



**TERMS OF REFERENCE  
FOR  
DISASTER MANAGEMENT COMMITTEE,  
DISASTER MANAGEMENT UNIT AND  
EMERGENCY RESPONSE TEAMS  
FOR  
DISASTER MANAGEMENT AND PREPAREDNESS  
MINISTRY OF INFRASTRUCTURE AND  
TRANSPORT**

**June 2025**

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## Glossary

<b>Abbreviation/Term</b>	<b>Definition/Meaning</b>
BCAA	Bhutan Civil Aviation Authority
BCP	Business Continuity Plan
BCTA	Bhutan Construction and Transport Authority
BICMA	Bhutan InfoComm and Media Authority
BPCL	Bhutan Power Corporation Limited
BRCS	Bhutan Red Cross Society
BTL	Bhutan Telecom Limited
DGM	Department of Geology and Mines
DHS	Department of Human Settlement
DM	Disaster Management
DMC	Disaster Management Committee
DM&CP	Disaster Management and Contingency Plan
DMU	Disaster Management Unit
DoAT	Department of Air Transport
DoFPS	Department of Forest and Park Services
DoID	Department of Infrastructure Development
DoPP	Department of Procurement and Properties
DRC	Department of Revenue and Customs
DSE	Department of School Education
DTA	Department of Treasury and Accounts
ERT	Emergency Response Team
FBPP	Field Based Preparedness Project
GLOF	Glacial Lake Outburst Flood
HSC&L	Humanitarian Supply Chain & Logistics
IC	Incident Commander
LCA	Logistics Capacity Assessment
LG	Local Government
MoAL	Ministry of Agriculture and Livestock
MoENR	Ministry of Energy and Natural Resources
MoESD	Ministry of Education and Skills Development
MoFAET	Ministry of Foreign Affairs and External Trade
MoF	Ministry of Finance
MoHA	Ministry of Home Affairs
MoH	Ministry of Health
MoICE	Ministry of Industry, Commerce and Employment
MoIT	Ministry of Infrastructure and Transport
MoU	Memorandum of Understanding
NDMA	National Disaster Management Authority

NCHM	National Centre for Hydrology and Metrology
NDRCC	National Disaster Response Coordination Committee
NDRCP	National Disaster Response and Coordination Process
NFI	Non-Food Item
NLOM	National Logistics Operation Manual
NMS	National Medical Services
OS&CP	Office Safety and Contingency Plan
RBA	Royal Bhutan Army
RBP	Royal Bhutan Police
SAR	Search and Rescue
SOP	Standard Operating Procedure
TAT	Turn Around Time
Thromde	Municipality
WFP	World Food Programme

*Table 1: Glossary of Terms*

## Definitions

Emergency Shelter	A temporary facility to house individuals displaced by a disaster or emergency.
Gewog	Block
Stockpiling Centers	Areas/ locations identified for prepositioning emergency shelter items

*Table 2: Definition of Terms*

# 1. Background

## 1.1. Provisions in the Disaster Management Act

Considering the vulnerability of Bhutan to various natural hazards and to enhance the preparedness level to manage disasters in the country, specifically for Type III disasters, the Disaster Management Act of Bhutan 2013 mandates agencies to establish disaster management structure at the agency level and mainstream disaster risk reduction in their programs, plans and policies

The requirement is in line with the following provisions in the Act:

### 1) Chapter 6- Function of Agency and Private Sector:

- i) Section 66 states that “Every agency including the private sector notified by the National Disaster Management Authority shall institute a Disaster Management Unit in its organization.”
- ii) Section 67 states that “An agency notified by the National Disaster Management Authority shall:
  - Prepare, implement, review and update Disaster Management and Contingency Plan in accordance with the guideline formulated under this Act;
  - Put in place a plan that would reasonably ensure continuity of critical services in the event of disaster; creation of hazard zonation and vulnerability map including structural and non-structural measures;
  - Ensure compliance of approved hazard zonation and vulnerability map;
  - Ensure compliance and monitor implementation of structural and non-structural measures;
  - Ensure the establishment, functioning and maintenance of Critical Disaster Management Facility;
  - Provide assistance to Dzongkhag Disaster Management Committee, as and when required; and
  - Perform such other function as may be prescribed under this Act or any law in force or as directed by the National Disaster Management Authority.

