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EUROPEAN AND MEDITERRANEAN MAJOR HAZARDS AGREEMENT
(EUR-OPA)

MEETING OF THE COMMITTEE OF PERMANENT CORRESPONDENTS

**Ministry of Development, Public Works and Housing,
BUCHAREST, ROMANIA**

27 - 28 September 2007

CONCLUSIONS

1. WELCOME BY THE ROMANIAN AUTHORITIES AND ADOPTION OF THE AGENDA

document AP/CAT (2007) OJ 5 rev.: draft agenda

The session was opened by Mr. Laszlo BORBELY, Minister for Development, Public Works and Housing of Romania, who welcomed the participants (see list in appendix 1). Mr. Borbely emphasized Romania's commitment to the goals of the Agreement. He pointed out in particular the ongoing work related to hazard mapping as a means of reducing vulnerability through adequate development programmes and urban planning. He outlined the importance of local authorities as actors in all disaster phases, as the meeting on the previous day had stressed.

2. COMMUNICATIONS FROM THE CHAIR, DELEGATIONS AND EXECUTIVE SECRETARY

Mr. Iuliu BARA, acting as Chair, submitted the draft agenda to the Committee, which adopted it without amendments (cf appendix 2).

The Executive Secretary apologized for the absence of a number of delegates, in particular the Greek representative, whose experience from the summer fires could provide useful lessons for all member countries since wildfires are becoming a common problem for many of them.

Mr. Bara also recalled that the climate change issue has to be considered from the angle of the Agreement. Along this line, Mrs. Rajae CHAFIL's proposal to invite experts from the Intergovernmental Panel on Climate Change (IPCC) to future meetings of the Agreement was supported by the Permanent Correspondents.

3. INVOLVEMENT IN INTERNATIONAL INITIATIVES

*Meeting of European national platforms for disaster risk reduction
(document AP/CAT (2007) 18)*

The Secretariat briefly informed on the main issues discussed at the meeting held at the Council of Europe headquarters in Strasbourg on 7 May 2007 which was co-organized with the UN-ISDR Secretariat. The meeting was devoted to promoting the creation of new National Platforms in member countries through networking with existing similar initiatives. Several Permanent Correspondents confirmed the interest of their States and requested some guidelines on setting up such platforms. This information is available in an ISDR document presented at the Strasbourg meeting.¹

¹ <http://www.unisdr.org/eng/country-inform/ci-guiding-princip.htm>

Forest fires*document AP/CAT (2007) 20**document AP/CAT (2007) 13*

The Executive Secretary reported on the main topics discussed at the 4th International Wildland Fire Conference held in Sevilla on 13 to 17 May 2007.

Due to the increasing concern of populations and governments on these issues, he expressed the need of the Agreement to continue to develop activities in the field, such as the study on health consequences of wildfire smoke carried out by the ECFF in Athens, the activity on forest fires in the Chernobyl exclusion zone or the collaboration with OSCE on fires in Nagorno-Karabakh. The Permanent Correspondents agreed to support such activities.

ISDR Global Platform for Disaster Reduction*Chair's summary: ISDR Global Platform for Disaster Reduction (Geneva, 5-7 June 2007)*

The Secretariat recalled the long standing participation of the Agreement in the Inter-Agency Task Force which has recently evolved into a Global Platform, emphasizing the necessity of the participation of national authorities to foster the achievement of the goals set out in the Hyogo Framework for Action. The involvement of the Agreement in such a global initiative as an active partner of ISDR in Europe and the Mediterranean was supported by the Committee.

4. PROGRESS OF 2007 ACTIVITIES*document AP/CAT (2007) 01**document AP/CAT (2007) 12*

The Secretariat presented the 2007 programme of activities, stressing the activities already completed and those which will take place between now and the end of the year.

Particular attention was devoted to education issues since three major 2007 activities are related to this topic:

- the working group on school education is pursuing, in collaboration with teachers, its pilot project to define the adequate level of complexity of material put at their disposal on the internet to introduce risk related issues into already existing courses;
- an inventory on post graduate courses has been launched as a basic instrument for the working group on higher risk education taking into account both short term actions (i.e. specialized training modules) and longer term full Master degree feasibility;
- the preparation of the forthcoming workshop on Disaster Risk Reduction Education in Paphos, Cyprus (29-30 October 2007) was presented as an opportunity for the Agreement to associate new partners with its school education projects and to identify new potential trends for the Agreement in this field.

The Permanent Correspondents took note of the report on both past and forthcoming activities and expressed the wish that the Agreement pursues activities in this field, in particular through appropriate inventories and liaising with education authorities.

Activities of the Centres

- *Analysis of the role of local and regional authorities in major hazard management*
Document AP/CAT (2007) 11 + Addendum

Mrs. Monique BERNAERTS, as Director of the Higher Institute for Emergency Planning in Florival, Belgium and in charge of the analysis of the role of local and regional authorities, presented the logic behind such an analysis and provided details on the questionnaire which had been distributed. She informed that preliminary results based on the Belgian and Moroccan examples (as well as replies received to the questionnaire) will be prepared before the end of the year. The participants recognized the interest of such a study to identify both good practices and common drawbacks in the national/regional/local share of responsibilities and actions in risk prevention.

- *Information on the audits carried out in 2007*

Mr. Jean-Mathias GOERENS presented the conclusions of the three audits completed to date (the Specialised Centres of Baku, Athens and Skopje) out of the five planned for 2007. Besides several remarks on the operating of the Centres, he stressed the need that their results should be produced in at least one of the official languages of the Council of Europe in order to disseminate them internationally among all member States.

