



**Asia-Pacific
Economic Cooperation**

2016/SOM3/EPWG/005

Agenda Item: 8.1

Guidelines for Co-Chairs of EPWG and Steering Committee Co-Chairs

Purpose: Information
Submitted by: APEC Secretariat



**10th Emergency Preparedness Working Group
Meeting
Lima, Peru
15-16 August 2016**

Guidelines for Co-Chairs ~~and Steering Committee Chair~~ of APEC Emergency Preparedness Working Group (EPWG) and Steering Committee Co-Chairs

Basic principles and objectives

1. These guidelines are consistent with APEC principles of voluntarism and consensus building, as any member economy may express its interest and be selected as a Co-Chair of the EPWG or the EPWG Steering Committee.
2. These guidelines aim to enhance wider participation, shared leadership, and accountability; to ensure that more members embrace the role and responsibility of EPWG or Steering Committee Co-Chair; and to promote greater synergy in the activities of EPWG and other APEC fora.

Internal organization arrangements

1. Two EPWG Co-Chairs will be selected from among the 21 member economies.
2. Program Director appointed by the APEC Secretariat will assist EPWG **Co-Chairs**.
3. One Steering Committee Co-Chair will be selected among the 21 member economies to assist an EPWG Co-Chair in leading the Steering Committee.
4. Special Taskforces will be established if/as needed.

Structure

1. Two EPWG Co-Chairs: The Co-Chairs will be open to disaster management experts or their representatives from all interested APEC member economies. EPWG will select two Co-Chairs for a two-year term of serving (two calendar years). The announcement of the Co-chair designation will take place before the end of the calendar year to ensure the appropriate handover of the relevant information as well as a joint work plan proposal for the coming Co-Chairmanship.
2. **Steering Committee Co-Chair: In addition to one of the current EPWG Co-Chairs, a position as Co-Chair of the Steering Committee will be open to interested member economies, who are not concurrently serving as Co-Chair of the EPWG.**
3. Steering Committee Co-Chairs will be supported at the working level to propose initiatives or revisions of the workplan, provide recommendations to Co-Chairs of EPWG and to respond to inter-sessional demands by providing advisory views related to the APEC Mandate on Emergency Preparedness.

Guidelines

1. EPWG Co-Chairs and 2nd Steering Committee Co-Chair will be selected from different member economies, who will have a two-year term (two calendar years). Exceptions to this rule require

approval by EPWG concerned as well as the SCE. **Principally, in considerations of gender/geographical diversity, EPWG members should seek a balanced selection.**

2. Exceptions to this rule, due to specific group circumstances, will be granted on a case-by-case basis and will require approval by the groups concerned as well as the SCE.
3. **Principally**, one of two EPWG Co-Chairs is recommended to be selected from the developing economies.
4. In the event that a Co-Chair could not continue with his/her duties, the selected member economy would nominate a new Co-Chair to serve the remainder of the calendar year.
5. At the last EPWG meeting—within the time frame of the two-year term—two Co-Chairs will be selected —on a rotation or volunteer basis—by the APEC EPWG.
6. A Co-Chair should not normally serve for more than two consecutive two-year terms as Co-Chairs/Steering Committee Chair of EPWG.
7. In case of more than two candidates voluntarily to be EPWG Co-Chairs, each member economies will select two through a survey conducted by EPWG Program Director. Individual member economy should assign one representative to reply the survey in advance.

Endorsed Intersessionally by the EPWG on 5 May 2016