



---

**2008 SADC Vulnerability Assessment and Analysis Annual  
Organizational Meeting Report**

---

Cresta President Hotel  
Gaborone, Botswana  
9-11<sup>th</sup> December 2008

SADC Regional Vulnerability Assessment and Analysis Programme  
Programme Management Unit

## TABLE OF CONTENTS

1.0	BACKGROUND .....	5
2.0	2008/2009 SEASONAL RAINFALL FORECAST AND IMPLICATIONS FOR AGRICULTURE.....	5
3.0	PRESENTATIONS OF EXPERIENCES AND CHALLENGES .....	6
3.1	Malawi VAC .....	6
3.2	Lesotho VAC.....	7
3.3	Zimbabwe VAC.....	7
3.4	Mozambique VAC .....	7
3.5	Zambia VAC.....	7
3.6	Swaziland VAC .....	8
3.7	South Africa.....	8
3.8	Tanzania VAC.....	8
3.9	Botswana .....	9
3.10	Namibia VAC .....	9
4.0	ICP VAA ACTIVITIES AND POTENTIAL SUPPORT TO NVACs.....	10
4.1	Regional Hunger Vulnerability Project (RHVP) .....	10
4.2	UNOCHA VAA Activities and possible areas of support to NVACs.....	10
4.3	WFP's Vulnerability Analysis Activities and Support to the VAC System.....	11
4.4	UNCEF VAA Activities and support to NVAC.....	11
4.5	OXFAM VAA Activities and possible areas of support to NVACs.....	11
4.6	REGIONAL FEWS NET capacity building support to NVACs in 2009 .....	12
4.7	Potential FAO support to NVAC in 2009 .....	12
5.0	ANNUAL VAA DISSEMINATION REPORTING REQUIREMENTS .....	13
6.0	NVAC WORKPLANS FOR 2009.....	13
7.0	CLOSING REMARKS.....	13
8.0	ANNEXES.....	14
8.1	Vulnerability Assessment Committees Activity Plans 2009 .....	14
8.2	Common Reporting Template and Guidelines for the Annual VAA Dissemination Forums .....	20
8.3	VAA Annual Organizational Meeting Programme .....	28
8.4	List of participants .....	31

## ACRONYMS

AOM	Annual Organization Meeting
CFSAM	Crop and Food Supply Assessment Mission (WFP and FAO)
CFSVA	Comprehensive Food Security and Vulnerability Analyses
CSO	Civil Society Organization
DFID	Department for International Development
DRC	Democratic Republic of Congo
EC	European Commission
EFSA	Emergency Food Security Assessment
EP&D	Economic Planning and Development
ENCAP	Enhanced Capacity in Food Security and response Analysis
FAO	UN Food and Agriculture Organization
FANR	Food Agriculture and Natural Resources Directorate
FEWSNET	Famine Early Warning System Network
FIVIMS	Food Insecurity Vulnerability Information Management System
FSNP	Food Security National Policy
GIS	Global Information System
HEA	Household Economy Approach
ICP	International Cooperating Partners
IHM	Individual Household Model
IPC	Integrated Phase Classification
LVAC	Lesotho Vulnerability Assessment Committee
MOU	Memorandum of Understanding
MSs	Member States
MSTT	Multi-sectoral Task Team
MVAC	Malawi Vulnerability Assessment Committee
NDMA	National Disaster Management Agency
NGO	Non-Governmental Organization
NVAC	National Vulnerability Assessment Committee
NAMVAC	Namibia Vulnerability Assessment Committee
GRN	Government of Republic of Namibia
OCHA	United Nations Office for the Coordination of Humanitarian Affairs
PDA	Personal Digital Assistant
PMU	Programme Management Unit
PRRO	WFP Protracted Relief and Recovery Operations
PRSP	Poverty Reduction Strategy Paper
RHVP	Regional Hunger Vulnerability Programme
RIACSO	Regional Interagency Coordination Support Office
ROSA	Regional Office for Southern Africa
RVAA	Regional Vulnerability Assessment and Analysis
RVAC	Regional Vulnerability Assessment Committee
SGR	Strategic Grain Reserve
SADC	Southern Africa Development Community
SARCOF	Southern Africa Climate Outlook Forum
SVAC	Swaziland Vulnerability Assessment Committee
TOR	Terms of Reference
TVAC	Tanzania Vulnerability Assessment Committee
UN	United Nations
UNICEF	United Nations Children's Fund
UNAIDS	United Nations AIDS Programme
USAID	United States Agency for International Development

VAA	Vulnerability Assessment and Analysis
VAC	Vulnerability Assessment Committee
VAM	Vulnerability Assessment and Mapping
WFP	United Nations World Food Programme
ZAMVAC	Zambia Vulnerability Assessment Committee
ZIMVAC	Zimbabwe Vulnerability Assessment Committee

## 1.0 BACKGROUND

The SADC Vulnerability Assessment and Analysis (RVAA) programme which comprises the multi-agency Regional Vulnerability Assessment Committee (RVAC) and the National Vulnerability Assessment Committees (NVAC) has since 2002 been conducting a series of vulnerability assessments and analyses in the region. The scope of the assessments which mainly use livelihoods-based assessment approaches have among other things analyzed rainfall and agriculture, global and local food prices, health and nutrition, water and sanitation and education in so far as they relate to food security in the countries and region.

The SADC RVAA programme held its Annual Organization Meeting (AOM) from 9 to 11 December 2008 in Gaborone, Botswana. The main objective of the AOM was to provide NVACs and the RVAA programme International Cooperating Partners (ICPs) with an opportunity to share lessons learnt, collectively find solutions to challenges and advance the adoption of good practices among Vulnerability Assessment & Analysis (VAA) in the region. The meeting also offered an opportunity for NVACs and the RVAC to review their progress over the past year and plan for the year ahead.

Specifically, the meeting set out to achieve the following objectives:

- Reflect on lessons learnt, challenges encountered during 2008 and share success stories as well as, existing opportunities for implementation of VAA activities in Member States and at the regional level.
- Discuss and reach consensus on the reporting requirements of the annual VAA Dissemination reports
- Discuss RVAC and NVAC work plans to streamline emerging issues into VAA work.

The expected outputs of the meeting included:

- Shared VAA experiences, lessons learnt and success stories among themselves
- Adopted a common VAA reporting outline in preparation of the 2009 Dissemination Report
- Developed VAA work plans and action points for 2009

This report presents the proceedings of the AOM. The report first briefly presents the 2008/2009 seasonal rainfall forecasts and implications, with summaries of the lessons learnt and challenges encountered during the 2007/08 season. It then summarizes the NVAC work plans and concludes by presenting recommended Annual VAA Dissemination Reporting Guidelines as agreed during the December 2008 AOM.

## 2.0 2008/2009 SEASONAL RAINFALL FORECAST AND IMPLICATIONS FOR AGRICULTURE

The Southern Africa Climate Outlook Forum (SARCOF) held its annual meeting in Pretoria between 24 -28 August 2008 where a consensus on the climate for 2008/09 was reached. The Forum agreed that the 2008/09 Forecast indicate that there is going to be **ENSO neutral conditions** up to the end of the season. The forecasting models and indicators are not conclusive and therefore, there is need for regular updates of the weather forecast in the region.

For the October to December period, it was reported that most countries in the SADC region had normal to above normal rainfall at the beginning of the season. Malawi, Swaziland, parts of

Tanzania, Lesotho, Zambia, South Africa, Tanzania and DRC will have normal to above normal rainfall during January to March 2009 while the rest of the countries will have normal to below normal rainfall during the same period.

There are some areas within the SADC that are of concern based on the forecast for the season. For example parts of South Africa, Tanzania, Madagascar, DRC, Angola, Botswana and Namibia will receive normal to below normal rainfall during the season which may have negative effects on crops and livestock.

In summary the SARCOF concluded the following:

- Delayed onset of seasonal rains observed in southern and western parts of South Africa, Swaziland, Lesotho, southern Mozambique and north-eastern highlands of Tanzania
- Uncertain nature of the 2008/2009 agriculture season hence need for continuous monitoring and update of situation
- Erratic start of season in eastern Zimbabwe, central Mozambique and southern Malawi
- Seasonal forecast update points to a generally improved situation in coming months, with possible flooding in susceptible areas

Implications for this state of affair are that:

- Where rainfall are forecasted to be normal to below normal there is going to high chances of erratic start of the season; possible late onset of the planting season; high frequency of dry spells; and possible premature end of the season
- Where rains are forecasted to be normal to above normal there is high possibility of flooding and water logging in susceptible areas
- Therefore there is need for regular updates of the forecast and contingency planning for the season.