The Committee thanked Mr. Goerens for his excellent reports and acknowledged the contribution of such audits as a tool to improve the Centres' work and the diffusion of their technical achievements.

- *European Centre for Buildings' Rehabilitation (ECBR), Bucharest, Romania*

The Committee took note of the very informative presentation on earthquake education in Romania made by Mr. Emil-Sever GEORGESCU, Director of the European Centre for Buildings' Rehabilitation in Bucharest.

5. DRAFT RECOMMENDATIONS

- *Draft Recommendation on Risks in Coastal Areas*
document AP/CAT (2007) 14

In the absence of Professor Michel VIGNEAUX (author of the proposal at the request of the Secretariat), the Executive Secretary briefly presented the motivation and the draft recommendations set out in the document. He emphasized the importance and also the vulnerability of coastal areas which justify a series of recommendations related to this topic, in particular where coastal management and information collection are concerned.

The Committee held an exchange of views as to whether it has the authority to adopt recommendations when not meeting at ministerial level. After consulting the Rules of Procedure, which permit this possibility, the Committee adopted the recommendation (see appendix 3).

- *Draft Recommendation on Psychosocial Support and Services to Disaster Victims document AP/CAT (2007) 15*

Mrs. Salli SAARI, from the European Federation of Psychologists' Associations (EFPA), presented the content of the proposal submitted for approval by the Committee. This proposal is based on the conclusions of their working group over several years on disaster, crisis and trauma psychology. To support such a proposal, the Executive Secretary stressed the interest of the Council of Europe for the rights of disaster victims. The Committee adopted the recommendation (see appendix 4).

Similarly, the additional proposal of EFPA, detailed by Mrs. Isabel FERNANDEZ (cf document AP/CAT (2007) 21) to set up an evaluation team on medium term post-disaster psychosocial support was globally supported. However, the Committee decided to request the Secretariat to clarify the procedure to follow when launching such an intervention. The need for a request or acceptance from the affected country is a prerequisite to allow the team to intervene. Taking into account existing practices, the Secretariat will prepare such a procedure for examination and possible adoption by the Committee.

6. OPERATING RULES OF THE SPECIALISED EUROPEAN AND EURO-MEDITERRANEAN CENTRES AND TERMS OF REFERENCE OF THEMATIC GROUPS

- *Operating rules of the Specialised European and Euro-mediterranean Centres document AP/CAT (2007) 19*

The Executive Secretary recalled that the specificity and strength of the Agreement lies, inter alia, in its network of Centres. He emphasized the need to strengthen this network through increased collaboration between the Centres themselves and with new partners.

The Committee introduced a number of amendments to the proposed text and adopted a revised Article 11 of the Rules of Procedures as it appears in appendix 5.

- *Working group on school education and risk and the working group on higher/vocational education on risk document AP/CAT (2007) 16 document AP/CAT (2007) 17*

The Secretariat presented the draft mandates of the two working groups which have already met. The Committee agreed to these mandates. However, in order to clarify the competence of each working group, the Secretariat has been entrusted to make proposals for them to be renamed accordingly (cf. mandates and future activities in appendices 6 and 7).

- *The Global Fire Monitoring Centre, Freiburg, Germany document AP/CAT (2007) 30*

At the proposal of the Secretariat, the Global Fire Monitoring Centre (Freiburg, Germany) is incorporated into the network of Agreement's Centres following the procedure set out in new Article 11.

7. PLANNED ACTIVITIES FOR 2008

- *Draft budget for 2008*
document AP/CAT (2007) 28

The Secretariat presented the main issues for the 2008 budget, pointing out that the small reduction preserves nevertheless the amounts devoted to activities and programmes.

- *Guidelines for the 2008 programme of activities*
document AP/CAT (2007) 23

The more detailed programme of activities was discussed by the Committee which approved the draft document proposed by the Secretariat. This programme of activities will be completed by the end of the year with proposals from the Centres and will be discussed at the next meeting of the Bureau.

- *Workshops organised in 2008 on major hazards and local and regional authorities*
document AP/CAT (2007) 27

The Committee took note with interest of the presentation by Mr. Viktor POYARKOV of the structure and goals of the workshop on “Learning from the Chernobyl legacy to make European nuclear energy safer: the role of local communities, authorities and central governments in emergency preparedness and management”, scheduled to take place in September 2008 in Ukraine.

8. ELECTION OF THE CHAIR AND VICE-CHAIRS OF THE COMMITTEE OF PERMANENT CORRESPONDENTS

Mr. Iuliu BARA (Romania) was elected Chair. Mr. Anton MICALLEF (Malta), was elected Vice Chair while Mr. Vladimir KAKUSHA (Russian Federation), was re-elected Vice Chair.

The Committee expressed their sincere thanks to the former Chair, Mrs. Rajae CHAFIL (Morocco), for her excellent chairing of the Committee over the past two years, during which her competence and diplomacy have been particularly appreciated.

9. DATE AND PLACE OF THE NEXT MEETING

At the invitation of UNESCO, the next meeting of the Committee of Permanent Correspondents will be held in Paris in Spring 2008 (exact date to be defined by the host).

10. ANY OTHER BUSINESS

Mr. Anton Micallef recalled the imminent departure for retirement of Mrs. Sylvette PFISTER. All participants warmly thanked Mrs. Pfister for more than twenty years of constant involvement in the success of the Agreement.

