

## **TERMS OF REFERENCE OF THE EAAFP MANAGEMENT COMMITTEE**

### *General Functions*

1. The Committee provides general policy, operational and financial direction to the Secretariat concerning the implementation and the expansion of the Partnership.
2. It carries out, between one session of the Meeting of the Partners and the next, such interim activities on behalf of the Meeting as may be necessary.
3. It oversees, on behalf of the Partners, the development and execution of the Secretariat's budget, and also all aspects of revenue raising and expenditure undertaken by the Secretariat in order to carry out specific functions authorized by the Meeting of the Partners.
4. It oversees, as representative of the Meeting of the Partners, the implementation of policy by the Secretariat and conduct of the Secretariat's programs.
5. It provides guidance and advice to the Secretariat on implementation of the Partnership, on the preparation of meetings, and on any other matters relating to the exercise of the Secretariat's functions brought to it by the Secretariat. The Management Committee works closely with the Technical Committee to ensure consistency in the work of the Partnership.
6. It represents the Meeting of the Parties of matters relating to the Memorandum of Understanding for Hosting the Secretariat.
7. It makes recommendations or draft resolutions, as appropriate, for consideration by the Meeting of the Partners.
8. It performs the functions of a bureau at the sessions of the Meeting of the Partners, in accordance with the rules of procedure of the Meeting of the Partners.
9. It reports to the Meeting of the Partners on the activities that have been carried out between ordinary sessions of the Meeting of the Partners.
10. It performs any other functions that may be entrusted to it by the Meeting of the Partners.

### *Representation and Attendance*

11. The Committee shall consist of not more than seven (7) Partners, which shall be appointed by the Meeting of the Partners.
  - a. The Committee shall consist of:
    - i. The Chair of the Partnership
    - ii. The Vice-Chair of the Partnership
    - iii. The Host Government Partner
    - iv. One (1) intergovernmental Partner
    - v. Two (2) non-government Partners
    - vi. One (1) Government Partner not otherwise represented

12. Each member shall act on behalf of the entire Partnership.
13. In performing their role as Management Committee representatives, the Chair and Vice-Chair, in conjunction with the Secretariat, shall accomplish the following duties:
  - a. Circulate all relevant correspondence received by the Secretariat to each Partner;
  - b. Lead consultations among Partners to decide on common Partnership regional issues;
  - c. Follow up on requests made by the Secretariat in correspondence with Partners, e.g. by promoting the revision of comments or enquiries regarding draft meeting reports, completion of National Reports, provision of inputs on documents, and completion of questionnaires on specific issues related to the Partnership;
  - d. Ensure, to the extent possible, a coordinated flow of information from Partners to the Secretariat and vice versa;
  - e. Promote the drafting and/or revision of relevant documents to be examined by the Meeting of the Partners at its sessions, e.g. proposals for amendments to the Partnership and its annexes, draft Resolutions and Recommendations;
  - f. Coordinate the compilation of information and the completion of reports on relevant activities to be submitted to meetings of the Committee, and to any regional meetings that take place during the Meeting of the Partners or intersessionally;
  - g. Encourage Partners to update the Secretariat with actual information about the Focal Points as well as to promptly inform the Secretariat in cases of changes;
  - h. Maintain regular contact to non-Partners and Range States and promote their joining to the Partnership.
14. Each member of the Management Committee shall be entitled to be represented at meetings of the Committee by a Representative or his or her Alternate Representative. The Representative shall exercise the voting rights of a Member. In his or her absence, the Representative of the member shall act in his or her place.
15. If an extraordinary session of the Meeting of the Partners is held between two (2) ordinary sessions, the host Partner of that session shall participate in the work of the Committee on matters related to the organization of the session.
16. The term of office shall expire at the close of the next ordinary session of the Meeting of the Partners following the session at which they were originally elected. Members are eligible for re-appointment but may not serve more than two (2) consecutive terms of office.
17. Partners not members of the Committee shall be entitled to be represented at meetings of the Committee by an observer who shall have the right to participate but not to vote. The Chair of the Technical Committee shall have the right to participate in meetings of the Committee as an observer without the right to vote.
18. The Chair may invite any person or representative of any other country or organization to participate in meetings of the Committee as an observer without the right to vote.

19. The members of the Committee shall elect the Chair and Vice-Chair at the first meeting after the session of the Meeting of the Partners.
20. The Chair shall preside at meetings of the Committee, approve for circulation the provisional agenda prepared by the Secretariat and maintain liaison with other committees and with the Technical Committee between meetings of the Committee. The Chair may represent the Committee and the Partners as required within the limits of the Committee's mandate, and shall carry out such other functions as may be entrusted by the Committee.
21. The Vice-Chair shall assist in the execution of the Chair's functions, and shall preside at meetings in the absence of the Chair.
22. The Secretariat of the Partnership shall provide a secretary for meetings of the Committee.

### *Elections*

23. 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 in the second ballot the votes are equally divided, the presiding officer shall decide between the candidates by drawing lots.
24. 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 for reducing the number of candidates to two.
25. 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 for reducing 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 Paragraph 23.
26. The Committee shall normally meet at least once every year.
27. Meetings of the Committee shall be called at the request of the Chair or at least three members.
28. The Chair, in consultation with the Secretariat, shall determine the time, method (face-to-face or teleconference) and place of meetings.
29. Notice of meetings to all Partners including the time and method, shall be given by the Secretariat at least 60 days and, in the case of emergency meetings, at least 30 days in advance of the meeting.
30. A quorum for a meeting shall consist at least of four members out of seven of the Committee. No decision shall be taken at a meeting in the absence of a quorum.
31. Decisions of the Committee shall be taken by consensus unless a vote is requested by the Chair or by three members.
32. Decisions of the Committee by voting (pursuant to Paragraph 31) shall be taken by a simple majority of the members present. In the case of a tie, the motion shall be considered as rejected.

33. A summary record of each meeting shall be prepared by the Secretariat and shall be communicated to all Partners, and to the participants that attended the meeting to which the report refers, within four (4) weeks.
34. The Committee shall work in the official language of the Partnership.

#### *Communication Procedure*

35. Any member or the Secretariat may make a proposal to the Chair for a decision by email procedure. The Secretariat shall communicate the proposal to the members for comments within sixty (60) days of communication; any comments received within these limits shall also be so communicated.
36. If no objection to a proposal is received by the Secretariat by the date when the comments on the proposal were due to be communicated, the proposal shall be considered as adopted, and notice of the adoption shall be given to all members.
37. If any member objects to a proposal within the applicable time limit, the proposal shall be referred to the next meeting of the Committee.

#### *Other functions*

38. The Committee shall submit to each ordinary session of the Meeting of the Partners a report on its work since the previous ordinary session.
39. The Committee may receive reports from other Committees established under the Partnership.

#### *Final Provisions*

40. In matters not covered by the present Terms of Reference, the Rules of Procedure as adopted by the last ordinary session of the Meeting of the Partners shall be applied *mutatis mutandis*.
41. The Committee shall, by consensus, establish its own Rules of Procedure. These Rules shall come into force on adoption by the Committee by consensus, and may be amended by the Committee as required.
42. The Committee shall review these Terms of Reference every two (2) years, and may be amended by the Meeting of the Partners.