- iii) Section 69 states that “Gewog, Thromde, Dzongkhag, agency and private sector notified under sections 67 and 68 of this Act shall ensure mainstreaming of disaster risk reduction into its development plan, policy, programme and project.
- iv) Section 71 states that “Every Gewog, Thromde, Dzongkhag and agency shall make provision for funds in its five-year plan and annual plan and budget for the purpose of mainstreaming of disaster risk reduction and carrying out the activities set out in its Disaster Management and Contingency Plan.”
- v) Section 73 states that “the Disaster Management and Contingency Plan shall make provision for:
  - Prevention, mitigation and preparedness;
  - Maintaining emergency stockpiles including procedure for its release, replenishment and distribution;
  - Efficient response and relief during disasters;
  - Budget projection for the implementation of the plan; and
  - Such other matter as provided for in the guideline formulated under this Act.
- vi) Section 76 states that “Every agency and private sector notified under sections 67 and 68 of this Act shall prepare its Disaster Management and Contingency Plan.

Aligning with the national objective of disaster preparedness, the National Disaster Risk Coordination Committee (NDRCC) has been constituted comprising six Desks under it. During a Type III disaster, the Ministry of Infrastructure and Transport (MoIT) has been tasked to function under two desks, namely the Logistics Desk and the Essential Services & Restoration Desk. The composition of the two Desks is as shown below:

