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DRR Pathways Thematic Working Groups
Terms of Reference

Originally prepared for DRR pathways project steering committee meeting on July 11, 2019
Prepared by project core team with advice from the steering committee chair
Updated with steering committee members requested topics for working groups

Date: July 2019

Building disaster resilience is an overarching objective that requires collaboration and coordination among many different actors in public and private sector at all levels of federal, provincial, and local. One of the objectives of the DRR Pathways project is to strengthen risk governance through knowledge exchange, collaboration among various actors and community engagement. Also, being collaborative has been identified as one the guiding principles of the DRR Pathways project.

DRR Pathways project has many different components (see scoping report) with a long term vision to contribute to enhancing the practice of disaster risk management in BC and in Canada. To facilitate the communication and collaboration among various partners more effectively and better serve the needs of all partners in their operations and policy development, we are proposing to the steering committee to create few technical working groups on various topics. In the next one year (until June 2020), the working groups will have the following roles:

- Act as the go-to-group for the DRR Pathways implementation teams to provide advice, review outputs, and support with additional resources as necessary

- Act as the conduit to connect DRR Pathways project and to bring resilient building perspective to any larger existing working groups and other relevant entities

- During the proposal and co-design phase of the BC Provincial DRR Platform (see Scoping Report page 9), lead and coordinate the efforts required for developing vision, strategy, and proposed framework related to the topic

The benefit and roles of the technical working groups will be revisited in June 2020 and may be modified as necessary.

Proposed Themes

Below is the list of proposed themes for the technical working groups:
1. Resilient Critical Infrastructure (CI)
2. Resilient communities
3. Resilient buildings
4. Risk informed emergency management
5. Data management platform
6. User-centered risk communication and risk profiler
7. Managing disasters financial impact
8. CCA-DRR coherence in policy and practice
9. Multi-hazard risk assessment
10. BC common set of risk and resilience indicators
11. BC DRR Platform institutional design and governance mechanism

Proposed Structure

- The working groups may have 4-8 members

- The members of the working groups shall come from within the institutions of steering committee members, associate members, and other organizations as selected and agreed upon by the steering committee.

- Each member institution may nominate representatives from its institution to participate in a given technical working group. Ideally, nominated working group members have expertise in the topic and work in a position relevant to the goal of the working group.

- The final makeup of each steering committee shall be approved by the steering committee.

- The steering committee shall also designate a Coordinator for each technical working group.

- The frequency and format of the working group meetings will be decided by each working group.

- The DRR Pathways Technical Coordindator and Lead Contractor (See project Charter), shall oversee all work of the technical working groups to ensure coherence and alignment with DRR Pathways project objectives and implementation process.

- Technical working groups may be disbanded in a year or they can be continually re-tasked for the duration of the DRR Pathways project and beyond.

Role of the Members

- The Coordinator will report on the activities and progress of the working group at every Steering Committee meeting.

- In addition to the working group meetings, all members shall participate and contribute to the Steering Committee meetings as non-voting members.

- All members are responsible to communicate about the Project with the professional and technical teams in his/her respective institution and provide information about the relevant activities of the institution to the working group and the coordinator.

- Organize, coordinate, and monitor Project activities in his/her institution including the meetings, workshops or seminars and review of relevant project technical reports

- To track the time and internal budget of his/her institution for use on Project activities, and report, on a regular basis, the operational and administrative costs (in-kind contribution), to the Steering Committee.

- Other duties as deemed necessary by the steering Committee.

Contact

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