



U.S. - Vietnam Sister Cities Disaster Preparedness Initiative

AID-OFDA-A-13-00046

Quarterly Program Performance Report

First Quarter FY 2014

(October 2013- December 2013)

Summary

The purpose of this document is to provide a review of those activities undertaken by Peace Winds America (PWA) as part of the *U.S. - Vietnam Sister Cities Disaster Preparedness Initiative* during the first quarter of FY 2014.

The following represents those goals PWA identified in the Annual Work Plan to be completed during Year One. Those goals addressed during the first quarter are bolded:

- 1. Establish PWA presence in Hai Phong:**
 - (a) establish/solidify partner relationships**
 - (b) register as a foreign NGO**
 - (c) establish a field office,**
 - (d) employ the Field Project Manager, and**
 - (e) employ Vietnamese field staff.**
2. Hold an official program launch in collaboration with all private and public sector partners.
- 3. Complete a detailed assessment of perceived risk and preparedness levels of the private sector.**
4. Develop a detailed business continuity training curriculum for delivery to the private sector participants based on findings from the initial assessment.
5. Develop a “Disaster Ready” Certification program, defining measureable steps to preparedness for participating businesses with commitment from VCCI and member businesses.
6. Complete at least two training sessions for private sector participants
- 7. Formalize primary private sector partners**

PWA focus for the first quarter of FY 2014 was to begin establishing its presence in Vietnam, particularly through the initiation of the registration process for foreign NGOs operating in Vietnam, and to select the Field Project Manager. PWA also aimed to establish risk assessment criteria, and identify and approach private sector partners. In addition to the goals identified in the Annual Work Plan, PWA spent time implementing the budgeting, accounting, tracking, and payment request processes in order to conform to all conditions set forth in the award agreement. PWA in addition developed lines of communication with USAID/OFDA personnel both at headquarters and in the field. No activities were scheduled to be completed during the first quarter, nor were beneficiaries expected to be targeted. This Report details the activities PWA undertook during the first quarter, and PWA’s progress and anticipated completion date of the activities.

1. Establishment of PWA Presence

A. Establish/Solidify Relationships with Program Partners

PWA staff members and consultants made an initial trip to Vietnam from December 14-23. This time was invaluable to the process of establishing relationships with program partners at all levels of both the public and private sectors.

PWA’s initial meetings with Central Government officials laid the groundwork for the Initiative and yielded information valuable to future project implementation efforts. PWA met with representatives from the Ministry of Natural Resources and Environment, Ministry of Agriculture and Rural

Development, Disaster Management Center, and the People's Aid Coordinating Committee as well as the Head Office of the Vietnam Chamber of Commerce and Industry.

PWA meetings with local government officials in Hai Phong also served to lay the groundwork for successful project implementation by setting expectations and outlining project roles and responsibilities. PWA discussed project plans with all relevant agencies including the Hai Phong People's Committee, Department of Foreign Affairs, Department of Natural Resources and Environment, and the Department of Dyke Management for Flood and Storm Control. In addition, PWA dialogued with several groups representing the private sector establishing and building on existing relationships. In particular, PWA held in-depth discussions with VCCI Hai Phong that resulted in significant progress in determining VCCI's role in project implementation. PWA also engaged additional partners representing the private sector including the Hai Phong Economic Zone Authority, Hai Phong Cooperative Alliance, the Young Businessman's Association, and the Dinh Vu Industrial Park.

PWA also met with several international organizations involved in similar programming with Vietnam, including The Asia Foundation and the Japan International Cooperation Agency. These organization provided insight related to business continuity programming, and will continue to serve as a resource through continual information sharing.

B. Registration Process

Timeline for Completion: March 15

Current Status: All documentation has been submitted to PACCOM

After reviewing the requirements for foreign NGO registration as outlined in Decree 12/2012/ND-CP with both the Department of Foreign Affairs Hai Phong (DoFA) and representatives from the People's Aid Coordinating Committee (PACCOM) in Hanoi, PWA successfully assembled and submitted the registration dossier to PACCOM. PACCOM received registration dossier on January 20, 2014.