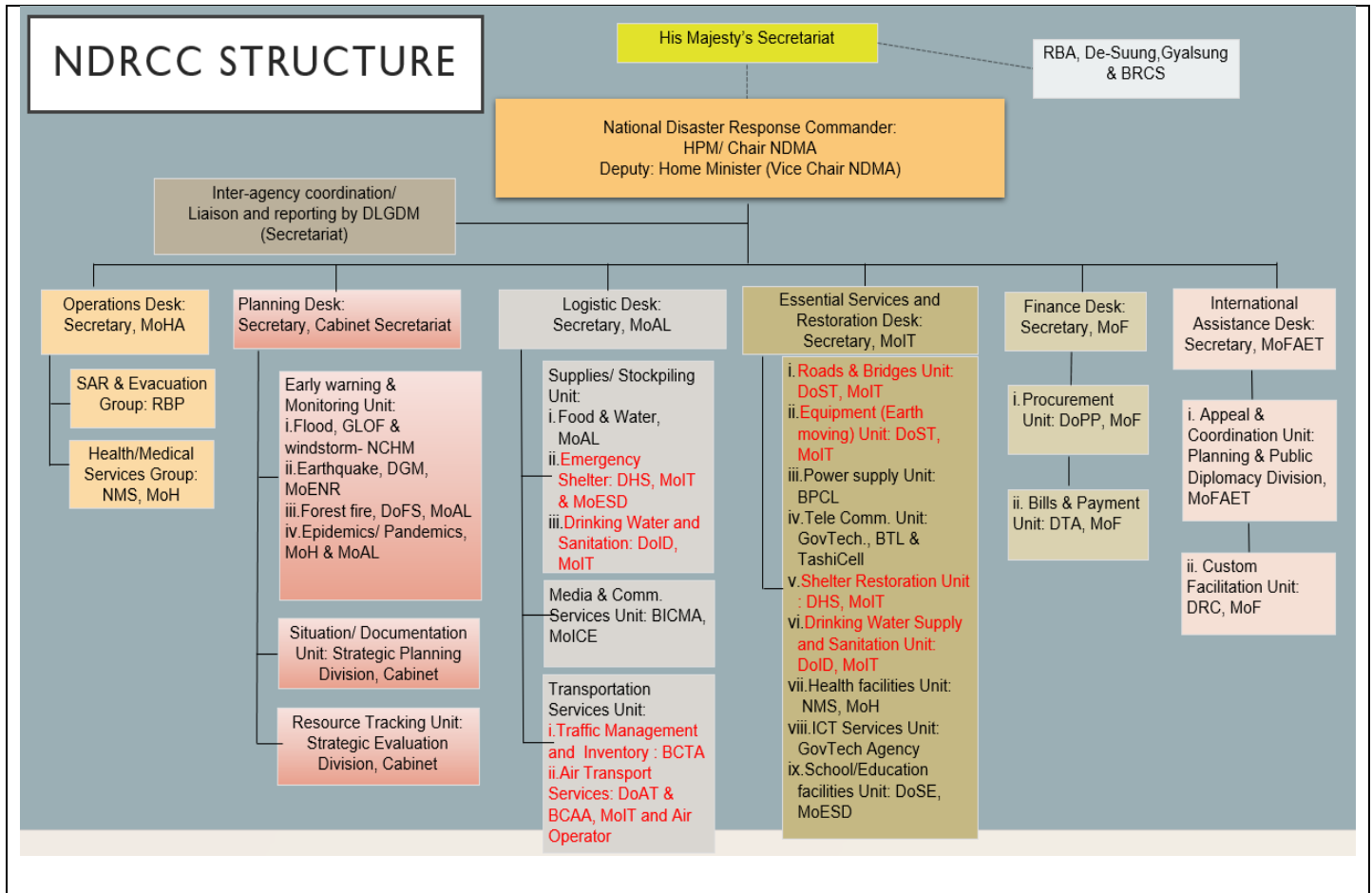


Figure 1: NDRCC structure (Source: DLGDM)

## 1.2. Rationale for the formulation of the Disaster Management (DM) Structure

Therefore, the DM structure is required to be constituted at the Ministry level for the following reasons:

- i) To enhance the preparedness level and implement the action plans for Type III Disasters including preparation of national preparedness plans, operation manuals, SOPs and ToRs;
- ii) To prepare and implement the Disaster Management and Contingency Plans (DM&CP) for the Ministry; and
- iii) To prepare and implement Office Safety and Contingency Plan (OCP) including preparation of Business Continuity Plan (BCP), SOPs and ToRs.

### 1.3. Preparedness and Implementation for Type III Disaster

#### 1.3.1. Activities for MoIT under the Logistics Desk

While the Logistics Desk is led by the Ministry of Agriculture and Livestock (MoAL), the MoIT will be leading two critical units viz. Supplies/Stockpiling Unit and Transportation Services Unit under the Desk. The main activities of the MoIT under the Desk are:

- **Supplies/Stockpiling Unit:** The Department of Human Settlement (DHS) will be leading the Supplies/Stockpiling Unit. The DHS is responsible for coordinating the overall activities related to Emergency Shelter. The DHS will collaborate with the Ministry of Education and Skills Development (MoESD) for emergency shelter and the Department of Infrastructure Development (DoID) for drinking water and sanitation.
- **Transportation Services Unit:** Under the Unit, the Bhutan Construction and Transportation Authority (BCTA) will be leading the traffic management and vehicle inventory management. The Department of Air Transport (DoAT) and the Bhutan Civil Aviation Authority (BCAA) will be managing preparedness of air transport services.

##### 1.3.1.1. Current Implementation Status

The Logistics Desks has been actively operating since 2021 and has completed the following critical components:

- i) **Formulation of the National Logistics Preparedness Action Plan 2022:** The Preparedness Action Plan is part of the Field Based Preparedness Project (FBPP) and has five pathways under the Humanitarian Supply Chain and Logistics (HSC&L) preparedness. Every agency involved in the Desk has identified preparedness and capacity gaps and developed action plans to be implemented. The pathways are:
  - Humanitarian Supply Chain and Logistics (HSC&L) policy and regulatory environment;
  - HSC&L Institutional effectiveness and accountability;
  - Strategic planning and financing for HSC;

