

**ROYAL GOVERNMENT OF CAMBODIA**  
**No. 30. ANKR-BK**

**SUB-DECREE**  
**On**  
**The Organization and Functioning of the National**  
**Committee for Disaster Management**

**THE ROYAL GOVERNMENT**

- Having noted the constitution of the Kingdom of Cambodia,
- Having noted the Royal Decree No NS/RKT/ 1198/72 dated 30 November 1998 regarding the appointment of the Royal Government of Cambodia,
- Having noted the Royal Decree-Law No 02/SN/94 dated 20 July 1994 promulgating the law on the organization and functioning of the Council of Ministers,
- Having noted the Royal Decree No SN/RKT/0202/040 dated 16 February 2002 regarding the formation of the National Committee for Disaster Management,
- In accordance with the necessity of the National Committee for Disaster Management.

**Decide**

**Chapter I**  
**General Provisions**

**Article 1.** This Sub-Decree determines the missions and organizational structure of units of the National Committee for Disaster Management "NCDM".

**Chapter II**  
**Missions and Structure**

**Article 2.** The National Committee for Disaster Management has been entrusted by the Royal Government with a mission to lead the Disaster Management in the Kingdom of Cambodia.

- Article 3.** The National Committee for Disaster Management has the following functions and responsibilities:
- To coordinate with the Ministries of the Royal Government, UN agencies, IOs, NGOs, International Communities, National Associations, and Local Donors in order to appeal for aid for Emergency Response and Rehabilitation.
  - To make recommendations to the Royal Government and issue principles, main policies and warnings on Disaster Preparedness and Management cum the measures for Emergency Response and interventions in evacuating people to haven.
  - To disseminate Disaster Management work to Communities and strengthen the line from the National level (Ministries / Institutions concerned) to the provincial/ Municipal/ District/ Precinct levels along with human resource development aiming to manage Disaster works firmly and effectively.
  - To put forward a proposal to the Royal Government on reserves, funds, fuel, means of working, equipment and human resources for Disaster Prevention and intervention in Emergency Response and Rehabilitation before, during, and after disaster,
- Article 4.** The National Committee for Disaster Management has an executive Committee with the following membership to direct daily work.
1. The President of the National Committee for Disaster Management
  2. The First Vice-President of the National Committee for Disaster Management,
  3. The Secretary General of the National Committee for Disaster Management.
- Article 5.** Officials of the National Committee for Disaster Management are officials who have the existing cadre governed by the law on the common statute of the civil servant of the Kingdom of Cambodia.
- The budget of the National Committee for Disaster Management is a part of the budget of the office of the Council of Ministers, which has a separate budget of its own and is under the law on finance.
  - The National Committee for Disaster Management has the right to use its separate seal.
- Article 6.** The National Committee for Disaster Management shall convene the regular meeting at least once every six-months.
- Article 7.** The Executive Committee of the National Committee for Disaster Management (NCDM) shall convene once a month.

**Article 8.** In cases of necessity, the National Committee for Disaster Management will conduct its special meeting and that of the Executive Committee (NCDM).

**Article 9.** The National Committee for Disaster Management has the following structure:

- Cabinet of the President of the National Committee for Disaster Management
- A General Secretariat with 5 departments:
  - Department of Administration and Finance
  - Department of Information and Relations
  - Department of Emergency Response and Rehabilitation
  - Department of Preparedness and Training
  - Department of Search and Rescue.
- Disaster Management Working Group of the Ministries/ Institutions
- Provincial/ Municipal Committee for Disaster Management has a Secretariat as its assistant.
- Precinct/District Committee for Disaster Management has a Secretariat as its assistant.

The organization of the National Committee for Disaster Management constitutes the annex to this Sub-Decree

### Chapter III

#### The Cabinet of the President of the National Committee for Disaster Management

**Article 10.** The Cabinet of the President of the National Committee for Disaster Management is in charge of making every President's affair easy. As a matter of fact, the First Vice-President replaces the President in resolving every affair and implements it directly. He sums the report up and submits it to the National Committee for Disaster Management President.

