

Z A K O N

O POTVRĐIVANJU MEMORANDUMA O RAZUMEVANJU O INSTITUCIONALNOM OKVIRU INICIJATIVE ZA PREVENCIJU I SPREMNOST U SLUČAJU KATASTROFA ZA REGION JUGOISTOČNE EVROPE

Član 1.

Potvrđuje se Memorandum o razumevanju o institucionalnom okviru Inicijative za prevenciju i spremnost u slučaju katastrofa za region jugoistočne Evrope, sačinjen 24. septembra 2007. godine u Zagrebu, u originalu na engleskom jeziku.

Član 2.

Tekst Memoranduma o razumevanju o institucionalnom okviru Inicijative za prevenciju i spremnost u slučaju katastrofa za region jugoistočne Evrope, u originalu na engleskom jeziku i prevodu na srpski jezik, glasi:

**Memorandum of Understanding
on the
Institutional Framework
of the
Disaster Preparedness and Prevention Initiative
for South Eastern Europe**

Preamble

The Governments of the Republic of Albania, Bosnia and Herzegovina, the Republic of Bulgaria, the Republic of Croatia, the Hellenic Republic, the Republic of Hungary, the Republic of Macedonia, the Republic of Moldova, the Republic of Montenegro, the Republic of Romania, the Republic of Serbia, the Republic of Slovenia and the Republic of Turkey, hereinafter referred to as Parties of the Disaster Preparedness and Prevention Initiative for South Eastern Europe (DPPI SEE Parties),

Recognising the need to further enhance regional cooperation and regional consultation in the field of disaster management (capacity building, methods and practices) as essential;

Reaffirming their commitment to the Partnership for Disaster Preparedness, Prevention, Response and Mitigation, as established under the Declaration on Cooperation in Disaster Preparedness and Prevention in South Eastern Europe, signed in Bucharest, Romania on 5 June 2002;

Acknowledging the Disaster Preparedness and Prevention Initiative for South Eastern Europe as a regionally owned institutional framework for South Eastern European nations with an aim to improve and strengthen abilities and capacities to prevent and respond to natural and man-made disasters;

Agreeing to fully transfer to the region the leadership and management of the initiative and to ensure the financial sustainability of the activities of its regional secretariat:

Have agreed as follows:

Article 1

DPPI SEE Goals and Objectives

The principal objectives of the Disaster Preparedness and Prevention Initiative for South Eastern Europe are to contribute to the institutional capacity-building of disaster management organisations to enhance disaster prevention and preparedness in the countries of the region by:

- Serving as a regional network and facilitator in disaster preparedness and prevention of natural and man-made disasters in the SEE region;
- Supporting countries in the region to develop and/or enforce state-of-the-art disaster management and other related legislation, regulations and codes designed to prevent and mitigate disasters in line with guidelines and common practices accepted in the EU and the international community;
- Strengthening and enhancing bilateral and multilateral cooperation, facilitating bilateral and multilateral agreements between states and exchange of information at all levels among disaster management authorities and relevant ministries in the SEE region;
- Assessing existing disaster preparedness programs and developing a strategy to enhance these programs and integrate these efforts into future project impact programmes;
- Augmenting existing and future disaster preparedness and prevention through public safety education efforts with project impact prevention and mitigation messages;

- Identifying and sharing lessons learned and best practices.

Article 2

DPPI SEE Governance and Coordination Structure

DPPI SEE Regional Meeting (DPPI SEE RM)

The DPPI SEE Regional Meeting is a governing and decision-making forum/body, composed of Heads/Directors/General Managers of the disaster management authorities of the DPPI SEE Parties supported by other relevant authorities/ministries responsible for disaster preparedness, prevention and management issues.

The DPPI SEE Regional Meeting shall be attended by the DPPI SEE Parties. DPPI SEE Advisory Board members and DPPI SEE Partners may also participate in the DPPI SEE Regional Meeting.

The Chairmanship of the DPPI SEE Regional Meeting shall rotate on an annual basis between the DPPI SEE Parties. The terms of reference for the DPPI SEE Chair-in-Office (CIO) are in Annex I to this MoU.

The DPPI SEE Regional Meeting endorses the annual work programme/plan and budget, and approves specific projects and may establish Working Groups.

The DPPI SEE Regional Meeting provides a policy framework for the Initiative and serves as a platform for internal consultations and recommendations to be forwarded to the appropriate national authorities to facilitate the decision-making process within the national governments.

It fosters networking and cooperation with international partners and actors, exchange of information, experiences, lessons learned and best practices and resolves issues of common interest.

The DPPI SEE Regional Meeting meets twice per year. Extraordinary sessions may be scheduled at the initiative of the DPPI SEE Chair-in-Office and with the consensus of all DPPI SEE Parties.

The DPPI SEE Regional Meeting shall reach its decisions by consensus.

The DPPI SEE Chair-in-Office reports to the Stability Pact (SP) Regional Table.

After the concluding of the SP and the establishment of the Regional Co-operation Council (RCC), the DPPI SEE Chair-in-Office will report to the meetings of the Council.

DPPI SEE Advisory Board (DPPI SEE AB)

The DPPI SEE Advisory Board is composed of experts with functional expertise, representing international partners of the DPPI SEE and invited by the DPPI SEE Chair-in-Office. The DPPI SEE Advisory Board advises on proposed and planned projects and activities, and contributes to sustained policy relevance.

There are no formal voting rights; decisions are to be reached by consensus.

The terms of reference for the DPPI SEE Advisory Board are in Annex II to this MoU.