- The National HSC&L Preparedness Plan; and
  - Engagement of other actors in HSC.
- ii) **National Logistics Operation Manual (NLOM) 2023:** The NLOM is an implementing tool of the National Preparedness Action Plan and highlights the roles and responsibilities of all the stakeholders involved in the Desk. Therefore, to ensure efficacy and coordinated functioning of the Desk, the NLOM mandates the formulation of a Standard Operating Procedure (SOP) underlying the response mechanism, roles, and the Turn Around Time (TAT).
- The main objectives of the NLOM are to: establish a rapid, integrated, and coordinated logistics arrangement; define and delineate specific roles and responsibilities for stakeholders involved in the logistics desk to avoid duplication of efforts and resources; establish a clear line of communication; and deploy resources to all affected sections in an equitable and timely manner.
- iii) **SOPs for respective agencies 2024:** The SOPs include objectives, scope, action plan and TATs for activities to be implemented.
- iv) **Review of the Logistics Capacity Assessment (LCA) 2017:** The **Logistics Capacity Assessment (LCA)** is a “source of information related to logistics infrastructure and services in a given country; a tool for organizing that information in a standard way across multiple countries; and a means of sharing that information both within WFP and with the humanitarian community globally.” (Source: World Food Programme, Logistics Cluster). The components for MoIT include waste management infrastructure, and transportation assessment and management.

For the MoIT, the DHS will be leading all the activities under the Desk in coordination with the relevant Departments/Agencies.

### **1.3.2. Activities under the Essential Services and Restoration Desk**

The Desk lead is the MoIT and all agencies responsible to provide immediate services will be part of the Desk. The critical restoration activities under the Desk are:

- **Road and Bridges Unit:** The Department of Surface Transport (DoST) will be the lead agency to carry out immediate clearance works and restoration of roads and bridges. The Department is also responsible to mobilize earth moving equipment.
- **Power Supply Unit:** The Bhutan Power Corporation Limited (BPCL) will be managing immediate restoration of power supply under the Desk.
- **Telecommunication Unit:** All communication services will be managed by Bhutan Telecom Limited (BTL), Tashi Cell and the GovTech Agency.
- **Shelter Restoration Unit:** In addition to managing emergency shelter, the DHS is also mandated to plan and implement restoration activities for shelter.
- **Drinking Water Supply and Sanitation Unit:** The DoID, in addition to providing immediate water and sanitation services, is also required to plan and implement restoration activities for water supply and sanitation.
- **Health Facilities Unit:** The Ministry of Health (MoH) will be responsible to provide immediate health services and restoration of health facilities.
- **ICT Services Unit:** The GovTech Agency will plan and manage all back up provision and restoration of ICT services and facilities under the Desk.
- **School/Education Facilities Unit:** The Ministry of Education and Skills Development (MoESD) is responsible for planning the continuity of education services and restoration of school facilities.

#### *1.3.2.1. Current Implementation Status*

The DoST will be leading the Desk at the national level. While the desk is yet to be operationalized, many of the agencies under the Desk have already prepared their sectoral plans and SOPs. Once the desk is functional, the DoST will be coordinating integration of the plans and SOPs for all the agencies. The main activities of the desk will be to:

- i) Prepare the National Essential Services and Restoration Plan;
- ii) National Essential Services and Restoration Operation Manual; and
- iii) SOPs for the agencies.

## **1.4. Preparation and implementation of Disaster Management and Contingency Plan (DM&CP)**

The DM&CP for the Ministry was formulated in 2021 and the implementation of the action plan by the respective sectors have also been initiated. The main objectives are to

- Plan for disaster risk reduction through preparedness, mitigation, and prioritized post recovery plans;
- Prepare distribution plan of vital emergency shelter and NFIs to the affected areas;
- Ensure safety of lives and national properties;
- Strengthen and manage human and financial resources;
- Provide institutional arrangements for emergency response and relief coordination; and
- Ensure continuity plan of essential services like water supply, roads, and bridges during and post disaster.

### **1.4.1. Current Implementation Status**

The sector specific action plan is currently being implemented as part of the regular activities. However, with the restructuring of the agencies and revision of mandates, the DM&CP has to be reviewed and revised. The revision has been proposed in the 13<sup>th</sup> FYP.

## **1.5. Preparation and implementation of Office Safety and Contingency Plan (OS&CP) 2021**

The MoIT has developed the OS&CP in 2021 as part of the DM&CP. The main objectives of the OSCP are to:

- Identify potential hazards and prepare evacuation plans & exits to ensure safe exit of the employees in case of a hazard;
- Ensure safety of the workplace through the provision of safe working environment;
- Plan periodic safety trainings and drills for the employees and officials responsible for incident management;
- Prepare backup plans to protect critical data; and
- Prepare service continuity plans to ensure services are not hampered after a disaster.

