



## Agreement on the Conservation of African-Eurasian Migratory Waterbirds (AEWA)

Secretariat provided by the United Nations Environment Programme (UNEP)

### ***Modus operandi of the Technical Committee of the Agreement on the Conservation of African-Eurasian Migratory Waterbirds<sup>1</sup>***

#### **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 & Southwestern Europe, Central Europe, Eastern Europe, Southwestern 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 (IUCN), Wetlands International, the International Council for Game and Wildlife Conservation (CIC); and
  - (c) one thematic expert from each of the following fields: rural economics, game management, and environmental law; elected by the Parties.
2. 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 6, attendance at meetings of the Technical Committee shall be limited to members of the Technical Committee or their Alternates and observers of the Parties.

<sup>1</sup> Adopted by the 4<sup>th</sup> session of the Meeting of the Parties (MOP4), 15-19 September 2008, Antananarivo, Madagascar

#### **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 regional representatives and the thematic experts shall expire at the close of the second ordinary Meeting of the Parties 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 approved in accordance with Rule 2.

2. In the instance of a regional representative and his/her alternate or a thematic expert standing down simultaneously without completing a full term of office, the Chairperson of the Committee, in close cooperation with the region/organisation involved and in consultation with the Agreement Secretariat, is permitted to appoint an expert of the region or a thematic expert to replace the member and an 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.

3. The representatives of organisations, as per Rule 2, paragraph 1(b), and their alternates are not limited by a term of office. They can be replaced at any time by their organisations.

#### **Rule 6**

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

2. Furthermore the Chairperson may invite or admit a maximum of four observers from specialised 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.

### ***Nomination and election of members***

#### **Rule 7**

Candidates proposed for nomination as regional representatives or thematic experts in the Committee must have the following:

1. Recognized experience and expertise in one or more aspects of waterbird science or conservation;
2. Demonstrated capacity for networking with waterbird science or conservation experts at local, national or international levels;
3. Full access to e-mail and internet communication systems on which the intersessional Committee work depends;
4. Commitment to undertake the work required of the Committee and actively participate in the delivery of the Committee working groups’ tasks.

## **Rule 8**

The new regional representatives, their alternates and experts to the Committee will be elected by the Meeting of the Parties at the recommendation of the Advisory Group. The Advisory Group shall comprise the current Chair and Vice-chair of the Standing Committee, the current Chair and Vice-chair of the Technical Committee, the Executive Secretary and the Technical Officer. The Advisory Group will be chaired by the Technical Committee Chair.

## **Rule 9**

1. Nominations of candidates for regional representatives to the Committee can be submitted by:
  - 1.1 the National AEWA Administrative and Implementation Authorities of the Parties in the respective region<sup>2</sup>;
  - 1.2 the National AEWA Technical Committee Focal Points (in consultation with the National AEWA Administrative and Implementation Authority) of the Parties in the respective region;
  - 1.3 the current Technical Committee Chair and Vice-chair; and
  - 1.4 the current Technical Committee members and observers.
2. Nominations of candidates for thematic experts to the Committee can be submitted by:
  - 2.1 the National AEWA Administrative and Implementation Authorities of the Parties regardless of the region;
  - 2.2 the National AEWA Technical Committee Focal Points (in consultation with the National AEWA Administrative and Implementation Authority) of the Parties regardless of the region;
  - 2.3 the current Technical Committee Chair and Vice-chair; and
  - 2.4 the current Technical Committee members and observers.
3. Nominations for thematic experts are not limited to persons of the same country of origin as the nominator, since it is the relevant expertise and/or the networking capacity that is being sought, regardless of the nationality or country of current domicile of the expert. Thematic experts can be nominated from any of the AEWA Range States. For regional representatives, however, only persons from AEWA Contracting Parties may be nominated.

## **Rule 10**

1. The nominator of each candidate will provide the Advisory Group with a short summary of the relevant expertise and experience of the candidate in the form of a recommendation letter not later than 180 days before the date of the next session of the Meeting of the Parties.
2. Candidates being nominated will provide a declaration<sup>3</sup> that they are willing to be considered for appointment to the Committee, that they have the full support of their organisation or institution to deliver the work expected of the Committee members, including time, availability and funds (if applicable) for attending meetings<sup>4</sup>, and that they have the necessary language skills (English, French or both) to engage fully in the work of the Committee; they will provide a brief summary of how they see their skills and expertise contributing to the Committee's work, along with a *curriculum vitae* (CV).

