

# **CHARTER OF THE ASIA PACIFIC ALLIANCE FOR DISASTER MANAGEMENT**

## **PREAMBLE**

Countries of the Asia-Pacific region experience many severe disasters. In order to prevent, address and minimize damage from such disasters, the establishment of a comprehensive system of cooperation and support drawing on the private sector, non-governmental organizations, local communities, central governments and local authorities is urgently required.

Against this backdrop, five disaster aid national platforms from countries in the Asia-Pacific region have determined to launch a trans-national disaster aid alliance for the purpose of facilitating collaboration among countries in the Asia-Pacific region with the aim of delivering effective and efficient disaster assistance through disaster preparedness, risk reduction, relief and recovery.

The objective of the project is twofold: first, to create a disaster aid platform in each country in the Asia-Pacific region (each such platform is hereinafter referred to as a “National Platform”, as further defined below; and each country in which a National Platform is established is hereinafter referred to as a “member country”); and, second, to establish and operate a regional alliance, which shall be known as the Asia Pacific Alliance for Disaster Management (hereinafter referred to as the “Asia Pacific Alliance”), which will facilitate mutual cooperation among National Platforms and across the member countries and, in doing so, will further facilitate cooperation and understanding between governments, private sector enterprise and NGOs and the provision of effective and efficient disaster aid.

## **CHAPTER I**

### **MISSION AND CORE VALUES**

#### **1. MISSION**

1.1 The Mission of the Asia Pacific Alliance is to facilitate collaboration amongst the member countries for the purpose of delivering effective and efficient disaster assistance through disaster preparedness, risk reduction, relief and recovery.

1.2 The Asia Pacific Alliance will achieve the Mission through:

- (a) the fostering of cooperation and coordination between government, the private sector and non-governmental organizations with the aim of delivering more effective disaster prevention, response and relief;
- (b) the sharing of research, information and experience and the promotion of mutual support among the member countries; and
- (c) the strengthening of each member country's capacity and infrastructure in relation to disaster management and relief.

## **2. CORE VALUES**

All members of the Asia Pacific Alliance shall act in accordance with and promote the following seven values:

- (a) Beyond border: providing disaster aid support regardless of borders and national, regional, political and religious dividing lines
- (b) Mutual help: recognizing the importance of inter-reliance over individual or bilateral considerations
- (c) Humanity: humanity at the heart of all
- (d) Transparency: ensuring transparency in decision-making and financial management and accountability to society
- (e) Good governance: aiming for effective and consistent management
- (f) Willingness: building through pro-active and energetic participation
- (g) Practicality: creating platforms that will be able to provide concrete support pre-disaster, at times of disaster and post-disaster

## **CHAPTER II MEMBERSHIP AND PARTNERSHIP**

## **1. OFFICIAL MEMBER**

- 1.1 Founder members (hereinafter referred to as a “Founders”) determined by General Assembly are the official member who will vote in decision-making processes in General Assembly meetings
- 1.2 In addition to the Founders, any national platform working in the field of disaster preparedness, risk reduction and relief and recovery based in the Asia Pacific region and meeting the requirements set out in Section 3 of Chapter III is eligible to apply to become an “official member national platform” (hereinafter referred to as a “National Platform”) in accordance with, and subject to, the provisions of this Charter.
- 1.3 The National Platforms of each member country are required to nominate one “National Representative” from amongst themselves, who will vote on their behalf in relation to decision-making processes in General Assembly meetings.

## **2. ASSOCIATE MEMBERS**

- 2.1 Any organizations aiming to formulate and coordinate the National Platform in their country can apply to become “Associate Members” and will be approved by Executive Committee.
- 2.2 Associate Members will be participants in the Asia Pacific Alliance and may be called upon as observers to offer advice to the General Assembly and to the Management Office. The Asia Pacific Alliance values input from all National Platforms and Associate Members.
- 2.3 Associate Members may be subject to membership fees to be determined by the Executive Committee.

## **3. PARTNERS**

- 3.1 Other organizations and bodies, including, for example, The United Nations, international organizations, academic institutions and global companies, can apply to become “Partners”.
- 3.2 Partners will be participants in the Asia Pacific Alliance and may be called upon as observers to offer advice to the General Assembly and to the Management

Office. The Asia Pacific Alliance values input from all National Platforms, Associate Members and Partners.

- 3.3 Partners may be subject to membership fees to be determined by the Executive Committee.
- 3.4 Partners shall be determined by Executive Committee.

