

EAST ASIAN – AUSTRALASIAN FLYWAY PARTNERSHIP  
MANAGEMENT COMMITTEE MEETING  
3:00pm-5:00pm KST, 06 July 2023



## Minutes

<b>ATTENDEES:</b>	
<b>Dr Ilse Kiessling</b>	Australian Government, Chair ( <i>arrived 3:24 PM KST by apology</i> )
<b>Dr Sunleang Srey</b>	Government of Cambodia, Vice Chair
<b>Oh Sunnyu</b>	Republic of Korea
<b>Seulki Lee</b>	Republic of Korea
<b>Tilman Schneider</b>	CMS Secretariat
<b>Ward Hagemeijer</b>	Wetlands International
<b>Dr Yan Bohua</b>	Mangrove Foundation
<b>Nick Davidson</b>	Chair, Technical Sub-committee
<b>Martin Spray</b>	Chair, Finance Sub-committee
<b>Jennifer George</b>	EAAFP Secretariat, Chief Executive
<b>Hyeson Do</b>	EAAFP Secretariat
<b>Cynthia Layusa</b>	EAAFP Secretariat
<b>Vivian Fu</b>	EAAFP Secretariat ( <i>arrived at 3:28PM</i> )
<b>Nlicia Lara</b>	EAAFP Secretariat
<b>Dr Lu Cai</b>	EAAFP Secretariat, Science Unit
<b>Dr Qing Zeng</b>	EAAFP Secretariat, Science Unit
<b>Dr Jia Yifei</b>	EAAFP Secretariat, Science Unit
<b>Narelle Montgomery</b>	Australian Government
<b>Dr Mark Carey</b>	Australian Government, observer
<b>APOLOGIES:</b>	
<b>Wanlop Preechamart</b>	Government of Thailand
<b>MINUTES:</b>	
<b>David Mould (The Melbourne Minute)</b>	

### Agenda Item 01: Welcome and Introductions

The Acting Chair, Narelle Montgomery, opened the meeting at 3:03 PM KST and welcomed all participants to the meeting.

A special welcome and congratulations were extended to the new Chief Executive of the Partnership, Jennifer George.

### Agenda Item 02: Roll Call, Apologies and Admission of Observers

Attendance and apologies were taken as recorded above. Mr Wanlop Preechamart from the Government of Thailand provided written comments on agenda items ahead of the meeting (see Attachment A).

It was confirmed a quorum was present.

Observers were admitted to the meeting by consensus of the members.

### Agenda Item 03: Declaration of Potential, Perceived or Actual Conflicts of Interest

The discussion paper on the declaration of potential, perceived or actual conflicts was taken as read.

- A note forwarded by Thailand representatives was read to the meeting, which requested more clarification on how to identify the conflicts of interest and how to fill in the table.
- There being no objections the Chair declared the Conflict of Interest Register was adopted as per the proposal.

*3:24 PM Dr Ilse Kiessling joined the meeting.*

### Agenda Item 04: Election of Chair and Vice-Chair of the Management Committee

The proposal for the election of Chair and Vice-Chair of the Management Committee was taken as read.

There being no objections and no further nominations, the Chair (Australia) and Vice-Chair (Cambodia) of the Partnership were elected to the Chair and Vice-Chair of the Management Committee, respectively.

### Agenda Item 05: Adopt Agenda and Endorse Minutes of Previous Meeting

The proposal to adopt to the agenda and endorse the minutes of the previous meeting was taken as read.

There being no objection, the agenda was adopted without amendment.

The minutes of the previous meeting were confirmed as a true and accurate record, noting that the Secretariat will circulate the most recent copy of the minutes.

**Action:** Secretariat to circulate minutes of the previous Management Committee meeting on 2 March 2023 to the Management Committee.

#### Agenda Item 06: Actions Arising from Previous Meeting

The meeting noted that as the previous meeting was very close to MOP 11, there were no actions arising.

#### Agenda Item 07: Report of Management Committee

The report of the Management Committee was taken as read and it was noted that:

- A new Chief Executive has been appointed, Jennifer George.
- 1 new Partner application has been received and was processed.
- A host for the 12<sup>th</sup> Meeting of Partners (MOP12) is currently being sought. The Philippines had expressed interest at MoP11 and discussions are underway.

#### Agenda Item 08: Report of Finance Sub-committee

The Finance Sub-committee report was taken as read, noting that some of the items raised in the report will be discussed later in the agenda. In particular, it was noted that:

- MOP11 acknowledged the financial challenges of including large numbers of observers, despite the value they add. It caused the EAAFP budget to run over. In future, the Finance Sub-committee suggested that it may be necessary to require some observers to contribute to some or all their costs. The Finance Sub-committee urged the Management Committee to adopt a formal view on this issue.
- A separate workshop or targeted discussion was proposed to step through the issues raised in the Sub-committee's report, perhaps as joint taskforce of the Management Committee and Finance Sub-committee.

**Action:** Organize a joint workshop between the Management Committee and Finance Sub-committee to discuss resourcing recommendations.

**3:41 PM** Dr. Ilse Kiessling took the Chair.

#### Agenda Item 09: Report of Technical Sub-committee

The Technical Sub-committee (TSc) report was taken as read, noting that some of the items raised in the report will be discussed later in the agenda. The following areas were highlighted for consideration:

- TSc membership, roles, and responsibilities.
- TSc Task List and priorities – and Science Unit work plan.

It was noted that the expectations placed on the TSc were often beyond the capacity of the small, pro-bono sub-committee.

- Flyway Network Site (FNS) designations – recent TSc experience of Site Information Sheet (SIS) reviewing and need for supporting guidance.  
No guidance is provided to Partners on how to correctly justify the criteria that applied in relation to site guidelines and SISs.  
TSc will look at drafting simple guidelines as a priority.
- Working relationships between TSc and Working Groups/Task Forces

**Discussion:**

The meeting proposed to hold an intersessional meeting between TSc and Management Committee and Science Unit.

The meeting noted that because of the imminent departure of Hyeseon and Vivian in the Secretariat, it will become important for everyone to know who the appropriate point of contact is.

The Chief Executive noted the Science Unit MOU with the Secretariat is due for renewal this year and anticipated this would be relevant to the TSc discussions.

It was recommended that Management Committee representation on the review of the Small Grants Fund was necessary. The Chair noted this could be incorporated in the discussion of governance and structures.

**Action:** Organise a combined meeting of the TSc, Management Committee, and Science Unit to discuss workplan.

**Action:** TSc to draft guidelines for SIS completion.

**Agenda Item 10: Report on Secretariat Activities and Budget**

The report on the Secretariat activities and budget was taken as read and it was noted that:

- One new Partner application has been received and is being processed.
- A new sister site agreement is underway.
- The meeting with the Asian Development Bank and BirdLife International in Manila has been highly successful.
- The MOU with the Asian Development Bank has now been completed and signed.
- The Philippines Government expressed interest in hosting MOP12 and discussions have begun. An update is expected soon.
- Ms. Vivian Fu was awarded the Minister of Environment Prize during the ceremony of International Day for Biological Diversity and Ms. Hyeseon Do was awarded the Incheon Metropolitan Mayor Award at the Incheon 2023 World Environment Day Celebration. The meeting congratulated both for their achievement.
- The Domestic Small Grants program is conducted by the Secretariat, but the Evaluation phase is conducted by a select group of experts in Korea. It was further noted that the applications are written in Korean. Review was conducted some years ago by Board members.

**Discussion**

It was suggested a review of the Domestic Small Grants Fund be conducted by the same process recommended for the EAAFP Small Grants Fund.

Discussions on the budget of the Secretariat were recommended to be incorporated into a broader conversation including the budget of the Partnership as a whole. A separate dedicated meeting was proposed to facilitate this discussion.

**Action:** Secretariat to provide written detail on the Domestic Small Grants Fund to Management Committee members

**Action:** Wetlands International to provide a written summary of questions and uncertainties of the Secretariat budget.

### Agenda Item 11: Report on Science Unit Activities and Budget

The Science Unit report was taken as read. Dr Qing Zeng noted some key activities and budget proposed for 2023:

- Support for members such as the shorebird working group - US\$75,000.
- US\$25,000 budget for key activities on Tibetan Plateau.
- To hold a workshop for site managers in China, possibly open to others – US\$30,000.
- An overall travel budget of US\$30,000.
- The total budget is US\$245,000.
- Priority work will be determined in consultation with the Secretariat.

#### **Discussion:**

The meeting noted the paper from the Science Unit was only received an hour before the meeting and required more time for analysis. It was suggested that some of the activities proposed might require adjusting or further detail included once the objectives were better understood. The Science Unit noted this report was also submitted prior to MOP11 and was incorporated into the Secretariat report at MOP11 but agreed to ensure earlier circulation of written reports for future meetings.

The TSc noted it was unclear on the capacity of the Science Unit and what work has been undertaken up to now.

It was clarified that the Science Unit is dedicated to supporting the science of the Partnership. The Science Unit reaffirms its eagerness for the conversation with the TSc to better understand each other's work.

### Agenda Item 12: Recruitment of New Secretariat Staff

The Secretariat advised that:

- Kyle Esperanza Zuleta had been sent a letter of offer to take a position at the Secretariat,
- Interviews for the Communications Officer position have been completed and reference checks are underway before an offer is made, and
- The Communications Officer role is being considered to move within the Science Unit.
- Hyeseon and Vivian will be leaving the Secretariat shortly.

The meeting expressed deep gratitude to Hyeseon and Vivian on behalf of all the members of the Partnership for the skill, kindness and dedication given to this work and wished them both the very best for the future.

### **Agenda Item 13: Meeting Report of the 11th Meeting of Partners and Actions Arising**

Meeting report of the 11th Meeting of Partners was taken as read. The Management Committee was advised that the report was reviewed by the Secretariat and circulated for comment before release and being published online.

The Secretariat noted that 2 minor comments from Korean and Japanese Governments have been received and incorporated into the revised version.

**Action:** Secretariat to re-circulate the revised draft of the MOP 11 meeting report.

### **Agenda Item 14: MOU Extension with Korean Government**

The proposal pertaining to the MOU Extension with the Korean Government was taken as read. It was noted that this MOU is the foundation of the work of the Partnership. It was further noted that:

- The current MOU is due to end May 2024. It can be automatically renewed for a further five years unless terminated by giving 6-months' notice in writing.
- To initiate the five-year review, the Chair, Chief Executive, the Ministry of Environment of the Republic of Korea, and the Metropolitan City of Incheon of the Republic of Korea will meet to discuss the renewal of the MOU.

The Management Committee endorsed the initiation of the five-year review and acknowledged with deep appreciation the generous financial support of the Ministry of Environment of the Republic of Korea and the Metropolitan City of Incheon of the Republic of Korea to the Secretariat since 2009.

### **Agenda Item 15: Harmonisation of EAAFP Governance Documents**

The proposal for the Harmonisation of EAAFP Governance Documents was taken as read.

It was noted that members at MOP11 had expressed concerns over the various discrepancies in governance of different parts of the Partnership.

