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DRR RESEARCH REPORT ON LEGISLATION AND RESPONSIBILITIES OF STAKEHOLDERS IN KOSOVO

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DRR Research Report on Legislation and Responsibilities of Stakeholders in Kosovo

DRR Research Report on Legislation and Responsibilities of Stakeholders in Kosovo. This study was supported by Save the Children in Kosovo to examine the existing Disaster Risk Management (DRM) legislation and policy framework in Kosovo, to elucidate the roles and responsibilities among various national and municipal departments for effective Disaster Risk Reduction.

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Promoting Safer and Disaster Resilient Communities in Kosovo through Child-focused Inclusive DRR is a one year project supported by Save the Children Italy. Under this project, Save the Children in Kosovo conducted this Research Study to examine the existing Disaster Risk Management (DRM) legislation and policy framework in Kosovo, to elucidate the roles and responsibilities among various national and municipal departments for effective Disaster Risk Reduction.

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Acronyms and Abbreviation

ERP	Emergency Response Plan
EMA	Emergency Management Agency
DR	Disaster Response
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
KII	Key Informant Interviews
TOR	Terms of Reference
UNISDR	United Nations International Strategy for Disaster Reduction
RA	Risk Assessment
DEM	Directorate of Emergency Management
DEST	Ministry of Education, Science and Technology
MDH	Municipal Directorate of Health
MDE	Municipal Directorate of Education
MOIA	Ministry of Internal Affairs
IEMS	Integrated Emergency Management System
DMP	Disaster Management Plan
DMO	Disaster Management Organizations
EWS	Early Warning System
DRRP	Disaster Risk Reduction Plan
CSO	Civil Society Organizations
MESP	Ministry of Environment and Spatial planning
SCI	SavetheChildren International
KRC	Kosovo Red Cross
UNDP	United Nations Development Program
UNICEF	United Nations Children's Fund
CBDRM	Community Based Disaster Risk Management
UN	United Nations
CSSF	Comprehensive School Safety Framework
INGO	International Organization
MOH	Ministry of Health
NGO	Non-government Organizations

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1. Executive Summary

Kosovo is exposed to both, hydro-metrological and geological disasters (floods, heavy snowfall, drought, forest fire and earthquake). Flash floods are common in mountainous areas, which result in mudslides in some areas. Kosovo is also exposed to landslides, particularly in the areas of Mitrovicë/Mitrovica, Prishtinë/Pristina, Peja/Pec, and Shtërpçë/Strpce. At least one quarter of the communities are vulnerable to landslides and rock falls, while riverine floods affect plains. Cloud outburst is another phenomenon that threatens Prishtinë/Pristine, Mitrovicë/Mitrovica, Besianë/Podujevo and Gjakovë/Dakovica, due to the structural vulnerability of dams. In some highly exposed river basins (such as Drini in the western half of the country) floods occur every 2-3 years. A severe flood that affected the southern part of the city in 1973 struck Ferizaj/Urosevac city. Between November of 2007 and June of 2008 three floods displaced 3,500 people and have caused damage to homes and agricultural land respectively, which necessitated humanitarian assistance from the international community.

Due to seasonal fluctuations in precipitation, agricultural production in regions with no alternative irrigation system is severely affected. Kosovo has faced drought several times in the last two decades (1993, 2000, 2007 and 2008). In 2000 moderate to severe droughts occurred affecting most of the territory of Kosovo. Eighty percent (80%) of Kosovo municipalities have suffered from water shortages since 2004, due to the lack of efficient water management systems.

Forests comprise 43% of the territory of Kosovo. These are especially prone to forest fire during dry or summer season. Since 2000 there have been an increasing number of forest fires. Fire brigades and other relevant operational teams have carried out 2,000 to 3,000 interventions during a year. It is anticipated that exposure to hazards such as droughts, floods, and wildfires will increase with climate change and extreme climate events.

Kosovo has a rich legal and institutional framework for the management of natural disasters. Some key policies and regulations are: Law No. 04/L-027 for Protection against Natural and other Disasters; Law no. 04/L-049 on Firefighting and Rescue; Law no. 04/L-012 on Fire Protection.

Law No. 04/L-012 on Fire Protection; Regulation on the Methodology for Risk Assessment Development; Regulation on Organizational Structure of Professional Firefighting and Rescue; Regulation on the Contents and Procedures of Drafting Emergency Response Plan; Regulation for Organization and Operation of Monitoring, Notification and Warning System; Administrative Instruction on Inspection Supervision for Implementation of Fire Protection Measures; Administrative Instruction on the Uniform and Symbols of Professional Firefighting And Rescue Units; Administrative Instruction on the Uniform and Symbols of Professional Firefighting and Rescue Units; and Administrative Instruction on

Organization and DRR Research Report on Legislation and Responsibilities of Stakeholders in Kosovo Structuring of Emergency Management Agency Kosovo has also an Emergency Response Plan which was developed in 2010. The main objective of this plan is to establish a comprehensive national approach towards management of incidents against all risks in the full spectrum of activities related to prevention, preparedness, response and recovery. The Plan determines the capacities and resources and assigns responsibilities, operational processes and protocols to help protect the country from natural and technological hazards and human induced factors, search and rescue, protecting public health, safety, goods and environment.

The Law on Local Self-Government (Law No. 03/L-040) establishes the legal basis for a sustainable local self-government system in Kosovo. This law defines the legal status of municipalities, their competencies and general principles of municipal finances, organization and functioning of the municipal bodies, the intra-municipal arrangements and the inter-municipal cooperation including the cross border cooperation and the relationship between municipalities and central government.

It is clear from interviews and an analysis of the policy and laws relevant to Disaster Response, Management and Reduction in Kosovo that the impact of natural and man-made hazards is taken seriously by the Government. Overall, there is a well-developed policy framework for Disaster Response, as well as a relatively substantial body of supporting legislation. However, major gaps remain in the implementation of these laws and policies as well as in the establishment of necessary institutional structures and capacities to promote resilience and risk reductions. The reasons for these gaps are multifarious. The report identifies various policy gaps and suggests strategies to strengthen resilience at the policy and municipal levels; build capacities of various related institutions on DRR and enhance inter-departmental or inter-ministerial coordination for effective service delivery in all phases of disaster management.

2. Background

This study was sponsored by Save the Children in Kosovo to examine the existing Disaster Risk Management (DRM) legislation and policy framework in Kosovo, to elucidate the roles and responsibilities among various national and municipal departments for effective Disaster Risk Reduction. In order to complete the study, Key Informant Interviews [KII] and structured formal consultation were held with key stakeholders at the national and municipal levels along with review of secondary data. The review of secondary data was completed in August 2015.