### **1.5.1. Current Implementation Status**

The OS&CP implementation has been initiated but the progress has been slow. Some initiatives include mapping of evacuation areas for the employees in case of a disaster, and stockpiling of few critical safety equipment. The OS&CP requires revision along with the DMCP in the 13<sup>th</sup> FYP.

Critical activities proposed in the OS&CP 2021 include finalizing SOPs for each Department, conducting drills and stockpiling safety equipment.

## 2. Disaster Management Structure

Three levels of structure have been proposed at the Ministry level. At the management level, there will be a Disaster Management Committee (DMC) overseeing the policies and regulatory aspects and ensuring smooth functioning of the preparedness and implementation activities. At the working group level, the Disaster Management Unit (DMU) will be responsible for carrying out planning, budgeting, and implementation of the action plans. In case of a Type III disaster, the DMC will constitute Emergency Response Teams (ERT) who will be required to move to the affected areas to provide support to the local governments.

### 2.1. Disaster Management Committee (DMC)

The Head of the Agency and the HoDs will constitute the DMC as shown below:

Sl. No.	Department	Agency	Role
1	Secretary	Ministry of Infrastructure and Transport	Incident Commander
2	Head of Department	Department of Surface Transport, MoIT	Member
3	Head of Department	Department of Infrastructure Development, MoIT	Member
4	Head of Authority	Bhutan Construction and Transport Authority, MoIT	Member
5	Head of Department	Department of Air Transport, MoIT	Member
6	Head of Department	Department of Human Settlement, MoIT	Member
7	Head of Authority	Bhutan Civil Aviation Authority, MoIT	Member
8	Chief Planning Officer	PPD, MoIT	Member Secretary

Table 3: Composition of the DMC at the Ministry Level

### 2.2. Disaster Management Unit (DMU)

The DMU at the Ministry level comprises a focal from each Department and is constituted as shown below:

Sl. No.	Number of Members	Agency	Role
1	Department of Human Settlement	1	Ministry's Disaster focal and lead for Logistics Desk
2	Department of Surface Transport,	1	Lead for Essential Services and Restoration Desk
3	Department of Infrastructure Development,	1	Lead activities for water supply and sanitation.
4	Bhutan Construction and Transport Authority,	1	Lead activities for traffic management and vehicle inventory.
5	Department of Air Transport,	1	Lead activities for air transport services.
6	Bhutan Civil Aviation Authority	1	Support activities for air transport services.
	<b>Total</b>	<b>6</b>	

Table 4: Composition of the DMU at the Ministry Level

### 2.3. Emergency Response Team (ERT)

The DMC will constitute the ERT during a Type III disaster or when there is a need to provide support to the Local Governments after a Type I or II disaster. The ERT will constitute members from all the relevant Departments.

### 3. Roles and Responsibilities

The Turn Around Time (response time) for the DMC, DMU and SRT has been detailed out in the respective SOPs for all the Departments. The general roles and responsibilities of the DMC, DMU, and the ERT are as tabulated under:

Levels under the DM structure	Preparedness Phase	Activation Phase	Operation Phase	Deactivation and Post Disaster Phase
Disaster Management Committee	<ul style="list-style-type: none"> <li>• Institute Disaster Management Unit (DMU) and ERT (as and when required);</li> <li>• Appoint a Coordinator for the DMU;</li> <li>• Approve /Propose new changes in the National Disaster Response Coordination Committee (NDRCC) structure when required;</li> <li>• Attend meetings related to disaster including the National Disaster Management Authority (NDMA) meetings;</li> <li>• Approve plans, guidelines, strategies, manuals, and SOPs for disaster preparedness specifically for activities under the Logistics and Essential Services &amp; Restoration Desks;</li> <li>• Ensure there is adequate funding and mobilize resources for implementation of disaster related activities and capacity building programs; and</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with the NDRCC Desks; and</li> <li>• Activate the DMU and ERTs.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the activities of the ERTs in the field and provide timely support if required;</li> <li>• Assist the DMUs in mobilization of necessary resources;</li> <li>• Coordinate with the Local Governments’ Incident Commanders;</li> <li>• Liaise with other Ministries, and agencies for resources and support; and</li> <li>• Provide timely updates to the higher authorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with the LGs’ Incident Commanders to deactivate disaster operations based on reduction in casualties or declaration of safety from higher authorities;</li> <li>• Provide timely updates to higher authorities and to the relevant Desks;</li> <li>• Conduct debriefs with the DMU and ERTs;</li> <li>• Instruct the DMU to plan for the replenishment of the used stockpiled items;</li> <li>• Assist the DMU in mobilization of necessary resources; and</li> <li>• Liaise with other Ministries, and agencies including international, and regional agencies for support.</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitor the implementation of the activities.</li> </ul>			
Disaster Management Unit	<ul style="list-style-type: none"> <li>• Prepare/review plans, guidelines, strategies, manuals, and SOPs for Type III disaster preparedness and get necessary approval/endorsement;</li> <li>• Provide technical guidance and support on disaster management plan and activities to the Ministry specifically for Logistics and Essential Services &amp; Restoration Desks;</li> <li>• Formulate Terms of Reference for the DMC, DMU, and ERT;</li> <li>• Coordinate meetings and workshops and serve as the Secretariat to the DMC;</li> <li>• Prepare budget proposals and work plan and identify and submit resources requirements;</li> <li>• Prepare procurement plans in line with Green procurement and disaster waste management;</li> <li>• Identify and establish MoUs with vendors for supply of disaster related items/equipment;</li> <li>• Ensure the disaster items/equipment items meet basic standards;</li> <li>• Identify potential evacuation and shelter sites (e.g., schools, parks, open spaces, community centers);</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with the DLGDM, DMC, and ERTs for emergency operations; and</li> <li>• Coordinate with the DMC to deploy ERTs to the field.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with the store in-charge at the stockpiling centres for mobilization of the required stockpiled items;</li> <li>• Coordinate with the identified vendors for mobilization of additional items if required;</li> <li>• Coordinate with Desuung Office, Gyalsuung, Bhutan Red Cross Society (BRCS), and other supporting agencies for the mobilization and delivery of disaster relief items;</li> <li>• Get updates on the damage assessment from the field and report to the DMC;</li> <li>• Coordinate with the LG's Disaster Management Committee/Team; and</li> <li>• Assist in the field operations if required (Some members of the DMU may also be members of the ERTs).</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare damage assessment with the support of the ERTs and LGs;</li> <li>• Provide updates to the DMC and relevant Desks;</li> <li>• Carry out deactivation of the field operations upon instruction from the DMC;</li> <li>• Prepare field operation reports in coordination with the ERTs and relevant stakeholders;</li> <li>• Update the inventory of the stockpiled items;</li> <li>• Submit the bills to the DMC, and process for payment with the Finance Division;</li> <li>• Coordinate with the DMC, DLGDM and relevant Desks to mobilize resources to replenish the used items; and</li> <li>• Update the SOPs based on lessons learned.</li> </ul>

	<ul style="list-style-type: none"> <li>• Stockpile critical shelter items, WASH items and bridge parts at identified locations and submit the bills to the DMC for approval;</li> <li>• Identify/recruit relevant officials or Store-In Charge at the ROs to maintain the inventory of stockpiled items as per the national inventory format and update the DMU regularly;</li> <li>• Ensure that the stockpiled items are mobilized only for disaster related operations and not for any other use;</li> <li>• Maintain proper records of all documents including bills, minutes of meetings, and any other correspondences related to disaster operations;</li> <li>• Coordinate with the relevant Desks to provide simulation exercises and drills to the DMC, DMU, ERTs and Ministry officials on disaster preparedness including emergency shelter set up;</li> <li>• Coordinate with the DMC and relevant Desks to mobilize resources for the procurement of necessary kits and supplies for the DMC, DMU, and ERTs; and</li> <li>• Coordinate with the DMC and relevant Desks to mobilize resources to build capacities of the DMC, DMU, ERTs, LG officials and other staff on disaster preparedness and response.</li> </ul>			
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<p>2) Emergency Response Team</p>	<ul style="list-style-type: none"> <li>• Participate in capacity building programs; and</li> <li>• Ensure that they are thorough with their roles and responsibilities as outlined in the ToR.</li> </ul>	<ul style="list-style-type: none"> <li>• Move to the affected areas upon getting instruction from the DMU/DMC;</li> <li>• Coordinate with the Officer In-charge /Storekeeper at the stockpiling center, Desuung Office, Gyalsuung, and BRCS for the mobilization of the emergency shelter items.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with the Incident Commander or DMC of the LGs;</li> <li>• For Emergency Shelter operations, assist the LG teams in setting up registration area, sleeping quarters, dining area, and washrooms for shelter operations and assist in distribution of shelter items;</li> <li>• Maintain logs for shelter occupancy, supply inventory and incidents;</li> <li>• Assist the LGs in carrying out damage assessment; and</li> <li>• Provide timely updates and reports to the DMU/DMC on the field operations and any support required.</li> </ul>	<ul style="list-style-type: none"> <li>• De-activate the field operations upon instructions;</li> <li>• Sanitize and restore shelter facility;</li> <li>• Return stockpiled items that are reusable to the ROs;</li> <li>• Submit the inventory of supplies usage to the DMU; and</li> <li>• Assist the DMU in preparing the post-disaster field report.</li> </ul>
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Table 5: Roles and Responsibilities of the DMC, DMU and ERT