11. ADOPTION OF CONCLUSIONS

After having extended its thanks to the Romanian authorities for their very generous hospitality and excellent organisation of the meeting, the Committee adopted its report on 28 September 2007.

SPECIAL SESSION ON SPATIAL PLANNING AND RISK PREVENTION

Mrs. Jaana JARVA from the Geological Survey of Finland, made a presentation on natural hazards and risks in spatial planning which firmly illustrated that the integration of hazard, climate change and risk concepts into regional development and spatial planning have proven to be of particular relevance.

This was followed by a presentation on the identification and boundary of natural hazards made by representatives from the Romanian Ministry of Development, Public Works and Housing.

The Committee welcomed these presentations and held a short discussion and exchange of views on this matter.

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APPENDIX 2

DRAFT AGENDA

1. **WELCOME BY THE ROMANIAN AUTHORITIES AND ADOPTION OF THE AGENDA**
document AP/CAT (2007) OJ 5 rev.: draft agenda
2. **COMMUNICATIONS FROM THE CHAIR, DELEGATIONS AND EXECUTIVE SECRETARY**
3. **INVOLVEMENT IN INTERNATIONAL INITIATIVES**
 - **Meeting of European national platforms for disaster risk reduction**
document AP/CAT (2007) 18
 - **Forest fires: results of the 4th International Wildland Fire Conference, Sevilla, 13-17 May 2007**
document AP/CAT (2007) 20 : Conference Statement
document AP/CAT (2007) 13: Vegetation Fire Smoke: nature, impacts and policies to reduce negative consequences on humans and the environment
 - **Outcome of the ISDR Global Platform for Disaster Reduction (Geneva, 5-7 June 2007)**
4. **PROGRESS OF 2007 ACTIVITIES**
document AP/CAT (2007) 01: programme of activities for 2007
 - **Working group on awareness and education to risk at school level (BE-SAFE-NET)**
document AP/CAT (2007) 12: conclusions of the BE-SAFE-NET working group, Paphos, Cyprus, 12-13 April 2007
 - **Working group on higher/vocational education on risk**
 - **Preparation of the European workshop on disaster risk reduction at school (Paphos, Cyprus, 30-31 October 2007)**
Announcement
 - **Activities of the Centres**
 - Analysis of the role of local and regional authorities in major hazard management
Document AP/CAT (2007) 11 + Addendum

Mrs. Monique BERNAERTS, Higher Institute for Emergency Planning, Florival, Belgium
 - Information on the audits carried out in 2007
Mr. Jean-Mathias GOERENS, Chair of the Audit Sub-committee

5. DRAFT RECOMMENDATIONS

- **Draft recommendation on risks in coastal areas**
document AP/CAT (2007) 14: draft recommendation

Professor Michel VIGNEAUX, Chair of the Programme Sub-committee, Académie Nationale des Sciences, Belles Lettres et Arts de Bordeaux

- **Draft recommendation on psychosocial support and services to disaster victims**
document AP/CAT (2007) 15: draft recommendation
document AP/CAT (2007) 21 : Assessment of psychosocial support following a disaster

Mrs. Salli SAARI and Mrs. Isabel FERNANDEZ, European Federation of Psychologists' Associations (EFPA)

6. OPERATING RULES OF THE SPECIALISED EUROPEAN AND EURO-MEDITERRANEAN CENTRES AND TERMS OF REFERENCE OF THEMATIC GROUPS

- **Operating rules of the Specialised European and Euro-Mediterranean Centres**
document AP/CAT (2007) 19: Suggestion for amendment of the Rules of Procedure of the Committee of Permanent Correspondents concerning European and Euro-Mediterranean Centres of the Agreement
- **Terms of reference and future activities of the working group on school education and risk (BE-SAFE-NET)**
document AP/CAT (2007) 16
- **Terms of reference of the working group on higher/vocational education on risk**
document AP/CAT (2007) 17
- **The Global Fire Monitoring Center, Freiburg, Germany**
Document AP/CAT (2007) 30

7. PLANNED ACTIVITIES FOR 2008

- **Draft budget for 2008**
document AP/CAT (2007) 28
- **Guidelines for the 2008 programme of activities**
document AP/CAT (2007) 23
- **Workshops organised in 2008 on major hazards and local and regional authorities**
document AP/CAT (2007) 27

8. **ELECTION OF THE CHAIR AND VICE-CHAIRS OF THE COMMITTEE OF PERMANENT CORRESPONDENTS**
9. **DATE AND PLACE OF THE NEXT MEETING**
10. **ANY OTHER BUSINESS**
11. **ADOPTION OF THE CONCLUSIONS**

AFTERNOON OF FRIDAY 28 SEPTEMBER

SPECIAL SESSION ON SPATIAL PLANNING AND RISK PREVENTION:

Invited expert: Mrs Jaana JARVA, specialist in the field of spatial planning and risks, Geological Survey of Finland, Espoo.

