

**MINUTES OF THE MEETING HELD ON 8<sup>TH</sup> SEPTEMBER' 2022 AT 6.00 P.M IN THE  
CONFERENCE HALL OF OFFICE OF THE DEPUTY COMMISSIONER, CACHAR  
REGARDING INTRODUCTION OF COMMUNITY FACILITATION CENTRE &  
RESOURCE CENTRE IN ALL GP'S/MUNICIPAL WARDS**

Members present as per Annexure-A:

The meeting was presided over by the Deputy Commissioner cum Chairperson, DDMA, Cachar, Silchar.

At the outset the Addl. Deputy Commissioner cum Chief Executive Officer, District Disaster Management Authority, Cachar welcomed all the members and thereafter discussion was initiated as per agenda by District Project Officer, District Disaster Management Authority, Cachar.

Smti. Annie George, Technical Consultant, UNICEF gave presentation on Community Facilitation & Resource Centre and its implementation in all GP's & Municipal Wards. She has mentioned the following **Objectives of A Community Facilitation and Resource Centre**:-

1. Function as an information and knowledge sharing bridge between the administration and affected communities to ensure that the affected communities are aware of their entitlements and are able to access them smoothly
2. To build decentralised community-centric platforms that provide for a two-way communication between the affected communities and Service Providers
3. To enhance the capacity of affected communities in making informed choices on their development
4. To build a resilient community that is increasingly able to withstand shocks and stresses to their system.

After threadbare discussion, the following decisions have been taken on the Agenda items:

1. The house unanimously approved the concept presented by Smti. Annie George, Technical Consultant, UNICEF on introduction of Community Facilitation and Resource Centre in all GP's and Municipal Wards of Silchar, Lakhipur and Sonai.  
**(Action: DDMA/P&RD/All Circle Officer/All Line Departments)**
2. The house unanimously approved the proposal and implementation of the concept will be in collaboration with P & RD Department. All BDO's will monitor the functionality of the center and report accordingly to CEO, ZP and concerned Circle Officers.  
**(Action: CEO, ZP/All C. O's/BDO's)**
3. BDO's and C. O's will ensure community participation in the process and PRI's/local NGO's/CBO's and SHGs etc.  
**(Action: All C. O's /BDO's)**
4. The house agreed that in the initial phase, the NGO's will be requested to adopt the center in respective GP/Municipal Ward as per their convenience and to start functioning of the center.
5. DDMA will provide all technical support including the capacity building of the volunteers engaged for the center/field level staff of the respective Departments.

Further the following points examined in details and accorded necessary approval in principle for phase wise implementation of the Community Facilitation and Resource Centre in GPs/Municipal Wards in Cachar District:

**Phased Setting Up of CF&RC:-**



**Chief Executive Officer  
DDMA, Cachar**

This is designed as a Phased Intervention with 15 CFRCs planned in the initial phase, one in each Block and one in each Town. The GPs/Wards will be selected based on their vulnerability, distance, willingness. P&RD and DDMA will lead the process with the help of Executive Officer of ULB's, Revenue Circle Officers and BDOs. It is proposed to set up one CFRC in each of the Revenue Circles/Blocks/Town. ASRLM/ASULM will confirm availability of SHGs in the selected GPs. Pro-active SHGs will be identified and individuals identified based on willingness. ASRLM will support the initial Capacity Building costs of the SHGs.

Once GP/Ward is selected, DDMA will invite NGOs as **domain partners** (through IAG/ GO-NGO Platform). NGOs will deploy one staff member who can lead this initiative for two years. The Deployee has to be well experienced and knowledgeable in Disaster Management.