### **3.0 PRESENTATIONS OF EXPERIENCES AND CHALLENGES**

A summary of VAC experiences and challenges faced during the 2007/08 season is presented below:

#### **3.1 Malawi VAC**

The Malawi VAC's identified the following challenges and experiences:

- Need for more data than is currently available in existing baselines on: breakdown of income levels; long-term shocks such as illness, the burden of additional dependents on families; and access to essential services is required.
- The MVAC is supporting Chancellor College of the University of Malawi to institutionalise Vulnerability Assessment Training within the University of Malawi system. This will ensure sustainability of VAA in Malawi.
- The MVAC participated in disaster contingency planning organized by the Ministry of Disaster and Relief Services.
- Encountered problems of justifying that there are populations with missing entitlements in a surplus crop production year (poverty explanation still not understood)
- Increased demand on MVAC information and products by research agencies; development partners and others
- Tendency by agencies to carry on numerous studies on themes already covered and speculate on food scarcity without any supporting evidence.
- Updating of baseline profiles take more time and requires more personnel and resources.

### **3.2 Lesotho VAC**

Lesotho VAC shared their experiences and lessons based on their 2008 work plan as summarized below:

- Most of the people it trained have moved to other institutions and are no longer available for LVAC activities. There is great need to organize more in-depth training, especially focusing on livelihood analysis.
- Baseline surveys were conducted in 2004. With the high turn over rate of VAA technicians, many of the members do not have knowledge of assessment approaches and the Livelihood Baseline themselves.
- Most of the core common indicators are already available from other institutions and will be incorporated in the annual VAC reports.
- More insight training is required on how to carry out IPC and move it forward
- CFSAM should be directed towards capacity building so that government personnel can do this work on their own
- There is need for further discussions with partners on cross-border trade initiatives.

### **3.3 Zimbabwe VAC**

The ZIM VAC challenges during the 2007/08 season included the following:

- Usual assessment activities were overshadowed by the harmonized government elections
- Lack of information at national and sub-national levels on the food security situation
- Limited financial resources to carry out assessments
- Despite these challenges, the ZIM VAC managed to carry out assessment even with the difficult political climate in the country.

### **3.4 Mozambique VAC**

The Mozambique VAC challenges included the following:

- Continued monitoring and assessment of acute and chronic Food Security and Nutrition (FSN) situation in the country;
- Much of the generated data is not organized or managed in a systematic way. Mozambique VAC will need support in organizing and improving its data base.
- Improve HIV/AIDS and climate change analysis
- Emergency assessments: access to affected areas, high demand for aerial and fluvial means allocated to rescuing; lack of viable data from inaccessible places; different data from different sources; staff availability
- Weak information from provincial levels.
- High turn over rate of VAA trained VAA technicians
- Multi-sectoral budgeting of FSN actions via application of PASAN
- Mobilizing sufficient timely financial resources to implement work plan
- There is need for support from RVAC for fund raising
- Advocacy and results dissemination to improve knowledge at all levels
- Improve assessments tools- emergency needs assessment form under discussion.
- Improve provincial knowledge and skills.
- There is need to decentralize vulnerability assessment
- Weak intervention and response capacity
- Language limits dissemination at regional level

### **3.5 Zambia VAC**

The Zambia VAC challenges included the following:

- Absence of vulnerability baseline data:
  - Distinguishing between transitory and chronic food insecurity due to lack of baseline data.
- Response more inclined to short term interventions rather than addressing the long term problems.
- Inadequate capacity in the districts to carry out objective assessments for initial response.
- Timely mobilization of resources.
- Lack of well established monitoring systems.
- Widespread poverty leading to increased vulnerability caseloads.
- Difficulties in differentiating between chronic and transitory problems.
- How to effectively and timely secure financial commitments from regional bodies such as RVAC.

### **Proposed Way Forward**

- Capacity building for district and satellite committees.
- Develop effective sector based monitoring systems.
- Secure political commitment.
- Secure and commit funds for assessments early enough.
- Need to critically look at single sector versus multi-sector based assessments.
- Speed up the process of institutionalizing the ZAMVAC (a MOU is already in place).

### **3.6 Swaziland VAC**

The Swazi VAC challenges included the following:

- Institutionalisation of Swazi VAC taking too long
- Budget limitations affecting planned activities
- Lack of capacity on PDA Programming, management and software for file conversions.

### **Proposed Way forward**

- Swazi VAC fully institutionalised
- VAC activities to be under Government budget
- Follow-up capacity building required on PDA Programming and management

### **3.7 South Africa**

The experiences and challenges for South Africa included the following:

- High Fuel and Food prices
- Agricultural Disasters i.e. Extreme Temperatures, Floods, drought
- Food Insecurity Vulnerability Information and Management System (FIVIMS ) roll out delayed
- Information Expert Working Group , needs to be strengthened to do vulnerability assessments

### **Proposed Way forward**

- FIVIMS Roll out

### **3.8 Tanzania VAC**

The challenges experienced by the Tanzania VAC included the following:

- Resources mobilization is one of the challenges faced as some institutions/stakeholders have not yet allocated funds for vulnerability assessments in their budget plans.
- IPC cannot be used in early warning systems due to the fact that some of the data used are never up to date.
- Conducting nutritional surveys is costly and the current surveillance or routine nutrition data collection systems are weak.
- Analysis in IPC context is costly and time consuming. As such prior preparation to ensure resource mobilization to cutter for thorough accomplishment of the work in question.

### **3.9 Botswana**

Botswana has no VAC but use and relies on early monitoring system which is carried out by the government. During the 2007/08, the government conducted an assessment study which concluded that the assessment methods used to assess vulnerability in the country were inconsistent and therefore made a number of recommendations including:

- The need to establish a VAC
- Expand the mandate of the National Early warning System.
- Change of the vulnerability assessments from January/February to March/April.

#### **Way forward**

- Establish the VAC
- Building the VAA capacity
- Work closely with the SADC VAA

### **3.10 Namibia VAC**

The main challenges for Namibia VAC included the following:

- Limited capacity at sub national level, particularly among regional Governments for effective disaster preparedness and response.
- Limited national capacity in relation to livelihoods based vulnerability assessment and analysis.
- Inadequate analysis of level of risk and threat of natural disasters among local populations.
- Inadequate national expertise in emergency planning and response management.
- Lack of an integrated sub national, national and inter country early warning system.
- Inadequate early warning monitoring systems for various natural disasters such as floods, drought, increases in food prices and veld fires among others
- .Limited national resources for capacity building and effective response to disasters
- .Lack of decentralization of resources for effective disaster preparedness and response particularly at sub national level.

## 4.0 ICP VAA ACTIVITIES AND POTENTIAL SUPPORT TO NVACs

### 4.1 Regional Hunger Vulnerability Project (RHVP)

RHVP is a regional programme for Southern Africa funded by DFID and AusAID. The programme seeks to address the prevalence of **chronic hunger and vulnerability** in the SADC region. It aims to strengthen national and regional expertise in VAA to accurately monitor and support the development of policy options to reduce hunger and vulnerability in the SADC region. The programme promotes a shift from emergency relief (primarily food aid) to long-term developmental and policy response mechanisms

#### Area of focus (2009/2010)

- Provision of material and technical support to the SADC RVAA Programme Management Unit to implement the Regional Vulnerability Assessment and Analysis (RVAA) Programme, Main areas of focus include:
  - Training and Capacity Building/Professional Development
  - Strengthening Methods and Institutional Structures for Improved VAA
  - Identification and repository of best practices (Publications, Manuals, Toolkits, etc.)
  - VAA Technical Advisory Support
  - Advocacy/Information/Communication Strategies
  - SADC VAA Regional Meetings (AOMs, Dissemination Forums, etc.)