The meeting agreed to progress a review of Partnership governance documents to identify any amendments to improve document alignment and to delegate the initial review of governance documents to relevant leads, noting the importance of consulting Partners, working groups and task forces on any proposed changes well ahead of any consideration of amendments at MOP12.

### **Agenda Item 16: Additional Technical Sub-committee Members**

The proposal for Additional Technical Sub-committee members was taken as read and it was noted that:

- MOP11 approved amendments to Terms of Reference of TSc.

- There were 8 appointed out of a possible 10. It was subsequently identified that there was no process specified for the intersessional filling of vacancies.
- As far as possible a balance of gender and geographical spread was agreed to be sought. The mid-geographical range of the flyway was identified as the geographical gap on the Sub-committee and two potential candidates have been identified. They have not been contacted yet, pending confirmation of the process from the Management Committee.

**Discussion:**

It was agreed that the TSc would work with the Secretariat to call for nominations for TSc membership across the Partnership, including allowing submissions from the individuals identified by the TSc, thereby broadening the pool of potential candidates.

The Management Committee agreed to the broader call, noting that the call for nominations prior to MOP11 only yielded 8 nominations from the Partnership.

**Action:** TSc Chair to share the sub-Committee position description with Chief Executive.

**Action:** Chief Executive to prepare process of advertising call for nominees to the TSc.

**Agenda Item 17: Agreement on Hosting of Meeting of Partners**

The proposal on the Agreement of Hosting of Meeting of Partners was taken as read.

**Discussion:**

Based on the experience of Australia as host of the recent MOP11, a sample hosting agreement was drafted as Attachment A in the proposal, to better support Partners in hosting future events.

The Secretariat noted this is a good document and has proposed only minor edits.

The meeting agreed to utilise a hosting agreement document and create a hosting guide to support Partners in the hosting of future MOP events. Creation of these documents is to be the responsibility of the Secretariat.

**Agenda Item 18: EAAFP Resourcing Plan**

The EAAFP Resourcing Plan was taken as read.

Related to the upcoming end, and possible renewal, of the MOU with the Host Government and Host City in May 2024, there was the need to budget for the full year of 2024. This called for a reallocation of resources originally allocated to activities to secure the ability of the Secretariat to continue to function. This should only be a temporary measure as if the MOU is extended, the budget for activities should be put back in place. It was noted the EAAFP may need to demonstrate their willingness to pursue sources of funding so that the key Partners, the Korean Government, isn't given the impression their contribution in supporting the Secretariat is being taken for granted.

It was noted there was the untapped potential of Partners identifying the needs of the resourcing plan and the opportunities involved. Reaching out to the broader Partnership may give benefits.

**Action:** Finance Sub-committee to meet to complete as much work as possible on the financial resourcing plan to bring to the joint workshop with Management Committee.

**Action:** At the joint workshop, add to the agenda a discussion on greater engagement of Partners.

### Agenda Item 19: Effectiveness of Working Groups and Task Forces

The proposal on the effectiveness of working groups and task forces was taken as read. It was noted the proposal might better be termed a 'review' instead.

**Discussion:**

Some groups may no longer be operational. The Management Committee expressed that over time it may have lost full visibility on the activities of some working groups and task forces.

It was noted that the Organisational Chart directs working groups and task forces to report to MOP *through* the TSc. In practice none of the working groups or task forces report to MOP via the TSc.

The difference between a working group and task force was queried and it was noted there is no formal description available to clarify that point.

It was queried whether the Chair and Vice-Chair of each group were aware of their responsibilities.

The TSc noted it doesn't have the capacity to lead the review in the sense of conducting the review but could guide and advise.

It was agreed that definitions of Taskforce and Working Group be included in the review.

The Chair suggested the need for swift action to commence and proposed beginning with the Secretariat in advance of securing specific funding for this as it would only serve to delay things further.

The Management Committee requested the TSc and Secretariat to maintain this action as a top priority in their work. The Management Committee was reminded that the participation in working groups and taskforces was voluntary, which may result in delays.

The Management Committee affirmed it did not intend to meddle or burden working groups or task forces but to facilitate greater communication and make the work more effective.

It was further noted that as the working groups and task forces were established by a decision of the Partnership at MOPs, therefore some level of monitoring by the Management Committee was appropriate and necessary to ensure effective use of resources. The Small Grants Fund and the occasional Secretariat support in organising intersessional meetings are considered resources in this context. There is provision for the working groups and task forces to be provided further resources upon request and upon approval of the Management Committee.

**Action:** TSc to work with Secretariat to identify the information known about the working groups and task forces and to email them a call for information about their activities and provide a status update for the next Management Committee meeting.

**Action:** TSc Chair and Vice-Chair to develop a list of questions for the task force and working group review.

### Agenda Item 20: Dates of Future Management Committee Meetings

The proposal for the dates of future Management Committee meetings was taken as read.



It was proposed to continue meeting online, noting that the opportunity to meet in person, at least for some meetings, was available if preferred.

The meeting agreed to establish a schedule of three meetings a year, noting additional meetings could be called if necessary. It was also agreed to ensure a meeting was held immediately prior to MOP12.

### Agenda Item 21: Any Other Business

The CMS coordinator of the intergovernmental taskforce of the hunting, taking of birds in the EAAFP is organising a webinar soon. It will focus on the market mechanisms in addressing the taking of migratory birds. Dates will be confirmed and communicated soon.

### Agenda Item 22: Actions Arising

Number	Action	Agenda item number	Who	Due
1	Secretariat to circulate minutes of the previous Management Committee meeting on 2 March 2023 to the Management Committee.	Item 5	Secretariat	31/07/2023
2	Organize a joint workshop between the Management Committee and Finance Subcommittee to discuss resourcing recommendations.	Item 8	Secretariat/Management Committee	Next meeting
3	Organise a combined meeting of the TSc, Management Committee, and Science Unit to discuss workplan.	Item 9	Secretariat, Management Committee, TSc	Next meeting
4	TSc to draft guidelines for SIS completion.	Item 9	TSc	Early 2024
5	Secretariat to provide written detail on the domestic small grant fund to Management Committee members.	Item 10	Secretariat	Next meeting
6	Wetlands International to provide a written summary of questions and uncertainties of the Secretariat budget.	Item 10	Ward Hagemeijer	31/07/2023
7	Secretariat to re-circulate the revised draft of the MOP11 meeting report.	Item 13	Secretariat	31/07/2023
8	TSc Chair to share the sub-Committee position description with Chief Executive.	Item 16	TSc	31/07/2023

9	Chief Executive to prepare process of advertising call for nominees to the TSc.	Item 16	Jennifer George	31/07/2023
10	Finance Sub-committee to meet to complete as much work as possible on the financial resourcing plan to bring to the joint workshop with Management Committee.	Item 18	FSc	Next meeting
11	At the joint workshop, add to the agenda a discussion on greater engagement of Partners.	Item 18	Secretariat	Next meeting
12	TSc to work with Secretariat to identify the information known about the working group and task forces and to email them a call for information about their activities and provide a status update for the next Management Committee meeting.	Item 19	Secretariat, TSc	Next meeting
13	TSc Chair and Vice-Chair to develop a list of questions for the task force and working group review.	Item 19	TSc	Next meeting

### Agenda Item 23: Date of the Next Management Committee Meeting

The next meeting of the Management Committee is in early November. Exact date and time to be advised.

### Agenda Item 24: Close

The Chair declared the meeting closed at 5:34 PM KST.

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Dr Ilse Kiessling, Chairperson

**Attachment A****EAAFP Management Committee – 6 July 2023 (Thailand's submission)****Item 3 Declaration of potential, perceived, or actual conflicts of interest.**

Thailand would request more clarification on how to identify the conflict of interest to fill in the table in attachment A. EAAFP Secretariat and Management Committee may need to identify what are the issues of COI and the description for each category.

**Item 4 Election of chair and vice-chair of the management committee.**

Thailand agrees with the proposal made by EAAFP Secretariat to appoint Australia as Chair and Cambodia as Vice Chair of the Management Committee. We are confident that their experience will support the role and duty of the committee as well as EAAFP work.

**Item 5 Adopt the agenda and endorse minutes from the previous meeting.**

Thailand has no objection to the agenda and minutes from the previous meeting.

**Item 7 Report of the management committee**

Thailand noted the report of the Management Committee made by EAAFP secretariat and welcome the progress on the recruitment of the new chief executive of EAAFP. We would like to thank Ms. Hyeseon Do, Senior Programme Officer, and Ms. Vivian Fu, Senior Communication Officer for their kindness and support EAAFP work. We want to let both of you know how much your support means to us. Of course, the Partnership has progressed work a lot. We wish both of you well in your next step.

**Item 9 Report of the technical sub-committee**

Thailand welcomes the re-appointment of Prof. Nick Davidson and Dr. Taej Mundkur to the Technical sub-committee. Regarding the Flyway Network Site designation and SIS guidance, we understand that the process should take more time to prepare the draft guidance. However, it is necessary to make it available to partners for their implementation before MOP12.

**Item 17 Agreement on Hosting Meeting of Partners**

Thailand the expression of interest at MOP11 from The Government of the Philippines regarding Hosting a future MOP. Regarding the agreement, clearly identify the role and responsibility of EAAFP Secretariat, the host country, and the donor, including details of the requirement, will increase the effectiveness of the meeting. The draft agreement developed by Australia may use as a reference document for preparing the process of the future MOP.

EAST ASIAN – AUSTRALASIAN FLYWAY PARTNERSHIP  
MANAGEMENT COMMITTEE MEETING  
3:00pm-5:30pm KST, 15 November 2023



## Minutes

ATTENDEES:	
<b>Narelle Montgomery</b>	Australian Government, Chair
<b>Wanlop Preechamart</b>	Government of Thailand
<b>Seulki Lee</b>	Ministry of Environment, Republic of Korea
<b>Tilman Schneider</b>	CMS Secretariat
<b>Ward Hagemeijer</b>	Wetlands International
<b>Dr Yan Bohua</b>	Mangrove Foundation
EAAFP Secretariat	
<b>Jennifer George</b>	Chief Executive
<b>Kyle Esperanza Zuleta</b>	Programme Officer
<b>Wen Qing Ng</b>	Communication Officer
<b>Sabine Leykam</b>	Programme Assistant
<b>Yoonjae Bae</b>	Communication Assistant
Observers	
<b>Martin Spray</b>	Chair, Finance Sub-committee
<b>Nick Davidson</b>	Chair, Technical Sub-committee
<b>Mark Carey</b>	Australian Government
APOLOGIES:	
<b>Dr Sunleang Srey</b>	Government of Cambodia, Vice Chair
MINUTES:	
<b>David Mould (The Melbourne Minute)</b>	

### Agenda Item 01: Welcome and Introductions

The Chair, Narelle Montgomery, opened the meeting at 3:02 PM KST and welcomed all participants to the meeting. It was confirmed that the role of Chair has transferred to Narelle Montgomery from Dr Ilse Kiessling. Correspondence had been circulated to Partners prior to the meeting.

A special welcome and congratulations were extended to the new Communication and Programme Officers who had officially started in the Secretariat.

