Too few commissions to respond in emergencies. - Insufficient internal coordination with specific roles according the law and their expertise. - Insufficient equipment to respond in emergencies. <p><u>Community Level:</u></p> <ul style="list-style-type: none"> - Structure to respond to emergencies is weak. - Insufficient basic equipment to respond to emergencies. - Insufficient technical capacity. - More coordination with other organisations/institutions is necessary. - Some improvement of the basic physical structure is required (few bridges to evacuate, etc). - No Response Plan is available in some cases. - Strengthening of school structures is required. 	Coordination with the Responsible in each Ministry.
2	Ministry of Health		<ul style="list-style-type: none"> - Participation in the elaboration of the Response Plans. - Participation in training to strengthen response capacities. - Contribute to the design of manuals according its expertise.
3	Ministry of Education		<ul style="list-style-type: none"> - Collaborate in activities in schools. - Participation in the elaboration of Response Plans. - Participation in training to strengthen response capacities. - Contribute to the design of manuals according its expertise.
4	Municipalities		<ul style="list-style-type: none"> - Participation in the elaboration of Response Plans. - Participation in training to strengthen response capacities.
5	Se-Conred Departmental Responsible		<ul style="list-style-type: none"> - Participation in the elaboration of Response Plans. - Contribute to the design of manuals according its expertise.
6	PREVDA Program		<ul style="list-style-type: none"> - Collaborate in EWS training. - Coordination of exchange of experiences between the project and communities members
7	San-Sam Project		<ul style="list-style-type: none"> - Collaborate in EWS training. - Contribute to the

			connection between all monitoring instruments - Monitor and support the connection
8	Cocodes (in some cases Colreds too)		- Participate in all training activities
9	Fire fighters		- Participate in training on relevant themes.
10	Red Cross Local Branch (Retalhuleu); Response Corps		- Participate in training on relevant themes.

2.3 Summarise findings of the assessment (include full report in annex, if relevant) and link these to the Action²

Guatemala is a country that is threatened by various natural hazards due to its location and topography. It is most regularly affected by hydro meteorological extremes (hurricanes, storms, droughts), which in turn provoke floods and landslides. The country also faces the threat of earthquakes, volcanic eruptions, and forest fires. The Department of Retalhuleu is considered at high risk for floods, moderate risk for earthquakes, and low risk of mudslides.

Based on the needs assessment, the principal threats, vulnerabilities, and potential consequences as identified by the COCODES are summarized in the table below.

Factors	Description	N° Communities
Threat	Flood	20
	Mudslides	1
	Storms	4
Conditions of Vulnerability	Lack of infrastructure	4
	No Colred organized	14
	No plans	20
	No evacuation routes	6
	Houses by the river	13
Risk Factors	Damage/Flooding of house	11
	Loss of Animals	7
	Loss of Crops	12
	Loss of communication/Isolation	14

The needs assessment carried out revealed the following conclusions:

1. The main consequences of floods are: inundated houses, damaged crops and inaccessibility. The state of the principal access routes and lack of alternative routes cause isolation, resulting in delays in the response to the community and raising costs to get there. Nearly 70% of the target communities are accessible by dirt roads, 10% are accessible by water, and 71% are considered as having moderate to difficult access, particularly during the winter months.
2. There is limited community preparation and organization for response. Only 33% of the communities have a COLRED organized, 5% have a community emergency plan and

² See more details in the Annex N° 3. «Diagnóstico Comunitario Feb. 2008»

- 90% of the COCODES consider their community as unprepared to cope with an emergency.
3. There is a weak relation between the communities and municipalities. Nearly half of the COCODES said that there was little to no communication with authorities at the municipal level, including COMRED, and hence even less coordination in terms of emergency planning.
 4. The buildings identified as temporary shelters are inadequate. Half the communities identified the schools as their temporary shelter, and one quarter identified community centres. 20% said that there were no shelters at all. The schools are not in sufficient condition to be used as shelters, as only 5% have potable water, 60% get flooded during the rainy season, 30% have first aid kits, and none have adequate evacuation routes.
 5. There is not an adequate structure to provide medical attention in an emergency. Less than half of the communities have a health post, and these health posts that do exist are very limited in human resources, hours of operation, medicine, equipment, and potable water.

The project will enhance the responsiveness of the Colred, through actions of community organization and preparation, connecting Health Centers and schools to both Mayor Offices in such a way that the Local Response System be strengthened and coordinated with the other levels.

2.4 [INT] If changes in needs assessment at intermediate report stage, please explain

- Link between communities and municipalities is weaker than anticipated; credibility of the authorities before communities is also weak. Strengthening is needed to allow greater project sustainability post implementation.

2.5 [FIN] If changes in needs assessment after intermediate report, please explain

Observation during community and municipal levels showed no changes in the needs assessment after the intermediate report.

3. HUMANITARIAN ORGANISATION IN THE AREA OF INTERVENTION

3.1 Humanitarian Organisation's presence in the area of intervention: brief overview of strategy and current or recent activities in the country

The Netherlands Red Cross has been present in Guatemala since 1997 supporting the Guatemalan Red Cross to implement and achieve its Development Plan and Annual Operational Plans. These initiatives have been in line with the "Netherlands Red Cross Strategy in Latin America and the Caribbean," and the Cooperation Agreement for the Movement in Guatemala.

The conditions for these initiatives with the GRC are based in:

- Programs that focus on the improvement of the conditions of the most vulnerable populations in Guatemala through actions related to Community Health and Risk Management through the assistance in emergencies and disaster preparedness. The programs promote the Sustainable Development of the communities. The persons, leaders and communities that participate in the formulation, planning, implementation, and evaluation of the programs.
- The programs include strategies in gender, intercultural exchange and reduction of the discrimination of persons in marginal situations. They are based in the level of knowledge, capacity, existing resources in the areas of involvement and in the capacity of the GRC, initiating horizontal cooperation between GRC and NRC, contributing to the strengthening of the capacities and image of the Red Cross in Guatemala.

The development projects in the country by region include the following:

A. Alta Verapaz

- Human Development Program from 1997-2000 with funds from the Netherlands Governments
- The Rehabilitation Program CHACA Post-Mitch in 1999 to 2002 with funds from the Platform of Development Cooperation Agencies of the Netherlands (SHO) and the Netherlands Government
€850,000.00
- Program PRRAC with funds from the European Union from 2003-2005
€588,684.98
- DIPECHO IV from 200-2006 financed by DG ECHO in consortium from the Spanish Red Cross **€325,719.77**

B. Chiquimula:

- Projects on Climate Change Adaptability with funds from the Netherlands Postal Code Lottery and technical assistance of the Climate Centre of the Red Cross Red Crescent in The Hague
€109.222,00

C. Suchitepéquez

- DIPECHO V from 2007-2008 financed by DG ECHO in consortium with Spanish Red Cross
€396,767

In all of its actions, the members of the Red Cross and Red Crescent aspire to ensure the accomplishment of the established standards in the SPHERE project and the Codes of Conduct of the International Movement and the Disasters Programmes of the NGOs.

As part of the IFRC strategy to enhance the National Society's Capacity to reduce disaster risk, two Reference Centres for Disaster Preparedness (Costa Rica and El Salvador) were created. The purpose of these Reference Centres is to design and create harmonized tools and methodologies building on the technical knowledge and experience of the various Red Cross National Societies in the region, as well as the experiences of other organizations working in the area of disaster risk reduction.

3.2 Actions currently on-going and funding requests submitted to other donors (including other EC services) in the same area of intervention - indicate how overlap and double funding would be avoided

The Norwegian Red Cross is currently supporting a regional Public Health in Emergencies (PHE) program in Guatemala, Belize, Haiti and Cuba. In Guatemala, the objective is to increase the institutional and community capacity to prepare, prevent and respond to public health needs in emergencies. The Guatemalan Red Cross will train National Intervention Teams, specialized in Water and Sanitation and Public Health, who would provide first response in emergencies. Community capacity and preparation will be enhanced through community organization, emergency planning, and training in topics such as Fist Aid, safe water, hygiene, community health and prevention of common illnesses, and HIV in emergencies.

The project, which began in January 2008, is being carried out in 5 Delegations of the Southwest of Guatemala, including Retalhuleu. As the Norwegian Red Cross is part of the Dipecho Consortium, the project will be coordinated to enhance, rather than duplicate, the Dipecho activities. Through the PHE (Program Health Emergency) program, the volunteers of the Retalhuleu branch will be trained in the abovementioned health topics, as well as Vulnerability and Capacity Assessment, throughout the year. Should the Dipecho proposal be approved, these trained volunteers will then be actively involved in the project, carrying out planned activities and trainings in the communities defined in the proposal.

The budget for the PHE Program is **€ 110, 000** for 5 Guatemalan Red Cross branches, for the others Programs (HIV in Emergencies, AIEPI, Development Organization), the budget is **€ 292,000**

3.3 [FIN] List other Actions carried out by the Humanitarian Organisation or its Implementing Partners in the same period in that area of intervention and how risks for double funding were avoided

Two development organizations working on risk reduction management were identified in the project implementation area: Colectivo Poder y Desarrollo Local (CPDL, Local Power and Development Association); Asociación Coordinadora Comunitaria de Servicios de Salud (ACCSS, Community Health Service Coordinator Association). Also working on this subject in the region is the local branch of Retalhuleu of the Guatemalan Red Cross, with its Integrated Strategy for Prevalent Childhood Diseases (Programa de Atención Integral de Enfermedades Prevalentes de la Infancia - AIEPI).

The Project coordinated activities and agendas with the Guatemalan Red Cross AIEPI program in 5 communities: Las Maduras, El Rosario Sector Los Sánchez, Chicales or Chicalito, Nueva Candelaria, and San José La Gloria. There was no risk of double funding because AIEPI works mainly on monitoring weight and height of boys and girls < 5 years old and giving preventive health talks to their mothers. Thus, their participation was complementary to the work being implemented by DIPECHO VI.

CPDL is active in three DIPECHO VI communities: Nueva Olga María Cuchupán, La Gomera, and El Río. We contacted and coordinated efforts with their staff to avoid risk of double funding and collaborate in similar activities. As a result of an EWS assessment and previous investment made by CPDL in February 2009, no funds were spent on monitoring and communication in the Nueva Olga María Cuchupán Community. Efforts in the community were directed therefore at including this community's already established COLRED in the regional EWS; this was strengthened by the DIPECHO collaboration.

ACCSS was active in three DIPECHO communities: Parcelamiento El Rosario, Nueva Olga María Cuchupán, and La Gomera. ACCSS has complemented the DIPECHO activities in these places with safe water supply: installing water tanks and water analysis kits in each community. Communication was constant with all three communities, including experts and facilitators who all benefited from participating in the training activities organized by the Project.

4. OPERATIONAL FRAMEWORK

4.1 Exact location of the Action (include map of project location)



The project will be implemented in the department of Retalhuleu, Guatemala, Central America, in 7 rural communities in the municipality of Retalhuleu and 14 communities in the municipality of Champerico (9 rural, 2 semi-urban, 3 urban).

See the full size map in Annex N° 4

4.2 Beneficiaries

N°	Beneficiaries:	Cantidad
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1	Communities	13,249
2	Institutions/	194
Total		13,443

4.2.1 Total number of direct beneficiaries: 13,443**4.2.2 Status of the direct beneficiaries (multiple options possible)**

☐ IDPs ☐ Refugees ☒ Returnees ☒ local population
☐ Others (e.g. for Grant Facility, thematic funding, etc.)

4.2.3 Specificities of direct beneficiaries (please elaborate; refer to groups as appropriate, e.g. unaccompanied minors, disabled, children, ex-combatants...)

	Community	Total	Women	Men	Children	Elderly	Disabled
Champerico	Aldea Santiago Agrícola	238	131	107	78	3	-----
	Aldea El Rosario	513	274	239	188	1	5
	Aldea Granada	473	255	218	110	-----	12
	Parcelamiento El Rosario	1229	670	559	452	-----	-----
	Aldea El Río	179	90	89	64	-----	-----
	El Refugio	201	98	103	17	2	1
	Pueblo Nuevo (La Felicidad)	814	417	397	222	-----	-----
	Barrio El Guayacán	457	225	232	145	-----	-----
	La Limonada	714	371	343	205	-----	5
	Aldea La Gomera	822	356	466	101	4	2
	Las Maduras	462	230	232	169	-----	5
	Colonia 20 de Octubre	1091	538	553	363	2	7
	Aldea El Chico	693	330	363	272	-----	-----
	Nva. Olga María Cuchupán	1419	741	678	483	6	10
Retalhuleu	Las Pilas II	624	359	265	255	3	-----
	Nva. Candelaria	1944	1223	721	651	-----	-----
	San José la Gloria I	506	282	224	206	2	3
	Chicales	117	66	51	39	2	2
	Aldea La Barrita	227	137	90	80	-----	-----
	Aldea Tres Cruces	383	258	125	131	-----	-----

	Jesús La Bomba	143	60	83	-----	-----	-----
	TOTAL	13,249	7,111	6,138	4,225	25	52

Note: Some of this data's are no available; there's have no any records in the communities or institutions.

Beneficiary Population by Target Group

Nº	Target Group	Total
1	Community Population	13,249
2	Health Center staff	10
3	Institutions	16
4	Mayor Offices	4
5	Governance	1
6	Teachers of schools	159
7	Students (total)	4,342
8	Se-Conred	2
9	Volunteers of Se-Conred	2
Gran total (students not included)		13,443

Source: Prepared on base of data of Diagnose, July 2008.

4.2.4 Direct beneficiary identification mechanisms and criteria

The selection of communities was undertaken jointly by the municipal mayors and personnel of the Health Centres of Retalhuleu and Champerico municipalities. The criteria for selection were: location of the community in relation to the hazard (flood), the recurrence of the adverse events, characteristics of the population and conditions of vulnerability (income, infrastructure, access to resources, to water, to services, accessibility etc), and its organizational capacity and preparation. The list of communities was then presented to the maximum authorities of the Department, the Departmental Delegate of CONRED, and the governing board of the GRC Retalhuleu branch, who were all in agreement about the choice of communities.

4.2.5 Describe to what extent and how the direct beneficiaries were involved in the design of the Action

Communities: During the needs assessment, the visits, interviews and conversations, it was the community leaders, teachers, and various community members who identified the principal causes of vulnerability and limited capacity to prepare and respond to emergencies and disasters. This region had been greatly affected by Tropical Storm Stan, which demonstrated the high vulnerability and limited capacity of the community, and gives the rationale for this proposal.

Institutions: A draft of the Logframe was presented, revised and modified with the Departmental and Municipal Authorities (Governor, Mayor, Personnel of the Ministry of Health and Education, INSIVUMEH, Volunteer Fire-fighters, CONRED delegate, Governing Board and Volunteers of the GRC Retalhuleu branch). Through this coordination, the Objectives, Results, and Activities of the proposal were approved and validated

4.2.6 Other potential beneficiaries (indirect, "catchment", etc.)

Beyond the beneficiaries of the 21 communities, there will be a catchment of indirect beneficiaries resulting from the workshops directed at decision makers, the development of municipal and

departmental Emergency plans, the equipment directed to relief organizations. The general public will thus be subject to improved attention in the case of emergencies or disasters. At the same time, the strengthening of the personnel that provide first response in health will have a beneficial affect in the population that receive the services. Furthermore, the key messages played over the radio will reach a wider audience then just the target communities.

The estimated number of indirect beneficiaries is the population of the Department of Retalhuleu: **284,359.**

4.2.7 Direct beneficiaries per sector:

Nº	Sector	Number of beneficiaries
1	Local disaster management components.	13,249
2	Institutional linkages and advocacy,	13,443
3	Information, education, communication,	13,443
4	Small scale infrastructure and services	13,249
5	5. Stock building of emergency and relief items:	13,443

4.2.8 [INT] In case of changes, please explain

"Beneficiary Population by Target Group up dated

Nº	Target Group	Total
1	Community Population	13,863
2	Health Center staff	10
3	Institutions	14
4	Mayor Offices	4
5	Governance	1
6	Teachers of schools	153
7	Students (total)	4,237
8	Se-Conred	2
9	Volunteers of Se-Conred	2
Gran total (students not included)		14,049

From the moment of diagnosis, in preparation for the project, visits to communities and information updates show an increase in community population due mainly to the following two reasons: internal migration and deportations from the USA to Guatemala; another reason is births. Total community population has increased from 13,249 to 13,863.

Changes in government structure have reduced institution beneficiaries from 16 to 14, and teacher changes and turnover have reduced the number from 159 to 153.

"Beneficiary Population by community updated"

	Community	Total	Women	Men	Children	Elderly	Disabled
Champerico	Aldea Santiago Agrícola	268	148	120	88	3	----
	Aldea El Rosario	264	141	123	97	1	----
	Aldea Granada	479	258	221	111	----	12
	Parcelamiento El Rosario	1230	671	559	452	----	----
	Aldea El Río	201	101	100	72	----	5
	El Refugio	230	112	118	19	2	1
	Pueblo Nuevo (La Felicidad)	824	422	402	225	----	----
	Barrio El Guayacán	695	342	353	221	----	17
	La Limonada	960	499	461	276	----	5
	Aldea La Gomera	278	120	158	34	4	2
	Las Maduras	346	172	174	127	----	6
	Colonia 20 de Octubre	1190	587	603	396	2	7
	Aldea El Chico	849	404	445	333	----	----
	Nva. Olga María Cuchupán	1297	677	620	441	6	5
Retalhuleu	Las Pilas II	796	458	338	325	3	----
	Nva. Candelaria	2175	1368	807	728	----	----
	San José la Gloria I	482	269	213	196	2	8
	Chicales	350	197	153	117	2	2
	Aldea La Barrita	400	241	159	141	----	----
	Aldea Tres Cruces	375	253	122	128	----	----
	Jesús La Bomba	174	73	101	68	----	----
	TOTAL	13,863	7,513	6,350	4,595	25	70

The table shows changes in the population as recorded in our community visits.

The number of schools participating in the project has increased from 21 to 24 as requested by the Technical Education Supervisor of the Champerico Municipality; three more schools have

been included in the municipality's urban area. The number of students, however, decreased from 4,342 to 4,237, due to high dropout rates.

The project organized the Comred in San Sebastian Municipality, Retalhuleu at the request of the Se-Conred Departmental Delegate; they have been invited to all training and information sessions.

Thus, the project is indirectly benefiting the population of San Sebastian Municipality, where the threat of floods by Samala River is imminent.

Estimated beneficiaries in this municipality:

<u>Direct:</u>	<u>Indirect:</u> 26,554
Comred Members.... 16	Rural population.... 15,587
	Urban population....10,967

4.2.9 [FIN] In case of changes, please explain

Beneficiary population in the community increased between the period of the intermediate report and the final report, especially for component No. 4: Small-scale infrastructure and services. The pedestrian bridge used as safe evacuation route in La Gomera community will also benefit 3 other communities outside the area of intervention for a total of 2,586 additional persons.

The Project directly benefited 11 health centres, 1 Ministry of Health regional office, and the Ministry of Health's Quick Response and Technical Assistance Unit; thus, beneficiaries increased from 10 to 32 persons; in addition, 1 SE CONRED volunteer benefited from the Project. The remaining beneficiary population by target group experienced no changes between the intermediate phase of the project and this report.

Thus, beneficiary population distribution, by target group, was distributed as follows:

"Beneficiary Population by Target Group up dated

Nº	Target Group	Total
1	Community Population	13,863
2	Health Center staff	32
3	Institutions	14
4	Mayor Offices	4
5	Governance	1
6	Teachers of schools	153
7	Se-Conred	2
8	Volunteers of Se-Conred	1
Gran total		14,070

The total beneficiary population includes 4,237 students from the 24 participating elementary schools.

Distribution of direct beneficiaries by sector was as follows:

Distribution of direct beneficiaries by sector at the end of the project:

Nº	Sector	Number of beneficiaries
1	Local disaster management components.	13,863
2	Institutional linkages and advocacy	14,070
3	Information, education, communication	14,070
4	Small scale infrastructure and services	16,449
5	Stock building of emergency and relief items	14,070

4.2.10 [FIN] Estimate per type of beneficiaries

female: 51%, male: 49% (total female + male= 100%)
 infants (< 5y): 13%, children (< 18 y): 49%, elderly: 0.07%

Estimates by type of beneficiaries were calculated from Vulnerability and Capacity Assessments and from 2009 statistical information from the Health Department in the Ministry of Public Health, in the Department of Retalhuleu.

4.3 Objectives, Results and Activities

4.3.1 Operational Overview of the Action: Log-frame³ (max. 3 pages)

Title of the Action	Working together to reduce risk in the vulnerable communities of Champerico and Retalhuleu, Guatemala			
Principal Objective	Contribute to the reduction of risk by better preparing the vulnerable populations in the areas most prone to natural disasters in Guatemala.			
	Intervention Logic	Objectively Verifiable Indicators	Sources of Verification	Risks and Assumptions
Specific Objective	The disaster response system's organizational structure, capacity and preparedness to respond to hydrometeorological events at the municipal and community level in Champerico and Retalhuleu is strengthened.	<p>At the end of the Project runtime:</p> <ul style="list-style-type: none"> * 21 COLRED of Champerico and Retalhuleu have their emergency plans and are organized, functioning and ready to meet emergencies of hydrometeorological origin * At least 15 of the 21 communities assisted by the project have executed preparedness / mitigation micro-projects * 70% of the population of the 21 target communities have received the key messages about disaster, preparedness and risk reduction. * 2 Health Centres of Champerico and Retalhuleu have their emergency plans and are organized, functioning and ready to meet emergencies of hydrometeorological origin 	<ul style="list-style-type: none"> ▪ Final Project reports ▪ Documents of Community response plans, validated and updated. ▪ Documents of Municipal response plans, validated and updated. ▪ Documents of Response Plans for the Health Centres, validated and updated ▪ Interconnected local and institutional response plans ▪ Comparison Baseline and Final KAP / Final external evaluation. ▪ Reports on the results of drill exercises. 	<ul style="list-style-type: none"> ▪ The Executive members of CONRED accompany, approve and contribute to the project. ▪ There is community and institutional willingness and capacity to carry out the commitments and assumed action. ▪ The community members are actively involved in the planned activities ▪ Climatic conditions and security permit access to the communities. ▪ Changes in authorities in the Health Centres and communities do not affect the development process of Risk Management initiatives
	R.1.- The rural and semi-	By the end of the Project Runtime	<ul style="list-style-type: none"> ▪ Documentation and 	<ul style="list-style-type: none"> ▪ Internal migration due to

³ This table will be annex I of the signed Agreement. It has to give a comprehensive overview of the different elements of the Action. It will only contain concise information on results and activities. Any changes made to the log-frame at intermediate report or final report stage will be done using strikethroughs.

Results	urban communities of Champerico and Retalhuleu have strengthened their capacity to prepare and respond to disasters.	<ul style="list-style-type: none"> * 100% of the communities have identified their risks, capacities and vulnerabilities by applying the VCA methodology * 21 COLRED are organized and trained with response plans created and validated through simulation exercises. * 21 COLRED can use the community EWS, linked at response municipal system 	<ul style="list-style-type: none"> results of community VCA studies. ▪ Signed documentation of visits. ▪ List of participants in community activities. ▪ Minutes of meetings with the COLREDS. ▪ Community response plans. ▪ Activities Reports. ▪ Equipment Handover Certificates. ▪ Photographs. 	agricultural production cycles does not affect the Project
	R.2.- The disaster preparation and response capacity of the municipality has been enhanced through a strengthened relation and coordination at the local level	<ul style="list-style-type: none"> By the end of the Project Runtime *2 Municipal response plans have been created/updated, which involve COLRED and COMRED members *2 COMRED organized and trained have strengthened their link with the 21 COLRED and CODRED *21 COLRED are integrated to the Municipals Response Plans and to the Emergency Health Centres Plans. * At least one member of the Project Team is integrated into the co-organization and participation in the National and Regional Consultative Meeting. * 2 municipal Mayor Offices have included a budget line for activities in disaster preparedness and response. 	<ul style="list-style-type: none"> ▪ Lists of participants in the trainings. ▪ Memories of activities. ▪ Monthly monitoring reports. ▪ Minutes of meeting with COMRED. ▪ Municipal response plans. ▪ Emergency Health Centre Plans ▪ MoU signed between implementing partners. ▪ Photocopies of the Minutes of the Municipal Councils 	<ul style="list-style-type: none"> ▪ There is institutional capacity and willingness to carry out commitments and planned actions. ▪ The municipal Mayor Offices have funds available for use in disaster preparedness activities ▪ The needs and priorities of the municipal Mayor Offices permit the inclusion of DP activities in their budgets ▪ The modified municipal budgets are discussed in time and approved by the City Council
	R.3.- The beneficiaries and relevant actors receive and share information about	* 21 communities have been exposed to audio-visual messages about community organization to reduce	<ul style="list-style-type: none"> ▪ Scripts for the radio spots, radio spots, printed material 	<ul style="list-style-type: none"> ▪ Educational messages are adequate and contextualized to the

	disaster preparedness.	<p>disaster risk.</p> <ul style="list-style-type: none"> * 21 School Committees are organized and trained with its response plans created and validated by simulation exercises. * 21 School Committees can use the school warning and alarm system, linked at community EWS. * Experiences in the communities are shared with other DIPECHO partners in 2 meetings held in the second semester of the project. * At least one member of the Project Team is integrated into the co-organization and participation in the National/Regional Dissemination Workshop. 	<ul style="list-style-type: none"> ▪ Published information on the web pages of the Guatemalan Red Cross, IFRC and REDHUM. ▪ Lists of participants in the school trainings ▪ Validated school plans ▪ Lists of participants in workshops ▪ Document with DRR indicator tool for Guatemala 	<p>culture of the target population.</p> <ul style="list-style-type: none"> ▪ There is a sufficient range in the radio signal to reach the target population. ▪ Children, parents, and teachers remain actively involved and interested in the project and the theme of risk reduction.
	R.4.- The communities reduce their physical vulnerability through the implementation of small scale infrastructure support and mitigation works.	<ul style="list-style-type: none"> * At least 15 of the 21 communities have improved their capacity for emergency preparedness and response through the execution of small infrastructure and / or mitigation projects, based on the results of VCAs. * 21 communities recognize the signs installed to evacuate to secure sites. 	<ul style="list-style-type: none"> ▪ Technical reports of the mitigation works. ▪ Minutes of meetings. ▪ Official receipt of materials. ▪ Official handover of Works and equipment ▪ Photos of the signs installed for the evacuation routes 	<ul style="list-style-type: none"> ▪ The necessary material and financial resources for the implementation of the mitigation works are available
	R.5.- COMRED, fire-fighters, communities and local Red Cross volunteers have access to more and better equipment and have enhanced their capabilities to effectively respond to emergencies	<ul style="list-style-type: none"> * 2 COMRED, fire-fighters and local Red Cross volunteers have strengthened their emergency response capacity and are better equipped according to plan. * 21 communities have strengthened their emergency response capacity and have been equipped to act according to plan * 2 COMRED, fire-fighters and local 	<ul style="list-style-type: none"> • Lists of participants in the trainings • Official receipt of material • Simulation exercises • Protocol for the storage and management of basic response equipment 	<ul style="list-style-type: none"> ▪ The Project receives the political support necessary to organize and implement the planned activities

		Red Cross volunteers have a protocol for the storage and management of basic response equipment according to their response plans		
Activities	<p>R1.A.1.1. Hold workshops for VCA training.</p> <p>R1.A.1.2 Organize and train the COLRED and Community First Response Teams.</p> <p>R1.A.1.3 Create and validate local Response plans.</p> <p>R1.A.1.4 Coordination with PREVDA, San-Sam project and Insivumeh to forming Technicians of the municipalities and INSIVUMEH</p> <p>R1.A.1.5 Assess and install monitoring instruments and alarms in communities</p> <p>R1.A.1.6 Empower users in the use and handling of instruments</p> <p>R1.A.1.7 Organize and execute workshops with focus groups (women, youth, disabled).</p> <p>R2.A.2.1. Organize and train COMRED.</p> <p>R2.A.2.2 Train health personnel in emergency management, with the participation of COLRED.</p> <p>R2.A.2.3 Create and validate Municipal Response Plans and Emergency Health Plans with Health Centres and Departmental Hospital, with the participation of COLRED</p> <p>R2.A.2.4 Co-organize and participate in National Consultative Meeting.</p> <p>R2.A.2.5 Participate in Regional Consultative Meeting.</p> <p>R3.A.3.1 Creation, revision, distribution of educational audio visual material.</p> <p>R3.A.3.2 Organize and train School Committees, create school plans, and carry out fun educational activities</p> <p>R3.A.3.3 Update information on the web pages of the Guatemalan Red Cross, IFRC, and REDHUM.</p> <p>R3 A.3.4. Exchange experiences with communities, schools, technical team and DIPECHO partners</p> <p>R3 A.3.5 Co-organize and participate in National/Regional Dissemination Workshop</p> <p>R3.A.3.6 Development and implementation of a DRR indicator tool for Guatemala.</p> <p>R3.A.3.7 One tool produced will be systematized using format and methodology agreed by CRID, ECHO</p> <p>R4.A.4.1 Identify, prioritize and select small scale infrastructure support and/or mitigation works based on the VCAs results.</p> <p>R4.A.4.2 Implementation of small infrastructure support and/or mitigation works.</p> <p>R4 A.4.3 Monitor and follow-up of the projects.</p>			

	<p>R4 A.4.4 Identify and signal the evacuation routes based on local community response plans.</p> <p>R5 A.5.1 Train members on the use and management of first aid and rescue equipment.</p> <p>R5 A.5.2 Create protocols for the storage and management of basic response equipment</p> <p>R5 A.5.3 Supply the communities with basic response equipment, and train them in its use.</p> <p>R5 A.5.4 Solicit quotations, purchase, and store basic response equipment based on the emergency response plans of the COMRED and rescue institutions.</p>	
		<p><u>Pre-conditions:</u></p>

4.3.2 More detailed information per result⁴

4.3.2.1 Result 1: The rural and semi-urban communities of Champerico and Retalhuleu have strengthened their capacity to prepare and respond to disasters.