#### Priority areas of support

- A technical and financial resource, directly aimed at strengthening VAA for NVAC's and/or VAA groups
- Provision of resources to improve the capacity of VAA systems to carry out in-depth analysis on chronic vulnerability, leading to appropriate interventions;
- Strengthening government ownership and accountability of VAA, leading to online budgets and dedicated secretariats;
- Ensuring that VACs and their constituent VAA systems are cost effective and sustainable
- Promote affordable and implementable VAA methods that enable existing systems to better inform safety nets and long term disaster reduction for addressing chronic hunger and vulnerability

#### Guidelines for technical and financial support

- Dialogue, Concept Note or TOR development depending on the nature of request:

### 4.2 UNOCHA VAA Activities and possible areas of support to NVACs

Office for the Coordination of Humanitarian Affairs (OCHA) has no country offices and direct country activities except in Zimbabwe and support staff in Madagascar. OCHA supports SADC countries and VACs from the Regional Office for Southern Africa (ROSA) in Johannesburg. OCHA is a member of RVAC and support can be requested through RVAC or Resident Coordinator in the country. OCHA's mandate is Emergency Preparedness and Response-GA Resolution 46/182. In Southern Africa, OCHA works to strengthen VAC's role in disaster management (preparedness, response and recovery). This is done through training on general disaster management, rapid assessments particularly for rapid onset disasters such as floods, cyclones and earthquakes as well as resource mobilization for response. The other areas of support include information management-production of hazard and risk maps, GIS support, data base management and other areas. For Vulnerability assessment committees under Disaster Management Unit, OCHA offers support in

contingency planning where vulnerability information is useful for scenario development, hazard profiling and risk analysis.

#### 4.3 WFP's Vulnerability Analysis Activities and Support to the VAC System

- WFP's new Strategic Objectives
  - the new WFP's Strategic Plan (2008-2011) presents a shift from WFP being a **food aid agency** to a **food assistance agency** in response to critical hunger needs
  - The Strategic Plan again acknowledges the importance of **effective partnerships** in the Overarching Approach, where it is emphasized that partnerships are key for ensuring coherent and optimal use of resources.
- WFP's support to SADC VAC is firstly channelled through its **country office** VAM officers
- Support to **NVAC** varies from country to country depending on relative NVAC capacity and objectives
- WFP remains one of the **key users** of the annual VAC findings and recommendations

In 2009, WFP will continue its support to NVAC to carry out annual assessments: *routine* annual VAA , VAC Urban Vulnerability Assessments, Support to food security monitoring activities (including the institutionalization of the CHS process), Comprehensive Food Security and Vulnerability Analyses (CFSVA) funded by the Gates Foundation and CitiGroup in Zambia, Malawi, Mozambique, Informal Cross Border Monitoring with FEWSNET and other independent assessments such as JAM/ UNHACR and CFSAM/ FAO.

In addition, WFP offer a number of training opportunities, under the ECHO project to Enhance Capacities in Food Security and Response Analysis (ENCAP):

Finally, WFP is supporting a number of technical developments, such as : an Urban Assessment Guidance in the context of new initiatives related to high food and fuel prices and global financial crisis, Cash Based Interventions, HIV and ADS and Nutrition Integration and Response Options Analysis.

#### 4.4 UNICEF VAA Activities and support to NVAC

UNICEF's VAA activities revolved around the causes of malnutrition. Vitamin A supplementation is now considered one of the high impact interventions for reducing child mortality.

UNICEF's **ESARO PLAN 2009** is:

- To continue supporting the NVACs.
- To strengthen nutrition elements of VAC assessments, analysis and reporting to produce quality information using a sound sampling and methodology depending on availability of funding.

#### 4.5 OXFAM VAA Activities and possible areas of support to NVACs

Oxfam's areas of support include the following:

- Support of IPC approach for classifying emergencies at RVAC and NVACs (Malawi, Zimbabwe, Zambia)
- Supporting chronic poverty initiatives and long term government-led chronic poverty policy and programme development at national level in operational countries. For example Oxfam

- Great Britain (OGB) is supporting partner organizations to advocate for social protection policy development in Malawi
- Climate change responses through Disaster Risk Reduction climate adaptation programmes
  - Participation in RVAC and NVAC work around rising food prices. Currently will participate in Malawi responses to the impacts of rising food prices.
  - Initiative to improve timely analysis in fast onset emergencies and quick start up of humanitarian responses through a southern African region emergency response team (ERT). The ERT food security members may be available for some NVAC analyses if Oxfam country team or regional office is requested.

#### **4.6 REGIONAL FEWS NET capacity building support to NVACs in 2009**

Areas of support and activities to be implemented under the Regional FEWS NET in collaboration with RVAC for 2009 include the following:

- Finalize guidance from the scenario development capacity building activity.
- Provide assistance to 2-3 NVACs towards a more systematic incorporation of scenarios in the 2009/10 assessments that will enhance lesson learning for other NVACs.
- Conduct markets training workshop.
- With RVAC – (and on request by NVACs) conduct in-country training in HEA as part of livelihood zoning and baseline activities in non-presence countries.
- Support capacity strengthening and institutionalization of the Madagascar VAC.
- Support efforts of NVACs wanting to conduct in-depth livelihood studies along key border areas such as those between Malawi and Mozambique.
- Support NVACs wanting to conduct market surveys, linking these to livelihoods surveys/baselines/ assessments
- Support NVACs wanting to implement the IPC

#### **4.7 Potential FAO support to NVAC in 2009**

FAO's support to NVACs for 2009 includes the following:

- FAO's Regional Emergency Office for Southern Africa has technical experts in agronomy, nutrition and HIV/AIDS.
- FAO prepares monthly Regional Agricultural Updates in those countries where FAO has an emergency programme.
- FAO has resources to assist NVACs strengthen methods to more effectively analyse issues related to prices, markets and trade that affect the real cost of food to rural and urban consumers.
- FAO could provide technical assistance from the regional level to roll-out the IPC, pending follow-up from the RVAC.
- FAO is hoping to continue co-funding a position with WFP and UNICEF to place an expert in the RVAA PMU.
- Additional support may be available from the country FAO Representations and Emergency Coordination Units.
- FAO looks forward to partnering at regional and national levels in the broader area of food security analysis.
- Mobilising FAO resources begins with a formal request from governments or regional bodies.

## **5.0 ANNUAL VAA DISSEMINATION REPORTING REQUIREMENTS**

Following the July 2008 Regional VAA Dissemination Forum held at the Indaba Hotel in Johannesburg, South Africa, the SADC RVAA PMU was directed by the delegates to develop and provide guidelines on harmonizing the reporting requirements to VACs. The guidelines are intended to enable the SADC RVAA programme to provide a comparative regional overview and synthesis of issues relating to food security and vulnerability in the SADC region.

In an attempt to address the above, the SADC RVAA PMU drafted and presented for discussion, a reporting requirement template and guideline notes, building on previous initiatives and best practices which have been developed by national and regional VAA practitioners across the region, dating back several years. The main objective is to generate a harmonized reporting framework, while at the same time ensuring a common understanding of food security and vulnerability concepts/terminology.

After the presentation, participants discussed in groups and presented their comments and suggestions in plenary. Thereafter, participants endorsed the guidelines and template for reporting with changes and recommendation as reflected in the final draft (Annex 1).

## **6.0 NVAC WORKPLANS FOR 2009**

After the presentations by the ICPs, the NVACs revised their annual work plans based on the experiences and lessons shared and available possible support from the International Cooperating Partners (ICPs). The revised NVAC work plans are available upon request.

## **7.0 CLOSING REMARKS**

In their closing remarks, the Chair of the Meeting, South Africa thanked all the NVAC members for attending and sharing their experiences and challenges during the meeting. She thanked the ICPs for their support on the VAA activities in the region. She also thanked the Botswana Government for hosting the meeting and wished all participants a Happy Christmas and Prosperous New Year.

Mrs. Nyamanza and Mr. Tarakidzwa bid farewell to NVAC members. Mrs. Nyamadza informed participants that her contract with SADC had ended and that she was returning to Zimbabwe while Mr. Tarakidzwa said that he had left the SADC RVAA PMU and had joined the Regional FEWS Net as a Deputy Regional Representative and that he would be based in South Africa.