### Agenda Item 02: Roll Call, Apologies and Admission of Observers

Attendance and apologies were taken as recorded above. It was confirmed a quorum was present.

Observers were admitted to the meeting by consensus.

It was noted that an 'Artificial Intelligence (A.I.)' application called Fireflies.ai was being used to assist with Secretariat note taking and that the meeting was being recorded.

### Agenda Item 03: Declaration of Potential, Perceived or Actual Conflicts of Interest

The Management Committee noted there were no new conflicts of interest raised.

### Agenda Item 04: Adopt Agenda and Endorse Minutes of Previous Meeting

The proposal to adopt to the agenda and endorse the minutes of the previous meeting was taken as read. The agenda for the meeting was adopted as proposed without amendment.

Amendments to the minutes:

- Agenda Item 18; the wording 'some activities of the Partnership were left unfunded because of the rebalancing of the budget' was thought to be unclear. It was proposed to substitute the text with, 'related to the end of the MOU and the need therefore to budget for a full year with funding only being committed for half a year, this called for reallocation of resources originally dedicated to activities to secure continuity of functioning of the Secretariat. This should only be a temporary measure if the MOU will be extended, the budget for activities should be put back in place.'
- Agenda Item 19; the wording 'working groups and task forces to report to the MOP through the TSc, but in practice not all do,' was unclear on whether that meant that no working group or task force reported through the TSc in practice or whether only some do. It was clarified that none of the working groups or task forces presently report to the MOP via the TSc.

- Agenda Item 19; the paragraph 'It was further noted that as the working groups and task forces were established by a decision of the Partnership and therefore some level of monitoring by the Management Committee was appropriate and necessary to ensure effective use of resources' was queried on whether this meant that resources were assigned to the working groups and task forces and, if so, what those resources were. It was clarified that the Small Grants Fund and occasional Secretariat support in organizing intersessional meetings were considered resources in this context and it was further noted that there was provision for the working groups and task forces to be provided further resources upon request and upon approval of the Management Committee.

The minutes of the previous meeting were confirmed as a true and accurate record with the above amendments, noting that the Secretariat will circulate the amended copy of the minutes.

**Action:** The Secretariat to recirculate the minutes of the July meeting of the Management Committee after applying the amendments as noted during the discussion with members.

#### Agenda Item 05: Actions Arising from Previous Meeting

The Management Committee reviewed the actions arising from the previous meeting.

It was noted that:

- Action 6 has been superseded by changes to the budget and is no longer necessary. This item can be closed.

#### Agenda Item 06: Report of Management Committee

The report of the Management Committee was taken as read and it was noted that:

- The Philippines Government has confirmed in recent correspondence their intention (no formal agreement at this stage), pending further approvals, to host MOP12 in 2025.

#### Agenda Item 07: Report of Finance Sub-committee

The Finance Sub-committee (FSc) report was taken as read, in particular it was noted that:

- Placing limits on funded places for observers at MOPs was discussed with general agreement that each organisation approved to attend as an observer should have a limit of one funded place, with the responsibility of paying 100% of costs for each additional person they choose to bring. It was noted the budget for MOP11 was exceeded.
- It was discussed that it might be prudent to try to encourage voluntary contributions by listing the beneficiaries.

- End of Financial Year tracking has been included in the report. It was queried whether this was an effective method to support the process of encouraging voluntary contributions. It was felt this was a small resourcing burden for an important outcome; however, it was further noted that the end of year period is different for different Partners and this complicates the process.
- It was clarified when referencing the Foundation and cost effectiveness in the sub-Committee's report, this largely indicated associated management fees and that this only currently applies to contributors from the Republic of Korea.

### Agenda Item 08: Report of Technical Sub-committee

The Technical Sub-committee (TSc) report and the proposed prioritisation of the TSc workplan was taken as read. It was noted there were four recommendations to discuss.

#### Membership

- The TSc membership is currently at 8 members, and it was noted they are all volunteers without the capacity to complete large amounts of substantive work. Two vacancies are available, and three nominations have been received. The TSc recommended to the Management Committee the appointment of Professor Cao Lei and Professor Dewi Malia Prawiradilaga from Indonesia to the Sub-committee based on their expertise.
- The third nominee, veterinarian Dr Brandenburg from New Zealand, could perform a valuable role as a link to the Avian Diseases Working Group. It is proposed that the Chair of the TSc use article 7 of the Terms of Reference to invite Dr Brandenburg as an observer to Sub-Committee meetings.

#### TSC workplan

- The Technical Sub-committee Terms of Reference requires that notice of the successful candidates be circulated to all Partners. The TSc notes that this should not be necessary in future and a proposal for amending this requirement is intended to be brought to MOP12 as it causes a delay in confirming appointments.
- TSc Task List and Work Plan priorities were presented for the Management Committee's consideration. There are ten proposed high priority tasks.
- It was noted that the Science Unit has been given a copy of this work plan and task list but that the TSc has not yet seen a work plan from the Science Unit.
- A joint meeting between the Science Unit and the TSc has previously been proposed but has not yet occurred. Online meetings present time zone challenges for all involved so finding a suitable meeting time has been challenging.
- It was recommended the TSc maintain visibility on emerging projects that will implement the strategic plan of the Partnership. It was noted that whilst it is not known what proposals of this nature may be brought forward, the priority list could be amended in the event of such proposals being presented.

#### Site Information Sheets

- The Chief Executive encouraged the Management Committee to endorse Site Information Sheet guidance as the top priority given the high number of potential new Flyways Sites for the coming 12 months.
- Two different versions of the Site designation criteria provided in the Site Information Sheet document. A version of this also appears in the Partnership document and this will need to be adjusted at some stage.
- A significant change required is that the justification criteria field has no guidance available to members. The top priority is developing the guidance on applying each criterion.

- It is not well understood by Partners just what should be occurring at the proposed site and clarity will be drafted to assist on this.
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#### Working Groups and Task Forces

- Review of working groups and task forces. The Secretariat has been asked to compile a list of the working groups and task forces and their key contact people for the TSc. The distinction between working groups and task forces is not defined. The TSc intends to propose that only the term 'working group' be used going forward. The TSc requested guidance from the Management Committee on the description of the working groups' function.
- It was further noted that the Convention on Migratory Species use the terms Working Groups and Task Forces as well, with Working Groups tending to have a more advisory nature and Task Forces being suggestive of inter-governmental formation.

#### Small Grants Fund

- The TSc recommended changes to the timeline of Small Grants Fund. The Secretariat was asked to consider the potential for unintended consequences on the overall work load.
- The steps in the application process and the eligibility need to be reconsidered by the Management Committee. An applicant is expected to submit the proposal for technical review before submitting the application formally; however, this is not the way it happens in practice. It was also noted that it is unclear for the TSc whether applicants were members or not and whether that was a strict requirement of the guidelines.

The Management Committee endorsed the appointment of Professor Cao Lei and Professor Dewi Malia Prawiradilaga. It was noted that a notification will be sent to all members of the Partnership informing them of the appointment.

The Management Committee endorsed the TSc Task List and Work Plan priorities.

Next TSc meeting is scheduled for 7 December 2023.

**Action:** The Secretariat to circulate a notification to Partners of the endorsement of Professor Cao Lei and Professor Dewi Malia Prawiradilaga to fill vacancies in the Technical Sub-committee.

**Action:** The Secretariat to consider the impact on operations that may occur in the event the Small Grants timeline is altered and advise Management Committee as soon as possible.

### Agenda Item 9: Report on Secretariat Activities and Budget

The report on the Secretariat activities and budget was taken as read and it was noted that:

- Staffing of the Secretariat is currently at 9 people, whereas previously the staffing number was 18. The issue of staffing across international borders is significant. The Management Committee was advised the organisation is largely in a rebuilding phase from a period of having insufficient staff to accomplish all the tasks of the Secretariat.
- It was recommended to the Management Committee that a budget amount be reallocated to employ staff members who would otherwise be finishing up at the end of the year.
- Interns have previously been utilized in carrying a large amount of the workload but that is no longer the case.
- It was noted that a significant expenditure will need to occur on rebuilding the website.
- A new MOU has been agreed with the Science Unit and the Secretariat.



- The Head of the Beijing Forest University is coming to the Secretariat in January 2024, which will strengthen the relationship with the Science Unit further.
- The process and timeline for renewing the MOU with the Republic of Korea is now established.
- The Philippine Government has asked the Secretariat how much money the Partnership can contribute to the hosting of MOP12. Knowing this information will be essential to get the final confirmation from the Philippines Government for hosting MOP12.
- The Asian Development Bank is likely to provide up to \$50,000 USD to support Southeast Asian delegates or observers to attend MOP12.

## Discussion

- The Management Committee noted it was standard practice for unspent funds to be rolled over to the following year allowing a degree of flexibility in the budget for the Secretariat.
- The Regional Flyway Initiative was raised. It was recommended that negotiations continue with Birdlife International for additional resources. It was noted that if funding from Birdlife International is not forthcoming it may become hard to justify continued Secretariat participation in the technical support contract with Birdlife International.
- A budget to cover the 2025 year is necessary but has not been approved by the Management Committee or Partners. It is considered urgent that a draft budget be prepared and confirmed as soon as possible to inform the finances available for MOP12.
- The Management Committee agreed they were supportive of the Secretariat providing indicative financial support for MOP12.

**Action:** The Chief Executive to circulate proposed expenditure on staffing and proposed expenditure on website redesign to members of the Management Committee for review and intersessional approval.

**Action:** The Secretariat and Management Committee to draft an interim budget for 2025.

**Action:** Ward Hagemeyer and Secretariat to work together to pursue financial contribution discussions with Birdlife International regarding the Regional Flyway Initiative.

## Agenda Item 10-16: Governance harmonization documents

The Chair advised proposals for items 10 through to 16 inclusive were to be taken as read.

- Agenda Item 10: Review of the Terms of Reference of the EAAFP Management Committee
- Agenda Item 11: Review of Rules of Procedure
- Agenda Item 12: Review of Delegation of Authority
- Agenda Item 13: Review of Terms of Reference of the Secretariat
- Agenda Item 14: Review of Terms of Reference of the Finance Sub-committee
- Agenda Item 15: Review of Terms of Reference of the Technical Sub-committee
- Agenda Item 16: Review of Single Species Task Forces and SSAPs.

It was agreed that Australia would conduct the first review of documents to harmonize them and then work with the Secretariat to distribute to all Partners for comment before returning to the Management Committee with recommendations and further discussion.

It was noted that the Terms of Reference for the Finance Sub-committee would likely be the most complex and take the most time due to the length of time elapsed since the last review occurred.

It was noted that the Review of Single Species Task Forces would commence with consultation with the Working Groups and Task Forces to incorporate their views.

**Action:** The Chair to resend the Review of Single Species Task Forces and SSAPs proposal and related attachment to the Technical Sub-committee for review.

#### Agenda Item 17: Renewal of MOU with Republic of Korea

The Chair advised that the Renewal of MOU with the Republic of Korea proposal was to be taken as read. It was noted:

- A closed session was proposed for Management Committee members only. The Chair will arrange a suitable date and time for the closed meeting.
- Transmission of the outcomes of the closed session would be sent to the Republic of Korea by January 2024.