Preparation for the field research began in September 2015 with a one-week field mission to Kosovo, from 17-23 September 2015. Given the relatively limited scope of the research, this does not attempt to be a comprehensive study of all legal and institutional frameworks relevant to DRM in Kosovo. Rather, this report aims to provide an overview and analysis of the legal framework for DRM in Kosovo, drawing out specific examples of good practices as well as identifying the major gaps and challenges in legislation and its implementation.

3. Objectives and Methodology

The main objective of this study was to undertake a desk review of the existing legislation and policy aiming to clarify roles and responsibilities of various departments in DRR at municipal levels and to come up with a bridged version of the DRR related legislation to clarify those roles and responsibilities at the municipal levels.

The project consultant/advisor with KOSOVO SCI team met with government officials at national, municipal and other stakeholders including United Nations representatives, and academic institutions (details provided in Annex B). The KIIs were held based on the Terms of Reference (see Annex A). The interviews focused on legal framework for DRR in Kosovo and its implementation, roles of various departments and institutions, current disaster risks and DRR practices, with special consideration for any good practices and gaps at the municipal, departmental and central levels. These interviews were vital in gaining access to copies of laws, policies and other documents, which were not publicly available for the purpose of the Desk Study, and with the insight of institutional arrangements for implementation of DRR and DRM activities.

For the purpose of the study two municipalities Mitrovica and Gjilan were chosen, besides visiting Ministries' head offices in the center. These regions were chosen because SCI in Kosovo is currently engaged in supporting education and disaster risk reduction activities in both municipalities, including the inclusive education and construction of schools. Additionally, these regions suffer from recurrent flooding and were also affected by earthquake in 2010, which implies that officials were able to draw on extensive experience of dealing with disasters.

4. Kosovo Hazard Profile

Secondary data review revealed that Kosovo is exposed to both hydrometrological and geological disasters (floods, heavy snowfall, drought, forest fire and earthquake). Flash floods are common in mountainous areas (where average annual precipitation is as much as 1,750 mm per year) which result in mudslides in some areas. Kosovo is also exposed to landslides, particularly in the areas of Mitrovicë/Mitrovica, Prishtinë/Pristina, Peja/Pec and Shtërpçë/Strpce. At least one-quarter of the communities are vulnerable to landslides/rockfalls with an incidence rate probability of 1% (10% over 10 years). While plains are affected by riverine floods, cloud outburst is another phenomenon that threatens Pristine/Pristine, Mitrovicë/Mitrovica, Besianë/Podujevo and Gjakovë/Dakovica, due to the structural vulnerability of dams. In some highly exposed rivers basins (such as Drini River in the western half of the country) floods occur every 2-3 years. Ferizaj/Urosevac city was struck by a severe flood that affected the southern part of the city in 1973. Between November of 2007 and June of 2008 three floods displaced 3,500 people and caused damage to homes and agricultural land, which necessitated humanitarian assistance from the international community.

Due to seasonal fluctuations in precipitation, agricultural production in regions with no alternative irrigation system is severely affected. Water scarcity mainly affects low lying areas in the central and eastern parts portions of the country. This is due to seasonality of natural river flows and groundwater recharge as well as poor water management. Kosovo has been struck by drought several times in the last two decades (1993, 2000, 2007, and 2008). In 2000 moderate to severe drought occurred affecting most of the territory of Kosovo. Eighty percent (80%) of Kosovo municipalities have suffered from water shortages since 2004, due to lack of efficient water management systems. Forests comprise 43% of the territory of Kosovo.

been an increasing number of forest fires. Fire brigades and other relevant operational teams have carried out between 2,000 and 3,000 interventions for each subsequent year. It is anticipated that exposure to hazards, such as droughts, floods, and wildfires will become greater with climate change. Climate variability has already increased in the Western Balkans. The past few decades have witnessed arising intensity of precipitation extremes, like heavy rain events, as well as more severe drought, particularly since 1980s. Climate change owing to global warming is expected to accelerate this trend. According to the available projections, higher temperatures will make heat waves and forest fires more likely to occur. Extreme rainfall events and increased variability of river flows will make flooding more frequent and severe. Increased temperatures, more uncertain rainfall, and reduced runoff will intensify the exposure to drought. Kosovo is located in a seismically active zone, making it susceptible to earthquakes. The most recent significant earthquake in Kosovo occurred in 2010 in the eastern part of the DRR Research Report on

Legislation and Responsibilities of Stakeholders in Kosovo country and measured 5.2 magnitudes according to the Seismological Institute in Pristina. Kosovo has suffered severe levels of destruction on several occasions due to earthquakes that have occurred in the neighboring countries, such as Albania, Montenegro, Macedonia, and Serbia.

Kosovo: Summary data on disasters caused by natural hazards (1980- 2010), including number of human casualties and economic impact (as per Serbia and Montenegro while data for Kosovo is not available).

Disaster	Number of events	Percentage	Total deaths	Total affected
Earthquake	1	0.25	1	100
Epidemic	2	12.50	0	869
Extreme Temperature	2	12.30	6	70
Flood	9	56.25	14	125,398
Wild Fire	1	6.25	0	12
Wind Storm	1	6.25	0	0
Total	16	100	21	126,449

Report by: UNICEF and UNISDR, December 2011 - Children and Disasters Building resilience through education

5. Findings

Disaster Risk Management Legal arrangements:

As per The Constitution of Kosovo, the approved laws in terms of Emergency Management include:

a) Laws related to Emergency Management

1. Law no. 04/L-027 - Protection against natural and other disasters	This law is comprised of 15 chapters and includes a total of 122 articles. The chapter covers a variety of activities for achieving the overall goal of citizen protection against natural and other disasters. Under this law, general provisions, programming and planning, protection rescue and aid structure, education, training and transitional & final provisions etc. have been described
2. Law no. 04/L-049 - Fire fighting and rescue	This law is constituted by 8 chapters including 26 articles. The chapter covers activities, roles and responsibilities of the Ministry, Agency for Emergency Management, Municipalities and firefighting & rescue units under the law. Chapters like General provisions, Firefighting and rescue unit supervision, and Firefighting interventions management; Financing, etc. explains different aspects of the law.
3. Law no. 04/L-012 - Fire protections	This law contains 8 chapters having 41 articles. According to this law, fire protection measures, supervision of the implementation of fire protection measures, professional Training and qualification, proof for regular condition of the equipment, maintenance of equipment and tools, technological processes in special premises and responsibilities of the Ministry, municipalities and emergency management agency has been described clearly.

b) Regulations related to emergency management system are discussed as follows:

