



Memorandum of Understanding  
on the Conservation of  
Migratory Birds of Prey in  
Africa and Eurasia

23 September 2015

## Guidance for National Contact Points of the Raptors MoU

### Introduction

This Guidance has been developed to provide advice for current and future National Contact Points (NCPs) of the CMS Memorandum of Understanding on the Conservation of Migratory Birds of Prey in Africa and Eurasia (Raptors MoU). The document sets out the function of National Contact Points, as well as providing information about the role of the Coordinating Unit (CU) of the Raptors MoU. This Guidance is designed to promote efficient and effective contributions by National Contact Points to the operation and implementation of the Raptors MoU, and also to facilitate smooth and timely interactions between Signatories (through their National Contact Points) and the CU.

The working languages of the Raptors MoU are **English and French**, and therefore it is recommended that the National Contact Point is able to communicate in at least one of these languages.

### Role of the Coordinating Unit (CU)

The CU of the Raptors MoU operates from an outstationed CMS Office in Abu Dhabi, United Arab Emirates, hosted by the Environment Agency - Abu Dhabi, on behalf of the Government of the United Arab Emirates. The Programme Officer for birds of prey (raptors) leads the CU, which comprises a small team of supporting staff. The CU acts as the liaison point for all matters relating to the Raptors MoU, and is the central coordinating body for all MoU-related activities.

A key aim of the CU is to develop a mutually beneficial relationship between National Contact Points and the CU. In support of this goal, it commits to:

- Providing regular updates to National Contact Points on developments of the Raptors MoU;
- Forwarding CMS Notifications considered to be of particular interest to Signatories and/or Range States of the Raptors MoU (e.g. upcoming workshops, calls for CMS grant applications, etc.);
- Circulating and/or publishing news stories or other relevant items (e.g. national workshops, training courses, new publications, etc.) submitted by National Contact Points on the Raptors MoU website;



- Acting as a liaison point for Signatories to assist communication, encourage reporting and facilitate activities between and among Signatories and other Range States and interested organisations;
- Providing technical advice or assisting in locating an appropriate source of specialist expertise relating to migratory birds of prey and their conservation;
- Listening to the views of National Contact Points and responding or sharing such information, as appropriate;
- Being available, on request, to offer advice and clarification on any aspect of the Raptors MoU;
- Arranging Meetings of Signatories, and other meetings or workshops on an *ad-hoc* basis;
- Presenting to the Meetings of Signatories overview reports on the issues related to the conservation of migratory birds of prey, compiled on the basis of information provided by Signatories, Co-operating Partners, Range States and/or other interested parties;
- Preparing an overview of progress in implementation of the Action Plan and make this available 6 months before the second and subsequent Meetings of the Signatories; and
- Compiling and making available to all Signatories and other Range States the national and international progress reports provided for in paragraph 17 of the Raptors MoU.

### **Functions of National Contact Points**

National Contact Points play a crucial role by acting as a link between the CU and the responsible institutions in the country that they represent, by ensuring and maintaining a constant two-way flow of information. Ideally, the appointed National Contact Point should be based within the relevant Ministry or responsible agency dealing with nature conservation in their country. The following non-exhaustive list details some appropriate functions for the National Contact Point.

#### **Ongoing functions:**

1. Arrange formal confirmation of their appointment by obtaining and submitting to the CU an official communication from the Minister or appropriately authorized Government official, including full contact details. A form can be provided by the CU on request. Any change of National Contact Point or contact details should be communicated to the CU as soon as possible after it takes place;
2. Inform the CU as soon as possible about any changes in the key personnel responsible for specific matters relating to African-Eurasian migratory birds of prey (including owls), so that the CU can ensure that all relevant communications are targeted appropriately;
3. Consider establishing a National Raptor Committee, network or an alternative means of regularly exchanging information to bring together representatives of relevant Government Ministries, Departments, Agencies, and other relevant stakeholders, including research and academic institutions, non-governmental organizations and the

private sector (such as ornithological clubs, falconry groups, energy providers, tourism authorities, etc.). This should help to promote synergies and strengthen national liaison as well as avoid unnecessary duplication of efforts in terms of raptor conservation and the implementation of the Raptors MoU.

4. Check the CMS ([www.cms.int](http://www.cms.int)) and the Raptors MoU ([www.cms.int/raptors](http://www.cms.int/raptors)) websites regularly to keep informed of developments and updates, and share with the CU key national achievements and actions towards the implementation of the Raptors MoU, as well as any other activities related to the conservation of African-Eurasian migratory birds of prey;
5. Transmit and share information relating to the Raptors MoU as widely as possible within your Signatory country, via an established network of contacts (see paragraph 3 – above);
6. Respond to requests for information from the CU in a timely manner, including by seeking and coordinating contributions from relevant specialists within the established network of contacts.

#### **Functions related to Meetings and Workshops:**

7. Work to ensure that your country is represented at official meetings of the Raptors MoU, such as the Meeting of Signatories (MoS) or workshops, by: coordinating in a timely manner the nomination of the delegation; securing and submitting credentials; and, applying for funding, if applicable and needed;
8. Hold consultations with relevant institutions and individuals in advance of meetings to discuss the Provisional Agenda and any other documents which may be circulated by the CU in advance;
9. Coordinate your country's inputs for meetings, which may include developing a policy stance, drafting implementation reports including information on raptor conservation and management actions, results of scientific research, threats encountered, etc.;
10. National Contact Points may be asked to give presentations at meetings describing recent national activities at the strategic, tactical and/or practical levels, and/or other relevant updates;
11. Oversee the compilation of a National Report at least 90 days prior to a MoS to enable the CU to prepare an overall synthesis of the implementation progress of the Raptors MoU;
12. Ensure that any proposed draft Recommendations or amendments to existing Raptors MoU documents are submitted to the CU at least 150 days prior to a MoS. National Contact Points are expected to consult widely with interested parties, including via their established network of contacts (see paragraph 3 – above), when preparing or commenting on such documents;

13. National Contact Points are encouraged to hold internal discussions prior to a MoS, *inter alia*, in order to explore possible sources of funding that their Government or outside organisations may be able to offer for the Raptors MoU;
14. Follow-up on requests made after meetings by the CU (e.g. commenting on meeting minutes, promoting revision of meeting reports, provision of inputs on proposed Resolutions, etc.) within the designated time-frame;
15. Ensure that the outcomes of meetings are shared with your national network, and discuss and initiate the implementation at national level of any decisions taken, if appropriate;
16. Initiate the internal process required to secure any financial or in-kind contributions volunteered at meetings;
17. Continue dialogue with regional and/or other partners after meetings with a view to implementing any projects and collaborative activities agreed upon during, for example, regional discussions.

**If you have any questions, please don't hesitate to contact the Head of the Coordinating Unit of the Raptors MoU:**

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