## **Rule 11**

On the basis of the nominations received within the deadline, the Secretariat shall prepare an assessment and submit it to the Advisory Group for consideration. The Advisory Group will then submit a list of

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<sup>2</sup> For the AEWA Technical Committee regionalisation please refer to Annex 1 appended to this document.

<sup>3</sup> Sample declaration is appended in Annex 3.

<sup>4</sup> Financial support for attending Technical Committee meetings will be available only to members from the eligible AEWA Parties (please refer to Annex 2).

recommended candidates to the Meeting of the Parties for the election of new regional representatives, their alternates and thematic experts.

### **Rule 12**

If no candidates were elected by the Meeting of the Parties for either of the vacant positions the Chairperson may appoint members or alternates through a procedure as described in Rule 5.

### **Officers**

### **Rule 13**

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 14**

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 15**

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 16**

The Agreement Secretariat shall serve the meetings of the Committee.

### **Elections of officers**

### **Rule 17**

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 18**

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 19**

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 17.

## **Meetings**

### **Rule 20**

Unless the Meeting of the Parties decides otherwise, meetings of the Committee shall be convened by the Agreement Secretariat at least twice between ordinary sessions of the Meeting of the Parties.

### **Rule 21**

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 22**

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 23**

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 24**

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

### **Rule 25**

Decisions of the Committee by voting (pursuant to Rule 24) 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 26**

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 27**

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 28**

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

## **Rule 29**

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

## **Communication procedure**

### **Rule 30**

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 31**

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 32**

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 33**

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 34**

The regional representatives shall act as a coordinators for Range States and Contracting Parties in their region, submit a report to the Committee on AEWA Implementation in their regions and disseminate to the technical focal points of Contracting Parties the outcomes of Committee meetings.

## **Other functions**

### **Rule 35**

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 36**

This *Modus operandi* shall be applied at the first meeting of the Committee following its 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.

## Annex 1 to the *Modus operandi* of the Technical Committee

**Division of the Agreement area into nine regions** for the purpose of appointment of regional representatives to the Technical Committee as described in document AEW/MOP 1.11/Rev 1 (*with pertinent amendments in country names and status of ratification (as of September 2008)*).

<b>Region</b>	<b>Names of the Range States and regional economic organisations (<i>current AEW Parties are in bold</i>)</b>
<b>NORTH- AND SOUTHWESTERN EUROPE</b>	Andorra, <b>Belgium</b> , Canada, <b>Denmark</b> (incl. Greenland), <b>Finland</b> , <b>France</b> , <b>Germany</b> , Iceland, <b>Ireland</b> , Liechtenstein, <b>Luxembourg</b> , <b>Monaco</b> , <b>the Netherlands</b> , <b>Norway</b> , <b>Portugal</b> , <b>Spain</b> , <b>Sweden</b> , <b>Switzerland</b> , <b>United Kingdom of Great Britain and Northern Ireland</b>
<b>CENTRAL EUROPE</b>	<b>Albania</b> , Austria, Bosnia-Herzegovina, <b>Bulgaria</b> , <b>Croatia</b> , <b>Czech Republic</b> , Greece, <b>Italy</b> , <b>Hungary</b> , Malta, Montenegro, Poland, <b>Romania</b> , San Marino, Serbia, <b>Slovakia</b> , <b>Slovenia</b> , <b>the Former Yugoslav Republic of Macedonia</b>
<b>EASTERN EUROPE</b>	Armenia, Azerbaijan, Belarus, <b>Estonia</b> <sup>5</sup> , <b>Georgia</b> , <b>Latvia</b> , <b>Lithuania</b> , <b>Republic of Moldova</b> , Russian Federation (European part), <b>Ukraine</b>
<b>SOUTHWESTERN ASIA</b>	Bahrain, <b>Cyprus</b> , Iran (Islamic Republic of), Iraq, <b>Israel</b> , <b>Jordan</b> , Kazakhstan, Kuwait, <b>Lebanon</b> , Oman, Qatar, Russian Federation (Asian part), Saudi Arabia, <b>Syrian Arab Republic</b> , Turkey, Turkmenistan, United Arab Emirates, <b>Uzbekistan</b> , Yemen
<b>NORTHERN AFRICA</b>	<b>Algeria</b> , <b>Madeira (Portugal)</b> , <b>Canary Islands (Spain)</b> , <b>Egypt</b> , <b>Libyan Arab Jamahiriya</b> , Morocco, <b>Tunisia</b>
<b>CENTRAL AFRICA</b>	Burundi, Cameroon, Central African Republic, <b>Congo</b> , Democratic Republic of Congo, <b>Equatorial Guinea</b> , Gabon, Rwanda, Sao Tome and Principe
<b>WESTERN AFRICA</b>	<b>Benin</b> , Burkina Faso, Cape Verde, Chad, Côte d'Ivoire, <b>Gambia</b> , <b>Ghana</b> , <b>Guinea</b> , <b>Guinea-Bissau</b> , Liberia, <b>Mali</b> , Mauritania, <b>Niger</b> , <b>Nigeria</b> , <b>Senegal</b> , Sierra Leone, <b>Togo</b>
<b>EASTERN AFRICA</b>	<b>Djibouti</b> , Eritrea, <b>Ethiopia</b> <sup>6</sup> , <b>Kenya</b> , Somalia, Sudan, <b>Uganda</b> , <b>United Republic of Tanzania</b> , <b>Réunion (France)</b> , <b>Mayotte (France)</b>
<b>SOUTHERN AFRICA</b>	Angola, Botswana, Comoros, Lesotho, <b>Madagascar</b> , Malawi, <b>Mauritius</b> , Mozambique, Namibia, Seychelles, <b>South Africa</b> , Swaziland, Zambia, Zimbabwe, <b>St. Helena (United Kingdom)</b> , <b>Ascension Island (United Kingdom)</b>