APPENDIX 3**RECOMMENDATION ON RISKS IN COASTAL AREAS**

The Committee of Permanent Correspondents

- A. points out that most of the world's inhabitants live in coastal areas and that many human activities in Europe and the Mediterranean area are to some extent influenced by the proximity of the seas and oceans;
- B. recognises the prominent social and economic role played by coastal areas in interaction between land and sea, particularly in the case of estuaries, deltas and lagoons, which have their own special features;
- C. emphasises the extreme vulnerability of coastal areas, linked to the large number of stresses to which they may be subjected, from the sea or the land and on a regular or occasional basis;
- D. expresses its concern at the possible increase in coastal risks caused by climate change;
- E. notes that, through the natural intermediaries of rivers, coastal areas ultimately suffer the effects of any disruptive action on land, whether of natural or human origin;
- F. recognises the importance of geophysical changes, particularly those linked to the dynamics of the underlying structure of the earth's crust, which can cause huge disasters in these particularly vulnerable areas;
- G. states, with regard to the assessment of the scale of coastal risks, that the time factor has to be taken into account in the emergence of certain damages, although it may be impossible to determine their exact cause or at what point they will be triggered;
- H. notes the serious risk of accident in coastal areas due to marine pollution and in particular where the transport of oil and chemical products is concerned;
- I. regrets the impact of certain human installations whose immediate consequence has been to destabilise still further areas that are already unstable or even to destroy them, frequently forever;
- J. expresses its concern at the limited know-how of those in charge of managing coastal areas regarding their natural development, which may be disrupted by human activity;
- K. emphasises the clear lack of co-ordination, despite all the efforts that have been made, between often hastily-devised protective measures and the practical know-how made available to all those involved;
- L. notes the limited effectiveness of many of the measures taken by local or regional authorities to offset certain natural processes such as coastal erosion or accretion;

- M. notes the interest shown by the European and Mediterranean Major Hazards Agreement in coastal risks in recent years and the desire expressed at the 11th Ministerial Session of the Agreement to include measures to reduce the vulnerability of areas exposed to these risks in its Medium-Term Plan 2007-2011.

RECOMMENDS that the member States of the European and Mediterranean Major Hazards Agreement (EUR-OPA):

1. ensure, in so far as possible, that integrated management of coastal areas and the associated risks is co-ordinated at regional level, according to the natural features of the areas concerned and regardless of local or national administrative boundaries;
2. encourage local and regional authorities to devise adequate joint policy instruments to take increasingly fuller account of the risks facing coastal areas in terms of their natural development, which is impeded to differing degrees by the excesses of human activities. In this context, it is of major importance that natural and technological risks be taken into account in town and spatial planning policies in order to avoid or limit building in vulnerable areas;
3. carry out simulations designed to gauge the possibility of disruptions in coastal areas caused by unwanted inflows following the flooding of drainage basins, whether natural in origin or the result of problems triggered by damage to engineering structures; to also carry out simulations designed to gauge the possibility of accidental marine pollution;
4. study the requisite conditions for the establishment of warning networks for tsunamis, linked more or less directly to mechanical stresses on the earth's crust and occurring in coastal areas;
5. promote the development, in Europe and the Mediterranean area, of new scientific and technical co-operation networks intended to foster a multidisciplinary approach to interventions, co-ordinated methods for the analysis and interpretation of phenomena and intercalibration of results;
6. make the necessary arrangements for existing information to be collected with a view to setting up networked databases making for increased exchange;
7. encourage a policy of reviewing know-how at given times in the coastal protection decision-making process so as to eliminate duplication or superfluous items from activity programmes and be able to make the best use of past experience;
8. establish models for the evaluation of marine and coastal risks in the light of climate change;
9. promote the establishment of a higher education course on coastal risks, intended to train future managers of coastal areas on problems associated with the vulnerability of these areas which will form part of planned or existing Masters programmes on risks;
10. take account of the differences between the disruptive events likely to affect the coastal areas of northern Europe or the Atlantic coasts and those on the eastern and western shores of the Mediterranean, which are subject to highly active plate tectonics;

11. bear in mind the highly variable nature of the temporal and spatial processes affecting coastal areas so as to take account of the differences in the development of those on the mainland and those on islands and archipelagos;
12. regard, in the light of previous successful operations, coastal risks as a potential vehicle for international co-operation as coastal processes often have disastrous consequences for countries' economies and inhabitants.

Furthermore, bearing in mind both the diversity of European coasts and their hinterlands and also the distinctive features of the seas and oceans on whose shores they lie, the Committee of Permanent Correspondents recommends that in future the Agreement should:

- plan to set up research, training and development activities having as focal points:
 - the Euro-Mediterranean Centre on Insular Coastal Dynamics, Valletta-Gozo (Malta), which specialises in coastal problems and risks in the Mediterranean;
 - the Biarritz Oceanography Centre (France), which specialises in the study of coastal risks and their consequences on Europe's Atlantic coast and could be included in due course in the Agreement's Network of Specialised Centres.

APPENDIX 4**RECOMMENDATION ON PSYCHOSOCIAL SUPPORT AND SERVICES
FOR VICTIMS OF DISASTERS**

The Committee of Permanent Correspondents:

- A. recognising that adequate psychosocial intervention following disasters can reduce ill health and foster resilience if handled appropriately;
- B. noting that its Medium Term Plan 2007-2011 encourages the Agreement to promote, in co-operation with professional associations, the establishment of networks of specialists with the capacity to act in emergency situations or to train local psychologists in dealing with disaster victims, in particular children and other vulnerable groups;
- C. conscious that it is desirable that each member State of the Agreement incorporates psychosocial support in its provisions for emergency planning, promoting proper training of volunteers and professionals and setting standards as to the minimum level of care to be received by victims of disasters;
- D. thanking the Standing Committee on Disaster Crisis and Trauma Psychology of the European Federation of Psychologists' Associations (EFPA) for their ideas and their wish to collaborate with the Agreement in promoting an improved psychosocial attention to victims of disasters;
- E. RECOMMENDS that governments of member States:
 1. ensure that, following disasters, survivors, bereaved and rescue personnel have appropriate access to psychosocial help and services free of charge;
 2. integrate as appropriate, psychosocial support into national laws and regulations and ensure that such support be part of emergency plans;
 3. ensure that psychosocial support and services include the following elements:
 - i. psychological first aid is available for all survivors and bereaved immediately after disaster. Adequate information systems that secure early identification of those involved, embedded in a caring environment, reduce the mental strain of individuals and families, and should be prioritized in the early help efforts;
 - ii. out-reach early interventions are actively offered to bereaved families and survivors;
 - iii. screening is undertaken (1-3 months after the disaster) to ensure that effective treatment is available for people at risk;
 - iv. culturally sensitive long term follow-up is offered to individuals, families and communities that experience significant mental distress over time as a result of the disaster;

- v. special efforts are taken to ensure that children get appropriate services and assistance;
 - vi. Specific concern and approach are adopted for vulnerable or highly exposed group.
4. promote the elaboration of action plans on psychosocial support at national, regional and local levels, as appropriate, including the following elements:
- i) coordination of psychosocial resources and activation plans from the federal to the local level;
 - ii) mapping the trauma risks within a country with its possible psychosocial consequences;
 - iii) mapping resources available for psychosocial support;
 - iv) designate parties responsible for organising and delivering psychosocial support;
 - v) inclusion of psychosocial resources in emergency drills and exercises;
 - vi) description of the services that survivors and bereaved have the right to access including community support, and the duration of services.
5. promote appropriate training of professionals and volunteers who work with victims of disasters;
6. collaborate with other European and Mediterranean States in exchanging experiences and good practices in the field of psychosocial assistance, ensuring mutual help and support in case of transboundary disaster;
7. keep the Committee of Permanent Correspondents of the Agreement informed of measures taken to implement this Recommendation.

APPENDIX 5

document AP/CAT (2007) 32²

**RULES OF PROCEDURE
OF THE COMMITTEE OF PERMANENT CORRESPONDENTS
OF THE EUR-OPA MAJOR HAZARDS AGREEMENT**

Article 1

Composition and Powers of the Permanent Correspondents

1. The responsibilities and composition of the Committee of Permanent Correspondents are governed by Resolution (87) 2 on the prevention of, protection against, and organisation of relief in major natural and technological disasters, "EUR-OPA Major Hazards Agreement", (hereinafter referred to as "the Agreement").

Article 2

Meetings

1. The Committee of Permanent Correspondents (hereinafter referred to as "The Committee") shall meet at least twice during the interval between ministerial meetings. The date of each meeting shall as a rule be fixed during the previous meeting. Any Permanent Correspondent may request that the Committee hold another meeting not provided for by the Committee. His/her request is addressed to the Executive Secretary who shall inform all Permanent Correspondents. The request is considered as accepted if two thirds of the Permanent Correspondents inform the Executive Secretary of their agreement.

2. Meetings shall be held at Strasbourg unless the Committee decides otherwise by a simple majority. The Committee meetings shall be convened by letter of the Executive Secretary at least four weeks before the fixed date.

3. When a meeting of the Committee has been arranged in accordance with the provisions of this Article, any request for postponement shall be made at least fifteen days before the date fixed for the opening of the meeting; a decision to postpone the meeting shall be regarded as taken if two-thirds of the Members inform the Executive Secretary of their agreement at least seven days before the date originally fixed. A decision to advance the date of the meeting shall be regarded as taken only if all the Members inform the Executive Secretary of their agreement at least fifteen days before the new date which has been proposed.

Article 3

Agenda

1. The draft agenda for the meetings of the Committee shall be prepared by the Executive Secretary on the basis of the decisions taken by the Committee at its previous meeting and in conformity with the instructions of the Chair of the Committee.

² Cancels and replaces former documents :
AP/CAT (2005) 38 rev.
AP/CAT (1997) 1 rev.2

2. Each Permanent Correspondent has the right to request the inclusion of a question in the draft agenda six weeks before the meeting.
3. The Agenda shall be adopted at the beginning of each meeting. Any supplementary items may be added only if the Committee so decides. Decisions about the Agenda shall be taken by a simple majority of the Permanent Correspondents who are present.

Article 4 Chair

1. The Chair and the Vice-Chairs of the Committee shall be elected by a two-thirds majority of members, at first ballot, and by a simple majority, at the second ballot. The term of office of the Chair and Vice-Chairs shall be one year and may be renewed once. If the candidates to the post of Chair and each post of Vice-Chair respectively are two or more, they shall be elected by secret ballot.
2. The Chair shall conduct proceedings and sum up the conclusions whenever he thinks necessary. He/she may call to order a speaker who departs from the subject under discussion or from the Committee's terms of reference. He/she shall retain the right to speak and to vote in his/her capacity as a member of the Committee.
3. A Vice-Chair shall replace the Chair if the latter is absent or otherwise unable to take the Chair. If the Chair and Vice-Chairs are absent, the Chair shall be taken by a member of the Committee appointed by the Committee.

Article 5 Quorum

The Committee shall not deliberate and decide with full effect unless two-thirds of its members are present.