**The responsibilities of the Cabinet shall be:**

- To ensure work relations
- To make recommendations to the National Committee for Disaster Management President or the First Vice-President regarding the general affairs and dossier which the President or the First Vice-President has proposed.
- To disseminate the NCDM President or First Vice-President's guidelines
- To prepare the NCDM President or First Vice-President's timetables
- To prepare the NCDM working sessions
- To convey the NCDM President or First Vice-President's order
- To tract down the implementation of the NCDM President or First Vice-President's regulations.

## **Chapter IV**

### **General Secretariat**

**Article 11.** The General Secretariat plays a role of headquarters of the National Committee for Disaster Management and has the following duties:

- To ensure the continuity and functioning of the National Committee for Disaster Management administration
- To conduct research into the flood, drought, storm, wildfire, epidemics prone areas and other hazards by preparing Preparedness and Emergency Response plans.
- To instruct the provincial, Municipal, District, Precinct, committee for Disaster Management and relief communities about work and technical skill that are the basis for collection of disaster data for damage and need assessment and prepare rehabilitation and reconstruction programmes of damaged infrastructure in co-ordination with institutions UN agencies, IOs, and NGOs concerned.
- To formulate a technical skill training programme for officials who serve Disaster Management functions in provinces, municipalities, district, precinct, and relief communities within the framework of training in and out of the country
- To coordinate work with Ministries/Institutions concerned, local authorities, UN agencies, IOs, and NGOs in order to evacuate vulnerable people to haven and to provide them with security, public education. Emergency Response and other programmes
- To give opinion of the documents related to Disaster Management and the letters of consent. To sum the report up and submit it to the National Committee for Disaster Management. The General Secretariat of the National Committee for Disaster Management has 5 departments as mentioned in article below.

**Article 12.** The responsibilities of the Department of Administration and Finance shall be:

- To administer and circulate the National Committee for Disaster Management administrative documents
- To sum up the National Committee for Disaster Management work and other activities
- To govern the National Committee for Disaster Management civil servants
- To collect the needs, formulate a budget proposal, plan a programme of expense, tract and remind of its execution
- To coordinate the National Committee for Disaster Management budget line and expenses
- To administer immovable property, movable object, stock of goods and its inventory

**Article 13.** The responsibilities of the Department of Information and Relations shall be:

- To follow weather information, and meteorology and hydrology situation
- To write and compile disaster news
- To issue information regarding various disasters occurring in and out of the country through bulletin and broadcasting system
- To produce disaster posters and leaflets
- To prepare report on hydrology and meteorology situation in collaboration with skilled Ministries/ Institutions and broadcast the warning of the emergency, needs and measures
- To communicate with foreign countries and IOs regarding disaster work.

**Article 14.** The responsibilities of the Department of Emergency Response and Rehabilitations shall be:

- To establish a command structure in emergency operation according to the National Policy for Disaster Management upon receiving information on disaster predictions
- To prepare a prevention/ mitigation/ emergency relief plan, and labor rehabilitation and rehabilitation programmes
- To coordinate the research into hazards, services, emergency relief, safety, security, evacuation, and shelters with Ministries/ Institutions concerned, UN agencies, IOs, and NGOs
- To conduct damage and needs assessment and lead the operation when emergency happens.

**Article 15.** The responsibilities of the Department of Preparedness and Training shall be:

- To prepare equipment, materials and supplies for emergency response
- To formulate plans and programmes for training human resources who serve Disaster Management function at the National/ Local level
- To choose the candidates who participate in the training course in and out of the country
- To educate and disseminate Disaster Preparedness to the local communities and the affected people
- To publish pictorial documents related to Disaster Preparedness and Mitigation.

**Article 16.** The responsibilities of the Department of Search and Rescue shall be:

- To coordinate work with the Secretariat of State for Civil Aviation and Ministries/ Institutions concerned in order to conduct the activities in conformity with the organized legislative procedure
- To prepare a plan and submit it to the High-Command of the Royal Cambodian Armed Forces regarding the use of means and SAR intervention forces

- To write a report and submit it to the National Committee for Disaster Management regarding damage and make a budget proposal, a proposal of equipment, materials, means of transport and intervention force for action when there is Disaster
- To carry out the training programmes in order to strengthen the officials who serve Disaster Management functions with technical skill and public education programme at the communities

**Article 20.** The Provincial/ Municipal Committee for Disaster Management has a secretariat as headquarters. It ensures the continuity work. It was led by the Chief of the Provincial/Municipal offices who is the permanent secretary. He is assisted by a number of assistants as necessary.