<p>1. Regulation on the methodology for risk assessment development</p>	<p>There are 18 articles for risk assessment development. By means of this regulation the methodology on drafting the risk assessment of the population, critical infrastructure material and cultural goods and environment from the natural disasters and other disasters have been addressed. Stakeholders and participators in drafting the assessment as well as procedures for its drafting and approval are also explained.</p>
<p>2. Regulation on organizational structure of professional firefighting and rescue</p>	<p>There are 22 articles under this regulation determining organizational structure of professional firefighting and rescue units, such as firefighting and rescue group, firefighting and rescue team, firefighting and rescue platoon, firefighting and rescue battalion and firefighting & rescue brigade. The articles also describe training and readiness of firefighting units and technical equipment as well as principal criteria on their organization and operation.</p>
<p>3. Regulation on the contents and procedures of drafting emergency response plan</p>	<p>This regulation consists of 30 articles explaining that: plans shall be drafted on “Risk assessment” document against natural and other disasters. Plans shall determine measures for protection, rescue and assistance. According to the articles, plans should also cover construction facilities in order to avoid from the impact of disasters. Plans shall demonstrate, potential risks, resources, citizens and other key actors roles and responsibilities and institutions etc. Regulation explains the procedures of drafting emergency plan on a broad spectrum.</p>

<p>4. Regulation for organization and operation of monitoring, notification and warning system</p>	<p>This Regulation defines organization and operation of a monitoring network of information and alarming center, which composes the monitoring, notification and warning system of the Republic of Kosovo. The articles cover monitoring, network and data reporting, reports of ministries, institutions and other organizations. Roles of information centers, centers operations, duties of operational centers, duties of 112 centers, local emergency operating centers has been also explained. Public alert system, alarming signs, use and understanding of alarming signs and informing the citizens with alarming signs are also included.</p>
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c) Administrative instructions related to Emergency Management include:

<p>1. Administrative instruction on Inspection supervision for implementation of fire protection measures</p>	<p>Fourteen articles have been explained for the implementation of fire protection measures. The purpose of this administrative instruction is to regulate the model of exercising the way of inspection supervision on the implementation of fire protection measures, as well as defining the unique action procedures of the body of Ministry of Internal Affairs - Agency for Emergency Management. Types of inspection controls for fire i.e. basic inspection control, regular inspection control, verifying inspection control and extra ordinary inspection control have been described.</p>
<p>2. Administrative instruction on the uniform and symbols of professional fire fighting and rescue units</p>	<p>Twenty four articles determined the type, model, and composition of the work uniform and solemn uniform, additional clothing, the duration of their use, symbols, and designations and the functions insignia of members of professional firefighting and rescue unit in the Republic of Kosovo.</p>

<p>3. Administrative instruction on organization and structuring of emergency management agency</p>	<p>Fourteen articles are about mission and scope of Emergency Management Agency, budget, structure of the Agency i.e., Department of Prevention, Department of Preparedness, Department of Operations, Fire and Rescue Department have been explained with their roles and responsibilities.</p>
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d) Emergency Response Plan (2010)

The main objective of this plan is to establish a comprehensive national approach towards management of incidents against all risks in the full spectrum of activities related to prevention, preparedness, response and recovery. It incorporates experiences and best procedures from different disciplines of incident management (national security, emergency management, law enforcement, firefighting, responding to hazardous substances, public works, public health, medical emergency services and worker of response and recovery in the field of health and safety) and integrates them into a coordinated and joint structure. National Response Plan provides a framework for central interaction with local governance and structures of regional branches, private sector and NGOs in the context of the activities of prevention, preparedness, response and recovery from incidents/emergencies/disasters. The Plan determines the capacities and resources and assigns responsibilities, operational processes and protocols to help and protect the country from natural and technological hazards and human induced factors, search and rescue, protecting public health, safety, goods and environment. Finally, National Response Plan serves as foundation for the development of additional detailed procedures to implement more effective and efficient incident management activities in the context of specific types of incidents.

e) Under 04/L-027

The main organization in Kosovo responsible for Disaster Risk Management (DRM) and potentially for DRR is the Emergency Management Agency (EMA), imbedded within the Ministry of Internal Affairs. Scope of EMA is to support citizens and first responding teams to ensure joint action, in the construction, upgradation and maintenance capacity, necessary to prepare, protect, respond and recover from all types of hazards. The main tasks and duties of the EMA include:

- Drafting and approval of the Integrated Emergency System;
- Drafting and approval of the National Response Plan;
- Preparation and training of emergency services;
- Coordination of inspection sites with hazardous materials;
- Restructuring of DME and Upgrading to the EMA;
- Drafting and adoption of risk assessment and operational plans for protection and rescue;
- Drafting, supplementing, amending of legal infrastructure and drafting of the Law;
- Management and coordination of the emergency cases;
- Genuine initiatives of cooperation with the countries of the region and European countries in the emergency field while including also the cooperation agreements. and draft agreements.

f. Local Self Government (Law No 03/L-040

This Law establishes the legal basis for a sustainable local self-government system in Kosovo and defines the legal status of municipalities, their competencies and general principles of municipal finances, organization and functioning of the municipal bodies, the intra-municipal arrangements and the inter-municipal cooperation including the cross border cooperation and the relationship between municipalities and central government. The Municipality is the basic unit of local self-government in the Republic of Kosovo, made up of the community of citizens of a specific territory defined by law, and exercises all powers which are not explicitly reserved for the central institutions. All municipal authorities are answerable to the citizens of the Municipality in the forms set by law. Citizens of the municipality have the right to participate in the activities of the municipality, as prescribed by the Law. Municipalities are entitled to enter into agreements with villages, quarters or settlements within their territory to offer services closer to citizens in accordance with Article 35 and their statutes. Municipalities have full and exclusive powers, insofar as they concern the local interest, while respecting the standards set forth in the applicable legislation in the following areas:

- Local economic development
- Urban and rural planning
- Land use and development
- Implementation of building regulations and building control standards
- Local environmental protection
- Provision and maintenance of public services and utilities, including: water supply, sewers and drains, sewage treatment, waste management, local roads, local transport, and local heating schemes
- Local emergency response
- Provision of public pre-primary, primary and secondary education, including: registration
- Licensing of educational institutions, recruitment, payment of salaries and training of education instructors and administrators
- Promotion and protection of human rights
- Provision of public primary health care
- Provision of family and other social welfare services, such as care for the vulnerable, foster care, child care, elderly care, including registration and licensing of these care centers, and recruitment, tourism etc.

f) Role of Stakeholders Emergency Response Management policy Making Process of Kosovo



6. Analysis

Interviews and an analysis of the policy and the law relevant to Disaster Response, Management and Reduction in Kosovo revealed that the impact of natural and manmade hazards should be taken seriously. Overall, there is a well-developed policy framework for Disaster Response in Kosovo as well as a relatively substantial body of supporting legislation. However, major gaps remain in the implementation of these laws and policies as well as in the establishment of necessary institutional structures and capacities to promote resilience and risk reductions. The reasons for these gaps are multifarious, but it is possible to draw some tentative conclusions based on the research and interviews carried out during this study.