DPPI SEE Working Groups (DPPI SEE WG)

The DPPI SEE Regional Meeting may establish DPPI SEE WGs as technical bodies to develop and support specific DPPI SEE projects. DPPI SEE WGs shall be chaired on an informal basis by a country in the SEE region with the participation of national and international experts. DPPI SEE WGs report to the DPPI SEE Regional Meeting and are supported by the DPPI SEE Secretariat.

DPPI SEE Partners

Interested countries and international organisations/institutions can become DPPI SEE Partners and/or Donors and participate in DPPI SEE activities by notifying the DPPI SEE Chair-in-Office or by announcing such interest at the DPPI SEE Regional Meeting. Participation shall be at the DPPI SEE Partner's own cost and with its own financial and human resources.

Article 3

Administering the DPPI SEE

DPPI SEE Secretariat

The administrative/supportive structure for the DPPI SEE and DPPI SEE CIO is the DPPI SEE Secretariat.

The DPPI SEE Secretariat consists of the Head of the DPPI SEE Secretariat and the Administrative/Finance Assistant. The seat of the DPPI SEE Secretariat is in Sarajevo, Bosnia and Herzegovina. The composition and the location of the DPPI SEE Secretariat may be changed upon a consensual decision taken by the DPPI SEE Regional Meeting.

The host country of the DPPI SEE Secretariat shall provide the facilities and office operating costs for the DPPI SEE Secretariat. The DPPI SEE Secretariat is financially administered by the IOM, as defined in the signed MoU between the Special Coordinator of the Stability Pact for SEE (SCSP) and the IOM, unless other arrangements are made.

The Terms of Reference for DPPI SEE Secretariat personnel are in Annex III to this MoU.

The DPPI SEE Secretariat works under the guidance of the DPPI SEE Chair-in-Office and reports twice per year at the DPPI SEE Regional Meeting on its activities and expenditures. Additional reporting (narrative and financial) may be required by the DPPI SEE Chair-in-Office. The budget of the DPPI SEE, prepared and presented by the DPPI SEE Secretariat, demands the formal approval of the DPPI SEE Regional Meeting.

Article 4

Budget and financing of the DPPI SEE

The DPPI SEE Secretariat will, on the basis of the DPPI SEE Annual Work Plan, prepare the DPPI SEE Regular Budget to be presented for approval to the DPPI SEE Regional Meeting during its autumn session. The DPPI SEE Secretariat will also prepare additional work plans and budgets for projects, which may be implemented with the assistance of DPPI SEE Partners.

The DPPI SEE Parties agree to make reasonable efforts to provide the human, technical and financial resources needed for the sustainable functioning of the Initiative and the DPPI SEE Secretariat.

The DPPI SEE Parties agree to commence financing the DPPI SEE administrative costs in 2007 or 2008 and to continue financing them further on, thus assuming the regional management of the Initiative and securing its sustainability.

Each DPPI SEE Party's annual financial contribution to the DPPI SEE shall be at least €25,000.00 and be transferred before the end of April of each year.

DPPI SEE Partners that are contributing to the DPPI SEE projects budget may request specific auditing reports.

DPPI SEE Parties participating in any given project also agree to provide matching contributions to financial support provided by DPPI SEE Partners, subject to mutual agreement, for the development and implementation of projects.

Article 5

Final provisions

This MoU shall be approved by the DPPI SEE Parties in accordance with their internal legal procedures and shall enter into force the first day of the month following the month on which six DPPI SEE Parties have notified the Depositary of the completion of the procedures necessary for that purpose.

If its internal legal requirements permit, any DPPI SEE Party may apply this MoU provisionally from the date of its signature. Provisional applications under this paragraph shall be notified to the Depositary.

The Government of Bosnia and Hercegovina shall be the Depositary of this MoU.

This MoU shall remain in force for 2 (two) years and will be extended automatically for another 2 years, unless agreed otherwise among the DPPI SEE Parties.

Any DPPI SEE Party may denounce this MoU with written notification to the DPPI SEE Chair-in-Office. The denunciation shall take effect 3 months after the date of receipt of the notification.

IN WITNESS WHEREOF, the undersigned, being duly authorised by their respective Governments, have signed this MoU

Done in Zagreb on September 24, 2007. in a single authentic copy, in the English language.

For the Republic of Albania

For the Republic of Moldova

For Bosnia and Herzegovina

For the Republic of Montenegro

For the Republic of Bulgaria

For the Republic of Romania

For the Republic of Croatia

For the Republic of Serbia

For the Republic of Macedonia

For the Republic of Slovenia

For the Hellenic Republic

For the Republic of Turkey

For the Republic of Hungary

Disaster Preparedness and Prevention Initiative for South Eastern Europe (DPPI SEE)

Terms of Reference for the DPPI SEE Chair-in-Office (CIO)

Under the general guidance of the DPPI SEE Regional Meeting and the Regional Co-operation Council (RCC), the DPPI SEE CIO is responsible for the implementation of the initiative in all its aspects, for overall co-ordination of the DPPI SEE and for promotion of the Initiative at both regional and international levels.

