



**7<sup>th</sup> MEETING OF THE AEWA STANDING COMMITTEE**  
*26 – 27 November 2011, Bergen, Norway*

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**FUNCTIONS OF THE AEWA STANDING COMMITTEE AND  
RESPONSIBILITIES OF ITS REGIONAL MEMBERS**

*Document prepared by the AEWA Secretariat*

**Introduction:**

The AEWA Standing Committee was established by Resolution 2.6 of the Meeting of the Parties. The Committee provides policy and administrative guidance between regular meetings of the Meeting of the Parties. It consists of five regional representatives, a representative from the host country for the next Session of the Meeting of the Parties and a representative from the Depositary. Each regional member acts on behalf of its entire region.

The functions, composition and procedures of the Standing Committee are set out in Resolution 2.6. In addition the Standing Committee has adopted its own Rules of Procedure, which reflect the decisions taken by the Meeting of the Parties through Resolution 2.6 and constitute the modus operandi for the sessions of the Standing Committee.

1. At its 4<sup>th</sup> Session, the Meeting of the Parties decided on additional functions to be carried out by the Standing Committee (Resolutions 4.17 and 4.6), which are not reflected in the section on “General Functions” of the Standing Committee’s Rules of Procedures so far.

2. While the functions of the Standing Committee are clearly defined, neither the relevant Resolutions nor the Standing Committee’s Rules of Procedure give guidance on the role of the Standing Committee members. At the 6<sup>th</sup> Meeting of the Standing Committee (16 to 17 June 2010, The Hague, the Netherlands) it was decided that it would be important to define the responsibilities of the regional members of the Standing Committee in order to ensure an efficient communication and work-flow within the respective regions in between sessions and especially shortly before and after Standing Committee meetings. The Standing Committee therefore requested the Secretariat to develop Terms of Reference for the Standing Committee members in line with the existing Terms of Reference for CMS Standing Committee Regional Members.

**Action requested:**

The Standing Committee is invited to:

1. Review and endorse the Terms of Reference for regional members of the Standing Committee;
2. Decide on the possible revision of the Standing Committee’s Rules of Procedure to incorporate the functions of the Standing Committee established by Resolutions 4.17 and 4.6, and Terms of Reference for regional members of the Standing Committee.

## **Functions of the AEWA Standing Committee**

The AEWA Standing Committee was established by Resolution 2.6 of the Meeting of the Parties. Its functions, composition and procedures are set out in the same Resolution. At its fourth session the Meeting of the Parties elected new regional members of the Standing Committee and decided on additional functions to be carried out by the Standing Committee (Resolutions 4.17 and 4.6).

### **Functions of the AEWA Standing Committee (as decided by Resolutions 2.6, 4.17 and 4.6):**

The Committee provides policy and administrative guidance between regular sessions of the Meeting of the Parties. In particular, it shall:

1. Carry out between sessions of the Meeting of the Parties, such interim activity on behalf of the Meeting as may be necessary;
2. Make recommendations for consideration at the next session of the Meeting of the Parties;
3. Oversee, on behalf of the Parties, the development and execution of the Secretariat's budget as derived from the Trust Fund and other sources, and also all aspects of fund-raising undertaken by the Secretariat in order to carry out specific functions authorized by the Meeting of the Parties;
4. Oversee, as the representative of the Meeting of the Parties, the implementation of policy by the Secretariat and conduct of the Secretariat's programmes;
5. Provide guidance and advice to the Secretariat on implementation of the Agreement, on the preparation of meetings, and on any other matters relating to the exercise of the Secretariat's functions brought to it by the Secretariat;
6. Represent the Meeting of the Parties, vis-à-vis the Government of the host country of the Secretariat's headquarters, the United Nations Environment Programme and other international organizations for consideration of matters relating to the Agreement and its Secretariat;
7. Act as bureau at the sessions of the Meeting of the Parties, in accordance with the rules of procedure of the Meeting of the Parties;
8. Report to the Meeting of the Parties on the activities that have been carried out between ordinary sessions of the Meeting of the Parties;
9. Oversee and provide guidance on the implementation of the Strategic Plan for AEWA 2009-2017;
10. Take up the tasks defined in Resolution 4.6 regarding the Implementation Review Process (IRP) until a further decision of the MOP:
  - (a) Upon receiving information on adverse effects or potential adverse effects on either migratory waterbirds or on their sites and habitats as a result of human activities, the StC shall submit the information to the Party in whose territory the above activities occur who shall respond immediately, addressing the incident under question.
  - (b) In agreement with the Party concerned, the StC may request a mission to assess the impact of the activity at issue on waterbirds, or on their sites and habitats on the spot.
  - (c) Upon the conclusion of its on-site assessment, the mission shall report to the StC on its findings. Based on these findings, the StC shall make recommendations to the Party concerned as to preventing or mitigating the impact at issue on waterbirds, or on their sites and habitats.

- (d) The Party concerned will ensure that any measures undertaken regarding the activity, site or habitat under issue will be in accordance with its obligations under the Agreement and will be based on the precautionary principle. The Party concerned will inform the StC as to the above measures at the earliest opportunity, but no later than the next meeting of the StC.
- (e) The StC shall prepare and submit to each ordinary session of the Meetings of the Parties, a report on its operations in the framework of the IRP;

11. Perform any other functions that may be entrusted to it by the Meeting of the Parties.

*[Function described under 9. and 10. are laid down in MOP4 Resolutions 4.17 and 4.6 and are not reflected in the Rules of Procedure so far]*

## **Responsibilities of the Regional Members of the Standing Committee Terms of Reference**

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>;
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>;

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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 the Parties (Article X 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).

<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).

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.