



# Planning Meeting

Regional Conference on  
Education in Emergencies  
and Disaster Preparedness

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### Task Group Composition

#### DepEd

- Bureaus (BEE, BSE, and BALS)
- Office of Planning Service (PPD, PDED and PFSED)
- Health and Nutrition Center
- DRRMO
- International Cooperation Office
- Select Field Offices (Region V and XI)

#### Partners

- Education Cluster (UNICEF, Save the Children, etc.)
- SEAMEO Secretariat and select Regional Centres

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### Terms of Reference

*Each member of the Task Group are expected to be actively involved in carrying out the following:*

- Development and implementaton of the program design of the collaborative Project No. 10 –Education in Emergencies and Disaster Preparedness;
- Ensuring that country efforts will support the achievement of the national, regional and global goals;
- Provide technical assistance in the conduct of its related implementation activities and in preparation of related reports;
- Work collaboratively with other partner organizations, NGOs, government agencies, and the Ministry of National Education of Indonesia (as co-lead for this initiative)
- Monitoring and evaluation of activities related to the initiative

### Terms of Reference

*The **Disaster Risk Reduction and Management Office** will be the lead office to facilitate the implementation of Project 10-Education in Emergencies and Disaster Preparedness. As such DRRMO will:*

- Serve as the technical secretariat of the Task Group;
- Oversee the overall implementation of Project 10- Education in Emergencies and Disaster Preparedness;
- Convene/organize/coordinate the task group for planning meetings and discussions;
- Ensure the integration of the outputs of the initiative into DepEd's programs and EiE and Disaster Preparedness efforts;
- Document and prepare country reports relative to the initiative such as the Post Country Integration Report – PCOIP;

### Terms of Reference

The ***International Cooperation Office (ICO)***, as the coordinative unit for all international-related commitments will:

- Provide technical and administrative support to DRRMO in relation to the implementation of Project No. 10- Education in Emergencies and Disaster Preparedness;
- Coordinate linkages with ASEAN, SEAMEO and other partner organizations relative to the implementation of the project;
- In coordination with DRRMO, ICO will be the focal unit relative to the budget requested from the DFA-managed International Commitment Fund (ICF) for the conduct of the regional conference;
- Report to SEAMEO and other international partners on the country implementation of the initiative;