More specifically, the CIO will:

- Establish and maintain relations with DPPI SEE country officials, representatives of international organisations, networks, initiatives and non-governmental organisations involved in disaster management, as well as with the donor's community;
- Provide strategic leadership and formulate policy recommendations;
- Report to the Stability Pact (SP) Regional Table, the Regional Cooperation Council (RCC) and keep the DPPI SEE Parties and Partners informed of work accomplished and planned, and of various achievements;
- Cooperate closely with the organisation or entity that is administering the DPPI SEE (IOM at present). The CIO oversees the DPPI SEE budget, DPPI SEE Secretariat performance and appropriate staffing of the DPPI SEE Secretariat;
- Monitor the implementation of selected activities in SEE countries;
- Review prepared projects and facilitate fund raising for project implementation;
- Organise and chair meetings of the DPPI SEE;
- Participate or delegate participation in DPPI SEE related seminars, meetings and workshops and coordinate activities to the extent possible with others to avoid duplication.

Professional requirements for the CIO:

- Head/Director/General Manager of the Disaster Management Authorities from one of the DPPI SEE Parties or his/her designee at senior level.

Disaster Preparedness and Prevention Initiative for South Eastern Europe (DPPI SEE)

Terms of Reference for the DPPI SEE Advisory Board (DPPI SEE AB)

Defining Role:

The DPPI SEE Advisory Board has the following functions:

- Assure progress in the fulfilment of the DPPI SEE through peer review and information sharing
- Provide oversight and regional input in the work of the DPPI SEE
- Coordinate planned and ongoing projects and other measures

PROVISIONS:

1. Objective

The DPPI SEE seeks to provide a framework for South Eastern European nations to develop programmes and project proposals leading to strengthened capabilities in preventing and responding to natural and man-made disasters. The DPPI SEE Advisory Board provides guidance and ensures substantial and meaningful regional input in the work of the DPPI SEE and provides expertise in the drafting of legislation in the field of disaster preparedness and prevention. These Terms of Reference specify the composition and tasks of the DPPI SEE Advisory Board.

2. Composition

The DPPI SEE Advisory Board is composed of national and international experts, with both functional and geographic expertise, and donor countries, invited by the DPPI SEE Chair-in-Office. Additional parties are encouraged to contribute as Participants. Recognised participants will be included in all discussions of the DPPI SEE Advisory Board. There are no formal voting rights; decisions are to be reached by consensus.

3. Tasks

The DPPI SEE Advisory Board is primarily responsible for ensuring sustained policy relevance for the DPPI SEE and for providing general guidance in the operation of the initiative. The DPPI SEE Advisory Board evaluates the completed work of the initiative and outlines future directions and priorities. The DPPI SEE Advisory Board also uses this forum as an opportunity to share information on best practices and lessons learned.

The DPPI SEE Advisory Board constitutes a quorum when the DPPI SEE Chair-in-Office and more than half of the Members are present; its work will be done and decisions taken on a consensual basis. Any member or participant is free to initiate consideration of a topic and/or suggest possible solutions or other outcomes.

4. Meetings

The DPPI SEE Advisory Board will meet twice a year, preferably back-to-back with the DPPI SEE Regional Meeting. The DPPI SEE Chair-in-Office may convene additional meetings as needed. In advance of each regular meeting, the DPPI SEE Chair-in-Office will provide a report on its activities, financial status and an informal "programme of action" outlining upcoming priorities and work-plans. The DPPI SEE Chair-in-Office will provide an agenda in advance of the meeting and produce a brief

report following its conclusion. The DPPI SEE Advisory Board is encouraged to supplement its approach through the use of alternative technologies, including conference calls, email and Web/videoconferencing.

5. Stakeholders

The effective implementation of the DPPI SEE depends on full engagement of all stakeholders, including civil society, local and provincial authorities and governments and international organisations. The DPPI SEE Advisory Board will take all necessary steps to involve and engage relevant stakeholders to ensure the effectiveness and relevance of the work of the DPPI SEE and the successful formulation of regional projects.

6. Financing

Expenses for the DPPI SEE Advisory Board meetings (in particular per diem allowances and travel expenses) are in principle fully reimbursed by the participants from their national or organisational budgets. The hosting country is requested to provide meeting facilities appropriate for a working meeting. The secretarial costs of the DPPI SEE Advisory Board are covered by the regular budget of the DPPI SEE.

**Disaster Preparedness and Prevention Initiative
for South Eastern Europe (DPPI SEE)**

Terms of Reference for the DPPI SEE Head of the Secretariat

Under the supervision of the DPPI SEE Chair-in-Office, the Head of the DPPI SEE Secretariat will perform the following tasks and duties:

- Assist the DPPI SEE Chair-in-Office in conducting policy, planning and operations of the Initiative;
- Support and monitor Project Proposal facilitation and fund raising, prepare information updates and overviews in line with EC/International Standards;
- Organise and coordinate the work of DPPI SEE Project Working Groups;
- Coordinate implementation of DPPI SEE Projects;
- Attend meetings on behalf of the DPPI SEE Chair-in-Office;
- Ensure day-to-day (on a daily basis) contacts, correspondence and exchange of information with DPPI SEE partners involved in project facilitation and implementation.
- Travel in the region in support of DPPI SEE activities as required;
- Maintain and update the DPPI SEE web page.

More specifically, the incumbent will perform the following tasks:

- He/she will report the results of the work to the DPPI SEE Chair-in-Office and communicate information about the work accomplished and planned, and various achievements;
- Plan and prepare the DPPI SEE budget;
- Travel in the region in support of DPPI SEE activities as required;
- Provide general support to the DPPI SEE Chair-in-Office and to regional countries as required;
- Participate in DPPI SEE related seminars, meetings and workshops as required;
- Cooperate closely with the IOM, which administers DPPI SEE finances.