Article 6 Voting

1. The adoption of a Recommendation to the Governments shall require a unanimous vote cast and a majority of the Permanent Correspondents entitled to sit on the Committee.
2. All other decisions shall require a two-third majority of the votes cast and a majority of the Permanent Correspondents entitled to sit on the Committee.
3. However, procedure and administrative matters shall require a simple majority of the members who are present.
4. Where the question arises as to which of the preceding paragraphs shall be applicable to a given question, the Committee shall decide by a two-third majority of the votes cast whether a matter is procedural or administrative in nature.
5. Where unanimity is required, a Permanent Correspondent may, if the text is adopted, record his abstention - which may be accompanied by an explanatory statement - or approve the adoption of the text but reserve the right of his government to comply with it or not.

6. Each Permanent Correspondent shall have one vote.

Article 7 Proposals and amendments

1. Any proposal must be submitted in writing if a Committee member so requests. In that case it shall not be discussed until it has been circulated.
2. Where a number of proposals relate to the same subject, they shall be put to the vote in the order in which they were submitted. In case of doubt, the Chair shall decide.
3. Where a proposal is the subject of an amendment, the amendment shall be put to the vote first. Where two or more amendments to the same proposal are presented, the Committee shall vote first on whichever departs furthest in substance from the original proposal. It shall then vote on the next furthest removed from the original proposal, and so on until all the amendments have been put to the vote. However, where the acceptance of one amendment necessarily entails rejection of another, the latter shall not be put to the vote. The final vote shall then be taken on the proposal as amended or not amended. In case of doubt as to the order of priority, the Chair shall decide.
4. Parts of a proposal or amendment may be put to the vote separately.
5. In the case of proposals with financial implications, the most costly shall be put to the vote first.
6. Procedural motions shall take precedence over all other proposals or motions except points of order. They shall be put to the vote in the following order:
 - (a) suspension of the sitting;
 - (b) adjournment of discussion on the item in hand;
 - (c) postponement of a decision on the substance of a proposal until a specified date.
7. When a decision has been taken it shall only be re-examined if a member of the Committee so requests, and if this request receives a two-thirds majority of the votes cast.

Article 7 bis Bureau

1. The Committee shall set up a Bureau, whose members shall be the Chair, the two Vice-Chairs and the previous Chair.
2. The Bureau shall meet at the request of the Chair. It shall be responsible for taking administrative and organisational decisions between meetings. The Secretariat will distribute the meeting reports to Committee members.

Article 8 Secretariat

1. The Secretary General shall provide the Committee with the necessary staff, including the Executive Secretary, as well as with the administrative and other services it may require.

2. The Secretary General or his/her representative may at any time make an oral or written statement on any subject under discussion.
3. The Committee may direct the Executive Secretary to prepare a report on any question relevant to the Committee's work.
4. The Executive Secretary shall be responsible for preparing and circulating all documents to be examined by the Committee. He/she shall, in particular, prepare the reports on the Committee's meeting to be submitted to the Committee for adoption at the end of the meeting. Between two meetings of the Committee, the Executive Secretary shall be responsible, in particular, for the implementation of the decisions of the Committee and, in concert with the Chair, shall take any other measure necessary to the implementation of the Work Programme of the Agreement.
5. The Executive Secretary informs periodically the Committee of the decisions and other measures taken within the Council of Europe which present an interest for the Agreement.
6. The Executive Secretary shall prepare in concert with the Chair an annual activity report. This report shall be submitted to the Committee for approval before transmission to the Committee of Ministers.
7. The Executive Secretary represents the Agreement to the other international organisations within the limits of his responsibilities.

Article 9 **Meetings at ministerial level**

These Rules of Procedure may also be applied to the meetings of the Group at ministerial level provided that the Group decides to do so.

Article 10 **Sub-Committees and Experts' Groups**

1. The Committee shall decide the composition and terms of reference of Sub-Committees and Experts' Groups to which it gives special tasks.
2. The Executive Secretary shall send to the appointed experts, at least one month before the meeting, the draft agenda and any working documents.

Article 11 **Specialised Centres³ of the European and Mediterranean Major Hazards Agreement (EUR-OPA)**

1. A Centre for studies or a research institution operating in Europe or the Mediterranean may be included in the network of Specialised Centres providing that :
 - a. the objectives and activities of a Specialised Centre are in line with certain aims of the Agreement and will contribute to the implementation of some of the objectives of its Medium Term Plan and to its annual programme of activities;

³ see list in appendix 3

- b. the Centre has the necessary scientific expertise and sound administrative practices able to ensure the efficient implementation of its technical activities in the field covered by the Agreement;
- c. the Centre has an international projection in its programmes and activities, in the composition of its ruling bodies and in its target audiences;
- d. the Centre has the support and recognition from the government in which it is established;
- e. the Centre agrees to the following practices:
 - i. to send annually to the Committee the part of its programme of activities relevant to the Agreement
 - ii. to ensure appropriate collaboration with the other Specialised Centres of the network
 - iii. to ensure a regular external scientific assessment of its activities to be provided to the Agreement
 - iv. to ensure that training courses, workshops or seminars funded by the Agreement comprise a significant number of participants from other European and Mediterranean States
 - v. to ensure appropriate collaboration with the Permanent Correspondent of its country (for Centres in member States of the Agreement).

2. The Committee, upon examination of a request by a Centre, may decide to allocate the label of Specialised Centre for a probationary period of two years. The Centre will acquire a permanent status at the end of the two years unless a third of the member States of the Agreement present objections.