**Action:** The Chair to arrange a date and time for a closed meeting for members of the Management Committee only to discuss the renewal of the MOU with the Republic of Korea.

#### Agenda Item 18: Any Other Business

NIL

**Agenda Item 19: Actions Arising**

Number:	Agenda Item:	Action:	Who:	Due:
#1	4	The Secretariat to recirculate the minutes of the July meeting of the Management Committee after applying the amendments as noted during the discussion with members.	Secretariat	ASAP
#2	8	The Secretariat to circulate a notification to Partners of the endorsement of Professor Cao Lei and Professor Dewi Malia Prawiradilaga to fill vacancies in the Technical sub-Committee.	Secretariat	ASAP
#3	8	The Secretariat to consider the impact on operations that may occur in the event the Small Grants Fund timeline was altered and advise Management Committee as soon as possible.	Secretariat	ASAP
#4	9	The Chief Executive to circulate proposed expenditure on staffing and proposed expenditure on website redesign to members of the Management Committee for review and intersessional approval.	Chief Executive	Mid-December 2023
#5	9	The Secretariat and Management Committee to draft an interim budget for 2025.	Secretariat and MC	March 2024
#6	9	Ward Hagemeijer and Secretariat to work together to pursue financial contribution discussions with Birdlife International regarding the Regional Flyway Initiative.	WH and Chief Executive	
#7	16	The Chair to resend the Review of Single Species Task Forces and SSAPs proposal and related attachment to the Technical Sub-committee for review.	Chair - NM	ASAP
#8	17	The Chair to arrange a date and time for a closed meeting for members of the Management Committee only to discuss the renewal of the MOU with the Republic of Korea.	Chair - NM	ASAP
#9	20	Tilman Schneider to circulate to the Secretariat and Management Committee the draft Resolution and relevant information for the Central Asian Flyways Initiative being considered at CMS COP 14.	TS	ASAP

**Agenda Item 20: Date of the Next Management Committee Meeting**

The next meeting of the Management Committee would occur in early March 2024. Exact date and time to be advised.

The Chair noted that a number of Management Committee members and Secretariat will be attending the CMS COP 14 in Uzbekistan in February 2024 and may have an opportunity to catch up in person there.

It was noted that there is an exciting new initiative covering the Central Asian Flyway being proposed at CMS COP 14 and has relevance to the Partnership. Resolutions on renewable energy, illegal hunting of migratory birds and flyways were also being considered at the COP.

**Action:** Tilman Schneider to circulate to the Secretariat and Management Committee the draft Resolution and relevant information for the Central Asian Flyways Initiative being considered at CMS COP 14.

**Agenda Item 21: Close**

The Chair declared the meeting closed at 5:35 PM KST.

EAST ASIAN – AUSTRALASIAN FLYWAY PARTNERSHIP  
MANAGEMENT COMMITTEE MEETING  
3:00 PM-5:30 PM KST, 20 March 2024



## Minutes

ATTENDEES:	
Narelle Montgomery	Australian Government, Chair
Ward Hagemeijer	Wetlands International
Dr Yan Baohua	Mangrove Foundation
Tilman Schneider	CMS Secretariat
Jeongim Kim/Seulki Lee	Ministry of Environment, Republic of Korea
EAAFP Secretariat:	
Jennifer George	EAAFP Secretariat, Chief Executive
Kyle Esperanza Zuleta	EAAFP Secretariat, Programme Officer
Wen Qing Ng	EAAFP Secretariat, Communications Officer
Jisun Lee	EAAFP Secretariat
Sabine Leykam	EAAFP Secretariat
Yeounhee Ahn	EAAFP Secretariat
Yoonjae Bae	EAAFP Secretariat
Observers:	
Nick Davidson	Chair, Technical Sub-committee
Martin Spray	Chair, Finance Sub-committee
Mark Carey	Australian Government, observer
APOLOGIES:	
NIL	
Absent:	
Dr Sunleang Srey	Government of Cambodia, Vice Chair
Wanlop Preechamart	Government of Thailand
MINUTES:	
David Mould (The Melbourne Minute)	

**Agenda Item 01: Welcome and Introductions**

The Chair, Narelle Montgomery, opened the meeting at 3:01 PM KST and welcomed all participants to the meeting.

**Agenda Item 02: Roll Call, Apologies and Admission of Observers**

Attendance and apologies were taken as recorded above.

It was confirmed a quorum was present.

Observers were admitted to the meeting by consensus of the members.

**Agenda Item 03: Declaration of Potential, Perceived or Actual Conflicts of Interest**

The Management Committee noted there were no new conflicts of interest raised.

**Agenda Item 04: Adopt Agenda and Endorse Minutes of Previous Meeting**

The proposal to adopt to the agenda and endorse the minutes of the previous meeting was taken as read and was adopted as proposed. The minutes of the previous meeting were confirmed as a true and accurate record.

The Chair noted that the minutes in future will be circulated shortly after the meeting and amendments will be requested at that time. Suggested amendments will be circulated to achieve an out of session endorsement of the minutes to save time in future meetings.

**Agenda Item 05: Actions Arising from Previous Meeting**

The Management Committee reviewed the actions arising from the previous meeting.

It was noted that:

- Action 5: The Secretariat will circulate draft budget for 2025 before the November Management Committee meeting.
- Action 6: Some financial resources were already committed. Discussions for further resources are ongoing but the action is considered complete.
- Notification of the potential change in opening dates for the Small Grants Fund may not have been communicated to all the partners. This is further discussed under agenda item 9.

**Agenda Item 06: Report on Secretariat Activities and Budget**

The report on the Secretariat Activities and Budget was taken as read and it was noted that:

- The Chief Executive began by acknowledging the hard work of all the staff at the Secretariat. She requested feedback on the new format of the Secretariat report to ensure it served the needs of the Management Committee.
- A bilingual local accountant has been engaged by the Secretariat to assist with the financial records. Additional costs are associated with this, including further staff training; however, it is noted that this will increase the organisation's compliance for international accounting standards.

**Discussion:**

- Management Committee supported the measures taken by the Secretariat to improve accounting processes.
- The Ministry of Environment of the Republic of Korea requested that the Management Committee focus on diversifying income including voluntary contributions from other Partners to reduce the dependency on Incheon.
- The need for additional funding was noted as a major part of the resourcing plan being led by the Finance Sub-committee as it has also been noted by Partners over the course of the most recent MOP cycles.
  - Letters requesting voluntary contributions will be sent to Partners by the end of March.
  - The Secretariat advised there were several other measures under consideration, such as bringing together international corporate organisations as potential sponsors at significant events.
  - Developing targeted projects to approach specific corporate Partners or other funding sourcing was recommended as a practical way forward.
- The Management Committee noted the financial year in the Republic of Korea ends on 31 December.
- The Management Committee approved the transfer of funds from the activities budget to cover the website development and short term staffing expenditure.
- The budget has been raised for discussion in negotiations of the next version of the MOU to be signed.
- The Science Unit workplan and budget has been prepared.

**Agenda Item 07: Review of the Partnership Document**

The Chair advised that the Review of the Partnership Document was to be taken as read and that the most recent version of the Partnership Document was circulated in December with a request for review by the members. Feedback received from members was circulated as Attachment A to this paper. The meeting noted the following suggestions and comments:

- A procedure was required in the event that a Partner objects to a new Partner joining.
- Partner categories have been raised for review in light of an approach by Palau seeking to join but unfortunately being deemed to sit outside the boundaries as defined by the Partnership document. It was suggested an additional category be created to encompass Partners of this nature.
- It was recommended that the TSc be elevated from the level of a sub-committee to a full Committee. The changing of the name of the Technical Sub-committee to the Technical Committee is thought to be about increasing the scope and authority of the work of that group. It was noted that this would only realistically be achieved by additional resourcing. A name change was opposed by the Chair of the TSc.
- It was noted that amending the Partner categories and text could have the benefit of increasing the pool of resources for the Secretariat and reducing dependence on Incheon City Government funding.
- The Chair of the TSc advised it would be more effective to have all the appendices separate from the Partnership document so that approval at a MOP for additions of, for example,

flyways sites isn't necessary. A URL linking to the regularly updated information would be more efficient.

- The text description of the reporting relationship of working groups and taskforces is not aligned with the Organisational Structure diagram and one or both require amending to ensure consistency.

**Action:** All members asked to send the Secretariat their written feedback on the Partnership document and suggested changes including any specific suggested wording.

#### **Agenda Item 08: Proposal to Consult Partners on the Governance Harmonization Project**

The Chair advised the Proposal to Consult Partners on the Governance Harmonisation Project was taken as read.

- The documents for review are proposed to be presented to Partners in three separate tranches.
- The timeframe would be to complete consultation by early 2025, which would meet the requirement for circulating documents in advance of the MOP12 according to the Rules of Procedure.
- Tranche 1 to be released in early April 2024 would contain the Partnership document, the Terms of Reference for the Secretariat and the Delegation of Authority between the Chair of the Partnership and the Chief Executive.
- Tranche 2 to be released around June/July 2024 would include the Terms of Reference for the Management Committee, the Terms of Reference for the Finance Sub-committee, and the Terms of Reference for the Technical Sub-committee.
- Tranche 3 to be released August/September 2024 would include the Rules of Procedure, guidelines for the establishment of single species taskforces and the development of single species action plans.
- Once all Partners have had the opportunity to make comments and propose changes, the Management Committee can harmonise all the provisions and language across the documents in November or early 2025.
- It was noted that this consultation timeframe would conform to the lead times of consultation timeframes as specified in the Partnership document.

The Management Committee endorsed the consultation proposal.

**Action:** The Management Committee will circulate a notice to members that the consultation will be commencing.

#### **Agenda Item 9: Review of the EAAFP Small Grant Fund**

The Chair advised the Review of the EAAFP Small Grant Fund paper was taken as read and it was noted that:

- Erroneous text, for example that relating to COVID conditions, has been removed.
- The eligibility of the small grants is for Working Groups and Taskforces.



- The application form has been revised to make that more explicit. The survey has been prepared by the Secretariat to understand the status of task forces and working groups, their membership, and whether they are active or not. Otherwise, a problem occurs with members of defunct groups applying for funds.
- Reviewing the language to be more accessible for those with English as a second language has been an important step.
- The new wording references a review of applications only by the TsC. It was advised to reconsider this.
- A phrase requiring the spending of a grant even if a co-grant mentioned in the application doesn't come through, should be revisited. It is possible the wording of the co-financing section is unclear. The intent was not to discourage co-financing applications, but to declare whether the co-financing has already been received and if not, specify what the small grant amount would specifically be spent on.
- The timeframe of the grants process does not allow sufficient time for the TsC to conduct a thorough review of applications within a month. It is recommended the elapsed time from closing of applications and announcement of results be extended from one month to two months.
- It was noted that given the small size of the grants, an overly thorough analysis of applications would be counterproductive to small projects and may prove unnecessary.
- It was foreshadowed for future discussion, the need to consider raising the maximum amount of the Small Grants Fund given the volume of work that goes into preparing them by applicants and the amount of work completed in the review of applications.
- A two-stage process was still recommended as the TSc cannot effectively review projects without confirmation from the heads of working groups that the proposals are important in the achievement of the strategic goals.
- The first thing an applicant needs to do is to talk to the head of the working group and the application form has been amended to include this declaration, as well as confirming that the applicant is a member of the working group.
- Recent applications have often been for waterbird surveys. The key taskforce for this, the Monitoring of Waterbirds and Sites, is not active.
- It was raised that membership of working groups and taskforces is not necessarily administered sufficiently to be included as a criterion in the application process. Some flexibility in this round of grants was advised to manage this, allowing for later versions to better handle this point.