## 8.0 ANNEXES

### 8.1 Vulnerability Assessment Committees Activity Plans 2009

Country/ Program	Activities	2009											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Angola	Discuss work plan	X											
Angola	GSA to streamline their activities; internal meeting	X											
Angola	Impact of HIV/AIDS on crop production and livestock keeping			X									
Angola	Develop/update database for vulnerability monitoring				X								
Angola	Annual vulnerability assessment - in 3 provinces: Malange, Bengo, K. Norte					X	X						
Angola	Data analysis and reporting							X	X				
Angola	Study tour/exchange of experience										X		
Botswana	Scoping study report - establishment of BVAC	X											
Botswana	Discuss work plan	X											
Botswana	Drought Assessment (DAT)		X										
Botswana	1/2-day workshops, orientating key technical people			X									
Botswana	Study tour/exchange of experience				X	X							
Botswana	Livelihood zoning desk study						X	X					
Botswana	LBVA baselines								X	X			
Botswana	LBVA baselines								X	X			
Botswana	Analysis and forecasting											X	X
Botswana	Analysis and forecasting											X	X
Botswana	Technical placement												X
Lesotho	Discuss work plan	X											
Lesotho	Price data and trend analysis	X	X	X	X	X	X	X	X	X	X	X	X
Lesotho	Scenario development	X	X	X	X	X	X	X	X	X	X	X	X
Lesotho	Workshop on modification of CHS		X										
Lesotho	LBVA training for district and new staff		X	X									
Lesotho	GIS and Mapping			X									
Lesotho	Crop production estimates			X									
Lesotho	Entering baseline spreadsheet and analysis modelling			X	X								
Lesotho	Harmonising methods for crop forecasting			X	X	X	X						
Lesotho	CHS				X								
Lesotho	Intoduction to IPC				X								

Lesotho	Ethiopian practitioners' exchange				X	X							
Lesotho	Annual vulnerability assessment					X	X						
Lesotho	Market analysis								X				
Lesotho	VACInfo												
Lesotho	LBVA training for district and new staff									X	X		
Lesotho	Annual update assessment										X	X	
Lesotho	Strengthen price Monitoring System	X	X	X	X	X	X	X	X	X	X	X	X
Madagascar	Discuss work plan	X											
Madagascar	Legalisation of SNAP/VAC system	X											
Madagascar	Follow up cyclone season and orgainse data collection	X	X	X	X								
Madagascar	Regional support for institutionalisation				X	X	X	X	X	X			
Malawi	Consultancy to produce booklets and print	X	X										
Malawi	Flood monitoring and assessment	X	X										
Malawi	CVAA												
Malawi	MVAC assessment and anlysis documentation		X										
Malawi	MVAC members		X										
Malawi	Data, information management and mapping		X										
Malawi	Review workshop		X										
Malawi	Updating LBVA baselines		X	X	X	X	X	X	X	X	X		
Malawi	Sensitisation of users (legislators and district officials)			X									
Malawi	market profiling and mapping			X									
Malawi	Short-term consultancy to review strategy			X									
Malawi	Sensitisation of legislators, media and public				X								
Malawi	GIS Mapping				X								
Malawi	Annual vulnerability assessment				X	X							
Malawi	Nutrition surveys in 3 areas of country				X	X							
Malawi	District sensitisations						X						
Malawi	Website updating and uploading								X				
Malawi	Centralise database and MVAC data									X			
Malawi	Annual vulnerability assessment update											X	
Malawi	Nutrition surveys in 3 areas of country											X	
Malawi	District technical trainings											X	X

Malawi	Printing of baseline profiles												X
Malawi	Regional fora	X	X	X	X	X	X	X	X	X	X	X	X
Malawi	Studies and training with Chanco	X	X	X	X	X	X	X	X	X	X	X	X
Malawi	Malawi national fora	X	X	X	X	X	X	X	X	X	X	X	X
Malawi	Regional skills exchanges												
Mozambique	Discuss work plan	X											
Mozambique	GAV Retreat to organise and finalise work plan			X									
Mozambique	Price data and trend analysis			X	X								
Mozambique	Market profiling and mapping					X							
Mozambique	Update baselines, ensuring differentiation between chronic and acute					X							
Mozambique	Identification of indicators							X	X				
Mozambique	IPC Technical Working Group									X			
Mozambique	Feasibility study on social transfers												X
Mozambique	Update HEA Baselines												X
Mozambique	Exchange of experience among VACs												X
Mozambique	Institutions for inclusion of FSN vulnerability in their curricula												X
Mozambique	Mainstream FSN/VAA amongst graduated/final year students												X
Mozambique	SETSAN training in VAA												X
Mozambique	Report translation and dissemination on FSN										X		
Mozambique	Organise and install appropriate national FSN database												X
Mozambique	Causes and risks of FSN and vulnerability												X
Mozambique	Urban baseline												X
Mozambique	Prepare articles for publication	X	X	X	X	X	X	X	X	X	X	X	X
Namibia	Presentation of LZ zoning and findings of 2 baselines		X										
Namibia	Recruitment of counterpart		X										
Namibia	Official launch of the NamVAC		X										
Namibia	Disaster planning through hazard mapping			X									
Namibia	Crop assessment			X									
Namibia	LBVA baselines				X								
Namibia	Crop assessment				X								
Namibia	National advocacy on role of NamVAC and VAA work				X								
Namibia	Technical review of complementary sources of data				X								
Namibia	Crop assessment					X							

Namibia	Establishment of the NamVAC Secretariat							X					
Namibia	Baselines training							X					
Namibia	M & E							X					
Namibia	LBVA baselines								X				
Namibia	National advocacy of on role of NamVAC and VAA work								X				
Namibia	Disaster planning through hazard mapping									X			
Namibia	LBVA baselines										X		
Namibia	National advocacy of on role of NamVAC and VAA work										X		
Namibia	LBVA baselines												X
Namibia	National advocacy of on role of NamVAC and VAA work												X
Namibia	M & E												X
Namibia	Analysis and forecasting	X	X	X	X	X	X	X	X	X	X	X	X
Namibia	Inventory of current assessments	X	X	X	X	X	X	X	X	X	X	X	X
Namibia	Initiation of specific disaster assessments, as needed												
RVAA Prog	Recruitment of VAA Specialist and Admin staff	X	X										
RVAA Prog	Capacity-Building Technical Expert meeting/COE		X										
RVAA Prog	Advocacy/information/communication strategies			X									
RVAA Prog	Design M & E system			X									
RVAA Prog	Informal cross-border trade			X									
RVAA Prog	IPC Technical Working Group			X									
RVAA Prog	Market assessment and analysis workshop			X									
RVAA Prog	Joint financial and technical arrangement			X	X								
RVAA Prog	Scenario development					X							
RVAA Prog	Cross-border initiatives (Livelihood zoning baselines)						X	X					
RVAA Prog	Dissemination meeting							X					
RVAA Prog	Annual Organisation Meeting											X	
RVAA Prog	Technical backstopping missions	X	X	X	X	X	X	X	X	X	X	X	X
RVAA Prog	Monthly RVAC Meetings/teleconferences	X	X	X	X	X	X	X	X	X	X	X	X
RVAA Prog	GIS data collection and cleaning; geodatabase construction	X	X	X	X	X	X	X	X	X	X	X	X
RVAA Prog	Strengthening nutrition elements in VAC assessments and analysis	X	X	X	X	X	X	X	X	X	X	X	X
RVAA Prog	Support to AIMS with crop estimates	X	X	X	X	X	X	X	X	X	X	X	X
RVAA Prog	Information/data mgt sys.	X	X	X	X	X	X	X	X	X	X	X	X

RVAA Prog	Develop regional training and capacity-building programme	X	X	X	X	X	X	X	X	X	X	X	X
RVAA Prog	GIS Training	X	X	X	X	X	X	X	X	X	X	X	X
RVAA Prog	Emergency assessments												
RVAA Prog	Generate of southern Africa LZ map												
RVAA Prog	Market assessment and analysis workshop												
South Africa	Review of FIVIMS												
South Africa	Evaluate indicators	X	X	X	X	X	X	X	X	X	X	X	X
South Africa	Material for awareness raising	X	X	X	X	X	X	X	X	X	X	X	X
South Africa	Survey data integration	X	X	X	X	X	X	X	X	X	X	X	X
South Africa	Adaption of food security model	X	X	X	X	X	X	X	X	X	X	X	X
South Africa	Proj manager	X	X	X	X	X	X	X	X	X	X	X	X
South Africa	Meetings with local stakeholders	X	X	X	X	X	X	X	X	X	X	X	X
South Africa	Awareness raising	X	X	X	X	X	X	X	X	X	X	X	X
South Africa	Household survey	X	X	X	X	X	X	X	X	X	X	X	X
Swaziland	Discuss work plan	X											
Swaziland	Profiling hunger and vulnerability using baseline	X	X										
Swaziland	Stakeholder consultations		X										
Swaziland	CHS Round 12		X	X									
Swaziland	Monitoring of LVAAs		X	X									
Swaziland	CHS & IPC analytical tools			X	X								
Swaziland	Planning meeting for Annual VAA			X	X	X							
Swaziland	VACInfo/emergency database			X	X	X	X	X	X	X	X	X	X
Swaziland	Annual vulnerability assessment					X	X						
Swaziland	Hh water economy assessment								X				
Swaziland	CHS Round 13									X	X		
Swaziland	Monitoring of LVAAs									X	X		
Tanzania	National workshop to review the lesson learnt during 2008 VA	X											
Tanzania	VAC preparation meetings for mid-February VA	X											
Tanzania	Discuss work plan												
Tanzania	Review of VAA tools and methodologies		X										
Tanzania	Annual assessment, analysis and report writing		X	X									
Tanzania	Piloting of district-level VACs				X								
Tanzania	Planning meeting for VAA								X				
Tanzania	Annual vulnerability assess								X	X			
Tanzania	Baselines training												