4.3.2.2 At proposal stage

- **Total amount: € 90,931 EUR**

Sector: 01. Local disaster management components

Related sub-sector:

1.1 Early Warning Systems

1.2 Local capacity building/training

- **Beneficiaries (status + number):** Include inhabitants of the communities: 13,249
- **Indicators for this result:** By the end of the Project Runtime
- * 100% of the communities have identified their risks, capacities and vulnerabilities by applying the VCA methodology
- * 21 COLRED are organized and trained with response plans created and validated through simulation exercises.
- * 21 COLRED can use the community EWS, linked at response municipal system.

- **Activities related to the result**

R1.A.1.1. Hold workshops for VCA training.

* Community studies will be carried out using VCA training, which will be the base of the response plans and the identification of micro projects

R1.A.1.2 Organize and train the COLRED and Community First Response Teams.

* Once VCA has concluded, COLRED will be organized and trained in the themes that were identified as priority, and will be linked to the COMRED and Health Centres

R1.A.1.3 Create and validate local Response plans.

* Local response plans will be prepared and disseminated in the community, so that they can be validated with a simulation, once the COLRED are equipped

R1.A.1.4 Coordination with PREVDA, San Sam project and INSIVUMEH to forming Technicians of the municipalities

R1.A.1.5 Assess and install monitoring instruments and alarms in communities

* In coordination with the San-Sam project, the Prevda Programme, the Codred and the Santiaguito Observatory of INSIVUMEH, the instruments will be evaluated that are necessary to complement the already available instruments in the town to monitor the rivers Samalá. Bolas and Rosario.

Install these complementary instruments as according to priority and availability of funds.

R1.A.1.6 Empower users in the use and handling of instruments about community EWS

⁴ Per result identified in the log-frame, more detailed information necessary for a good understanding of the proposal/ report will be completed here. A specific sub-section per result at proposal, intermediate report and final report stage has been foreseen (don't update information from a previous stage in this section, comment the change in the appropriate sub-section of the result). See also the guidelines for more information (e.g. for the list of sectors and related sub-sectors). Also the main foreseen procurement procedures will have been identified (as well as in section 4.4 – work plan).

* Train users of the instruments as well as the Colred for effective decision-making and use of Alerts, Warnings and Community Signalization, according to local response plans

R1.A.1.7 Organize and execute workshops with focus groups (women, youth, disabled).

* Meetings/workshops will be developed with Focus groups (Women, Girls, Boys and Disabled) to hear their priority needs and guarantee that these are included in the Community Response Plans

- **Means⁵ and related costs**

Result # 1	
Personal (9 people)	€ 31,368
Expatriate staff	12,000
Per diem for volunteers	963.00
Transport Local	3,660
Resources for Organization and training to Colred <ul style="list-style-type: none"> – Organization meetings with – VCA Training – To Organize to Colred – Local Plans Elaboration – To Share the Local Plans – Training to Community First Response Team. 	19,142
Materials for drills	1,008
Monitoring instruments for floods <ul style="list-style-type: none"> – Radio Base – Solar Panels – Meteorological stations – Linimeters 	7,748
Assessments and installation of instruments to monitoring for floods	4,000
Training to people in charge of EWS instruments	520
Printed materials	5,000
Office expenses	1,660
Office consumable and supplies	2,781
Durable Equipment (Motorcycle)	1,081
Total Result #1	€ 90,931

4.3.2.2.2 Intermediate report

- **Total amount:**
- **Budget: € 90,931 Total Expenses: €36,563.93 Balance: €54,367.07**
- **Update⁶ on indicators´**

⁵ The main means and costs (the sum of the indicated costs has thus not to be equal to the total amount for that result) have to be identified to ease understanding how the results will be reached and the activities implemented.

⁶ Update and explanation to be provided on progress as well as on changes made to the proposal.

- 100% of the communities have identified their risks, capacities and vulnerabilities by applying the VCA methodology

Data collection concluded; VCA tools were used in all communities in the area. All data collected with the aid of community members was validated in community meetings. A total of 885 persons in 21 communities participated in data collection and validation; 566 are women and 319 are men. (See detailed information in Annex 1; Table 1: "Consolidated participation in the validation of VCA diagnostic information")

- 21 COLRED are organized and trained with response plans created and validated through simulation exercises.

A total of 21 COLRED are organized in participating areas; 15 communities organized their COLRED for the first time, and in 6 communities, COLRED was reorganized or reactivated. Five of the 21 COLRED organized are coordinated by women. The 21 COLRED consist of 186 persons –72 women and 114 men. (See detail in Annex N° 1; Table 3: "Consolidated participation in the organization of Colred and CFRT")

A total of 9 Community First Response Teams (CFRT) were organized in 9 communities. These groups will support COLRED's response activities in each community. (See details in Annex N° 1; Table 3: "Consolidated participation in the organization of Colred and CFRT")

"Creation of Community First Response Teams"

Communities	Women	Men	Total
9	36	28	64

First Aid training process started in two communities (Pilas II and Nueva Candelaria) with the participation of:

1. Las Pilas II: 3 Men, 17 Women. A total of 20 participants.
2. Nueva Candelaria. 3 Men. 25 Women. A total 28 participants.

Three community liaisons for the following communities participated in the Damage and Needs Assessments capacity building workshops:

- Aldea Jesús La Bomba
- Aldea Santiago Agrícola
- Sector Los Sánchez in Aldea El Rosario

The Creation and Management of Emergency Operations Center Workshop had the participation of 2 community liaisons from:

- Aldea Jesús La Bomba.
- Aldea Santiago Agrícola.

Response Plans drafting/update started with Possible Risk Scenarios with the participation community focus groups. Focus groups have been used in 15 communities and information has been validated by 6 COLRED and community leaders.

(See details in Annex N° 1 Table 4: "Participation of COLRED and leaders in the creation of Possible Risk Scenarios" and Table 5: "Possible Risk Scenarios Workshops with Focus Group participation")

"Consolidated Information on Focus Groups to Create Possible Risk Scenarios"

Target group	Women	Children	Men	Disabled	Elderly	Total
Total	142	287	64	20	63	576

"Possible Disaster Scenarios" will be included into community response plans.

Plan validation will be carried out during the project's second semester, when all plans have been prepared.

- 21 COLRED can use the community EWS, linked at response municipal system

Three flyers have been prepared to assess existing tools in the area and to determine EWS knowledge. This tool was validated in the Granada community; the revised version will be used in all communities.

There is a list of monitoring and radio tools installed by Se-Conred and Insivumeh with the San-Sam project. The list will be complemented with assessment findings. Flyers were also presented to PREVDA's technical staff to standardize data collection and allow result benchmarking.

There is a first training plan on the topic for community members. The plan will be updated and developed with the assessment findings.



Municipal plans will also be linked to community plans in the Warnings and Alarms section.

- **Update⁵ on beneficiaries (status + number)**
13,863 ☒ Returnees ☒ local population
- **Update⁵ on activities**
 - R1.A.1.1. Hold workshops for VCA training.

R1.A.1.1. Hold workshops for VCA training

Within the framework of the IFRC's Regional DIPECHO project, a member of the project – specialized in project education and training—participated in the VCA Workshop "Learning by Doing" in Costa Rica. This was done with the collaboration of the IFRC's Regional Reference Center on Community Education for Disaster Prevention. Knowledge acquired was applied in the VCA community process.

A VCA methodology training workshop was held in January 2009 with the attendance of 16 representatives from participating communities (Project's community liaisons), 7 Guatemalan Red Cross (Retalhuleu Delegation) volunteers; 3 technical staff members from DIPECHO projects (TROCAIRE, Action Against Hunger, and COOPI); 1 member of the SAN SAM's project technical staff; and 1 SE-CONRED volunteer from the Retalhuleu Department.

With this VCA workshop, Community Liaisons applied VCA tools in the communities with the support of technical staff and project's volunteers. Liaisons are people living in each community, approved by community authorities to support project activities. The goal is to have at least 1 liaison per community during project implementation. (See Annex 10:"List of community and institutional liaisons").

In those communities that still lack liaisons, VCA tools were applied by voluntary delegation personnel and project staff.

Assessment with VCA tools is concluded in 100% of the communities in the area. All information collected with community member participation was validated in community meetings with a greater number of participants in each place. Community participation for data collection and

validation was 885 people in 21 communities; 566 are women and 319 are men. (See details in Annex N°1 Table 1: "Consolidated participation in the validation of VCA diagnostic information")

Community VCAs have provided information to:

- a. Draft community risk maps, per community. Each map specifies: threats, vulnerabilities, resources, and skills;
 - b. Plot most vulnerable groups: disabled, elderly, women, and children (under 5 years);
 - c. Determine potential preparedness and/or mitigation micro projects feasible for each community, as part of the local capacity building process;
 - d. Determine degree of existing relationship among participating communities, and between communities and municipalities, mainly with response institutions and municipal authorities.
- R1.A.1.2 Organize and train the COLRED and Community First Response Teams.

Community organization process started through the Knowledge, Attitude and Practice Assessment – KAP, applied at the community level.

(See Annex 9: Baseline report)

(See Annex 12: Final KAP Report)

The study's objective was: To understand the current situation of community disaster preparedness in order to strengthen the Teaching-Learning process starting from what people know, act, and practice, to foster safe behavior in the environment, while considering their own perception of risk.

In addition, the following information was provided:

- a. Knowledge, attitude, and practices regarding emergency and disaster preparedness in communities, municipalities, institutions, and participating stakeholders (schools and health centers).
- b. Information on training plans and specific actions for each risk reduction project and capacity building to respond to emergencies and disasters with "Safe Behavior" tool.
- c. Basic input to measure impact of each project in its final stage using existing indicators for each one.

Data collection included 1,059 surveys to heads of households; 60% of respondents were women. In addition, 5 group surveys were held with the participation of community leaders; 4 group surveys with the participation of men; 5 group surveys with women, and 5 group surveys with children.

After the KAP study, meetings were held to introduce implementing staff and project donors; to present the Project in each community, to describe future activities in each community; implementation timelines, and expected results at the end of the Project.

Attendance in the 21 communities was 850 people: 543 women (64%) and 307 men (36%). Average attendance was of 40 participants per meeting. (For detailed information, see Annex N° 1, Table 2: "Participation in community assemblies, Project Presentation")

In February 2009, the Se-Conred Preparedness authorities held an introduction and update workshop on the country's official institutional strategy for disaster preparedness; target audience was Dipecho Partners' technical staff. Within the framework of our DIPECHO project, relevant subjects are being applied in community organizational processes.

Subjects presented in the workshop included:

1. Disaster theory and sustainable development
2. International framework and legal basis for CONRED system
3. Preparedness flowchart for CONRED system response vis-à-vis disasters
4. Comprehensive Emergency Management System - CEMS
5. Early Warning System – EWS
6. Information platform
7. Response preparedness
8. Information management
9. Disaster response community team – ECORED
10. Organization and planning for response at schools
11. Planning for response
12. Disaster response with a social approach

From January to March 2009, a total of 21 COLRED were created in participating areas. Of these, 15 communities created their COLRED for the first time and 6 communities reorganized or reactivated their COLRED. People participating in each COLRED were appointed by residents in each community during specific meetings.

Each COLRED has the following flowchart, with corresponding tasks and responsibilities:

- Coordinator
- Evacuation committee
- First aid committee
- DANA committee
- Transportation committee
- Food committee
- Search and rescue committee
- Security committee
- Shelter management committee

This flowchart exists in 20 communities, except in the Barrio Viñas del Mar, Champerico COLRED, where 3 response commissions are still pending.

Community First Response Teams (CFRT) supporting COLRED response activities in each community were created based on the definition of “possible impact scenarios” that determine the need for assistance and response in each community. CFRTs have been created in 9 communities. Six communities created their CFRT based on the “Scenarios” tool and another 3 (El Chico, Jesús, La Bomba, and El Río) created their teams in a provisional manner, without the analysis provided by the tool.

Five of the 21 COLRED are coordinated by women:

1. Colonia 20 de Octubre, Champerico
2. Barrio Pueblo Nuevo, Champerico
3. Caserío El Refugio, Champerico
4. Aldea Santiago Agrícola, Champerico
5. Aldea Las Pilas II, Retalhuleu

In order to strengthen the links between response groups in each community, at least 1 member of the School Committee in each school is participating with the members of each COLRED and their CFRT in the community training process.

Strengthening and training processes for each COLRED and corresponding Community First Response teams include “*Health during Emergencies*,” which, in turn, includes the following topics:

- a. Water, Sanitation, and Promotion of Hygiene during Emergencies;
- b. HIV and AIDS during emergencies

In April 2009, an internship was developed in preparation for the Health during Emergencies training workshops. This internship produced the first version for upcoming training lessons:

- a) aimed at technical and voluntary staff, who will later replicate lessons learned in the communities;
- b) aimed at COLRED and CFRT members in each community.

Eight project technical staff members and volunteers participated in this event, as well as 1 member of the Guatemalan Red Cross National Disaster Secretariat; 1 coordinator from the Health during Emergencies program (CRG Health Secretariat), and delegates from the Norwegian Red Cross and the Netherlands Red Cross. In addition, 2 technical staff members of the DIPECHO VI project (Oxfam GB) participated in the event, as they were interested in replicating these subjects in their own areas.

- R1.A.1.3 Create and validate local Response plans.

One project specialist participated in the Training for Facilitators' Workshop during the IFRC Regional DIPECHO, from January to February 2009. The goal was to teach participants to use the Guidelines to Draft Response and Contingency Plans. It took place in El Salvador and was technically supported by the IFRC's Regional Reference Center for Disaster Preparedness (CREPD).

Currently, progress has been made in 6 communities in the task of building possible "Disaster Scenarios" in each community (See details in Annex N° 1 Table 4: "Participation of COLRED and leaders in the creation of Possible Risk Scenarios" and Table 5: "Possible Risk Scenarios Workshops with Focus Group participation").

Focus group methodology is a collective effort with the community, as there were focus groups for children, men, women, disabled, and elderly, to determine possible impact scenarios in each community through threats analyses previously identified in the VCA and to determine roles and needs vis-à-vis emergencies or disasters.

As a result of past field work experience and of guidelines received during the Se-CONRED introduction and update workshop, minimum content for Local Response Plans should include:

- Response Plan Objective
 - Legal basis
 - Scope and coverage
 - Possible disaster scenario
 - Action protocols on:
 - o Relationship with CONRED system
 - o Decision-making according to institutional warning system (green, yellow, orange, red)
 - Main procedures
 - o Search and rescue
 - o Evacuation
 - o Assistance to injured
 - o DANA
 - o Shelter management
 - o Aid distribution
- R1.A.1.4 Coordination with PREVDA, San-Sam project and INSIVUMEH to forming experts in the municipalities and INSIVUMEH

There is constant communication with personnel from these programs through coordination meetings to go forth in defining specific actions to support personnel in each participating municipality and foster joint participation in training events.

The first activity was held in December 2008. It was an exchange tour to the San Marcos Department to learn about MANCUERNA association, which comprises 8 municipalities: 5 in San Marcos Department and 3 in Quetzaltenango Department. A DIPECHO VI project technical staff member and a SAN SAM project technical staff member participated in the tour.

The second activity was also held in December 2008. PREVDA formed part of the jury in the Drawing Contest for children from participating communities.

The third activity was the drawing contest called "Our environment and water resources, and risk prevention in our community". The contest was part of PREVDA's 2008 Work Plan and was organized with the purpose of fostering participation and raising awareness among children living in the region on the program's three strategic topics: 1) Our environment; 2) Water resources; and 3) Risk in our community. A member of the project's technical staff and a CONRED volunteer from Retalhuleu participated in this activity.

In addition, we accompanied the signing of the PREVDA grant to the Mancomunidad Metrópoli de los Altos for an approximate amount of 7.5 million quetzals (some EUR 700,000) to be used in risk reduction activities in water-related disasters. Activities have been prioritized in the Cuenca Alta Management Plan of the Samala River High Watershed. A first meeting was held with Ms. Carmen Salguero, manager of the association, to present the project and start exploring cooperation possibilities with the Mancomunidad⁷ Metrópoli de los Altos as implementing agents, with the technical and financial expertise provided by PREVDA.

The Sphere, Humanitarian Charter and Minimum Standards in Disaster Response training took place in April 2009 with the attendance of 1 specialist in Watershed Management from PREVDA and 1 risk management specialist from the Mancomunidad.

A coordination meeting in May 2009 had the participation of 1 person from PREVDA Watershed program; the risk manager from Mancomunidad Metrópoli de los Altos, and 1 member of the SAN SAM project.

Agreements reached include:

- a) PREVDA will invite municipal technical staff in Retalhuleu and Champerico to the courses on Risk Management, Water and Environmental Resources, to be held in July 2009 in Guatemala City. The program will last 8 months.
- b) PREVDA will pay for registration, food expenses, and materials for attendees; however, each participant has to pay for his/her transportation. All Municipal Mayors are required to allow technical staff to attend classes as needed in this technical training model.
- c) Disseminate the EWS diagnosis flyer designed by our project with PREVDA and Mancomunidad, with the collaboration of SAN SAM project; determine if application is feasible in high areas of the Samala watershed.
- d) Our project will provide technical support to PREVDA and the Mancomunidad in preparing COMRED and COLRED, specifically on: 1) VCA and 2) Response Plans.

In the case of the SAN SAM Project, the area technician has participated in the following training sessions: DANA, Sphere Project and Organization and Operations of Emergency Operation Centers.

⁷ Association of communities

There is close coordination in the development and implementation of the Early Warning System that is intended to strengthen in the entire Samala watershed.

Information is shared and updated between both projects, especially regarding watershed behavior and permanent surveillance with Insivumeh stations. (See details in Annex 2: "List of San-Sam radio stations and monitoring instruments")

- R1.A.1.5 Assess and install monitoring instruments and alarms in communities

There has been dialogue with SANSAM project technical staff and SE CONRED's Preparedness Unit on EWS diagnosis and implementation coordination in participating areas.

A coordination meeting took place with staff from the project, SAN SAM, SE CONRED, and a CRG National Disaster Secretariat in February 2009.

Agreement was reached during this meeting on minimum components to be included in the Terms of Reference for the EWS diagnosis in the area:

1. Tools needed
2. Education and community levels needed per topic
3. Identification of government and civil society roles and tasks
4. Proposal for:
 - a. Tools and venue
 - b. Training topics (including: Information management and data interpretation)

A project technician attended the PREVDA, SE CONRED and INSIVUMEH coordination meeting in March 2009 in Quetzaltenango to determine possible actions for the high areas of the Samala watershed when implementing the EWS in the Seco River and Xequijel River micro watershed in Quetzaltenango. Tools that will be installed in the watershed to allow for effective coordination and one EWS in the watershed were presented.

- R1.A.1.6 Empower users in the use and handling of instruments

This activity will be resumed in June 2009.

- R1.A.1.7 Organize and execute workshops with focus groups (women, youth, disabled).

Each focus group with most vulnerable population works on community "roles and needs" in case of an emergency or disaster. The goal is to effectively include them in the Local Response Plan operating procedures.

Workshops and interviews were conducted with focus groups in 15 participating communities. Workshops with focus groups formed with most vulnerable population in each community (children, women, disabled and elderly) have contributed information to build possible disaster scenarios that need to be considered in Local Response Plans.

(See details in Annex N° 1 Table 5: "Possible Risk Scenarios Workshops with Focus Group participation")

- Update⁵ on means and related costs

	Budget	Total expenses	Balance
Result # 1			
Personal (9 people)	31,368.00	20,554.30	10,813.70

Expatriate staff	12,000.00	7,696.41	4,303.59
Per diem for volunteers	963.00	672.76	290.24
Transport Local	3,660.00	1,814.72	1,845.28
Resources for Organization and training to Colred <ul style="list-style-type: none"> – Organization meetings – VCA Training – Organizing Colred – Elaboration of local plans – Sharing of the local plans – Training of Community First Response Team. 	19,142.00	2,623.69	16,518.31
Materials for drills	1,008.00	0.00	1,008.00
Monitoring instruments for floods <ul style="list-style-type: none"> – Radio Base – Solar Panels – Meteorological stations – Linimeters 	7,748.00	0.00	7,748.00
Assessments and installation of instruments for the monitoring of floods	4,000.00	0.00	4,000.00
Training of people in charge of EWS instruments	520.00	0.00	520.00
Printed materials	5,000.00	0.00	5,000.00
Office expenses	1,660.00	721.20	938.80
Office consumable and supplies	2,781.00	1,994.29	786.71
Durable Equipment (Motorcycle)	1,081.00	486.56	594.44
Total Result #1	€ 90,931	36,563.93	54.367.07

4.3.2.2.3 Final report

- **Total amount: 85,919.93 EUR**

Budget: **€ 90,931** Total Expenses: **€ 85,919.93** Balance: **€ 5,011.07**

Indicators for achieved result

- **100% of the communities have identified their risks, capacities and vulnerabilities by applying the VCA methodology**

100% completed

This indicator was completed and described in the Intermediate Report

- **21 COLRED are organized and trained with response plans created and validated through simulation exercises.**

100% completed

21 COLRED were created in the Project area; 15 communities organized their COLRED for the first time, and 6 communities re-structured or re-activated their COLREDS. Five of the 21 COLRED are coordinated by women.

The 21 COLRED consist of a total of 420 persons, including people who form the CFRT: 188 women and 232 men. (See detailed description in Annex No. 1; Table 2: Participation in information on and creation of COLRED")

Depending on the roles performed by each commission, everyone participating in the 21 COLRED received training on basic first response topics, such as first aid, basic evacuation techniques, search and rescue, fire breakout control, use of the Damage and Needs Assessment (DANA) tool used by SE CONRED in the country, shelter management and health in emergencies with emphasis on SPHERE minimum standards.

Additionally, but subject to availability and mobilization of COLRED personnel, 27 persons participated in institutional training prepared for COMRED and Health Centres. (See details in Annex No.1; Table 7: Participants in COMRED institutional training; Table 14: Participants in Health Centre and Regional Hospital Strengthening)

All participating communities have a reviewed and updated Local Response Plan approved by and designed according to SE CONRED guidelines and formats (See detail in Annex No. 15: Local Response Plan Example in Jesus La Bomba Village). Work meetings and interviews with focus groups of the vulnerable population, as well as meetings to design disaster scenarios were used to prepare local plans. These were disseminated and validated through evacuation drills in each community.

Annex 1, Table 4 contains information on participation in focus groups work sessions, meetings to prepare scenarios and plans, dissemination meetings and evacuation drills ("Participation and Validation of Local Response Plans"). The whole process—from the focus group sessions to the evacuation drills—was monitored by the Retalhuleu and Champerico COMRED liaisons, one CONRED volunteer, and 1 field technician responsible for the SAN SAM Project.

The final CAP Study was applied before the Project was finalized and has the following conclusions about this indicator:

- ✓ Risk management capacities of the population are more developed as a result of the DIPECHO project when compared to the profile of the population as established at the beginning of the CAP study. This applies to most assessed areas or variables, which include organization, prevention, situation monitoring, early warning, evacuation and shelter during an emergency.
- ✓ Although in varying degrees, all participating communities undertook community activities related to COLRED and its committees. Communities also undertook COMRED-related activities at municipal level.
- ✓ Communities display greater ownership of COLRED and its committees. As opposed to what the population displayed during the initial CAP, knowledge on disaster prevention, mitigation actions, and behaviour during emergencies is widespread in the communities. Leaders –male and female—showed they possess knowledge and interest in the matter. Evacuations and simulations are valuable lessons for adults and children in the communities. (See full report in Annex No. 12: Final CAP Study)

• **21 COLRED can use the community EWS, linked at response municipal system**

90% completed

The EWS assessment was designed in coordination with the SAN SAM Project, SE CONRED, the GRC Disaster Secretariat, and DIPECHO VI; it was used by all COLRED, COMRED and schools participating in the project.

One SE CONRED expert along with experts from SAN SAM and DIPECHO VI validated the results of the assessment by traveling the area and making specific recommendations on necessary equipment and training. These needs were met as the budget allowed and consolidated the existing EWS in the area. The assessment reaffirmed the need to strengthen EWS in the region and confirmed that said strengthening should be aimed at six rivers: Samalá, Ixpatz, Ixquiyá, Bolas o Rosario, Champericon tideland (in the urban area of the Champerico municipality), and the El Chico, La Barrita and Tres Cruces tidelands.

Simultaneous to DIPECHO implementation, the Nueva Olga María Cuchupán community received equipment and training on the use and management of a pluviograph and radio communication. These activities were linked to the monitoring and communication network designed by CPDL in the region. In this case, the COLRED of the Cuchupán village was included in the regional EWS and it was strengthened in its response phase. Other communities equipped and strengthened by CPDL are still pending inclusion in EWS for which is responsible the SE CONRED of Retalhuleu.

In 20 out of 21 communities in the area and COMRED institutions involved with EWS, the following tools were installed and training on their use provided: monitoring, communication and response. In addition, representatives from all schools participating in the project and those in the regional office of the Ministry of Education received a one-day training on basic EWS (Early Warning System). They were also given information on how the EWS was set up in the region and on how the installed instruments will work and be linked to the alert system and alarm in each school.

The radio communication is working well and they all contact their liaisons every day: the Champerico Firemen Volunteers and the Retalhuleu COMRED Municipal Liaison, at 0600 and at 1800 hours. The pluviographs will be used and monitored during the next winter season.

The previous EWS was strengthened with the participation of DIPECHO VI. The challenge for SE CONRED remains to consolidate existing resources and those allocated for this project to make the current system more effective. Also pending is the inclusion of other existing initiatives—such as the positive initiative to expand EWS coverage in the region by CPDL. *See detailed information on existing EWS in the Retalhuleu Department in Annex No. 2: EWS Report.*

All tasks and activities were monitored and validated by an Early Warning System Unit expert from SE CONRED. Validation included user names for radio communication and registration for equipment installed in the Executive Secretariat database. Results obtained were disseminated in SE CONRED Newsletter No. 597, dated March 5, 2010. (*Annex No. 3: Newsletter 597*)

- Final state on beneficiaries (status + number)

Population in 21 communities= 13,863 beneficiaries.