Institutional and Legal System for Disaster Management

Although emergency management Laws explained in Section 4 show the roles and responsibilities of each ministry and department. The specific roles and responsibilities of the organizations are not clearly defined and are limited to emergency response activities. There is a need to establish a comprehensive institutional structure of disaster management including national and municipal levels. Each government organization should know its roles and responsibilities as well as specific tasks for all stages of pre-disaster, during-disaster and post-disaster. Furthermore, the roles and efforts to be taken by civil society, the community and individuals should be clearly established to reduce disaster risk. The government should promote and support their activities. Relevant government organizations in disaster management should prepare for disaster risk reduction, emergency response and rehabilitation and reconstruction plans. Such plans should take into account the existing capacity of human resources and propose measures to enhance the capacity of the organizations and community. EMA should be capacitated to provide technical guidelines and coordination among the disaster management organizations by holding meetings and workshops periodically. After formulation of the disaster management plan for each organization, drills and training should be carried out based on the plans. The results of the drills and training shall be reflected to improvement of the disaster management plans in order to ensure efficient and effective operation of the plans. At the same time, the capacity of the organizations and personnel should be improved at the municipal levels for institutionalization of DRR.

Disaster Management Plans at Various Levels

Disaster risk reduction includes various measures, such as safer construction of infrastructure, retrofitting of buildings, rainwater harvesting, relocation of housing and schools from hazard prone areas, training, awareness raising, provision of safer sources of livelihoods, etc. Preparedness measures for disaster risk reduction involve development of warning systems and plans for evacuation and other precautionary

measures which need to be taken during the pre-disaster period. They also involve education and training of officials, teams and communities in search and rescue, firefighting, evacuation, mass casualty management, etc. The establishment of policies, regulations and operational plans to be executed after a disaster is also crucial. Effective plans should consider and identify securing resources; e.g., stockpiling supplies and earmarking funds. Disaster risk reduction plans couldn't be found at the national and municipal levels during the research or KfIs. However, emergency response plans prepared by schools and municipalities were in place however not updated on annual basis. DRR plans are critical for reducing the risk at local and municipal levels. The disaster management plans at the municipal level should be prepared by municipal council in collaboration with communities committees, directorates, line departments, CSOs and Directorate of Emergency Management. The plans should include identification of hazard risk areas at the municipal level, evacuation sites and routes, necessary response and preparedness activities, etc. It is also important to clearly define roles and responsibilities of stakeholders and to strengthen coordination amongst concerned agencies at the municipal level through DRM Planning. Accordingly, it is necessary to develop sectorial disaster management operation plans in central ministries, departments and authorities.

Multi-Hazard Early Warning and Evacuation Systems

A multi-hazard early warning system (EWS) is a mechanism to generate advance warning and make it possible for decision makers and communities to take appropriate actions prior to a hazard. An effective early warning system involves technical capacity for hazard monitoring and analysis of data, and a mechanism for decision-making and communication systems to disseminate warning messages to the communities. A multi-hazard EWS is vital to reduce disaster risks and losses in Kosovo. A multi-hazard early warning system (EWS) is an important tool to break out of the vicious cycle and it has become a major issue in Kosovo. Until now, however, technical efforts to develop a multi-hazard EWS have not been made effectively because of insufficient cooperation between relevant agencies. Several different sectors are engaged in the production of high quality EWS information; however, various institutions with no clear delineation of responsibility perform collation and distribution activities. There is also no clear framework set out for the distribution of early warnings especially at the local level, and lacks integration of traditional EWS into the formal system. It is also necessary to enhance and strengthen the technical capacity of EWS, particularly in weather forecasting systems for mitigation of hazard risks. Furthermore, communities are not aware of EWS and lack knowledge of disaster prevention measures. In this connection, risk and hazard maps at local scale for vulnerable areas, particularly against flash floods and landslides, the most pertinent localized disasters related to the early warning system, must be prepared. The effort to develop a multi-hazard EWS should be executed with the involvement of a number of stakeholders so that effective operations of EWS will result in numerous benefits. Reliable, efficient and

effective communication and multi-hazard early warning systems are the keys to reduce disaster risk.

Major stakeholders related to a multi-hazard EWS are:

Central Government	EMA, Meterological Department, MFA, IEMS, MESP, Relevant Ministries and Departments
Municipalities	MC, DEM, Directorates, MSSC, MDP (Emergency), MDPS, Police Firefighters and Hospitals, etc.
Others	NGOs, Schools, Media, Mosques, etc.

Training, Education and Awareness in Relation to Disaster Management

The purpose of disaster risk management (DRM) training, education and awareness activities are to enhance the capacity of experts in relevant organizations and the general public to be able to conduct disaster management activities in an effective and efficient manner. There is no particular organization to coordinate and lead human resource development activities in the field of disaster management in Kosovo as explained above. Human resource development in the field of disaster management encompasses a wide variety of activities including search and rescue training and technical research on disaster management. These activities have been conducted by various organizations. In order to manage the variety of activities in human resource development, The EMA and Directorate of EM at municipal level should play a leading role in human resource development activities in the field of disaster management. Considering the limited resources, human resource development requires target groups to enhance their capacities in disaster management. In order to make the society resilient to disaster damage, human resource development should start with strengthening the capacity of the general public, communities, and government agencies. These target groups should be aware of disaster mitigation and preparedness measures so that they start taking actions to mitigate future disaster damage. Few organizations realize that human resource development in the field of disaster management is their own task. Since there are a huge number of targets, human resource development should be conducted by many organizations with mutual coordination. Major organizations to be responsible for human resource development are shown in Table below. EMA should take the initiative in implementing human resource development activities in various organizations. Past experiences and research results in the field of disaster management have not been well accumulated in Kosovo. A database of past records of hazards is not fully available and research in the field of disaster management

has not been effectively conducted even though Kosovo has experienced many disasters. It is necessary to enhance knowledge and technology in the field of disaster management. For this purpose, establishment of a research Centre in the field of disaster management is required.

Major stakeholders related to Training, Education and Awareness Raising are:

Central Government	EMA, IEMS, MESP, Relevant Ministries and Departments
Municipalities	MC, DEM, Directorates, MSSC, MDPR (Emergency), MDPS, Police Firefighters and Hospitals, etc.
Others	KRC, NGOs, Schools, Media, Mosques, etc.