<sup>5</sup> Up-dated by the UNEP/AEWA Secretariat, June 2011

<sup>6</sup> Up-dated by the UNEP/AEWA Secretariat, June 2011

## Annex 2 to the *Modus operandi* of the Technical Committee

List of the AEWA Contracting Parties (as at September 2008) eligible to receive financial support for attending AEWA meetings:

Albania  
Algeria  
Benin  
Congo  
Croatia  
Djibouti  
Egypt  
Equatorial Guinea  
Ethiopia<sup>7</sup>  
Gambia  
Georgia  
Ghana  
Guinea  
Guinea-Bissau  
Jordan  
Kenya  
Lebanon  
Libyan Arab Jamahiriya  
Macedonia, FYR  
Madagascar  
Mali  
Mauritius  
Moldova, Republic of  
Niger  
Nigeria  
Senegal  
Sudan  
Syrian Arab Republic  
Tanzania, United Republic of  
Togo  
Tunisia  
Uganda  
Ukraine  
Uzbekistan

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<sup>7</sup> Up-dated by the UNEP/AEWA Secretariat, June 2011

## Annex 3 to the *Modus operandi* of the Technical Committee

### **Declaration of candidate nominated as regional representative or thematic expert to the AEWA Technical Committee**

I, [fill in name and post] would like to inform you that I am willing to be considered as [fill the relevant position<sup>8</sup>] to the AEWA Technical Committee and that I have the full support of my [organization or institution, please fill the name] to deliver the work expected of the Technical Committee members<sup>9</sup>, including time, availability and funds (if applicable) for attending Technical Committee meetings<sup>10</sup>.

I have the necessary [English or French or both, please fill as appropriate] language skills to engage fully in the work of the Technical Committee.

[Please provide a brief summary of how you see your skills and expertise contributing to the work of the Technical Committee.]

I am providing my *curriculum vitae* (CV) as an attachment. [please attach]

Signature:  
[please sign]

Date:  
[please fill]

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<sup>8</sup> Regional representative of [state the relevant region, refer to Annex 1]; or expert in one of the following three fields: game management, environmental law or rural economics.

<sup>9</sup> As required by the *Modus operandi* and Resolution 3.13 (for the latter see Annex 4).

<sup>10</sup> Please note that only certain AEWA Parties are eligible to receive financial support for attending AEWA meetings (please refer to Annex 2).

## Annex 4 to the *Modus operandi* of the Technical Committee

### **Further obligations of the members of the Technical Committee as decided by the Meeting of the Parties in Resolution 3.13, operative paragraph 4:**

“*Further decides* that each Regional Representative shall:

- a) serve as the Technical Committee’s contact point for the Range States and, in particular, Contracting Parties of that geographical region, and as such maintain contact with the Contracting Parties’ technical focal points in order to synchronize regional activities for the implementation of AEWA;
- b) prepare, submit and present to the Technical Committee at each of its meetings a report on the implementation of AEWA in that geographical region represented by him/her;
- c) provide information on activities undertaken by the Range States, Contracting Parties and others in the region on implementation of AEWA;
- d) disseminate to the Contracting Parties' technical focal points information on the outcomes of discussions at the meetings of the Technical Committee.”