3. The Committee may, at any time, withdraw the label of Specialised Centre of the Agreement, on the basis of an audit prepared by independent experts concluding that the Specialised Centre no longer meets the requirements set out in paragraph 1 above. The Committee may also withdraw the label of Specialised Centre of the Agreement on the proposal of the Executive Secretary in exceptional circumstances if the Centre has ceased its activities or in the case of very serious mismanagement of the funds allocated by the Agreement.

4. Any decision of the Committee to allocate or to withdraw the label of Specialised Centre of the Agreement shall require the majority indicated in Article 6, paragraph 2 of these Rules of Procedure.

5. The Committee may decide to organise periodical audits by independent experts on the operating of the Specialised Centres.

Article 12 **Consultants**

1. The Committee, on the basis of proposals submitted by the Permanent Correspondents, shall appoint the consultants requested to carry out studies or fulfil other tasks in relation with the Work Programme of the Agreement. It shall specify the terms of reference of such consultants.

2. The Executive Secretary may, in the fulfilment of his tasks, use consultants selected by him/her. If appropriate, he/she may consult the Permanent Correspondents in order to draw up a list of experts.

3. The Executive Secretary shall appoint, in concert with the Chair and following the request of a member State, one or several experts able to assist this State in case of major hazards avoiding any overlapping with other international organisations.

Article 13 Patronage

1. The Committee may grant the Agreement's patronage to national and international events which comply with its aims.

2. The Committee shall adopt the list of meetings of other organisations to which it requests the Council of Europe to give a contribution (rooms, interpretation, translations, publication of documents, etc.) and decide on the financial implication of such a contribution.

Article 14 Observers

1. The Committee may, by the majority indicated in paragraph 2 of Article 6, propose to the Committee of Ministers that the observer status be given to a non-member State of the Council of Europe.

1.bis. The Parliamentary Assembly, the Congress of Local and Regional Authorities of the Council of Europe and the European Conference of Ministers responsible for Spatial Planning (CEMAT), will be invited to be represented by observers at the meetings of the Committee.

2. The Committee may, by a unanimous vote, decide to admit to its meetings representatives of international organisations or observers. It can also admit to part of its meetings representatives of national organisations, prominent in the fields of activity of the Agreement or organise hearings for their intention.

Article 15 Budget

1. The preliminary budget of the Agreement shall be prepared, on the basis of the instructions of the Committee, by the Executive Secretary.

2. The Committee shall approve, by the majority indicated in paragraph 2 of Article 6, the draft budget it submits to the Secretary General for transmission to the Committee of Ministers.

Article 16 Amendments to the Rules of Procedure

These Rules of Procedure may be amended by the majority indicated in paragraph 2 of Article 6.

Appendix 1

"AUDIT" and "PROGRAMME" SUB-COMMITTEES

“AUDIT” SUB-COMMITTEE

1. TERMS OF REFERENCE

The "Audit" Sub-Committee shall have the following terms of reference:

- to present annually to the Committee of Permanent Correspondents a report determining whether the results of the approved programmes carried out by the Centres of the Agreement are compatible with the objectives of the Agreement set by the medium-term plan and to examine the management of the Centres and monitor whether the funds allocated by the Agreement are properly used;
- to consider whether to grant (or retain) the label of European or Associate Euro-Mediterranean Centre to the specialised Centres of the Agreement.

For each audit, the following method shall be used:

1.1 Description of the organisation of the Centre:

- . statutes
- . structure
- . staff
- . premises
- . equipment
- . accounts
- . budget

1.2 Presentation of activities conducted and assessment of whether the results attained are consonant with the medium-term plan.

1.3 Presentation of activities planned for the year in progress and assessment of whether they match the medium-term plan.

1.4 Assessment of the real impact of the contribution of the Agreement (budgetary, networking, etc.).

1.5 The audits shall be carried out by the members of the Sub-Committee, where necessary in conjunction with independent experts chosen by reason of their qualifications.

2. COMPOSITION

The Sub-Committee shall consist of three experts appointed for a renewable term of three years. The Executive Secretary shall participate in the meetings of the Sub-Committee.

"PROGRAMME" SUB-COMMITTEE

1. TERMS OF REFERENCE

The terms of reference of the "Programme" Sub-Committee shall be to present to the Committee of Permanent Correspondents an assessment report on whether the programme proposals submitted by the various specialised Centres of the Agreement accord with the priorities

defined in the Agreement's medium-term plan. This report shall be accompanied by a proposal for the breakdown of the planned appropriation in the budget of the following year.

The Centres must present the material required for the examination and evaluation by the date determined in the "Programme" Sub-Committee and notified by the Executive Secretariat so that the Sub-Committee can present its report to the plenary committee in April of the current year.

2. COMPOSITION

The six members of the "Programme" Sub-Committee shall be appointed by the Committee of Permanent Correspondents for a renewable term of three years. The Executive Secretary shall participate in the meetings of the Sub-Committee.

Appendix 2

TERMS OF REFERENCE OF THE BUREAU OF THE COMMITTEE OF PERMANENT CORRESPONDENTS

1. **Name of Committee**
Bureau of the Committee of the Permanent Correspondents of the EUR-OPA Major Hazards Agreement.
2. **Type of Committee**
Bureau.
3. **Source of Terms of Reference**
Committee of the Permanent Correspondents.
4. **Terms of Reference**
Under the guidance and instructions of the Committee of the Permanent Correspondents, the Bureau of the Committee shall have the following tasks:
 - a. to prepare the meetings of the Committee
 - b. to examine questions entrusted to it by the Committee
 - c. to take administrative and organisational decisions between meetings of the Committee.
5. **Membership**
The Chair of the Committee, the two Vice-Chairs and the previous Chair.
6. **Structures and working methods**
The Bureau shall meet at the request of the Chair.
7. **Duration**
Unlimited.