## 4. ANNEXURE

### 4.1. Members of Disaster Management Committee of the MoIT

Sl.no	Designation & Agency	Roles	Email
1	Dasho Secretary, MoIT	Incident Commander for the Ministry.	kwangchuk@moit.gov.bt
2	Director General, Department of Surface Transport	Support and Monitor activities related to surface transport.	tenzin@moit.gov.bt
3	Director General, Department of Infrastructure Development	Support and Monitor activities related to water, infrastructure and sanitation.	kdupchuk@moit.gov.bt
3	Director, Bhutan Civil Aviation Authority	Ensure effective oversight and management of the country's aviation sector.	kinleyw@bcaa.gov.bt
4	Director, Bhutan Construction and Transport Authority	Support and Monitor activities related to traffic management.	dagozangmo@bcta.gov.bt
5	Director, Department of Air Transport	Support and Monitor activities related to air transport	sdorji@doat.gov.bt
6	Director, Department of Human Settlement	Support and Monitor activities related to planning if emergency shelter and restoration of shelter.	tashipenjor@moit.gov.bt
7	Chief Planning Officer, PPD	Act as member secretary and support the functioning of the DMC. Ministry's new Disaster focal from August 2025 Onwards.	kwtashi@moit.gov.bt

Table 6: Members of the Disaster Management Committee

### 4.2. Members of Disaster Management Unit of the MoIT

Sl.no	Name	Designation & Agency	Roles	Email
1	Ms. Bhawana Chhetri	Chief Urban Planner, Department of Human Settlement	Disaster Focal for the Ministry and National Emergency Shelter Focal	bchhetri@moit.gov.bt
2	Mr. Yeshi Nidup	Sr. GIS Officer, Department of Human Settlement	Alternate Focal for Emergency Shelter Preparedness	ynidup@moit.gov.bt
3	Mr. Sonam Tobgay	Executive Engineer, Department of Surface Transport	Lead for Essential Services and Restoration Desk	Sonam.tobgay@moit.gov.bt
4	Ms. Tshering Choden	Executive Engineer, Department of Infrastructure Development	Focal for drinking water supply and sanitation	tsheringchoden@moit.gov.bt
5	Ms. Thinley Choden	Principal Engineer, Department of Infrastructure Development	Focal for drinking water supply and sanitation	tchoden@moit.gov.bt
6	Mr. Tenzin Dotji	Regional Transport Officer, Thimphu Regional Office	Focal for traffic management of inventory of vehicles	tenzind@bcta.gov.bt
7	Mr. Tshering Tenzin	Flight Safety Officer, Bhutan Civil Aviation Authority	Focal for Air Transport Regulation	ttenzin@bcaa.gov.bt

Table 7: Members of the Disaster Management Unit

8	Ms. Gyem Lhamo	Assistant Airport Manager, Department of Air Transport	Focal for Air Transport Services	glham@doat.gov.bt
9	Mr. Ugyen Tshering	Dy. Executive Engineer, Department of Infrastructure Development	Focal for Restoration of Shelter	utshering@moit.gov.bt