



Government of Nepal
Ministry of Physical Planning and Works
Earthquake Risk Reduction and Recovery Preparedness
Programme for Nepal
(UNDP/ERRRP-Project: NEP/07/010)



**A Follow up
Municipal Level Meeting Report
in
Hetauda Municipality**

(July 17, 2008)

**Prepared By:
UNDP/ERRRP Project**

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Executive Summary

The follow up municipal level meeting to the Hetauda Municipality was made to discuss the different agendas of project activities like training prioritization, awareness raising and selection of retrofitting buildings to be carried out. The focal person nominated from municipality had co-coordinated well for the overall arrangements for the conduction of the second municipal level meeting at Hetauda Municipality.

Presence of National Programme Director and Project Engineer–Training from ERRRP (Earthquake Risk Reduction and Recovery Preparedness Programme for Nepal) Project, Municipal Engineers, junior engineers, technicians, administrators, members from different political parties, and different stakeholders of Hetauda Municipality. Participants had actively participated in the meeting and as well as they have shown keen interest in ERRRP project activities. During the discussions the participants expressed strong need of training/sensitization/orientation/awareness programs to build the capacity of municipality on earthquake risk reduction as well as need of information dissemination to aware people on safe construction practices and earthquake preparedness activities.

One of the important outcomes of the field visit is the development of consensus and understanding between ERRRP project and municipality to implement the ERRRP programme activities with full cooperation and coordination from municipality side. The municipality has expressed the need of ERRP programme and they are ready to develop policy for the initiation in implementing Nepal National Building Code in building permit process within the municipality for earthquake resistant and building construction. Clear and prompt future course of actions are presented in strategic and systematic way by the ERRRP project in this follow up meeting according to the first municipality meeting and field visit.

1.0 Introduction of ERRRP Programme

The program is designed in the context of the International Recovery Platform (IRP) for the fulfillment of the Hyogo Framework for Action (HFA) 2005-2015: (World Conference on Disaster Reduction : Jan. 2005 Kobe, Japan). UNDP/BCPR (Bureau of Crisis Prevention and Recovery) with the support of government of Japan initiated "Earthquake Risk Reduction and Recovery Preparedness (ERRRP) program" in five high risk South Asian countries: Nepal, Bhutan, Bangladesh, India and Pakistan.

The programme is designed to strengthen the institutional and community level capacity to plan and implement earthquake risk reduction strategies and disaster recovery preparedness in 5 South Asian countries exposed to earthquake hazards. It also seeks to support regional cooperation through knowledge sharing and development of best practices in the context of the SAARC Comprehensive Framework on Disaster Management agreed in February 2006.

ERRRP Project for Nepal is a means to enable local governments for systemically implementation of Earthquake Risk Reduction Management. The main goal is to reduce the impact of potential earthquakes on seismically vulnerable communities in Nepal.

ERRRP provides a way for the municipalities to solve their own Earthquake risk preparedness and motivating risk reduction policy development and implementation by:

- promoting the understanding of local risk
- creating collaborative partnerships amongst organizations and stakeholders
- sharing expertise and experience from other municipalities
- stimulating and motivating risk reduction policy development and implementation
- Building code implementation and enforcement

2.0 Objective of the follow up Municipal Level Meeting at Hetauda Municipality

The follow up municipal level meeting to the municipality had been initiated from the National Programme Director Mr. Kishore Thapa to get aware of Municipal Activities and to carry out the future course of actions for the municipality in a coherent manner

The purpose of the follow up visit was as follows:

- To conduct follow up municipal level meeting at municipality and to build consensus on implementation of proposed activities
- To present the Future Course of Actions of ERRRP project in Hetauda Municipality.
- To prioritize the training activities for capacity development of the municipal engineers, technicians, supervisors, masons and awareness raising.