Strengthen Awareness Program on Disaster Risk Reduction at Local Level

The local communities, local infrastructure and local economy are directly affected by disasters. A “Community and Local Level Risk Reduction Program” is the heart of disaster risk reduction. Local communities and municipalities are the first players to respond to any disaster. Considering this characteristic of the disaster situation, it is important that disaster risk reduction programs are implemented for awareness and capacity development at the local level, including local government officials, communities, and civil society organizations. Effective utilization of local resources is essential in all the stages of disaster management, i.e., preparedness, response, recovery and reconstruction. Additionally, local level disaster management plans at the villages, municipal levels are important in disaster risk reduction.

From the number of interviews conducted and the review of the secondary data, the following issues regarding CBDRM activities and awareness programs for the general public are identified. In the areas that have experienced disasters frequently, risk perceptions by citizens are relatively high. However, knowledge of disasters and countermeasures against disasters are insufficient.

Citizens are not aware of the fact that disaster risk management requires the joint effort of “self-help, mutual-help and public-help.” Most citizens expect public assistance in the first place, but they are not aware of what they or neighboring communities can do for disaster risk management.

Various organizations, mainly KRC and UN Agencies, have conducted Community-based Disaster Preparedness activities, and modules and training materials have been prepared. CBDRM activities are often limited to emergency response and

preparedness. Some communities and municipalities have prepared development schemes, but utilization of these schemes for the mitigation measures of disaster risk management have not yet been put into practice. Some schools have prepared safety plans but updating those plans on annual basis is not in practice or even orientation of students on regular basis. Many local governments have not yet designated safe evacuation places for citizens. In some cases, even though safe evacuation places are identified, they are located too far away from the communities.

Comprehensive School Safety Framework (CSSF)

Disasters like earthquakes, floods, extreme winds, landslides and fires threaten the lives of children and staff in schools, protection and reunification of children with their families, children's rights to education, and long-term investments in education infrastructure. Disasters have wide-ranging impacts on schools. These include: physical impacts on students and staff – the most tragic consequences are when students and staff are killed in unsafe schools, built in harms' way, in schools not built to withstand expected and recurring natural hazards, or on the way to school; Physical impacts on school facilities – damage to critical infrastructure represents tremendous waste of government, donor, and community development investments – operational schools are critical to students' educational continuity, to parents ability to get back to work, and to community resilience and recovery; Educational impacts on students – when there are no plans for alternative locations and delivery mechanisms, educational continuity suffers and large numbers of students are excluded from the educational rights they had previously enjoyed, and others still enjoy; Economic impacts affect school enrolment – delays in matriculation can make it challenging for families to support children to continue and complete their education; and there are Psychosocial impacts on students and staff – where resiliency has not been developed, and where school-communities are ill-prepared to deliver psychological first aid, and where recovery is slowed. All of these adverse consequences can be avoided with systematic planning and risk reduction.

The existing system of MOE fully supports the integration of DRR at the national and municipal levels. From the discussions and meetings with education department, they are willing to institutionalize DRR from municipal to local levels, with technical support from international partners, MOE and EMA in their existing education systems i.e., teachers trainings, construction of new schools, school management structures, early warning system, DRR and school development plans and student council, etc. The directorates at the municipal level can accommodate risk reduction into existing mechanisms to promote the culture of resilience.

7. Proposed Strategies

1. Institutional and Legal System for Disaster Management:

- Establish and function disaster management organizations at municipal, community and school levels;
- Formulate disaster management operation plans at national, municipal, community and school levels;
- Implement periodic meetings among the disaster management organizations to monitor the situations at municipal and national levels;
- Implement drills and training on disaster management activities in the organizations to improve their capacities.

2. Disaster Management Plans at Various Levels:

- Formulate and update disaster risk management plans at national, municipality and community levels;
- Develop hazard specific contingency plans.

3. Multi-Hazard Early Warning and Evacuation Systems:

- Strengthen forecasting and early warning systems;
- Prepare hazard maps at local scale in municipalities;
- Strengthen early warning dissemination systems;
- Develop capacity of early warning and evacuation systems.

4. Training, Education and Awareness in Relation to Disaster Management:

- Strengthen EMA and DEM at National and Municipal levels to promote human resource development in the field of disaster management;
- Enhance the capacity of Municipal Council and directorates in charge of disaster management at municipal level;
- Promote mainstreaming DRR through capacity enhancement of governmental officers;
- Develop the capacity of schools and communities to cope with disasters;
- Raise people's awareness of disaster management.

5. Strengthen Awareness Program on Disaster Risk Reduction at Local Level:

- Enhance knowledge of DM in the general public;
- Establish safe evacuation places in the case of a disaster situation;
- Implement and disseminate CBDRM activities;
- Disseminate self-help and mutual help efforts in disaster management;
- Establish DM measures incorporated with existing development programs.

6. Comprehensive School Safety Framework (CSSF)

- Safe School Facilities;
- School Disaster Management;
- Risk Reduction Education.

8. Proposed Roles and Responsibilities

1. Municipality

- Formulate municipal disaster risk management plan, based on local risk assessment and coordinate its implementation;
- Review development plans and provide guidance on mainstreaming disaster risk reduction measures in these plans;
- Continuously monitor hazards, risks and vulnerable conditions within the municipality;
- Prepare guidelines and standards for local stakeholders on disaster risk reduction;
- Conduct education, training and public awareness programmes for local officials, stakeholders and communities;
- Encourage involvement of community groups in disaster risk reduction and response by providing them necessary financial and technical assistance for implementing community level initiatives;
- Examine construction in the area and if hazard safety standards have not been followed, direct the relevant entities to secure compliance of such standards;
- Invest in specific capabilities according to the requirement to manage all types of threats peculiar to its area;
- Undertake appropriate preparedness measures at municipal level. The exercise may include maintenance of early warning system, identification of buildings to be used as evacuation sites, stockpiling relief and rescue materials and identifying alternative means for emergency communication;
- Promote and support research, development of new technologies and the use of local knowledge in measures that are aimed at supporting risk reduction;
- Ensure that regional and international experience, knowledge and resources are made available to support efforts in risk reduction and disaster management.

Disaster Response

Search & Rescue: The first priority in the aftermath of a disaster is to minimize loss of lives by undertaking rescue efforts for the affected people and providing medical treatment. People who are trapped under destroyed buildings or are isolated due to floods need immediate assistance. The municipality in coordination with local authorities will be responsible for the search and rescue operations in an affected region. In doing so, they will be guided by disaster management plans and will be supported by government departments.

