

# **Section G**

## **A generic outline for reports**



## Objectives

- ❑ To discuss the structure and content of a good report
  - ❖ Preface
  - ❖ Executive Summary
  - ❖ Background to disasters in the Caribbean – a discussion of hazards, risks and vulnerabilities, a description of the event and the mission
  - ❖ Impacts on the affected areas
  - ❖ A description of emergency actions
  - ❖ Assessment of the damage
  - ❖ Macroeconomic Effects
  - ❖ Guidelines for a Rehabilitation and Reconstruction Programme
  - ❖ Any relevant annexed material



## **Preface**

A short preface explains the background to Assessment Report. It recalls the event and its aftermath in physical and geographical/climatic terms. It describes the area affected and the area studied in the report. The scope of the study is explained. The preface also reports on the composition of the team, the terms of reference and the duration of the mission. It explains the approach to analysis that was employed. The areas for study will vary in accordance with the nature and incidence of the damage. This will be made clear in the preface. It informs on the methodology employed in making the assessment and the quantum and source of information used. The preface acknowledges the assistance of any organization or group that facilitated information or provided logistics to the team's work.

## **Executive Summary**

A succinct summary of the damage is presented here for the benefit of the Government officials, headed by the Minister of Finance and/or Planning. This provides a table with estimates of total damage analyzed by direct and indirect damage categories for all of the sectors considered in the assessment. A depiction of the physical damage and its social fallout is made.

## **Chapter I Background**

1. The Mission
2. Description of the phenomenon and its effects
3. Population affected
4. Emergency actions

This chapter is designed as presented above. It explains the work done in response to the natural event. It describes the event and its effects, economic and social. The description of the event is made clearer by the inclusion of maps showing, as in the case of a hurricane, the path of the hurricane and the areas damaged, as well as the projected path of the hurricane. It presents work done to gather information on the event. Some description of the population



affected is made and differential effects of the disaster are described. Insights into the psychosocial trauma resulting from the disaster are provided. Emergency actions are explained in chronological sequence.

## **Chapter II – Assessment of the damage**

1. Social sectors
2. Productive sectors
3. Infrastructure
4. Effects on the environment

The social sectors comprise housing, health and education. This chapter assesses the damage as it impacted the social sector, the productive sectors (agriculture, fisheries, tourism, manufacturing and communications). The infrastructure is assessed for damage and damage to roads and drains, bridges, rivers and water courses is treated in a manner that examines both direct as well as indirect damage. The approach as presented in the relevant Sections of this manual is used to inform a structured treatment of the data.

## **Chapter III – Macroeconomic Effects**

1. Summary of damage
2. The pre-disaster situation
3. Economic forecast and outturn during the year in which the disaster took place
4. Fiscal policy and the central government's finances
5. Effects on population income
6. External sector and prices
7. Effect on the rate of investment
8. Effect on the rate of savings



Damage is represented in terms of its physical impact, e.g. The number of fallen bridges or trees. In all of these estimates, an analysis is presented in terms of direct and indirect damage, as well as the repercussion on the balance of payments. The tables presented in the sections that deal with the productive sectors are instructive and should be consulted.

## **Chapter IV – Guidelines for A Rehabilitation and Reconstruction Programme**

1. Project generation
2. Rehabilitation stage
3. Reconstruction stage

### **Project generation**

All assessors contribute to this section of the chapter as they go about the assessment of damage to their sectors. The description and assessment of damage at the sectoral level would provide a ready indication of the immediate damage and its cause. This would inform the actions that should be taken both at the community level and nationally to avoid a recurrence of the damage in the future. This constitutes the basis of a project outline. The sector specialist should prepare as many of these reports as are needed, given the several weaknesses observed that exacerbated the damage.

A sample project proposal would look like the example presented in Text Box 4 in Section E4. It has been reproduced here for ease of reference.



**Text Box 5: Reproduction of Sample Project Proposal**

<p><b>Project proposal</b> To reestablish the supply of agricultural products to satisfy internal and external demand.</p> <p><b>Project title</b> Special credits for the rehabilitation of agricultural production</p>														
<p><b>Total estimated cost</b> 77 million dollars</p>	<p><b>Duration of the project</b> 2 years with the possibility of renewal</p>	<p><b>Starting date of activities</b> On-going</p>												
<p><b>Objective of the project</b> Facilitate the financing of agricultural production affected by the natural disaster for domestic consumption and exports. The project would contribute to jump-start production the agricultural sector and to mitigate pressures on domestic prices and the exchange rate that may have arisen as a consequence of the contraction of supply following the natural disaster.</p>														
<p><b>Description of the project</b> The project seeks with the collaboration of the central monetary authorities to provide credits to farmers affected by the natural disaster under favorable terms of repayment. The credits will be granted at subsidized interest rates. The process of selection of eligible candidates will be based on need and past credit history.</p>														
<p><b>Estimated cost</b></p> <table border="0"> <tr> <td>Total agricultural credit</td> <td>77</td> </tr> <tr> <td>Bananas</td> <td>25</td> </tr> <tr> <td>Other crop</td> <td>15</td> </tr> <tr> <td>Livestock</td> <td>10</td> </tr> <tr> <td>Fishing</td> <td>7</td> </tr> <tr> <td>Forestry</td> <td>20</td> </tr> </table>			Total agricultural credit	77	Bananas	25	Other crop	15	Livestock	10	Fishing	7	Forestry	20
Total agricultural credit	77													
Bananas	25													
Other crop	15													
Livestock	10													
Fishing	7													
Forestry	20													
<p><b>Executor</b> The ministry of agriculture in conjunction with the main local development bank and the central bank.</p>														
<p><b>Financing</b> The availability of funds at the start of the implementation of the project was equal to 40% of the estimated required funds to complete the project successfully.</p>														
<p><b>Sources of financing</b> Bilateral funding: European Union. Multilateral funding: IDB, CDB, World Bank.</p>														



## **Rehabilitation stage**

This section focuses on the normalization of the living conditions of victims, while also continuing to reactivate economic activity in the affected areas. Attention must therefore be taken to ensure:

The provision of food,

Potable water,

Medical attention to those at risk,

Control and prevention of diseases,

Housing repair,

Generation of productive jobs,

Provisional repair of access roads to affected areas,

Supply of soft loans and other material and financial support for re-activating economic activity

The report should discuss the above issues and make recommendations for the sequencing of their implementation.

## **Reconstruction stage**

This stage is crucial in economic and social terms, since it will lead to the replacement of capital stock with mitigation built in. This phase will ensure the efficient disbursement and timing of disbursement of funding to ensure that replacement takes place at a pace that allows absorption of the assistance to take place. A flood of projects occurring at the same time will place a strain on the finite local labour force and will lead to inefficient expenditure, allocation of resources and set in train inflationary trends.

## **Any relevant material to be annexed**

The report will benefit from any relevant material, such as photographs, comments by local and international authorities, or any other material that will serve to increase the appreciation of the effects of the disaster.

