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## Terms of Reference

### *Planning and Evaluation Working Group a sub group to Joint Committee on Cooperation within the Field of Emergency Prevention, Preparedness and Response in the Barents Euro-Arctic Region*

1. PEGW should represent the JC in a planning process for main events and report to the JC.
2. According to JC alignment
  - The Secretary of the PEWG shall rotate among the Contracting Parties on an annual basis, following the Chairmanship of the JC, it is desirable that the POC are the same person for the sake of continuation.
  - The PEWG shall meet annually or as and when necessary in order to fulfill tasks given by the JC
  - The PEWG supports and, if needed, represents JC in cross-border exercises and joint training as well as takes part in their planning, updates the parts related to training/exercises and assessment/evaluation in the Joint Manual and organises exchange of experts.
  - The PEWG update and develop the BEAC Exercise Planning Guide.
3. The tasks and competence of PEWG are further defined as follows:
  - The PEWG operates under the umbrella of the JC,
  - The PEWG should assist JC in preparation of its decisions
  - The PEWG evaluates experiences, observations and lessons learned as well as evaluation reports of joint activities of the Contracting Parties, and reports to JC
  - The PEWG should represent the JC in the planning process for main events and report to the JC.
4. The secretary of the PEWG is responsible for the administration of cooperation of the PEWG by
  - inviting, hosting and organising the PEWG meetings by circulating the invitation at least two weeks before the meeting,

- drafting and finalising protocols of the PEWG meetings and other documents that are essential for the collaboration,
  - preparing annual work plans and annual reports, when required by the JC,
  - participating in the JC meetings when requested.
5. The Participating State that hosts the meetings of PEWG bears the costs connected to them, unless otherwise decided. Participants at meetings cover their own travel and accommodation expenses.
  6. The working language of the PEWG shall be English.
  7. JC will amend these Terms of Reference when necessary.