Minutes of Inception Meeting of Technical Advisory Committee

On

Review and Feedback of Inception Report of Implementation Support for Local Flood Warning Dissemination System and Local Flood Warning Information Dissemination System under Promoting Resilience of Vulnerable through Access to Infrastructure, Improved Skills and Information (PROVATi3) (DDM Part Component 2.3).

(Package number: DDM/MlM/PROVATI2.3-DDM/2020-24/S-01 & DDM/MlM/PROVATI2.3-DDM/2020-24/S-02**)**

Venue	:	Mini Conference Room, 7th Floor, DDM, Dhaka
Date & Time	:	1 February 2022 at 11:30 am
Chairperson	:	Netai Chandra Dey Sarker, Director (MIM) & Project Coordinator, Provati3 Project-DDM Component, Department of Disaster Management
List of Participants	:	**Annex-1**

1. Objective of the meeting Review and feedback on inception report by Technical Advisory Committee on Local Flood Warning Information Dissemination System under Promoting Resilience of Vulnerable through Access to Infrastructure, Improved Skills and Information (PROVATi3) (DDM Part Component 2.3).

2. Meeting Notes

Introduction

The Chairperson and Project Coordinator of the DDM Component Netai Chandra Dey Sarker, Director (MIM), Department of Disaster Management, extended a warm welcome to everyone and expressed his appreciation for their participation in this inception Meeting of Advisory Committee. He begins by providing everyone with an overview of the project's goal and action plan. Advisory Committee members discussed on Inception Report and shared their valuable insights on technical issues, scientific approaches of different methodology to be used in projects and gave necessary feedback on ToR implementation procedure of Advisory Committee, co-opt LGED representative in the committee, inclusion of detailed methodology in Inception Report Package 2, technical Discussion on georeferencing of datum, map-generation, forecast dissemination and payment of RIMES . The summary of the discussions, point by point, is as follows:

Points of Discussion	Discussion and Agreed Action Points
Discussion issue 1: ToR preparation for Advisory Committee	**Discussion**: In attendance to help complete the advisory committee's goals and objectives, there should be a ToR of the advisory committee stating the role and responsibilities including range of detail work plan before the next meeting. In addition, before the next meeting, the TOR of the advisory committee should be finalized. ***Conclusion and Action points:*** *- ToR regarding role and responsibilities of advisory committee should be finalized*
Discussion issue 2: Co-opt LGED representative in the Advisory Committee	**Discussion:** Co-opt a representative from LGED in the advisory committee as member is proposed. ***Conclusion and Action point:*** *- A representative from LGED will be co-opt as a member in the advisory committee*
Discussion issue 3: Technical Discussions and Inclusion of detailed	**Discussion:** The committee reviewed both inception reports and provided suggestion to elaborate and include some key points in the report under package 2.

Methodology in Inception Report (Package 2)	-The inception report should include a detailed gauge to gauge correlation information. Ideally, at least two or three plausible methods should be offered and described in depth. -The inception report must include information on the algorithm and approach for flood mapping, ground terrain modeling, how terrain affects flood water flow, and the extent of the working depth. -RIMES should include the methodology of baseline assessment as well as above discussed points in detail in the inception report. ***Conclusion and Action point:*** *- A revised version of the inception report will be submitted by RIMES within 7 days*
Discussion issue 4: Technical Discussion on Georeferencing of Datum (Package 2)	**Discussion:** The datum must be geo-referenced in order to provide known locations for the sake of beginning surveys and creating maps, as well as ensuring accuracy. Adjustments are required for the movable gauges. In addition, the reading must be reviewed regularly. ***Conclusion and action point:*** *- The datum must be geo-referenced.*
Discussion issue 5: Technical Discussion on Map-generation (Package 2)	**Discussion**: Spot surveying and satellite imagery will generate a Digital Elevation Model (DEM) in this part of the project. As inundation mapping at the regional scale is a key activity of this project, a comparison between community response and satellite images should be conducted to verify the accuracy of flood mapping. When creating maps, a high-resolution image, proper size, depth, and accuracy level must be maintained. ***Conclusion and action point:*** *-Conduction of comparison between community response and satellite image of the flood prone area* *-Use of high-resolution image while mapping*
Discussion issue 6: Technical Discussion on Forecast Dissemination (Package 2)	**Discussion:** During the dissemination phase, it must be made clear if the forecast information is deterministic or probabilistic in nature. Furthermore, the information must be accurately interpreted by the various stakeholders. To reach the community level, it was recommended to give people weather forecasts that are particular to their geographic region in the location-specific voice message for their area. ***Conclusion and action point:*** *-Under the project's scope, location specific customized forecast for the project areas will be provided*
Discussion issue 7: Technical Discussion on Project Sustainability, Replication and Ownership (Package 2)	**Discussion:** -In order to ensure the long-term viability of the project, scientific methodologies must be implemented, and a framework must be included -The issue of who will be in ownership of the project after it is completed should be addressed - Implementation support must be ensured not only to successful completion of all items of the project but also to develop a framework for how to make the outputs/ deliverable products (like integrated web-mobile application platform) sustainable with relevant agencies. ***Conclusion and action point:*** *-Focus should be given to the on-technology transfer and sustainability of the developed system of the project*

Discussion issue 8: Integration with FFWC	**Discussion:** The project's development should be in sync with current and emerging technologies in order to make it easier for DDM and FFWC to carry out their respective operations in the next years ***Conclusion and action point*** *- The products generated in this project will be integrated into FFWC's current flood forecast and inundation model for issuing improved forecast products.* *-DDM may additionally sign MoU/LoA with BWDB for necessary collaboration in this respect*
Discussion issue 9: Payment Terms (Package 2)	**Discussion:** DDM shall provide 10% of the contract money to RIMES according to contract agreement upon submission of the Inception report of research part. ***Conclusion and action point:*** *-Committee members agreed to disburse the payment regarding the deliverable*

Sign of Advisory Committee Members

Probir Kumar Das
Member Secretary and Deputy Project Coordinator
PROVATi3 Project-DDM Component
Department of Disaster Management
Date: 2 February 2022

Abrar Hossain
Assistant Professor
Department of Disaster Science and Climate Resilience
University of Dhaka
Date: 2 February 2022

Md. Arifuzzaman Bhuyan
Executive Engineer
Flood Forecasting and Warning Centre
Bangladesh Water Development Board
Date: 2 February 2022

Dr. A.K.M. Saiful Islam
Professor and Director
Institute of Water and Flood Management (IWFM)
Bangladesh University of Engineering and Technology (BUET)
Date: 2 February 2022

Netai Chandra Dey Sarker
Convenor and Project Coordinator and Director (MIM)
Department of Disaster Management
Date: 2 February 2022