



TERMS OF REFERENCE FOR THE EAAFP FINANCE COMMITTEE

Scope of the Terms of Reference

1. The Terms of Reference apply to the East Asian – Australasian Flyway Partnership Finance Committee, unless stated otherwise in the Terms of Reference.

General Functions of the Finance Committee

2. The Finance Committee, established in accordance with paragraph 9(9) of the Partnership document, provides advice on sustainable financing and fundraising to, *inter alia*, the Meeting of the Partners, the Secretariat, any other body set up under the Partnership or any Partner.

Operating Principles

3. The Finance Committee, in carrying out its functions, should support the implementation of the Partnership in a manner consistent with other nationally and internationally agreed goals relevant to the objectives of the Partnership document.
4. The Finance Committee should endeavour constantly to improve the quality of its advice at its meetings and in its documents and reports.
5. The Finance Committee may formulate its advice or recommendations in the form of options or alternatives, where appropriate.

Functions

6. The Finance Committee should fulfill the functions assigned to it by the Meeting of the Partners. These functions include:
 - a. advising on the development and implementation of the Partnership's Financial Plan to achieve its strategic goals, and reporting on progress at MOPs;
 - b. advising on the development and implementation of fundraising strategies and actions;
 - c. advise on the structure and functions of a fundraising program for EAAFP, including a potential fundraising unit within the Secretariat;
 - d. advising on the development and regular updating on a baseline of current Partner funding to support the achievement of EAAFP goals;
 - e. develop, refine and report on the implementation of the voluntary fee contribution system, or related system for Partner contributions;
 - f. advise on the development of a supporter program for EAAFP, including best practice from EAAFP Partner and other organizations: advise on proposed funding levels and

targets, marketing and maintenance strategies, structural and governance issues and monitoring and reporting;

- g. identify opportunities, targets and strategies for increasing and diversifying the funding base of EAAFP and advise on approaches and actions;
- h. advise on approaches and development of proposals for potential funders, including, but not limited to, foundations, corporations, individuals and bilateral and multilateral development organisations;
- i. advising on budget re-allocation and priorities, should this be required;
- j. identify and work with Partners on joint-fundraising activities;
- k. provide advice and guidance and generally work closely with the EAAFP Fundraising Officer.

Appointment of Members

- 7. The Finance Committee is composed of members appointed by the Meeting of the Partners.
- 8. Any Partner may nominate a qualified expert as a member of the Finance Committee.
- 9. Finance Committee members do not represent the Partner that nominate them, but contribute to the workings of the Finance Committee in their expert capacity.
- 10. The Finance Committee will have seven members composed as follows:
 - a. Core members (four) of the existing Finance Committee until MoP10;
 - b. three additional members nominated by Partners
- 11. The Finance Committee shall be reconstituted at each Meeting of Partners
- 12. The EAAFP Fundraising Officer shall assist the committee.
- 13. The Finance Committee may identify individuals who can add valuable knowledge and experience and invite them as observers to the Finance Committee meetings

Responsibilities of the Finance Committee Members

- 14. Finance Committee members should, to the best of their abilities, act as impartially as possible and endeavour to base their judgements and opinions upon achieving financial sustainability for EAAFP goals and operations.
- 15. Finance Committee members should maintain regular communication with the other Partners in the Partnership.

Cooperation of Other Relevant Organisations

16. The Finance Committee should cooperate with other financing and fundraising structures of other organisations with similar goals to EAAFP, *inter alia*, inviting them to participate as observers in the meetings of the Finance Committee.

17. The Finance Committee should liaise, through its Chair or his/her nominated representative, with comparable bodies established under other relevant frameworks.