Professional Requirements/Qualifications

- Appropriate education
- Several years of working experience in the field of disaster management or a related field (national/international)
- Knowledge and working experience with international organisations and structures in related fields
- Thorough understanding of the political, social, economic and security landscape in SEE
- Excellent communication and writing skills in English; fluency in any SEE language is an important asset
- Commitment, flexibility and availability to work in a team

- Availability to undertake field missions and travel as necessary

Technical Arrangements

- The DPPI Head of the DPPI SEE Secretariat will be contracted by the IOM, unless other arrangements are made.
- The IOM will cover all related costs, travel and equipment from the DPPI SEE budget – earmarked by the Head of the Secretariat.
- Performance will be evaluated by the DPPI SEE Chair-in Office or his/her designee.

Disaster Preparedness and Prevention Initiative for South Eastern Europe (DPPI SEE)

Terms of Reference for the DPPI SEE Secretariat Finance/Admin Assistant

Under the supervision of the Head of the DPPI SEE Secretariat and working within the DPPI SEE framework, the incumbent will perform the following tasks and duties:

- Monitor and control DPPI SEE budget spending through maintaining a financial and administrative database;
- Coordinate with Heads of the Finance/Admin Sector of the IOM Office in Sarajevo;
- Coordinate with Heads of the Finance/Admin Sector of Civil Protection/Disaster Management authorities of the regional countries regarding finance and administration procedures;
- Prepare the DPPI SEE Finance Report, which is a part of the DPPI SEE Interim Report and Final Report;
- Assist the Head of the Secretariat in planning and preparing the DPPI SEE budget;
- Perform all other administrative duties as required.

More specifically, the incumbent will perform the following tasks:

- He/she will report the results of the work to the Head of the DPPI SEE Secretariat and communicate information about the work accomplished and planned, and various achievements;
- Travel in the region in support of DPPI SEE activities as required;
- Provide general support to the Head of the Secretariat and to DPPI member countries as required;
- Participate in DPPI SEE related seminars, meetings and workshops as required;
- Cooperate closely with the IOM, which administers DPPI SEE finances.

Professional Requirements/Qualifications

- Appropriate education
- Several years of working experience in the field of disaster management or a related field (national/international)
- Knowledge and working experience with international organisations and structures in related fields

- Thorough understanding of the political, social, economic and security landscape in SEE
- Excellent communication and writing skills in English; fluency in any SEE language is an important asset
- Commitment, flexibility and availability to work in a team
- Availability to undertake field missions and travel as necessary

Technical Arrangements

- The DPPI SEE Finance/Admin Assistant will be contracted by the IOM, unless other arrangements are made.

Memorandum o razumevanju

o

institucionalnom okviru

**Inicijative za prevenciju i spremnost u slučaju katastrofa
za region jugoistočne Evrope**

Preambula

Vlade Republike Albanije, Bosne i Hercegovine, Republike Bugarske, Republike Hrvatske, Republike Grčke, Republike Mađarske, Republike Makedonije, Republike Moldavije, Republike Crne Gore, Republike Rumunije, Republike Srbije, Republike Slovenije i Republike Turske, u daljem tekstu: Strane Inicijative za prevenciju i spremnost u slučaju katastrofa za region jugoistočne Evrope (Strane DPPI SEE),

Prepoznajući potrebu za daljim jačanjem regionalne saradnje i regionalnog dogovora u oblasti upravljanja katastrofama (izgradnja kapaciteta, metoda i praksi) kao suštinsku;

Ponovo potvrđujući svoju posvećenost Partnerstvu za spremnost, prevenciju, odgovor i ublažavanje posledica katastrofa, kao što je utvrđeno na temelju Deklaracije o saradnji u sprečavanju i delovanju u slučaju katastrofa u JIE, potpisanom u Bukureštu, Rumunija, 5. juna 2002. godine;

Priznajući Inicijativu za prevenciju i spremnost u slučaju katastrofa za region jugoistočne Evrope kao institucionalni okvir u regionalnom vlasništvu država jugoistočne Evrope sa ciljem unapređenja i jačanja mogućnosti i kapaciteta za prevenciju i odgovor u slučaju prirodnih i ljudskim faktorom izazvanih katastrofa;

Saglasne da rukovođenje i upravljanje inicijativom u potpunosti prenesu na region i da obezbede finansijsku održivost aktivnosti svog regionalnog sekretarijata;

Sporazumeli su se:

Član 1.

Dugoročni i kratkoročni ciljevi DPPI SEE

Glavni ciljevi Inicijative za prevenciju i spremnost u slučaju katastrofa u regionu jugoistočne Evrope su da se doprinose izgradnji institucionalnih kapaciteta organizacija za upravljanje u katastrofama kako bi se poboljšala prevencija i spremnost u slučaju katastrofa u zemljama u regionu i to na sledeće načine:

- kao regionalna mreža i konsultant u prevenciji i spremnosti na prirodne i ljudskim faktorom izazvane katastrofe u regionu JIE;
- podržavajući države u regionu da razviju i/ili ostvare najsavremenije moguće upravljanje u katastrofama i s tim u vezi zakonodavstvo, regulative i kodekse kojima je cilj da spreče i ublaže katastrofe u skladu sa smernicama i zajedničkom praksom prihvaćenom od strane Evropske unije i međunarodne zajednice;
- jačajući i unapređujući bilateralnu i multilateralnu saradnju, omogućavajući lakše zaključivanje bilateralnih i multilateralnih sporazuma između država i razmenu informacija na svim nivoima između organa nadležnih za upravljanje u slučaju katastrofa i relevantnih ministarstava u regionu JIE;
- procenjujući postojeće programe za spremnost u slučaju katastrofa i razvijajući strategiju za unapređenje ovih programa i integrisanje ovih inicijativa u buduće projektne programe;
- jačajući postojeću i buduću spremnost u slučaju katastrofa i prevenciju kroz obrazovanje o javnoj bezbednosti uz poruke o uticaju projekata za prevenciju i ublažavanje posledica;
- prepoznavajući i razmenjujući iskustva i najbolje prakse.