Shelter, Health and Sanitation: Disasters can disrupt food, water supply and sanitation mechanisms. They may also force people to abandon their houses, either temporarily or permanently. Such situations typically result in an immediate need for shelter and protection against an incidence of epidemic. The municipality shall coordinate the provision of temporary shelter, health and sanitation services to rescued victims in order to prevent an outbreak of disease.

Infrastructure and Essential Services: Disasters can destroy the infrastructure in terms of roads, public buildings, airfields and communication network. An immediate priority after a disaster is to bring the basic infrastructure into operating condition and deal with fires and other hazardous conditions that may exist in the aftermath of the disaster. The municipality would work in close coordination with government departments to restore infrastructure to normal operating condition.

Security: Usually, in a disaster situation, the police and security personnel are preoccupied with conducting search and rescue missions. Some people could take advantage of the situation and resort to antisocial activities. The municipality would be obliged to take necessary steps to ensure that the security agencies are assisted in preventing this so as to provide a sense of security to the people.

Communication: The municipality would communicate to the larger community the impact of the disaster and specific activities that are being undertaken or need to be undertaken to minimize the impact. Some of these activities could include:

- Media management for ensuring precise communication of the impact of disaster, relief measures being taken and generating goodwill;
- Engaging communities with a view to prevent panic reactions, while providing relevant information and handling welfare enquiries;
- Managing feedback to get updates on relief measures and urgent needs of various agencies in emergency relief measures and relief.

Preliminary Damage Assessment: In the aftermath of a disaster, the Cell will be receiving simultaneous requests for assistance from scores of people. This would be a situation of overstretching. Hence, it is necessary to utilize and deploy the resources in most efficient manner. Such deployment is not possible without undertaking a preliminary damage assessment. Once a disaster strikes, the municipal shall carry out a preliminary need and loss assessment and mobilize resources accordingly.

Municipal shall develop guidelines to steer the emergency relief measures and relief in this phase. It would also facilitate, coordinate and monitor emergency relief measures and relief being carried out by other agencies in its area of operation. The Cell shall primarily focus on the provision, maintenance and operation of municipal services.

2. Health Directorate

- Carry out and disseminate a risk evaluation of the population;
- Develop a municipal plan on emergency preparedness and response;
- Ensure adequate availability of Emergency Health Kits in high-risk areas;
- Train volunteers on emergency preparedness programmes such as first aid and preventive measure against diseases;
- Preparing a list of medical and paramedical personnel in disaster prone areas;
- Establish and operate an early warning system for health threats based on the routine health information and in collaboration with other departments;
- Mobilize medical teams and paramedical personnel for the affected areas as part of the Rapid Assessment and Quick Response Teams;
- Provide medical assistance to the affected population;
- Carry out technical assessment on health infrastructure availability and need.

3. Education Directorate

- Select safe school sites and implement disaster-resilient design and construction to make every new school a safe school;
- Implement prioritization schema for retrofit and replacement (including relocation) of unsafe schools;
- Minimize building and facilities non-structural and infrastructural risks from all sources, including design and interior layout and furnishings safe for survival and evacuation. Include disability access in these considerations;
- If schools are planned as temporary community shelters, designed to meet these needs;
- Ensure that children's access to schools is free from physical risks (pedestrian paths, road and river crossings);
- Water and sanitation facilities adapted to potential risks (rain-fed and lined latrines);
- Implement climate-smart interventions such as rainwater harvesting, solar panels, renewable energy, school gardens;
- Plan for financing and oversight for ongoing facilities maintenance;
- Provide teacher training for both teachers and teacher trainees on risk reduction curriculum materials;
- Develop strategies to scale-up teacher involvement for effective integration of these topics into formal curriculum as well as non-formal and extra-curricular approaches with local communities.

- Develop consensus-based key messages for reducing household and community vulnerabilities and for preparing for and responding to hazard impacts as a foundation for formal and non-formal education;
- Establish temporary learning Centre following SSP and engage local volunteers as teachers to continue education;
- Place required number of education institutions and their buildings for using as emergency shelter and relief centers if necessary;
- Provide voluntary assistance for distribution of relief material and assistance to special needy people in the locality through teachers and students.

4. Social welfare

- Sensitization of disaster managers related to children and gender issues in disaster management;
- Prepare special projects for socio economic uplifting of women towards disaster risk reduction;
- Organize health camps for regular medical checkups of women and aid to the needy;
- Organize training programs for women to cope with disaster situations;
- Help establishment of camps for vulnerable segments of the society;
- Ensure minimum wages to labor during relief work in floods or other disasters.

5. Community Groups, NGOs, International Partners

- Prepare disaster management operation plan and emergency preparedness plan with regards to the mandate;
- Conduct training for volunteers in first aid, evacuation, and emergency response;
- Hold community-based disaster preparedness and emergency response training workshops;
- Organize seminars and workshops on disaster related issues to influence the government and donors to allocate more resources to relief and recovery;
- Promote Sphere Project minimum standards in disaster response;
- Organize disaster preparedness training programs for Community-based Organizations, NGOs and elected councilors at the UC level;
- Develop IEC material on disaster related issues for preventive measures in local languages;
- Explore ways and develop strategies to work with Municipality, Directorates and Municipal EM in disaster and non-disaster times.

Emergency Response Phase

- Assist Municipal and DEM in evacuation process in the affected areas.

6. Fire Services

- Prepare a contingency plan with different scenarios for residential areas in urban and slum areas in big cities;
- Prepare a contingency plan for industrial areas with particular focus on the chemical industry;
- Purchase firefighting equipment and establish fire stations according to size and population of the each city in Kosovo;
- Develop IEC material in national/local languages on preventive measures for fire with the support of International Organizations and EMA;
- Organize awareness programs on fire for schoolteachers, students, workers in formal/informal industrial sector, gas stations, commercial markets, etc.;
- Identify fire prone locations in the city and prepare contingency plans accordingly;
- Develop a fire risk monitoring system in urban localities;
- Conduct firefighting drills on a regular basis;
- Keep all fire brigade vehicles in order and ready to deploy at any time anywhere;
- Raise awareness of citizens and stakeholders, e.g., hotel, restaurant, shop owners, petrol pump owners, about potential fire risks and strategies for combating fire;
- Develop technical skills of volunteers on firefighting;
- Deploy firefighting teams.

Emergency Response Phase

- Deploy firefighting teams;
- Rescue people;
- Coordinate with EMA, Municipal, DOE, DOH, DEM.