- Activities accomplished

- R1.A.1.1. Hold workshops for VCA training

Activity is completed and was reported on in the Intermediate Report.

• R1.A.1.2 Organize and train the COLRED and Community First Response Teams.

The 21 local coordinators (COLRED) were appointed by community members in specific meetings. The total of participants in these community meetings was 733 persons: 428 women and 305 men. (See detailed information in Annex No. 1; Table 2; *Participation in COLRED creation and information*)

Each COLRED created a support group initially called First Response Community Teams (FRCT) to address “potential scenarios” demanding proper response in each community. However, the FRCT have joined the COLRED as authorized support staff, since the FRCT as such is still not official. At project conclusion, the 21 COLRED include 420 persons: 188 women and 232 men.

The COLRED training process has taken place as follows:

- a. Basic Community First Aid: Pilot experience to test new work methodology which included one 3-hour training session in two communities: Pilas II and Nueva Candelaria. Attendance: 42 women and 6 men.
- b. Institutional training workshop on: Damage and Needs Assessments (DANA) with the participation of 3 persons from 3 COLRED: Jesús La Bomba, Santiago Agrícola, and Los Sanchez Sector.
- c. Institutional training workshop on: Organization and Operations of Emergency Operation Centers (OOEOC), with participation of 2 COLRED members and representatives from Jesús La Bomba and Santiago Agrícola.
- d. Training on: Basic Community First Aid, Search and Rescue, and Fire Breakout Control. Dates: June 23-24, 2009; July 14-15, 2009, and August 12-13, 2009. Attendance: 95 people from COLRED (32 women and 63 men). Each person participated in a total of 17 training hours. Also, 9 Community Health Facilitators participated in the first activity. These facilitators are also part of the AIEPI program sponsored by the Guatemalan Red Cross, at the request of and coordinated by the Regional Coordinator of this Program.

The trainings included: Legal foundation and CONRED system structure; basic management concepts for disaster risk reduction (DRR); basic community first aid; use and management of first aid kit; basic search and rescue techniques, and basic techniques for fire breakout control. Instructors from the Guatemala Red Cross Disaster Secretariat, project staff and instructors from the 11th Firemen Volunteers Brigade, located in Retalhuleu, facilitated the trainings.

- e. Institutional training workshop on Management of Temporary Shelter during Emergencies with the participation of 1 COLRED member from Jesús La Bomba.
- f. Basic Community First Aid, Search and Rescue, and Fire Breakout Control. This was aimed solely at members of the COLRED of the Nueva Olga María Cuchupán community. Attendance: 14 men and 6 women.

The training was given by technical staff and 4 members of the following COLREDs: Santiago Agrícola, Jesús La Bomba, Las Maduras, and the Urban Center of the El Rosario Settlement. All trainers had received previous training and replicated lessons learned in neighboring communities.

- g. Training on: Shelter Management, Use of DANA Flyer (SE CONRED), and Health During Emergencies. Attendance: 42 COLRED MEMBERS (19 women and 23 men).

Other persons attending included 8 representatives (2 women and 6 men) from 5 organizations of the COMRED and CODRED in Retalhuleu. (See detailed information in Annex No. 1, Table 7: *Participation in training for institutions aimed at COMREDs*)

Training topics included: Use of the Damage and Needs Assessment Flyer used by SE CONRED; Shelter management according to the Shelter Management Guide used by the First Lady's Secretariat for Community Services (SOSEP); HIV During Emergencies; Water and Sanitation; Hygiene Promotion and Vector Control; Minimum SPHERE Standards for Water Supply, Sanitation and Hygiene Promotion. Topics were facilitated by technical staff of the project. The training lasted 13 effective training hours per participant.

- h. Knowledge reinforcement workshops. In order to consolidate the trainings implemented during the project, COLRED organized a one-day training (9 hours) to reinforce the knowledge on topics taught, especially those related to basic DRR concepts and the CONRED system; Shelter Management in Emergencies; Use of DANA flyer: Basic Health during Emergencies. Minimum SPHERE standards were used for all.

21 COLRED participated in twenty-one training days, with attendance of 478 persons (290 women and 188 men), all of which are COLRED members and reside in the communities.

- i. Training for Health Centres on: Situation Room; Climate Change and its Impact on Health. This activity was aimed at health service staff and, given the importance of the topics, included 7 participants (5 women and 2 men) of the following COLREDs: Viñas del Mar and Pueblo Nuevo, San José La Gloria, Tres Cruces, Santiago Agrícola, Jesús La Bomba, and Las Maduras.

In short, 21 COLRED members and other persons in each community received training on different topics, depending on their roles. (*See detailed information in Annex No. 1; Table 3: "Participation in COLRED training, by topic"*)

To further strengthen and formalize COLREDs, all twenty-one participating COLREDs received COLRED stamps, ID cards, clearly labelled and SE CONRED-approved vests.

- **R1.A.1.3 Create and validate local Response plans.**

The 21 COLRED have a Local Response Plan, prepared according to the guidelines and formats prepared by CONRED for all local Local Coordinators throughout the country. To this effect, focus group work meetings were held with the most vulnerable population –women, children, disabled, elderly—living in these 21 communities. The objective of these meetings was to obtain input to prepare possible impact scenarios in each community using threat analysis –which had been previously identified in the VCA—and determine their roles and needs in case of emergencies or disasters.

Total participants in these focus group work sessions for all 21 communities was 766 persons distributed as follows: 194 women, 64 men, 366 girls/boys, 52 disabled and 90 elderly persons.

Input from the focus groups enabled the project to prepare the 21 Scenarios and Local Response Plans. Work meetings were held in each community with a total attendance of 229 persons: 143 women and 113 men. Local plans were disseminated in work sessions organized in each community. Attendance: 143 women and 113 men.

An internship in October 2009 on Simulation Training, Evacuations and Make-up Techniques was organized in preparation to the evacuation exercises. The idea was to strengthen the technical capacities of the DIPECHO VI partners – Oxfam, Action Against Hunger, COOPI, TROCAIRE, Guatemalan Red Cross, and SE CONRED — in the design of simulations, evacuation drills, and victim make-up.

The methodology included the preparation of 4 presentations to describe basic concepts for simulation preparation, simulations and victim make-up. Activities concluded with a simulation in one of the communities where Oxfam works. The total number of participants was 19 (6 women,

13 men). The activity was facilitated by the NLRC delegate for Guatemala, 2 DIPECHO/GRC experts, and a make-up specialist who is member of the Salvadorian Red Cross and who has the backup of the Regional Reference Centre for Disaster Preparedness and IFRC.

Evacuation drills were organized in each community in order to validate the plans and to determine how each COLRED member had learned and taken ownership of their specific roles: issuing the alert and alarm, evacuation, search and rescue, first aid and transportation coordination, information management, shelter management and other complementary actions included in the local plans.

Evacuations were organized simultaneously in Jesús La Bomba and Santiago Agrícola in the hypothetical case that the COLRED in Santiago Agrícola were to ask support from the Jesús La Bomba to rescue persons swept away by the Ixquillá river when trying to flee their community. This part of the evacuation drill was more complex because it demanded a single response from both COLRED—they combined human resources, equipment and material. The activity was carried out satisfactorily.

Response Plan evaluation meetings with COLRED staff were organized at the end of each evacuation drill to determine positive outcomes and areas for improvement of this hypothetical situation. Participation in the evacuation drills and assessment meetings was 706 persons—296 women, 208 men, and 202 girls/boys. (See detailed information in Annex No. 1, Table 4: “Participation in Local Response Plan Creation and Validation”)

Also, 20 out of 21 communities had the participation of 1 Retalhuleu and/or Champerico COMRED representative, depending on the municipal jurisdiction, who served as exercise evaluator.

- **R1.A.1.4 Coordination with PREVDA, San-Sam project and INSIVUMEH to forming Technicians of the municipalities and INSIVUMEH**

Regional Program for the Reduction of Vulnerability and Environmental Degradation (PREVDA)

The coordination with PREVDA was done through the National Coordinator for National Management Unit and the Watershed Management expert. This effort has invited the Mancomunidad Metrópoli de Los Altos as implementing agent of the project funds via its specialists in Risk Management and Citizen Participation.

On 18 June, 2009, representatives from PREVDA, the Mancomunidad, one SAN SAM project technician, one SE CONRED technician, and project staff met to coordinate their participation. One of the expected results of this meeting was to encourage the participation of municipal technicians from Retalhuleu and Champerico in the Risk Management, Water Resources and Environment Course included in the PREVDA Intervention Plan. Ultimately, schedule and planning limitations made participation in this Course not possible: the DIPECHO project and the PREVDA programme had different time schedules. .

Thus, efforts were focused on the following:

- a. The EWS assessment flyer was shared with PREVDA staff and the Mancomunidad. The flyer was designed and implemented by the project staff with the help of SAN SAM project staff. The flyer was customized for use in the micro watersheds that make up the high part of the Samalá watershed.
- b. The project coordinator facilitated a training activity in September 2009 for community liaisons and municipal planning officers in the Mancomunidad implementation area. Attendance: 17 persons. Topics included:

1. Basic concepts on risk management
 2. Elaboration of community maps on risks
 3. Response plans
 4. Use of SE CONRED EDAN flyer
 5. Temporary shelter management, as per the guide prepared by SOSEP
- c. The NLRC project delegate, with the support of technical staff from the project facilitated the “Sphere Project” training workshop in November 2009 to 21 persons (10 women and 11 men). These represented institutions in the municipalities of La Esperanza, San Juan Ostuncalco, and Quetzaltenango. Also attending were officers from the Mancomunidad Metrópoli de Los Altos and SE CONRED Preparedness Unit.

Santiaguito Project – Samalá (SAN SAM)

Coordination efforts with SAN SAM project staff have been constant. Also, the SAN SAM expert has participated in the DIPECHO VI actions from its onset and has supported the local response capacity building activities, including EWS strengthening. Thus, this person has received strengthening by participating in most training activities organized for institutions and communities: VCA methodology, DANA, OFCOE, SPHERE PROJECT, and shelter management. The latter took place in September 17-18, 2009 and addressed the following topics: Shelter Management, DANA (SE CONRED) flyer, and Health during Emergencies.

The workshop ‘Definition of Strategies to strengthen EWS’ took place on 3, 8, 9 September 2009 as a joint effort of both projects. On 3 September, the workshop focused on the middle and lower part of the Samala river watershed and on 8 and 9 September a trip was organized to the site in order to identify and quantify monitoring and communication tools needed to strengthen the EWS in this area of the watershed. An expert from the EWS department of SE CONRED was present during both the workshop and the field visits.

Therefore, the DIPECHO VI contribution to strengthen the EWS with monitoring and alerts in the SAN SAM Project included the installation of hydrometric scales in the 6 SIGMA and 11 SIGMA bases to improve monitoring of the middle region of the Samala river; a portable radio to improve the issuing of alerts from 5 SIGMA. 5 SIGMA also serves as volcano observatory for INSIVUMEH in the Santiaguito volcano—a volcano having direct impact in the Samala watershed behaviour.

Another DIPECHO VI contribution to the SAN SAM project was the creation and installation of 26 identification signs in radio communication bases (13 stand-alone signs installed at the entrance of each community and 13 signs placed in the homes of radio communication operators).

INSIVUMEH

As progress was made on the Early Warning System in the area, more and better participation was possible from the INSIVUMEH meteorological observers in this region, especially from the person responsible for the Santiaguito Observatory in Samalá, with whom some activities have been coordinated. For instance, on 3 **September, 2009** an EWS strategies workshop was held with the participation of observers stationed in Santiaguito-Samalá, Champerico and the Retalhuleu South Air Base. They presented on the activities used to monitor and how these can contribute to the EWS in the region.

Lastly, DIPECHO VI provided the Santiaguito-Samalá with a portable radio which has direct communication with the SE CONRED Region 6 communication system (SW of the country) and with the Samala river EWS. This will allow for timely communication on the daily monitoring activities and for landslide alerts to the EWS radio bases located in the lower parts of the watershed.

• R1.A.1.5 Assess and install monitoring instruments and alarms in communities

The input for the three flyers used in the EWS assessment was obtained during joint meetings with staff from the SAN SAM Project, SE CONRED, GRC Disaster Secretariat, and project staff.

This assessment was used in 21 COLRED and 2 COMRED, specifically. Participation included 157 persons (70 women and 87 men) who shared information on the four technical components of an EWS: monitoring, forecast, decision making and response; they also discussed the current situation of these components in each community and municipality. (*See detailed information in Annex No. 1; Table 5: "Participation in EWS implementation tasks at community level"*)

The assessment included interviews with 67 persons (directors and teachers) from the 24 schools participating in the Project. They also provided input for the 4 components previously mentioned.

One of the main conclusions of the assessment states that implementing an Early Warning System is one of the greatest needs in the communities, i.e. they need monitoring instruments, communication equipment and proper procedures to guarantee timely and effective response to minimize damages and, most importantly, prevent deaths. Another conclusion states that EWS in this region has to be aimed at monitoring, forecast, decision making and response for 6 rivers: Samala, Ixpatz, Ixquiyá, Bolas or Rosario, Champericón tideland (in the urban area of Champerico municipality) and the El Chico, La Barrita and Tres Cruces tidelands.

Once the responses of the assessment were systematized, they were disseminated and shared at a meeting with Municipal officers, the departmental liaison, volunteer radio operators –in the radio bases set up previously by SE CONRED and the SAN SAM project-, delegates from the GRC Retalhuleu delegation, the Champerico and Retalhuleu Fire Departments, and volunteers from the CPDL organization, who also provided input to improve the EWS in communities neighbouring Champerico. (*See detailed information in Annex No. 1; Table 5: "Participation in EWS implementation tasks at community level"*)

During the meeting a decision was made to have a SE CONRED, EWS Unit technician verify the results of the assessment in the middle and lower area of the Samala watershed and neighbouring waterbodies. He was accompanied by a SAN SAM Project field technician and a DIPECHO VI technician.

Recommendations identified in the assessment and after the visit to the site include the following:

- a. Standardize formats for information collected from the monitoring instruments
- b. Hold trainings with current and future EWS strengthening staff in the use of monitoring and forecast instruments
- c. As for installing the instruments, the following should be considered:
 - o Installing pluviographs; use (and training) of data collection formats in communities and radio bases located in the middle area of the Samalá watershed and neighbouring water bodies.
 - o Installing hydrometric scales; use of data collection format in the communities and radio bases located in the middle area of the Samalá watershed and communities in the vicinity of neighbouring water bodies.
 - o Installing communication radios with the CONRED frequency in the following communities or monitoring stations: INSIVUMEH Volcano Observatory and the Fire Station in Champerico
 - o As budget allows, installing radios in other communities participating in the project to expand communication and guarantee better response.
- d. Strengthen the link with INSIVUMEH stations to allow for timely meteorological information for decision making and to alert communities of potential events.
- e. Decide which instrument or equipment works best in each community to issue the alarm for the general population
- f. Capacity building and community training on the use and handling of equipment purchased and installed. Also, training on general EWS elements.

In response to the recommendations made by technicians responsible for the assessment and for the visit to the area, the project has undertaken the following actions:

Instruments were installed:

- 16 hydrometric scales located mainly in 13 communities in the middle area of the Samalá, Ixpatz, Bolas o Rosario, and Ixquiyá rivers and in communities surrounding the Champericon tideland and the El Chico, Barrita and Tres Cruces tidelands.
- 6 pluviographs located in 5 communities in the middle area of the Samalá, Ixpatz, Bolas o Rosario, and Ixquiyá rivers and one in the Tres Cruces village. An additional pluviograph was delivered to SE CONRED to be used by the Samalá river monitoring station wherever they deem best and depending on the monitoring experience obtained from the rainy season of this year (2010). Each person from SE CONRED who received a pluviograph was given a 2-year log to record rainfall information.
- 1 radio base connected directly to the CONRED communication system—installed in the XIII Fire Department Station in Champerico. This will facilitate communication between participating communities located in the lower part of the region.
- 1 portable radio connected directly to the CONRED communication system—installed in the Volcano Observatory in the Santiaguito volcano to monitor said volcano's activity and landslides. This radio will facilitate the issuing of alarms to all other radio bases located in the lower part of the Samalá river.
- 18 portable, VHF, encased, digital and scrambler-type radios connected permanently as a network. Seventeen of them have been installed in the same number of communities and 1 is installed in the Retalhuleu COMRED office.
- 2 solar panels—including battery, energy converter and power cable—to generate energy for the portable radios in La Barrita and Las Maduras villages.
- 21 stand alone signs to identify the places where the radio communication bases are located in the project area and 15 signs placed at the entrance of communities where CONRED has radio communication installed with the entire Retalhuleu department.
- 21 hanging signs installed in the houses of radio operators in all communities participating in the project and 29 hanging signs delivered to the SAN SAM Project and CONRED technical staff to be installed in communities where the Retalhuleu region EWS radios are located.
- 210 whistles distributed throughout the 21 COLRED (10 per community). These will be used as alarms for those living in the highest risk areas in the community.
- 31 Alert signals, i.e. equilateral triangles (colours: green, yellow, orange and red) installed in visible places with high circulation. These are used to keep the general population informed of the community and regional alert level, depending on the information generated by the other EWS instruments.

The project hired a consultant who determined the most appropriate radio equipment and solar panel equipment needs for communities without electricity; he also programmed the equipment, facilitated the training on its use, and installed the equipment.

Another consultant coordinated the installation and training of the monitoring and communication equipment. He was one of the persons who visited the site with the SE CONRED EWS Unit.

• **R1.A.1.6 Empower users in the use and handling of instruments**

144 persons (58 women and 86 men) are responsible for operating the EWS instruments; all of them received training in each community on the use and handling of the strengthened EWS monitoring and communication instruments for the region. Training addressed questions regarding:

- a. What is EWS?
- b. What are pluviographs and how are they used?
- c. How do you record pluviograph data?
- d. How do you measure water levels using scales (or gauges)?
- e. How do you use and maintain radio equipment?
- f. Who do we contact? How often?

Visual aids for the training activities included printing and distributing of vinyl banners with basic recommendations for proper radio handling and maintenance.

Additionally, the 24 principals of the schools participating in the project, 3 education supervisors and 1 Ministry of Education officer received training in a session focusing on Basic EWS Concepts; EWS setup information in the region; monitoring and communication equipment in the communities, and information on how these instruments will be used and linked to the alert and alarm system in each school.

• **R1.A.1.7 Organize and execute workshops with focus groups (women, youth, disabled).**

Focus groups with the most vulnerable population (women, children, handicapped and elderly persons) concentrated on identifying their "roles and needs" in the community during an emergency or disaster. The purpose was to include the output of this activity effectively in the operating procedures of the Local Response Plan. Meetings and interviews in 21 communities participating in the project provided the input for potential disaster scenarios and Local Response Plans. (See detailed information in Annex No. 1; Table 4: "Participation and Validation of Local Response Plans")

- **Finally committed means and related costs**

Description	Budget	Total expenses	Balance
Personal (9 people)	31,368.00	31,670.54	-302.54
Expatriate staff	12,000.00	12,496.45	-496.45
Per diem for volunteers	963.00	1,050.38	-87.38
Transport Local	3,660.00	4,107.03	-447.03
Resources for Organization and training to Colred <ul style="list-style-type: none"> - Organization meetings with - VCA Training - To Organize to Colred - Local Plans Elaboration - To Share the Local Plans - Training to Community First Response Team. 	19,142.00	12,897.10	6,244.90
Materials for drills	1,008.00	794.56	213.44
Monitoring instruments for floods <ul style="list-style-type: none"> - Radio Base - Solar Panels - Meteorological stations - Linimeters 	7,748.00	9,570.49	-1,822.49
Assessments and installation of instruments to monitoring for floods	4,000.00	7,217.67	-3,217.67
Training to people in charge of EWS instruments	520.00	822.60	-302.60
Printed materials	5,000.00	454.01	4,545.99

Office expenses	1,660.00	1,501.23	158.77
Office consumable and supplies	2,781.00	2,822.00	-41.00
Durable Equipment (Motorcycle and communication)	1,081.00	515.85	565.15
Total Result #1	€ 90,931.00	€ 85,919.93	€ 5,011.07

4.3.2.3 Result 2: The disaster preparation and response capacity of the municipality has been enhanced through a strengthened relation and coordination with the local level.

4.3.2.3.1 At proposal stage

- **Total amount: € 73,409 EUR**
- **Sector2:** Institutional linkages and advocacy
- **Related sub-sector:**

2.1 Advocacy

2.2 Facilitation of co-ordination

2.3 Institutional strengthening

- **Beneficiaries (status + number):** Includes the community members and members of institutions: **13,443**

- **Indicators for this result:**

*2 Municipal response plans have been created/updated, which involve COLRED and COMRED members.

*2 COMRED organized and trained have strengthened their link with the 21 COLRED and CODRED

*21 COLRED are integrated to the Municipals Response Plans and to the Emergency Health Centres Plans.

* At least one member of the Project Team is integrated into the co-organization and participation in the National, and Regional Consultative Meeting.

* 2 municipal Mayor Offices have included a budget line for activities in disaster preparedness and response in their budgets

- **Activities related to the result**

R2.A.2.1. Organize and train COMRED.

* We will organize and train COMRED, soliciting the participation of community leaders to strengthen the link between them. With the recent change in government, there are many COMRED that remain to be organized and trained, or that simply are not functioning.

R2.A.2.2 Train health personnel in emergency management, with the participation of COLRED.

* The personnel of COMRED and Health Centres will be trained in emergency management with the participation of COLRED

R2.A.2.3 Create and validate Municipal Response Plans and Emergency Health Plans with Health Centres and Departmental Hospital, with the participation of COLRED.

* Municipal Response Plans and Emergency Health Plans will be created or updated and linked with Departmental Plan, with the participation of COLRED. Plans will be validated through a simulation exercise.

R2.A.2.4 Co-organize and participate in National Consultative Meeting.

R2.A.2.5 Participate in Regional Consultative Meeting.

- * Co-organize and participate in National and Regional Consultative workshops to share experiences and ideas on risk reduction activities.

- **Means⁴ and related costs**

Result # 2	
Personal (8 people)	€ 24,196
Expatriate staff	12,000
Per diem for volunteers	963
Transport Local	3,660
Resources for Organization and training to Comred and Health Centers	
– Institutional Coordination between Dipecho's partners and Conred	
– Comreds Organisation	
– Training to Comred about Esfera project	
– Training to Comred about EDAN	
– Training to Comred about COE	
– Training to Comred about Stock's Management	
– Municipal Plans	
– Support to check and actualize the Departamental plan	
– Training to Health Centre about psychosocial support	
– Training to Health Centre about: HIV in Emergencies	
– Training to Health Centre about: Climate Change and its effects in the health	
– Emergency Health Plans	
– Rescue Training to Fire Fighters and Red Cross	
	17,042
2 Radio for 2 Comred	1,200
Resources for drills	
– Sharing and validation of Emergency Plans with drills	1,326
National and Regional Meeting	5,000
Printed materials	2,500
Office expenses	1,660
Office consumable and supplies	2,781
Durable Equipment (Motorcycle)	1,081
Total Result #2.....	€ 73,409

4.3.2.3.2 Intermediate report

- **Total amount: Budget: € 73,409.00 Total expenses: € 37,453.90 Balance: € 35,955.10**

- **Update⁵ on indicators**

- 2 Municipal response plans have been created/updated, which involve COLRED and COMRED members

The municipality of Retalhuleu has its own response plan, which will be updated in June. (See Annex 4: "Retalhuleu Response Plan")

The municipality of Champerico has no plan, but will start working on it as of June. It will be linked to COLRED according to response plans.

- 2 COMRED organized and trained have strengthened their link with the 21 COLRED and CODRED

Organization:

Retalhuleu Comred is operative but needs strengthening through the participation of other government institutions and civil society. Champerico Comred was established and has the participation of institutions and civil organizations.

A departmental Conred delegate requested the creation of Comred in San Sebastian, Retalhuleu; thus, the project expanded its benefits to an additional municipality to those programmed. (See Annex 5: "Detailed list COMRED")

Education and Training:

So far, education and training on the following topics has been imparted:

"Participants in institutional workshops"

Nº	Workshop	Participants
1	DANA	24
2	Sphere	27
3	COE	27

Since the creation of the San Sebastian Comred, Comred staff also participates in the education and training processes held with target municipalities.

It is important to highlight that education processes have had the participation of immediate response members (Comred; Champerico, Retalhuleu Fire Department, and members of the Guatemalan Red Cross, Retalhuleu Delegation.) (See details in Annex N°1, Table 6: "Total attendance in response unit training")

- 21 COLRED are integrated to the Municipals Response Plans and to the Emergency Health Centres Plans.

Institution and community Response Plan draft, review, and update will begin in June.

One-day per week working sessions will be held with the Retalhuleu Health Center to review contingency plans and prepare a Disaster Response Plan.

- At least one member of the Project Team is integrated into the co-organization and participation in the National and Regional Consultative Meeting.

Terms of Reference are in place to hire a consulting team to prepare research and country document for National Consultative Workshop. Said Terms of Reference were sent to possible candidates by Oxfam GB so that they can prepare and present their proposals. Consulting team will be hired in June.

Dipecho partners are part of the following committees:

- Oxfam GB coordinates; Action against Hunger collaborates.
- Red Cross and COOPI are responsible for the Technical Committee.
- Trocaire is responsible for the Logistics with the help of Action Against Hunger.

The National and Regional Consultative Workshops are expected to be held in January and February 2010.

- 2 municipal Mayor Offices have included a budget line for activities in disaster preparedness and response.

The Retalhuleu Municipality has not yet defined said budget item. In the last Municipal Council, the Mayor asserted that budget item was not necessary, because if an emergency strikes, his office is empowered to declare a state of "Public Calamity" and transfer funds from any other municipal budget item. Discussions will continue during municipal plan update.

The Champerico Municipality has set apart Q100,000, equivalent to approximately €10,000.00 per year for disaster preparedness and response. Said budget item will be managed by the Municipal Office for Women, which is responsible for the Comred Humanitarian Aid Committee.

- **Update⁵ on beneficiaries (status + number)**
14,049 For the project area originally established.

In addition, we include residents of San Sebastian Municipality as beneficiaries:

"Beneficiary Population from San Sebastian municipality"

Direct:		Indirect	
Miembros of Comred	16	Rural population	15,587
		Urban Population	10,967
		Total	26,554

- **Update⁵ on activities**
 - R2.A.2.1. Organize and train COMRED.

Communication with the liaisons and municipal authorities was established in both municipalities. In the Retalhuleu COMRED, 2 work meetings were held: the first one to resume discussions with the Municipal Council on reactivating the Municipal Coordinating Board, and the second meeting to agree on training activities for 2009, according to project strategy.

Regarding Champerico Municipality, two work meetings were also held: The first one to remind municipal authorities of the importance of creating a COMRED in the municipality, and the second meeting to establish the Municipal Coordinating Board.

Both authorities and Municipality officials will participate in the COMRED, as well as representatives from other institutions: Education Supervisor, Volunteer Firefighters, Health District, Catholic Church, Fishermen Association, and neighborhood leaders; they will be responsible for specific committees, according to skill level.