Tanzania	Develop/update database for vulnerability monitoring																		
Tanzania	Conduct livelihoods system surveys																		
Tanzania	GIS Mapping																		
Tanzania	workshop to review the Strategy on food and nutrition security systems																		
Zambia	Discuss work plan	X																	
Zambia	Use of PDAs, incl. Procurement and programming	X																	
Zambia	Rapid emergency assessment		X																
Zambia	HEA		X																
Zambia	Recruitment of VA Principal Officer & signing of inter-agency MoUs		X	X															
Zambia	Annual vulnerability assessment				X														
Zambia	Phase 2 of CVAA (fieldwork and analysis)							X	X	X	X								
Zimbabwe	Discuss work plan	X																	
Zimbabwe	Urban food security assessment	X	X																
Zimbabwe	Pre-harvest FS assessment			X															
Zimbabwe	Organise and install appropriate national FSN database				X	X													
Zimbabwe	Post-harvest FS assessment				X	X	X												
Zimbabwe	IPC, Market analysis, Scenarios, rapid assessment					X	X	X	X										
Zimbabwe	District FS profile development					X	X	X	X	X	X	X							
Zimbabwe	Development of ZimVAC shared operational framework							X											
Zimbabwe	Urban food security assessment											X	X	X	X				
Zimbabwe	Rural food security update												X	X					

## 8.2 Common Reporting Template and Guidelines for the Annual VAA Dissemination Forums

### Preamble

Note should be taken that repeated reference to food security and vulnerability in this guide is not meant to overlook vulnerabilities in other sectors. To the contrary, reference to the food security and vulnerability is to emphasize that the food security sector will for the purposes of these guidelines be used as the organizing theme, around which vulnerabilities in other sectors will be analyzed.

SADC Member States should take cognizance of the fact that vulnerabilities in other sectors do have negative effects on food security. It is for this reason that multispectral approach to issues of food security assessment and analysis becomes critical.

### Background

The Southern African Development Community (SADC) hosts annual regional meetings to discuss the food security and vulnerability situation in the region. The main objective of these Annual VAA Dissemination Forums is to allow National Vulnerability Assessment Committees (NVACs) to provide highlights on their preliminary assessment findings, indicating population groups and areas vulnerable to food insecurity, as well as, underlying causes and other multi-sectoral issues impacting on food security

#### 1. Slide I -- Introductory Slide

*This slide should contain a summary of the following:*

- *Objectives of the Assessment*
- *Approaches and Methods*
- *Highlights of Areas Covered in the Assessment and limitations*

#### 1.1 Guideline Notes

- **Objectives of the Assessment** -- Assessments are annual exercises conducted by the National VACs to inform its stakeholders in obtaining a forecast for vulnerability to food insecurity in their respective countries for the coming agricultural consumption year. They are usually based on emerging information from the main harvest that begins in April and is normally concluded in July. Therefore, VAC analysis builds a framework for interpreting future monitoring information. Examples of this monitoring information include crop estimates and numbers of households at risk to food insecurity health and nutritional status data, HIV and AIDS, economic and surveillance data.
- In practice, the emphasis on specific objectives of NVAC Assessments may vary due to other factors, such as available technical and financial resources, geographical coverage, nature of hazards and shocks, amongst others.
- **Approaches and Methods** -- a basic principle underlying VAC Assessments is the analysis of local livelihoods, resilience to change and ability to cope. This is essential for a proper understanding of the impact —at the household level— of shocks or hazards such as drought, conflict or market dislocation. Crop failure may, for example, leave one group of households destitute because the failed crop is their only source of staple food, while another group may be

able to cope because they have alternative food and income sources, such as livestock or a trading business, that can make up for production shortfalls.

#### **Approaches and Methods**

- Title to read Methodology
- Name of Approach e.g. HEA
- Describe methodology used
  - Sample size
  - Geographical coverage (livelihood zones)
  - Limitations
  - Data collection
  - Analytical Processes
  - Participating agencies
  
- Livelihood based approaches are commonly used by most VACS and aim to capture this essential information on local livelihoods and coping strategies, making it available for analyzing the impacts of a given hazard.
  
- **Descriptions of Activities and Areas Covered in the Assessment** – this is brief description of the activities carried out in the assessment, including population, geographical coverage, etc.

## **2. Slide II --National Overview/Context**

- *Macro Economic Conditions*
- *Nutrition*
- *Health*
- *Water and Sanitation Social Protection*

### **3.1 Guideline Notes**

- This information is largely derived from secondary sources. NVACs can **maximize** the use of existing secondary information within their countries and those available in key web sites such as the World Bank, IMF, UNICEF, FAO, DHS etc. Primarily, the aim is to use existing information. Sources for multiple purposes will require a reliance on data collected by other agencies; such a step will facilitate collaboration and willingness to share data among agencies. Please indicate sources and dates to data.
  
- For purposes of this presentation, it should be provided on one slide in tabular form. More detailed analysis of trends will be provided in the country final report
  
- Potential examples may include:
  
- Macro Economic Conditions
  - Inflation Rates
  - GDP
  - Exchange Rates
  - Foreign Reserves
  - Socio-economic conditions/Poverty Indicators
  - etc
  
- Nutritional Status

- Acute Malnutrition
- Stunting
- Diet Diversity
- Health
  - Crude Mortality Rates
  - HIV/AIDS
  - Acute Illnesses
  - Diseases and outbreaks
- Water and Sanitation
  - Access and availability

### 3. Slide III --National Overview of Current Year Hazards and Shocks

- *Provide descriptions of major hazards and shocks.*
- *Summarize general impacts (at the macro/micro level) of the shocks assessed.*

#### 3.1 Guideline Notes

- **Hazard** – is a potentially damaging physical event, phenomenon and/or human activity, which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Hazards can include latent conditions that may represent future threats and can have different origins: natural (geological, hydro-meteorological and biological) and/or induced by human processes (environmental degradation and technological, political, economic or social threats). Hazards can be single, sequential, or combined in their origin and effects. They are characterized by their location, intensity, frequency, and probability.
- **Shocks** – as applied to food security analysis, a shock is an unexpected event that has an impact on the food security of a particular (affected) population group. For example, a failed harvest or rising food prices are examples of shocks that can negatively impact the food security of certain population groups.
- Examples of major hazards and shocks of concern to food security and vulnerability in your respective countries could be:
  - Droughts are more frequent every 3 yrs
  - Floods
  - Social and Economic
  - Health (HIV and AIDS)
  - Climate Change (trend analysis)
- Highlight the general impacts of the shocks assessed, in terms of:
  - Crop Production and Rainfall
  - National Cereal Availability
  - Livestock Conditions
  - Food Prices Changes
  - Formal and Informal Employment

- **Note:** Hazards and shocks should be analyzed during a ‘problem specification’ stage of a VAC assessment. It is essentially a comparison between conditions this year and those in the baseline or a reference year. An added advantage of this type of analysis is that by looking at year-on-year changes, small errors in the source data do not significantly alter the outcome.
- **Note:** a hazard is a risk factor, an event that has not necessarily taken place, while shock is an adverse event that has had an impact on people’s livelihoods and thus their food security status.

#### 4. Slide IV & V --Overview of the Food Security and Vulnerability Situation

- *Issue 1: Food Availability*
- *Issue 2: Food Access*
- *Issue 3: Food Utilization*
- *Issue 4: Linkages of the above to other sectors??*

##### 4.1 Guideline Notes

- **Food Availability:** --Highlights from national food balanced sheet, preliminary VAC Assessment findings, household food stocks, and non-cereal foods such as vegetables, legumes, roots, tubers, etc. Taking in consideration the effect of the hazard and shocks described above on crop and animal production, market supplies, sub-national trade activities, etc.
- **Food Access:** -- Highlights from market price data, including: Price Changes of main staple cereals, market food price trends and terms of trade -- against livestock, labor or other relevant livelihood assets) – effect of shocks/ hazard, livestock prices, labor rates and household stocks and purchasing power (income and expenditure levels, etc.)
- **Food Utilization:** -- Highlights of nutritional status of assessed households and communities, including: changes in food consumption patterns, food quality and quantity, (e.g. in frequency and composition especially for young children), water and sanitation, etc

#### 5. Slide VI --Overview of Response Strategies /Coping Strategies

- *Description of normal household coping strategies to offset shocks*
- *Description and indications of households shifting to distress coping to strategies to offset shocks*

##### 5.1 Guideline Notes

- After defining the problem specification(s) that is the magnitude of a shock on food security and livelihoods, a next step, is to take account of the coping strategies that different types of households will employ to try and deal with the problems they face. Key questions here are:
  - Which of the existing food and income options can be expanded under current Circumstances?
  - What additional options can be pursued?
  - To what extent will these responses be able to increase access to food and/or cash (e.g. how much extra food/cash can be obtained from these different sources)?
- This is a quantified analysis of households’ ability to diversify and expand access to various sources of food and income, and thus to cope with a specified hazard.