**Action:** TSc will have another look at the wording of the co-financing section to make it clear that if co-financing is not received then a conversation with the Secretariat should occur to determine the right course of action.

**Action:** MC members asked to send an email to the Secretariat to nominate themselves for participation in the review team for the Small Grants.

#### **Agenda Item 10: Stocktake of MOUs signed by the Secretariat**

The Chair advised the stocktake of MOUs paper was to be taken as read and it was noted that:

- A set process for handling MOUs, including the timeframe for review and protocol for notifying the Management Committee was suggested as necessary.
- The CE proposed a draft standard process for the Secretariat to follow when entering into MOUs based on feedback will be drafted for consideration at the next Management Committee meeting.
- The Chair advised that the hosting MOU was not intended to be part of this process and was not relevant to this agenda item.

The Management Committee agreed to endorse the proposal with the amendments as discussed.

**Action:** The Secretariat to provide a proposal for a process on entering MOUs.

### **Agenda Item 11: Preparation for the 12th Meeting of the Partners**

The Chair advised the paper on the preparations for the 12th Meeting of the Partners was to be taken as read. It was noted:

- The Philippines has been confirmed as the host Partner. The meeting will occur in November 2025.
- The first step is to provide a provisional date, location, and draft agenda to members 12 months in advance of the MOP.
- Once the date of the meeting is set, the due dates for notification and circulation of papers can be precisely calculated.
- The Management Committee noted their commitment to not having late papers. This will require Partners to be notified and encouraged to have their papers submitted in a timely fashion. A buffer of time will be built into the timeframe to allow time for the Secretariat to get the submitted papers online for all Partners.
- Proposed Partnership document changes next will be due for circulation around June 2025; all other papers would be due around August 2025.
- Preparations for MOP12 will become a standing item on all future Management Committee meetings until the meeting.
- It was noted that the draft agenda is largely process-driven rather than content-driven. Whilst this is often the nature of such partnerships it was considered ideal to have more updates from key result areas for greater content in the draft program.
- It was noted that the Management Committee does not want to increase the burden of reporting on Partners.
- The MOP12 programme should attempt to avoid potential overlap for different sessions.

**Action:** Members to submit suggestions for MOP sessions for the draft program.

### **Agenda Item 12: Report of Management Committee**

The Chair advised the Report of the Management Committee was to be taken as read. It was noted that:

- Letter regarding the MOU renewal was sent in December 2023. No reply has been received yet.

- The Ministry of Environment Republic of Korea advised that the results of the MOU conversation had been forwarded to Incheon City Government and requests the Management Committee include Incheon City Government in the conversation directly going forward.
- Incheon City Government has expressed disagreement with the proposed MOU amendments and wishes to automatically renew the agreement for five years without amendment. After the renewal Incheon City Government will enter discussions of potential changes to operations.
- The Ministry of Environment of the ROK further proposes that Incheon City be invited to join the Management Committee as a full member rather than observer.
- A very successful CMS COP14 was held in Samarkand, Uzbekistan. A significant number of important resolutions and updates were achieved, including:
  - Sincere thanks to the EAAFP Secretariat who held a wonderful Partner dinner at the event.

### **Agenda Item 13: Report of the Finance Sub-committee**

The Chair of the Finance Sub-committee advised that the report of the Finance Sub-committee was to be taken as read.

- The Terms of Reference of the Finance Sub-committee will be circulated to members in tranche 2 of the Harmonisation Project discussed earlier.
- A review of the strategic plan and resourcing plan will potentially take place face to face in June or July in Korea. Partners will be invited to contribute feedback after this review.
- It was noted that the Management Committee does not want members burdened with requests for additional information related to a review of the strategic plan given the strategic plan has only been in place for one MOP cycle.

### **Agenda Item 14: Report of the Technical Sub-committee**

The Chair of the Technical Sub-committee advised that the report of the Technical Sub-committee was to be taken as read.

- The TSc now has a full complement of membership. As per the Terms of Reference, this was distributed to all Partners for approval. No response was received from any Partner and the appointments were considered approved by default.
- It was recommended that the membership approval of inter-sessional appointments to the TSc from the TSc Terms of Reference be deleted as the Management Committee can be tasked with this alone.
- Given the last MOP amended the TSc Terms of Reference the TSc sees no pressing reason to submit proposed amendments at the upcoming MOP.
- If funding could be found, a meeting of the TSc face to face in Incheon would be highly desirable.
- It was queried, in developing a single species action plan, whether a taskforce needs to be formed to develop this plan or whether the plan can call for the creation of a taskforce. It was noted that clarity was needed in the wording, but it was hoped that some flexibility of the process could be incorporated going forward.
- It was recommended that those needing to engage with the Science Unit should contact the Secretariat to facilitate the communications.

- It was noted that the Science Unit is hosting a science event in October.

### **Agenda Item 15: Any Other Business**

The Chair noted the requirement for the Management Committee to conduct a formal appraisal of the CE and advised a meeting will be scheduled for the Management Committee members only before June 2024. The Ministry for Environment of the Republic of Korea was requested to provide information on how the CE appraisal has been conducted in the past.

### **Agenda Item 16: Actions Arising**

No.	Agenda Item	Action	Who	Due
1	7	All members asked to send the Secretariat their written feedback on the Partnership document and suggested changes including any specific suggested wording.	All	ASAP
2	8	The Management Committee will circulate a notice to Partners that the consultation will be commencing.	Chair	ASAP
3	9	TSc will have another look at the wording of the co-financing section to make it clear that if co-financing is not received then a conversation with the Secretariat should occur to determine the right course of action.	TSc	ASAP
5	9	MC members asked to send an email to the Secretariat to nominate themselves for participation in the review team for the Small Grants.	MC members	Next meeting
6	10	The Secretariat to provide a proposal for a process on entering MOUs.	Secretariat	Next meeting
7	11	Members to submit suggestions for MOP sessions for the draft program.	MC members	Next meeting

### **Agenda Item 17: Date of the Next Management Committee Meeting**

The next meeting of the Management Committee will be in July 2024. Exact date and time to be advised.

Agenda items and papers will be circulated at least two weeks in advance of the meeting.

### **Agenda Item 18: Close**

The Chair declared the meeting closed at 5:30 PM KST.

EAST ASIAN – AUSTRALASIAN FLYWAY PARTNERSHIP  
MANAGEMENT COMMITTEE MEETING  
3:00 PM-5:30 PM KST, 24 July 2024



## Minutes

ATTENDEES:	
MEMBERS:	
Narelle Montgomery	Australian Government, Chair
Wanlop Preechamart	Thailand Government
Seulki Lee	Ministry of Environment, Republic of Korea
Tilman Schneider	CMS Secretariat
Dr Baohua Yan	Mangrove Foundation
OBSERVERS:	
Nick Davidson	Chair, Technical Sub-committee
Martin Spray	Chair, Finance Sub-committee
Mark Carey	Australian Government, Observer
Jennifer George	EAAFP Secretariat, Chief Executive
Qing Zeng	Science Unit
Yoon Lee	External Relations Manager, EAAFP Secretariat
Kyle Esperanza Zuleta	Programme Officer, EAAFP Secretariat
Sabine Leykam	Programme Coordinator, EAAFP Secretariat
Jieon Yoo	External Relations & Foundation Assistant, EAAFP Secretariat
Jiyun Ha	External Relations & Foundation Assistant, EAAFP Secretariat
ABSENT:	
Dr Srey Sunleang	Cambodian Government, Vice-Chair
Ward Hagemeijer	Wetlands International
APOLOGIES:	
NIL	
MINUTES:	
David Mould (The Melbourne Minute)	

**Agenda Item 01: Welcome and Introductions**

The Chair, Narelle Montgomery, opened the meeting at 3:02 PM KST and welcomed all participants to the meeting.

**Agenda Item 02: Roll Call, Apologies and Admission of Observers**

Attendance and apologies were taken as recorded above. It was confirmed a quorum was present. Observers were admitted to the meeting by consensus.

**Agenda Item 03: Declaration of Potential, Perceived or Actual Conflicts of Interest**

The Management Committee noted there were no new conflicts of interest raised.

**Agenda Item 04: Adopt Agenda and Endorse Minutes of Previous Meeting**

The proposal to adopt to the agenda and endorse the minutes of the previous meeting was taken as read and was adopted as proposed. The minutes of the previous meeting were confirmed as a true and accurate record intersessionally. The meeting confirmed that seeking Management Committee member comment and endorsement out of session (prior to circulating to all Partners) worked well and will continue for the remainder of the term.

**Agenda Item 05: Actions Arising from Previous Meeting**

The Management Committee reviewed the actions arising from the previous meeting.

It was noted that:

1. Management Committee's feedback on the Partnership document was completed.
2. A notice to all Partners that a consultation process on the governance harmonization project will be commencing was completed.
3. The Technical sub-Committee's review of the co-financing section of EAAFP Small Grants application was finalised. The sub-Committee added text to clarify that applicants are asked to confirm they can complete their project on the grant funds requested without the need to seek further funding, if co-financing has not been secured at the time of application.
4. A request for members of the Management Committee to participate in the review of the EAAFP Small Grant applications received no nominations. The review will proceed as previously planned.

**Agenda Item 06: Report on Secretariat Activities and Budget**

The report on the Secretariat Activities and Budget was taken as read and it was noted that:

- EAAFP engaged with the Conservation of Arctic Fauna and Flora (CAFF) Arctic Migratory Birds Initiative (AMBI) who are keen to engage with the Flyway through the proposed Science Symposium later in the year in China. There appears to be significant potential to amplify the Secretariat's existing work through such a collaboration.
- Additional funds have become available (because of the renewal of MOU), half of which the Secretariat would like to allocate towards high priority projects in 2024 and retain the rest for 2025.
- The Chief Executive proposed to send out an updated workplan and budget for the remainder of 2024 by Monday 29 July for Management Committee's consideration and approval. A

separate workplan and budget for 2025 would be circulated and be the subject of a focused intersessional meeting of Management Committee members, ahead of final consideration at the November meeting of Management Committee.

