



**1st MEETING of the COMMITTEE on CAPTIVE BREEDING,
REINTRODUCTION and SUPPLEMENTATION of LESSER WHITE-
FRONTED GEESE in FENNOSCANDIA**
07 - 08 May 2008, Bonn, Germany

APPROVED RULES OF PROCEDURE

Rule 1: General Functions

The Committee for Captive Breeding, Reintroduction and Supplementation of Lesser White-fronted Geese in Fennoscandia (hereinafter referred to as the Committee), has been established in response to an agreement by Finland, Norway, Sweden and Germany (AEWA, 2007).

The Committee provides technical advice and elaborates coordinated recommendations by the Range States to the Fennoscandian population of the Lesser White-fronted Goose (*Anser erythropus*, or LWfG), on the breeding and introduction of birds into the wild. As a thematic sub-group to the International LWfG Working Group, the Committee carries out assigned technical tasks, actively shares its findings and recommendations, and regularly reports on its progress and activities to the International LWfG Working Group. Thereby, the Committee actively contributes to the implementation of the LWfG International Single Species Action Plan and ensures consistency in the coordination and the implementation of conservation actions for the Fennoscandian population¹.

Rule 2: Membership and Representation

1. The Committee consists of at least one member from the governments of Finland, Norway, Sweden, and Germany as an observer². Members of the Committee can invite national thematic experts as part of their delegation. Unless agreed differently between Committee members and approved by the Chair each delegation shall not exceed a maximum of four participating members.
2. Each participating delegation shall nominate a head of delegation as the principle country focal point to the Committee, who shall be a representative of her/his government. A nominated alternate member, also from government, may take over the function of head in his/her absence.
3. Governments may consult thematic experts from science, civil society or other sectors for issues relevant to this Committee and nominate these experts to attend meetings of the Committee as part of their delegation, and in close consultation with their head of delegation also present at the meeting.
4. The AEWA Secretariat shall represent the Agreement at meetings of the Committee (see Rule 5).

¹ For these Rules of Procedure, 'Fennoscandian population' refers to the wild Fennoscandian population and the Swedish free-flying stock of introduced birds.

² Germany's observer status is considered temporary by the members and will be re-evaluated at a later stage.

5. If a head of delegation or his alternate is exchanged by his government, the Chair shall be informed about the replacement within no more than 1 month of transition.

Rule 3: Admission of Independent Experts and Observers to Committee Consultations and Meetings

1. One independent expert from each specialised thematic field such e.g. genetics may be invited by the Chair, either on the Chair's initiative or on recommendation of the Committee members, to contribute topic-specific expertise to a particular meeting or question of the Committee. The independent experts shall be attending the meetings of the Committee as observers.
2. The Chair on behalf of the Committee may invite observers from other Range States to the LWfG, i.e. from the Fennoscandian, the Western main or Eastern main populations of LWfG, to attend any particular meeting of the Committee. The capacity in which the observer is invited shall be clearly defined.

Rule 4: Committee Chair

1. The AEWA Secretariat shall, according to its role as meeting facilitator and convener of the Committee (see Rule 5), chair the first meeting of the Committee. At subsequent meetings, the AEWA Secretariat is taking the role of chairing the Committee, while noting that the terms of office for the chair could be reviewed at any time during future meetings.
2. The Chair shall assume his/her function upon election by consensus of the Committee at or directly after the first Committee meeting.
3. Similarly to the election of the Chair, a Vice-Chair shall be elected by consensus to replace the Chair in his absence so that a continuous workflow is assured.
4. The Chair shall actively preside at meetings of the Committee; approve the preliminary agenda and meeting documents prepared by the Committee members, the AEWA Secretariat, and independent experts. The Chair shall guide, and continuously focus, the discussions of the group towards the establishment of major recommendations and best possible outputs. Within this central role it is of utmost importance that the Chair acts objectively and impartially.
5. Between meetings of the Committee the Chair will liaise with the members and the AEWA Secretariat to assure continuity in the information flow and task accomplishment.
6. The Chair may allow exceptions to the composition of Committee and invite additional experts to attend a particular meeting (see Rule 3) if doing so is essential for the competent performance of the Committee.
8. The Chair may represent the Committee as required within the strict limits of the Committee mandate (e.g. to present the Committee's findings at the meetings of the International Working Group; Rule 10).
9. The Chair shall furthermore carry out other functions as may be entrusted to him/her by consensus of the Committee.

Rule 5: Coordination, Facilitation

1. The Committee is coordinated by the Secretariat of the African-Eurasian Migratory Waterbird Agreement (AEWA). The AEWA Secretariat also convenes and facilitates the meetings of the Committee and assists the Chair with the implementation of his duties (see

Rules 4 and 5). Between meetings, coordination includes the linking of Committee members and facilitation of information exchange. According to this role, the AEWA Secretariat has a mandate to act objectively and impartially.

2. As a member of the Committee, the AEWA Secretariat will furthermore represent the Agreement but will not exercise any voting rights.

Rule 6: Meetings

1. The Committee shall meet on a regular basis once or twice every year. The Committee shall decide at the end of each meeting on the date and location of the next session. If possible and if costs can be saved like this, it is desirable to hold meetings of this Committee in conjunction with the meetings of the Lesser White-fronted Goose International Working Group.

2. The Chair may convene a meeting on ad hoc basis when important issues are to be resolved that may otherwise hinder or postpone an effective implementation of the LWfG Single Species Action Plan or if emergency has arisen that requires the adoption of immediate measures (see Rule 4).

