

Terms of Reference for Regional Members of the Standing Committee

CMS Standing Committee and its functions:

The CMS Standing Committee was established by Resolution 1.1 of the Conference of the Parties. Resolution 1.1 was repealed by Resolution 2.5 which was in turn amended by Resolution 3.7 and later repealed by Resolution 6.6. In *para* 6 of Resolution 9.15 all the previous Resolutions concerning the Standing Committee were repealed. The Resolution 2.5 re-established the Standing Committee of the Conference of the Parties and established Terms of Reference. The Committee provides policy and administrative guidance between regular meetings of the Conference of the Parties. It consists of members with due regard to geographical distribution and includes a representative from the depositary Government and, where applicable, of the countries which host the previous and next meeting of the COP.

Resolution 9.15 sets down that the Standing Committee shall in particular:

- (a) *Provide general policy and operational direction to the Secretariat;*
- (b) *Provide advice and assistance to Parties concerning implementation of the Convention;*
- (c) *Carry out, between one meeting of the Conference of the Parties and the next, such interim activities on behalf of the Conference as may be necessary or explicitly assigned to it;*
- (d) *Provide guidance and advice to the Secretariat on the preparation of agendas and other requirements of meetings and on any other matters brought to it by the Secretariat in the exercise of its functions;*
- (e) *Oversee, on behalf of the Parties, the development and execution of the budget of the Secretariat as derived from the Trust Fund and other sources and also all aspects of fundraising undertaken by the Secretariat in order to carry out specific functions authorised by the Conference of the Parties, and oversee expenditures of such fund-raising activities; and shall be supported, in this activity, by the subcommittee established through resolution 9.14 paragraph 12;*
- (f) *Represent the Conference 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 organisations for consideration of matters relating to the Convention and its Secretariat;*
- (g) *Submit at each ordinary meeting of the Conference of the Parties a written report on its work since the previous ordinary meeting;*
- (h) *Draft resolutions or recommendations, as appropriate, for consideration by the Conference of the Parties;*
- (i) *Act as the Bureau at meetings of the Conference of the Parties until such time as the Conference Rules of Procedure are adopted; and*
- (j) *Perform any other function as may be entrusted to it by the Conference of the Parties;*

Responsibilities of the Standing Committee members/regional representatives:

The membership of Standing Committee is composed of Parties from each of the geographic regions. Each country serving as a Regional Member acts on behalf of its entire region rather than individual nation alone. Every member, during the intersessional period and notably prior to meetings of the Committee, is expected to liaise with Parties in the region to explore and to the extent possible discuss their

views on issues being considered by the Standing Committee and agree on a common regional position. In performing their role as regional representatives, members from the same region should agree on how to divide responsibility among themselves.

Res.9.15 provides a general indication of the duties of the regional representatives on the Standing Committee as follows:

- To maintain a fluid and permanent communication with the Parties of their region and the Secretariat;
- Wherever possible, to request opinions from Parties of their regions on items under consideration by the Standing Committee;
- To report on their activities and communications at meetings of the Committee and at any regional meetings that take place during the COP or intersessionally.

These general duties are further detailed as follows:

- To circulate all relevant correspondence received by the Secretariat to each Party in their region;
- To inform all Parties in their region about the proceedings and decisions made during CMS Standing Committee Meetings;
- Where possible, to liaise with all or some Parties represented in a region to decide on common CMS regional issues;
- To 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 Convention;
- To ensure, to the extent possible, a coordinated flow of information from Parties in the region to the Secretariat and vice versa;
- To promote the drafting and/or revision of relevant documents to be examined by the Conference of the Parties at its meetings e.g. species listing proposals¹, draft Resolutions and Recommendations²;
- To 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 COP or intersessionally according to the format provided in Annex I;
- To 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 procedure³;

¹ As a general rule proposals shall, subject to any provisions of the Convention itself, be communicated at least 150 days before the COP meeting to the Secretariat, which shall be circulated to all Parties in the working languages of the meeting (Rule 11 of COP Rules of Procedure).

² As a general rule Resolutions or Recommendations shall be communicated at least 60 days before the meeting to the Secretariat who shall circulate them to all Parties in the working languages in the meeting (Rule 12 of COP Rules of Procedure).

- To 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.

³ Any 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 members for comments within 60 days of communication; any comments received within these limits shall also be so communicated (Rule 29 of standing Committee Rules of Procedure).