3.0 Follow up Municipal Level Meeting at Hetauda Municipality

The official meeting was carried out in July 17, 2008 with participation of National Programme Director and Project engineer from UNDP/ERRRP Project, Municipal Engineers, junior engineers, technicians, administrators, members from different political parties and different stakeholders of Hetauda Municipality. The meeting was started with the welcome speech given by the Focal Person - Mr. Satya Narayan Shaha. As the meeting was held as per the schedule of 1:00 pm in the afternoon it continues till 3:30 pm. There were total 27 numbers of participants including 2 ERRRP project team members. In meeting, Project Engineer – Training, Ms. Chandra Laxmi Hada made a presentation about first field visit summary and Future Course of Actions of ERRRP Project in Hetauda Municipality. The meeting was closed by Chief executive officer Mr. Madan Bhujel highlighting the importance of National Building Code and assured to implement it in near future.

Proceedings of Meeting were as follows:

- Welcome by Focal Person
- Introduction to all participants
- Power point Presentation by Project Engineer –Training about the Future Course of Actions of ERRRP Project in Hetauda Municipality.
- Project objectives highlighted by National Programme Director– Mr Kishore Thapa
- Discussion on agendas
- Prioritization of Training and selection of retrofitting buildings
- Minutes of meeting
- Closing by Chief Executive Officer

Floor discussions were carried out on training needs and selection of retrofitting buildings. The participants and different stakeholders expressed their concern about the activities of the project. The participants of the meeting had also discussed about the impact of earthquake and felt the need of different types of training and awareness on earthquake risk reductions and preparedness.

4.0 Minutes of the Meeting:

The follow up municipal level meeting had been concluded with clear future course of actions to be carried out in Hetauda Municipality by the UNDP/ERRRP project.

- It has been agreed that ERRRP project will carry out proposed activities related to earthquake risk reduction and recovery preparedness with close coordination and consent of municipality.
- The training need as per the discussion was Mason Training, Sensitization training, TOT Training, AutoCAD and SAP Training whereas in the selection of retrofitting buildings - Shopping Complex and Store room are selected. But they have also demanded to construct new buildings in ward no 5, 6, 10 and school.

Municipality had again made strong commitment to take necessary initiations and steps to implement Nepal National Building Code-2060 approved by Nepal Government in building permit process within the municipality in near future.

5.0 Future Course of Actions for Hetauda Municipality

After the first field visit and municipal level meeting, it has been clear that ERRRP project has to work with Municipalities strategically and systematically. Clear and prompt course of actions have to be developed analyzing current working situation of municipalities. As Earthquake safety issue comes to be in less priority in municipality in current situation with comparison to other social/ environmental / development issues, efforts should be made that municipality adopt and introduce and disseminate earthquake safety cultures to the city dwellers. So the future programs/activities of ERRRP project presented in Hetauda Municipality were as follows:

5.1 Capacity building trainings to municipality

- Prioritize the need of the Various Trainings
- Selection of the Participants by the Municipality
- Selection of Training Venue
- Logistics support
- Conduction of trainings

5.2 Preparation of Municipal Profile in terms of Earthquake Disasters

- Collection of basic Municipal Profile Data have been done
- Detail survey of existing Land Use Pattern
- Development of Earthquake Scenario

- Action Planning for Preparedness
- Training / Dissemination

5.3 Retrofitting for Existing public Buildings

- Municipality has recommended office buildings for Retrofitting
- Detail assessment of buildings
- Selection of most feasible building
- Designing for Retrofitting
- Demonstrative seismic retrofitting / Construction Works

5.4 Initiation of NBC Implementation

- Need assessment for awareness on earthquake risk reduction and recovery preparedness have been carried out
- Municipality is still facing problems implementing NBC
- Capacity Building Training to municipality technicians
- Sensitization Program on NBC to Municipal executive officer, administrators and other stakeholders
- Orientation Program on earthquake resistant of buildings to designers/ house owners/ contractors
- Formal Decision by Municipality to implement NBC - 2060 in building permit process

5.5 Information Disseminations on Earthquake Risk Reduction and Preparedness

- Preparation of Information Education and Communication (IEC) materials (brochures, flyers, postures, pamphlets)
- Publications of Guidelines for Earthquake safe construction of buildings
- Preparation of handbooks / training manuals for earthquake preparedness
- Media Advertisement
- Release of Radio Jingles and Spot in local FM Stations
- Preparation of video documentary related to earthquake

6.0 Conclusions

The follow up municipal level meeting to Hetauda Municipality was very encouraging for the project team to initiate the project activities in a systematic manner. The National Programme Director, Mr. Kishore Thapa described about the potentiality of the ERRRP project in capacity development, awareness raising and developing strategy for policy making in implementation of National building Code in Hetauda. It has developed a clear understanding and consensus between Municipality and ERRRP Project to carry out the future course of actions related to Earthquake risk Reductions and recovery preparedness activities in Hetauda Municipality. By discussion on ERRRP project activities during the meeting it has been clearly understood that municipality has felt the need of the Programme and they are eager to take initiations to make the Hetauda city earthquake safe by implementing National Building Code.

