



GOVERNMENT OF KERALA

Abstract

DMD – NCRMP (National Cyclone Risk Mitigation Project) – Component A – Early Warning Dissemination System (EWDS) – Institutional Arrangements to facilitate effective project execution -- Constitution of Project Management Committee (PMC) and associated structures – Sanction accorded – Orders issued

DISASTER MANAGEMENT (B) DEPARTMENT

G.O.(Rt)No.313/2021/DMD Dated,Thiruvananthapuram, 08/03/2021

Read 1

G.O. (Rt) No. 960/2020/DMD dated, Thiruvananthapuram, 04/12/2020

2

Letter No. RMP/SPIU/036/2016 dated 03.03.2021 from State Project Manager, NCRMP

ORDER

The Early Warning Dissemination System (EWDS) is a time-bound turnkey project being implemented in the State under Component A of the National Cyclone Risk Mitigation Project (NCRMP). It is a key pillar in Disaster Risk Reduction (DRR).

The main objective of EWDS is to disseminate alerts / early warnings regarding impending disasters collated from various National and International Agencies through the State Emergency Operations Centre (SEOC), 14 District Emergency Operations Centres (DEOCs), 77 Taluk Emergency Operations Centres (TEOCs), Fisheries Stations of the Fisheries Department,

14 Divisional Offices of the Fire and Rescue Department and the Police Head Quarters, by augmenting existing facilities / establishing state-of-the-art communication facilities and also through an integrated system of sirens and strobe lights in 126 remote locations across the State as part of last mile connectivity. The Infrastructure Providers (IPs) and Telecom Service Providers (TSPs) in the State's telecom sector are already on-board [along with the Department of Telecommunications (DoT), Government of India] to provide support to this project. Telecommunications Consultants India Limited (TCIL) is the NDMA appointed consultant for Kerala EWDS project.

As per the Government Order read as 1st paper above, Government have issued revised Administrative Sanction for EWDS work and the work has been awarded to CMS Computers Limited for an amount of Rs 78.59 Crores (including O & M for 2 years but excluding AMC charges). The contract agreement was executed on 22.01.2021 and the work is in progress.

The EWDS work involves multiple sites across Kerala. The multitude of work sites (indoor and outdoor), the inherent technical complexity of the work and the scale of co-ordination needed among multiple stakeholder departments / agencies (State and Central), impose many challenges in project execution. There is a need to maintain a close liaison among multiple EWDS stakeholders, resolve unforeseen site problems and integration issues as and when they arise, monitor and account for the distribution of project BOM(Bill of Materials), undertake technical quality checks and inspect and clear the stage-wise bills while ensuring that the contractor adheres to the accepted product specifications, project milestones and functional guarantees. Institutional arrangements in the form of dedicated teams are needed at the State and District levels to provide administrative and technical support, trouble-shoot problems / issues day-in and day-out and to ensure a high level of co-ordination among stakeholder departments and agencies. Hence the State Project Manager, NCRMP as per his letter read as 2nd paper above has requested to constitute a *Project Management Committee, Administrative Support Group, Technical Support Group and a Quick Response Team* at the State Level and a *District PMC -EWDS* in every district to facilitate the execution of EWDS work in the State.

Government have examined the matter in detail and are pleased to constitute a *Project*

Management Committee, Administrative Support Group, Technical Support Group and a Quick Response Team at the State Level and a *District PMC - EWDS* in every district for assisting in the execution of EWDS project work in the State with immediate effect.

The constitution of the above Committees and their roles and responsibilities shall be as given below:

Project Management Committee (at the State Level)

The Project Management Committee (PMC) shall have all the members of the Administrative Support Group (ASG) and the Technical Support Group (TSG)

Administrative Support Group (ASG) (at the State Level)

1. State Project Manager (SPM), NCRMP SPIU (Team Leader)
2. Finance Manager, NCRMP
3. Assistant Commissioner, Disaster Management, Commissionerate of Land Revenue
4. Shri. M. Thajudeen, Deputy Director of Fisheries (Marine), SPOC, Directorate of Fisheries, Vikas Bhavan, Thiruvananthapuram
5. Mr. Nalinachandran V, Procurement Specialist and Single Point of Contact (SPOC), NCRMP SPIU
6. Construction Manager, NCRMP SPIU
7. Environment and Social Specialist, NCRMP SPIU
8. State Community Mobiliser, NCRMP SPIU
9. Representative of M/s. TCIL

10. Ms Jeny Joseph, Office Assistant in-charge of EWDS work, NCRMP SPIU

The SPM may co-opt one or more members to the ASG if found necessary in due course.

