**Tentative Agenda**

**Comprehensive Short Training Program for Post-Disaster Activities in Khammouane Province**

**“*Institutional and Capacity Building Support for Sub-National Post Disaster Reconstruction Activities in Khammouane Province”***

| **Time** | | **Session** | **Facilitators** |
| --- | --- | --- | --- |
| Day 1 Morning | 08:00-08:30 | Registration |  |
| 08:30-09:00 | Welcome, Introduction | KDP-C1 and PDMC |
| 09:00-09:15 | Tea break |  |
| 09:15-09:30 | S0.1 Training introduction & establish host team | ADPC |
| 09:30-10:30 | S1.1Key concepts of DaLNA and post-disaster reconstruction | ADPC |
| 10:30-12:00 | S1.2-1.3 Introduction of Sector Guidance Notes: Power Supply, Mining, telecommunication, commerce and Industry, Social Impact Assessment and tourism | ADPC |
| 12:00-13:30 | Lunch break | ADPC |
| Day 1 Afternoon | 13:30-14:00 | S1.2-1.3 Introduction of Sector Guidance Notes: Power Supply, Mining, telecommunication, commerce and Industry, Social Impact Assessment and tourism | Participants |
| 14:00-14:45 | S1.4 Sector group discussion on guidance note | ADPC |
| 14:45-15:00 | Tea break |  |
| 15:00-16:30 | S1.*5* Sources of damages and losses | Participants |
| Day 2 Morning | 08:30-10:00 | Data gathering for the baseline information | Participants |
| 10:00-10:15 | Tea break |  |
| 10:15-10:30 | Introduction to Day 2 |  |
| 10.30-11:00 | S2.1Experience of disaster scenario (Khounkham district, August 2013) | PDMC and DDMC of Khounkham District |
| 11:00-12:00 | S2.2 Standard Operating Procedures for DaLNA: Initiate SOP (No. 1-6): process and template letters | ADPC |
| 12:00-13:30 | Lunch break |  |
| Day 2 Afternoon | 13:30-14:00 | S2.3 Introduction: SOP No. 7 | ADPC |
| 14:00-14:45 | S2.4Groupwork: SOP No. 7: Departments input baseline data | Participants |
| 14:45-15:00 | Tea break |  |
| 15:00-15:45 | S2.5 Group presentations | Participants |
| 15:45-16:30 | Day 2 wrap-upand travel to Khounkham | Host team |
| Day 3 Morning | 08:00-08:30 | Welcome to Khounkham District, Briefing of the Governor | District Governor |
| 08:30-09:00 | Introduce work plan on Day3 | Participants |
| 09:00-12:00 | S3.1 Group work SOP No. 8, 9, 10: Participants conduct damage & loss assessment at disaster site(s) – in sector groups | ADPC staff circulate to each sector group |
| Day 3 Afternoon | 12:00-13:00 | Lunch break |  |
| 13:00-14:30 | S3.1Group work: (Continued) SOP No. 8, 9, 10: Participants conduct damage & loss assessment at disaster site(s) |  |
| 14:30-14:45 | Tea break |  |
| 14:45-15:15 | S3.2Group work SOP No. 11: Sector validation, and prepare group presentations |  |
| 15:15-15:30 | Day 3 wrap-up | Host team |
| 15:30-17:30 | Travel Khounkham District to Thakhek |  |
| Day 4 Morning | 08:30-09:00 | Introduction to Day 4 | ADPC |
| 09:00-09:45 | S4.0 Group presentations of baseline, damage, loss data | Nominate PDMC Chair |
| 09:45-10:00 | Tea break |  |
| 10:00-10:30 | S4.1Group work: SOP No. 12: PDMC validation | ADPC |
| 10:30-12:00 | S4.2Introduction: SOP No. 13-14: Sector strategy and  S4.3Group work: SOP No. 13-14: Sector strategy | Participants |
| 12:00-13:30 | Lunch break |  |
| Day 4 Afternoon | 13:30-14:00 | S4.4Introduction: SOP No. 16-19: DaLNA report preparation | ADPC |
| 14:00-14:45 | S4.5SOP No. 16-19: DaLNA report preparation | Participants |
| 14:45-15:00 | Tea break |  |
| 15:00-15:45 | S4.5(Continued) SOP No. 16-19: DaLNA report preparation | Participants |
| 15:45-16:00 | Day 4 wrap-up | Host team |
| Day 5  Morning | 08:30-09:00 | Introduction to Day 5 | ADPC |
| 09:00-09:45 | S5.1Introduction to Reconstruction and Recovery Plan | ADPC |
| 09:45-10:00 | Tea break |  |
| 10:00-12:00 | S5.2Group work: Develop Reconstruction and Recovery Plan | Participants |
| 12:00-13:30 | Lunch break |  |
| Day 5  Afternoon | 13:30-14:00 | S5.3 Tools and templates for reconstruction | ADPC |
| 14:00-14:45 | S5.4 Reconstruction implementation and Monitoring and Evaluation | ADPC |
| 14:45-15:00 | Tea break | Host team |
| 15:00-15:45 | Wrap-up of Day 5 and entire training | KDP C-1 and PDMC |