



**8<sup>th</sup> MEETING OF THE TECHNICAL COMMITTEE**  
*03 - 05 March 2008, Bonn, Germany*

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**RULES OF PROCEDURE FOR MEETINGS OF THE TECHNICAL  
COMMITTEE OF THE AGREEMENT ON THE CONSERVATION OF  
AFRICAN-EURASIAN MIGRATORY WATERBIRDS (AEWA)**

**General functions**

**Rule 1**

The Technical Committee (hereinafter referred to as Committee), established in accordance with Article VII of the Agreement provides scientific and technical advice and information, to the Meeting of the Parties and, through the Agreement Secretariat, to the Parties; it makes recommendations to the Meetings of the Parties concerning the Action Plan, implementation of the Agreement and further research to be carried out; it prepares for each ordinary session of the Meeting of the Parties a report on its activities, which shall be submitted to the Agreement secretariat not less than one hundred and twenty days before the session of the Meeting of the Parties; it carries out any other tasks referred to it by the Meeting of the Parties. The Technical Committee works closely with the Standing Committee to ensure consistency across the Agreement's work.

**Representation and attendance**

**Rule 2**

1. In accordance with Article VII paragraph 1, the Committee membership shall comprise:
  - (a) nine experts representing the different regions of the Agreement Area (northern & south western Europe, central Europe, eastern Europe, south-western Asia, northern Africa, central Africa, western Africa, eastern Africa and southern Africa) elected among all the Parties on the recommendation of the Parties of the region in question;
  - (b) one representative appointed by each of the following organisations: the International Union for Conservation of Nature and Natural Resources (IUCN), Wetlands International, the International Council for Game and Wildlife Conservation (CIC); and
  - (c) one expert from each of the following fields: rural economics, game management, and environmental law; elected by the Parties.
2. Any Party has the right to recommend an expert in the fields of rural economics, game management and environmental law for nomination by the Meeting of the Parties.
3. With the exception of the experts in the field of rural economics, game management and environmental law, all the above-mentioned representatives shall name an Alternate Member for each position to be approved by the Meeting of the Parties.

### **Rule 3**

Except as provided for in Rule 7, attendance at meetings of the Technical Committee shall be limited to members of the Technical Committee or their Alternates and observers of the Parties.

### **Rule 4**

Only members of the Committee (hereinafter the members) shall exercise the voting rights. In his/her absence, the Alternate shall act in his or her place.

### **Rule 5**

1. The term of office of the members shall expire at the close of the second ordinary Meeting following that at which they were elected, unless extended by agreement of the Meeting of the Parties. At each ordinary meeting of the Meeting of the Parties, elections shall be held only for those regional members whose term of office will have expired at the close of the meeting and for any regional member who indicates a desire to step down without completing a full term of office. The same provisions shall apply with respect to the alternate/members nominated in accordance with Rule 3.

2. In the instance of a member and his/her alternate standing down simultaneously without completing a full term of office, the Chair of the Committee, in close cooperation with the region/organisation involved and in consultation with the Agreement Secretariat, is permitted to nominate an expert of the region or organisation involved to replace the member and alternate intersessionally with full voting rights. The term of office of the replacement member/alternate shall expire at the close of the next ordinary Meeting of the Parties with the possibility that the Meeting appoints him/ her as a representative or alternate.

### **Rule 6**

1. The Chairperson may invite observers of non-contracting Parties and the Chair of the AEWa Standing Committee.

2. Furthermore he may invite or admit a maximum of four observers from specialized international inter-governmental and non-governmental organisations.

3. In addition, at each meeting of the Committee, the Chairperson may invite guests to contribute to specific agenda items.

### **Officers**

### **Rule 7**

The members shall elect a Chairperson and Vice-Chairperson from their regional representatives of the Parties, for terms corresponding to those of the Meetings of the Parties. This election will normally take place as soon as possible after the Meeting of the Parties, and the newly elected officers shall assume their functions upon election.

**Rule 8**

The Chairperson shall preside at meetings of the Committee, approve the provisional agenda prepared by the Secretariat for circulation, and liaise with the members between meetings of the Committee. The Chairperson may represent the Committee as required within the limits of the Committee mandate, and shall carry out such other functions as may be entrusted to him/her by the Committee.