Technical Support Group (TSG) (at the State Level)

1. Head SEOC & Member Secretary, KSDMA (Team Leader)
2. Cdr. Jacob J. Koottummel (Retd), Independent Professional on IT & Communication Infrastructure Project, SEOC
3. ICT Administrator of SEOC
4. Domain Expert and Representative of M/s. TCIL

The SPM, on the advice of the TSG, is authorized to permit the TSG to co-opt additional expert members working or retired, having adequate knowledge and domain expertise in advanced communications, hardware and software integration, to be part of the TSG.

Quick Response Team (QRT) (at the State Level)

A Quick Response Team (QRT) stationed at the Office of the Kerala State Disaster Management Authority (KSDMA) shall monitor, coordinate and handle various day-to-day activities with respect to the overall project management. A log of the issues that arise and the corresponding actions taken /resolution of the same shall be maintained in a Register by the Office Assistant in-charge of EWDS in NCRMP – SPIU and the entries shall be verified and counter signed by the Procurement Specialist as the Head of the QRT. The terms of the EWDS Contract (which includes RFB) should be adhered to.

The QRT shall consist of

1. Procurement Specialist NCRMP-SPIU (Head, QRT)
2. An IT representative of KSEOC

3. Project Management Professional (PMP) of M/s TCIL
4. Representative of M/s CMS Computers Ltd (the Contractor) and
5. Office Assistant in-charge of EWDS in NCRMP – SPIU

District PMC - EWDS (one in every District)

The District PMC - EWDS shall consist of the following members:

1. Chairman DDMA (Chair)
2. Additional District Magistrate
3. Deputy Collector in-charge of Disaster Management in the District
4. District Fire Officer
5. Deputy Director, Panchayats
6. Deputy Director, Fisheries
7. Huzur Sheristedhar
8. HQ Deputy Thasildhars of Taluks
9. JS / DT in-charge of TEOC in the Taluk

The Chairman DDMA may co-opt the District Development Commissioner (DDC) in the District to the 'District PMC – EWDS'. The DDMA shall issue specific orders constituting the above Committee in the District and laying down their roles and responsibilities in EWDS project management in tune with this Government Order.

Tasks, Roles & Responsibilities pertaining to the above Institutional Arrangements

EWDS being a unique state-wide project under NCRMP having strict timelines, multiple implementation sites, complex communication technology and multiple stakeholder departments and agencies (Centre and State), for successful and time-bound project implementation and integration, active liaisoning is required at the State and District Levels with multiple departments / agencies like Fire & Rescue, Police, Fisheries, Revenue, LSGIs, Telecom Service Providers (TSP), Telecom Infrastructure Providers (TIPs), Contractor (CMS Computers Limited), TCIL (Technical Consultant), DDMA, KSDMA, NCRMP SPIU (Employer), etc.

Quick Response Team (QRT) – tasks, roles and responsibilities

- i. Act as the effective first link for all communications on matters pertaining to EWDS and promptly intervene on all support needs of the project.
- ii. Proactively respond to all incoming email communications and ensure its timely follow-up/response.
- iii. Maintain an event diary/log book of project activities, on daily basis.
- iv. Ensure secure filing and proper accounting of all communications and correspondence. Maintain a soft-backup of all documentation and update the backup regularly.
- v. On behalf of the State Project Manager, (SPM), act as the Single Point of Communications (SPOC), and interact with all project SPOCs and 3rd parties to obtain project updates and daily status.
- vi. Review the project implementation plan and update its weekly progress/status.
- vii. Call for project meetings as per schedule and on as-required basis. Coordinate, schedule and conduct meetings with all stakeholders, on as-required basis and prepare its agenda and minutes of meetings and ensure its timely issue and follow-up actions.
- viii. Where approvals and clearances are necessary, liaise with the authorities to avoid any

- v. Arrange permission on shifting of utilities, where needed through District PMC
- vi. Process and issue No Objection Certificate, if any
- vii. Arrange for grant of Right-of-Way/ Right-of-Use permission, on as-required-basis for the works through District PMC / DDMA
- viii. Discuss and finalize Project Plan and schedules in consultation with TSG
- ix. Arrange all site permissions and clearances through District PMC / DDMA
- x. Arrange for statutory permissions, if any
- xi. Arrange necessary clearances and approvals from the State Government
- xii. Ensure availability of backend resources and site clearances for work on time through District PMC.
- xiii. Review Change Management, if any owing to issues at work sites in consultation with TSG
- xiv. Monitor and review progress of project implementation on a regular basis.
- xv. Monitor and review reports from field units and remote locations.
- xvi. Review all the reports and bills/invoices forwarded by the Contractor.
- xvii. Accept Invoices on the basis of due recommendation by Technical Support Group following vetting and onsite inspection by TCIL and Clearance of Contractor bills.
- xviii. Ensure that all routine and scheduled Contractor bills are settled in time as per contract conditions
- xix. Ensure availability of manpower to help meet the training commitments of the Contractor.
- xx. Make appropriate recommendations to the PMC on project implementation activities

project delays.

