

Standard content of Terms of Reference for EAAF Working Groups

DRAFT (14/11/2007; 1230)

1. Background / Introduction (brief: 2-3 para.)

2. Goal of WG: to be framed with clear reference to Partnership (rather than appear as a stand-alone entity)

3. Taxonomic and geographic scope of activities (clarification as necessary, if different from entire EAAF*)

4. Well-defined objectives for the WG (eg. 5-10, explicitly linked – cross-referenced - to Flyway Partnership objectives)

5. Membership: Describe a consistent practice for membership appointment

(i.e. Chair to invite all interested Partners to propose a single candidate to serve in the group; as well as other experts, in consultation with other members of the working group. Flexibility as to whether individuals serve in an official or personal capacity.)

6. Chairing / Coordination arrangements: Specification of selection method (and role of chair)

7. Modus operandi / Meetings: eg. E-mail communication; teleconferencing; define expected frequency of in-person meetings, specification of invitations (eg. meeting to be open to all WG members and other interested observers)

8. Financing: Fund-raising (methods, expectations); arrangements (if any) for coverage of expenses of members

9. Other (special, optional arrangements): eg. provisions for any supporting officers, advisory board etc.

10. Priority action/task list (current plan): (Optional, to be attached as an annex)

* to accommodate current situation of Crane Working Group, however some discussion may be required in future as to whether any gaps need to be addressed with regard to countries not covered by the existing Crane Working Group.