- This information is often collected during the baseline study or a reference period, usually by referring back to previous years and investigating the extent to which particular sources of food or cash could be expanded in bad years.

## 6. Slide VII – Outcomes and Scenarios

*Provide an overview of projected outcomes and scenarios, including:*

- *A table or map showing chronic vulnerability levels*
- *A table or map showing acute vulnerability levels*
- *A table showing populations “at risk” to increased food insecurity chronic and acute vulnerability levels*

### 6.1 Guideline Notes

- **Projected outcomes and scenarios:** -- Projected or forecasted outcomes for the upcoming agriculture consumption year: This is a quantified estimate of access to food and cash, taking into account the shock and household responses to it, in relation to a livelihood patterns (survival and livelihoods protection thresholds) and economic status (wealth groups)
- **Chronic and acute vulnerability levels:** -- This table differentiates chronic and acute populations. Outcome or main findings are normally expressed as numbers of people at risk to food insecurity, separated between chronic and acute
- **Outcomes** - are short-, intermediate-, or longer-term anticipated changes that result from the course of events described in a scenario. They are the ultimate result of the effects and impacts of a given event. Outcomes are measured at the point when all responses (e.g., household coping or “expansion” has taken place, markets have responded, expected changes in governmental and non-governmental programs have occurred). This is a somewhat artificial point in time because, in reality, situations continue to evolve or change. But, here it pertains to the course of events contained within the scenario. Outcomes may be intended or unintended, positive or negative. For example, a negative outcome of a food security emergency, if no action is taken, could be malnutrition among poor urban households in X city, or livelihoods insecurity among poor rural farmers in Y district.

## 7. Slide VIII -- Main Conclusions and Recommendations

- *Information on policy and programming and response implications*
- *Policy recommendations to address food insecurity.*

### 7.1 Guideline and Notes

- Aimed at decision makers and programme planners, provide a brief overview recommendations to address all assessed needs. Recommendations are normally desegregated between, short, medium and long term strategies.
- Recommendations from the VAC Assessment findings may also be framed under a number specific thematic areas. The following are a few suggestions, but by no means exhaustive:

- **Development and Disaster Mitigation Planning** - What are the most appropriate policies and economic interventions to reduce vulnerability to hazards, ranging from droughts to HIV/AIDS.
- **Rehabilitation and Recovery** - How have people been affected by a hazard and what is required to re-establish livelihoods
- **Emergency and Humanitarian responses** -Who is most affected, where and why. What do they need and when
- **Early Warning and Monitoring** - What are the key indicators and what does it mean when one of these changes

**8. Slide IX Policy Analysis** move slide to come before slide 8 on policy recommendations

Policy/Interventions	Policy Statement	In Practice (implementation)	Food Security Implications
Restrictions on importing key commodities (formal and informal trade)			
Restrictions limiting participation in domestic marketing			
Price controls on key commodities			
Subsidies on key commodities			
Restrictions on food aid distribution			
Transport and logistics			
Input availability and distribution			
Macro-policies (foreign exchange, interest rates, credit, etc.)			

**8.1 Guideline Notes**

For each of the following policy issues listed above, please: (1) state the current government policy, (2) briefly explain any differences between the stated policy and how it is implemented in practice, and (3) briefly explain the implications on food security, with a focus on the immediate response to the emergency.

**9. Common Terms and Definitions**

**Food security** -- Secure access by all people at all times to a sufficient quantity and quality of food for an active and healthy life.

**Livelihoods** -- The means by which households obtain and maintain access to essential resources to ensure their immediate and long-term survival

**Livelihood security** -- Ensured access to sufficient resources to ensure immediate and long term survival for all people at all times.

**Vulnerability** -- People are vulnerable if they are expected to be unable to cope with a defined **hazard**; for example, they are vulnerable to crop failure if such a hazard is likely to reduce their access to food or cash below a defined threshold.

**Baseline** -- The quantified analysis of sources of food and income and of expenditure for households in each wealth group over a defined reference period

**Reference Period** -- A defined period (typically 12 months) to which the **baseline** information refers, needed in order to analyse how changes in the future (in production, for example) can be defined in relation to the baseline

**Normal conditions** – Framework, baseline, reference period that describes typical conditions, relationships and dynamics.

**Chronic food insecurity** -- A household is chronically food insecure when it consistently fails to meet its minimum energy requirements

**Coping capacity** -- The capacity of households to diversify and expand access to various sources of food and income, and thus to cope with a specified hazard

**Hazard** -- is a potentially damaging physical event, phenomenon and/or human activity, which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Hazards can include latent conditions that may represent future threats and can have different origins: natural (geological, hydro-meteorological and biological) and/or induced by human processes (environmental degradation and technological, political, economic or social threats). Hazards can be single, sequential, or combined in their origin and effects. They are characterized by their location, intensity, frequency, and probability.

**Shock** – as applied to food security analysis, a shock is an unexpected event that has an impact on the food security of a particular (affected) population group. For example, a failed harvest or rising food prices are examples of shocks that can negatively impact the food security of certain population groups.

**Triggers** - identify circumstances or events that are likely to indicate changes in a situation, or set in motion some course of events. For example, reduced or erratic rainfall could be triggers for drought; low-level inter-communal violence may be a trigger for conflict; sustained storms may be a trigger for flooding; flooding that causes crop losses may be a trigger for a response, etc.

**Household** -- A group of people, each with different abilities and needs, who live together most of the time and contribute to a common economy, and share the food and other income from this.

**Effects** - are the consequences of an event on aspects of people's lives and their environment (such as production, markets, livestock, employment, etc.) that are expected to have food security implications on households at some point (typically between now and the next agricultural season). Effects can be either direct or indirect. Direct effects are directly linked to the hazard (for example, in a particular district, rainfall of 50 percent below normal results in 20 percent crop failure. The crop failure is a *direct effect* of the rain failure). Indirect effects are indirectly linked to the hazard (for example, in this particular district, rain failure results in 20 percent crop failure, which increases demand for purchased grains on the local market. The increased demand is an *indirect effect* of the rain failure.). Effects can be positive or negative – with most hazards there are people who would benefit as well as people who suffer.

**Impacts** – The term *impacts* is reserved to refer to the significant consequences of an event or initial direct effect at the household level (e.g. crop failure, intervention program, etc). Impacts can be either intended or unintended, and can be positive or negative. For example, if local demand for a specific commodity is not met or not met at reasonable cost, some households in the area may face food deficits. In this case, food deficits are an impact of inadequate or unaffordable food supplies.

**Indicators** - are the variables used to measure progress toward specific goals or to gage the progression toward some expected end. They can be quantitative and/or qualitative. Indicators are used to monitor progress during the life of an activity or event, or to measure overall performance for long-term results. For example, significant variation in prices over a season can be an *indicator* of poor temporal market allocations.

**Livelihood Protection Threshold** -- The total income required to sustain local livelihoods. This means total expenditure to: (i) ensure basic survival (i.e. all items covered in the **survival threshold**), (ii) maintain access to basic services e.g. health and education, (iii) sustain livelihoods in the medium to longer term e.g. purchase of seeds or veterinary drugs, and (iv) achieve a minimum locally acceptable standard of living e.g. purchase of basic clothing or coffee/tea.