- ix. Maintain a project hindrance register and ensure timely resolution of each entry.
- x. Coordinate with various authorities and obtain necessary permissions and clearances.
- xi. QRT shall seek the guidance of Head SEOC in matters of urgent technical nature
- xii. Review and resolve all pending or unresolved issues. The QRT should adopt a proactive problem-solving approach. The QRT shall escalate only matters beyond the scope / purview / resolution capacity of QRT to the Administrative or Technical Support Group of the EWDS project.
- xiii. Closely and proactively watch various contractual obligations of SPIU, CMS Computers Limited and TCIL and act accordingly
- xiv. Make appropriate recommendations and suggestions to Administrative or Technical Support Groups, with support references of relevant statutory clauses associated with the project.

Administrative Support Group (ASG) – roles and responsibilities

The ASG shall

- i. Ensure timely availability of rooms and infrastructural facilities for the installation of EWDS associated ICT equipments in DEOCs and TEOCs.
- ii. Liaise with the Contractor, TCIL, all stakeholder departments and agencies and project-related private entities on all EWDS project matters.
- iii. Account for the project BoM/BoQ and monitor its distribution as per project resource allocation.
- iv. Monitor all work permissions and clearances for road cutting and digging through the District PMC

XXI. Work in tune with the Employer's obligations under the contract agreement

Technical Support Group (TSG) — roles and responsibilities

The TSG shall

- i) Handle all issues related to various technical inter dependencies, matters regarding connectivity, communications, communication licenses and electrical interfaces w.r.to project works.
- ii) Liaise with Contractor, TCIL, all stakeholder departments and agencies and project-related private entities on technical matters w.r.to the EWDS project
- iii) Deliberate with various Telecom Operators and Infra Providers – under TERM/DoT, on as-required-basis.
- iv) Identify Telecom towers (Class-A) or high-rise Govt buildings for housing the project Sirens and Strobe lights.
- v) Issue clearances to site layout, electrical & communication works.
- Vi) Monitor project BoM/BoQ distribution and undertake its QC/QA and ensure its conformation to the technology and RFB norms.
- Vii) Ensure that the work practices followed by the Contractor are in conformance with the best work standards and industry best practices.
- viii) Accord permissions for access to various 3rd Party Application Programming Interfaces (APIs) that are required to be integrated into EOC Command and Control cum Incident Management platform.
- ix) Undertake Factory Acceptance Testing (FAT) on as-required basis.
- x) Review all Change Management, owing to technology refresh, or OEM mergers, or closure of OEM or other technical parameters, document the same and bring it to the knowledge of the

PMC

- Xi) Review and accept Software Requirement Specifications (SRS), drawings and project documentation.
- Xii) Undertake functional guarantee tests as per RFB and issue work completion certification for both Indoor and Outdoor works.
- Xiii) Make appropriate recommendations to the PMC on project implementation activities
- xiv) All technical deviations shall be brought to the attention of the PMC
- Xv) Work in tune with the Employer's obligations under the contract agreement

Project Management Committee (PMC) – roles and responsibilities

Overall project management, supervision, work reviews and final acceptance will be assured by the Project Management Committee which will be supported in these tasks by both ADG and TSG.

The PMC will

- i. Meet on as-required-basis and at least once in a month, either online or physically to review progress / reports of ASG and TSG.
- ii. Conduct overall supervision and monitoring of all activities related to the EWDS project work implementation in the State.
- iii. Review all pending or unresolved issues put forth by both ASG and TSG and by the Contractor.
- iv. Take decisions on revision of implementation of the project without exceeding project cost
- v. Review implementation progress and work schedules/plans in each of the

areas under ASG and TSG.