## Chapter VII

### District/ Precinct Committee for Disaster Management

**Article 21.** At each District/ Precinct there is District/ Precinct Committee for Disaster Management whose membership is:

- |   |                |
|---|----------------|
| - The District/ Precinct Chief  | President      |
| - The District/ Precinct Deputy   | Vice-President |
| - The Chief of relevant offices within the District/ Precinct and the Chief of the District/ Precinct Red Cross | Members        |

**Article 22.** The duties of the District/ Precinct Committee for Disaster Management shall be:

- To implement the National Policy which is involved in Disaster Management
- To choose officials who participate in the training course on Disaster Management at the National or Provincial/ Municipal levels
- To prepare and disseminate disaster information to public
- To forward report on damage and needs to the Provincial/ Municipal Committee for Disaster Management
- To lead operations during disaster including relief assistance, evacuation, shelter, and medical supplies
- To forward the summary report on operation and relief assistance to the Provincial/ Municipal Committee for Disaster Management

**Article 23.** The District/ Precinct Committee for Disaster Management has a secretariat for insuring the continuity of work. It is led by the permanent secretary who is chief of the District/ Precinct office. The permanent secretary is assisted by a number of assistants.

- To receive and dispatch information on aircraft/ ship accident and request principles, implementing regulations and instructions from the National Committee for Disaster Management related to the coordination of search and rescue
- To issue official announcement of the crash site when the information is double checked
- To prepare modality and conduct the SAR operation in collaboration with the neighboring country according to agreement on Search and Rescue
- To collaborate with Emergency Coordination Center of State Secretariat of Civil Aviation and identify SAR mission.

## **Chapter V**

### **Disaster Working Group of the Ministries/ Institutions**

**Article 17.** The Disaster Working Group of the Ministries/Institutions have been established by each ministries/ institutions in order to boost the spirit of self-reliance in participating and solving disaster. It is responsible for coordinating all activities involving Disaster Preparedness, Response and Rehabilitation.

