

**INDEPENDENT ASSESSMENT OF THE  
EMERGENCY PREPARENESS WORKING GROUP (EPWG)**

Recommendations by Independent Assessor	Comments from member economies and/or APEC Secretariat	Suggested Action to be taken by SCE or EPWG	Proposed timeline to implement the recommendation by SCE	Agreement on the suggested action (Yes/No)
<b>RECOMMENDATIONS TO SCE</b>				
<p><b>Recommendation to SCE1</b> Provide more specific guidance than is currently contained within the <i>Strategic Planning – Process Guide for Working Groups</i> which was presented at SCE-COW in February 2012 (e.g. a populated Prioritized Implementation Schedule and how it would link with a desired work plan template).</p>	<p><u>APEC Secretariat</u>: An overall review exercise involving strategic planning expert was conducted in 2014 and review group is to be formed as necessary.</p>	<p>Take note of the continued specific guidance</p>	<p>On-going</p>	<p>YES</p>
<p><b>Recommendation to SCE2</b> Take into account the challenges of meeting work plan deadlines and comparing planned and actual deliverables in the letter to Lead Shepherds/Chairs which initiates the annual work planning process.</p>	<p><u>APEC Secretariat</u>: 2015 SCE-COW in Clarke, the Philippines, discussed timing issue of workplan submission and noted the challenges.</p>	<p>Take note of the challenges and work closely with the incoming host with a view to addressing such challenges</p>	<p>On-going</p>	<p>YES</p>
<p><b>Recommendation to SCE3</b> Consolidate the guidance that it has issued to fora, either at SCE meetings or inter-sessionally, into a single document or webpage to assist forum Chairs/Lead Shepherds and delegates from member economies in developing the practices</p>		<p>Consider providing guidance for convenors in managing fora</p>	<p>2016</p>	<p>YES</p>

and procedures needed to conduct their operations more efficiently and effectively.				
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<b>RECOMMENDATIONS TO EPWG</b>				
<b>Recommendation to EPWG 1.</b> Establish a process for the timely review and updating of the 2013-2016 Strategic Plan to: (a) report on implementation progress; (b) provide useful guidance for the preparation of the 2016 Work Plan; and (c) lay the groundwork for its transformation into an effective plan for the 2017-2020 period.	<u>EPWG Response:</u> Agreement - EPWG will deliver output at end of 2015 to summarize the KPIs achieved in 2015 by all member economies.	As per the recommendation.	2015/2016	YES
<b>Recommendation to EPWG 2.</b> Formally recognize the annual work plan as its primary work instrument and, in doing so, establish a process to ensure that its development and progress reporting meets the expectations of EPWG member economies and the SCE.		As per the recommendation.	Ongoing	YES
<b>Recommendation to EPWG 3.</b> Review the rating criteria for Concept Notes to ensure compliance with APEC requirements and encourage the inter-sessional rating of Concept Notes so as to enable endorsement of a priority list at EPWG meetings.		As per the recommendation.	Implemented	YES

<p><b>Recommendation to EPWG 4.</b> Include the staggering of co-chair terms and gender/geographical diversity in its updated TOR.</p>	<p><u>EPWG Response:</u> selection guidelines to be modified.</p>	<p>As per the recommendation.</p>	<p>Ongoing</p>	<p>YES</p>
<p><b>Recommendation to EPWG 5.</b> Review options for providing assistance to the co-chairs and include the chosen option in its updated TOR.</p>		<p>As per the recommendation.</p>	<p>2016</p>	<p>YES</p>
<p><b>Recommendation to EPWG 6.</b> Shape meeting agendas and proceedings to be more specific about the type of representation by member economies and include in its updated TOR.</p>	<p><u>EPWG Response:</u> Conditional agreement – future discussion item when updating TOR.</p>	<p>As per the recommendation.</p>	<p>When there is a need to update its ToR</p>	<p>YES (Conditional)</p>
<p><b>Recommendation to EPWG 7.</b> Update its agenda planning protocols so that (a) the purpose and desired outcomes are identified for each agenda item; (b) new items can only be introduced under exceptional circumstances after the agenda has been approved at the start of the meeting; and (c) the posting of purely informational items to the ACS before meetings is strongly encouraged.</p>	<p><u>EPWG Response:</u> Conditional agreement – “under the guidance of APEC practices”.</p>	<p>As per the recommendation.</p>	<p>Ongoing</p>	<p>YES (Conditional)</p>
<p><b>Recommendation to EPWG 8.</b> Align its annual and inter-sessional reporting mechanisms more closely with its work plan deliverables.</p>	<p><u>EPWG Response:</u> Agreement subject to “uncertainty exception” – accommodate in current work plan to the extent possible. <u>APEC Secretariat:</u> This should be in consistence with the reporting requirement by the SCE.</p>	<p>Work with the SCE more closely</p>	<p>Ongoing</p>	<p>YES (Conditional)</p>

