

## **Disaster Preparedness and Prevention Initiative for South Eastern Europe (DPPI SEE)**

### **Terms of Reference for the DPPI SEE Chair-in-Office (CIO)**

Under the general guidance of the DPPI SEE Regional Meeting and the Regional Co-operation Council (RCC), the DPPI SEE CIO is responsible for the implementation of the initiative in all its aspects, for overall co-ordination of the DPPI SEE and for promotion of the Initiative at both regional and international levels.

More specifically, the CIO has the following functions:

- Establish and maintain relations with DPPI SEE country officials, representatives of international organisations, networks, initiatives and non-governmental organisations involved in disaster management, as well as with the donor's community;
- Provide strategic leadership and formulate policy recommendations;
- Report to the Stability Pact (SP) Regional Table, the Regional Cooperation Council (RCC) and keep the DPPI SEE Parties and Partners informed of work accomplished and planned, and of various achievements;
- Cooperate closely with the organisation or entity that is administering the DPPI SEE (IOM at present). The CIO oversees the DPPI SEE budget, DPPI SEE Secretariat performance and appropriate staffing of the DPPI SEE Secretariat;
- Monitor the implementation of selected activities in SEE countries;
- Review prepared projects and facilitate fund raising for project implementation;
- Organise and chair meetings of the DPPI SEE;
- Participate or delegate participation in DPPI SEE related seminars, meetings and workshops and coordinate activities to the extent possible with others to avoid duplication.

Professional requirements for the CIO:

- Head/Director/General Manager of the Disaster Management Authorities from one of the DPPI SEE Parties or his/her designee at senior level.