**Survival threshold** -- The total food and cash income required to cover the food and non-food items necessary for survival in the short term. It includes (i) 100% of minimum food energy needs; (ii) the costs associated with food preparation and consumption; and (iii) where applicable, the cost of water for human consumption

**Outcomes** - are short-, intermediate-, or longer-term anticipated changes that result from the course of events described in a scenario. They are the ultimate result of the effects and impacts of a given event. Outcomes are measured at the point when all responses (e.g., household coping or “expansion” has taken place, markets have responded, expected changes in governmental and non-governmental programs have occurred). This is a somewhat artificial point in time because, in reality, situations continue to evolve or change. But, here it pertains to the course of events contained within a scenario. Outcomes may be intended or unintended, positive or negative. For example, a negative outcome of a food security emergency, if no action is taken, could be malnutrition among poor urban households in X city, or livelihoods insecurity among poor rural farmers in Y district.

**Outcome analysis** -- An analysis of how access to food and cash for a specific vulnerable will be affected by a defined hazard, and of the extent to which other food or cash sources can be added or expanded, or non-essential expenditure reduced, to make up the initial shortages

**Problem Specification** -- The translation of a hazard such as drought into economic consequences at household level.

**Projected Outcome** -- A quantified estimate of access to food and cash, taking into account the shock and household responses to it, in relation to **a survival and livelihoods protection threshold**.

**Scenario** - is a description of a possible course of events which is formed by reasonable assumptions that are based on existing conditions, past experiences or projections. Scenarios are used to estimate the potential impacts of key conditions on populations (for example, a river floods, covering a nearby town and wiping out the local population’s crop).

**Scenario Analysis** -- A quantified estimate of access to food and cash arising from an outcome analysis, taking into account the effects of the hazard and household responses to it, for each of the wealth groups

**Response** – is any action taken before, during, or after a food security threat is identified that is taken with the intention to prevent or mitigate food insecurity or vulnerability to food insecurity and to avoid loss of life or livelihoods. Responses can come from local governments, communities and civil society, the private sector, non-governmental organizations, multilateral organizations, and other regional and international sources.

**Vulnerability Assessment and Analysis (VAA)** – is the process of developing an understanding of a problem (household vulnerability) through data collection from primary and secondary sources (including field work), as well as quantitative and qualitative analysis of the data collected. The results of this process form the basis of understanding vulnerability to food insecurity and should play a role in the development of a plan of action.

December 9 <sup>th</sup> 2008	Arrival of participants	Meeting Organiser
<b>DAY 1: Theme:</b> <i>Country presentations on reflections/ lessons learned/ Challenges in the 2007/08 season and the way forward for the 2008/09 assessments</i>		
<b>Time</b>	<b>Activity</b>	<b>Responsibility</b>
8.00-8.30	Participants Registration	Meeting Organiser
8.30-9.00	<b>Official Opening</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Welcome remarks</li> <li>• Opening Remarks</li> <li>• Official Opening Speech</li> </ul>	Facilitator SADC FANR Directorate Botswana Representative South Africa Representative
9.00-9.10	AOM objectives	RVAA PMU
<b>Morning Session Chair: RVAC Chair</b>		<b>Rapporteur: Zimbabwe &amp; Namibia</b>
<b>Regional Seasonal Review</b>		
<i>Guide: General Overview of the 2007-08 Growing season: Participants are expected to link this information to their 2008/09 VAA work plans</i>		
9.10-9.20	2008/09 Seasonal Rainfall Outlook and potential impacts to agricultural production	SADC Secretariat (RRSU)
<i>Guide: NVAC Chairs to provide a national overview of lessons learnt in the 2007/08 season highlighting success stories and challenges, main risks &amp; hazards to Livelihoods, policy implications and impact on VAC work and the way forward for the 2008/09 assessments,</i>		
9.20-9.40	Presentation on the 2008 Experiences and Challenges	Lesotho VAC
9.40-10.00	Presentation on the 2008 Experiences and Challenges	Mozambique VAC
10.00-10.20	Presentation on the 2008 Experiences and Challenges	Zimbabwe VAC
<b>10.20-10.40</b>	<b>Break</b>	
10.40- 11.00	Presentation on the 2008 Experiences and Challenges	Angola VAC
11.00 – 11.20	Presentation on the 2008 Experiences and Challenges	Zambia VAC
<b>11.20-11.40</b>	<b>Plenary discussions</b>	Facilitator
11.40-12.00	Presentation on the 2008 Experiences and Challenges	Swaziland VAC
12.00-12.20	Presentation on the 2008 Experiences and Challenges	Madagascar VAC
12.20-12.40	Presentation on the 2008 Experiences and Challenges	Malawi VAC
12.40-13.00	Presentation on the 2008 Experiences and Challenges	South Africa VAC
<b>13.00-14.00</b>	<b>Lunch</b>	
14.00- 14.20	Presentation on the 2008 Experiences and Challenges	Namibia VAC
14.20-14.40	Presentation on the 2008 Experiences and Challenges	Botswana VAC
14.40-15.00	Presentation on the 2008 Experiences and Challenges	Mauritius VAC
15.00-15.20	Presentation on the 2008 Experiences and Challenges	Tanzania VAC
<b>15.20- 15.40</b>	<b>Plenary Discussions</b>	<b>Facilitator</b>
<b>15.40- 16.00</b>	<b>Tea</b>	
<b>Afternoon Session Chair: Botswana</b>		<b>Rapporteur: Malawi &amp; Swaziland</b>
<i>Guide: NVACs are advised to take note of the ICP VAA activities and consider incorporating activities relevant to their countries into ongoing VAA assessments and monitoring activities as well as work plans,</i>		
16.00- 16.20	Presentation on ICP VAA activities and potential support to NVACs	SADC RVAA PMU
16.20-16.50	<b>Plenary discussions</b>	Facilitator
16.50-17.00	Summary of day	Facilitator
17.00	End of Day 1	
<b>DAY 2: Theme:</b> <i>Discuss and reach consensus on the reporting requirements of the Annual VAA Dissemination Report</i>		

<b>Guide:</b> NVACs to discuss and adopt the main items for harmonising Annual VAA Dissemination Reports.		
<b>Morning Session Chair: South Africa</b>		<b>Rapporteur: Tanzania &amp; Lesotho</b>
8.30-9.00	Recap of day 1 proceedings	Facilitator
9.00 -9.25	Presentation of the Draft Annual VAA Dissemination reporting requirements	SADC RVAA PMU
9.25- 10.30	Working Groups to discuss and adopt the Annual VAA Dissemination reporting requirements	Facilitator
<b>10.30- 10.45</b>	<b>TEA BREAK</b>	
11.45 – 12.45	Group Presentation and Plenary Discussion	Facilitator
12.45 – 13.00	Introduction to NVAC workplans 2008-09	Facilitator
<b>13.00-14.00</b>	<b>LUNCH</b>	
<b>Afternoon Session Chair: Malawi</b>		<b>Rapporteur: Tanzania &amp; Lesotho</b>
14.00-16.00	Country Break away to finalise workplans.	All NVACs
<b>16.00-16.45</b>	<b>TEA BREAK</b>	
16.45- 17.00	Presentation of NVAC Annual Workplans 2008-09	Tanzania VAC
<b>17. 00</b>	<b>END of DAY 2</b>	
<b>DAY 3: Theme:</b> <i>Discussions on the 2008/09 National Vulnerability Assessment Committees (NVACs) work plans</i>		
<b>Session Chair: Tanzania</b>		<b>Rapporteur: Botswana and South Africa</b>
<b>Guide:</b> NVACs to present final work plans for 2008-09		
8.30-8.40	Recap of day two	Facilitator
8.40-9.00	Presentation of NVAC Annual Workplans 2008-09	Lesotho VAC
9.00-9.20	Presentation of NVAC Annual Workplans 2008-09	Mozambique VAC
9.20-9.40	Presentation of NVAC Annual Workplans 2008 -09	Zimbabwe VAC
9.40-10.00	Presentation of NVAC Annual Workplans 2008-09	Angola VAC
10.00-10.20	Presentation of NVAC Annual Workplans 2008- 09	Zambia VAC
<b>10.20-10.40</b>	<b>TEA BREAK</b>	
<b>10.40-11.00</b>	<b>Plenary discussions</b>	Facilitator
11.00-11.20	Presentation of NVAC Annual Workplans 2008-09	Swaziland VAC
11.20-11.40	Presentation of NVAC Annual Workplans 2008-09	Madagascar VAC
11.40-12.00	Presentation of NVAC Annual Workplans 2008-09	Malawi VAC
12.00-12.20	Presentation of NVAC Annual Workplans 2008-09	South Africa VAC
12.20-12.40	Presentation of NVAC Annual Workplans 2008-09	Namibia VAC
12.40-13.00	Presentation of NVAC Annual Workplans 2008-09	Botswana VAC
13.00-13.30	<b>Plenary discussions and summary of discussions</b>	Facilitator
13.30	<b>Closing Remarks and Departure</b>	