As the first few CFRCs will be seen as models, DDMA will partner with technical agencies that can support digitalization and communication facilities, with one desk top, a printer and broadband connectivity. Technical Agencies will also provide back-end support for setting up of the systems, developing dashboards, data management at various levels and inter-linking of CFRCs with Executive Officer of ULB's, Circle Officer, BDO and DDMA

ASRLM/ASULM and BDO will identify active SHGs that can partner in this initiative. Given that there may be 10-12 villages per GP, would be ideal to identify 1 SHG per village. 3-4 contiguously placed villages can form one cluster. Members of each Cluster can work at the CFRC on a rotation basis. In Town area, it will be Ward wise only and NGOs/SHGs will be a partner for implementation.


#### **Reporting Procedure: -**

- The VLCDMC/WDMC will meet every fortnight, under the guidance of the CFRC, during the post-disaster response period and assess the current status
- The CFRC will meet every fortnight to discuss the progress, identified challenges and barriers and report same to GP/Ward on a fortnightly basis during the response phase and on a monthly basis during the Rehabilitation Phase. This will also be attended by the Advisory Team at the GP level.
- The CFRC, through the GP/Ward, will appraise the BDO on a fortnightly basis during immediate response phase and on a monthly basis in the rehabilitation phase.
- The BDO will appraise the Revenue Circle Officer on a monthly basis and the Circle Officer will appraise DDMA on a quarterly basis and in Town area, the concerned E.O of ULBs will report it to DDMA on quarterly basis.
- However, all information will be stored in a user-friendly manner which can be accessed, at any time by pre-designated officials, to track progress.

#### **Staffing and Infrastructure:**

The CFRC will have a gender-balanced Team of 3-4 people. NGO to provide one Staff member who will be knowledgeable and experienced in Disaster Management. Locally active SHG identified by BDO/ ASRLM, 1 per village, to provide 2 members each. For the first 1-2 years this platform will be led by the NGO member. By the end of this period, the local SHG will take on the leadership and in the same process will be followed in Town area also.


The GP will provide space and basic furniture for the CFRC and in case of Ward the space will be finalized in consultation with local Ward Commissioners. The monthly operating expenditure on services like power, water and other miscellaneous expenditure is to be met by the GP/Ward Commissioners.

  
Chief Executive Officer  
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Each CFRC will have one Desk top, one ink-jet/ laser printer, a web-cam and broad-band connectivity. It is proposed to avail of NGO/ CSR/ private funding for the initial 5 centres. DDMA, Cachar will take necessary initiative on this for providing services to the CFRC through CSR funding.

**Roles and Responsibilities CFRC:**

Pre-disaster/ Preparedness Phase	Rescue and Emergency Response	Response and Rehabilitation
<ul style="list-style-type: none"> <li>• Early Warning Dissemination</li> <li>• Support in Evacuation</li> <li>• Information Regarding people needing special care</li> <li>• Data Bank of all families with focus on people with special needs</li> <li>• Preparing list of "at- risk" families vulnerable to different hazards, including floods</li> <li>• Through participatory approaches, identify areas of concern like blockages of drains in key areas and inform the same to Panchayath for action, prior to the monsoons</li> <li>• With help of NGOs, plan cleaning drives and campaigns</li> <li>• Support in identification of safe spaces for Relief Camps.</li> <li>• Help VLCDMC in making designated Relief Centres compliant with Relief Code Norms</li> <li>• Supporting VLCDMC in Hazard, Risk, Vulnerability and Capacity Assessments</li> <li>• Developing Village level Disaster Mgmt. Plans</li> <li>• Support communities' access Social Security Mechanisms like: Ration Card, Widow Pension, Old Age Pension, Disability Pension</li> <li>• Dissemination on Home-based Preparedness</li> <li>• Capacity Building</li> </ul>	<ul style="list-style-type: none"> <li>• Support in Camp Management</li> <li>• Data regarding people affected</li> <li>• Ensuring Equitable access to Relief Materials</li> <li>• Help Desk</li> </ul>	<ul style="list-style-type: none"> <li>• In consultation with GP/ Rev/ BDO, collate information regarding affected Families and types of damages</li> <li>• <b>Ready Reckoner and Compendium</b> of Government Orders that are relevant and useful for the communities</li> <li>• <b>Ready Reckoner of Rehabilitation Schemes</b> of various departments, NGOs and other players</li> <li>• Support affected families to understand eligibility criteria and process of application</li> <li>• Help Desk</li> <li>• Track Rehabilitation Progress</li> <li>• Support Meetings with Officials as and when necessary</li> <li>• Understand the local impact of schemes and programmes and inform the authorities accordingly</li> <li>• Capacity Building</li> <li>• Liaising with Service providers</li> </ul>