The implementation of training activities schedule was agreed in this meeting, as per project implementation strategy. Timeframes matched those established for the Retalhuleu Municipal Coordinating Board. (See Annex N° 1; Table 7: "Schedule of activities with COMRED")

In order to comply with this work schedule, 3 training events have been held so far, as described below:

- Damage and Needs Assessments:** Aimed at: institutional representatives of the Retalhuleu Department, representatives of Health Centers in Retalhuleu and Champerico, and members

of the COMRED in these municipalities. The event was facilitated by a CRG Disaster Secretariat representative; the person responsible for the Informal Education Department at SE CONRED and project technical staff. The SE CONRED Departmental Delegate also gave partial support. Total participants: 24 (10 women, 14 men)

- b. **SPHERE project.** Humanitarian Charter and Minimum Standards in Disaster Response. Training was aimed at: institutional representatives from Retalhuleu, representatives of Health Centers and COMRED members in both municipalities. The event was facilitated by the Netherlands Red Cross Risk Management Delegate. Total participants: 27 (9 women and 18 men).
- c. **Organization and Operation of Emergency Operation Centers.** Training was aimed at: institutional representatives from the Retalhuleu Department, Health Center representatives, and members of the COMRED in both municipalities. The event was facilitated by technical staff and volunteers of the National Disaster Secretariat of the Guatemalan Red Cross and the Project. Total participants: 27 (7 women and 20 men). (See details in Annex N° 1; Table 8: "Participation in Institution Workshops")

- R2.A.2.2 Train health personnel in emergency management, with the participation of COLRED.

Meetings have been held with the directors of both municipal health districts to coordinate project activity implementation and obtain appropriate support and commitment from each institution representative.

The following was agreed with the Champerico district director:

1. Champerico Health Center will participate and join this municipality's COMRED in order to link it directly to the municipal response system and maximize health sector resources and participation in rural and urban areas.
2. To ease communication between the Project, COMRED, and the Health District, the director appointed Mr. Juan José Gramajo as liaison. Mr. Gramajo has been actively participating in project training sessions.

The Retalhuleu District Director offered to participate and support institutional strengthening activities planned in this project, to strengthen the link and coordinate for the future.

There was progress in education and training in the Champerico district. This district has participated with one staff member in the 3 institutional training events held thus far: DANA, SPHERE and EOC. As for the Retalhuleu District, their participation has been limited to one person attending the COE training.

Therefore, the Retalhuleu District Director agreed to hold update sessions on the above topics with the participation of health personnel in June 2009. These training/update sessions will also be useful when drafting/updating institutional emergency plans. Champerico District personnel that have not received this training will be invited.

Four project technical staff members participated in the "Hospital Safety Index during Disasters Evaluator Training Workshop" – DIPECHO VI. This took place during PAHO's Regional DIPECHO meeting in April 2009. The purpose of the workshop was to train participants in the use of the Evaluation Guide to establish safety conditions in hospitals on structural, non-structural, and functional aspects. Training was jointly organized by the Guatemalan Health Ministry, PAHO, and WHO, with the support of DG ECHO and other DIPECHO VI partners.

Attendees have had follow-up meetings to contextualize regional workshop contents and apply them to participating health districts. Contents will become an assessment tool in Health Units in the field.

- R2.A.2.3 Create and validate Municipal Response Plans and Emergency Health Plans with Health Centres and Departmental Hospital, with the participation of COLRED

The Champerico Health District already has the first version of the Emergency and/or Disaster Response Plan, which will be updated with the assistance of the project's technical staff. Regarding Retalhuleu's Health District, the collection of input to be used in the drafting of the Emergency Plan has already started.

The same situation is happening at the municipal level, where the Retalhuleu COMRED already has the first version of the Municipal Response Plan; it will be updated with help from the project and will seek active participation from existing municipality COLRED throughout the process. In the case of Champerico COMRED, through the KAP and VCA study processes, information has been produced to draft a Municipal Response Plan with COLRED participation.

- R2.A.2.4 Co-organize and participate in National Consultative Meeting.

There is constant communication with other DIPECHO partners and DG ECHO officials. Said communication will continue until Consultative Meeting is held in Guatemala. As mentioned before, the Terms of Reference to hire consulting services were sent by Oxfam GB to potential candidates. Proposals are awaited to select a candidate.

- R2.A.2.5 Participate in Regional Consultative Meeting.

Implementation of the National and Regional Consultative Workshops is expected for January and February 2010.

- Update⁵ on means and related costs

Result # 2	Budget	Total expenses	Balance
Personal (8 people)	€ 24,196.00	20,554.30	3,641.70
Expatriate staff	12,000.00	7,696.41	4,303.59
Per diem for volunteers	963.00	672.76	290.24
Transport Local	3,660.00	1,814.72	1,845.28
Resources for Organization and training to Comred and Health Centers			
– Institutional Coordination between Dipecho's partners and Conred			
– Comreds Organisation			
– Training to Comred about Esfera project			
– Training to Comred about DANA			
– Training to Comred about COE			
– Training to Comred about Stock's Management			
– Municipal Plans			
– Support to check and actualize the Departamental plan			
– Training to Health Centre about psychosocial support			
– Training to Health Centre about: HIV in Emergencies			
	17,042.00	3,513.66	13,528.34

<ul style="list-style-type: none"> – Training to Health Centre about: Climate Change and its effects in the health – Emergency Health Plans – Rescue Training to Fire Fighters and Red Cross 			
2 Radio for 2 Comred	1,200.00	0.00	1,200.00
Resources for drills			
– Sharing and validation of Emergency Plans with drills	1,326.00	0.00	1,326.00
National and Regional Meeting	5,000.00	0.00	5,000.00
Printed materials	2,500.00	0.00	2,500.00
Office expenses	1,660.00	721.20	938.80
Office consumable and supplies	2,781.00	1,994.29	786.71
Durable Equipment (Motorcycle)	1,081.00	486.56	594.44
Total Result #2.....	€ 73,409.00	37,453.90	35,955.10

4.3.2.3.3 Final report

- **Total amount: € 71,418.52**

Budget: **€ 73,409.00** Total Expenses: **€ 71,418.52** Balance: **€ 1,990.48**

- **Indicators for achieved result**

- **2 Municipal response plans have been created/updated, which involve COLRED and COMRED members**

100% completed

Meetings during the project implementation provided input for the creation and update of plans, which in turn resulted in 2 municipal response plans. Municipal plans were prepared and updated with input obtained from the VCA performed in the 21 communities participating in the DIPECHO VI and the COLRED Local Response Plans. COLRED representatives actively participated in several planning and validation sessions.

Two simulation exercises were used to determine the validity of the COMRED plans, i.e. one for Champerico and one for Retalhuleu. Said simulations helped us review the contents of the Municipal Plans and assess response coordination among first response institutions.

Simulations evidenced the need to update information in the communities that were not included in DIPECHO VI but should be included in municipal response planning.

Municipal plans must be reviewed at the end of the rainy season in 2010 and updated accordingly. This task will be performed by the SE CONRED department delegate. (See detailed information in Annex No. 13: Champerico Municipal Response Plan and Annex No. 14: Retalhuleu Municipal Response Plan)

- **2 COMRED organized and trained have strengthened their link with the 21 COLRED and CODRED**

100% completed

The COMREDs in Retalhuleu and Champerico have representatives from 2 municipalities, public institutions, associations and private organizations. (See *detailed information in Annex No. 1; Table 6: Institutional Participation in COMRED*)

The SE CONRED department delegate requested the creation of a COMRED in San Sebastián, Retalhuleu. Thus, the project has included an additional municipality as beneficiary.

The following courses and training sessions were taught throughout project implementation:

“Participation in Capacity Building Activities”

Nº	Workshop	Attendance
1	DANA	24
2	SPHERE	27
3	OF COE	27
4	Shelter Management	23
5	COE Information	25
6	SPHERE in Shelters	16
7	Information Management during Disasters	21
8	Logistics Support System	27
9	Mental health and HIV during emergencies (coordinated with Health Services)	15
10	Climatic change, effects on health and management of situation room	20

(See *detailed information in Annex No. 1; Table 7: “Participants in COMRED institutional training”*)

From the onset, members of the San Sebastián COMRED participated in the information and training seminars with target municipalities.

COLRED members participated in 7 out of 10 activities organized for institutions to promote information exchange between local and municipal parties and in order to give a more organized response from the municipal to local level. Likewise, municipal representatives participated in two activities aimed at COLREDs.

The departmental Coordinator for Disaster Reduction (CODRED) in Retalhuleu monitored and actively participated in the COMRED strengthening process. In some cases, the Department Governor attended in her capacity as CODRED Coordinator and, in others, attendance came from a person appointed by the department as project liaison.

The link with CODRED was strengthened with the participation of the SE CONRED Departmental Delegate, as he is the liaison between CONRED and the entire department.

It is important to highlight that first response agency members were considered for the training process: Health Centers, Retalhuleu and Champerico Fire Departments, and members of the GRC, Retalhuleu Delegation. (See *detailed information in Annex No. 1: Table 20: “Participation in training for first response institutions”*)

- **21 COLRED are integrated to the Municipals Response Plans and to the Emergency Health Centres Plans.**

100% completed

The municipal Response Plans and the Emergency Health Centre Plans were updated by the information obtained from the VCA analysis undertaken in the 21 communities participating in DIPECHO VI and from the Local Response Plans of these communities. The information obtained consisted of: population size, risk areas, number and location of most vulnerable population, contact information of COLRED representatives and other data that will improve communication and coordination of response activities.

Inclusion of COLREDs in municipal planning was reinforced because some of its members participated in capacity building events and other creation, update, and validation activities.

Another positive element in including COLREDs in municipal and institutional planning was to bring at least one Retalhuleu COMRED member from each of the 7 participating communities in the municipality into the community strengthening process. These persons monitored and visited the site where EWS instruments were installed, and local evacuation drills and other activities took place.

In the Champerico COMRED, members of the COLRED, as well as representatives from communities outside the Project, actively participated and joined the process of creating a municipal plan. Although they are part of the project, the Municipality invited them to participate. (See detailed information in Annex No. 13: Champerico Municipal Response Plan; Annex No. 14: Retalhuleu Municipal Response Plan; Annex No. 16: Champerico Health Centre Contingency Plan, and Annex No. 17: Retalhuleu Health Centre Contingency Plan)

- **At least one member of the Project Team is integrated into the co-organization and participation in the National and Regional Consultative Meeting.**

100% completed

At least 2 Project representatives –1 expat coordinator and 1 local coordinator—participated in the entire territorial, national and regional consultation process.

Both persons participated in the technical commission to prepare the national consultation process, tendering, selecting and hiring of research consultants, organization, invitation and co-facilitation of the Territorial Consultation workshop, co-facilitation of the National Workshop, and review of the preliminary and final Country Paper for Guatemala. (See detailed information in Annex No. 19: Country Paper for Guatemala)

Among the participants of the Regional Consultation Workshop in Nicaragua on 22-26 February, 2010 were the expat and local coordinators, GRC National Disaster Secretariat representative, and 2 SE CONRED departmental delegates from Alta Verapaz and Izabal.

- **2 municipal Mayor Offices have included a budget line for activities in disaster preparedness and response.**

100% completed

The Retalhuleu Municipal City has created a budget line with the amount of Q100 that allows them legally and administratively to transfer funds necessary during an emergency or a disaster to cover response activities and immediate needs of victims. (See Annex 4: Minute stating the creation of a Retalhuleu COMRED budget line).

Legal and administrative support for this budget line -according to the Head of the Legal Department of the Municipality- allows them to collect external financial resources or allocate own resources to address emergency situations without incurring faults or crimes such as embezzlement.

The Retalhuleu Municipal Council approved concession of a property belonging to the Municipality located in the urban centre of the city to install the COMRED headquarters. (See *Annex 5: Office Concession Minute for COMRED Retalhuleu*). The Municipality also committed funds from this municipality to cover maintenance costs of the COMRED offices and equipment donated to the Coordinator by the DIPECHO VII Project. (See *Annex 6: Letter of Commitment to Pay for COMRED Retalhuleu Office Expenses*.)

The Retalhuleu Municipality contributed Q3000.00 in payment for non-qualified labour for the implementation of a small work of preparation in Jesús La Bomba.

In 2010 the Champerico Municipality allocated Q50,000—equivalent to some €5,000—a year, to pay for specific preparedness and disaster response activities. These funds will be managed by the Women's Municipal Office (WMO), as they are responsible for the COMRED Humanitarian Aid Commission. (See *Annex 7: Letter Detailing the creation of the Champerico COMRED Budget Line*)

Additionally, human resources and WMO equipment were allocated for activities regarding preparedness vis-à-vis emergencies or disasters in the municipality. (See *Annex 8: Letter from the Women Municipal Office in Champerico*)

Another contribution made by the Champerico municipality to the community preparedness process during 2009 consisted of allocating Q32,000 —equivalent to approximately €3,200- used to pay for non-qualified labor and purchase of materials for 7 small preparedness infrastructure works in the same number of DIPECHO VI communities in this municipality. (See *detailed information in Annex No. 1; Table 18: "Description of five micro-projects and economic contributions for implementation"*)

- **Final state on beneficiaries (status + number)**

Population distributed in 21 communities and institution representatives = 14,070 beneficiaries.

- **Activities accomplished**

• **R2.A.2.1. Organize and train COMRED.**

The Municipal Coordinator for Disaster Reduction (COMRED) was reactivated and reorganized in Retalhuleu while the Champerico COMRED was created for the first time.

The Retalhuleu COMRED consists of 32 persons, representing 15 institutions and organizations. The Champerico COMRED consists of 20 persons, representing 10 institutions and organizations, both public and private. (See *detailed description in Annex No. 1; Table 6: "Institution Representatives in COMRED"*)

The following activities were developed to continue training for both COMREDs:

- a. Training for Temporary Shelter Management in Emergency Situations: Aimed at 23 persons (6 women and 17 men) representing institutions that are part of the Retalhuleu and Champerico COMREDs. It also included 3 representatives from the San Sebastián, Retalhuleu COMRED, and 2 officers representing the First Lady's Secretariat for Community Services (SOSEP) in Suchitepéquez.

The activity was facilitated by the project's technical staff and by a GRC Disaster Secretariat representative. Topics followed SOSEP's "Shelter Management Guide," which has to be applied by all institutions responsible for shelter management during emergencies or disasters in Guatemala. (See detailed information in Annex No.1; Table 7: "Participants in COMRED institutional training")

- b. Training on Information Management in Emergency Operation Centres: Training was programmed at the request of the Champerico COMRED and was aimed at institution representatives who are part of this COMRED. The activity was facilitated by project staff. Attendance included 25 persons (7 women and 18 men). (See detailed information in Annex No. 1; Table 7: "Participants in COMRED institutional training")
- c. Training on Minimum SPHERE Standards for Shelter Management: The training was programmed at the request of the Champerico COMRED and was aimed at institution representatives who are part of the COMRED and COLRED. The activity was facilitated by the NLRC delegate and technical staff of the Project. Attendance included 16 persons (4 women and 12 men). (See detailed information in Annex No. 1; Table 7: "Participants in COMRED institutional training")
- d. Training on Information Management in Disaster Situations: Aimed originally at journalists and social communicators but also included the participation of representatives from the Retalhuleu and Champerico COMREDS. 21 persons participated (5 women and 16 men). (See detailed information in Annex No. 1; Table 7: "Participants in COMRED institutional training"). Topics were facilitated by project staff and by the SE CONRED Chief of Public Information.
- e. Training on the use of Logistic Support System (LSS) Software: Aimed initially at the Retalhuleu Department health service personnel. It also included the participation of Champerico and Retalhuleu COMRED members. 30 persons participated (13 women and 17 men) and 1 member of the Jesús La Bomba COLRED. (See detailed information in Annex No. 1; Table 7: "Participants in COMRED institutional training")

LSS Software is intellectual property of PAHO and was created to expand the SUMA (Sistema de Manejo de Suministros Humanitarios) experience, which seeks to improve humanitarian aid management and strengthen national capabilities to take humanitarian aid in a timely and proper manner to the most affected population during a disaster situation. Training on the use of this software was facilitated by the Retalhuleu Health Area staff, who had received internal training in the Ministry of Health of Guatemala.

One Retalhuleu COMRED representative, 3 Champerico COMRED representatives and one San Sebastián COMRED representative also participated in the training activities for COLREDS. Topics included: Basic First Aid, Search and Rescue Basic Techniques, and Basic Fire Breakout Control Techniques.

A total of eight persons (2 women and 6 men), representing the Retalhuleu and San Sebastian COMREDS and Department government authorities, participated in the training activity designed for COLRED on the following topics: Shelter Management in Emergencies, use of the SE CONRED DANA flyer, and basic topics on health during emergencies.

- **R2.A.2.2 Train health personnel in emergency management, with the participation of COLRED.**

The activity was followed by the following training courses:

- a. Training on Temporary Shelter Management in Emergency Situations: one technician from the Champerico Health Centre participated
- b. Training session on Basic Disaster Risk Reduction Management Concepts and Use of the SE CONRED DANA flyer. Attendance included 15 persons (7 women and 8 men)

representing the Retalhuleu and Champerico Health Centres. Training was facilitated by the project's technical staff.

- c. Training on Mental Health and HIV in Emergencies: Aimed at 47 persons (24 women and 23 men) representing 9 districts or health centres located in different areas throughout Retalhuleu: Social Security Hospital, Retalhuleu Hospital, SE CONRED and other response institutions. Topics were facilitated by the Ministry of Health HQ staff specialized in the matter
- d. Training on Climate Change and its Impact on Health: Management of the Situation Room in Health Services. 43 persons participated (22 women and 21 men) representing 9 health districts, health authorities in Retalhuleu, GRC, SE CONRED, Champerico and Retalhuleu COMREDs, and 7 COLRED from communities participating in DIPECHO VI. (See detailed information in Annex No. 1; Table 14: "Participants in Health Centre and Regional Hospital Strengthening")
- e. Training on the Implementation of Hospital Safety Index: Attendance included 31 persons representing 8 health districts, health authorities in Retalhuleu, and GRC. The objective of this activity was to replicate and disseminate output from the Training Workshop and provide a context to the country-wide assessment tool in order to assess structural, non-structural and functional conditions of health centers. (See detailed information in Annex No. 1; Table 14: "Participants in Health Centre and Regional Hospital Strengthening")

All activities were facilitated by both the Quick Response and Technical Assistance Unit of the Ministry of Health (URRAT) and DIPECHO VI technicians. Participation of COLRED members was up to each COLRED and the topics discussed, since some of the topics had been addressed in the community training activities and other topics were particular to the health sector.

R2.A.2.3 Create and validate Municipal Response Plans and Emergency Health Plans with Health Centres and Departmental Hospital, with the participation of COLRED

Technical assistance was provided during project implementation in the construction and update of Contingency Plans in Floods: Champerico and Retalhuleu Fire Departments, Champerico and Retalhuleu Health Districts, Retalhuleu Departmental Hospital and the GRC Retalhuleu Delegation.

The update process of the institutional contingency plans began with a Workshop to Update Plans for 19 persons—representatives of response institutions, SE CONRED, Ministry of Education and COLRED. (See detailed information in Annex No. 1; Table 8: "Participation in Response Plan Elaboration, Dissemination and Validation")

Specific meetings were organized for the elaboration and update of plans. The output was 2 municipal and 6 institutional response and/or contingency plan:

- a. Retalhuleu COMRED Response Plan
- b. Champerico COMRED Response Plan
- c. Floods Contingency Plan of the GRC Retalhuleu Delegation
- d. Floods Contingency Plan of the Retalhuleu Health District
- e. Floods Contingency Plan of the Champerico Health District
- f. Floods Contingency Plan of the Retalhuleu Fire Department
- g. Floods Contingency Plan of the Champerico Fire Department
- h. Retalhuleu Hospital Response Plan (See detailed information in Annex No. 1; Table 14: "Participants in Health Centre and Regional Hospital Strengthening")

The COMRED, Red Cross, Fire Department and Health Centre plans were all updated with information obtained from the Vulnerability and Capacity Assessments in the 21 communities participating in DIPECHO VI and from the COLRED Local Response Plans in these communities. Information included, for example, population size, risk areas, most vulnerable population, contact

with COLRED representatives and other information that allows for better articulation and coordination during response activities.

Two simulation exercises –one each in Champerico and Retalhuleu—were used to validate the COMRED Municipal Response Plans. Simulations helped us review the contents of the Municipal Plans, assess response coordination between first response institutions and determine the need for information updates in the communities that did not participate in DIPECHO VI but need to be included in the municipal response plans.

29 people participated in the simulation exercise in Champerico, including institution and COLRED representatives from Champerico. In Retalhuleu, 31 persons participated, most of them representing COMRED. Both activities had the participation of the Quick Response and Technical Assistance Unit of the Ministry of Health and SE CONRED delegates. (See detailed information in Annex No. 1; Table 8: “Participation in Response Plan Elaboration, Dissemination and Validation”)

Several update and validation sessions had the active participation of COLRED representatives.

Municipal plans must be reviewed at the end of the rainy season in 2010 and updated accordingly. The Fire Department, Health Center and GRC Contingency plans, however, must be updated before the beginning of the rainy season in 2010.

- **R2.A.2.4 Co-organize and participate in National Consultative Meeting.**

DIPECHO partners, SE CONRED and DG ECHO officers worked in close coordination to plan this activity, especially during the second semester of 2009.

Their close coordination allowed the following outputs:

- ✓ Tender, selection and hiring of consultant firm GEOPETROL, S.A., responsible for the Country Document;
- ✓ Invitation to and facilitation of Territorial Consultation Workshops carried out in different regions of the country during the second semester of 2009;
- ✓ Invitation, organization and facilitation of National Consultation Workshop, which took place on 13-15 January, 2010;
- ✓ The final version of the Country Document for Guatemala, prepared by GEOPETROL, S.A. from the findings in the territorial and national workshops and from the institutional investigation conducted by GEOPETROL, S.A..

- **R2.A.2.5 Participate in Regional Consultative Meeting.**

The Netherlands Red Cross coordinator and the Guatemala Red Cross local coordinator participated in the preparation of the Regional Consultation for the VII Dipecho Action Plan.

Representing first response institutions in Guatemala was the GRC National Disaster Secretariat.

- **Finally committed means and related costs**

Description	Budget	Total expenses	Balance
Personal (8 people)	24,196.00	24,472.69	-276.69
Expatriate staff	12,000.00	12,496.45	-496.45
Per diem for volunteers	963.00	1,050.38	-87.38
Transport Local	3,660.00	4,107.03	-447.03

Resources for Organization and training to Comred and Health Centers	17,042.00	15,397.52	1,644.48
- Institutional Coordination between Dipecho's partners and Conred			
- Comreds Organisation			
- Training to Comred about Esfera project			
- Training to Comred about EDAN			
- Training to Comred about COE			
- Training to Comred about Stock's Management			
- Municipal Plans			
- Support to check and actualize the Departamental plan			
- Training to Health Centre about psychosocial support			
- Training to Health Centre about: HIV in Emergencies			
- Training to Health Centre about: Climate Change and its effects in the health			
- Emergency Health Plans			
- Rescue Training to Fire Fighters and Red Cross			
2 Radio for 2 Comred	1,200.00	0.00	1,200.00
Resources for drills	1,326.00	1,363.27	-37.27
- Sharing and validation of Emergency Plans with drills			
National and Regional Meeting	5,000.00	3,197.97	1,802.03
Printed materials	2,500.00	4,494.11	-1,994.11
Office expenses	1,660.00	1,501.23	158.77
Office consumable and supplies	2,781.00	2,822.00	-41.00
Durable Equipment (Motorcycle and communication)	1,081.00	515.85	565.15
Total Result	€	€	
#2.....	73,409.00	71,418.52	€ 1,990.48

4.3.2.4 Result 3: The beneficiaries and relevant actors receive and share information about disaster preparedness.

4.3.2.4.1 At proposal stage

- **Total amount: € 86,049 EUR**
- **Sector: 03:** Information, Education, Communication
- **Related sub-sector:**
 - Public awareness raisin
 - Education
 - Dissemination
- **Beneficiaries (status + number):** Includes the inhabitants from the communities plus members of the institutions: 13,443
- **Indicators for this result:**
 - * 21 communities have been exposed to audio-visual messages about community organization to reduce disaster risk
 - * 21 School Committees are organized and trained with its response plans created and validated by simulation exercises.
 - * 21 School Committees can use the school warning and alert system, linked community EWS
 - * Experiences in the communities are shared with other DIPECHO partners in 2 meetings held in the second semester of the project.
 - * At least one member of the Project Team is integrated into the co-organization and participation in the National/Regional Dissemination Workshop.

- **Activities related to the result**

R3.A.3.1 Creation, revision, distribution of educational audio visual material.

* Materials supplied and produced by the Se-Conred the Reference Centres which promote risk reducing behaviour will be taken into account, revised, adjusted in order to create appropriate and relevant audio visual material to be distributed throughout the project.

R3.A.3.2 Organize and train School Committees, create school plans, and carry out fun educational activities

* Organize and train School Committees, prepare and validate school plans. This will be accompanied by educational activities directed to school children.

R3.A.3.3 Update information on the web pages of the Guatemalan Red Cross, IFRC, and REDHUM.

* Periodically update and upload relevant information about the project on web pages of the Guatemalan Red Cross, IFRC, and REDHUM.

R3 A.3.4. Exchange experiences with communities, schools, technical team and DIPECHO partners

* With other Dipecho Partners: (COOPI and Trocaire) is agreed to carry out two exchanges of experience among the beneficiaries of our projects: Community Leaders, Members of Comred, as well as with members of the Technical Teams of each project, as to learn from each other, especially in relation to the particularities within Guatemala.

R3 A.3.5 Co-organize in National Dissemination Workshop and participate in the Regional Dissemination Workshop.

R3.A.3.6 Development and implementation of a DRR indicator tool for Guatemala.

* The 5 DIPECHO projects teams will jointly implement this activity with the main stakeholders in Guatemala (CONRED, INSIVUMEH, MoH, MoE, PAHO etc) to ensure wide acceptance, coherence, synergy and replication

R3.A.3.7 One tool produced will be systematized using format and methodology agreed by CRID, ECHO, Dipecho partners

By the end of the project, at least one tool produced in the framework of this project will be sistematized by the project staff using the format and methodology to be agreed by CRID, ECHO and its DIPECHO partners. This systematization will be sent to CRID at the end of the project in order to be available to others actors in the region.

- **Means⁴ and related costs**

Result #3	
Personal (8 people)	€ 24,196
Expatriate staff	12,000
Per diem for volunteers	963
Transport Local	3,660
Radio spots	5,198
Resources for training to communicators	663
Materials to training	5,000
Resources for training to teachers Themes:	8,997
– School Committee Organization	
– Psychological First Aid	

<ul style="list-style-type: none"> - Basic First Aid - Emergency School Plans - Sharing school plans - Use and management for First Aid Kit 	
Resources for drills in the schools	1,050
Resources for educational games	5,000
Resources for TCN+TCR	5,000
Resources for Document DRR indicators	2,000
Resources for experiences exchanges <ul style="list-style-type: none"> - Other Dipecho projects - Beneficiaries PREVDA program 	3,000
Consultant for lessons learned	2,000
Resources to share the project in the beginning and the end	1,800
Office expenses	1660
Office consumable and supplies	2781
Durable Equipment (Motorcycle)	1081
Total Result #3.....	€ 86,049

4.3.2.4.2 Intermediate report

- **Total amount: Budget € 86,049.00: Total Expenses: € 45,827.30 Balance: € 40,221.70**

- Update⁵ on indicators

- 21 communities have been exposed to audio-visual messages about community organization to reduce disaster risk.

Materials:

The project distributed a total of 1,604 notebooks to children in 24 participating schools. The cover and back cover have illustrations on "Watch out for floods" and "What to do in case of an earthquake". (See Annex 11: "Notebook cover and back cover")

Radio messages:

Awareness spot messages are being broadcasted as of January in two local radio stations with signal spanning the region. Target audience is adults and children. Messages emphasize organization and community preparedness. (See Annex 6 "Radio Scripts")

Starting June, two additional ads will be included with messages related to Climate Change and Disasters. These are revised versions of the messages broadcast during the DIPECHO V Project and Phase I of Climate Change Project and implemented by the Guatemalan Red Cross, Chiquimula Delegation, with technical and financial support from the Netherlands Red Cross.