Član 2.

Upravljačka i koordinaciona struktura DPPI SEE

Regionalni sastanak DPPI SEE

Regionalni sastanak DPPI SEE je upravljački forum/telo sa sposobnošću donošenja odluka i sastavljeno od šefova/direktora/generalnih menadžera organa nadležnih za upravljanje u kriznim situacijama Strana DPPI SEE, a koji su podržani od strane ostalih relevantnih institucija/ministarstava odgovornih za spremnost, prevenciju i upravljanje u slučaju katastrofa.

Na DPPI SEE Regionalnom sastanku će učestvovati Strane DPPI SEE. Članovi Savetodavnog odbora DPPI SEE i Partneri DPPI SEE mogu takođe da učestvuju na Regionalnim sastancima DPPI SEE.

Predsedavanje Regionalnim sastankom DPPI SEE će se menjati svake godine između Strana DPPI SEE. Opis poslova i zadataka predsedavajuće države DPPI SEE je dat u Aneksu 1 ovog Memoranduma o razumevanju.

Regionalni sastanak DPPI SEE odobrava godišnji radni program/plan i budžet. Takođe odobrava specifične projekte i može ustanoviti Radne grupe.

Regionalni sastanak DPPI SEE pruža okvir za politiku Inicijative i služi kao platforma za interne konsultacije i preporuke koje će biti prenesene odgovarajućim nacionalnim organima kako bi im se olakšao proces donošenja odluka u okviru njihovih vlada.

Regionalni sastanak DPPI SEE neguje povezanost i saradnju sa međunarodnim partnerima i akterima, razmenu informacija, iskustava, naučenih lekcija i najboljih praksi i rešava pitanja od zajedničkog interesa.

Regionalni sastanak DPPI SEE se sastaje dva puta godišnje. Vanredne sednice mogu biti zakazane na inicijativu predsedavajuće zemlje DPPI SEE i uz saglasnost svih Strana DPPI SEE.

Odluke Regionalnog sastanka se donose konsenzusom.

Predsedavajuća zemlja Regionalnog sastanka DPPI SEE podnosi izveštaje Regionalnom stolu Pakta stabilnosti. Posle zaključivanja Pakta stabilnosti i uspostavljanja Saveta za regionalnu saradnju, predsedavajuća zemlja DPPI SEE će izveštavati na sastancima Saveta.

Savetodavni odbor DPPI SEE

U sastavu Savetodavnog odbora DPPI SEE su eksperti sa stručnim znanjem iz raznih oblasti, koji predstavljaju međunarodne partnere DPPI SEE, na poziv predsedavajuće zemlje DPPI SEE. Savetodavno telo DPPI SEE daje savete vezano za predložene i planirane projekte i aktivnosti i doprinosi održivoj politici.

Ne postoji formalno pravo glasa; odluke se donose konsenzusom.

Opis poslova i zadataka Savetodavnog odbora DPPI SEE dat je u Aneksu II ovog Memoranduma.

Radne grupe DPPI SEE

Regionalni sastanak DPPI SEE može da ustanovi Radne grupe DPPI SEE kao tehnička tela za razvoj i podršku specifičnih projekata DPPI. Radnim grupama DPPI SEE se predsedava na neformalnoj osnovi, a predsedava država regiona JIE uz učešće nacionalnih i međunarodnih stručnjaka. Radne grupe DPPI SEE podnose izveštaje Regionalnom sastanku, a podržava ih Sekretarijat DPPI.

Partneri DPPI SEE

Zainteresovane države i međunarodne organizacije/institucije mogu da postanu Partneri DPPI SEE i/ili Donatori i da učestvuju u aktivnostima DPPI SEE tako što će obavestiti predsedavajuću zemlju DPPI SEE ili tako što će to objaviti na Regionalnom sastanku DPPI SEE. Troškove učešća će snositi sam Partner DPPI SEE iz svojih finansijskih izvora i koristeći svoje ljudske resurse.

Član 3.

Upravljanje DPPI SEE

Sekretarijat DPPI SEE

Administrativna struktura/struktura pružanja podrške za DPPI SEE i predsedavajući DPPI SEE je Sekretarijat DPPI SEE.

Sekretarijat DPPI SEE se sastoji od šefa Sekretarijata DPPI SEE i administrativno-finansijskog asistenta. Sedište DPPI SEE Sekretarijata je u Sarajevu, Bosna i Hercegovina. Sastav i lokacija Sekretarijata DPPI SEE se može promeniti ukoliko se takva odluka donese na Regionalnom sastanku DPPI SEE konsenzusom.

Država domaćin će obezbediti prostor i snositi troškove rada Sekretarijata DPPI SEE. Sekretarijatom finansijski upravlja Međunarodna organizacija za migracije

(IOM), kako je i definisano u potpisanom Memorandumu o razumevanju između specijalnog koordinatora Pakta stabilnosti za JIE i IOM-a, osim ako nije postignut drugačiji dogovor.

Opis poslova i zadataka osoblja Sekretarijata DPPI SEE dat je u Aneksu III ovog Memoranduma o razumevanju.