## **CHAPTER III NATIONAL PLATFORMS**

### **1. FUNCTIONS OF NATIONAL PLATFORMS**

- 1.1 A National Platform is a vehicle for enhancing cooperation and coordination between government, the private sector and non-governmental organizations with the aim of delivering more effective disaster prevention, response and relief.
- 1.2 A National Platform has practical responsibility for disaster relief. Its functions are built around funding from the private sector, NGOs and government sources and are predicated on collaboration between each of those elements.
- 1.3 A National Platform is also a national-level focal point that promotes mutual assistance among National Platforms in the Asia Pacific region.
- 1.4 National Platforms have discretion to support other National Platforms in the Asia Pacific region directly.

### **2. REGISTRATION OF MULTIPLE NATIONAL PLATFORMS**

- 2.1 It is anticipated that each member country will register a single National Platform. In exceptional circumstances, the Executive Committee may accept registration of more than one National Platform from a single member country.
- 2.2 Where two or more National Platforms from a single member country are registered as members of the Asia Pacific Alliance, those National Platforms will coordinate amongst themselves to ensure efficient and effective participation in the Asia Pacific Alliance.

### **3. REQUIREMENTS FOR NATIONAL PLATFORMS**

- 3.1 Each National Platform must be composed of representatives from its member country's private sector and national disaster-related NGO sector and have a close relationship with its member country's government.
- 3.2 Each National Platform must work principally in the field of disaster preparedness, risk reduction, relief and recovery.
- 3.3 Each National Platform must have an independent governing body, an independent auditing system and a bank account designated solely for the use of that National Platform.
- 3.4 Each National Platform must have its headquarters in the Asia Pacific region and must be engaged in nationwide disaster prevention, relief and recovery activities.
- 3.5 Each National Platform must have, or be in a position to assume, functions of financial assistance in respect of other national NGOs and fundraising for domestic and international disasters.

### **4. RESPONSIBILITIES OF NATIONAL PLATFORMS**

- 4.1 Each National Platform will:
  - (a) promote the Asia Pacific Alliance and its goals in its member country;
  - (b) work to expand the participation of the private sector and other organizations in that National Platform and in the Asia Pacific Alliance;
  - (c) share its experience, information, research and other resources with other National Platforms;
  - (d) support other National Platforms in the event of disasters in other member countries; and
  - (e) coordinate and support the activities of rescue teams from the National Platforms of other member countries.
- 4.2 Each National Platform will establish appropriate measures for distribution, implementation, monitoring and reporting in respect of support received from other National Platforms and/or regional disaster relief platforms.

## **5. NATIONAL REPRESENTATIVES**

- 5.1 One National Representative per member country will be nominated, regardless of the number of National Platforms in that member country.
- 5.2 Each National Representative or its proxy/representative will attend meetings of the General Assembly.
- 5.3 Each National Representative has:
  - (a) equal rights and obligations under this Charter;
  - (b) voting rights in meetings of the General Assembly; and
  - (c) independent discretion as to the exercise of its voting power.

## **CHAPTER IV ADMISSION AND TERMINATION OF MEMBERSHIP**

### **1. ADMISSION OF NATIONAL PLATFORMS TO THE ASIA PACIFIC ALLIANCE**

- 1.1 The procedure for application and admission to the Asia Pacific Alliance of a National Platform shall be prescribed by the Executive Committee.
- 1.2 Admission of an applicant national platform shall be subject to the following:
  - (a) compliance by that national platform with each limb of Section 3 of Chapter III above (*Requirements for National Platforms*);
  - (b) approval by the Executive Committee, which shall first solicit views pertaining to the application from each of the National Representatives; and
  - (c) agreement by that national platform to be bound and to abide by this Charter and by any other rules, codes of conduct or bylaws prescribed from time to time by the General Assembly.

## **2. TERMINATION OF MEMBERSHIP OF THE ASIA PACIFIC ALLIANCE**

- 2.1 The Executive Committee may, with three months notice to a National Platform, resolve by an affirmative vote of members of the Executive Committee representing at least two thirds of the Executive Committee to terminate that National Platform's membership of the Asia Pacific Alliance for good and sufficient reason.
- 2.2 For the purposes of the resolution and voting referred to in Section 2.1 immediately above, the National Representative from the member country of the National Platform that is the object of the resolution for membership termination (if such National Representative is an Executive Committee member) may not participate in the voting and, in calculating the fraction representative of the number of the members of the Executive Committee who have voted in favor of the resolution as a proportion of the total number of members of the Executive Committee, such National Representative shall be excluded from both the numerator and the denominator.
- 2.3 Each National Platform may terminate its membership of the Asia Pacific Alliance with three months notice of such withdrawal to the other National Platform members of the Asia Pacific Alliance.

