

 <div> agriculture & rural development Department: agriculture & rural development PROVINCE OF KWAZULU-NATAL </div>		STANDARD OPERATING PROCEDURE ARM DIRECTORATE ARDM SUB-DIRECTORATE
Task	<i>Disaster Risk Reduction Programmes - ARDM</i>	
Revision Date:	08/09/2016	
Revision No	1	
SOP Reference Number:	SOP ARDM 2/2	
Description:	<ul style="list-style-type: none"> Disaster risk management is a multi-disciplinary process involving stakeholders from both within and outside the Department. Disaster risk management is a concurrent shared responsibility which requires the fostering of partnerships between various stakeholders and co-operative relationships between the different spheres of government, the private sector and civil society. Furthermore, disaster risk management is an interdepartmental process, wherein each sphere of government plays a unique role and performs a specific set of responsibilities in the process. 	
Responsibility:	<ul style="list-style-type: none"> Lead Agent Extension Officer ARDM Coordinator 	
Process steps:		
STEP 1: <u>Exchange letters</u> <ul style="list-style-type: none"> To agree on an outreach between DAFF, CoGTA, KZNFPFA & WoF, SAWS and ARDM regarding Climate Change, Disaster Awareness programmes, Risk Reduction. Stakeholders agrees on programme for awareness sessions (Routes and venues). Meeting/e-mails with organising team / stakeholders' allocation of responsibilities. STEP 2: <u>Request for Authority</u> <ul style="list-style-type: none"> A submission to branch management to authorise. STEP 3: <u>Planning</u> <ul style="list-style-type: none"> Arrange relevant venues Arrange training material (e.g. presentations, pamphlets and/or manuals, awareness activities) Arrange that Invitations are sent to the identified Extension Officers, communities, Organised Agriculture, and other relevant stakeholders. Request for assistance for transport, and refreshments STEP 4 : <u>Output – Awareness/ Workshop</u>		
Document control:	Relevant documentation <ul style="list-style-type: none"> Letters Submissions Presentations Agenda, Attendance registers per workshop/DMAF Minutes 	
SOP Approved By		
Date SOP Approved		