7. Red Cross

- Prepare disaster management operation plan and emergency preparedness plan with regards to the mandate;
- Conduct training for volunteers in first aid, evacuation, and emergency response;
- Hold community-based disaster preparedness and emergency response training workshops;
- Formulate development plans in concert with EMA and DEM;
- Develop a roster of blood donor volunteers at branch and HQ levels and share it with EMA and DEM;
- Develop teams of volunteers for disaster preparedness and response;
- Train volunteers in emergency preparedness and response (e.g., evacuation, first aid, firefighting, early warning etc.);
- Implement community level programs on disaster risk reduction and preparedness including drills and simulations.

Emergency Response Phase

- Assist Municipal, EMA and DEM in evacuation process in the affected areas;
- Provide ambulances for rescue and transportation of injured people;
- Provide medical services to the affected population;
- Coordination with EMA, Municipal, INGOs, UN, relief agencies for emergency response;
- Coordinate with EM authorities and UN agencies for post-disaster relief work.

8. Hospitals

- Prepare Hospital Preparedness Plan;
- Develop the capacity of hospital in disaster preparedness and response;
- Conduct training for staff in first aid, evacuation, and emergency response.

Emergency Response

- Check the safety of hospital buildings and facilities and confirm the safe utilization of the hospital for emergency operation;
- Provide medical services for injured people;

- Coordination with EMA, MOH, Municipal, NGOs, INGOs, relief agencies for emergency response;
- Coordinate with EM authorities and UN agencies for post-disaster relief work.

9. Schools

- Provide policies, guidance at school-site levels for ongoing site-based assessment and planning, risk reduction, and response preparedness as part of normal school management and improvement;
- Develop, rollout, institutionalize, monitor and evaluate the establishment or empowerment of school-site disaster risk management committee involving staff, students, parents and community stakeholders;
- Adapt standard operating procedures as needed, for hazards with and without warnings, including: drop cover and hold, building evacuation, evacuation to safe haven, shelter-in-place and lockdown, and safe family reunification;
- Practice and improve on response preparedness with regular school-wide and community-linked simulation drills;
- Establish municipal and school contingency plans to support educational continuity, including plans and criteria to limit the use of schools as temporary shelters;
- Incorporate the needs of pre-school and out-of-school children, children with disabilities, and both girls and boys;
- Develop scope and sequence for teaching about hazards, disasters and problem solving for risk reduction;
- Infuse risk reduction throughout the curriculum and provide guidelines for integration of DRR into carrier subjects.

9. Annexures

Annex A: TERMS OF REFERENCE

1. BACKGROUND:

Save the Children is the world's leading independent organization for children. We work in around 120 countries. We save children's lives; we fight for their rights; we help them fulfill their potential.

We work to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. Across all of our work, we pursue several core values: accountability, ambition, collaboration, creativity and integrity.

2. SCOPE:

Save the Children International Country Office in Kosovo (SCI Kosovo), as part of its *"Promoting Safer and Disaster Resilient Communities in Kosovo through Child-focused Inclusive DRR"* project, is aiming to engage an International Expert to conduct assessments on legislation and policy to clarify roles and responsibilities of various departments in Disaster Risk Reduction (DRR) at municipal levels. Through this report, SCI Kosovo seeks to come up with bridged versions of the DRR related legislation and policy to clarify those roles and responsibilities at the municipal levels.

3. GENERAL INFORMATION ON THE PROJECT:

"Promoting Safer and Disaster Resilient Communities in Kosovo through Child-focused Inclusive DRR" is a one-year project financed by the Save the Children Italy.

Through this project, SCI Kosovo aims to increasing the resilience of children, including children from marginalized groups, their families, educators and communities towards natural disasters and creating a safer environment for children including those with disabilities and other marginalized children, in preschools and primary education settings, through promoting innovative and sustainable approaches to DRR education. The project will work in four (4) schools in four (4) different municipalities in Kosovo (including: *Prishtina/Pristina, Prizren, Peja/Pec and Mitrovica*).

4. OBJECTIVE:

There are significant unclarities in the DRR work-related roles and responsibilities of various state and municipal institutions in Kosovo. Therefore, SCI Kosovo is engaging an International Expert (hereafter referred to as “Consultant”) who will undertake a desk review of the existing legislation and policy aiming to clarify roles and responsibilities of various departments in DRR at municipal levels and to come up with a bridged version of the DRR related legislation to clarify those roles and responsibilities at the municipal levels.

5. TASKS AND RESPONSIBILITIES:

Through the support and coordination of the SCI Kosovo, the Consultant is expected to deliver the following tasks:

- Desk review of the existing general situation regarding legislation, policies and practices on DRR in Kosovo;
- Develop interview instruments;
- Data Collection;
- Four (4) interviews with Municipal DRR responsible officials;
- Deliver a comprehensive and analytical report that reflects the actual situation in DRR and to come up with a bridged version of the DRR related legislation to clarify those roles and responsibilities at the municipal levels.

Outcome must describe:

- Objectives of the assessment;
- Summary of the methodology;
- Sources of data;
- List of individuals interviewed and of stakeholder groups and/or communities consulted;
- List of supporting documentation reviewed;
- Findings and conclusions.

6. TIMEFRAME AND DURATION OF THE ASSIGNMENT:

Tasks	Days
Desk review & interviews	3 Days
Writing the report	2 Days
Total	5 Days

The assignment is to be delivered during the month of July/August 2015, in Kosovo. The report should be delivered not later than thirty (30) days from the signing of the agreement.

7. APPLICATION:

Please apply via email at the latest 17 July 2015 at 4:00pm (UTC+01:00) to SCI Kosovo at scik@savethechildren.org.

Annex B: List of persons interviewed

Name	Designation	Department
Mr. Fadil Kodra	Chief	EMA
Mr. Labinot.sadiku	Senior Officer	Division for Community Safety- Department for Public Safety--Ministry of Internal Affairs
Mr.Arbër Salihu	Curriculum Officer	Division of Curriculums MEST
Ms. Lulavere Behluli	Head of Division	Division for Special Needs Education-MEST
Ms. Ajmane Barani	Director	MED (Mitrovica)
Mr. Dren Rexha	Senior Officer	UNICEF
Ms. Zana Hoxha	Senior Officer	UNDP
Mr. Hamdi Shyti	School Director	Migjeni School (Mitrovica)
Mr. Musa Dragaj	Director	Municipal Protection and Rescue Directorate (Mitrovica)
Mr. Bahtir Maxhuni	Senior Officer	Municipal Protection and Rescue Directorate (Mitrovica)
Mr. Barduyl Syla	Chef of Staff	MED (Gillian)
Ms. Liridona Ukshini	Inclusive Officer	MED (Gillian)
Mr. Fatmir Yelimi	Director School	Selami Hallaqi - School (Gillian)
Mr. Hetem Kosumi	School Director	Abaz Ajeti School (Gillian)
Ms. Emina Kosumi	School Vice Director	Abaz Ajeti School (Gillian)