**Discussion:**

- The meeting queried the MOU Framework process for entering into new MOUs. It was noted that the process for MOUs with corporate organisations requires seeking advice from the Finance sub-Committee, but this was not required for other types of MOUs. It was clarified that the due diligence report template was included at Annex A and that the Finance sub-Committee's advice would be sought due to the sensitivities of corporate partnerships and the potential values alignment.
- It was questioned where the approval level sits for MOUs with corporates and whether it might rest with the Management Committee or the Chief Executive. It was decided that approval for MOUs with corporates would rest with the Management Committee.
- It was clarified that whilst the Secretariat would not publish the full MOU online, it would list those organisations with whom an MOU exists. Partners would be entitled to see the MOUs upon request.
- Guidance was sought by the Secretariat on the benefit and appropriateness of staff attending the CBD COP in Columbia in October 2024. It was noted that it was a very busy month and attendance would be expensive because of the distance. It was proposed to send two staff, possibly three, and would require extra funding on top of existing budget allocation.
  - The meeting advised that the proposed agenda for the CBD COP at this stage did not appear extremely relevant to EAAFP and the results of the event would likely be quite small for the logistical and cost burden. Noting that networking and partnership building was very important, consideration should be given to whether the extra costs sought would be worthwhile.
  - The Chief Executive thanked the Management Committee for their advice and guidance and determined it would be unlikely to proceed with attending the CBD COP.

**Action:** The Chief Executive to circulate the revised 2024 workplan and additional budget request no later than Monday, 29 July for Management Committee review and approval.

**Action:** The Chief Executive to circulate a draft workplan and budget for 2025 to Management Committee as soon as possible. An intersessional meeting of Management Committee will be planned by the Secretariat before the end of August to discuss the draft workplan and budget.

**Action:** The Chief Executive to revise the approval level(s) for the MOU Framework to address comments raised by Management Committee.

**Agenda Item 07: Preparation for the 12th Meeting of the Partners**

The Chair advised that the 'Preparations for the 12th Meeting of the Partners' document was to be taken as read. It was noted that:

- It has been agreed with the Philippines Government that a contract or MOU will not be formally entered into for MOP 12, but that arrangements would be solidified through an exchange of correspondence.
- The Government of Philippines has approved the budget for MOP12.

- The MOP is planned for 7 days, including Working Groups/Task Forces meetings and side events, exhibitions, welcome and farewell dinner, and an excursion.
- The event budget caters for up to 300 delegates/participants.
- The official dates for the MOP are not yet confirmed. The Government of Philippines has been reminded of the urgency of confirming these dates in order to circulate a notification to Partners with at least 12 months' notice as required by the Rules of Procedure.
- The Secretariat has been asked to provide suggestions for the theme of the meeting. The Management Committee is asked to consider possible themes and forward suggestions to the Secretariat.
- The Management Committee requested that the Secretariat compile a sample list of themes compiled in collaboration with the Philippines Government to then circulate to the members of the Management Committee for input out of session.
- The Secretariat has confirmed with the Philippines Government that members of the Secretariat will conduct a site visit for MOP12 in the last quarter of 2024.

**Action:** Secretariat to compile a draft list of theme ideas for MOP12 in collaboration with the Philippines Government and circulate to the Management Committee for feedback.

#### **Agenda Item 8: Report of Management Committee**

The Chair advised the Report of the Management Committee was to be taken as read. It was noted that:

- MOU renewal for a further five years. The Chair extended thanks to the Ministry of Environment, Republic of Korea and the Incheon City Government for their generosity of spirit in discussions and their ongoing support.
- Governance document harmonisation is continuing according to schedule. Tranche 1 of documents received some feedback from Partners. Tranche 2 documents have been released and an information session was held. Period for comment on Tranche 2 documents closes on 31 July. Tranche 3 documents will be circulated in early August, followed by an information session in late August/ early September. Comment period will close for Tranche 3 in late September.

#### **Discussion:**

The Chair of the Technical sub-Committee noted that they were advising the deletion of the list of flyways sites from the Partnership document to ensure that there is only one version of this list across all documents, and that this annex was not fully fit for purpose.

The Technical sub-Committee noted that working group guidance and processes for the establishment of working groups is a focus for them. This will be relevant in Tranche 3.

**Action:** Secretariat to ensure that Chairs of the Technical sub-Committee and Finance sub-Committee receive copies of the Tranche 3 documents when circulated.

#### **Agenda Item 9: Report of the Finance Sub-committee**

The Chair of the Finance Sub-committee advised that the report of the Finance Sub-committee was to be taken as read. It was noted that:



- The mid-term review of the EAAFP Strategic Plan does not belong under the remit of the sub-Committee and it is recommended that this function be returned to the Management Committee.

**Discussion:**

- The Management Committee clarified that the Finance sub-Committee never had responsibility for reviewing the Strategic Plan. A review of the Strategic Plan would likely take place in the next intersessional period after MOP12 when further reporting information is available, and the Management Committee would take over this review. A review will not be conducted before MOP12.

**Agenda Item 10: Report of the Technical Sub-committee**

The Chair of the Technical Sub-committee advised that the report of the Technical Sub-committee was to be taken as read. It was noted that:

- The Technical sub-Committee sought the Management Committee's guidance on the length of time that should be allocated for consultation for EAAFP Site Information Sheet revisions.
  - Management Committee advised that at least 2 months would be appropriate, and consideration could be given to hosting a webinar to help Partner consultation.
- The Technical sub-Committee established a team to review applications for EAAFP Small Grant fund proposals. A number of reviews are complete, and the rest are intended to be completed by 31 July 2024. The Secretariat was delayed in getting the first set of reviews from working group leads and this may affect the overall timeline.
  - Mid-August is the anticipated timeframe for returning the Technical sub-Committee's advice to the Secretariat.
  - The Technical sub-Committee will seek information from projects after listing them in order of recommended priority on whether they have received co-financing or have applied for co-financing but have not yet received it as this may affect the recommendations.
- The Technical sub-Committee is preparing a survey of working groups and task forces to determine their Chair/Vice-Chair and membership as well as the process for becoming a member. It is intended for release to working groups and task forces within the next two weeks; however, the challenge of working groups and task forces that do not have an appointed contact person remains.
  - It is expected that the result will be a series of recommendations to working groups and task forces to clarify their processes whilst noting the intention is to be supportive of the groups rather than punitive.
  - The Technical sub-Committee noted the hard work of the Secretariat in supporting this work, particularly Kyle Esperanza Zuleta and Sabine Leykam.
- The Technical sub-Committee has been working to support the Secretariat in shaping the Science Symposium, an initiative of the Science Unit, whilst noting that this activity is outside the work plan of the Technical sub-Committee.
- The most recent MOP requested the development of a monitoring protocol, and the Technical sub-Committee has commenced development on this process.

The Management Committee noted that ideally, Partners should be given at least two months for consultation to facilitate time for their internal consultation processes and confer with site managers. They recommended that a two-month consultation period would be in line with the Management Committee process for the current governance document harmonisation consultations.

The Management Committee advised the Technical sub-Committee that the risk of delay to the EAAFP Small Grants scheme timeline should be taken into account when asking for further information about co-funding so as not to impact on the schedule of time-sensitive projects.

The Management Committee commended the Science Unit on the initiative of the Science Symposium.

**Action:** The Technical sub-Committee to circulate its survey questionnaire to working groups and task forces within two weeks (i.e. 7 August).

#### **Agenda Item 11: Any Other Business**

NIL

#### **Agenda Item 12: Actions Arising**

Number:	Agenda Item:	Action:	Who:	Due:
1	6	The Chief Executive to circulate the revised 2024 workplan and additional budget request no later than Monday, 29 July for Management Committee review and approval.	Chief Executive	29 July
2	6	The Chief Executive to circulate a draft workplan and budget for 2025 to Management Committee as soon as possible. An intersessional meeting of Management Committee will be convened by the Secretariat prior to the November meeting to discuss the draft workplan and budget.	Chief Executive and Secretariat	ASAP
3	6	The Chief Executive to revise the approval level(s) for the MOU Framework to address comments raised by Management Committee.	Chief Executive	ASAP
4	7	Secretariat to compile a draft list of theme ideas for MOP12 in collaboration with the Philippines Government and circulate to the Management Committee for feedback.	Secretariat	ASAP

5	8	Secretariat to ensure that Chairs of the Technical sub-Committee and Finance sub-Committee receive copies of all the Tranche 3 documents when circulated.	Secretariat	5 August
6	10	The Technical sub-Committee to circulate its survey questionnaire to working groups and task forces within two weeks (i.e. 7 August).	Technical sub-Committee and Secretariat	7 August

### **Agenda Item 13: Date of the Next Management Committee Meeting**

The next meeting of the Management Committee will be in November 2024. Exact date and time to be advised.

Agenda items and papers will be circulated at least two weeks in advance of the meeting.

### **Agenda Item 14: Close**

The Chair thanked all the attendees for their participation and declared the meeting closed at 4:25 PM KST.

EAST ASIAN – AUSTRALASIAN FLYWAY PARTNERSHIP  
MANAGEMENT COMMITTEE MEETING  
3:00 PM-5:30 PM KST, 20 November 2024



## Minutes

ATTENDEES:	
MEMBERS:	
Narelle Montgomery	Australian Government, Chair
Tilman Schneider	CMS Secretariat
Seulki Lee	Ministry of Environment, Republic of Korea
Jian Hung	Mangrove Foundation
OBSERVERS:	
Martin Spray	Chair, Finance Sub-committee
Nick Davidson	Chair, Technical Sub-committee
Jennifer George	EAAFP Secretariat, Chief Executive
Sungmin Lee	EAAFP Secretariat
Reigna Belle Aguja	EAAFP Secretariat
Yoon Kyung Lee	EAAFP Secretariat
Jisun Lee	EAAFP Secretariat
Dongho Shin	EAAFP Secretariat
Eunji Choi	EAAFP Secretariat
Kyle Esperanza Zuleta	EAAFP Secretariat
Sabine Leykam	EAAFP Secretariat
Jieon Yoo	EAAFP Secretariat
Chloe Choi	EAAFP Secretariat
Mark Carey	Australian Government, observer
ABSENT:	
Wanlop Preechamart	Thailand Government
Dr Srey Sunleang	Cambodian Government, Vice-Chair
APOLOGIES:	
Ward Hagemeijer	Wetlands International
MINUTES:	
David Mould (The Melbourne Minute)	

**Agenda Item 01: Welcome and Introductions**

The Chair, Narelle Montgomery, opened the meeting at 3:05 PM KST and welcomed all participants to the meeting.

**Agenda Item 02: Roll Call, Apologies and Admission of Observers**

Attendance and apologies were taken as recorded above. A quorum was not present. Committee members agreed to proceed through the agenda and any decisions would be deferred and dealt with intersessionally via email or ratified when quorum is achieved.

Observers were admitted to the meeting by consensus.

**Agenda Item 03: Declaration of Potential, Perceived or Actual Conflicts of Interest**

The Management Committee noted there were no new conflicts of interest raised.

**Agenda Item 04: Adopt Agenda and Endorse Minutes of Previous Meeting**

The Management Committee noted the minutes of the previous meeting held 24 July 2024 were confirmed as a true and accurate record intersessionally.