Appendix 3**NETWORK OF SPECIALISED EUROPEAN AND EURO-MEDITERRANEAN CENTRES OF THE AGREEMENT (October 2007)**

1. **CRSTRA** Euro-Mediterranean Centre on Research in Arid Zones (Biskra, Algeria)
2. **EMHISEC** – The European Major Hazards Interregional Scientific and Educational Centre (Yerevan, Armenia)
3. **ECMHT** - European Centre on Training and Information of Local and Regional Authorities and Population in the Field of Natural and Technological Disasters (Baku, Azerbaijan)
4. **ISPU** - Higher Institute of Emergency Planning (Florival, Belgium)
5. **CSLT** - European Centre for School Level Training in Risk Prevention (Sofia, Bulgaria)
6. **BE-SAFE-NET** - European Centre for Disaster Awareness with the use of the Internet (Nicosia, Cyprus)
7. **ECILS** - European Centre on the Vulnerability of Industrial and Lifeline Systems (Skopje, Former Yugoslav Republic of Macedonia)
8. **EMSC** - European Mediterranean Seismological Centre (Bruyères-le-Châtel, France)
9. **CERG** - European Centre for Seismic and Geomorphological Hazards (Strasbourg, France)
10. **CETICA**- Euro-Mediterranean Centre for Technologies of Information and Communications Applied to Risk Management (Draguignan, France)
11. **GHHH** - European Centre on Geodynamical Risks of High Dams (Tbilisi, Georgia)
12. **ECPFE** - European Centre on Prevention and Forecasting of Earthquakes (Athens, Greece)
13. **ECFF**- European Centre on Forest Fires (Athens, Greece)
14. **CUEBC** - European University Centre for the Cultural Heritage (Ravello, Italy)
15. **ECGS** - European Centre for Geodynamics and Seismology (Walferdange, Luxemburg)
16. **ICoD** - Euro-Mediterranean Centre on Insular Coastal Dynamics (Valletta, Malta)
17. **ECMNR** – European Centre for Mitigation of Natural Risks (Chisinau, Moldova)
18. **CEPRIS** - Euro-Mediterranean Centre for Evaluation and Prevention of Seismic Risk (Rabat, Morocco)
19. **CERU** - European Centre on Urban Risks (Lisbon, Portugal)
20. **ECBR**- European Centre for Rehabilitation of Buildings (Bucharest, Romania)
21. **ECNTRM**- European Centre of New Technologies for the Management of Natural and Technological Major Hazards (Moscow, Russian Federation)
22. **CEMEC** - European Centre for Disaster Medicine (San-Marino)
23. **CEISE** - European Centre for Social Research in Emergency Situations (Madrid, Spain)
24. **AFEM** - European Natural Disasters Training Centre (Ankara, Turkey)
25. **TESEC** - European Centre of Technological Safety, (Kiev, Ukraine)
26. **GFMC** – The Global Fire Monitoring Centre (Freiburg, Germany)

APPENDIX 6

THEMATIC GROUP ON DISASTER EDUCATION AND AWARENESS

TERMS OF REFERENCE AND FUTURE ACTIVITIES

The Group will:

- assist the Committee of Permanent Correspondents on matters related to disaster education and awareness
- make proposals for recommendations and activities in this field
- follow the progress and implementation of recommendations and work programmes on disaster education and awareness
- steer the development of the BE-SAFE-NET, an educational initiative and a web tool to promote disaster education and awareness and facilitate the provision of appropriate information materials on hazards, risks and safety to teachers, young people and the general public.

Activities for the next two years

- Consolidation of the BE-SAFE-NET portal, in particular through :
 - the introduction of new materials on “other hazards” (after pilot project on landslides). Suggested hazards: radiological hazards, earthquakes, floods
 - the consolidation of the editorial board
 - obtaining a more substantial financial support for the portal through voluntary contributions and EU projects which would permit the hiring of a part time editor/manager and webmaster
 - the European and Mediterranean workshop on risk education at school, Paphos, Cyprus, 29-30 October 2007 : new technologies for risk education tools
 - the participation at the ISDR Cluster Force on Disaster Education
 - the participation at the 2008 World Conference on Risk Education at School

APPENDIX 7**THEMATIC GROUP ON HIGHER EDUCATION AND PROFESSIONAL TRAINING IN THE FIELD OF RISK****TERMS OF REFERENCE AND FUTURE ACTIVITIES**

The Group will:

- assist the Committee of Permanent Correspondents on matters related to higher education, master degrees and training of professionals in major risk related activities and jobs
- make proposals for recommendations and activities in this field
- follow the progress and implementation of recommendations and work programmes on higher education and risks
- promote the elaboration and exchange of materials used in higher education and risk
- promote and facilitate the start of new master courses on risk and “risk modules” in other masters, as appropriate
- identify sectors (in higher education) where risk aspects could be incorporated into masters or curricula.

Activities for the next two years

Development of the Agreement’s higher and professional education activities, in particular through:

- a survey of existing training courses
- evaluation of the potential audience of new training courses
- definition of a clear and innovative Master concept in the field of risk
- proposal for a prospective structure for each course
- elaboration of “risk modules” for certain risks (marine risks, geomorphological risks, floods, etc)
- sustaining particularly innovative courses.