Recreational and educational activities:

Planned project activities for April and May included a puppet show called "Cabricán el Volcán" (Cabrican, the Volcano). The core message in this play is community and school organization in preparation to disasters and environmental protection. The play was presented in 24 schools at the elementary and secondary levels.

“Total Attendance to Puppet Show: ‘Cabrican, the Volcano’”

Target groups	Girls	Boys	Fathers	Mothers	Female teachers	Male teachers	Total
Participants	2,094	2,143	86	333	99	54	4,809

- 21 School Committees are organized and trained with their response plans created and validated by simulation exercises.

School committees:

At the request of the Education Supervisor in the Ministry of Education Supervisor, the project will support school organization in 3 additional schools in Champerico.

A total of 23 School Committees have been established in the same number of schools. In preparing the minutes to establish said committees, as per the approval of the Department Delegation, Ministry of Education, one school committee is pending confirmation (Jose de Vasconcelos, Official Urban School for Boys) in one of the schools included in the above mentioned request.

“23 School Committee Members”

School Committees Members	Girls	Boys	Fathers	Mothers	Female teachers	Male teachers	Total
Total	228	212	22	58	102	52	674

School Plans:

19 emergency school plans out of the 23 organized School Committees are elaborated; they are all being revised. Drafting, revision, and adjustment process for school emergency plans will continue in June.

Education and training:

There have been two training workshops for teachers in the participating schools thus far.

1. Organization of Emergency School Committees

This workshop was facilitated by staff from: Education institutions, high authorities from Se-Conred Preparedness Unit and a Conred Departmental Delegate.

Representatives from 21 schools, 2 schools in neighboring communities, and 3 Retalhuleu Municipality urban area were invited as per the Neighbors Association of Retalhuleu request.

2. Psycho-social support for Children in Disaster Situations

This workshop was given by project team members and by the person responsible for Dissemination in the Guatemalan Red Cross. Representatives from the 17 schools attended; two teachers from TORCAIRE DIPECHO were invited to attend.

“Total participation of Schools and Teachers”

N°	Workshop	Participation			Total
		Teachers	Principals	Education Supervisors	
1	Organization of Emergency School Committees	25	15	4	44
2	Psychosocial support for children who face disaster situations	22	9	1	32

- 21 School Committees can use the school warning and alarm system, linked at community EWS.

When EWS diagnosis instruments are implemented and with the joint collaboration of local efforts, it will be possible to establish a link between both committees.

- Experiences in the communities are shared with other DIPECHO partners in 2 meetings held in the second semester of the project.

The first exchange was made among Dipecho Partners, coordinated between COOPI and Red Cross. Technical teams from COOPI, Guillermo Toriello/Trocaire Foundation, Oxfam GB and Guatemalan Red Cross participated, in addition to the Coordinator of PREVDA's National Management Unit.

The exchange included a drill exercise in one of the communities supported by COOPI in Panzós, Alta Verapaz, with the active participation of its Colred.

The next exchange is expected to be held in Retalhuleu in his year's second semester. Dipecho Partners and Prevda are invited to workshops and activities that may be interesting to them and, according to their work plans and priorities, they have accompanied us. See detail in (See detailed information in Annex 1; Table 16: "Total partner participation in training workshops– Prevda and Se-Conred")

When EWS diagnosis instruments are implemented and with the joint collaboration of local efforts, it will be possible to establish a link between both committees. DIPECHO and Prevda partners have been invited to attend the workshops or activities of their interest and they have been participating, depending on their time constraints and work load. (See detailed information in Annex 1; Table 16: "Total partner participation in training workshops– Prevda and Se-Conred")

- At least one member of the Project Team is integrated into the co-organization and participation in the National/Regional Dissemination Workshop.

Expected to be held at the end of the project implementation period.

- **Update⁵ on beneficiaries (status + number)**

14,049

It is important to mention that the project has facilitated the training of technical personnel from other DIPECHO projects, as well as that of community members (teachers and COLRED members) Therefore, the project's direct and indirect benefit exceed its coverage.

- **Update⁵ on activities**

- R3.A.3.1 Creation, revision, distribution of educational audio visual material.

Distribution of awareness notebooks on: "Watch out for floods" and "What to do in case of an earthquake", has concluded in all participating schools in the area. A total of 1,609 notebooks have been distributed to 24 schools in the area. Four education supervisors from the Ministry of Education have jurisdiction in the areas participating in the project.

Distribution criteria were defined jointly with the Technical Supervision of the Ministry of Education:

- 5th and 6th grades.
- Parents' income.

- Usefulness for students.
- Access to and/or distance from school.

In schools with low student attendance the notebooks will be distributed to all students.

Illustrations on the notebooks' cover and back cover were reviewed and discussed by SE CONRED's Communications Division, to verify compliance with current guidelines. (See detail of distribution in Annex N° 1; Table 9: "Notebook distribution information by school")

In January 2009, urban and rural awareness messages were broadcast in the Champerico and Retalhuleu municipalities. Target population for messages aired is adults and children. They are revised versions of messages aired during the DIPECHO V Project.

Starting May 2009, two additional ads will be included with messages related to Climate Change. These are revised versions of the messages broadcast during the DIPECHO V Project and Phase I of Climate Change Project and implemented by the Guatemalan Red Cross, Chiquimula Delegation, with technical and financial support from the Netherlands Red Cross.

2 radio stations with audience in the region were contracted to achieve all of the above: **Radio La Voz de la Esperanza, 91.3 FM** and **Radio REU Estéreo, 96.7 FM** (of the Radio Nuevo Mundo Corporation), both located in the city of Retalhuleu.

Time slots paid for in Radio La Voz de la Esperanza include 7 spots per day from Monday through Friday (140 a month) and conclude on August 29, 2009. In REU Estéreo, a total of 8 spots a day are being broadcast from Monday to Saturday; this will end on August 26, 2009.

- R3.A.3.2 Organize and train School Committees, create school plans, and carry out fun educational activities

The emergency school plan drafting process started with the **How to Organize Emergency School Committees Training for Teachers**, held in February 2009. This event was facilitated by project technical staff and the head of the SE CONRED Education Department.

A total of 40 teachers participated: 21 women and 19 men, including 2 representatives from schools in neighboring communities, 3 representatives from schools in the Retalhuleu Municipality urban area, invited at the request of the Retalhuleu Neighbors Association. In addition, 4 Ministry of Education supervisors attended (2 men and 2 women) adding up to a total of 44 participants.

This event initiated the creation of committees in participating areas of the project by establishing a timeline. A total of 23 School Committees have been established in the same number of schools. One school committee is pending confirmation (Jose de Vasconcelos, Official Urban School for Boys); this is a request made by the Education Supervisor of the Champerico MINEDUC. He believes now is the ideal time to set this up, as boys from urban communities in participating area attend this school. (See details in Annex 1; Table 10: "Detailed information on School Committees, by School")

A technical member of the Project attended the Training Trainers Workshop, as part of the "Protected School" Training Module. This was in compliance with the IFRC DIPECHO Regional Project. The Regional Reference Center for Community Education on Disaster Prevention participated to strengthen the training processes of Emergency School Committees.

The **"Psychosocial support to children in disaster situations"** training workshop, aimed at teachers was taught by the Netherlands Red Cross Risk Management Delegate and by the

person in charge of Communications at the Guatemalan Red Cross; project technical staff also collaborated. A total of 31 people participated: 9 principals and 22 teachers (17 women and 14 men); they are representatives from participating schools and from La Providencia school (who is participating in the DIPECHO VI – TROCAIRE / FGT project).

The following people also participated: 1 Champerico Education Supervisor, 1 representative from COLRED in Santiago Atitlán; 1 DIPECHO VI - FGT Project participant, and 1 Guatemalan Red Cross, Retalhuleu Delegation volunteer. (See details in Annex N° 1; Table 11: "Teacher Participation in education and training workshops")

As of 20 April, a series of presentations of the puppet show entitled "*Cabrican, the Volcano*" started as part of the recreational & educational activities included in the project. The purpose of the play is to educate children, parents and teachers in an entertaining manner on the importance of community and school organization to be prepared for disasters and environmental protection, among other issues. (See Annex 1; Table 12: "Total participation in puppet show by school")

- R3.A.3.3 Update information on the web pages of the Guatemalan Red Cross, IFRC, and REDHUM.

A document has been prepared with the summary of the project, including an activity progress update, to be published in the CRG's web page. This activity will be undertaken during June 2009, to disseminate project activities and results in the CRG, IFRC and RED HUM web pages (See Annex 13: "IFRC and RedHum web pages")

- R3 A.3.4. Exchange experiences with communities, schools, technical team and DIPECHO partners

Regarding this activity, exchange has taken place since January 2009 with coordinators, technical staff, and DIPECHO VI partner promoters, including:

- Training workshop on VCA methodology for community diagnosis**, held in January 2009. The following members of technical staff participated: 1 from TROCAIRE, 1 from Action Against Hunger, and 1 from COOPI, in addition to 1 from the SAN SAM project and 1 CONRED volunteer.
- Departmental Meeting with Municipal Mayors, in Retalhuleu.** DIPECHO IV project coordinators participated in the event: Action against Hunger and TROCAIRE. The reason for having the two coordinators was to analyze implementation methodology during the meetings to then replicate it in the Escuintla and Solola departments, always in close coordination with SE CONRED.
- Visit to learn about the activities carried out by the project**, by the Dipecho VI coordinator, implemented by TROCAIRE. The purpose of the visit was to learn about current intervention dynamics.
- Internship to prepare community training workshops on Health during Emergencies.** Two technical staff members from the ESFRA–ISMU–OXFAM alliance participated, as it is implementing the DIPECHO VI Project in the urban area of Guatemala City; their interest lies in replicating these topics in their own areas.
- Training workshop in: **Sphere Project. Humanitarian Charter and Minimum Standards in Disaster Response.** 2 promoters from the DIPECHO VI projects being implemented by COOPI and TROCAIRE/Guillermo Toriello Foundation participated, as well as 1

representative from the PREVDA program and 1 representative from the Association of Municipalities of Metrópoli de Los Altos.

- f. Training workshop on **Organization and Operation of Emergency Operation Centers** with the participation of 2 members of the technical staff from the DIPECHO VI Project – Action Against Hunger, 1 member from the COOPI technical staff and 1 member from the technical staff of TROCAIRE/Guillermo Toriello Foundation, as well as 1 representative from the Guatemala City COMRED and 1 representative of the Assistant Mayors of said city, appointed by the Oxfam GB project.
- g. Training workshop on **“Psychosocial Support for Children in Disaster Situations”** with the participation of principals and teachers from participating schools, 2 schools teachers and 1 COLRED representative participating in the DIPECHO VI – TROCAIRE / FGT Project.
- h. Meeting: **Exchange of experiences and intervention strategies among DIPECHO VI project staff.** The meeting was held in the municipality of El Estor, Izabal, in May 2009, with the participation of technical teams from partner organizations: COOPI, Guillermo Toriello Foundation/TROCAIRE, OXFAM and Guatemalan Red Cross; the PREVDA National Management Unit Coordinator also attended.

Experience exchange processes have been ongoing; we have invited other DIPECHO VI partners since the beginning of project implementation to all activities that may be of interest to them.

Also, thanks to the matrix elaborated and disseminated by Mr. Dennis Funes –Dipecho Program Assistant– it is now easier to find possible areas for exchange.

Other coordination and exchange issues worth mentioning:

- ✓ During the introductory workshop for the project's Technical Team, the PREVDA UGN Coordinator carried out a technical presentation of the program.
- ✓ Two members in our technical staff have participated in PREVDA activities in Quetzaltenango: Drawing contest and visit to Mancuerna de San Marcos, in El Naranjo watershed with Mr. Gabriel Gamboa, member of the Los Altos Association.
- ✓ Dipecho partners have sent technical teams to receive our training workshops; also, school teachers and COLRED members from their target communities.
- ✓ Organization and implementation of Departmental Encounters with Municipal Mayors, with the participation of Five Dipecho Partners and SE-CONRED.
- ✓ Participation of our members in IFRC, UNICEF, PAHO regional projects training sessions.
- ✓ The DIPECHO VI - UNICEF Regional Project Consultant and 1 officer from the Planning Division at MINEDUC participated in one of the puppet show presentations. They are considering the possibility of financing more presentations in our schools, with UNICEF regional project funds.
- ✓ We contributed information for the UNICEF activities matrix to allow for operating coincidences.
- ✓ We participated in coordination meetings for regional project activities.

(See Annex 1, Table 13: “Total participants in workshops given by regional partners”)

- R3 A.3.5 Co-organize and participate in National/Regional Dissemination Workshop

There is constant communication with other DIPECHO partners and DG ECHO officials. Communication will continue until the National and Regional Dissemination Workshops are held at the end of the projects implementation period.

- R3.A.3.6 Development and implementation of a DRR indicator tool for Guatemala.

A Departmental Encounter for Retalhuleu Municipal Mayors took place in March 2009 and the Departmental Encounter for Suchitepequez Municipal Mayors took place in March 30, 2009. The goal was to validate and promote the implementation of the "Community-level Disaster Preparedness Indicator Matrix" in a flood scenario. This tool was produced by the Danish Churn Aid during the previous DIPECHO.

The matrix was presented to the group of participants: officials and municipal authorities, institution officials at department level, and technical staff from the Municipal Planning Offices in participating municipalities.

At the end of the exercise, participants concluded the following:

- a. The document or indicator matrix can be applied at the municipal level for disaster preparedness as long as it is adapted to the geographic area and the appropriate implementation level. Participants gave the following remarks and conclusions regarding matrix applicability:
 - 100% of persons who validated the document believe that the language used in the document is clear and understandable: "it speaks clearly" because "words used are simple, plain and appropriate."
 - 100% deem that Matrix implementation at municipal level is useful, as it "grounded on community and local issues;" "it adapts to reality," "it allows us to know existing needs," "it helps the activities carried out in the Municipality," "so that people and authorities in the communities will know more about their situation."
 - 100% of officials interviewed said they are willing to use the Indicator Matrix in their Municipality to assess their level of disaster preparedness and identify preparedness actions.
 - 85% believes it is necessary to include other indicators in the document pertaining to:
 1. Waste management
 2. Environmental pollution due to inappropriate farming practices
 3. Preparedness infrastructure (establish more variables on this indicator)
 4. Transportation: transportation means, costs
 5. Means of communication: most popular radio stations and those linked to the response system
 6. Other communications resources: satellite telephone communication
 - b. According to participants, in order to apply it at the municipal level, it is necessary to create a budget item at the municipal level for preparedness activities, including the following variables:
 - Organization: Financial resources to promote the creation of COMRED
 - Planning: Financial resources for the drafting of response plans and their corresponding validation through drill or simulation exercises.
 - Training: Financing to develop training activities on topics such as: DANA, EOC, Sphere, Shelter Management, Search and Rescue, and EWS.
 - Equipment: Financing to procure basic response equipment, including EWS instruments when appropriate.
 - Studies on threats
 - Other types of studies: Those that allow response capability improvement at the municipal level, including studies to improve the Early Warning System.
- (See Annex 1; Table 14: "Participation in Departmental Encounter for Municipal Mayors")

On the other hand, consultants will work on the indicator document for the National Consultative Workshop:

Scope includes:

Consolidating an Indicator Matrix (Basic and Extended) on Disaster Response Capabilities at the municipal level, with technical staff from national and regional DIPECHO VI projects, SE-CONRED and DG ECHO, through a detailed process that would include:

- Basic Matrix Proposal review; Extended Matrix Proposal (version No.1) design for Disaster Response Capacity Indicators at the municipal level, using previously identified documents as foundation
 - a) "Disaster Preparedness Indicator at the local level", drafted by Danish Church Aid during the DIPECHO V Action Plan for Central America and other documents identified by DIPECHO partners, DG-ECHO and SE-CONRED, which can be useful when creating the matrix.
- Hold a workshop to discuss indicator matrix proposal (basic and extended) and agree on a final product with technical staff from DIPECHO-VI partners (national and regional), SE-CONRED and DG ECHO. This workshop will result in a matrix proposal (basic and extended) and a proposal for a Methodological Guide for Data Collection (Version No. 2), which will be applied in the field.
- A technical meeting will be organized to analyze lessons learned in the application of the matrix and the guide, and to produce input for the Final Disaster Response Capability Indicator Matrix (Basic and Extended) at the municipal level and its corresponding Methodological Guide for Data Collection.
- Version No. 3 will be submitted by the external consultant on October 26, 2009, and this document will receive the approval of the Technical Committee coordinated by the Red Cross and COOPI.
- R3.A.3.7 One tool produced will be systematized using format and methodology agreed by CRID, ECHO

In a specific meeting, with the participation of other DIPECHO VI partners, held in Guatemala in March 2009, instructions were received from CRID and ECHO on the format and methodology to be applied in the systematization of experiences accrued during project implementation. These will contribute to the project: "Capacity Building in Disaster Information Management."

Experience systematization includes the tools that have been used or are being used in the DIPECHO VI projects framework in each country. Thus, during project implementation, data collected from the application of the tool "Creation of Potential Disaster Scenarios," has been systematized.

This activity will begin implementation in June 2009. A proposal has been made to systematize the "Creation of Potential Disaster Scenarios," tool according to format and methodology agreed with CRID and ECHO.

- Update⁵ on means and related costs

Result #3	Budget	Total expenses	Balance
Personal (8 people)	€ 24,196.00	20,554.30	3,641.70
Expatriate staff	12,000.00	7,696.41	4,303.59
Per diem for volunteers	963.00	672.76	290.24
Transport Local	3,660.00	1,814.72	1,845.28
Radio spots	5,198.00	1,509.60	3,688.40

Resources for training to communicators	663.00	0.00	663.00
Materials to training	5,000.00	4,392.39	607.61
Resources for training to teachers Themes: – School Committee Organization – Psychological First Aid – Basic First Aid – Emergency School Plans – Sharing school plans – Use and management for First Aid Kit	8,997.00	2,030.87	6,966.13
Resources for drills in the schools	1,050.00	0.00	1,050.00
Resources for educational games	5,000.00	2,760.99	2,239.01
Resources for TCN+TCR	5,000.00	0.00	5,000.00
Resources for Document DRR indicators	2,000.00	750.41	1,249.59
Resources for experiences exchanges – Other Dipecho projects – Beneficiaries PREVDA program	3,000.00	0.00	3,000.00
Consultant for lessons learned	2,000.00	0.00	2,000.00
Resources to share the project in the beginning and the end	1,800.00	442.80	1,357.20
Office expenses	1,660.00	721.20	938.80
Office consumable and supplies	2,781.00	1,994.29	786.71
Durable Equipment (Motorcycle)	1,081.00	486.56	594.44
Total Result #3.....	€ 86,049.00	45,827.30	40,221.70

4.3.2.4.3 Final report

- Total amount: 81,297.84 EUR

Budget: € 86,049.00 Total Expenses: € 81,297.84 Balance: € 4,751.16

- Indicators for achieved result

- **21 communities have been exposed to audio-visual messages about community organization to reduce disaster risk.**

100% completed

Materials:

The Project distributed 7,500 notebooks among students and teachers in 24 schools, members of 21 COLREDs, persons from each community, representatives of the different institutions, COMREDs from Champerico, Retalhuleu and San Sebastian, and persons who participated in the training activities, project opening and closing meetings and persons participating in the consultation and dissemination activity nationwide. The cover and back cover have illustrations and basic preparedness instructions in case of floods and earthquakes as issued by SE CONRED, titled "Beware of Floods" and "What to do in Case of an Earthquake."

Radio messages:

Air on two local radio stations with audience in the region was rented in January 2009 to transmit awareness-raising radio spots. These spots are aimed at adults and children and emphasize community organization and preparedness. Air space for two more spots was rented in June 2009 with messages relating to Climate Change and Disasters. These are a slightly modified version of the messages transmitted during the DIPECHO V Project and the Climate Change Phase I project implemented by the GRC Chiquimula Delegation with the technical and financial support of NLRC.

As of November 2009, awareness-raising messages were transmitted in 2 more radio stations. These new radio stations also have a large audience in the project area. Transmission contracts with all 4 radio stations ended in February and early March 2010.

Recreational and Educational Activities:

This indicator was accomplished with the following actions:

- Puppet play “*Cabricán, el Volcán*” (Cabrican the Volcano). Core message of the play is community and school organization in preparedness during disasters and caring for the environment. The play was shown in 24 education centres at elementary and secondary levels.
- Puppet play “*El Pollito Fito*” (Fito, the Chicken). Core message is to raise awareness on water and sanitation and the importance of hygiene during emergencies. The play was shown in 21 communities for persons of all ages.
- A training workshop called Information Management in Disaster Situations was designed for those responsible for transmitting institutional information or who are social communicators. Facilitation was the responsibility of the SE CONRED Chief Public Information and was aimed at persons working in the media and officers of public institutions part of COMRED.
- **24 24 School Committees are organized and trained with its response plans created and validated by simulation exercises.**

100% completed

School Committees:

At the request of the Education Supervisor of the Ministry of Education, the project included 3 additional education centres in its implementation area.

Twenty-four school committees approved by the Department Delegation of the Ministry of Education are set up in 24 schools. Each committee is made up mostly by principals, teachers and students –male and female—in grades 4th through 6th. 13 of the 24 committees have the participation of at least one father or mother. (See *detailed information in Annex No. 1; Table 9: “Creation of School Committees for Risk Reduction Management”*)

School Plans:

Currently, 24 School Emergency Plans have been prepared. These 24 plans were disseminated internally in each school committee and were validated using evacuation drills. Evacuation drills displayed some weaknesses with regards to the implementation of the plan and things that need improvement in each school, i.e. student count (boys and girls) to ensure that all of them have been evacuated from their classroom in an emergency situation. (See *detailed information in Annex No. 1; Table 10: “Participation in Dissemination and Validation of School Plans in an Emergency”*)

Education and training:

Four education and training workshops were given during project implementation. These were aimed at teachers in the 24 schools:

- 1 Creation of Emergency School Committees
- 2 Psychosocial Support for Boys and Girls in Disaster Situations
- 3 Basic First Aid Techniques, Search and Rescue, and Fire Breakout Control
- 4 Basic Guide for Simulations and Evacuation Drills

All four topics allowed the strengthening of other activities such as: creation of committees, response planning, basic response actions and plan assessment. (See detailed information in Annex No. 1; Table 11: "Participation of Teachers in Education and Training Workshops")

The final CAP assessment offers progress conclusions and benchmarking for the beginning of the project and the time when the assessment was conducted for this indicator. (See complete report in Annex No. 12; Final CAP study)

- **24 School Committees can use the school warning and alarm system, linked at community EWS.**

100% complete

The warning and alarm system, as well as the activation and deactivation criteria in the plan were aspects emphasized in the elaboration, dissemination and validation of school committee plans. Two vinyl banners per school were printed to this end. One banner included the steps to be followed in the warning and alarm system, clearly stating the moment when the school principal orders the activation of the plan and evacuation of the premises and who gives the instruction that leads to this decision.

Another banner contains basic information on how to activate and deactivate the response plan and what to do in case school facilities are used as temporary shelter. (See Annex No. 9: Alert and Alarm System – Instructions to Activate and Deactivate the School Emergency Plan")

Both banners were delivered to each school with the instruction of placing them in a visible spot for consultation as needed.

Emphasis on warning and alarm in each school had the objective of strengthening their participation in the EWS established in each community and at municipal level. 24 principals in the 24 schools of the project participated, along with 3 education supervisors and 1 officer from the Ministry of Education. They received a one-day training and several sessions afterwards on: Basic EWS Concepts; EWS setup in the region; Monitoring and communication instruments installed in the communities; Use of instruments installed and their relation to the alert and alarm system in place in each school. The activity was facilitated by 1 SE CONRED EWS technician and project technical staff.

- **Experiences in the communities are shared with other DIPECHO partners in 2 meetings held in the second semester of the project.**

100% completed

DIPECHO partners met on two occasions to exchange information. The first meeting was coordinated by COOPI and the Red Cross and took place in El Estor, Izabal in May 2009. The second meeting took place in Retalhuleu in November 2009 and was coordinated by GRC with the participation of the other partners.

During the first meeting a report was shared on the partial progress of project implementation and the results of an evacuation drill exercise in one of the COOPI communities in Panzós, Alta

Verapaz with active participation of its COLRED. During the second meeting attention was given to sharing the success stories of each partner in their corresponding project areas and lessons learned from working on preparedness at institution and community levels. Both activities foster greater integration between technical and administrative staff of the projects.

Exchange with other partner institutions (PREVDA, SAN SAM Project, CONRED) focused on sharing tools and knowledge in which Red Cross DIPECHO was more experienced. Therefore, PREVDA or Mancomunidad Metrópoli de Los Altos staff, SAN SAM Project, CONRED employees, the DIPECHO partners and volunteers were invited to participate in project activities.

- **At least one member of the Project Team is integrated into the co-organization and participation in the National/Regional Dissemination Workshop.**

100% completed

The expat project coordinator and the national project coordinator participated in the joint organization process. Two other technicians and 3 project beneficiaries joined during the National Dissemination Workshop; they had a partial participation in the activity, since they were invited to share the methodology used to implement the “Construction of Risk Scenarios Emphasizing Particularly Vulnerable Groups” instrument.

Attendance to the Regional Dissemination activity included: the NLRC expat project coordinator and the GRC local coordinator in representation of the Project; representing first response national institutions was the GRC National Disaster Secretariat representative.

- **Final state on beneficiaries (status + number)**

Population distributed in 21 communities + institutional representatives = 14070 beneficiaries

- **Activities accomplished**

- **R3.A.3.1 Creation, revision, distribution of educational audio visual material.**

The awareness notebooks—“Beware of Floods” and “What to do in Case of an Earthquake”—were distributed in different opportunities to boys and girls in 24 project schools, persons from 21 communities and institution representatives included in 3 COMREDs, 1 Department Coordinator, persons who attended the national consultation and dissemination activities (organized by DIPECHO partners) and GRC volunteers nationwide—by distributing notebooks in their 20 delegations. Distribution was possible because school principals, MINEDUC supervisors, COLRED and COOMRED coordinators and GRC Delegation authorities collaborated with the Project.

Cover and back cover design were reviewed and approved by the SE CONRED Communication Division to verify they were in compliance with their current Executive guidelines.

Initially, radio spots were transmitted in 2 radio stations with high audience in the region, **Radio La Voz de la Esperanza, 91.3 FM** and **RADIO REU Estéreo, 96.7 FM** (member station of the Radio Nuevo Mundo corporation). Both radios are located in Retalhuleu City.

Then, the project paid for radio spots in 2 more radio stations: **Suprema Estéreo, 102.7 FM** and **Radio La Voz de la Costa Sur** (member station of the Emisoras Unidas corporation, with presence nationwide). Conditions for transmission in each radio station were the following:

- a. La Voz de la Esperanza Radio: Contract signed from January 23, 2009 through March 2, 2010. Contract included 7 daily mentions from Monday through Friday.
- b. REU Estéreo: Contract signed from January 26, 2009 through February 27, 2010. Contract included 8 daily mentions from Monday through Saturday.
- c. Suprema Estéreo: Contract signed from November 3, 2009 through February 3, 2010. Contract includes 10 daily mentions from Monday through Saturday.
- d. La Voz de la Costa Sur Radio: Contract signed from November 3, 2009 through February 3, 2010. Contract includes 5 daily mentions from Monday through Friday.