**CHAPTER V**  
**GOVERNANCE STRUCTURE**

**1. COMPOSITION OF THE ASIA PACIFIC ALLIANCE**

1.1 The Asia Pacific Alliance shall be composed of the National Platforms ~~and~~ Associate Members and Partners and shall adopt an organizational structure made up of the General Assembly, an Executive Committee and a Management Office.

**2. GENERAL ASSEMBLY**

2.1 The General Assembly is the decision-making body of the Asia Pacific Alliance. It is made up of the National Platforms and Founders that have become members of the Asia Pacific Alliance.

2.2 The General Assembly's functions are:

- (a) to elect the Executive Committee;
- (b) to receive and review annual reports and audited financial statements submitted by the Executive Committee;
- (c) to amend and supplement this Charter;
- (d) to discuss the policies of the Asia Pacific Alliance; and
- (e) to make a decision of dissolution of the Asia Pacific Alliance.

2.3 A meeting of the General Assembly shall be convened by the Executive Committee at least once every two years and extraordinary meetings may be convened at the determination of the Executive Committee, in each case with at least seven days notice to the members of the General Assembly. A majority in number of the members of the General Assembly may also call a meeting of the General Assembly by seven days notice thereof to all of the members of the General Assembly. A majority in number of the members of the General Assembly shall constitute a quorum for the transaction of business at any meeting of the General Assembly, subject to the requirements of Section 2.6 of this Chapter V.



- 2.4 A meeting of the General Assembly can be convened electronically.
- 2.5 The Associate Members and Partners may be invited by the Executive Committee to a meeting of the General Assembly. Associate Members and Partners may participate in discussion but shall have no voting rights in meetings of the General Assembly.
- 2.6 A resolution put to a meeting of the General Assembly shall be passed by the affirmative vote of a majority in number of all of the National Representatives and Founders. In the event of a tie vote, the Chair of the Executive Committee (or, in his absence, the Vice Chair) shall have the deciding vote.

### **3. EXECUTIVE COMMITTEE**

- 3.1 The Executive Committee's functions are:
- (a) to approve new admissions to the Asia Pacific Alliance of National Platforms, Associate Members and Partners;
  - (b) to appoint one of the National Platforms as the Management Office of the Asia Pacific Alliance for a renewable term of office of five years and to appoint the Chief Executive Officer, who shall be the representative of the National Platform serving as the Management Office;
  - (c) if deemed necessary, to remove and replace the incumbent Management Office and Chief Executive Officer (for the purposes of such removal and replacement, if the Chief Executive Officer is a member of the Executive Committee, he may not participate in the related resolution voting and, in calculating the fraction representative of the number of the members of the Executive Committee who have voted in favor of the resolution as a proportion of the total number of members of the Executive Committee, he shall be excluded from both the numerator and the denominator); and
  - (d) to adopt the Asia Pacific Alliance's annual plan and to receive and review annual reports and financial statements submitted by the Management Office.
- 3.2 The Executive Committee members are elected among the Founders and National Representatives by the General Assembly for a renewable term of office

of four years. The number of the Executive Committee members shall be between five and nine.

- 3.3 Members of the Executive Committee may be removed from office by resolution of a meeting of the General Assembly. For the purposes of such removal, the member of the Executive Committee who is the object of the resolution for removal from office may not, in his capacity as a National Representative, participate in the related voting and, in calculating the fraction representative of the number of National Representatives who have voted in favor of the resolution as a proportion of the total number of National Representatives, he shall be excluded from both the numerator and the denominator.
- 3.4 The Chair and the Vice Chair of the Executive Committee are selected from among the Executive Committee members by resolution of the members of the Executive Committee for a renewable term of office of four years. The Chair shall preside over the Asia Pacific Alliance and over meetings of the General Assembly and the Executive Committee and the Vice Chair shall, as may be necessary from time to time, assume the functions of the Chair in the event that the Chair is unable to attend such meetings. The Chair and/or the Vice Chair may be replaced by a resolution of the members of the Executive Committee. For the purposes of such resolution, the Chair or Vice Chair who is the object of the resolution for replacement may not participate in the related voting and, in calculating the fraction representative of the number of the members of the Executive Committee who have voted in favor of the resolution as a proportion of the total number of members of the Executive Committee, the Chair or Vice Chair, as the case may be, shall be excluded from both the numerator and the denominator.
- 3.5 A meeting of the Executive Committee shall be convened by the Chair of the Executive Committee or the Chief Executive Officer and held at least once each year. A majority in number of the members of the Executive Committee may also convene a meeting of the Executive Committee by notice thereof to all of the members of the Executive Committee. A majority in number of the members of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of the Executive Committee, subject to the requirements of Section 3.7 of this Chapter V.
- 3.6 Meetings of the Executive Committee can be convened electronically.

