

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

Terms of Reference for the DPPI SEE Advisory Board (DPPI SEE AB)

Defining Role:

The DPPI SEE Advisory Board has the following functions:

- Assure progress in the fulfilment of the DPPI SEE through peer review and information sharing in the field of disaster preparedness, prevention and response
- Provide oversight and regional input in the work of the DPPI SEE
- Coordinate planned and ongoing projects and other measures

PROVISIONS:

1. Objective

The DPPI SEE seeks to provide a framework for South Eastern European nations to develop programmes and project proposals leading to strengthened capabilities in preventing and responding to natural and man-made disasters. The DPPI SEE Advisory Board provides guidance and ensures substantial and meaningful regional input in the work of the DPPI SEE and provides expertise in the drafting of legislation in the field of disaster preparedness and prevention. These Terms of Reference specify the composition and tasks of the DPPI SEE Advisory Board.

2. Composition

The DPPI SEE Advisory Board is composed of national and international experts, with both functional and geographic expertise, and donor countries, invited by the DPPI SEE Chair-in-Office. Additional parties are encouraged to contribute as Participants. Recognised participants will be included in all discussions of the DPPI SEE Advisory Board. There are no formal voting rights; decisions are to be reached by consensus.

3. Tasks

The DPPI SEE Advisory Board is primarily responsible for ensuring sustained policy relevance for the DPPI SEE and for providing general guidance in the operation of the initiative. The DPPI SEE Advisory Board evaluates the completed work of the initiative and outlines future directions and priorities. The DPPI SEE Advisory Board also uses this forum as an opportunity to share information on best practices and lessons learned.

The DPPI SEE Advisory Board constitutes a quorum when the DPPI SEE Chair-in Office and more than half of the Members are present; its work is done and decisions taken on a consensual basis. Any member or participant is free to initiate consideration of a topic and/or suggest possible solutions or other outcomes.

4. Meetings

The DPPI SEE Advisory Board meets twice a year, preferably back-to-back with the DPPI SEE Regional Meeting. The DPPI SEE Chair-in-Office may convene additional meetings as needed. In advance of each regular meeting, the DPPI SEE Chair-in-Office provides a report on its activities, financial status and an informal »programme of action« outlining upcoming priorities and work-plans. The DPPI SEE Chair-in-Office provides an agenda in advance of the meeting and produces a brief report following its conclusion. The DPPI SEE Advisory Board is encouraged to supplement its approach through the use of alternative technologies, including conference calls, email and Web/videoconferencing.

5. Stakeholders

The effective implementation of the DPPI SEE depends on full engagement of all stakeholders, including civil society, local and provincial authorities and governments and international organisations. The DPPI SEE Advisory Board takes all necessary steps to involve and engage relevant stakeholders to ensure the effectiveness and relevance of the work of the DPPI SEE and the successful formulation of regional projects.

6. Financing

Expenses for the DPPI SEE Advisory Board meetings (in particular per diem allowances and travel expenses) are in principle fully reimbursed by the participants from their national or organisational budgets. The hosting country is requested to provide meeting facilities appropriate for a working meeting. The secretarial costs of the DPPI SEE Advisory Board are covered by the regular budget of the DPPI SEE.