

## **Meeting Minutes of the 2nd EPWG Steering Committee Meeting July 10 and 11, 2012, Taipei**

During the discussions and conclusions of the 3<sup>rd</sup> Emergency Preparedness Working Group Meeting convened in Kazan, Russia during May 29~30, participating member economies have suggested that Co-Chairs and Steering Committee be going to work out more details and plans before the next EPWG meeting in 2013. In response to the suggestion, Co-Chairs have proposed the 2<sup>nd</sup> Steering Committee Meeting to be held in Taipei, the proposal was endorsed by member economies.

The 2<sup>nd</sup> EPWG Steering Committee Meeting was hosted by Chinese Taipei on July 10<sup>th</sup>, 2012, participated by the Co-Chairs, all Steering Committee members of Canada, China, Japan, Peru, Singapore, Chinese Taipei, the United States and Viet Nam, EPWG Program Director and two former Co-Chairs (Australia and Indonesia). The meeting was chaired by Co-Chairs of Chinese Taipei and Vietnam. With the occasion, the Steering Committee members joined “the APEC Focal Point Network and Expert Meeting on Improving SME Disaster Resilience” to concrete the cross-fora collaboration.

The meeting discussed the following issues:

- EPWG organizational structure streamlining
- Member economies participation improvement
- Future projects management and promotion
- EPWG Strategic planning development
- EPWG Website future function improvement
- EPWG, APEC Fora, and non-members collaboration enhancement
- Guidelines of Business Continuity Plan proposed by the Small and Medium Enterprise Working Group

It was also highlighted during the discussions that given budgetary constraints, which many economies are facing, opportunities to combine the EPWG and the Steering Committee meetings should be explored.

Capacity Building for Disaster Recovery and Rehabilitation: The representative of China reported on the outcomes of an APEC Seminar on Capacity Building for Disaster Recovery and Rehabilitation held by China in June 2012, seminar participants discussed about development and improvement of a disaster recovery checklist for incorporating DDR measures into disaster recovery process with a focus

on capacity building.

Google Big Tent and the World Ministerial Meeting: The representative of Chinese Taipei briefed the trend observations of two recent events, the Google Big Tent and the World Ministerial Meeting on Disaster Reduction organized by Japan government, that both were held in Sendai, Japan in early July 2012. Since the Hyogo Framework for Action (HFA) is going to expire in 2015, for continuing the HFA, these events are a serial activity to help gathering regional and global thoughts to support the 3<sup>rd</sup> World Conference on Disaster Reduction in 2015, Sendai, Japan. Given the linkages of the work done by the EPWG to the HFA, EPWG Steering Committee will update the EPWG Strategic Plan to reflect these commonalities.

Australian Business Continuity Project: The representative of Australia briefed an Australia-led self-funded project, “Developing Governments’ Capacity to Promote and Facilitate the Effective Use of Business Continuity Planning for Organizational Resilience”, to be implemented since the second half of 2012. The aim of the project is to discuss the difficulties government officials facing and the role government agencies play to enhance governments’ capacity to ensure the sustainability of business operations in emergency situations.

Small and Medium Enterprise Working Group, July 11, 2012: A joint meeting of the EPWG and the Small and Medium Enterprise Working Group (SME WG) was held to discuss the development of non-binding guidelines for business continuity for SMEs.

The representative of Chinese Taipei briefed the participants about principles of at SME level developed by the Small and Medium Enterprise Working Group and invited comments and suggestions of Steering Committee Members.

The following are the results of the discussions from the 2<sup>nd</sup> Steering Committee Meeting include:

- To conduct annual activities, except individual project, under EPWG according to the suggested timeline
  - To call working group meeting during SOM I
  - To have Steering Committee during SOM II
  - To convey the APEC Senior Disaster Management Official Forum during SOM III
- To streamline EPWG organizational structure:

- To establish the ad hoc sub-committee on need-based basis instead of permanent ones for assisting co-chairs on specific issues
- To suggest the top priorities of EPWG to promote capacity building
  - Large-scale disaster (black-swam event, low-frequency but high impact)
    - Scenario-based planning for disaster risk reduction and emergency preparedness by policy and decision makers
    - Simulations and desk-top exercises
    - Application of early warning systems and Information-and-Communication Technology on disaster reduction and emergency management
  - Trade barrier related to technology of emergency management
  - Disaster reduction education and public awareness
  - Post-disaster recovery, community-based disaster reduction and resilience development
  - Public- Private Partnership
    - Business Continuity Plan
- To improve project management and member economies participation in EPWG activities in response to the comments by the Executive Director's report to ECHOTECH
  - To reach 15 participating member economies for most EPWG activities, as a minimum, with active assistance of SC members and co-chairs
  - To encourage economies to co-host events jointly through the co-organizing a project
  - To better enhance the communication between representatives of foreign affairs, emergency management and disaster management for strengthening the information dissemination
  - To conduct back-to-back activity with SOMs to encourage greater participation
  - To avoid the overlap with other international events.
  - To set the "call-for-proposal" project based on the priorities suggested by the Steering Committee
- EPWG Steering Committee will join the workshop under SMEWG as an expert group to help build the principles of business continuity plan. It will be a best implementation of "Cross-Cutting Issues" and also a concrete contribution by EPWG for trade facilitation
- EPWG Co-Chair of Viet Nam will help for enhancing collaboration with non-members and 3-year EPWG guest status to the active international or regional institutes to widen the multilateral connection

- The Steering Committee will contact Russia to obtain details regarding the sixth APEC Senior Disaster Management Official Forum agenda to permit economies the opportunity to begin planning and seek travel approval
- Co-chairs and the Steering Committee will work closely with Indonesia in preparation for the 4<sup>th</sup> EPWG meeting