Sekretarijat DPPI SEE deluje pod okriljem predsedavajućeg Radnog sastanka i dva puta godišnje izveštava Radni sastanak o svojim aktivnostima i troškovima. Predsedavajući može zatražiti i dodatne izveštaje (usmene i finansijske). Za budžet DPPI SEE, koji priprema i predstavlja Sekretarijat DPPI SEE, potrebno je formalno odobrenje Regionalnog sastanka DPPI SEE.

Član 4.

Budžet i finansiranje DPPI SEE

Sekretarijat DPPI SEE će, na osnovu Godišnjeg radnog plana DPPI SEE, pripremiti Redovan budžet DPPI SEE, koji se podnosi na odobrenje Regionalnom sastanku DPPI SEE tokom jesenjeg zasedanja. Sekretarijat DPPI SEE takođe priprema dodatne radne planove i budžete za projekte koji se mogu sprovoditi uz pomoć DPPI SEE partnera.

Strane DPPI SEE saglasne su da će nastojati da obezbede kadrovska, tehnička i finansijska sredstva potrebna za održivo funkcionisanje Inicijative i Sekretarijata DPPI SEE.

Strane DPPI SEE saglasne su da će početi s finansiranjem administrativnih troškova DPPI SEE u 2007. ili 2008. godini i da će nastaviti s njihovim daljim finansiranjem, čime preuzimaju regionalno vlasništvo nad Inicijativom i tako obezbeđuju njenu održivost.

Godišnji finansijski doprinos svake države Strane DPPI SEE iznosi najmanje 25,000.00 evra, a uplaćuje se do kraja meseca aprila svake godine.

Partneri DPPI SEE koji doprinose budžetu za projekte DPPI SEE mogu zahtevati posebne izveštaje o reviziji.

Strane DPPI SEE koje učestvuju u bilo kojem od projekata takođe su saglasne da će dati doprinose koji odgovaraju finansijskoj podršci koju su pružili DPPI SEE Partneri, zavisno od međusobnog sporazuma, za razvoj i sprovođenje projekata.

Član 5.

Završne odredbe

Ovaj Memorandum o razumevanju odobravaju Strane DPPI SEE u skladu sa njihovim unutrašnjim zakonskim procedurama, a stupa na snagu prvog dana meseca koji sledi nakon meseca u kom je šest Strana DPPI SEE izvestilo depozitara o okončanju postupaka potrebnih u tu svrhu.

Ukoliko to njihovo unutrašnje zakonodavstvo dopušta, Strane DPPI SEE mogu privremeno primenjivati ovaj Memorandum o razumevanju od datuma njegovog potpisivanja. O privremenoj primeni, na osnovu ovog stava obaveštava se depozitar.

Vlada Bosne i Hercegovine je depozitar ovog Memoranduma o razumevanju.

Ovaj Memorandum o razumevanju ostaje na snazi dve (2) godine i biće automatski produžen na još dve godine, osim ako se Strane DPPI SEE međusobno drugačije ne dogovore.

Svaka od Strana DPPI SEE može otkazati ovaj Memorandum o razumevanju slanjem pismenog obaveštenja predsedavajućem DPPI SEE. Otkaz stupa na snagu tri (3) meseca od datuma prijema obaveštenja.

U POTVRDU TOGA dole potpisani, propisno ovlašćeni od strane svojih Vlada potpisali su ovaj Memorandum o razumevanju.

Sačinjeno u Zagrebu, 24. septembra 2007. godine, u originalu na engleskom jeziku.

Za Republiku Albaniju	Za Republiku Moldaviju
Za Bosnu i Hercegovinu	Za Republiku Crnu Goru
Za Republiku Bugarsku	Za Republiku Rumuniju
Za Republiku Hrvatsku	Za Republiku Srbiju
Za Bivšu Jugoslovensku Republiku Makedoniju	Za Republiku Sloveniju
Za Republiku Grčku	Za Republiku Tursku
Za Republiku Mađarsku	

Aneks I

**Inicijativa za prevenciju i spremnost u slučaju katastrofa za region
jugoistočne Evrope (DPPI SEE)**

Obaveze Predsedavajuće zemlje (CIO) DPPI SEE

Na osnovu opštih smernica Regionalnog sastanka DPPI SEE i Saveta za regionalnu saradnju (RCC), predsedavajući DPPI SEE je odgovoran za sprovođenje Inicijative u

svim njenim aspektima, za sveobuhvatnu koordinaciju DPPI SEE i za unapređivanje Inicijative kako na regionalnom tako i na međunarodnom nivou.

Detaljnije, predsedavajući ima sledeće dužnosti:

- uspostavlja i održava odnose sa zvaničnicima zemalja DPPI SEE, predstavnicima međunarodnih organizacija, mreža, inicijativa i nevladinih organizacijama koje su uključene u upravljanje katastrofama, kao i sa donatorima;
- obezbeđuje strateško rukovođenje i formuliše preporuke;
- izveštava Regionalni sto Pakta stabilnosti, Savet za regionalnu saradnju i obaveštava Strane i Partnere DPPI SEE o planiranom i ostvarenom radu i drugim ostvarenjima;
- blisko sarađuje sa organizacijom ili telom koje upravlja Inicijativom DPPI (trenutno je to IOM). Predsedavajući nadgleda budžet DPPI SEE, rad Sekretarijata DPPI SEE i obezbeđuje odgovarajuća kadrovska rešenja za Sekretarijat;
- nadgleda sprovođenje odabranih aktivnosti u zemljama JIE;
- revidira pripremljene projekte i olakšava prikupljanje finansijskih sredstava za sprovođenje projekata;
- organizuje i predsedava sastancima DPPI SEE;
- učestvuje ili određuje učesnike na seminarima, sastancima i radionicama vezanim za DPPI SEE i koordinira aktivnosti na najbolji mogući način kako bi se izbeglo preklapanje.