  
**Chief Executive Officer**  
**DDMA, Cachar**

## Other Stakeholders:


- Revenue Officials at Circle level, Block Level, Panchayath and Village level to be the source of all official data/ information that is displayed, disseminated at the CFRC level
- BDO will support the CFRC in accessing latest information on compensation/ rehabilitation/ recovery packages, documents required to apply, schemes of various departments
- DDMA will share weather related information (in a user-friendly manner that can be used by farmers and fishermen), alerts and warnings, Guidelines and SoPs. DDMA will also develop a Capacity Building Module for training of CFRC volunteers
- GP will guide/ steer the initiative and provide local oversight.
- GP will ensure the participation of VLCDMC in Village Development Planning process to leverage their field level understanding in promoting risk-informed development.
- In Town area CFRC, the same method will be followed in consultation with the Executive Officer of SMB and respective Ward Commissioners.

## Role of C. O's & Field Officer (DM) on CFRC:

- Consultation with BDO's/GPs/NGO's/SHGs for introduction of the center and its follow-up.
- Monitor the functioning of the CFRC and extend all kinds of support as because this center will act as a bridge between the community and the Circle Administration.
- Organize capacity building activities for CFRC members/volunteers/field staff of the Departments in collaboration with NGOs/SHGs.
- Regular community level meeting/mock drill/awareness activities etc.
- Data sharing/gathering related to affected communities.
- Encouragement of VLCDMC/WDMC members for smooth functioning of the Center.

All BDO's are hereby directed to inform GP's to co-operate with NGO's/SHGs selected by DDMA & P&RD Department for implementation and functioning of the Community Facilitation and Resource Centre in all GP's.

**The meeting ended with vote of thanks from the Chair.**



(Rohan Kumar Jha, IAS)  
Deputy Commissioner & Chairperson,  
District Disaster Management Authority  
Cachar, Silchar.

*Handwritten initials and date: 12/09/22*

Dated: 12/09/2022



Memo No: DDMA.29/CHR/2019/14-A  
Copy for favour of kind information:

- 1) The Commissioner & Secretary to the Govt. of Assam, Revenue & DM Department, Assam Secretariat, Dispur, Guwahati – 6 for kind information.
- 2) The Chief Executive Officer, Assam State Disaster Management Authority, Ancillary Block, Dispur, Guwahati-6.
- 3) The Commissioner, Barak Valley Division, House-fed, Dispur, Guwahati-6.

- 4) All Hon'ble MLAs of Cachar District.
- 5) P.S to Hon'ble M.P, L.S, Silchar, District-Cachar, Assam.
- 6) The P.S to the Hon'ble Minister to the Govt. of Assam, Transport, Fishery, & Escise etc. Govt. of Assam for favour of kind appraisal of the Hon'ble Minister.

Copy for favour of information & immediate necessary action:

- 7) All Members Present.
- 8) CEO, Cachar Zila Parishad, Silchar.
- 9) All Circle Officers, District-Cachar, Assam.
- 10) All HOD's of Departments (State Govt.), Cachar, Assam.
- 11) All BDO's, Cachar District.
- 12) All CDPOs, Cachar District.
- 13) Smti. Annie George, Technical Asst. UNICEF, Assam.
- 14) CA/PA to the D.C, Cachar.



Chief Executive Officer,  
District Disaster Management Authority  
Cachar, Silchar.

*Feb  
09/09/20*