As stated in Decree 12/2012/ND-CP, PWA should be notified of a result within 45 working days. PWA is working with the Hai Phong DoFA to have an official letter of endorsement by the Hai Phong People's Committee to be sent to PACCOM. This could potentially expedite the registration process.

C. Field Project Manager

Timeline for Completion: March 30, 2014

Current Status: Two final candidates have been identified

PWA posted the open position of Field Project Manager in October 2013, after the former designated Field Project Manager withdrew his acceptance due to the prolonged waiting time. Several candidates were identified with interviews beginning immediately. Currently PWA is assessing two final candidates for this position. A start date for the Field Project Manager cannot be currently determined because it is largely dependent on the completion of the registration process. Tentative plans are for the Field Project Manager to start two weeks after the completion of registration. (Note: The waiting period is difficult for candidates, yet PWA has two outstanding candidates.)

2. Develop Assessment Criteria

Timeline for Completion: February 28 2014

Current Status: Draft completed and under review

PWA's first step in the planned assessment process is to develop an appropriate survey in order to gather feedback from a wide audience concerning the perceived disaster risk of the private sector, current disaster planning practices, and the status and perception of public-private partnerships.

PWA's business continuity experts continue to review and revise the draft assessment submitted with the Annual Work Plan. PWA will complete the survey on schedule and have it translated into Vietnamese by the end of February.

PWA's second step is creating a plan for survey distribution, collection and analysis. Information obtained from both the Vietnam Chamber of Commerce and Industry (VCCI) Hanoi and the VCCI Hai Phong suggests that a survey distributed exclusively by mail or email will not result in a sufficient number of responses. PWA is exploring alternative means of survey delivery and collection, including possibly relying on in-person interviews.

As noted in both the previously submitted Annual Work Plan and the Baseline Data Report, PWA will obtain from this survey much of the baseline data that it will use to assess program effectiveness throughout the three year Initiative.

3. Identify and Approach Private Sector Partners

Timeline for completion: A continual process with primary partners being identified by the end of Year One.

Current Status: Continual research/review/meetings/interviews with continued prioritizing of potential partners.

PWA has been continually researching potential private sector partners. PWA has focused on companies with a presence in both the Seattle area and Vietnam in order to capitalize on the Sister City relationship. Additional research has focused on companies with a U.S. and Vietnam presence and also any companies with a heavy presence within Hai Phong, as these companies will be most directly impacted by the Initiative. PWA is also targeting specific industries that are most relevant to the Initiative focus, in particular the technology, information management, and insurance industries. While in Hanoi PWA representatives met with the U.S. Commercial Attaché to discuss prospective private sector partners. While identifying and approaching potential partners, PWA will consult the Commercial Attaché as well as the American Chamber of Commerce (Hanoi and Ho Chi Minh), and the Greater Seattle Trade Alliance and U.S. Chamber of Commerce.

Currently PWA is developing a strategy and timeline for partner engagement to be implemented in coordination with the Field Project Manager once that individual is operating in Hai Phong. The ability to actively engage private sector participants will be significantly enhanced once PWA has full-time presence in Hai Phong.

4. Expenditures

The table below details expenditures for the First Quarter of FY 2014:

	Federal Share	Non Federal Share	Total
Salaries	\$6,525.94	\$10,185.53	\$16,711.47

International Travel	\$11,310.58	\$4,429.17	\$15,739.75
Fringe Benefits	\$1,102.96	\$2,573.57	\$3,676.53
Non-Employee Short Term Labor	\$574.07	\$250.00	\$824.07
Administrative Costs	\$0.00	\$2879.07	\$2,879.07
	\$19,513.55	\$20,317.34	
Total			\$39,830.89