The “Pollito Fito” puppet play was also used to convey awareness messages on water and sanitation and the importance of hygiene during emergencies. Once again, we hired OCELOT, the corporation that had presented the play in November 2009 in the 21 project communities. Total attendance to these plays was 2284 persons. (See detailed information in Annex No. 1; Table 13: “Attendance to the ‘Pollito Fito’ Puppet Play”)

Along this same line, we organized a training workshop called “Information Management in Disaster Situations.” The workshop was facilitated by the SE CONRED Chief of Public Information and was aimed at people who work in the media and public institution officers who are part of COMRED and are responsible for sharing information. Total attendance was 21 (5 women and 16 men). (See detailed information in Annex No. 1; Table 7: “Participants in COMRED institutional training”)

The agenda included the following topics:

- Basic Risk Management Concepts
- Journalists for disaster risk management
- Communication during risk management, and
- Press releases in emergency and/or disaster situations

• **R3.A.3.2 Organize and train School Committees, create school plans, and carry out fun educational activities**

As of February 2009 the project started to organize School Committees for Risk Reduction Management and to design School Plans for Emergency and Disaster Response.

24 school committees were created in the same number of schools during project implementation. 715 persons participated: 228 girls and 241 boys (students from grades 4th-6th); 24 fathers and 60 mothers; 104 female teachers and 58 male teachers (including school principals). (See detailed information in Annex No. 1; Table 9: “Creation of School Committees for Risk Reduction Management”)

Training for teachers included the following activities and training topics:

- 1 **Education for teachers in the creation of emergency school committees** (information was included in the intermediate report)
- 2 **Psychosocial support for boys and girls in disaster situations** (information was included in the intermediate report)
- 3 **Basic First Aid Techniques, Search and Rescue, and Fire Breakout Control** With participation of 65 teachers (36 women and 29 men). Project technical staff was responsible for facilitating the topics. (See detailed information in Annex No. 1; Table 11: “Participation of Teachers in Education and Training Workshops”)
- 4 **Basic Guide for Simulations and Evacuation Drills.** 20 teachers attended this activity (16 women and 4 men). Project technical staff was responsible for facilitating the topics. Reference material was taken from the Simulation and Evacuation Drills Guide prepared by IFRC’s Reference Centre for Disaster Preparedness (CREPD). (See detailed information in Annex No. 1; Table 11: “Participation of Teachers in Education and Training Workshops”)

The training process took place simultaneously with the work sessions organized in each school. The purpose of these work sessions was to create School Plans for Emergency and Disaster Response. These plans were shared with all 24 schools.

School plans were created according to the model approved by SE CONRED Education Unit. Also, a project initiative included basic instructions for the evacuation of boys and girls during different threats: evacuation during floods, evacuations during fires, and evacuation during earthquakes or tremors.

The warning and alarm system, as well as the activation and deactivation criteria of the plan, were additional key aspects included in the plans. This information was also shared with the 24 schools. Two vinyl banners per school stated a) the steps to be followed in the warning and alarm system and b) basic instructions to activate or deactivate a response plan and what to do in case the school building is used as temporary shelter.

The purpose of emphasizing warning and alarm in each school was to strengthen the communication with the EWS established in each community and at municipal level.

Once the plans were finished, work meetings were organized in the 24 schools to share the information. Attendance included 443 persons: 160 girls, 136 boys and 147 teachers (including principals). (*See detailed information in Annex No. 1; Table 10: "Participation in Dissemination and Validation of School Plans in an Emergency"*)

After the plans had been disseminated, they were all validated or assessed through evacuation drills, 1 per school. This activity had the participation of 3,167 persons: 1,378 girls, 1,603 boys, 161 teachers (including principals) and 25 COLRED members. (*See detailed information in Annex No. 1; Table 10: "Participation in Dissemination and Validation of School Plans in an Emergency"*)

Evacuation drills showed that, despite the existence of a plan some weaknesses are still present and need to be addressed in each school. One of these is the count of boys and girls who go to school every day; counting them will guarantee that all the children are evacuated from their classroom during an emergency. This issue and others that were less frequent were discussed in each school after the evacuation drill exercise was over.

Yet another contribution to strengthening response during emergencies or disasters in school committees was to provide each school with the following tools:

- 2 wheelbarrows
- 3 shovels
- 5 whistles (to be used as alarm signal)
- 2 "shanon" planks
- 1 first aid kit, including replacement kit

Advertising and invitations to attend the International Day for Disaster Reduction Celebration started in September 2009. This activity takes place the second Wednesday of October every year. Persons were invited to participate in the Mural Painting Contest on "How do we prepare for disasters." This activity will be assessed in due time.

Nine schools said they were interested in participating in the contest. We sent them the material they requested to participate. Out of all 9, four schools were deemed the most creative and complied with the topic of disaster preparedness. The winners were:

First place: **Nueva Candelaria village school, in Retalhuleu**

Second place: **Colonia 20 de Octubre school, in Champerico**

Third place tie: **Miguel García Granados school and Barrio Guayacán school, in Champerico**

The four winning schools were awarded pedagogical kits prepared specially by technical staff in the project. The other 5 schools will also receive an acknowledgement for their participation; educational material, which is ready but will be delivered to each school when the 2010 school year begins.

The Barrio Guayacán school was appointed, with the approval and collaboration of the school principal and teachers, as the venue for the celebration of the International Day for Disaster Reduction. The activity took place in the school on Tuesday, October 13, 2009. Mr. Dennis Funes (ECHO representative) came to the activity as part of his agenda during his second monitoring visit to the project. The agenda was prepared by the principal and teachers and included the participation of students—boys and girls—who presented short plays, poems, songs, and dances focused on the topic of the celebration.

Also to celebrate the International Day for Disaster Reduction, on October 18, all 6 DIPECHO partners: PAHO, Oxfam, Action Against Hunger, COOPI, TROCAIRE, and Red Cross organized the Photo Exhibit displaying the activities of each partner in the context of national preparedness for disasters. The activity took place in the “Obelisco,” in Zone 10 of Guatemala City from 10:00 am to 4:00 pm. The activity also included the “Cabricán, the Volcano” and “Martín Axe Head” puppet shows (sponsored by DIPECHO Red Cross), the play “I prepare myself for disasters,” which is performed by a group of young artists with the support of the COOPI-implemented DIPECHO project, as well as other artistic activities especially hired for the event.

The DIPECHO/Red Cross Project also contributed by promoting the game called “RIESGOLANDIA” (Land-o-Risk) as a fun, learning methodology. It caught the attention of boys, girls and parents who attended the activity.

- **R3.A.3.3 Update information on the web pages of the Guatemalan Red Cross, IFRC, and REDHUM.**

We prepared a summary paper of the three celebrations organized for the International Day of Disaster Reduction: a mural contest in the Barrio Guayacán School and a Photo Exhibit in the Obelisco, in Guatemala City. This information was published in the IFRC and GRC websites.

The EWS implementation process in the region was promoted electronically by SE CONRED with Newsletter No. 597, dated March 5, 2010. It will be posted in the webpage of the organization later on. (*Annex No. 3: Newsletter 597*)

We have sent the EWS regional strengthening report and the implementation results summary document to the REDHUM contact person in Guatemala. They will publish and advertise the document.

- **R3 A.3.4. Exchange experiences with communities, schools, technical team and DIPECHO partners**

The exchanges between communities and schools was achieved during project training activities. These activities were carried out in Training Centres, which enabled attendees to work, learn and share during the 2-day activities.

The First Aid training was repeated in the Nueva Olga María Cuchapán community, and it was useful in bringing other community leaders in neighbouring communities to support training activities and share information and experiences of lessons learned during this Project and past experiences.

Other information exchange activities between DIPECHO partner technical teams included:

- Training workshop on: Temporary Shelter Management in Emergency Situations. One technician on risk management from the Mancomunidad Metrópoli de los Altos, an implementing partner of PREVDA, participated in the activity.
- Monitoring of the territorial consultation workshop held in this department. The purpose was to identify needs and convey them to the consulting company, as part of the DIPECHO VI Project implemented by FGT/TROCAIRE. One project field technician was responsible for attending and monitoring the activity.

- Participation in the SPHERE Minimum Standards Project. The project delegate from NLRC facilitated this topic with the support of one project staff to 22 persons, including: a Panzós Municipality risk management officer; health technician from the Telemán district; COOPI technicians from Panzós and Senahú; one female technician from the DIPECHO VI/ACH project and the administrative assistant of the DIPECHO VI/GRC Project. The activity took place in Telemán, Alta Verapaz; it was coordinated by DIPECHO VI staff and implemented by COOPI.
- Participation in the SPHERE Minimum Standards Project. The Guatemala delegate from NLRC taught this topic with the support of one project staff to 38 persons (27 women and 11 men), among which: COLRED members from zones 3 and 7 in Guatemala City. This activity took place in Guatemala City and was coordinated in response to a request received from the technical staff in the Italian organization Civil Voluntary Group (GVC).
- Participation in the SPHERE Minimum Standards Project. The Guatemala delegate from NLRC taught this topic with the support of one project member to 31 persons (12 women and 19 men) that included: technical staff and population participating in the DIPECHO VI project implemented by Action Against Hunger. This activity took place in Santa Lucía City, Escuintla— an area where the project is being implemented.
- The play “I prepare myself for disasters,” performed by a group of young artists with the support of the COOPI-implemented DIPECHO VI project. This play seeks to raise awareness on the need for community preparedness vis-à-vis adverse events. The play was presented in the schools in the following communities: El Chico and Granada villages.
- Internship in training for Simulations, Evacuation Drills and Make up Techniques. The idea of these trainings was to strengthen the technical capacities of DIPECHO VI partners: Oxfam, Action Against Hunger, COOPI, TROCAIRE, GRC and SE CONRED teaching them how to design simulations, evacuation drills and apply make up to victims. Methodology included the preparation of 4 presentations to describe basic concepts for simulation preparation, simulations and victim make-up. Activities concluded with a simulation in one of the communities where Oxfam works. Total participants were 19 persons (6 women, 13 men). The activity was facilitated by a NLRC delegate for Guatemala, 2 DIPECHO/GRC technicians, and a make-up specialist who is member of the El Salvador Red Cross and who has the backup of the Regional Reference Centre for Disaster Preparedness and IFRC.
- Second information exchange meeting between DIPECHO VI partners. In this opportunity other people related to the Red Cross Project were also invited. The activity allowed time for each project to present the main results to date and the lessons learned in every action. Total attendance was 26 persons, representing Oxfam GB, COOPI, Red Cross, Red Cross’ DIPECHO project community liaisons, Retalhuleu COMRED liaison, SAN SAM Project technician, and a CONRED volunteer.

- **R3 A.3.5 Co-organize and participate in National/Regional Dissemination Workshop**

Upon starting the second phase of the project, communication was constant with other DIPECHO partners and DG ECHO officers to prepare the National and Regional Dissemination Workshops.

The coordination allowed the following results:

- ✓ Organization of and invitation to the National Dissemination Workshop on 13-15 January, 2010.
- ✓ Presentation of the work tool, fully systematized according to CRID criteria; the presentation was called “Construction of Risk Scenarios Emphasizing Particularly Vulnerable Groups.” The tool dissemination was the responsibility of two community liaisons, 1 institutional liaison and 1 project technician.

• **R3.A.3.6 Development and implementation of a DRR indicator tool for Guatemala.**

Meetings with the Retalhuleu and Suchitepéquez Mayors initiated the validation, advertising, and implementation of the “Community Disaster Preparedness Indicator Matrix.” The matrix was presented and implemented in its simplest version to those in attendance: municipal officers and authorities, institutional officers at department level and technical staff of the Planning Municipal Offices in participating municipalities. (See detailed information in Annex No. 1; Table 15: “Participation in the Implementation of the Basic Preparedness Indicator Matrix”)

In summary, the basic indicator matrix was used in 21 municipalities: 8 in Retalhuleu; 12 in Champerico, and 1 from Quetzaltenango. Also the extended version of the matrix was used in 5 municipalities: San Sebastián, Champerico and Retalhuleu in the Retalhuleu Department, Mazatenango in Suchitepéquez, and El Palmar in Quetzaltenango. (See detailed information in Annex No. 1, Table 16: “Municipalities Using the Basic Preparedness Indicator Matrix”)

• **R3.A.3.7 One tool produced will be systematized using format and methodology agreed by CRID, ECHO**

This activity was resumed in August 2009 with a meeting with Mr. Rafael Anleu, National Coordinator of the Regional Disaster Information Centre for Latin America and the Caribbean (CRID). The tool was systematized and used in a community awareness activity—with a puppet show—in the implementation of DIPECHO V.

CRID now has the documents detailing the systematization of the tool called “Construction of Risk Scenarios Emphasizing Particularly Vulnerable Groups.” These include:

- PowerPoint presentation of the tool
- Document with tool dissemination proposal
- Systematization tool summary

This tool was disseminated by Project beneficiaries in the National Dissemination Workshop, during January 2010.

- **Finally committed means and related costs**

Description	Budget	Total expenses	Balance
Personal (8 people)	24,196.00	24,472.69	-276.69
Expatriate staff	12,000.00	12,496.45	-496.45
Per diem for volunteers	963.00	1,050.38	-87.38
Transport Local	3,660.00	4,107.03	-447.03
Radio spots	5,198.00	3,820.98	1,377.02
Resources for training to communicators	663.00	369.67	293.33
Materials to training	5,000.00	5,542.75	-542.75
Resources for training to teachers	8,997.00	3,520.38	5,476.62
Themes: <ul style="list-style-type: none"> - School Committee Organization - Psychological First Aid - Basic First Aid - Emergency School Plans - Sharing school plans - Use and management for First Aid Kit 			
Resources for drills in the schools	1,050.00	1,289.11	-239.11

Resources for educational games	5,000.00	7,945.08	-2,945.08
Resources for TCN+TCR	5,000.00	5,415.92	-415.92
Resources for Document DRR indicators	2,000.00	1,348.93	651.07
Resources for experiences exchanges	3,000.00	1,086.34	1,913.66
- Other Dipecho projects			
- Beneficiaries PREVDA program			
Consultant for lessons learned	2,000.00	3,215.01	-1,215.01
Resources to share the project in the beginning and the end	1,800.00	778.02	1,021.98
Office expenses	1,660.00	1,501.23	158.77
Office consumable and supplies	2,781.00	2,822.00	-41.00
Durable Equipment (Motorcycle and communication)	1,081.00	515.85	565.15
Total Result #3.....	€ 86,049.00	€ 81,297.84	€ 4,751.16

4.3.2.5 Result 4: The communities reduce their physical vulnerability through the implementation of small scale infrastructure support and mitigation works.

4.3.2.5.1 At proposal stage

- **Total amount: € 96,952 EUR**

- **Sector:** Small scale infrastructure and services

Related sub-sector:

-Infrastructure support

-Small scale infrastructure and mitigations works

- **Beneficiaries (status + number):** Includes the inhabitants from the communities: 13,249

- **Indicators for this result:**

* At least 15 of the 21 communities have improved their capacity for emergency preparedness and response through the execution of small infrastructure and / or mitigation projects, based on the results of VCAs.

* 21 communities recognize the signs installed to evacuate to secure sites.

- **Activities related to the result**

R4.A.4.1 Identify, prioritize and select small scale infrastructure support projects and/or small mitigation works based on the VCA results.

* The VCA study will initiate the organization, identification and selection of priority actions to implement small scale infrastructure support and/or small scale mitigation projects.

R4 A.4.2 Implementation of small scale infrastructure support and/or small mitigation works.

* Execution of the small scale projects

R4 A.4.3. Monitor and follow-up on the execution small scale infrastructure support and/or small mitigation works in the communities

* To strengthen the process of ownership in the community and preserve the spirit of small works of infrastructure and mitigation, we will proceed with the monitoring and follow-up of the micro-projects during their execution

R4 A.4.4 Identify and signal the evacuation routes based on local community response plans.

* We will validate the community maps contained in the local response plans and with that identify the evacuation routes in the communities

- **Means⁴ and related costs**

Result #4

Personal (9 people)	€ 31,368
Expatriate staff	12,000
Perdiem for volunteers	963
Transport Local	3,660
Resources for Organization and meeting between Colred and the communities	1,313
Materials for executions works	39,060
Signals for evacuations routes	3,066
Office expenses	1,660
Office consumable and supplies	2,781
Durable Equipment (Motorcycle)	1,081
Total Result #4.....	€ 96,952

4.3.2.5.2 Intermediate report

- **Total amount: Budget: € 96,952 Total Expenses: € 17,019.02 Balance: € 79,932.98**

- **Update⁵ on indicators**

- At least 15 of the 21 communities have improved their capacity for emergency preparedness and response through the execution of small infrastructure and / or mitigation projects, based on the results of VCAs.

The VCA diagnosis provided a list of micro-project options. A Micro-project Workshop will be held next month with leaders and liaisons; they will learn how to prepare microproject profiles and they will also prioritize them in the communities.

At this time, microprojects on preparedness and/or mitigation have been identified in 20 of the 21 communities. We still need to identify infrastructure work to be carried out in the "Los Sánchez" sector, Aldea El Rosario, Champerico. (See Annex 1; Table 17: "List of microproject options in each community")

- 21 communities recognize the signs installed to evacuate to secure sites.

A preliminary list of emergency signs was prepared with the help of the VCA diagnosis, baseline, and different tours to communities; this list will be available in the project. (See Annex 1, Table 15: "Preliminary list of emergency signs to be posted in each community")

Plans will reflect the exact number to be posted, bearing in mind community maps.

- **Update⁵ on beneficiaries (status + number)**

13,863

- **Update⁵ on activities**

- R4.A.4.1 Identify, prioritize and select small scale infrastructure support and/or mitigation works based on the VCAs results.

Within the IFRC Regional DIPECHO framework, a technical staff project member participated in the Training Trainers Workshop in February 2009, in the Education Module for Social Micro Projects. This workshop was carried out by the Regional Reference Center for Community Education on Disaster Prevention, in Costa Rica.

After conclusion of and resulting from the VCA process, several micro projects have been identified at the community level. (See detail in Annex 1; Table 17: "List of microproject options in each community")

Up to this moment, no micro-projects that would benefit more than one community have been identified, although this situation may change as discussions are held with participating communities and progress is made in drafting the corresponding profiles.

- R4.A.4.2 Implementation of small infrastructure support and/or mitigation works.

After identification, prioritization, and selection of small infrastructure works, implementation of said works will begin, starting June 2009.

- R4 A.4.3 Monitor and follow-up of the projects.

This activity will be carried out as we progress in the implementation of infrastructure works.

- R4 A.4.4 Identify and signal the evacuation routes based on local community response plans.

Resulting from the VCA and the drafting of community maps, the number of signs for evacuation routes, safe meeting points, and shelter areas in each community have been identified and budgeted. This activity will be carried out as of June 2009.

- Update⁵ on means and related costs

Result #4	Budget	Total expenses	Balance
Personal (9 people)	€ 31,368	3,425.72	27,942.28
Expatriate staff	12,000	7,696.41	4,303.59
Perdiem for volunteers	963	672.76	290.24
Transport Local	3,660	1,814.72	1,845.28
Resources for Organization and meeting between Colred and the communities	1,313	207.37	1,105.63
Materials for executions works	39,060	0.00	39,060.00
Signals for evacuations routes	3,066	0.00	3,066.00
Office expenses	1,660	721.20	938.80
Office consumable and supplies	2,781	1,994.29	786.71
Durable Equipment (Motorcycle)	1,081	486.56	594.44
Total Result #4.....	€ 96,952	17,019.02	79,932.98

4.3.2.5.3 Final report

- **Total amount: € 97,264.85 EUR**

Budget: € 96,952.00 Total Expenses: € 97,264.85 Balance: € -312.85

- **Indicators for achieved result**

- **At least 15 of the 21 communities have improved their capacity for emergency preparedness and response through the execution of small infrastructure and / or mitigation projects, based on the results of AVCs.**

120% completed

The Vulnerability and Capacity Assessment produced a provisional list of options for micro project implementation. Afterwards, in June 2009, we organized the "Introductory Workshop for Elaborating Micro Project Preparedness Profiles." We believe this tool will provide guidelines whilst elaborating profiles.

Later, communities held meetings to decide what kind of small infrastructure works should be undertaken. 17 small preparedness works and 1 mitigation effort were decided upon. 16 communities expanded or rehabilitated emergency shelters. One community (La Gomera) rehabilitated a pedestrian bridge used as evacuation route and in another community (El Chico) the work expanded the water drain system by 100 linear meters and repaired it.

In La Gomera, the micro project benefited 3 additional communities in the periphery: Monte Cristo, Arlan and El Paso farm. They use this route for communication and evacuation during floods in the region. Beneficiary population increased to 2,586 with those living in these villages. In three communities, the micro projects consisted of equipment for emergency shelter implementation, since none of them had facilities used to respond to disasters. Thus, it was not possible to carry out rehabilitation or improvements.

- **21 communities recognize the signs installed to evacuate to secure sites.**

100% completed

The Vulnerability and Capacity Assessment and the creation of Community Risk Maps by community in the 21 communities, allowed COLRED to clearly identify safe evacuation routes and safe places to go to during floods.

Signs were installed by each COLRED and project staff verified if these were installed properly in the places shown in community maps. The population in general has learned from each COLRED the meaning of emergency signs and how to follow their instructions during emergencies or disasters.

- **Final state on beneficiaries (status + number)**

Population distributed in 21 communities + 3 communities located close to La Gomera = 16,449 beneficiaries.

- **Activities accomplished**

- **R4.A.4.1 Identify, prioritize and select small scale infrastructure support and/or mitigation works based on the VCAs results.**

The VCA produced a provisional list of micro project options. Afterwards, in June 2009, we organized the "Introductory Workshop for Elaborating Micro Project Preparedness Profiles." We

believe this tool will provide guidelines in the profile elaboration process. 27 leaders and community liaisons (7 women and 20 men) participated, representing 16 communities.

Later, each community held meetings to decide which small scale infrastructure works were going to be implemented. The 21 community meetings had the participation of 372 persons (192 women and 180 men). (*See detailed information in Annex No. 1; Table 19: "Participation in decision making and micro project implementation"*). They proceeded with 17 preparedness small scale projects and 1 mitigation effort.

Since three communities did not have the facilities for shelters, they received equipment for emergency shelter implementation.

- **R4.A.4.2 Implementation of small infrastructure support and/or mitigation works.**

From the second semester of 2009 to the beginning of 2010, the 18 small scale infrastructure works were implemented—17 for preparedness and 1 for mitigation.

These 18 works were implemented with the active participation of 18 COLRED, local authorities and persons from the community who contributed with non-qualified labour. 13 works had the support of the community, which bought non-local materials and accessories not considered in the initial budget, but were needed as implementation advanced.

Also, 8 communities benefited from the contribution made by the Retalhuleu and Champerico municipalities who paid for qualified labour and non-local materials (1 and 7 communities, respectively.)

In 16 communities, the small scale works had the idea of expanding, repairing or rehabilitating emergency shelters—adapting kitchens, habilitating restrooms and showers, repairing roofs, floors, and habilitating the water supply system. In one community, the work done facilitated a pedestrian bridge used as safe evacuation route, and in another community, work done helped expand the water drain system in the community.

In the work done in all 18 communities, a total of 559 persons (82 women and 477 men) participated with their time, unloading and transporting materials and with non qualified construction labour. (*See detailed information in Annex No. 1; Table 19: "Participation in decision making and micro project implementation"*)

As part of the preparedness micro projects, 17 communities were equipped with 1 energy generator that will be useful when they habilitate their temporary shelters even more valuable because several communities still do not have access to electricity.

The three communities equipped for emergency shelter, Los Sánchez in El Rosario, Pueblo Nuevo and Viñas del Mar received 1 energy generator with its accessories and 2 tarpaulins or tents per community. The main limitation in these three places was the inexistence of previous infrastructure in the community that could be improved, rehabilitated or repaired to turn into preparedness facilities. (*See detailed information in Annex No. 1; Table 18: "Micro project description and economic contributions for implementation"*)

- **R4 A.4.3 Monitor and follow-up of the projects.**

Monitoring and follow up to the micro project implementation activities was constant for a 10-15 day period in each community. Activities were the responsibility of the technician in charge of the micro projects and the local project coordinator.

- **R4 A.4.4 Identify and signal the evacuation routes based on local community response plans.**

With the outcome of the VCA and the creation of community maps approximately 10 evacuation route signs, 1 safe meeting place sign and 1 shelter sign were identified and budgeted per community. The signs were installed by COLRED people in each community.

Other signs, including evacuation route, safe meeting place and shelter were given to the Champerico and Retalhuleu COMREDS to be used in areas neighbouring the places used as shelters in the urban area of each municipality and to guide the population to them.

In 10 communities, shelters and meeting places are located in the school facilities and neighbouring areas. Three communities have community halls and nearby areas as shelter and meeting place (football fields, mostly). Three communities use the shelters constructed for the previous project as meeting place; these were rehabilitated and improved. One community now uses an already existing warehouse as a safe meeting place and warehouse. Another community occupies as shelter and safe meeting place the facilities formerly used by the health centre. Three communities only identified the meeting places, because they do not have infrastructure to habilitate shelters.

- **Finally committed means and related costs**

Description	Budget	Total expenses	Balance
Personal (9 people)	31,368.00	31,670.54	-302.54
Expatriate staff	12,000.00	12,496.45	-496.45
Perdiem for volunteers	963.00	1,050.38	-87.38
Transport Local	3,660.00	4,107.03	-447.03
Resources for Organization and meeting between Colred and the communities	1,313.00	927.39	385.61
Materials for executions works	39,060.00	38,713.37	346.63
Signals for evacuations routes	3,066.00	3,460.59	-394.59
Office expenses	1,660.00	1,501.23	158.77
Office consumable and supplies	2,781.00	2,822.00	-41.00
Durable Equipment (Motorcycle and communication)	1,081.00	515.85	565.15
Total Result			
#4.....	€ 96,952.00	€ 97,264.85	€ -312.85

4.3.2.6 Result 5: COMRED, fire-fighters and local Red Cross volunteers have access to more and better equipment and have enhanced their capabilities to effectively respond to emergencies

4.3.2.6.1 At proposal stage

- **Total amount: € 117,967 EUR**
- **Sector:** Stock building of emergency and relief
- **Related sub-sector:**
- **Beneficiaries (status + number):** Includes the inhabitants from the communities: 13,443

- **Indicators for this result:**

- * 2 COMRED, fire-fighters and local Red Cross volunteers have strengthened their capacity for coordination and emergency response and are better equipped.
- * 21 communities have strengthened their capacity for coordination and emergency response and have basic equipment and materials to do so.
- * 2 COMRED, fire-fighters and local Red Cross volunteers have a protocol for the storage and management of basic response equipment according to their response plans

- **Activities related to the result**

R5 A.5.1 Train members on the use and management of first aid and rescue equipment.

* Train members of COLRED, COMRED; Fire fighters and Red Cross on the use and management of first aid and rescue equipment.

R5 A.5.2 Create protocols for the storage and management of stock with Comred's members

* Create protocols for the storage, classification, management, and distribution of stock based on existing manuals.

R5 A.5.3 Supply the communities with basic response equipment, and train them in its use

* Based on the community response plans and trainings, supply the communities with basic response equipment.

R5 A.5.4 Solicit quotations, purchase, and store basic response equipment based on the emergency response plans of the COMRED and rescue institutions.