**Rule 9**

The Vice-Chairperson shall assist in the execution of the Chairperson's duties, and shall preside at meetings in the absence of the Chairperson.

**Rule 10**

The Agreement Secretariat shall serve the meetings of the Committee.

**Elections**

**Rule 11**

If in an election to fill one place no candidate obtains an overall majority in the first ballot, a second ballot shall be taken, restricted to the two candidates obtaining the largest number of votes. If the votes are equally divided in the second ballot, the presiding officer shall decide between the candidates by drawing lots.

**Rule 12**

If in the first ballot there is a tie amongst candidates obtaining the second largest number of votes, a special ballot shall be held amongst them to reduce the number of candidates to two.

**Rule 13**

In the case of a tie amongst three or more candidates obtaining the largest number of votes in the first ballot, a special ballot shall be held amongst them to reduce the number of candidates to two. If a tie then results amongst two or more candidates, the presiding officer shall reduce the number to two by drawing lots, and a further ballot shall be held in accordance with Rule 12.

**Meetings**

**Rule 14**

Unless the Meeting of the Parties decides otherwise, meetings of the Committee shall be convened by the Agreement Secretariat in conjunction with each ordinary session of the Meeting of the Parties and at least once between ordinary sessions of the Meeting of the Parties.

**Rule 15**

Where in the opinion of the Committee an emergency has arisen that requires the adoption of immediate measures to avoid deterioration of the conservation status of one or more migratory

waterbird species, the Chairperson may request the Agreement Secretariat to urgently convene a meeting of the Parties concerned.

**Rule 16**

Notice of meetings, including date and venue, shall be sent to all Parties by the Secretariat at least 45 days in advance and, in the case of extraordinary meetings, at least 14 days in advance.

**Rule 17**

A quorum for a meeting shall consist of half of the members of the Committee. No decision shall be taken at a meeting in the absence of a quorum.

**Rule 18**

Decisions of the Committee shall be taken by consensus unless a vote is requested by the Chairperson or by three members.

**Rule 19**

Decisions of the Committee by voting (pursuant to Rule 18) shall be passed by a simple majority vote of the members present and voting. In the case of a tie, the motion shall be considered rejected.

**Rule 20**

A summary record of each meeting shall be prepared by the Secretariat as soon as possible and shall be communicated to all members of the Technical Committee.

**Working groups**

**Rule 21**

The Committee may establish such ad hoc working groups as may be necessary to deal with specific tasks. It shall define the terms of reference and composition of each working group.

**Rule 22**

In so far as they are applicable, these Rules shall apply *mutatis mutandis* to the proceedings of working groups.

**Rule 23**

The Committee shall receive reports from other committees and working groups established under the Agreement as necessary.

**Communication procedure**

**Rule 24**

Any member of the Committee, or the Secretariat, may submit a proposal to the Chairperson of the Technical Committee for a decision by correspondence. Upon request by the Chairperson, the Secretariat shall communicate the proposal to the members for comments within 60 days of the date of communication. Any comments received within these limits shall also be thus communicated. In case of emergency the proposal shall be communicated to the members for comment within 30 days.

**Rule 25**

If, by the date on which comments on a proposal were due to be communicated, the Secretariat has not received any objection from a member, the proposal shall be adopted, and notice of the adoption shall be given to all members.

**Rule 26**

If any member objects to a proposal within the applicable time limit, the proposal shall be referred to the next meeting of the Committee.

**Rule 27**

The Secretariat shall inform the Contracting Parties on the date and venue of the next Meeting of the Committee. For each Meeting of the Committee the Contracting Parties will receive at least the provisional agenda and draft minutes of the previous meeting. All other documents to be discussed will be made available through the Agreement's website.

**Rule 28**

The regional representative shall act as a co-ordinator for range States and Contracting Parties in their region, submit a report to the Committee on AEWa Implementation in their region and disseminate to the technical focal points of Contracting Parties the outcomes of Committee meetings.

**Other functions**

**Rule 29**

In accordance with Art. VII 3 c) of the Agreement the Chairperson shall submit a written report on the Committee's activities to the Agreement Secretariat not less than one hundred and twenty days before the session of the Meeting of the Parties.

**Final provisions**

**Rule 30**

These Rules shall be applied at the first meeting of the Committee following their approval by the Meeting of the Parties, and may be amended by the Committee as required, in accordance with the provisions of the Agreement and decisions.