<p><b>Recommendation to EPWG 9.</b> Take the necessary actions to complete the optimization of its satellite website as recommended in the previous Assessment and in accordance with the <i>APEC Website Guidelines (September 2013)</i>; and determine the extent to which greater use of the ACS can be made as an efficient way of circulating inter-sessional work and pre-meeting materials, and being a repository for meeting information that is not released to the Meeting Document Database.</p>	<p><u>EPWG Responses:</u> Partial agreement – “review if necessary according to future capacity building purposes”. <u>APEC Secretariat:</u> Upgraded ACS will be deployed in a progressive manner and there is a need to check with the CPAU of the APEC Secretariat on any matters relevant to any satellite website hosting.</p>	As per the recommendation and based on the consultation with the CPAU and ITU of the APEC Secretariat	2015-2016	YES (Conditional)
<p><b>Recommendation to EPWG 10.</b> Collaborate with the CPAU in developing an outreach strategy for its publications and determining which ones should be available as CD-ROMs or printed versions.</p>	<p><u>EPWG Responses:</u> Conditional agreement – review on a case-by-case basis.</p>	As per the recommendation and responses by EPWG	Ongoing	YES (Conditional)
<p><b>Recommendation to EPWG 11.</b> Develop a review and approval process for Completion Reports submitted for APEC-funded projects that achieves compliance with the requirements specified in the <i>Guidebook on APEC Projects</i>.</p>	<p><u>EPWG Responses:</u> Conditional agreement – “website resources available”. <u>APEC Secretariat Responses:</u> This can be done consistently with the Guidebook.</p>	As per the recommendation	2016	YES (Conditional)
<p><b>Recommendation to EPWG 12.</b> Include the main and agreed roles and responsibilities of the co-chairs, member economies and the PD-EPWG in its updated TOR.</p>	<p><u>EPWG Response:</u> Conditional agreement – EPWG-8 agenda item.</p>	As per the recommendation	2015-2016	YES (Conditional)
<p><b>Recommendation to EPWG 13.</b> Review its relationship with the SDMOF and including in its updated TOR and</p>	<p><u>EPWG Response:</u> Conditional agreement – fully incorporate into the existing EPWG management framework.</p>	As per the recommendation	2016	YES (Conditional)

relevant planning and priority setting activities.				
<b>Recommendation to EPWG 14.</b> Hold a policy dialogue aimed at identifying opportunities to engage with the business and private sectors as an integral component of its mission to identify gaps in disaster risk reduction and foster partnerships to protect business and communities from disruption.	<u>EPWG Response:</u> Partial agreement - diversify cross-fora collaboration and outreach through joint statements, workshops, multi-year projects posted to EPWG satellite website.	As per the recommendation	2016	YES (Conditional)
<b>Recommendation to EPWG 15.</b> Establish a process at its next meeting for identifying improvements to EPWG operations based on a pragmatic evaluation of the suggestions and recommendations identified throughout this report.	<u>EPWG Response:</u> Agreement – actions to be proposed after EPWG-8	As per the recommendation	2016	YES