Annex C: List of Documents reviewed

Kosovo Education Strategic Plan 2011-2016

On Local self-government

Integrated Emergency Management System

Kosovo National Response Plan 2010

UNDP Report on Integrated DRM into Development

Project document “Kosovo Disaster Risk Reduction Initiative (KDDRI)”

UNDP-Kosovo Disaster Risk Reduction Capacity Assessment Report

UNDP- Desk review of current trends in legislation management of DRR

Safety Handbook for Children Organization for Security and Co-operation in Europe- Mission in Kosovo

PROGRAM OF THE GOVERNMENT OF THE REPUBLIC OF KOSOVO 2015-2018

IPA Beneficiary Needs Assessment-Kosovo by UNDP,WMO and EU

ORGANIZATION AND FUNCTIONING OF LOCAL SELF-GOVERNMENT IN KOSOVA

Guide for the Implementation of the National Policy to the Reintegration

Law no.04-l-230 on the Agency for Emergency Management

Law for protection against natural and other disasters

Law on fire-fighting and rescue

Law on Fire Protection

Regulation no. 16/2012 on organizational structure of professional firefighting and rescue units

Regulation no. 08/2013 on the contents and procedures of drafting emergency response plans

Regulation GRK - no. 18/2013 for organization and operation of monitoring, notification and warning system

Administrative Instruction no.01/2013 on inspection supervision for implementation of fire protection measures

Administrative Instruction no. 18/2010 on the organization and structuring of Emergency Management Agency

Administrative instruction no.01/2013 for emblem of Emergency Management Agency

Annex D: Questionnaire

A. Emergency Management Agency (at National level)

1. What are the policy documents of the government related to risk reduction and response -- in the face of natural hazards?
 - National Response Plan for disaster management
 - Standing Order on Disaster (SOD)
 - Guidelines for government at all levels (best practice models)
 - Building codes, especially for schools
2. How does the government implement the policies relating to disaster risk reduction, preparedness and response?
3. How much government budget is allocated for DRR? What institutions are in place? What is the level of staffing in those institutions?
4. What were the efforts of the government for building the capacity of the various levels of the government for implementing the government policies on disaster risk reduction and response?
5. What will be the government's strategy and plan for building the capacity of local DMCs on disaster risk reduction and response management related policies?
6. What are the systems in place for monitoring the implementation of the government policies (SOD) at the local government level?
7. What support (financial and technical) does the government provide to the local DMCs in respect to community risk assessment and management?
8. What is the system/mechanism for integrating the local government DRR plans into the national government's development planning process?
9. What is the capacity of the Meteorological department to monitor weather / climate change? How dense is the network of monitoring stations? Is any forecast modeling work being done in the Meteorological department? How is the information about weather forecast trickled down?
10. What is the strategy of the government have for raising the awareness of decision makers and development planners for integrating DRR into the development planning process?
11. What is the existing policy for allocating resources to local government DMCs for implementing their respective risk reduction and response plans?
12. What is the government system in respect to raising the awareness of community people (rural/urban) on early warning and household preparedness in the face of different natural hazards?

B. Ministry of Education

1. What is the government policy in regards to making the rural and urban schools safe from natural hazards and for continuation of education following a disaster?
2. Which Ministry/Department is responsible for the designing, constructing and retrofitting of primary and secondary schools?
3. Has any assessment been conducted to measure the safety of the school buildings /structures and its retrofitting or reconstruction requirement?
4. Who (Ministry/Department) are responsible for monitoring the quality of the construction and ensuring that the building codes and safety standards are maintained in the construction process?
5. What role does the local administration, local government, SMC or community have for ensuring the quality of the construction process of schools? Are there any written policy guidelines in this regards?
6. What role does the MoE have to ensure that the school structures are safe for the learners, teachers and school staff?
7. What is the perception of MoE regarding School Based Disaster Risk Reduction (SBDRR)/School Safety?
8. What instructions/guidelines have been provided to the respective departments in respect to SBDRR?
9. What support is being provided by the Ministry to their respective departments in respect to SBDRR?
10. Who is providing the technical support for SBDRR to the respective departments of MoE? What kind of support has been provided?
11. Does the MoE envisage a role for primary and secondary schools/students and teachers in community level disaster risk management and climate change adaptation process? How can this be done?
12. What kinds of role are the Universities playing or can play in reducing the disaster risks and climate effects of the country?
13. Has any coordination meeting been organized/held at the National level with National and local level education officials, school teachers, students and DRR practitioners to share lessons from the field and solicit new ideas?
14. Is there any linkage of school safety and community? Link between SBDRM and CBDRM?
15. Do the schools have school safety plans? Are mock drills regularly organized in the schools?
16. Are the schools having school safety kits?

C. School Director at Municipal level

1. What are department's strategy and plans for making the schools in rural/ urban areas safe from natural hazards and continuation of education following a disaster?

Structural safety – ensuring that the existing structures are safe?

Non structural safety – school safety assessment, risk reduction planning, safety of learners during and following a disaster event, continuation of education and provision of lost learning materials.

2. Does the department have a designated person for leading the School Based Disaster Risk Reduction/School Safety?
3. How is the department linked with the Department of Disaster Management (DDM) and CDMP? What kind of support is being received/ solicited from these departments in respect to Disaster Risk Reduction/?
4. What manuals, guidelines and EIE materials have been developed or being developed in respect to guiding SMC, teachers and students on structural and non structural safety of the schools/learners i.e. School based disaster risk reduction process .
5. Who has/is providing the required technical support to the Education department in developing strategy and materials for SBDRR/School Safety? What other of support will be needed?
6. Does the department think that the SBDRR/School Safety Process can be implemented through the existing government structures of the Education Department?
7. What will be the strategy for rolling out the SBDR process from national to school level? i.e. Responsibilities of department at various levels?
 - How the education officials/staff at the different level will be trained?
 - How the SMC, Teachers and Students will be trained?
 - How will the process be monitored at various levels?
 - What will be the phases and plan for implementation?
8. What financial resources have been or will be allocated to support the local level education departments and schools for implementing SBDRR in the schools?
9. What are the strategy and plan for linking the School's DRR and CP plan to the Education Departments Plan?
10. What is the strategy and plan for building the capacity of the teachers in respect to teaching topics related to disaster and climate change management to the students?

11. Does the department envisage a role of schools/students in the DRR and climate change adaptation process at the community level? How can this be accomplished?
12. Has there been any coordination meeting centrally with National and Local level education officials, school teachers, students and DRR practitioners to share experiences and learn from each other on DRR/ Safety of Schools?
13. Is there any early warning system practiced by the department? How the information about disasters is trickled down to the schools?



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