- **Means⁴ and related costs**

Result #5

Personal (9 people)	€ 31,368
Expatriate staff	12000
Per diem for volunteers	€ 963
Transport Local	€ 3,660
Materials for Equipment to Colred, Schools, Comred and Red Cross, Fire Fighters, Health Centre	€ 64,454
Office expenses	1660
Office consumable and supplies	2781
Durable Equipment (Motorcycle)	1081
Total Result #5	€ 117,967

Equipment for Communities:

Nº	Quantity	Description	Total Euros
1	21	First Aid kits	€ 5,428.50
2	21	Material kits for reposition	3,780.00
3	44	Twisted Loop Rolls, ½ inch thick and 61 meters long by roll	525.00
4	44	Hand Lamps RAY-O-VAC	110.00
5	105	Wheelbarrow, orange bowl	2,400.00
6	210	Round-tipped shovels	1,040.00
7	105	Hoes with a capacity of 2 pounds each	520.00

8	105	Pioche with capacity to 5 pounds each	820.00
9	210	Pairs of short leather or canvas gloves, brand STANLEY, in different sizes	500.00
10	630	Plastic Chairs	3,000.00
11	315	Plastic whistles, which will be used to support community alarms	150.00
12	210	Identification cards for each member of Colred	525.00
13	210	Identification vests for each member of Colred in orange with reflective tape	3,150.00
Total			€ 21,948.50

Equipment for Comred

Nº	Quantity	Description	Total Euros
1	20	First Aid kits	€ 5,170.00
2	30	Pairs of gloves for rescue, brand PMI	210.00
3	30	Layers of synthetic material, in blue	1,350.00
4	4	Megaphone	230.00
5	30	Helmets for rescuers, brand PETZL, orange, one size fits all	2,700.00
6	30	Lamps for helmets, color beige, brand PETZL	840.00
7	6	Stretchers – for marine rescue, brand PRO LITE, yellow	1,957.50
8	20	Plastic cones for terrain signaling, orange	210.00
9	4	Chainsaws, brand STIHL /390	1,336.00
10	30	Hand lamps, black, brand MAG LITE	690.00
11	30	Live vests, orange, brand STEAMS	2,143.00
12	64	Identification vests, orange, with reflective tape	960.00
13	64	Identification cards	160.00
14	2	GPS, brand “eTrex H”	400.00
15	2	Portable Radios	460.00
Total			€ 18,816.50

Equipment for School:

Nº	Quantity	Description	Total Euros
1	21	First Aid kits	€ 5,428.50

Equipment for Health Centre:

Nº	Quantity	Description	Total Euros
1	10	First Aid kits	€ 2,585.00
2	4	Kits for childbirth	2,068.00
Total			€ 4,653.00

Equipment for Red Cross

N°	Quantity	Description	Total Euros
1	5	Figure-8 Descenders	€ 149.67
2	2	Rappel Rope	931.26
3	5	Snap keepers with locks	83.15
4	2	Petzel rescue helmets	221.73
5	3	Pairs of leather gloves	59.87
6	2	Grigri	110.86
7	1	Porta Power	118.47
8	2	Complete harness	643.02
9	10	Unlocked snap keepers	110.86
10	2	Rescue jackets	307.10
11	1	Stretcher	495.73
12	2	Rescue Lanterns	311.53
13	4	Bubble helmets	416.85
14	2	First Aid kits	517.00
Total			€ 4,477.10

Equipment for Fire fighters

N°	Quantity	Description	Total Euros
1	5	Figure-8 Descenders	€ 149.67
2	2	Rappel Rope	931.26
3	5	Snap keepers with locks	83.15
4	2	Petzel rescue helmets	221.73
5	3	Pairs of leather gloves	59.87
6	2	Grigri	110.86
7	1	Porta Power	118.47
8	2	Complete harness	643.02
9	10	Unlocked snap keepers	110.86
10	2	Rescue jackets	307.10
11	1	Stretcher	495.73
12	2	Rescue Lanterns	311.53
13	4	Bubble helmets	416.85
14	2	First Aid kits	517.00
Total			€ 4,477.10

4.3.2.6.2 Intermediate report

- **Total amount: Budget:** € 117,967 **Total Expenses:** € 16,811.65 **Balance:** € 101,155.35
- **Update⁵ on indicators**
 - 2 COMRED, fire-fighters and local Red Cross volunteers have strengthened their emergency response capacity and are better equipped according to plan.

Applications were received from the Firefighters and the Guatemalan Red Cross (both in Retalhuleu). The quotation process began while response plans are being reviewed.

- 21 communities have strengthened their emergency response capacity and have been equipped to act according to plan

Equipment will be provided during the second semester of this year.

- 2 COMRED, fire-fighters and local Red Cross volunteers have a protocol for the storage and management of basic response equipment according to their response plans

The process to review the plans of the Red Cross, Firefighters, Health Center and Comred in Retalhuleu has started. In July 2009, the plans of the municipality of Champerico will also be reviewed. When the plans are ready, the protocol for the management of basic response equipment can be integrated.

- **Update⁵ on beneficiaries (status + number)**

14,049

- **Update⁵ on activities**

- R5 A.5.1 Train members on the use and management of first aid and rescue equipment.

This activity will be carried out in the second semester of 2009.

- R5 A.5.2 Create protocols for the storage and management of basic response equipment

Review process of Guatemalan Red Cross Emergency Institutional Plans, Retalhuleu Delegation, and the 11th Company of Fire-fighters has started. Protocols for both organizations on Basic Response Team Management need to be updated.

When the update-process is over, corresponding equipment will be procured and delivered.

- R5 A.5.3 Supply the communities with basic response equipment, and train them in its use.

This activity will be carried out as of the second semester of the year.

- R5 A.5.4 Solicit quotations, purchase, and store basic response equipment based on the emergency response plans of the COMRED and rescue institutions.

This activity will be carried out as of the second semester of the year.

- **Update⁵ on means and related costs**

Result #5	Budget	Total expenses	Balance
Personal (9 people)	€ 31,368	3,425.72	27,942.28
Expatriate staff	€ 12,000	7,696.41	4,303.59
Per diem for volunteers	€ 963	672.76	290.24
Transport Local	€ 3,660	1,814.72	1,845.28

Materials for Equipment to Colred, Schools, Comred and Red Cross, Fire Fighters, Health Centre	€ 64,454	0.00	64,454.00
Office expenses	1660	721.20	938.80
Office consumable and supplies	2781	1,994.29	786.71
Durable Equipment (Motorcycle)	1081	486.56	594.44
Total Result #5	€ 117,967	16,811.65	101,155.35

4.3.2.6.3 Final report

- **Total amount: € 130,149.30 EUR**

Budget: **€ 117,967** Total Expenses: **€ 130,149.30** Balance: **€ -12,182.30**

- **Indicators for achieved result**

- **2 COMRED, fire-fighters and local Red Cross volunteers have strengthened their emergency response capacity and are better equipped according to plan.**

100% completed

The Champerico Municipality response capability was strengthened via trainings described in the R.2.A.2.1. activity. They also received basic equipment as established in the Municipal Response Plan and institutional contingency plans during floods:

1 Municipal coordinator

1 Fire Department

1 Health Centre, which is now serving as a Permanent Care Center

In Retalhuleu, the following people and/or institutions were equipped:

1 Municipal coordinator

1 Fire Department

1 Health Centre

1 GRC Delegation

The Project also provided the Retalhuleu Hospital with 9 sphygmomanometers and 10 stethoscopes.

- **21 communities have strengthened their emergency response capacity and have been equipped to act according to plan**

100% completed

The 21 communities participating in the project have been strengthened with basic response equipment. Before the equipment was delivered, each COLRED member received training on proper use of the equipment, as detailed in R.1.A.1.2. Organize and train the COLRED and Community First Response Team. (See detailed information in Annex No. 11: List of community equipment)

- **2 COMRED, fire-fighters and local Red Cross volunteers have a protocol for the storage and management of basic response equipment according to their response plans**

100% completed

Upon completion of the municipal plans and the institutional response and contingency plans, a protocol was collectively prepared to facilitate inter-institutional response coordination. Thus, both protocols were designed with the purpose of “Strengthening inter-institutional coordination to comply with the scope of the COMRED Municipal Response Plan and effective management of basic response equipment in each participating institution.”

Protocols include role and task distribution in the Municipal Plan, as well as the steps to follow when storing and managing the resources (equipment) needed in each institution to fulfil their mission.

The scope of the Municipal Response Plan for Retalhuleu is coordinated as follows:

Scope	Institution/s responsible for implementing action
DANA	Red Cross
Search and rescue	Fire Department, Army, Red Cross, COLRED
Evacuation	Army, Fire Department, Red Cross, Ministry of Education, COLRED
Pre-hospital care	Fire Department, Red Cross
Fire control	Fire Department, National Forestry Institute
Hospital care	Department Hospital, Health Centre, Health Posts, meeting places
Psychosocial care	Health Centres
Shelters	SOSEP, Municipality, Ministry of Education, Catholic Church, COLRED
Relief distribution	SOSEP, Municipality, Ministry of Education, Catholic Church, COLRED
Water and sanitation	Health Center, Municipal Water and Sewage Department, Red Cross
HIV in emergencias	Health Center
Vector control	Health Center
Security	National Police, Municipal Police, Citizen Security Local Board, Community Mayors
Access roads	Zona Vial de la Dirección de Caminos, Municipalidad

And, the scope of the Municipal Response Plan for Champerico is coordinated as follows:

Scope	Institution/s responsible for implementing action
DANA	Fire Department, COLRED
Search and rescue	Fire Department, Harbor Master, COLRED
Evacuation	Army, Fire Department, Red Cross, Ministry of Education, COLRED
Pre-hospital care	Fire Department, Permanent Care Center (Health Center)
Shelters and relief distribution	Women's Municipal Office, Ministry of Education, Catholic Church, Evangelical Churches, COLRED
Evaluation: wells/latrines	Health Center
Security	National Police, Municipal Police, Community Mayors
Access roads	Municipality, Road Department (General Directorate of Roads)

(See detailed information in Annex No. 13: Champerico Municipal Response Plan and Annex No. 14: Retalhuleu Municipal Response Plan)

- **Final state on beneficiaries (status + number)**

Population distributed in 21 communities + institution representatives = 14,070 beneficiaries

- **Activities accomplished**

- **R5 A.5.1 Train members on the use and management of first aid and rescue equipment.**

The three training activities were: Basic Community First Aid, Search and Rescue, and Fire Breakout Control, with participation of 95 persons (32 women and 63 men) from the Retalhuleu, Champerico, and San Sebastián COLREDs, and 5 (2 women and 3 men) representatives of the Retalhuleu, Champerico, and San Sebastián COMRED. The first capacity building activity of COLRED was managing first aid kits and basic rescue equipment.

Additionally, 4 elements from the 11th Fire Brigade in Retalhuleu, 2 elements from the 13th Fire Brigade in Champerico, 10 rescue workers from the GRC Retalhuleu Delegation, and 2 elements from the 4th National Army Brigade were in attendance and participated in the advanced first aid course called “Basic Life Support – Pre hospital care” given by GRC instructors and approved by the Office of U.S. Foreign Disaster Assistance (OFDA).

Members of first response institutions have been involved in the entire implementation: Health Centers, Fire Departments and the local Red Cross. They participated in training activities in the use of first aid and rescue equipment, VCA, DANA, SHPERE Minimum Standards, Organization and Operation of Emergency Centers and others. (See detailed information in Annex No. 1; Table 20: “Participation in Training for First Response Institutions”)

- **R5 A.5.2 Create protocols for the storage and management of basic response equipment**

The project updated the Emergency Institutional Plans for the Guatemalan Red Cross, the Retalhuleu and Champerico Fire Departments and the Retalhuleu and Champerico Health Centres. Resulting from the update, plans were revised in matters dealing with basic response equipment management protocols; this was included in the Champerico and Retalhuleu Municipal Response Plans. This was possible after revising hard copies of the plans and holding a workshop with representatives from participating response institutions.

The coordination agreement between institutions gives detailed information on the institutions responsible for managing response equipment; place and manner in which equipment is stored, and procedures for the use and access of this equipment. It also provides a description of the roles of each institution and lists the actions required for a response.

The workshop to prepare the 2 protocols (1 for Champerico and 1 for Retalhuleu) was organized with the workshop on the use of Logistic Support System (LSS) Software; attendance included 30 persons (13 women and 17 men). (See detailed information in Annex No. 1; Table 8: “Participation in Response Plan Elaboration, Dissemination and Validation”)

- **R5 A.5.3 Supply the communities with basic response equipment, and train them in its use.**

Upon Project completion, the following were equipped and had received training:

a. 21 COLRED participating in the project

Each COLRED received support with basic equipment on: first aid, search and rescue, transportation of people, small-scale earthmoving, basic personal protection for each COLRED member, as well as tools for emergency shelter operations. (See *detailed information in Annex No. 11: Community equipment list*)

b. 24 Emergency School Committees

School committees were reinforced with basic equipment on: first aid, search and rescue, person transportation, small-scale earthmoving, an alarm issuance. Detailed list of equipment includes:

- 1 first aid kit, including replacement kit
- 2 wheelbarrows
- 3 shovels
- 2 “shanon” planks
- 5 whistles (to be used as alarm signal)

c. 2 COMRED in the Champerico and Retalhuleu Municipalities

Both COMRED were reinforced with equipment that will allow them, primarily, to open and run Temporary Emergency Shelters. The Retalhuleu COMRED also received a small donation in equipment to extract water from flooded areas, mainly urban.

The equipment procurement and distribution depended on the scope established in the Municipal Response Plans and the special task distribution (coordination protocol) for first response institutions—part of the COMRED. (See *detailed information in Annex No. 10: List of Equipment for Institutions*)

d. 2 Fire Departments—in Champerico and Retalhuleu—and 1 Red Cross Delegation in Retalhuleu

Fire stations and the GRC Retalhuleu Delegation all received basic equipment for first aid care, search and rescue and patient transportation. Equipment needs were taken from the updated Contingency Plan in Floods with technical assistance from the staff and upon revision of existing resources and prioritization of needs for emergency planning. (See *detailed information in Annex No. 10: List of Equipment for Institutions*)

e. 2 Health Centers—in Champerico and Retalhuleu

Health centres were strengthened with basic pre-hospital care equipment for: sutures, baby delivery, dissection and sterilization. The Retalhuleu health center also received 1 electric energy generator, which will be used to guarantee electricity during emergencies and disasters, plus first aid kits. (See *detailed information in Annex No. 10: List of Equipment for Institutions*)

f. 1 Departmental Hospital

After the update to the Retalhuleu Hospital Emergency Plan, the project gave this institution minimal equipment for hospital care; this equipment was purchased for the Basic Life Support Course, aimed mainly at fire fighter personnel and Red Cross, and was in good conditions.

- **R5 A.5.4 Solicit quotations, purchase, and store basic response equipment based on the emergency response plans of the COMRED and rescue institutions.**

After the second semester of the year –after preparing and updating the municipal response plans and institution contingency plans—the project received requests for equipment from each institution to make their plans operational. Requests were prioritized with the help of representatives from each institution and considering the budget limitations of the project.

The quotation and procurement process of the equipment met NLRC administrative procedures; while the storage procedure and equipment use coordination was appointed to the Municipal Coordinators and response institutions in each location.

- Finally committed means and related costs

Result #5	Budget	Total expenses	Balance
Personal (9 people)	31,368.00	31,670.54	-302.54
Expatriate staff	12,000.00	12,496.45	-496.45
Per diem for volunteers	963.00	1,050.38	-87.38
Transport Local	3,660.00	4,107.03	-447.03
Materials for Equipment to Colred, Schools, Comred and Red Cross, Fire Fighters, Health Center	64,454.00	75,985.80	-11,531.80
Office expenses	1,660.00	1,501.23	158.77
Office consumable and supplies	2,781.00	2,822.00	-41.00
Durable Equipment (Motorcycle and communication)	1,081.00	515.85	565.15
Total Result #5			
.....	€ 117,967.00	€ 130,149.30	€ -12,182.30

4.3.2.7 Other costs⁸

Item	Initial amount	Intermediate amount	Final Committed
External evaluation	5,000.00	0.00	4,303.55
KAP Study	7,000.00	5,771	7,310.64
Visibility	4,000.00	1,627	3,516.01
Total other costs	€ 16,000.00	€ 7,397.50	€ 15,130.20

Budget: € 16,000.00 Total Expenses: €15,130.20 Balance: €869.80

4.4 Work plan (e.g. annex Gantt chart)

See Annex N° 5

There are 5 implementation stages planned:

1. Preliminary Activities (months 0 to 2):

⁸ The last table groups the costs that have not been dedicated to one specific result (support costs, feasibility studies, audits etc. as explained in the guidelines). The total of the total amounts mentioned per result and in this table will correspond to the subtotal direct eligible costs in the table section 11.

This stage will include the initial administrative activities to establish the project, including sharing with the GRC branch the detailed planned objectives and activities, and negotiation with communities and stakeholders about the terms of the activities. Personnel and volunteers for the projects will be trained, and will then carry out VCA studies, which will be the base for the community work.

2. Dissemination and execution in the field (months 2 to 5):

This period also includes:

- Community Assemblies for presentation and socialization of the project.
- VCA Diagnostics in the 21 communities
- KAP study implementation
- Organization/reinforcement of the 21 Colred
- Organization of 21 School Committees
- Organization of Comred

3. Action Stage, Formation and Training of Beneficiaries (months 5 to 10):

The work will consist of community and institutional trainings and organization. Plans will be developed and educational activities will be carried out.

4. Consolidation of the Processes (months 10 to 13):

Evacuation routes will be developed, stock and equipment will be handed over, microprojects will be implemented, simulation exercises carried out, and Red Cross will consolidate the actions with leaders and stakeholders to establish commitments for sustainability.

5. Closing of Processes (months 14 to 15):

The administrative processes to close the project will be carried out.

- Donations: Equipment, materials, etc.
- Final Narrative Report

4.4.2 [INT] Revised work plan, if changed after proposal

(See Action Plan in Annex # 3)

4.5 Monitoring, evaluation, audit and other studies

4.5.1 Monitoring of activities (explain how, by whom)

At the beginning of the project, a General Operational Plan will be created for the 15 months containing the follow-up actions and control of activities at the administrative, technical and institutional level. In addition, Monthly Plans will be made that detail the activities and tasks to be implemented in each period and the people responsible for each result. There will be weekly meetings between the coordinator of the project with the Technical Team and periodic meetings between these and the Netherlands Red Cross and the Retalhuleu branch of the Guatemalan Red Cross.

The technical staff will be responsible for the implementation of the weekly activities, with the assistance of volunteers of the GRC branch, and under the guidance of the project coordinator. The project coordinator will depend on the Netherlands RC Delegate and together can coordinate efforts.

The technical team will hand in a Monthly Narrative Report to the National Disasters Secretary of the GRC and the Consortium of Red Cross, accompanied by the monthly Financial Report, which will be the base of project monitoring and follow-up.

The Consortium of the Spanish and Norwegian Red Crosses will continually be informed in order to make decisions and offer technical and financial support.

The Regional Office of the IFRC will be informed of the project activities in order to facilitate coordination with other disaster preparedness projects (DFID/PROVENTION/DIPECHO) being implemented by members of the RC Movement in the region.

The Office of the project will be located in the town of Retalhuleu, (being the departmental head, has better access to providers and services in general); this is also the basis of the Technical Team and the local Coordinator. The Expatriate Technical Advisor will divide his time between Retalhuleu (75%) and Guatemala (25%).

In coordination with the Se-Conred at the national and departmental level, it is agreed to organize monthly assessment and activity planning meetings. At the same time monitoring visits will be carried out that permit to feedback observations and experiences to these processes.

In these meetings will also participate: the Governance Liaison (Ms. Silvia Alvarado); a representative of the Mayor Office of Retalhuleu, (Mr. Jose Esmundo Guzman) and the Mayor Office of Champerico (Mr. Luis Emilio Morales); the Technician of the San-Sam Project (Mr. Pedro Perez); Liaison of the Se-Conred (Mr. Juan Carlos Chavarria); the Departmental Delegate of Se-Conred (Mr. Julio Quintanilla). The partners of the Red Cross Consortium responsible for the operation will also participate in these meetings.

4.5.2 Tick the box if one of the following studies will be undertaken:

- ☐ an external evaluation during the Action
- ☒ an external evaluation after the Action
- ☐ an external audit during the Action
- ☐ an external audit after the Action
- ☐ an internal evaluation or internal audit related to the Action

At the end of the project, there will be a final external evaluation, covering the KAP study, so we can compare with the Baseline established at the beginning of the project.

4.5.3 Other studies: ☒ please elaborate:

Should the proposal be preselected and enter the negotiation process, a Baseline study will be carried out, which will show the general overview of the knowledge, attitudes and practices of the beneficiaries in the theme of Risk Management and Reduction. This study will be financed by the Red Cross Consortium.

As mentioned above, the final draft of the external evaluation will take into account the initial KAP study, which will enable the assessment of the impact of the project at the end of it.

Development and implementation of a DRR indicator tool for Guatemala. The 5 DIPECHO projects teams will jointly implement this activity with the main stakeholders in Guatemala (CONRED, INSIVUMEH, MoH, MoE, PAHO etc) to ensure wide acceptance, coherence, synergy and replication.

In a first instance, a consultant will be hired to facilitate the process of the development of an indicator matrix, based on the "indicators of progress" developed to monitor the progress of the HFA and the "Characteristics of a disaster-resilient community". The set of indicators is hoped to be no more than thirty indicators comprising generic indicators and area-specific (and/or hazard-specific) indicators, divided into input, output, process and outcome indicators and presented under the five priorities of the HFA. Each indicator will have a scale of five levels.

The indicators and the scale of the indicators will be defined using the Delphi methodology involving the main stakeholders and DRR specialists in the country through a series of workshops and individual consultations.

At the end of the project, each project team will be measuring and presenting its progress and outcomes using the set of indicators. (To know the initial situation at the beginning of the project, data from the baseline and initial CAP study will be entered in the indicator matrix).

Total budget: €2,000 Euro (1000 to 1200 Euro for the consultant and 800 to 1000 euro for the workshops, consultations, testing, implementation and “publication” of the indicators)

The Guatemalan Red Cross and the Secretariat have signed a Framework Agreement that allows them to coordinate actions in the entire national territory. For this project's execution, an Addendum to the Framework Agreement has been signed in order to define the specific roles and functions of each of the parties. (See Annex 8: “Addendum to Framework Agreement Red Cross and Se-Conred)

In turn, within the framework of this sixth action plan, the 5 Dipecho Partners signed a Cooperation Agreement that allows the coordination of actions and hiring through other Dipecho Partner within the framework of a Solidarity Association in equal conditions. This facilitates processes and joint actions, both administratively and operationally. (See Annex 7: “Cooperation Agreement Dipecho-Guatemala Partners).

5. CROSS-CUTTING ISSUES

5.1 *Describe the expected level of sustainability and/or connectedness⁹*

Community Organization and Disaster Preparedness

The project aims to complement and strengthen the National System (COPECO, SINAPRED, CONRED, Civil Protection etc) of organizing and preparing communities for emergencies and disasters. This process has been developing over the years, as a product of the community and institutional experiences obtained from the various emergencies suffered over the long term. This permits the community leaders and its organizational structure and leadership to take responsibility and respond to the various commitments that the project demands of them in order to participate.

Great efforts will be taken to organize, prepare and show the COLRED so that it can be converted into the link between the Municipal Response System and the Community and a key factor for sustainability.

Municipal and Departmental Government and Disaster Preparedness

Drafting Municipal Response plans and updating Departmental Plans which define roles and which involve the communities should lead to a long-term commitment and build a closer relationship between the community and institutional level in the area of disaster preparedness. Formal Agreements that are signed and shared between the parties should reinforce this commitment, and should incite the departmental and national authorities to assume the role of vigilance and support. Furthermore, the training of key stakeholders in themes of risk reduction and preparedness should enhance the technical capacity and ability to plan and respond, which is an essential activity since by law, the immediate responsibility to act in a disaster belongs to the COMRED and CODRED.

At the same time the Project should prompt the municipality to consider including in its budget a line that is dedicated to disaster preparation and mitigation so that the processes that have been initiated may continue.

Cooperation agreements with the municipal mayors will be signed, to implement the project in such a way as to leave embodied the roles, functions and responsibilities of the parties. In turn

⁹ Sustainability and connectedness are similar concepts used to ensure that activities are carried out in a context that takes longer-term and interconnected problems into account.

Governance will sign these agreements as honorary witness, to raise the official nature of the agreements.

The Guatemalan Red Cross Headquarter and Retalhuleu Branch

The implementation of the project will result in a strengthening of the capacities of the human resources, volunteers and branch itself, which will enable it to carry on similar activities and follow-up following project implementation. Further, the project aims to enhance the relations between the Red Cross and the Se-CONRED in order to generate a common interest to achieve success and continuation of the project which permits that the handover of the project to the responsible entities and communities will happen with little complication.

5.2 Continuum strategy (Linking Relief, Rehabilitation and Development)

The project will be implemented at the local and municipal level using replicable methodologies and instruments and which intend to create improved mechanisms of coordination between the institutions in the COMRED system. At the community level, the organizational capacity of the community will be strengthened, not only improving its ability to plan, manage and respond to emergencies, but also empowering the community members to plan, manage, lobby, and/or cope with other issues that are relevant for the improvement of the society.

The integration of the Municipal Health System in the project through disaster planning and risk reduction allows the Health Centres to have an improved capacity to manage casualties in a disaster, as well as everyday emergencies, it gives them a direct link to the communities which they serve, and may in turn generate more interest and importance of risk reduction and preparation within government entities.

The capacity building of the GRC has implications for improving and linking relief, rehabilitation and development. The project will train volunteers and personnel to be able to assist in the response and risk reduction activities in a disaster. These volunteers will carry out activities in the communities which reduce risk and vulnerability to disaster over the long term. These skilled human resources enable the GRC to carry out this and other development projects, with the aim of assisting vulnerable populations and contributing to the Millennium Development Goals. The presence of the Netherlands, Spanish and Norwegian Red Crosses in the country, complements the project's goals and results to strengthen the institution by further supporting actions to enhance the GRC capacity to identify, administer, implement, and assess development projects, and by contributing to the organizational and financial sustainability of the GRC. The Partner Red Cross National Societies will continue to search for opportunities for other development projects in the area in the upcoming years.

5.3 Mainstreaming (e.g. Disaster Risk Reduction, Children, Human rights, Gender, Environmental impacts, others to be specified)

Gender

In Guatemala there exist various obstacles with respect to gender equality due to the traditional Guatemalan culture which is very closed and not emancipated. The project will promote actions to improve the level of participation of women to a level that is equal with men within the decision making structure, and to the greatest extent possible try to reduce imbalances in decision making power and power relations.

Children and Youth

As children are a vulnerable group, and yet the target group to promote future social change, the project will support activities directed at children in the schools. The activities will aim to promote a culture of risk reduction and preparedness as well as gender equality, by sending key messages of equality and practices which involve the collective and equal participation of both girls and boys in all activities.

Elderly and Special Needs

The project will target these vulnerable groups in the trainings with COLRED and COMRED. Among the topics discussed will be the management of special needs and elderly people during evacuation, shelter management, the modification of physical infrastructure, and it will be promoted that these groups are taken into consideration in the drafting of community and municipal plans.

Culture and Ethnicity

Guatemala is a culturally diverse country with 22 different indigenous groups. In the region of implementation there is ethnic diversity, although ladino groups dominate and nearly 100% of the population speaks Spanish. Nevertheless, in order to respect the cultural diversity of the population, the work strategies will be proactive and inclusive; traditions will be respected in the organization of community meetings, taking into consideration important dates for celebrations and cultural events.

Environment

To promote a culture of disaster prevention and preparedness, the project will promote actions and messages to control the forest and care for biodiversity. Throughout educational activities, risk management, and the preparation of community maps, an emphasis will be made in the importance of the role that communities play in relation to its environment and how climate variability and change may exacerbate the current risk situation.

In the case of women:

- The activities will be scheduled at moments available for them.
- For those with little children, Red Cross volunteers will carry out several activities with the children to allow mothers participate more freely.
- Focus groups of women in communities will be organized to discuss their particular needs in emergencies and to guarantee that these are included in the Community Response Plans

In the case of persons with a disability to move:

- The activities will be conducted at sites accessible and close to them.
- There will be cases where staff and / or volunteers will consult them and collect them in their homes if they wish and bring them back after finalizing the activity, to integrate them into the teaching / learning process.
- Evacuation drills will be conducted with this particularly vulnerable group.
- Focus groups of people with disabilities in communities will be organized to discuss their particular needs in emergencies and to guarantee that these are included in the Community Response Plans

In the case of children and youth:

- Playful educational activities will be organized with them, given that cognitive processes are different for this target group.
- Evacuation drills will be conducted with this particularly vulnerable group. .
- Focus groups of young people in communities will be organized to discuss their particular needs in emergencies and to guarantee that these are included in the Community Response Plans

Indicators to measure mainstreaming on gender, children and disabled people:

- ✓ 21 Focal Groups (Women, Girls, Boys, Disabled) participate in the workshops to include their needs in the Response Community Plans.
- ✓ At least 50% of the women and men of all ages of the target population, receive information about the risk management project during all phases, which provides the opportunity for their input.
- ✓ In each community, at least 2 women, 2 young people and 1 elderly person, are involved in the decision making in the community with regards to the carrying out of risk management actions.