3. Meetings of the Committee will be hosted by the AEWA Secretariat in Bonn or at the home institution of individual Committee members upon their invitation and subject to adequate financing (see Rule 5).

4. The dates, venue and agenda for meetings will be set forth and made available together with other meeting documents by the facilitators (AEWA Secretariat) and through the AEWA website. Notice of meetings shall be sent out at least 30 days in advance of the respective meeting Documents shall be made available to all members of the Committee at least 10 working days in advance of the meeting.

5. Participants are required to cover their own costs of travel and subsistence for meetings of the Committee, or be sponsored by her/his respective institution, partner institution or government.

Rule 7: Recommendations and Decision-Making

1. The members of the Committee shall make every effort to reach agreement on all matters of substance by consensus (i.e. agreement on joint positions and recommendations).

2. Agreed recommendations and formulated advice by the Committee shall be summarised in a report from each meeting (see also Rule 10); the report shall be made available to all Committee members for their approval within 2 weeks of circulation, and passed on to members of the International Working Group for the LWfG following the Committee's approval.

3. It is expected that approval of any report by the Committee will be by consensus among the participating delegations. In case of objections, any of the Committee members will have the right to provide a written dissent that will be included in the respective report as an authored annex.

4. The Committee may establish *ad hoc* discussion groups that operate by email or an equivalent alternative communication platform in order to accomplish specific tasks. The Committee shall define the composition and major tasks of each discussion group which is due to report to the Committee on progress on a regular basis. These Rules shall apply *mutatis mutandis* to the work of the discussion groups.

Rule 8: Information Sharing

1. All discussions, examinations, and conservation recommendations of the Committee shall be made with openness, transparency and accountability, so that they can be subject to scientific scrutiny at any time. The same applies for external examinations done for consideration by or on behalf of the Committee.

2. Based on the recommendations of the Committee, the activities and their environmental impact should be monitored to allow, if necessary, recommendations to be modified or withdrawn over time.

3. The Committee strives to function as a clearing house mechanism for the relevant information and data from the stakeholders for its reviews, evaluations and recommendations. Accordingly, the stakeholders should facilitate access to relevant data and information from the respective experts in order to enable the Committee to make appropriate recommendations and reviews while striving towards transparency.

4. Recommendations by the Committee shall be made with openness and transparency; the same applies to examinations leading to the establishment of recommendations carried out by or on behalf of the Committee. Any work of the Committee should follow the codes of transparency and accountability, so they can be subject to scientific scrutiny at any time.

5. The intellectual property rights, rights to first publication and of confidentiality towards those involved in the collection of data shall be respected by all means to allow an early information disclosure to the Committee, with the aim of assuring the earliest-possible conservation action considered necessary by the Committee. Accordingly, members of the Committee may be required to sign a non-disclosure agreement outlining that signatories are obliged not to disclose information designated as confidential and to respect the rights of first publication.

6. Supplementary agreements on the sharing of data and information between individual scientists, parties, or between scientists and government, should be communicated to the Committee for their information and in the interest of coordination transparency.

Rule 9: Communication

1. All members of a government delegation are attending the Committee's meetings entirely at the request of their delegation and as such will be perceived to speak on their behalf. External observers and independent thematic experts (Rule 3) are attending the meeting on behalf of their respective institutions or in their personal capacity, due to their specific expertise. The AEW Secretariat shall indicate if speaking on behalf other than the roles outlined in Rule 5.

2. Country delegations will inform and advise national and local initiatives in their respective countries of the outcomes of the Committee meetings; they ensure transparency and regular information exchange to and from the Committee; and endeavour compliance of conservation activities with the recommendations set by the Committee within the margins of their respective legal frameworks.

3. The working language for the Committee is English. All documents for the consideration of the Committee should be provided in English. No translation services can be provided by the facilitators (AEWA Secretariat).
4. The Chair of the Committee, supported by the facilitators (AEWA Secretariat), shall communicate the outcomes and findings of each Committee meeting as well as important intersessional developments to the International LWfG Working Group, so that an effective implementation of the Single Species Action Plan can be assured (see Rule 4).
5. The AEWA Secretariat shall establish a dialogue with other advisory groups as deemed necessary and relevant by the Chair and the Committee (see Rule 5).

Rule 10: Reporting

1. Each country delegation shall report at each Committee meeting on LWfG conservation, captive breeding and reintroduction, and closely related activities in their country (such as, e.g., project activities, monitoring results, policy decisions, science findings). In case a delegation will not attend a meeting a report shall be submitted in written form no later than one week prior to the meeting.
2. The Chair and Agreement Secretariat shall elaborate within one month of meeting conclusion a written report on the Committee's activities and submit it to the members of the Committee (for their approval within 2 weeks, see Rule 7), followed by a submission to the members of the International LWfG Working Group. It shall focus on agreed recommendations and formulated advice by the Committee.
3. Between meetings, all Committee members and observers shall keep the group informed of new developments within their countries and/or domain of expertise related to LWfG conservation.
4. The Committee shall receive reports from other committees and working groups established under the Agreement as necessary (see Rule 5).

Rule 11: Entering into Force, Amendments, Termination

1. These Rules shall enter into force immediately after their adoption by the Committee at its 1st meeting.
2. The Rules may be amended by the Committee as required, in accordance with the provisions of the Agreement, the Terms of Reference for the Committee, and major consensus decisions relevant to these Rules.
3. The Committee shall be dissolved on the written request of at least two members of the Committee.