Profesionalni uslovi koje budući predsedavajući treba da ispuni:

- Šef/direktor/rukovodilac nadležnog tela za upravljanje u slučaju katastrofe iz jedne od zemalja Strana DPPI SEE ili osoba na visokom položaju koju on odredi.

Aneks II

Inicijativa za prevenciju i spremnost u slučaju katastrofa za region jugoistočne Evrope (DPPI SEE)

Opis poslova Savetodavnog odbora DPPI SEE (DPPI SEE AB)

Definisanje uloge:

Savetodavni odbor DPPI SEE ima sledeće dužnosti:

- osigurava napredak u ispunjavanju aktivnosti DPPI SEE putem zajedničkog nadzora i razmene informacija;
- obezbedi pregled i regionalni doprinos radu DPPI SEE;
- koordinira planirane i tekuće projekte i druge mere.

ODREDBE:

1. Ciljevi

DPPI SEE nastoji pružiti okvir za zemlje JIE kako bi razvile nacрте programa i projekata koji treba da dovedu do jačanja sposobnosti prevencije i reagovanja na elementarne nepogode i ljudskim faktorom izazvane katastrofe. Savetodavni odbor DPPI SEE obezbeđuje smernice, kao i značajno regionalno ulaganje sredstava u rad DPPI SEE i osigurava stručnost u izradi nacрта zakonskih propisa u oblasti prevencije i spremnosti u slučaju katastrofa. Ove obaveze određuju sastav i zadatke Savetodavnog odbora DPPI SEE.

2. Sastav

Savetodavni odbor DPPI SEE sastavljen je od nacionalnih i međunarodnih stručnjaka koji poseduju funkcionalnu i geografsku stručnost, zemalja donatora, koje poziva predsedavajući DPPI SEE. Dodatne strane su ohrabrene da daju svoj doprinos u svojstvu Učesnika. Priznati učesnici će biti uključeni u sve rasprave Savetodavnog odbora DPPI SEE. Ne postoje formalna glasačka prava; odluke se donose konsenzusom.

3. Zadaci

Savetodavni odbor DPPI SEE prvenstveno je odgovoran za obezbeđivanje održive politike upravljanja za DPPI SEE i davanje opštih smernica za rad Inicijative. Savetodavni odbor DPPI SEE procenjuje obavljeni rad Inicijative i izrađuje nacрте budućih usmerenja i prioriteta. Savetodavni odbor DPPI SEE takođe koristi ovaj forum kao priliku za razmenu informacija o najboljim praksama i stečenim znanjima.

Savetodavni odbor DPPI SEE ima kvorum kada su prisutni predsedavajući DPPI SEE i više od polovine članica; zadaci Odbora će biti ispunjeni, a odluke donete na osnovu konsenzusa. Svaki član ili učesnik može slobodno da pokrene razmatranje neke teme i/ili predloži moguća rešenja ili druge ishode.

4. Sastanci

Savetodavni odbor DPPI SEE sastaje se dva puta godišnje, po mogućnosti neposredno pre ili nakon Regionalnog sastanka DPPI SEE. Predsedavajući DPPI SEE može po potrebi sazvati dodatne sastanke. Pre svakog redovnog sastanka,

predsedavajući DPPI SEE podnosi izveštaj o svojim aktivnostima, finansijskom statusu i neformalni "program delovanja", koji će ocrtavati buduće prioritete i planove rada. Predsedavajući DPPI SEE će pre sastanka podeliti dnevni red i uraditi kratak izveštaj po završetku istog. Savetodavni odbor DPPI SEE se ohrabruje da dopuni taj rad kroz upotrebu alternativne tehnologije, uključujući konferencijske pozive, elektronsku poštu i veb/video konferencije.

5. Ostali učesnici

Efikasno sprovođenje DPPI SEE zavisi od potpunog angažovanja svih zainteresovanih strana, uključujući civilno društvo, lokalne i opštinske vlasti i vlade međunarodne organizacije. Savetodavni odbor DPPI SEE će preduzeti sve neophodne korake kako bi uključio i angažovao relevantne zainteresovane strane u svrhu obezbeđivanja efikasnosti u radu DPPI SEE i uspešne formulacije regionalnih projekata.

6. Finansiranje

Troškovi sastanaka Savetodavnog odbora DPPI SEE (naročito troškovi za dnevnice i putni troškovi) se, u principu, u potpunosti nadoknađuju iz nacionalnih budžeta učesnika ili budžeta njihove organizacije. Zemlja domaćin treba da obezbedi odgovarajuća sredstva (prostorije) za radni sastanak. Sekretarski troškovi Savetodavnog odbora DPPI SEE se pokrivaju iz redovnog budžeta DPPI SEE.