- vi. Accord clearances, ensure timely intervene and resolve all the project related implementation issues submitted before PMC.
- vii. Guide the Contractor in all areas of project implementation, when necessary.
- viii. Monitor major project activities, timelines, milestones, quality supply, workmanship, Human Resources (HR) and their training, etc.
- ix. Review of user feedback, conduct of surveys, interviews, team meeting, etc
- x. Approve changes to the project scope.
- xi. Review and revise associated procedural and policy issues related to EWDS.
- xii. Fast-track approvals, reports and major recommendations on project implementation.
- xiii. Issue User Satisfaction Certificate to TCIL for their consultancy work payments
- xiv. Ensure all Contract payment schedules are met as per the contract
- xv. Call for the meeting of the Implementation Committee (IC), at the first available opportunity on any or all of the following:-
 - a. Outstanding payments that could warrant interest payments from the State exchequer

- b. Issues that are not settled or beyond the jurisdiction of arbitration procedure laid down in RFB.
- c. All other general matters and technical deviations (including inevitable change of items in the best interest of the project) that need higher attention or approvals and unresolved project issues or bottlenecks, beyond the control of the above institutional arrangements

District PMC – EWDS — roles and responsibilities

The District PMC shall

- i. Render all necessary support to implement the EWDS project in the District working with the ASG and the TSG
- ii. Facilitate the execution of works (in-door and out-door) under the project by the Contractor – CMS Computers Ltd
- iii. In the best interest of timely and successful project implementation expeditiously issue /arrange permissions for sites / locations and clearances for road cutting, right of way, NOC, utility shifting, etc. on as-required basis
- iv. Ensure co-ordination among various stakeholder departments / agencies for project implementation including TCIL
- v. Place the list of shortlisted towers and locations for installation of Sirens and Strobe lights under the Project for consideration and approval of DDMA
- vi. Liaise with Telecom Service Providers and Telecom Infrastructure

Providers for the installation of project sirens and strobe lights

- vii. Provide personnel for training in the operation of EWDS as part of the project
- viii. Ensure security and safety of EWDS equipments supplied /installed
- ix. Review monthly progress of implementation at the District level and provide a hindrance-free environment for project works
- x. Escalate only unresolved issues to the ASG/TSG/PMC.

Responsibilities of TCIL

M/s TCIL are the NDMA appointed EWDS project consultant and as per the Terms of Reference of contract with TCIL, they are supposed to extend the following support services:-

- Coordinate with SPIU for installation, testing and commissioning of equipment and services and monitor performance and help in the certification of equipment and services for operability and final payment to suppliers/vendors.
- Assist SPIU and other State Agencies and suppliers/vendors in obtaining necessary regulatory/statutory clearances.
- Quality inspection of the deliveries, Workmanship inspections, conduct of tests and trials, verification of as installed drawings, documentations and certifications, change management, project conflict resolution, etc.
- With the assistance of supplier/vendors help prepare an Operation Manual and a Training Manual in Malayalam and English and assist the SPIU in rolling that out to the stakeholders.
- Assist SPIU during the Third-Party Quality Audit of the quality of the equipment and the functionality of the equipment so installed during the project period

- Assist user (KSEOC and KSDMA) to ensure proper and continuous supervision of maintenance of the equipment during the warranty period as per the Service Level Agreement and for the additional two-year warranty period
- Continue to monitor the O & M of the system by the supplier/vendors and state agencies for a period of two years and advice on shortcomings, rectification/improvement measures to be adopted during the project period.
- Towards the above duties, position qualified manpower (for Procurement & Contract Management Expert (PCM), Quality Compliance and Audit Specialist (QCA) and two Field Engineers (FE)) and other HR in accordance with the contractual obligations with SPIU (KSDMA/NCRMP)
- TCIL should extend all support to SPIU in accordance with the terms of the contract.

The institutional arrangements of PMC, ASG, TSG, QRT and District PMCs -EWDS to facilitate the systematic, successful and timely execution of EWDS project shall be in operation till the successful commissioning and handing over of the EWDS project and settlement of payments due to the contractor (about 36 months).

The members co-opted to the ASG and TSG who are *not* full-time staff of SPIU / TCIL / Other Government Departments /KSDMA/KSITM shall be paid a reasonable remuneration for their services with the approval of the Project Director, NCRMP from the funds available under Component D of NCRMP.

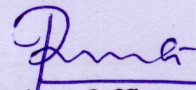
(By order of the Governor)
DR. A JAYATHILAK IAS
PRINCIPAL SECRETARY

To:

1. The State Project Manager, NCRMP- SPIU
2. Chairman, DDMA (All 14 Districts)

3. The Head KSEOC & Member Secretary, KSDMA
4. Cdr. Jacob J. Kootummel (Retd), Independent Professional on IT & Communication Infrastructure Project, KSEOC
5. M/s TCIL Consultants

Forwarded /By order


Section Officer

Copy To

- 1) PS to Hon'ble Minister for Revenue & Housing
- 2) The Principal Secretary, Disaster Management Department
- 3) Commissioner, Land Revenue
- 4.) Additional Secretary, Disaster Management Department
- 5.) Finance Officer, Disaster Management Department