- 3.7 A resolution put to a meeting of the Executive Committee shall be passed by the affirmative vote of a majority in number of the members of the Executive Committee, except for a resolution for termination of membership of a National Platform, the voting threshold requirements for which are described in Chapter IV, Sections 2.1 and 2.2 above. In the event of a tie vote in respect of any resolution, the Chair of the Executive Committee (or, in his absence, the Vice Chair) shall have the deciding vote.

## **CHAPTER VI CHIEF EXECUTIVE OFFICER AND MANAGEMENT OFFICE**

### **1. MANAGEMENT OFFICE**

1.1 The Management Office of the Asia Pacific Alliance shall:

- (a) carry out administrative, public relations, training, financial management and fundraising works relating to the Mission of the Asia Pacific Alliance and activities of the Asia Pacific Alliance in accordance with the directions of the Chief Executive Officer;
- (b) serve as the overall regional focal point of the Asia Pacific Alliance, including establishing appropriate office facilities, and shall have responsibility for establishing appropriate lines of communication within the Asia Pacific Alliance and with external parties;
- (c) have responsibility for soliciting and recruiting new National Platforms; and
- (d) have responsibility for appropriate information and document recording, filing and maintenance.

1.2 The Management Office will lead initiatives to:

- (a) increase awareness of the Mission of the Asia Pacific Alliance and its goals;
- (b) provide support to National Platforms for the purpose of building disaster relief capacity;

- (c) promote mutual understanding and share best practices among National Platforms; and
- (d) increase participation in the Asia Pacific Alliance and support for its goals from national and global enterprises and organizations and undertake fundraising activities together with National Platforms.

## **2. CHIEF EXECUTIVE OFFICER**

### **2.1 The Chief Executive Officer shall:**

- (a) procure that the duties and responsibilities of the Management Office are carried out in accordance with the provisions of this Charter and the directions of the General Assembly and the Executive Committee;
- (b) draft and submit to the Executive Committee an annual plan and deliver annual reports and financial statements to the Executive Committee;
- (c) facilitate communication and cooperation among National Platforms;
- (d) present the views of the Asia Pacific Alliance to, and communicate and contract with, external parties in accordance with this Charter and approved policy guidelines;
- (e) be authorized to adopt disaster-related programs and to develop programs for the Asia Pacific Alliance and the National Platforms;
- (f) ensure the proper financial management of the Management Office, including managing all expenditures that are directly related to the fulfillment of the Mission of the Asia Pacific Alliance and related activities; and
- (g) otherwise perform any assignment or function as directed by the Executive Committee.

### **2.2 To ensure proper and quick decision-making in the event of emergency, the Chief Executive Officer shall determine his successor. In the event that the Chief Executive Officer becomes unable to perform the duties and responsibilities of the office (other than on a short-term and temporary basis), the successor will**

assume the roles and responsibilities of the Chief Executive Officer until the end of the period of the previous Chief Executive Officer's term of office.

**CHAPTER VII**  
**EFFECTIVENESS OF THIS CHARTER**

**1. FOUNDING NATIONAL PLATFORMS OF THE ASIA PACIFIC ALLIANCE**

The nine Founders shall be the initial constituents of the General Assembly.

**2. FURTHER MEMBER NATIONAL PLATFORMS OF THE ASIA PACIFIC ALLIANCE**

2.1 Following the entry into of this Charter in accordance with Chapter VII, Section 1.1 above, further national platforms that wish to become National Platform members of the Asia Pacific Alliance may apply to do so using the application form attached to this Charter as Annex 1.

2.2 The decision of the Executive Committee as to an application for National Platform membership of the Asia Pacific Alliance shall be communicated to the applicant national platform by way of the certificate attached to this Charter as Annex 2.