



**Asia-Pacific
Economic Cooperation**

2010/SOM3/EPWG/006
Agenda Item: 4, 12 & 13

EPWG Terms of Reference

Purpose: Information
Submitted by: EPWG Co-Chairs



JAPAN 2010

**Emergency Preparedness Working Group
Meeting
Sendai, Japan
20 September 2010**

APEC EMERGENCY PREPAREDNESS WORKING GROUP (EPWG) TERMS OF REFERENCE (TOR)

Introduction

An APEC Task Force for Emergency Preparedness (TFEP) was established by Senior Officials in 2005 to coordinate and facilitate emergency and disaster preparedness within APEC. In February 2010, recognising the continued importance of TFEP's work, the Senior Officials Steering Committee on Economic and Technical Cooperation (SCE) elevated the TFEP to a permanent Emergency Preparedness Working Group (EPWG).

Goals and Objectives

- . To build capacity in the region so that APEC member economies can better mitigate, prepare for, respond to and recover from emergencies and natural disasters, including by building business and community resilience and fostering private-public partnerships to protect business, trade and economic growth and communities from disruption.
- . To improve coordination and enhance intra-APEC cooperation and integration of best practice emergency and natural disaster preparedness efforts in APEC, including by fostering research and collaboration, sharing knowledge, lessons learnt and best practices in the field of emergency management to better protect business, trade and economic growth and communities in the Asia-Pacific region from disruptions related to emergencies and natural disasters.

Current Priorities and Projected Outputs

- . The EPWG's priorities and projected outputs will be outlined in its annual work plan, which will be reported to Senior Officials through the SCE Fora Report. The activities and deliverables of the Working Group will also be included in the SCE Report to SOM on Economic and Technical Cooperation (ECOTECH) at the end of each year.
- . EPWG priorities shall be closely aligned with the *APEC medium-term ECOTECH priorities*.

Membership

- . All APEC economies, through designated focal points.
- . Chairs and Lead Shepherds of relevant APEC fora.

Internal organization arrangements

- . The EPWG will be answerable directly to the SCE and will report to Senior Officials on emerging issues as necessary.
- . The EPWG will select a Chair(s) for a two-year term (calendar years), on a rotation basis. A member economy should not serve more than one term as EPWG Chair unless otherwise agreed by EPWG members, and no member economy should serve more than two consecutive two-year terms.
- . The position of EPWG Chair will be on a voluntary basis. The new Chair(s) will be selected by the EPWG at the last meeting before the incumbent Chairs' term expires or as otherwise agreed by EPWG members.
- . The EPWG will be assisted by the APEC Secretariat.
- . The EPWG will also be assisted by a Steering Committee. The Terms of Reference for the EPWG Steering Committee are outlined below. Other ad hoc sub-groups will be established if/as needed.

Functions of the Chair(s)

Duties of the EPWG Chair(s) will include but not be limited to:

- . Coordinate the schedule of EPWG meetings and chair EPWG meetings.

- Report to Senior Officials and SCE on EPWG's work plan, activities and other emerging issues, including at SCE1, SOM 2 and the Concluding SOM, or as otherwise required.
- Oversee the development of EPWG work plans and activities ensuring the EPWG fulfils instructions given by APEC Leaders, Ministers and Senior Officials, including by coordinating with other APEC bodies and enhancing the quality of project proposals with well defined outcomes.
- Act as the spokesperson for the EPWG.

Meeting arrangements

- Face-to-face meetings will be held at least once a year and on an as needed basis.
- The work of the EPWG will, wherever possible, be carried out via electronic communications.

Communications and administrative arrangements

- All communications relating to the EPWG will be carried out via email from Chair(s) to members and with the assistance of the APEC Secretariat Program Director where necessary.
- An official EPWG e-mail contact list, based on focal point details provided by Senior Officials, will be compiled and maintained with the assistance of the APEC Secretariat Program Director.
- The APEC website and APEC Collaboration System (ACS) will be used for information exchange and networking. The website and ACS will be maintained with the assistance of the APEC Secretariat Program Director.

Modalities for cooperation

- The EPWG will coordinate the work of APEC on emergency and natural disaster preparedness..
- The EPWG will refer endorsed projects to relevant committees/fora/sub-fora for action, endorse appropriate self-funded projects, undertake work as necessary and facilitate the sharing of information among member economies.
- The EPWG will identify ways APEC can complement the efforts of other organizations to prevent/mitigate the economic impact on the region of emergencies and natural disasters occurring in member economies as well as non-member economies in cases where those emergencies and disasters are anticipated to have a significant impact on the region.
- The EPWG will not engage in emergency and natural disaster response operations or relief activities.
- The EPWG will encourage members to take an all hazards approach in developing emergency preparedness and risk reduction mechanisms.
- The EPWG will encourage cooperation between senior emergency and disaster management officials, business and regional and international partners.
- The EPWG will encourage public-private partnerships in emergency preparedness.

EPWG Review Clause

- The EPWG will review its terms of reference, achievements and outputs at regular intervals of not more than two years to ensure it aligns with APEC's core priorities.

Steering Committee

The role of the Steering Committee is to:

1. assist the Working Group and EPWG Chair(s) to advance the Group's mandate and work plans; and

2. assess EPWG projects using the Qualitative Assessment Framework in accordance with the APEC Guidelines on How to use the Assessment, Monitoring and Evaluation (AME) Frameworks.

The work of the Steering Committee is to be carried out via electronic communications as much as possible. Face-to-face meetings are only to be held as needed.

Assistance to the Working Group and EPWG Chair(s)

Tasks to advance the Working Group's mandate and work plans will be determined in consultation with the EPWG Chair(s) and Steering Committee members at the beginning of each year and as needed.

The Steering Committee will deliver an intersessional report to the EPWG prior to the Concluding Senior Officials Meeting (CSOM) each year on the Steering Committee's work on QAF assessments and invite discussion on its ToR, roles, responsibilities and membership.

Project Assessment

The Steering Committee will oversee and facilitate the submission of high quality EPWG project proposals to the Budget Management Committee (BMC), including by assessing each submitted proposal using the Quality Assessment Framework (QAF). In performing this role, the Steering Committee will:

- Establish and disseminate a procedure and timetable, as well as updates as needed, for the submission of EPWG project proposals seeking APEC funds, with particular attention to the BMC schedule.
- Advise and guide Project Overseers (POs), in cooperation with the EPWG Chair(s) and EPWG Program Director, on project development and QAF requirements.
- Assess EPWG project proposals in accordance with the *Guidebook on APEC Projects* and the Quality Assessment Framework (QAF). Only those proposals that comply with APEC guidelines, as advised by the Secretariat, will be accepted.
- Provide an opportunity for the PO to consider the Steering Committee's assessment and amend the proposal. In cases of non-compliance, the PO is to be informed of the reasons for non-acceptance.
- If the PO does not agree with the assessment, provide an opportunity for his/her response to be circulated among EPWG members.
- Provide EPWG members with an assessment of each proposal, including PO responses, to inform the ranking process.
- Provide comments on the evaluation reports submitted by the PO after the completion of the projects.
- Provide feedback to the EPWG on general observations made during the assessment process to guide the submission of future projects.

Membership

Membership of the EPWG Steering Committee will be open to any self-volunteering economy that explicitly expresses its willingness to the Chairs' open invitation within three months of any review of the Steering Committee's Terms of Reference and membership.

Steering Committee Review Clause

The Terms of Reference and membership of the Steering Committee will be reviewed at regular intervals not exceeding two years.