**Agenda Item 05: Actions Arising from Previous Meeting**

The Management Committee reviewed the actions arising from the previous meeting. It was noted that all the actions arising from the previous meeting were either completed or well in progress.

**Agenda Item 06: Report on Secretariat Activities and Budget**

The report on the Secretariat Activities and Budget was taken as read and it was noted that:

- The summary of the Partner related activities largely informs the direction of the Secretariat for 2025. It highlights that EAAFP focuses on the connectivity between international sites and its uniqueness is an asset with untapped potential.
- The recent Science Symposium held in China was a great success, including the launch of the Flyway University Alliance.
- The inclusion of First Nations peoples in the Science Symposium highly beneficial and emblematic of what the Partnership is about. The Symposium was also a useful opportunity to reconnect with relevant Russian scientists.
- The ASEAN Flyway Network has been a very effective collaboration, and the Secretariat highlighted their good work.

- The 2024 intern program has developed well. It is hoped that Partners will be able to send additional interns to the Secretariat as part of the 2025 intern program in future.
- The 2023 Financial Audit Report has not yet been received from the auditor though it is completed. It will be circulated to Partners when received.
- The EAAFP Small Grants have been awarded and notice has been placed on the website; however, recipients have not been formally notified. This will take place shortly.
- The Chief Executive introduced new staff members to the Management Committee.

**Discussion:**

- Only seven projects were approved for the EAAFP Small Grants funding, and the range and quality were not considered as strong as previous years.
- Notice of the EAAFP Small Grants recipients and the project reports should be circulated to all Partners soon for their reference.
- The Chief Executive and the Management Committee commended the Secretariat staff for their hard work and multiple accomplishments in a short space of time.

**Agenda Item 07: Secretariat's Draft Budget and Workplan for 2025**

The Chief Executive advised that the Secretariat's Draft Budget and Workplan for 2025 was to be taken as read. It was noted that:

- Key priorities for 2025 were:
  - To maintain a balanced budget whilst addressing the objectives of the Partnership.
  - To build the core chain of sites across the flyway.
  - To build reciprocity with the Republic of Korea and Incheon City Government for their generous hosting of the Secretariat.
  - Growing the Partnership with new members and sites.
  - Building and supporting connections and networks around migrations.
  - Building the National Partnership structure.
  - Supporting Flyway Site managers to attend MOP12.
  - Strengthening existing structures and processes.
- The budget is a balanced budget but has an additional list of aspirational allocations and expenditure that would extend the capabilities of the Secretariat and Partnership if voluntary contributions were received.
- Other budget goals include:
  - Securing additional funding from Partners.
  - Securing funding from corporate sponsors as part of the Corporate Sponsorship Strategy.
- The Republic of Korea queried whether there is any procedure to revise the budget in the event of receiving additional funding. It was noted that this would need to be discussed with the Finance Sub-committee (FSc) for discussion and prioritization before the FSc submits recommendations to the Management Committee.

3:40 PM Jian Hung from the Mangrove Foundation joined the meeting. The Chair noted that the meeting was now quorate.

The Management Committee approved the Secretariat's draft budget and workplan for 2025.

### **Agenda Item 8: Preparation for the 12th Meeting of Partners**

The Chair advised the Preparation for the 12th Meeting of Partners Paper was to be taken as read. It was noted that:

- A seven-day program has been tentatively proposed to the Philippines Government.
- The planned dates for the official MOP are 10-14 November 2025, with arrivals from 7 November 2025 and includes two days of pre-meetings.
- The Secretariat is meeting with the Philippines Government again to confirm the logistics, dates, and other matters and will circulate a save-the-date notice to Partners once confirmed.
- Two options for the theme of MOP12 are proposed:
  - Option 1: *Weaving Connections: Celebrating Migration Traditional Knowledge and Innovation across our Flyway.*
  - Option 2: *The Science of Connection: Understanding Migration, Tradition and Innovation.*
- The website design for MOP12 is underway and will be made public when details of the MOP can be confirmed.

#### **Discussion:**

The meeting gave strong support to both potential themes for MOP12 and indicated a preference for option 1.

The Chair noted that following the declaration of the extinction of the Slender-billed Curlew, a World Curlew Symposium was suggested at the Science Symposium, and it was raised that it could be held immediately prior to MOP12. The Secretariat noted there was support for this proposal and they would attempt to pursue this as soon as MOP12 details are confirmed.

### **Agenda Item 9: Governance harmonisation – Partnership document**

The Chair advised the Governance Harmonisation Paper was to be taken as read. It was noted that:

- A webinar was held to generate comments and feedback from Partners on governance harmonization.
- Feedback included:
  - In general, there was strong and broad support for governance harmonisation.
  - Partner feedback proposed that the Partnership objectives be replaced with more high-level principles. This was considered beyond the remit that the Management Committee was charged with at MOP11 and should be introduced at MOP12.

- References to lapsed Ramsar and CMS Resolutions have been deleted to prevent the document becoming outdated too quickly.
- The deletion of Appendices V and VI were suggested given that the relevance and accuracy of these were in question and that Appendix V was never updated.
- The Flyways Site Criteria is still to be updated for inclusion and will be subject to advice from the Technical Sub-Committee.
- Minor text amendments throughout the document have also been made.
- As the period for comments from Partners has now closed, the Management Committee is now asked for their comments and approval to prepare this document for submission to MOP12.

**Discussion:**

- The Chair of the Technical Sub-committee (TSc) recommended that:
  - Appendices V & VI be retained but including only a link to a website page that is more readily able to be updated. This would avoid the need to update the tables in the Appendices directly.
  - Appendix IV, Flyways Site Criteria, be removed altogether was recommended.
  - The name of the Technical Sub-committee should be retained rather than changing the name to Technical Committee.
- There was some hesitancy from Management Committee members regarding removing Appendix IV from the Partnership Document due to the significance of the criteria for the Partnership and it was preferred that if any changes were to be proposed in future, agreement by consensus for amendments to the Partnership document was preferable.
- It was noted that the Management Committee does not have over-arching responsibility for scientific and technical matters in the same way that it has responsibility for financial matters, which explains why the Finance Sub-committee would remain a Sub-Committee of Management Committee whilst the Technical Sub-committee could be elevated to a Committee. It was further noted that ultimately this was a decision for the Partners at MOP12 to determine.
- Partnership document amendment proposals will be circulated at least 150 days ahead of MOP12 as per the requirements outlined in the Rules of Procedure.

**Action:** The Chair of the TSc to submit minor language changes of the Partnership document to the Chair.



The Management Committee noted the draft revisions to the Partnership document would be circulated at least 150 days in advance of MOP12.

The Management Committee approved the Governance Harmonisation paper and endorsed the paper for preparation for circulation to MOP12.

### **Agenda Item 10: Governance harmonisation – Terms of Reference of the Management Committee**

The Chair noted:

A webinar was hosted for feedback on the Terms of Reference. Feedback included:

- Partners were broadly supportive of the need for changes and clarifications.
- Clear lines of reporting between Management Committee and Finance Sub-Committee.
- Standard Conflict of Interest declaration process included.
- Minor text amendments to improve clarity and structure.

The Management Committee approved the Governance Harmonisation – Terms of Reference of the Management Committee paper and endorsed the paper for preparation for circulation to MOP 12.

### **Agenda Item 11: Governance harmonisation – Terms of Reference of the Finance Sub-Committee**

The Chair noted:

- A webinar was hosted for feedback on the Terms of Reference. Feedback included:
  - Partners were broadly supportive of the need for changes and clarifications.
  - Clear lines of reporting between Management Committee and Finance Sub-Committee.
  - The option to invite observers to the meetings of the Sub-Committee was recommended.
  - Members of the Finance Sub-committee have noted that the Terms of Reference were too long, overly bureaucratic, and did not reflect the voluntary nature of the role of sub-committee members.
  - Minor text amendments to improve clarity and structure.

The Management Committee approved the Governance Harmonisation – Terms of Reference of the Finance Sub-Committee paper and endorsed the paper for preparation for circulation to MOP12.

## **Agenda Item 12: Governance harmonisation – Terms of Reference of the Technical Sub-Committee**

The Chair noted:

- A webinar was hosted for feedback on the Terms of Reference. Feedback included:
  - Partners were broadly supportive of the need for changes and clarifications.
  - Clear description of the Sub-Committee and its function
  - Clear lines of reporting between Management Committee and Technical Sub-Committee and the Meeting of the Partners.
  - A reduction in the notification time of meetings.
  - Insertion of a standard conflicts of interest declaration.
  - The Sub-Committee's Rules of Procedure have been incorporated directly into the Terms of Reference rather than attached as a separate document.
  - Minor text amendments to improve clarity and structure.

### **Discussion:**

- The Chair of the Technical Sub-Committee noted that Final Provisions (rules 40-42) would no longer be necessary and could be deleted given the Rules of Procedure had been incorporated into the Terms of Reference. The meeting considered that the Technical Sub-Committee may need to develop additional Rules of Procedure and would be better served by being able to do so without seeking further mandate from the MOP or Management Committee.
- The phrase 'The Technical Sub-Committee would advise on the scientific and technical aspects of the work program' was considered ambiguous as it implies there is a single work plan of the Partnership, and this was unclear. The Chair noted that the intention of this phrase was likely in reference to the work program of the Secretariat, but that this would be reconsidered for clarity. It was suggested this could be rephrased to 'the Secretariat, including the Science Unit, work program'.

The Management Committee approved the Governance Harmonisation – Terms of Reference of the Technical Sub-committee paper and endorsed the paper for preparation for circulation to MOP12.

## **Agenda Item 13: Report of Management Committee**

The Chair advised the Report of the Management Committee paper was to be taken as read.

The Management Committee noted the report.

**Agenda Item 14: Report of the Finance Sub-committee**

The Chair of the Finance Sub-Committee advised the Report of the Finance Sub-committee paper was to be taken as read. It was noted that:

- The Finance Sub-Committee has begun looking at the Resourcing Plan. It posited that a Resourcing Plan may be useful for the entire Partnership, not just the Secretariat, and this would see Partners taking more responsibility for the contribution of resources and ownership of the priorities.

The Finance Sub-Committee noted their appreciation for the hard work and skillful contribution of all the Secretariat staff.

The Management Committee noted the report from the Finance Sub-committee.

**Agenda Item 15: Report of the Technical Sub-committee**

The Chair of the Technical Sub-committee advised that the report of the Technical Sub-committee was to be taken as read. It was noted that:

- The advice of Management Committee is sought on:
  - Flyway Network Site Information Sheet
    - Whether a Partner can decrease the area of a recognised site and, if so, what process would be appropriate for this, is unspecified at this time. It is suggested that the Ramsar Convention rules be used as a model whereby this could be accommodated for justifiable circumstances that may arise.
    - The Management Committee noted that there is a clause in the Partnership document that allows Partners to revoke listing of entire sites simply by notifying the Secretariat. Amending Site Information Sheet to allow Partners to adjust the size of the site, whilst still justifying that the site meets the necessary criteria, may potentially be the most straightforward way to address this challenge.
  - Colour marking protocol
    - A review and realigning of shorebird colour-marking or banding protocols would be very beneficial.
    - Some consultation with existing banding authorities has been undertaken by the Technical Sub-Committee.
  - Review of workgroups and taskforces
    - Results of the questionnaire sent out by the Secretariat have largely clarified the question of which working groups and taskforces are active and where they are up to.
    - Many of the working groups and the taskforces are not fully aware of the function of the Technical Sub-Committee and may have unrealistic expectations of the support expected.
    - A report of the analysis of the survey responses will be provided to the Management Committee when it is finalised.

