

DRAFT TERMS OF REFERENCE FOR THE SECRETARIAT

In accordance with Section 8 of the MoU, and subject to available finances, the Secretariat will undertake the following tasks:

1. Facilitate and promote implementation of co-operative activities by the Signatory States, including the following tasks:
 - 1.1 organize meetings of the Signatories and of the Advisory Committee, or any other meetings called by the Meeting of the Signatories;
 - 1.2 provide Secretariat services to the Advisory Committee and any further subsidiary working groups, and assist them in the performance of their duties;
 - 1.3 give effect to the policy decisions of the Meeting of the Signatories by developing and integrating strategic objectives into the work of the Secretariat act upon recommendations adopted by the Advisory Committee;
 - 1.4 draw attention of the Signatories to matters relating to implementation;
 - 1.5 formulate and give effect to proposals to improve implementation of the Memorandum, as well as seeking support for national and international migratory shark conservation-related projects;
 - 1.6 identify and negotiate potential external funding from Governments, foundations and other sources; and
 - 1.7 administer the budget and prepare regular budget reports.
2. Liaise with the CMS Secretariat and its marine species Agreements and MoUs, in order to identify synergies which could assist in the implementation of this Memorandum of Understanding.
3. Consult and cooperate with intergovernmental organizations and non-governmental organizations, including; FAO, relevant RFMOs, CITES, CBD, Regional Seas Conventions, stakeholders of the fishing industry and local communities, and other relevant international organizations to assist in the implementation of this Memorandum of Understanding. In particular:
 - 3.1 catalyse and support the development by other organizations of project activities that serve to further the aims of the Memorandum;
 - 3.2 represent the MoU in relevant international, regional and national meetings in order to promote its objectives in wider fora;
 - 3.3 exchange information and interact regularly on issues related to the conservation and management of migratory sharks; and
 - 3.4 identify areas of complementarity and possible synergy, and recommend appropriate collaborative actions.

4. Encourage non-Signatory Range States to become signatories to the Memorandum or to cooperate in its activities.
5. Encourage non-range States, intergovernmental and international and national non-governmental organizations or other relevant bodies and entities to sign the MoU as cooperating partners, and establish a working relationship with such partners;
6. Communicate the progress made in implementing the Memorandum, including:
 - 6.1 prepare reports on the work of the Secretariat for submission to the Meetings of the Signatories;
 - 6.2 distribute copies of the national reports received pursuant to the Memorandum; and
 - 6.3 arrange for the preparation of periodic overviews of progress in implementation.
7. Undertake public awareness-raising through the media, both internationally and nationally:
 - 7.1 oversee the development of a range of information materials suitable for distribution to a wider audience, reflecting the aims and spirit of the Memorandum;
 - 7.2 assist with the appropriate compilation and dissemination of information materials prepared by Governments and other organizations, in order to maximize the benefits of experience-sharing; and
 - 7.3 develop proposals for special international events aimed at promoting migratory sharks conservation.
8. Support Signatories in search of financial resources to implement this agreement.
9. Perform other such functions as may be entrusted to it by the Signatories.