



2017-01-20

Terms of Reference

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

Background

The legal basis for the JC is the Agreement between the Governments in the Barents Euro-Arctic Region on cooperation within the field of emergency prevention, preparedness and response (the Agreement). According to Article 4 of the Agreement, the state competent authorities of the Contracting Parties shall establish a Joint Committee for the application of the present Agreement. The Joint Committee shall plan and coordinate collaboration and evaluate the application of the present Agreement. The Joint Committee shall, inter alia, initiate and participate in the planning of exercises and joint training, update the Joint Manual (Article 5 of the Agreement) and organise the exchange of experts.

At the meeting of the JC 19 April 2016 in Luleå, Sweden, the JC decided to extend the scope for the existing sub group of the JC, the Exercise Working Group, and rename it to the Planning and Evaluation Working Group (PEWG) with the aim to assist the JC in its work. Furthermore, it was agreed that the PEWG should represent the JC in a planning process for main events and report to the JC. The PEWG was tasked to present a detailed list of responsibilities for PEWG to be approved during the JC-meeting in autumn 2016.

The following Terms of Reference have been agreed by the JC at the Meeting in St. Petersburg, Russia 8. December 2016:

1. The PEGW shall assist the JC in its work.
2. According to JC alignment
 - The PEWG operates under the umbrella of the JC,
 - The Secretary of the PEWG shall rotate among the Contracting Parties to the Agreement, following the Host country responsible for the Barents Rescue event/exercise,
 - It is desirable that the representatives in the PEWG also are represented in the JC,

- The PEWG should represent the JC in the planning process for main events and report to the JC,
 - The PEWG shall meet annually or when necessary in order to fulfill tasks given by the JC.
3. The tasks and competence of PEWG are further defined as follows:
 - 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 to the Agreement, and reports to 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 updates and develops the BEAC Exercise Planning Guide.
 4. The Secretary of the PEWG is responsible for the administration 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, and communicate protocols and other relevant documents to the JC,
 - preparing annual work plans and annual reports, when required by the JC,
 - participating in the JC meetings when requested.
 5. The Contracting Party 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. Amendments requires consensus.