## 8.4 List of participants

1	Caroline Kilembe	Senior Agricultural Officer	Agriculture Food Security & Cooperativ	Tanzania	<a href="mailto:carokilembe@yahoo.com">carokilembe@yahoo.com</a>	255,222,865,950
2	Charles Rethman	Technical Advisor MVAC	RVAA Programme	Botswana	<a href="mailto:charles-rethman@yahoo.com">charles-rethman@yahoo.com</a>	27716735502
3	Choice Ginindza	Statistician - Swazi VAC Chair	Ministry of Economic Planning & Devel	Swaziland	<a href="mailto:cginindza@yahoo.co.uk">cginindza@yahoo.co.uk</a>	2686030978, 404:
4	Francisca Cabral	Chief of Information Unit SETSAN	Ministry of Agriculture	Mozambique	<a href="mailto:fcabral@setsan.org.mz">fcabral@setsan.org.mz</a>	25821461873
5	Geoffrey Chiduo	Senior Planning Officer	Tanzanian Food & Nutrition Centre	Tanzania	<a href="mailto:sehewa2002@yahoo.com">sehewa2002@yahoo.com</a>	255754310583/7i
6	George Kembo	Deputy Director/ZimVAC Chair	Food & Nutrition Council	Zimbabwe	<a href="mailto:gkembo@sirdc.ac.za">gkembo@sirdc.ac.za</a>	263912452037/2i
7	Hannock Kumwenda	Deputy Director	Ministry of Economic Planning & Devel	Malawi	<a href="mailto:chairperson@malawivac.org">chairperson@malawivac.org</a>	26517888/26599:
8	Matselitso Mojaki	Deputy Chief Executive	Disaster Management Authority	Lesotho	<a href="mailto:dce@dma.gov.ls">dce@dma.gov.ls</a>	26622312183
9	Moses Kachale	Economist	Ministry of Economic Planning, VAC	Malawi	<a href="mailto:mokachale@yahoo.com">mokachale@yahoo.com</a>	2658874993
10	Richard Gomo	Acting Deputy Director	Ministry of Public Service, Labour & So	Zimbabwe	<a href="mailto:richardgomo@yahoo.co.uk">richardgomo@yahoo.co.uk</a>	2634794564/263:
11	Robert Kafakoma	Facilitator		Malawi		2658842875
12	Sissenado Marcelino	Head Information - Food Security	Ministry of Estate Administrate	Mozambique	<a href="mailto:smarcelino@inge.gov.mz">smarcelino@inge.gov.mz</a>	258,829,047,020
13	Tokollo Naleli	Monitor	Disaster Management Authority	Lesotho		26622312183
14	Tsakani Chauke	Information Analyst	Department of Agriculture	South Africa	<a href="mailto:tsakanic@nda.agric.za">tsakanic@nda.agric.za</a>	27123796724
15	Vakele Gama	Agricultural Economist	Ministry of Agriculture	Swaziland	<a href="mailto:gamav@gov.sz">gamav@gov.sz</a>	2684072731
16	Yande Mwape	Head - Research & Planning	Office of the VP, Disaster Management	Zambia	<a href="mailto:mwapeyande@yahoo.com">mwapeyande@yahoo.com</a>	260,966,754,275
17	Tryphine Zodwa Phakedi	Deputy Director - Food Security	Department of Agriculture	South Africa	<a href="mailto:zodwa@nda.agric.za">zodwa@nda.agric.za</a>	123196656
18	Sylvie Montembault	Regiona Assessment Officer	WFP	South Africa	<a href="mailto:sylvie.montembault@wfp.org">sylvie.montembault@wfp.org</a>	27829081432
19	Gina Rakotoarimanana	Management Info - Food Security & Vuln	National Risk & Disaster Mngt Office	Madagascar	<a href="mailto:bijouginna@gmail.com">bijouginna@gmail.com</a>	261202259450/2i
20	Dominiciano Mulenga	National Coordinator	Office of the VP, Disaster Mngt & Mitig	Zambia	<a href="mailto:mulenga77@yahoo.co.uk">mulenga77@yahoo.co.uk</a>	260,979,851,315
21	Chansa Mushingi	Country Representative	FEWSNET	Zambia	<a href="mailto:cmushingi@fews.net">cmushingi@fews.net</a>	2601262750/1
22	Elias Mabaso	Humanitarian	UNOCHA	South Africa	<a href="mailto:mabasoe@un.org">mabasoe@un.org</a>	27829081337
23	Craig Castro	Regional Coordinator - Economic Justice	OXFAM Regional Office	South Africa	<a href="mailto:ccastro@oxfam.org.uk">ccastro@oxfam.org.uk</a>	27828547761
24	James Bwirani	Regional Food Security Advisor	OXFAM Regional Office	South Africa	<a href="mailto:jbwirani@oxfam.org.uk">jbwirani@oxfam.org.uk</a>	27828552268
25	Nadia Vas	Head: Assessment Monitoring & Evaluati	WFP	Zimbabwe	<a href="mailto:nadia.vaz@wfp.org">nadia.vaz@wfp.org</a>	25821484246
26	Olex Kamowa	National Technical Advisor	Malawi VAC	Malawi	<a href="mailto:nationalta@malawivac.net">nationalta@malawivac.net</a>	2659775583/265:
27	Tamara Nanitashvili	Regional Response Analysis Consultant	World Food Programme		<a href="mailto:tamara.nanitashvili@wfp.org">tamara.nanitashvili@wfp.org</a>	256,312,242,000
28	Sam Chimwaza	FEWSNET Representative	FEWSNET Project	Malawi	<a href="mailto:schimwaza@fews.net">schimwaza@fews.net</a>	2651754892
29	Basra Hassan	Nutrition Specialist	UNICEF	South Africa	<a href="mailto:bahassan@unicef.org">bahassan@unicef.org</a>	115171579
30	Phumzile Mdladla	Regional Representative	FEWSNET	South Africa	<a href="mailto:pmdladla@fews.net">pmdladla@fews.net</a>	27123626494
31	Blessing Butaumocho	Country Representative	FEWS NET	Zimbabwe		
32	Irene Kadzere	FAO Regional Emergency Agronomist	FAO RIACSO	South Africa	<a href="mailto:irene.kadzere@fao.org">irene.kadzere@fao.org</a>	27115171507
33	Duncan Samikwa	Programme Manager, SADC RVAA	SADC RVAA PMU	Botswana	<a href="mailto:duncansamikwa@yahoo.ie">duncansamikwa@yahoo.ie</a>	26772112031
34	Isaac Tarakidzwa	Deputy Representative	FEWS NET	Botswana	<a href="mailto:itarakidzwa@sadc.int">itarakidzwa@sadc.int</a>	27765928738
35	Gary Sawdon	RVAA Advisor	RHVP	Botswana	<a href="mailto:gary@rhvp.org">gary@rhvp.org</a>	26771356017
36	Kebabonye Molefhi	Principal Food Security Coordinator	Ministry of Finance & Dev. Planning	Botswana	<a href="mailto:kmolefhi@gov.bw">kmolefhi@gov.bw</a>	273950367
37	Benjamin Rinehart	Food Security Information Specialist	FEWSNET	US	<a href="mailto:brinehart@fews.net">brinehart@fews.net</a>	12022470191
38	Sibajene Munkombwe	Programme Officer	Lutheran World Federation	Zambia	<a href="mailto:sibajere2002@yahoo.com">sibajere2002@yahoo.com</a>	211291223
39	Bruce Isaacson	Senior Emergency Coordinator	FAO	South Africa	<a href="mailto:bruce.isaacson@fao.org">bruce.isaacson@fao.org</a>	27829081330
40	Chada Koketso	Deputy Director, Rural Development Poli	Finance & Development Planning	Botswana	<a href="mailto:ckoketso@gov.bw">ckoketso@gov.bw</a>	2673914938/ 395
41	Blessing Siwela	GIS Specialist (RRSU)	SADC FANR	Gaborone	<a href="mailto:bsiwela@sadc.int">bsiwela@sadc.int</a>	2673951863
42	Portia Ramosweu	Principal Food Strategy Coordinator	Finance & Development Planning	Gaborone	<a href="mailto:pramosweu@gov.bw">pramosweu@gov.bw</a>	2673950242
43	Bentry Chaura	Senior Programme Officer, Food Security	SADC Secretariat	Gaborone	<a href="mailto:bchaura@sadc.int">bchaura@sadc.int</a>	26771523754