

Terms of reference for the Drafting Committee for the World Conference on Disaster Reduction (WCDR)

1. Background

1.1. The World Conference on Disaster Reduction will convene on 18-22 January 2005 in Kobe, Hyogo (Japan). The outcomes of the conference will be the review of the Yokohama Strategy and Plan of Action, a programme document containing a programme of action for the next ten years (2005-2015), and a declaration. The programme document will be the basis for the declaration that will be adopted on the last day of the conference.

2. Purpose and scope of the Drafting Committee

2.1. To carry out this drafting work, the Preparatory Committee of the WCDR has decided to create a committee that will be entrusted with drafting final texts of the outcome documents for adoption by the WCDR. The host country will present to that committee a draft of the final declaration for the conference, initiated on the provisions of the draft programme document.

2.2. The Drafting Committee's scope of work is initially focused on the programme outcome document to be adopted by the WCDR. As the Committee considers other drafting work as specified in paragraph 1.1. above, this should be at the request of one or more of the participants in the Conference, to the Chairperson of the Drafting Committee who will keep the Chairman of the Bureau informed.

2.3. The Chairperson of the Drafting Committee will present the final texts of the outcome documents to the President of the Conference, at the latest on the last day of the Conference, 22 January 2005.

3. Composition of the Drafting Committee

3.1. Representatives may participate in the deliberations of the Drafting Committee. Observers from intergovernmental regional organizations active in the areas of disaster reduction are invited to participate in the Drafting Committee, in accordance with the provisional application of the "Provisional rules of procedure".

3.2. Delegations that wish to be members of the Committee should notify the secretariat, which will inform the Chairperson of their participation.

3.3. The work of the Committee will be led by a Chairperson nominated by the Chairman of the Preparatory Committee, with the approval of the Bureau and the endorsement of the Preparatory Committee.

3.4. The secretariat will keep a register of members of the Drafting Committee. Delegations that have not chosen to be part of the Committee when it is established may become members at any time by notifying the secretariat.

3.5. The secretariat will participate in the meetings of the Drafting Committee and provide such support as requested by the Chairperson.

3.6. The Chairperson of the Drafting Committee will keep the Chairman of the Preparatory Committee and the Bureau informed of the progress of the Committee's work. After final review and approval of the documents by the Chairman of the Preparatory Committee, the Chairperson of the Drafting Committee will submit the documents to the President of the Conference.

4. Working arrangements

4.1. Until Friday 14 January 2005, the Drafting Committee will meet at the United Nations Office in Geneva at the invitation of its Chairperson. From Monday 17 to Saturday 22 January 2005, the Committee will meet in Kobe, Hyogo (Japan), on the premises of the WCDR. Notifications of meetings will be made by the secretariat.

4.2. The Chairperson, with the support of the secretariat, will decide on frequency, duration and agenda of the Committee's meetings.

4.3. The Chairperson will inform the members of the Committee of the manner he/she wishes to conduct the business of the Committee, with regard to statements and other interventions, points of order, etc. It is understood that this will be within the modalities of functioning of the Preparatory Committee and its provisional rules of procedure.

4.4. The Drafting Committee will meet with a minimum quorum of one delegation from each of the 5 regional groups. While encouraging Member States to have at least two countries of each regional group in the Committee, Bureau members will ensure that one Member State of their group is a member, and will promote participation in such a way that the Drafting Committee may meet as scheduled with an appropriate quorum.

4.5. The secretariat will provide full support to the Drafting Committee, as and when requested by the Chairperson. In particular, the secretariat will ensure timely and appropriate reflection in the text of the evolving drafts of the decisions and conclusions made by the Committee's Chairperson.

4.6. The secretariat will ensure timely circulation of the draft documents to the members of the Committee. Delegations as defined in point 3.1. above that are not members of the Committee may ask the secretariat to receive the documentation produced by the Committee.

5. Completion of work

5.1. The work of the Drafting Committee will be deemed completed when its Chairperson submits the final texts of the outcome documents to the President of the Conference, who accepts them.

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