

## Responsibilities of the Regional Members of the Standing Committee

### Terms of Reference

*(as adopted by the 7<sup>th</sup> Meeting of the Standing Committee, Bergen, Norway, 26-27 November 2011)*

For at least five of the seven members of the Standing Committee the appointment is based upon the principle of balanced geographical distribution, reflecting two representatives from the Europe and Central Asia region, one representative from the Middle East and Northern Africa region, one representative from the Western and Central Africa region, and one representative from the Eastern and Southern Africa region. The membership of the Committee shall be reviewed at each ordinary session of the Meeting of the Parties. The term of office of regional members (and their alternates) shall expire at the close of the second ordinary session of the Meeting of the Parties following the session at which they were originally elected.

Each regional member acts on behalf of its entire region. In performing their role as regional representatives, members are expected to accomplish following duties:

1. Circulate all relevant correspondence received by the Secretariat to each Party in their region;
2. Inform all Parties in their region about the proceedings and decisions made during AEWA Standing Committee meetings;
3. Lead consultations within Parties in their region to decide on common AEWA regional issues;
4. Follow up on requests made by the Secretariat in correspondence with Parties of their region e.g. by promoting the revision of comments or enquiries regarding draft meeting reports, completion of National Reports, provision of inputs on documents, completion of questionnaires on specific issues related to the Agreement;
5. Ensure, to the extent possible, a coordinated flow of information from Parties in the region to the Secretariat and vice versa;
6. Promote the drafting and/or revision of relevant documents to be examined by the Meeting of the Parties at its sessions e.g. proposals for amendments to the Agreement and its annexes<sup>1</sup>, draft Resolutions and Recommendations<sup>2</sup>;

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<sup>1</sup> As a general rule proposed amendments and the reason for them shall be communicated to the Agreement Secretariat not less than 150 days before the opening of the session of the next Meeting of the Parties (Article X paragraph 3 AEWA).

<sup>2</sup> As a general rule the official documents for each ordinary session of the Meeting of the Parties, including draft Resolutions and Recommendations, as well as proposals submitted by Parties, the Standing Committee, the Technical Committee, the Meeting Committee and the Secretariat, shall be distributed in the official languages by the Secretariat to the Parties at least 60 days before the opening of the next session of the Meeting of the Parties (Rule 10, Rules of Procedure for the sessions of the Meeting of the Parties to AEWA).

7. Coordinate the compilation of information and the completion of reports on relevant activities in their region to be submitted to meetings of the Committee, and to any regional meetings that take place during the MOP or intersessionally;
8. Receive from Parties in the region, and coordinate where appropriate the formulation and the submission of proposals to the Chairperson of the Committee for a decision by postal procedure<sup>3</sup>;
9. Encourage Parties in the region to update the Secretariat with actual information about the national Focal Points as well as promptly inform the Secretariat in cases of changes;
10. Maintain regular contact to non-Party Range States in their region and promote their accession to AEWA.

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<sup>3</sup> Any Standing Committee member or the Secretariat may make a proposal to the Chairperson for a decision by postal procedure. The Secretariat shall communicate the proposal to the Standing Committee members for comments within 60 days of communication; any comments received within these limits shall also be so communicated (Rule 33, Rules of Procedure of the AEWA Standing Committee).