



## **Search and Rescue Conference**

**(Saint Denis de La Réunion, 3 – 7 September 2007)**

**WP/7 – Draft terms of reference for a SAR Coordinating  
Committee**

# Terms of Reference for the *[State]* National Search and Rescue (SAR) Coordinating Committee

## 1. Background

The *[State]* SAR Act of \_\_\_\_\_ provides for establishment of a SAR coordinating committee at national level.

## 2. Objectives

The establishment of the *[State]* National SAR Coordinating Committee is intended to accomplish the following:

- a) Provide a standing national forum for co-ordination of administrative and operational SAR matters;
- b) Provide an interface with other national, regional, and international organizations involved with the provision of emergency services;
- c) Establish and oversee the national SAR plan for *[State]*, and approve and maintain a national SAR Operations Manual;
- d) Promote effective use of all available public and private facilities for SAR;
- e) Serve as a co-operative forum to exchange information and develop positions and policies of interest to more than one Party to the national SAR plan;
- f) Promote close co-operation and coordination between civilian and military authorities and organizations for the provision of effective SAR services;
- g) Improve cooperation among aeronautical, maritime and land SAR communities, and National Disaster Management for the provision of effective SAR services;
- h) Determine other ways to enhance the overall effectiveness and efficiency of SAR services within *[State]*; and
- i) Standardize SAR procedures, training and equipment where practicable.

## 3. Membership

Membership will be made up of persons designated by each Member Ministry/Agency in accordance with article V of the *[State]* SAR Act of \_\_\_\_\_.

In addition:

- a) Each party will designate an alternate member; and
- b) Members will be responsible for any appropriate coordination with interested agencies within their respective organizations.

#### **4. Financial arrangements**

All institutions represented in the Committee shall bear the costs and expenses of their participation in Committee business.

#### **5. Procedures**

The Committee meets at least *[once every six months for the first three years then at least]* once per year *[thereafter]* and may conduct its business out of session, providing a record is agreed between members affirming the decisions made out of session. Notice of meetings will be given at least *[one month]* in advance and agendas at least *[one week]* in advance, unless otherwise agreed by the members. *[The quorum will be half the Membership]*.

Ordinary meetings of the Committee will be open to designated observers and advisors.

Additional meetings may also be held as necessary, and working groups may be established to handle detailed work and bring proposals to the Committee.

The Chairperson may call an additional Committee meeting when deemed necessary.

*[Secretariat services will normally be provided by the [State] Civil Aviation Authority and the [State] Maritime Authority in rotation].*

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