- ✓ In each community, at least 2 women, 2 young people and 1 elderly person, involved in the formulation of the small infrastructure works for mitigation and/or preparedness, reflect the priorities, and the principal needs, concerns and values of the people (women as well as men) of all ages.

Specific considerations

- ✓ Number of women, girls, boys, disabled people, elderly person, involved in Focal Groups.
- ✓ Number of women and men involved in the Workshops about risk management.
- ✓ Number of women and men implicated in decisions concerning their needs and priorities.
- ✓ Number of women and men participating in the small works of preparedness/mitigation.
- ✓ Number of women and men members of the Committee and its response commissions.

5.4 [INT] In case of changes or problems to be addressed, please explain

- The disabled and the elderly do not participate in all activities planned by the project.
- Male participation is limited due to farming and, in some cases, due to lack of interest.

[FIN] In case of changes or problems to be addressed, please explain

Monitoring of community and municipal activities showed no problems or changes needed other than those presented in the intermediate report.

6. FIELD COORDINATION

6.1 Field co-ordination (indicate the Humanitarian Organisation's participation in coordination mechanisms with other relevant stakeholders, e.g. clusters, NGOs, UN agencies, others to be specified as well as the links with the Consolidated Appeal Process, when relevant)

The project will be executed by the Consortium of the Netherlands, Guatemalan, Spanish, and Norwegian Red Crosses. The leader of the Consortium and the signatory on the contract is the Netherlands Red Cross. The implementing partner is the Guatemalan RC. The Spanish and Norwegian Red Crosses will provide technical and financial support. The roles will be defined in a Memorandum of Understanding and the Cooperation Agreement signed between the three NSs.

Respecting the coordination with relevant stakeholders, coordination meetings with Se-CONRED and other DIPECHO partners were held to discuss work zones in order to avoid duplications. Common activities were discussed to propose and to maximize the publicity of actions realized. The proposal considered actions with respect to EIRD's biannual campaign – "Safer Hospitals". Further actions have been oriented to coordinate with the Reference Centres and Regional Representation of the IFRC in Panama, as well as with the project PREVDA to coordinate trainings.

Regarding PREVDA and the San-Sam Project

There will be coordination to allow members of the Colred, assisted by our project, to participate in joint training with the Community of Upper Basin Samalá, so that the population of the upper part will become aware how their actions affect in a positive or negative way the entire basin.

Technical Staff of the San-Sam Project will organize training in threat monitoring and communications system, for forecasting and decision-making.

We hope that with PREVDA working the Upper Part, the San Sam Project in the Middle Part and us at the Lower Part of the basin, we can organize a good monitoring and communication system, that allows for taking effective decisions during an emergency.

Regarding the biannual EIRD Campaign:

Before carrying out activities with healthcare centres, The GRC will establish coordination with the Office of PAHO and the Ministry of Health in Guatemala, to complement actions. This coordination will also be established with other DIPECHO Partners and other relevant regional projects, to take a similar methodology of work with concrete and interchangeable concrete products.

Within the context of this campaign we hope to establish:

- Contingency health plans linked to municipal and local plans for the assisted communities.
- An assessment of the situation of basic equipment and infrastructure for the first response of the two health centres, to support them through this project or influence with other funding sources: municipal mayors, Ministry of Health, other alternative projects

6.2 National and local authorities (relations established, authorisations, coordination)

The selection of communities, as well as foreseen objectives, results, and activities of the project, were discussed with the Departmental and Municipal Authorities (Mayors, Ministries of Health and Education, INSIVUMEH, Fire Fighters, GRC in Retalhuleu), validating the proposed actions, which were then adjusted according to the needs and criteria of the participants.

The Executive Secretary of the CONRED will monitor and participate in the development of the Project by means of the structures proposed in the MoU, from the central political level to the local technical level established in the HQ and Department HQ of the Se-CONRED.

6.3 Co-ordination with DG ECHO (indicate the Humanitarian Organisation's contacts with DG ECHO and its technical assistants in the field)

Conversations have been held by telephone with the staff of ECHO in Managua, consulting on the technical aspects of the proposal and with respect to the new format of the Single Form. Also, a presentation of the RC proposals was given to inform all staff about the principal points of the project.

6.4 [INT] In case of changes or co-ordination problems, please explain

Regarding PREVDA program

- Scheduled activities for both do not have the same timeframe and implementation periods are also different; this limits operating coincidences. Thus far, we have shared knowledge and work tools, and we are looking for ways to go forth.

Regarding the regional projects

- Unicef project pace is slowed down by MINEDUC procedures. This prevents us from implementing joint actions.
- We have participated with CRID in a working session and in exchange of communications, but our work pace is different. We need to advance faster and in both ways in order to implement the systematization tool.
- With the PAHO project, we have received training on the Safe Hospital Index. This is an interesting assessment tool for measuring risk, but the index is not designed for Health Centers. We are revising it to try to apply some of the checklists, but not the index itself.

Regarding Se-Conred and governmental institutions

- Changes in the different Management offices participating in our project limit coordination strengthening and make operational coordination difficult.
- The different emergencies in the country have delayed coordination and operation activities due to the transfer of human resources from Se-Conred and the government to emergencies. (Landslide in San Cristobal, Influenza A(H1N1), National political crisis)

6.5 [FIN] *In case of changes or co-ordination problems, please explain*

- The joint coordination with PREVDA did not advance beyond what was included in the intermediate report. Implementation schedules for PREVDA activities and the project did not match, since the DIPECHO implementation timeline is more limited than that of PREVDA through the Mancomunidad Metrópoli de los Altos.
- The same situation arose when coordinating UNICEF's Regional Project and the Ministry of Education: internal changes in UNICEF and MINEDUC prevented progress in the coordinated efforts as planned.
- As for the CRID Project, progress was made in the systematization of 2 disaster preparedness tools—one tool related to the national consultant hired by CRID and the other one was systematized by a local consultant hired for this project. The second tool systematized was disseminated in the National Dissemination Workshop.
- With the collaboration and coordination of the Quick Response and Technical Assistance Unit of the Ministry of Health—and using a training event—the project could convey instructions to the technical and administrative staff in 8 health centers on the use of the Hospital Safety Index, especially customized for smaller facilities. A commitment was made at the end of the training activity that health centre staff will be able to apply said tool.
- Changes in SE CONRED management or departments slowed down the coordination pace established during the first months of project implementation. However, an effort was made to maintain communication and, in the end, there have been specific results, particularly with the coordination effort to strengthen the Early Warning Systems in the region participating in the project.

7. IMPLEMENTING PARTNERS

7.1 *Name and address of implementing partner(s)*

Name of Local Partner: Cruz Roja Guatemalteca
 Address: 3 calle, 8-40, zona 1, Guatemala Ciudad, Guatemala, CA.
 Telephone: (+502) – 2203848, (+502) – 2324649 Fax:(+502) 232-4649
 E-mail: crg@inteln.net.gt

Name of Local Partner: CONRED
 Address: Av. Hinacpié 21-72, Zona 13 Guatemala, 01013, C.A.
 Telephone: (+502) 385-4144 Fax: (+502) 385-2517

7.2 *Status of implementing partners (e.g. NGO, local authorities, etc.) and their role*

GRC is a part of the International Movement of the Red Cross, who executes its mission under the seven fundamental principles of the organization. The support received by the GRC from the Netherlands, Spanish and Norwegian Red Cross is bilateral and is expressed in terms of technical and financial assistance in the projects carried out to benefit the vulnerable populations in Guatemala.

GRC has an operational role in the execution of the project, providing the structure and human resources (Volunteers) by achieving the objectives proposed, given that the volunteers of the GRC branch in Retalhuleu is one of the most important resources for the training and education processes in the area of implementation of the project.

The Se-Conred in its capacity as Main Authority will train project staff in the methodology, manuals, forms and procedures to address the issue of disaster preparations, from the National Policy towards the local.

Guatemalan Red Cross has signed a Framework Cooperation Agreement with the Joint

Executive Secretariat, for this project. An Addendum to this Framework Cooperation Agreement will be signed to specify its role

7.3 Type of relationship with implementing partner(s) and the expected reporting by the implementing partner

In the country, the GRC is a reference entity for various themes: Rescue, Community Education in Disaster Preparedness, Pre-hospital Care, Shelter Management, SPHERE Project, Climate Change Adaptability, Community Health, VIH, among others. In addition to its mandate as being auxiliary to public powers, the coordination of the activities will depend on the GRD and will work closely with Se-CONRED in order to achieve of the Decree 109-96 which constitutes the legal base of the interventions in DRR. According to the Government Country Plan, the GRC participates in the Policy of Risk Reduction, Prevention and Response in Disasters.

The narrative and financial reports will be handed in monthly, corresponding to the planning of the previous month and the Action Plan of the project.

In meeting with sustained Authorities Se-Conrad, we have agreed that:

- ☒ The Executive Secretariat will assign a person as direct liaison to the project.
- ☒ Monthly technical meetings will be held in the project area, which will evaluate activities in the previous month and plan the actions for the next month. In these meetings the Departmental Delegate of Se-Conred Retalhuleu and the designated Se-Conred Liaison for the project will participate.
- ☒ The Departmental Delegate of Se-Conred Retalhuleu and the designated Se-Conred Liaison for the project will make field visits to communities in the project, after joint planning.
- ☒ The Expatriate Technical Advisor will maintain direct communication with the Se-Conred Liaison and vice versa, for consultation and advice. If the Se-Conred Liaison surpasses the limits of his competence, the Expatriate Technical Advisor will consult other sectors of Se-Conred (education, Risk Management, etc.), to resolve any doubts and improve the quality of Se-Conred inputs into the project.

7.4 [INT] In case of changes, please explain

7.5 [FIN] In case of changes, please explain

8. SECURITY AND CONTINGENCY MEASURES

8.1 Contingency measures (Plan B/ mitigating actions to be taken if risks and assumptions spelled out in the log-frame materialised)

Political Risks

All relevant government associates will be integrated using participatory work methods so that if there is a change in personnel, the commitments will be maintained. If necessary, agreements will be signed with the new structures.

Social and Security Risks

The interest of the communities will be formed through the actions to attract members, such as through trainings in First Aid, Microprojects, School activities, to show the relevance and utility of the process.

Insure personnel, goods and equipment where necessary and possible, so that the Insurance companies respond. Review manuals and protocols for security, in order to update them. In the last case and only if necessary, a change in the closing date will be requested.

Natural Risks

Make use of the experiences obtained during the natural disasters as a way to generate interest in the project, applying procedures and evaluation of the emergency plans.

Risk/assumption	Probability(*)	Possible impact	Level of impact(**)	Mitigation
Political Risks				
Institutions maintain their political will to fulfill the agreements and commitments they have signed	2	Project results on the Municipal/Departmental levels will not be achieved	4	From the beginning of the implementation of the project integrate all relevant governmental partners showing the benefits and using a participative way of working
The Executive members of CONRED accompany, approve and contribute to the project	1	Project efforts will not result in the intended strengthening of the DP and Response System	4	From the beginning of the implementation of the project integrate all Executive members of CONRED showing the benefits and using a participative way of working
The political environment does not affect the development of the project	3	Extra costs and investment of time and energy of project team to make sure that the project is still important for the relevant governmental institutes	3	Make sure that mutual compromises are agreed on the basis of mutual interests and signed Agreements
The changes in the municipal, health centre and community authorities do not affect the risk management development process promoted by the project	3	Extra costs and investment of time and energy of project team to integrate the new personal of the relevant governmental institutes in the project	4	Make sure that the agreements are institutionally accepted and not dependant on individuals
Natural risks				
The area is affected by a natural disaster that may affect the implementation of the project	2	The project will probably not be implemented or have to be temporarily suspended	5	Make use of the experiences during the natural disaster events, for example creating interest in the project, application of the procedures, and

				evaluation of the emergency plans.
Social risks				
The communities and the authorities are actively involved in the work organization, identification, and execution processes	1	There is no participation of the communities in general and of the women in particular, in the implementation of the project	4	On the basis of the Baseline Study the communities will be chosen by means of a participatory process Interest of the communities will be enhanced through the small micro-projects
Internal migration due to agricultural production cycles does not affect the Project	2	Main community stakeholders will not appropriate and/or accept the project and its results	4	The professionals of the project team create interest of the communities for the implementation of the project. The project team will be working in all communities. Through participative implementation of the project appropriation and acceptance by the communities and specific focal groups (women) will be engendered
Economic risks				
The construction materials are available in the local market in time and stock	1	Costs of construction works will increase by higher material and/or logistical costs which will result in lower construction output	3	Requests for budget changes, including request for more funds as materials have to be purchased in more distant marker places
Security risks				
The security situation in the country and the region remains stable and allows for the implementation	2	Decrease of interest and participation of the communities as result of constant changes in planning to adapt to changing security	3	Clear rules with all participants. Work in all communities. Security Plan and Processes.

of the project		situations		Take care of lives of participants and project team. Change of end date.
<p>(*) Probability the risk will materialize or the assumption will prove false: 1 = Very Low 2 = Low 3 = Medium 4 = High 5 = Very High</p> <p>(**) Level of impact on project implementation if risk materializes or assumption proves false: 1 = Very Low Impact 2 = Low Impact 3 = Medium Impact 4 = High Impact 5 = Very High Impact</p>				

8.2 Security considerations

- Youth gangs and the violence in the streets are increasing worries, with armed robberies in the cities and private homes. The crimes include murder, rape, and robbery.
- The zone of the project has a history of kidnapping, people or families, to demand ransom
- Strikes take place all around the country, sometimes with very little warning. The obstruction of the highways and the occupation of public services, which sometimes include international airports or principle highways, is a common tactic.
- Criminal violence occurs in the street, in the highways, by intercepting vehicles. It happens in main and secondary routes
- There is a high risk of accidents in the highways due to imprudence of the drivers, disregard for the signs and safety rules, deteriorating roads, and deteriorated vehicles.

8.2.1 Security situation in the field, describe briefly

Yes ☐ No ☐ Standard procedures ☒

IFRC and NS have security guides and manuals for field operations, which will be put into practice during the project. The ICRC promotes the implementation of "Safer Access", which applies to all personnel and action in the Movement.

8.2.2 Are field staff and expatriates informed of and trained in these procedures?

Yes ☒ No ☐

The personnel and volunteers that do not know the procedures will be taught and given copies of the manuals in the induction phase and will then sign and assume the commitment of the rules and regulations of security in the country with each NS. This applies also for expatriate personnel.

8.3 [INT] In case of changes or problems to be addressed, please explain

8.4 [FIN] In case of changes or problems to be addressed, please explain

Previously determined safety procedures were used throughout the project and were observed even closer after an incident when 2 project volunteers were collecting information for the final CAP and they almost faced bodily harm.

As a result, operative decisions were made and project staff was instructed not to walk alone in the following areas: Granada village; Pueblo Nuevo, Viñas del Mar, and Guayacán neighbourhoods, and the El Rosario settlement. Whenever visiting these places was necessary, project staff was to be accompanied by community leaders or COLRED members, as the threat of theft and mugging was constant.

9. COMMUNICATION, VISIBILITY AND INFORMATION ACTIVITIES

9.1 *Planned communication activities (in field and/or in Europe)*

- Official presentation of the project to Institutions, Authorities, Leaders, and Communication Media
- Radio spots, web pages of the GRC, printed material with information and educational messages will contain information of the original source of the funds and project implementers.
- Printed flyer with project information and source of funds
- National and Regional Consultative Workshop and exchanges with other DIPECHO partners of the experiences with communities, as well as the Closing Event, will have relevant visibility.
- Interactive CD with project information, systematization of lessons learned, photos, etc

9.2 *Visibility on durable equipment, major supplies, and at project locations*

- All the equipment bought with project funds will have stickers
- T-shirts, hats, backpacks, vinyl posters, will also have the identification, according to the DG ECHO Guidelines for the production of visibility material, and the GRC norms for the use of the Red Cross Emblem

Note: For security reasons, the vehicles will not have the DG ECHO logo, only the Red Cross emblem, because of the “association of the logo that delinquents may have with the logo for Euros”.

9.3 *Planned publication activities*

- On the web pages of the NSs in the consortium and the IFRC
- Interactive disk with project information, lessons learned, photos.

During the two first months of the project we will contact to Mr. Francois Duboc to discuss and to execute our visibility plan for this project.

9.4 *[INT] In case of changes, please explain*

9.5 *[FIN] Report on the relevant activities*

- ✓ Flyers with information on resources or project donors were not printed. Instead, a final presentation meeting was organized to show the outputs of the project (Project Closure) and the results of the Early Warning System Strengthening activities in the region. Retalhuleu institutions and representatives, PREVDA representatives, municipal authorities from Champerico and Retalhuleu, as well as representatives from beneficiary communities and local media representatives were present during this meeting.
- ✓ Equipment distributed in the Local and Municipal Coordinators and in response institutions was clearly labelled with vinyl stickers including the following information: PROJECT NAME, DONORS, and CONTRACT NUMBER.
- ✓ 500 2010-calendars were printed and distributed among those related to the project implementation. It contained pictures of the activities, project name and information from donor and implementing institutions in the cover, back cover and inside of each calendar.
- ✓ 100 wall clocks were made and distributed. The clocks had a printed page with the project name, Red Cross and European Commission emblems printed. This highly visible article was distributed to representatives of 21 communities, Champerico and Retalhuleu municipal authorities and Retalhuleu department authorities during the Project Closure activities.
- ✓ 86 highly visible identification signs were made to inform where the EWS radio base is located: at the entrance of the 21 communities in the area and the communities where

CONRED has installed EWS radio bases in the region. 50 signs were installed in the homes of those responsible for manning the radio and 36 stand-alone signs were installed at the entry of each community.

- ✓ Consulting services were hired to systematize outputs, methodology and lessons learned during project implementation. Information was obtained from 2 work meetings: one with the participation of community liaisons, municipal liaisons, and community leaders. Another meeting was useful to obtain information, comments and insight from technical and administrative/implementing staff of the Project. (See *Annex No. 20 and 21: Systematization Report and tools*)

10. HUMAN RESOURCES

10.1 Indicate global figures per function and status

Status:

- **Project Coordinator: 1**
 - Responsible for the implementation and management of the Project in the field.
 - Responsible for the execution of activities to reach the foreseen results.
 - Responsible for follow-up and monitoring of indicators of results.
 - Responsible for the coordination with the activities with Health Centres and Municipalities.
 - Responsible for Response Municipals Plans and Emergency Health Centre Plans
 - Responsible for the execution of the simulation exercises in the municipalities.
 - Responsible for the execution of the simulation exercises in Health Centres.
 - Responsible for the relationship with the Technical Personnel San-Sam project.
 - Responsible for the relationship with the Technical Personnel PREVDA project.
 - Responsible for the relationship with the Technical Personnel Se-Conred in the field.
 - Responsible for connecting the Emergency community Plans, with the Municipals and Health Centres Plans.
 - Responsible for the distribution of the volunteer RC personnel to the activities.
- **Educating Technicians2**

One for every region the Project has been divided in:

 - Responsible for the educational processes and awareness with the schools and communities.
 - Responsible for educational processes with the members of the COLRED and COMRED.
 - Responsible for educational processes with the members of the Emergency Schools Comities.
 - Responsible for emergency schools plans, risks school maps.
 - Responsible for the VCA process in the communities.
 - Responsible for the execution of the simulation exercises in the schools.

* They support the training processes for the technicians for prevention and mitigation.
- **Technicians for Prevention and Mitigation ...2**

One for every region the Project has been divided in:

 - Responsible for the technical processes about risk management.
 - Responsible for the follow-up of the Organization of Colred in all communities.
 - Responsible for identification, selection and execution of small basic infrastructure and mitigation works
 - Responsible for elaboration and follow-up of emergency plans in the communities, (risks maps, resources, etc)
 - Responsible for the signalization of evacuations routes in all communities.
 - Responsible for the installation of monitoring instruments for floods in the selected communities.
 - Responsible for the execution of the simulation exercises in the communities.

* They also support the labour of Educating Technicians.
- **Technical Assistants:..... 2**

One for every task, Logistical role and Administrative role:

- Responsible for supporting the logistical processes about risk management.
- Responsible for the distribution of all materials in the communities.
- Responsible for administrative functions in the field, to support the principal office in Guatemala city; works closely with the Project's Administrative Assistant.

• **Administrative Assistant:1**

- Responsible for the project's accounting and budget follow-up.
- Responsible for the management of staff at his/her charge, with everything that this represents.
- Verifies the adequate fulfilment of the European Commission's accounting and administrative norms applicable to the project.

• **Driver:1**

- Responsible for the use, driving, and shelter of the assigned vehicle.
- Responsible for security and preventive maintenance of the vehicle.
- Responsible of updating the travel log with monthly reports to the administration.
- Responsible for the transfer and safety of goods, equipment, material, and especially people entrusted to him.
- Responsible to support all the staff with the necessary logistics, with the required coordination to maximize resources.

• **Team of Volunteers: 20**

- Responsible for implementing training and provide others at their level.
- Support for the execution of the base line study and if necessary, in the survey for the final evaluation, VCA diagnostics.
- They support the monitoring and execution of small community projects.
- They support the appeal for community and institutional meetings.

• **Expatriated Delegate (NL Red Cross):1**

- Responsible for the contract signed between the European Commission and NL RC.
- Responsible for the relationship with Se-Conred and others Agencies.
- Responsible for the relationship with Guatemalan, Spanish and Norwegian Red Cross.
- Responsible for the relationship with other Dipecho project in the country and Regional projects.
- Responsible for the relationship with ECHO Staff in the Field.
- Responsible for the general follow-up of the Project and act as the counterpart towards the European Commission for the contract and Project responsibilities.

Function	Status ¹⁰	Number of staff	Number of man/ month in project	Comments
Coordinator(*)	Expatriated	1	16.5	To support the final issues: Report, Files, Questions, etc. Will be based in Retalhuleu (75%) and Guatemala city (25%)
Coordinator	Local	1	15	Will be based in Retalhuleu.
Educations Technical	Local	2	15	Will be based in Retalhuleu.
Preparation and response Technical	Local	2	15	Will be based in Retalhuleu.
Technical assistants	Local	2	15	To Support the logistical and administrative functions in the field. And task for technical team.

¹⁰ Expat, local staff, staff of the implementing partner,...

				Will be based in Retalhuleu.
Administrator	Local	1	16.5	To support the final issues: Report, Files, Questions, etc. Will be based in Guatemala City.
Driver	Local	1	15	Will be based in Retalhuleu.
Staff and Voluntaries CRG	Local	20	13	Will be based in Retalhuleu.

(*) The Expatriated Coordinator will work for 16.5 months for reporting purposes and closing down the office.

10.2 [INT] In case of changes, please explain

10.3 [FIN] In case of changes, please explain

By mid July 2009 an administrative and financial assistant was hired to provide technical assistance in the implementation of the project in the field. This person was hired due to the need to strengthen the use of administrative procedures, previously defined, and because during the second phase of the project, the number of quotation processes, procurement and equipment & material distribution for the implementation of small scale works of infrastructure increased considerably.

From the beginning of August until the end of October 2009, one education and training technician required medical leave from her job. She had pain and limited movement in her right, upper limb due to an injury she sustained –which required medical treatment—before being hired by the project. Her suspension forced a redistribution of operative roles on the remaining personnel, noticeably affecting activity implementation of the Project as a whole.

To ensure closing activities took place satisfactorily, officers from the regional ECHO office in Nicaragua were consulted and they approved extending the contract for the Local Project Coordinator and that of the General Manager until March 2010.

11. FINANCIAL OVERVIEW OF THE ACTION¹¹

Elegible cost of Action	Initial budget	Intermediate report		Final committed	Funding of Action	Initial	Final state
		Budget	Spent + Committed				
Personnel costs	202,496.00	202,496.00	106,996.37	206,439.26	Direct revenue from Action		
Goods and services	262,812.00	262,812.00	65,515.43	259,611.18			
Support costs	12,000.00	12,000.00	5,770.53	11,614.19	Contribution by applicant	110,000.00	
Visibility	4,000.00	4,000.00	1,626.97	3,516.01	Contribution by other donors		
Subtotal direct cost	481,308.00	481,308.00	179,909.30	481,180.64	Contribution requested from ECHO	405,000.00	
Indirect cost (7%)	33,692.00	33,692.00	12,593.65	33,682.64	% of total funding:	0.78	
Total Costs	€ 515,000.00	€ 515,000.00	€ 192,502.95	€ 514,863.28	Total Funding	€ 515,000.00	

11.1 [FIN] In case of other donors, please identify the donors and the amount provided

The project received the support of 20,000 Euros Norwegian Red Cross and 25,000 Euros from the Spanish Red Cross, as part of their participation in the consortium DIPECHO VI to Guatemala. In addition to the financial contribution, the Norwegian Red Cross also provided technical support to the staff of the health program in emergencies, specifically in the preparation of the methodological design of the strategy for community health training, training in cross-cutting themes as gender and water and sanitation, and provided reference materials such as pamphlets and manuals. The Spanish Red Cross, through its Managing Director and technical staff, provided advice on community development through disaster preparedness activities. The participation of these two partners, along with the Guatemalan Red Cross and Netherlands Red Cross was crucial for the proper strategic and technical development, throughout the entire project.

¹¹ This table will constitute annex II of the signed Agreement.

12. ADMINISTRATIVE INFORMATION

12.1 FPA number (if applicable)

Signed 12-12-2007, 148

12.2 Name and title of legal representative signing the Agreement

Name: Juriaan Lahr
Title: Head of International Department
Official partner name: Nederlandse Rode Kruis (NRK)
Address: Leeghwaterplein 27
2521 CV, The Hague
P.O. Box: 28120, 2502 KC, The Hague

12.3 Name, telephone, e-mail and title of the person(s) to be mentioned in Article 7 of the Agreement

¹²Name: Mr. George ROTS
Telephone: +31 70 4455 812
Fax: +31 70 4455 751
Email: georger@redcross.nl

12.4 Name, telephone, fax and e-mail of the representative in the area of intervention

Name: Roy Venegas, Risk Management Delegate; Guatemala C.A.
Telephone: +502 2230 3583
Fax: +502 2253 6541
Email: rvenegas@cruzrojaholandesa.org

12.5 Bank account

Name of bank: ABNAMRO

Address of branch: Kneuterdijk 8
Postbus 165
2501 AP Den Haag

Precise denomination of the account holder: Vereniging Het Nederlandse Rode Kruis
Postbus 28120
2502 KC Den Haag

Full account number (including bank codes): Account number: 42.14.69.722

IBAN account code, (or BIC country code if the IBAN code does not apply):
SWIFT code ABNANL2A

13. [FIN] CONCLUSIONS AND HUMANITARIAN ORGANISATION'S COMMENTS

¹² The Netherlands Red Cross currently does not have a Regional representative for Central America, but this will be resolved within the next few months.

Considering the results of the project, it can be concluded that the methodologies and tools used in disaster preparedness at the community level were of easy understanding and provided ownership to the beneficiaries in the communities. The results of the final evaluation show that communities and local authorities have a better understanding and capacity to respond to the effects of disasters and try to minimize their effects.

However, it also confirms the importance of working much more on the long-term integration of disaster response to local and municipal development. Since the Red Cross worked in the Suchitepéquez Department and in the Department of Retalhuleu during DIPECHO V and VI, respectively, it is recommended that a DIPECHO VII should be oriented towards communities that are located between the two departments, so we can unite the entire region under a single early warning system and unification of tools and methods of work for all vulnerable communities that share the same region and threats.