Appendix 1: List of Participants in Follow Up Meeting:

Date and Venue: July 17, 2008, Hetauda Municipality

S. No	Name	Designation / Position	Organization
1	Madan Bhujel	Chief Executive Officer	Hetauda Municipality
2	Hari Bahadur Mahat	Representative	CPN/UML
3	Taranath Chaulagai	Representative	Nepali Congress
4	Man BahadurLama	Representative	Janmorcha Nepal
5	C.P. Ghimere	Representative	CPN/Maoist
6	Bhim Prasad Timilsina	Administrative Officer	Hetauda Municipality
7	Shankar Prasad Upadhya	Account Officer	Hetauda Municipality
8	Upendra Baral	Advisor	UEIP
9	Binod Kumar Chaulagai	Senior Overseer	Hetauda Municipality
10	Kebal Kumar Shrestha	Administrative Officer	Hetauda Municipality
11	Subarna Singh Basnet	Sub Overseer	Hetauda Municipality
12	Bindra Lal Shrestha	Junior Engineer	Hetauda Municipality
13	Him Prasad Paudel	Chairman	
14	Ganga Chaulagai		Hetauda Municipality
15	Bishnu Gopal Maharjan	Junior Engineer	
16	Krishna Bahadur.Adhikari		Hetauda Municipality
17	Dhurba Bahadur Bhujel	Section Officer	Hetauda Municipality
18	Bir Bahadur Katuwal		
19	Rabi Regmi	Junior Engineer	Hetauda Municipality
20	Jagannath Sapkota		Hetauda Municipality
21	Rajendra Pokharel		Hetauda Municipality
22	Krishna Parsad Aryal		Hetauda Municipality
23	Sankar Raj Bania	Chairman	HTDC
24	Bishnu Bista	Chairman	Daman Town Development
25	Satya Narayan Shah	Engineer	Hetauda Municipality
26	Kishore Thapa	National Programme Director	UNDP/ERRRP Project
27	Chandra Laxmi Hada	Project - Engineer	UNDP/ERRRP Project

Appendix 2: Photographs

Appendix 2: Photographs

2.1 Conduction of Follow up Municipal Level Meeting at hall of Hetauda Municipality Office



Welcome By Focal Person



Project Objectives – Highlighted by NPD- Mr. Kishore Thapa



Presentation on ERRRP Future Course of Actions for PSMC by Project Engineer – Ms. Chandra Laxmi Hada



Floor Discussion



Discussion for initiation of Project activities by NPD- Mr. Kishore Thapa



Closing remarks by Chief Executive Officer Mr. Madan Bhujel

UNDP/ ERRRP - Project

Follow up Municipal Level Meeting

Date : June 17, 2008, Thursday

Venue : Hetauda Municipality

Time : 1:00 pm -3:30 pm

Program Schedule

1. Welcome by Focal Person

2. Introduction with Project Team:

Mr. Kishore Thapa : National Programme Director

Ms. Chandra Laxmi Hada : Project Engineer – Training

3. Project objectives highlighted by National Programme Director– Mr Kishore Thapa

**4. Presentation on ERRRP Future Course of Actions for Hetauda by Project Engineer –
Training of UNDP/ERRRP Project**

Agenda:

- **Discussion with Municipality regarding cooperation for implementation of the Project**
- **Presentation on future course of actions**
- **Discussion on capacity development**
- **Discussion on Awareness raising**
- **Discussion on Project activities**
- **Discussion on Sensitization**
- **Discussion on Training Prioritization**
- **Discussion on Retrofitting Building selection**

5. Closing remarks by Chief and Executive Officer

Appendix 3: Minutes of the Meeting