## **Chapter VI**

### **Provincial/ Municipal Committee for Disaster Management**

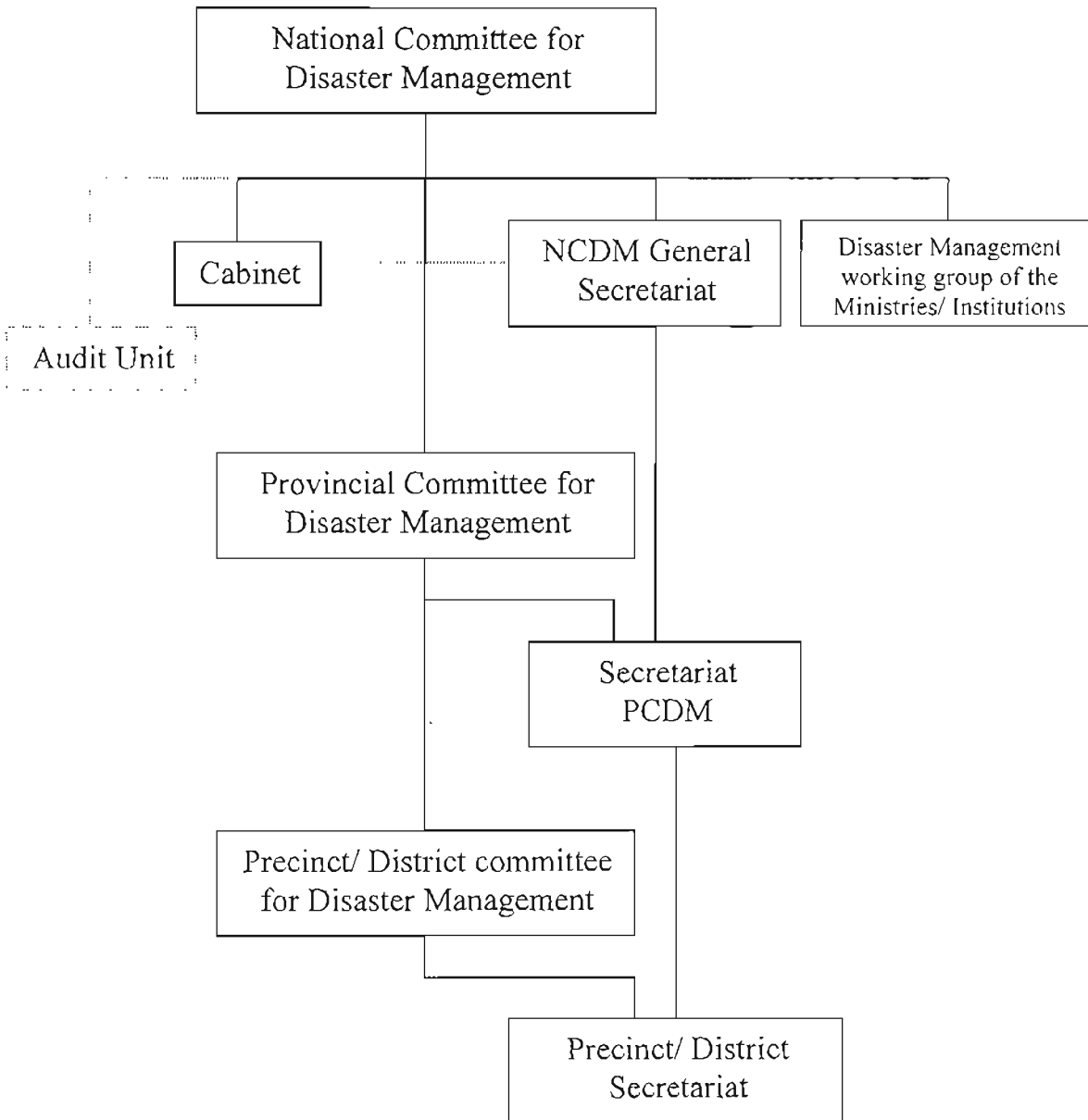
**Article 18.** At each Province/ Municipality there is Provincial/ Municipal Committee for Disaster Management comprising the following membership:

- |  |                |
|--|----------------|
| - The Provincial/ Municipal Governor   | President      |
| - The Deputy Governor  | Vice-President |
| - The Chief of relevant Government Department and the Director of the Provincial/ Municipal Red Cross as | Members        |

**Article 19.** The duties of the Provincial/ Municipal Committee for Disaster Management shall be:

- To implement the National Policy for Disaster Management
- To prepare guideline and support the activities of the District/ Precinct Committee for Disaster Management
- To make recommendation to the National Committee for Disaster Management on the activities of the institutions concerned and CRC, the Assistance of the National Organizations and IOs that participate in Disaster Prevention, Preparedness, Emergency Response and Rehabilitation.

### Organization of the National Committee for Disaster Management (NCDM)





# NCDM Organizational Structure

National Committee for Disaster Management

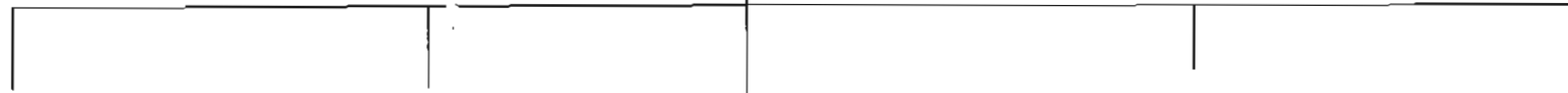


Executive Committee

(President, 1<sup>st</sup> Vice President, Secretary General)



NCDM General Secretariat



Administration  
and Finance  
Department

Information  
& Relations  
Department

Emergency  
Response &  
Rehabilitation  
Department

Preparedness  
and Training  
Department

Search and  
Rescue  
Department