

Annex №2

Approved by the decision of the First meeting
of the Regional Forum of heads of the state bodies
authorized in the field of emergency management
of the countries of Central Asia,
24-25 November 2015
Ashgabat, Turkmenistan

Regulations

of the activities of the expert working group of state bodies authorized in the field of prevention and elimination of emergency situations in the countries of Central Asia as a permanent working body of the Regional Forum of the Heads of state bodies authorized in the field of emergency management in Central Asia

Ashgabat - 2015

I. General provisions

These regulations are designed in accordance with the outcomes of the Second Regional Ministerial Conference of the emergency agencies of the Central Asian countries, held on 18-19 September 2014, in Bishkek, Kyrgyz Republic, in order to determine the tasks, powers and modus operandi of the expert working group of the public authorities in the field of prevention and elimination of emergency situations of the countries participants of Regional Forum (hereinafter referred to as the Working Group).

The Working Group is a permanent operational body of the Regional Forum of the heads of state bodies authorized in the field of prevention and elimination of emergency situations in Central Asia, directed to implement the decisions of Regional forum. It is intended for strengthening regional cooperation in disaster risk reduction, aimed at the creation, development, improvement and harmonization of the regional early warning system, alerting, mutual informing on disaster risks, monitoring and risk assessment of the threat at occurrence of large-scale and cross-border emergency situations, through the use of the capacity of existing national centers for crisis management and early warning systems.

The working group is guided by the objectives of the Agreement between the Republic of Kazakhstan, Kyrgyz Republic, Tajikistan and Uzbekistan on cooperation in the field of emergency management of 17 July 1998, Cholpon-Ata city, Kyrgyz Republic; Agreement between the Government of the Republic of Kazakhstan and the Government of the Kyrgyz Republic on cooperation in the field of civil defense (protection) in prevention and elimination of emergency situations dated 16 June 2009, Republic of Kazakhstan, Astana, Agreement between the Government of Kyrgyz Republic and Republic of Tajikistan on cooperation in the area of civil defense and disaster risk reduction, 27 May 2013, Agreement between the Government of the Kyrgyz Republic and the Government of the Republic of Kazakhstan on the establishment of the Center for Disaster Response and Risk Reduction in Almaty, Republic of Kazakhstan dated May 17, 2013, as well as the Protocol of the Regional Ministerial Meeting of the state bodies authorized in the field of emergency management of the countries of Central Asia and South Caucasus, 29 - 30 January 2015, Bishkek, Kyrgyz Republic.

The main objectives of the Working Group actions is to develop recommendations and plans on further implementation of practical measures to ensure the quality of the Regional Forum activities aimed at strengthening regional cooperation in disaster risk reduction in Central Asian.

The overall governance of the Working Group activity is executed by the Regional forum of the heads of the state bodies authorized in the field of emergency management in the Central Asian countries on strengthening regional cooperation in disaster risk reduction.

II. Main tasks and functions

The main tasks and functions of the Working group are as follows:

- execute decisions made by Regional forum on coordination of joint efforts on the issues of regional cooperation in the field of disaster risk reduction and development of cooperation in the field of disaster risk reduction;
- regular information exchange/sharing;
- harmonization (alignment) of plans for cooperation in the field of emergency prevention and elimination in border areas;
- development of proposals, recommendations and draft amendments for inter-ministerial harmonization in the field of disaster risk reduction and unification of methodological approaches of disaster risk assessment;
- carry out activities on implementation of joint projects and plans for disaster risk reduction;

- cooperation with the competent authorities of Central Asian countries, collaboration with the governmental agencies in other countries and international and non-governmental organizations;
- study international best practices;
- conduct other activities in the field of emergency prevention and elimination in its competence.

III. Rights of the Working Group

For carrying out its functions, the Working group shall have the rights for the following:

- to present proposals on strengthening regional cooperation in disaster risk reduction in accordance with the established procedure at the meeting of the Regional Forum;
- to develop within its competence proposals, recommendations and draft documents in the field of disaster risk reduction.

IV. The Head and the Secretary of the Working Group

The coordination of activities of the working group is organized by Head of the Expert group, appointed by the head of the state body authorized in the field of emergency management of the Chairing country for a period of one calendar year.

The Head of the Working group shall:

- provide overall management of the Working Group;
- chair the meetings of the Working group and approve agenda of meetings and sign the minutes of meetings;

The work of the Working Group Secretary is determined by the Head in government institution of the country in chairmanship.

The Secretary of the Working Group shall:

- ensure technical (informational, documentary, protocol) provision of the current activity of the Working Group;
- submit to the Head of the Working Group the draft agenda and materials of the next meeting of the Working Group and the Regional Forum;
- prepare and circulate among the members of the Working Group, persons invited to the meetings, materials and documents for consideration by the Working Group;
- provide support for the meetings of the Working Group;
- carry out, prepare and distribute the minutes of meetings of the Working Group;
- ensure cooperation and operational work of the members of the Working Group with a view to effective action.

In the absence of the Head of the Working Group, its functions are performed by the Secretary of the Working.

V. Organization of work of the Expert Group

The meetings of the Working group are hold in accordance with the Plan of meetings designed on the basis of an annual work plan approved by the Working Group.

The work plan of the Working Group is approved by the Chairman of the Regional Forum after approval by its members and shall include the following:

- issues subject to consideration at the meetings;

- dates of holding meetings;
- other issues related to the Regional Forum competence.

The approved work plan of the Working Group is distributed to all members of the Working Group within a week after its approval.

The members of the Working Group shall have the right to make proposals to the Working group work plan that are sent to the Head of the Working Group in writing or via mail to the agreed e-mail address.

Notice of the date, form and place of the meeting of the Working Group is sent by chairing country in the approved order, not later than 2 months prior to the date of the relevant meeting.

7. Protocol of the Working Group

At the meeting, the Secretary of the Working Group makes protocol according to the approved standard form (Annex № 3 to the present Regulations).