



# Implementing AEWA – National Focal Points: Roles and Responsibilities

Each AEWA Contracting Party is required to designate a National Focal Point (NFP)<sup>1</sup>. National Focal Points (NFP) are government-appointed officials responsible for overseeing, guiding and promoting the implementation of AEWA nationally and liaising with the Secretariat and other AEWA stakeholders, as well as their counterparts in other Contracting Parties.

The most important aspects of the NFP role and interaction with other AEWA stakeholders are outlined below<sup>2</sup>.

## ADMINISTRATIVE DUTIES

NFPs serve as national coordinators for all relevant AEWA matters. In this respect they should:

- Upon appointment, arrange confirmation of their own designation, including full contact details, through official communication from the responsible governmental institution;
- Coordinate the designation of an AEWA **Technical**<sup>3\*</sup> and **CEPA Focal Point**<sup>4\*</sup> for their country and communicate these to the UNEP/AEWA Secretariat;
- Communicate any changes of designation or contact details as soon as possible to the UNEP/AEWA Secretariat using the dedicated AEWA Focal Point designation form;
- Arrange for, and communicate to the UNEP/AEWA Secretariat, the designation of the **National Respondent** who is responsible for coordinating the completion and submission of **National Reports**;
- If applicable, coordinate, and communicate to the UNEP/AEWA Secretariat, the nomination of candidates for the positions of **Regional Representatives on the AEWA Standing Committee, Sub-Regional Focal Point Coordinators (SRFPCs)\*** for the African region (if applicable) and **Regional Representatives** and **Thematic Experts on the AEWA Technical Committee**, in accordance with the respective established Terms of Reference\*;
- Respond to invitations to attend AEWA meetings or workshops as soon as possible or forward them to the appropriate recipients, where applicable;
- Coordinate, in a timely manner, the nomination of the country delegation, the submission of credentials and request for sponsorship (if applicable);

<sup>1</sup> Cf. [Article V of the Agreement text](#)

<sup>2</sup> A number of more detailed resources are available to support the AEWA National Focal Points in their role, among them the Manual for National Focal Points for CMS and its Instruments\*. We invite all AEWA NFPs to use these resources to guide them in their important role and to contact the UNEP/AEWA Secretariat for any further information they may require.

<sup>3</sup> See Resolution 2.5 on „Institutional Arrangements: Technical Committee“

<sup>4</sup> See Resolution 5.5 on „Implementation and Revision of the Communication Strategy“

- Ensure the timely and effective preparation, completion and submission of **National Reports** to the Meeting of Parties (MOP), in collaboration with the designated **National Respondent**;
- Ensure the prompt and full payment of **the annual contribution to the [AEWA Trust Fund](#)**.

## IMPLEMENTATION AND COMPLIANCE

AEWA NFPs serve as a driving force in the implementation of the Agreement at the national level, in collaboration with other relevant departments, ministries and/or agencies. In this context, their functions may, for example, include actions at the national policy level with a view to:

- Developing a **national AEWA implementation plan** based on the **AEWA Strategic Plan\***, the **AEWA Plan of Action for Africa\*** (as applicable) and decisions taken by the AEWA MOP;
- Developing **national Single Species or Multi-species Action or Management Plans** (as applicable) to complement the AEWA international single species or management plans;
- Supporting the implementation of the **AEWA Communication Strategy** at the national level and in cooperation with the Technical and CEPA Focal Points;
- Reporting **AEWA-related achievements**, activities, legal, administrative and scientific measures to the UNEP/AEWA Secretariat between MOP-reporting cycles;
- **Identifying Incentive measures** for national stakeholders to actively participate in the conservation of migratory waterbirds and ways and means to promote compliance;
- Investigating the possibility of providing **financial and/or in-kind contributions** to support the implementation of AEWA at the national and at the Agreement level. A list of priority activities which require support at the Agreement level is available at <https://www.unep-aewa.org/en/page/how-aewa-financed> and is updated regularly.

## COMMUNICATION

Communication is a core aspect of the NFP role. To ensure a constant flow of information and adequate coordination of activities, the NFPs should:

- Maintain close communication with national institutions and other national stakeholders of relevance for AEWA issues, with other AEWA Ranges States and with the UNEP/AEWA Secretariat;
- Maintain regular communication with relevant Regional Representatives on the AEWA Standing and Technical Committees and Sub-Regional Focal Point Coordinators (if applicable);
- Ensure further dissemination of relevant AEWA topics and issues at the national and/or regional level;
- Promote synergies and strengthen liaisons with Focal Points from other relevant Multilateral Environmental Agreements (MEAs) such as the [Convention on the Conservation of Migratory Species of Wild Animals \(CMS\)](#), the [Ramsar Convention](#), the [Convention on Biological Diversity \(CBD\)](#), the [Convention on International Trade in Endangered Species of Wild Fauna and Flora \(CITES\)](#), the [World Heritage Convention](#) and the [Bern Convention](#) (if applicable).

## PARTICIPATION IN AEWA MEETINGS

NFPs are responsible for ensuring that Parties are represented at AEWA meetings and workshops. They should:

- Prepare the country's input into AEWA meetings (policy stance, implementation reports, results of science research, implementation challenges etc.);
- Help to identify suitable participants (e.g. national experts) for meetings or workshops requiring specialized knowledge in particular fields of work, to ensure that the highest quality of expertise is made available;
- Initiate the implementation of relevant decisions at national level in follow up of AEWA meetings.

A list of links to useful resources is provided below. For further information, please contact the UNEP/AEWA Secretariat – we are here to support you:

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Platz der Vereinten Nationen 1  
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Tel.: 0049 (0) 228 815 2413  
Fax: 0049 (0) 228 815 2450  
E-mail: [aewa.secretariat@unep-aewa.org](mailto:aewa.secretariat@unep-aewa.org)

### \* USEFUL RESOURCES:

- [Manual for the National Focal Points of CMS and its Instruments](#)
- [AEWA Agreement text](#)
- [AEWA Strategic Plan](#)
- [AEWA Plan of Action for Africa](#)
- [Responsibilities of the Regional Members of the Standing Committee](#)
- [TC Modus Operandi \(role of the Technical Focal Points\)](#)
- [Terms of Reference for AEWA CEPA Focal Points](#)
- [AEWA Focal Point designation form](#)
- [Terms of Reference for AEWA Sub-Regional Focal Point Coordinators](#)