Aneks III

Inicijativa za prevenciju i spremnost u slučaju katastrofa za region jugoistočne Evrope (DPPI SEE)

Obaveze šefa Sekretarijata DPPI SEE

Pod nadzorom predsedavajućeg DPPI SEE, šef Sekretarijata DPPI SEE će obavljati sledeće zadatke i dužnosti:

- pomagati predsedavajućem DPPI SEE u sprovođenju politike, planiranja i delovanju Inicijative;
- podržavati i pratiti prikupljanje finansijskih sredstava za predloge projekata, ažurirati informacije i preglede u skladu sa međunarodnim standardima i standardima EZ;
- organizovati i koordinirati rad Radnih grupa za projekte DPPI SEE;
- upravljati sprovođenjem DPPI SEE projekata;
- prisustvovati sastancima u ime predsedavajućeg DPPI SEE;
- obezbediti svakodnevne kontakte, korespondenciju i razmenu informacija u oblasti pripremljenosti, prevencije i reagovanja u slučaju katastrofa, sa partnerima DPPI SEE uključenim u sprovođenje projekata;
- po potrebi putuje po regionu radi pružanja podrške aktivnostima DPPI SEE;
- održavati i ažurirati veb stranicu DPPI SEE.

Detaljnije, imenovani izvršava sledeće zadatke:

- izveštava predsedavajućeg DPPI SEE o rezultatima rada i pruža informacije o planiranom i ostvarenom radu, i drugim ostvarenjima;
- planira i priprema budžet DPPI SEE;
- po potrebi putuje po regionu radi pružanja podrške aktivnostima DPPI SEE;
- po potrebi pruža opštu podršku predsedavajućem DPPI SEE i zemljama u regionu;
- po potrebi učestvuje na seminarima, sastancima i radionicama vezanim za DPPI SEE;
- blisko sarađuje sa IOM-om koji upravlja finansijama DPPI.

Kvalifikacije/profesionalni uslovi

- Odgovarajuće obrazovanje;
- Nekoliko godina radnog iskustva u oblasti upravljanja u slučaju katastrofa ili u nekoj od bliskih oblasti (nacionalno/međunarodno);
- Poznavanje i radno iskustvo u nekoj od međunarodnih organizacija i struktura iz neke srodne oblasti;
- Temeljno razumevanje političke, socijalne, ekonomske i bezbednosne situacije u JIE;
- Izvrsne veštine komuniciranja i pisanja na engleskom jeziku; tačno znanje bilo kog od jezika regiona JIE je značajna prednost;

- Posvećenost, fleksibilnost i sposobnost za timski rad;
- Sposobnost za rad na terenu i za putovanja ukoliko je to potrebno.

Tehnički uslovi

- Šef Sekretarijata DPPI SEE u ugovornom je odnosu sa IOM-om, ukoliko nije dogovoreno drugačije;
- IOM pokriva sve vezane troškove, troškove putovanja i opreme iz budžeta DPPI SEE (označene od strane šefa sekretarijata);
- Rad šefa Sekretarijata će ocenjivati predsedavajući DPPI SEE ili njegov predstavnik.

Inicijativa za prevenciju i spremnost na nesreće za region jugoistočne Evrope (DPPI SEE)

Obaveze finansijsko-administrativnog asistenta Sekretarijata DPPI

Pod nadzorom šefa Sekretarijata DPPI SEE i radeći u okviru DPPI SEE, imenovana osoba obavlja sledeće zadatke i dužnosti:

- prati i kontroliše budžetsku potrošnju održavanjem finansijske i administrativne baze podataka;
- koordinira sa šefovima Finansijsko-administrativnog sektora kancelarije IOM-a u Sarajevu;
- koordinira sa šefovima Finansijsko-administrativnog sektora Civilne zaštite/organima za upravljanje u slučaju katastrofa zemalja u regionu, a u vezi sa finansijskim i administrativnim procedurama;
- priprema Finansijski izveštaj DPPI SEE, koji je deo privremenog izveštaja DPPI SEE i Završnog izveštaja;
- pruža pomoć šefu Sekretarijata u planiranju i pripremi Budžeta DPPI SEE;
- obavlja sve ostale administrativne poslove.

Detaljnije, imenovana osoba obavlja sledeće zadatke:

- izveštava šefa Sekretarijata DPPI SEE o rezultatima rada i pruža informacije o obavljenom i planiranom radu, i drugim ostvarenjima;
- po potrebi putuje po regionu radi pružanja podrške aktivnostima DPPI SEE;
- po potrebi obezbeđuje opštu podršku šefu Sekretarijata DPPI SEE i zemljama u regionu;
- po potrebi učestvuje na seminarima, sastancima i radionicama vezanim za DPPI SEE;
- blisko sarađuje sa IOM-om koji upravlja finansijama DPPI SEE.

Kvalifikacije/profesionalni uslovi

- Odgovarajuće obrazovanje;
- Nekoliko godina radnog iskustva u oblasti upravljanja u slučaju katastrofa ili u nekoj od bliskih oblasti (nacionalno/međunarodno);
- Poznavanje i radno iskustvo u nekoj od međunarodnih organizacija i struktura iz neke srodne oblasti;

- Temeljno razumevanje političke, socijalne, ekonomske i bezbednosne situacije u JIE;
- Izvrsne veštine komuniciranja i pisanja na engleskom jeziku; tečno znanje bilo kog od jezika regiona JIE je značajna prednost;
- Posvećenost, fleksibilnost i sposobnost za timski rad;
- Sposobnost za rad na terenu i za putovanja ukoliko je to potrebno.

Tehnički uslovi

- Finansijsko-administrativni asistent DPPI SEE u ugovornom je odnosu sa IOM-om, ukoliko nije dogovoreno drugačije.

Član 3.

Ovaj zakon stupa na snagu osmog dana od dana objavljivanja u „Službenom glasniku Republike Srbije – Međunarodni ugovori”.