- Workplans of the Science Unit
  - A mismatch between the process of *work-planning* and the actual *work plans* of how the Secretariat, the Science Unit, and how the Technical Sub-Committee approaches this. The approach of the Science Unit potentially misses out on appropriate work for the Science Unit that could be delivered within a year.
  - The TSc considers there is a potential list that could be compiled of unfunded but desirable work projects or outcomes that should be maintained.
  - The Management Committee advised that the most important element is that the Technical Sub-Committee and Science Unit discuss together the tasks and priorities, including the Secretariat, to ensure duplications are avoided.

The Technical Sub-Committee noted their appreciation for the hard work and skillful contribution of all the Secretariat staff.

#### Discussion:

- The Management Committee noted that according to the established process the working groups and task forces do not submit their proposals directly to the MOP, they must do so through the Technical Sub-Committee.
- Revised colour-marking protocols should be sent to banding authorities before being presented to MOP12. An overall colour-marking register for the Partnership once existed and has not been maintained.
  - Further consultation with national banding authorities is required. The Australian Bird and Bat Banding Scheme have not been consulted but are very interested.
- The Management Committee noted that the work of the Science Unit requires large funding amounts and must be funded by specific commitments. The Science Unit is not subordinate to the Technical Sub-Committee.
- The relationship building between Technical Sub-Committee and the Science Unit is a high priority and discussions between the Secretariat, the Science Unit and the Technical Sub-Committee will continue outside the Management Committee meetings.

The Management Committee noted the report from the Technical Sub-committee.

#### **Agenda Item 16: Any Other Business**

NIL

#### **Agenda Item 17: Actions Arising**

Number:	Agenda Item:	Action:	Who:	Due:
1	9	The Chair of the TSc to submit minor language changes of the Partnership document to the Chair.	Nick Davidson	ASAP

**Agenda Item 18: Date of the Next Management Committee Meeting**

The next meeting of the Management Committee will be in March 2025. Exact date and time to be advised. Agenda items and papers will be circulated at least two weeks in advance of the meeting.

**Agenda Item 14: Close**

The Chair thanked all the attendees for their participation and declared the meeting closed at 5:26 PM KST.

EAST ASIAN – AUSTRALASIAN FLYWAY PARTNERSHIP  
MANAGEMENT COMMITTEE MEETING  
3:00 PM-5:30 PM KST, 6 March 2025



## Minutes

<b>ATTENDEES:</b>	
<b>MEMBERS:</b>	
<b>Narelle Montgomery</b>	Australian Government, Chair
<b>Seulki Lee</b>	Ministry of Environment, Republic of Korea
<b>Baohua Yan</b>	Mangrove Conservation Foundation
<b>Tilman Schneider</b>	CMS Secretariat
<b>OBSERVERS:</b>	
<b>Martin Spray</b>	Chair, Finance Sub-Committee
<b>Nick Davidson</b>	Chair, Technical Sub-Committee
<b>Jennifer George</b>	EAAFP Secretariat, Chief Executive
<b>Yeonhee Shin</b>	EAAFP Secretariat, Director
<b>Kyle Esperanza Zuleta</b>	EAAFP Secretariat, Programme Officer
<b>Minjae Baek</b>	EAAFP Secretariat, Communications Officer
<b>Greg Shin</b>	EAAFP Secretariat, Finance Officer
<b>Eunji Choi</b>	EAAFP Secretariat, Administration & Finance Coordinator
<b>Sabine Leykam</b>	EAAFP Secretariat, Programme Coordinator
<b>Mark Carey</b>	Australian Government, observer
<b>APOLOGIES:</b>	
<b>NIL</b>	
<b>Absent:</b>	
<b>Dr Srey Sunleang</b>	Cambodian Government, Vice-Chair of the Partnership
<b>Mr Wanlop Preechamart</b>	Thailand Government
<b>Mr Ward Hagemeijer</b>	Wetlands International
<b>MINUTES:</b>	
<b>David Mould (The Melbourne Minute)</b>	

**Agenda Item 01: Welcome and Introductions**

The Chair, Narelle Montgomery, opened the meeting at 3:05 PM KST and welcomed all participants to the meeting.

**Agenda Item 02: Roll Call, Apologies and Admission of Observers**

Attendance and apologies were taken as recorded above. The Chair noted a quorum was present. Observers were admitted to the meeting by consensus.

**Agenda Item 03: Declaration of Potential, Perceived or Actual Conflicts of Interest**

The Management Committee noted there were no new conflicts of interest raised.

**Agenda Item 04: Adopt Agenda and Endorse Minutes of Previous Meeting**

The Management Committee adopted the agenda for the meeting and noted the minutes of the previous meeting held 20 November 2024 were confirmed as a true and accurate record intersessionally.

**Agenda Item 05: Actions Arising from Previous Meeting**

The Management Committee reviewed the actions arising from the previous meeting. It was noted that all the actions arising from the previous meeting were either completed or well in progress.

**Discussion:**

Comments from the Technical Sub-committee (TSc) on the Partnership document were thought to have been sent to the Secretariat but an error may have occurred as they were not received. The Chair of the TSc committed to check and resend the comments as soon as possible.

**Action:** The Chair of the Technical Sub-Committee to resend comments on the Partnership document to the Chair of Management Committee and the Secretariat.

**Agenda Item 06: Report on Secretariat Activities and Budget**

The report on the Secretariat Activities and Budget was taken as read and it was noted that:

- The ASEAN Flyway Network that the EAAFP Secretariat has been supporting has proven to be a powerful way of bringing trainers together, enhancing impacts across the Flyway and a great sharing of knowledge and resources where possible.
- A Memorandum of Understanding (MOU) has been re-signed with the Indo-Burma Regional Ramsar Initiative.

- Planning for the 12<sup>th</sup> Meeting of the Partners is well underway and was discussed further in Agenda Item 07.
- The Secretariat joined an event with Chinese partners, the Chinese Ambassador, Chinese Consul General, and Korean Consul General in New Zealand.
- The Secretariat has met with new focal points within the Ministry for the Environment, Republic of Korea (Host Government Partner), and Incheon City Government (Host City).
- The 2024 financial audit will be completed soon, and the report will be available before mid-year 2025.
- Problems with the EAAFP website have been occupying a lot of time and should be corrected soon, including the launch of the MOP12 webpage and delegate information.
- A local Korean corporate champion was recently taken to a site visit and were so impressed they offered to double their contribution on the spot.
- Secretariat expenditure is tracking well to date as planned. A request for financial and/or in-kind support for MOP12 will be circulated to Partners soon.

**Discussion:**

- COP15 Convention on Wetlands: Some meetings between Partners and the Secretariat are planned with the COP15 management team. The Chief Executive attended the recent Ramsar Standing Committee meeting in January and met with other Ramsar regional initiatives. A side event around Flyways has been proposed. An EAAFP Partners event is also being explored.
- In the past, fundraising for EAAFP Foundation has been largely focused on fundraising from within the Republic of Korea so measures are underway to see how this scope can be broadened. The Foundation can receive donations and contributions from outside the country without restriction.
- Whilst there is a need for significant reciprocity in investing in the Republic of Korea given the level of support they provide, it is also important to increase awareness of the Secretariat as a regional flyway body rather than as a manager of local projects.

**Action:** The Chief Executive to confirm there are no regulations from the Korean Government restricting or prohibiting contributions to the EAAFP Foundation from outside the country.

**Agenda Item 07: Preparation for the 12th Meeting of the Partners**

Ms Zuleta advised that the preparation for the 12<sup>th</sup> Meeting of the Partners paper was to be taken as read. It was noted that:



- The theme and logo for the MOP12 have been finalised and approved.
- The Department of Environment and Natural Resources (DENR) of the Philippines Government have created a committee to manage the arrangements with the EAAFP Secretariat. Monthly meetings are planned to keep preparations on track.
- Venue confirmation is expected by 15 March 2025 and will be circulated to Partners.
- The reporting Partner template will be sent to Partners by 14 March 2025. Partners will be requested to return the reports by 6 June 2025.
- No response was received from Partners from the first notification email advising them of the MOP and requesting suggestions for agenda items.
- The Committee was advised that 1 August is the deadline for submission of proposed draft decisions. There is a longer lead time required for decisions affecting the Partnership document (1 June). It was agreed that a notification reminding Partners of the deadlines for submission be recirculated in the next few weeks.

### **Agenda Item 8: Governance harmonisation – Rules of Procedure**

The Chair advised the Governance Harmonisation Paper – Rules of Procedure paper was to be taken as read. It was noted that:

- A webinar regarding the Rules of Procedure was held in September 2024 and was attended by one Partner. No written submissions or comments were received.
- Under Rule 9 sub item (d) reads the ‘Sub-technical committee’ and should read ‘Technical Sub-committee’. This error may appear elsewhere in the document and will be corrected for consistency.

**Action:** The Management Committee to amend the Rules of Procedure document to correct references to the ‘Sub-technical committee’ to the ‘Technical Sub-committee.’

The Management Committee approved the Governance Harmonisation – Rules of Procedure paper for consideration at the MOP12 agenda and endorsed the Secretariat to prepare the paper for Partners at MOP 12.

### **Agenda Item 9: Governance harmonisation – Terms of Reference of the Secretariat**

The Chair advised the Governance Harmonisation – Terms of Reference of the Secretariat paper was to be taken as read. It was noted that:

- A webinar regarding the Terms of Reference of the Secretariat was held in May 2024 and was attended by four Partners. Partners were broadly supportive of the changes, including a clear reporting structure between the Management Committee and the Secretariat.
- It was requested that a clear reference to include declaration of conflicts of interest be included as part of the governance process.

The Management Committee approved the Governance Harmonisation – Terms of Reference of the Secretariat paper for consideration at the MOP12 agenda and endorsed the Secretariat to prepare the paper for the partners at MOP12.

#### **Agenda Item 10: Governance harmonisation – Delegation of Authority**

The Chair advised the Governance Harmonisation – Delegation of Authority paper was to be taken as read. It was noted that:

- A webinar regarding the rules of procedure was held in May and was attended by four Partners. The proposed changes are considered minor, and no further feedback was received.

The Management Committee approved the Governance Harmonisation – Delegation of Authority paper for consideration at the MOP12 agenda and endorsed the Secretariat to prepare the paper for the Partners at MOP12.

#### **Agenda Item 11: Governance harmonisation – Guidelines for the Establishment of Single Species Task Forces and Developing Action Plans**

The Chair advised the Governance Harmonisation – Guidelines for the Establishment of Single Species Task Forces and Developing Action Plans paper was to be taken as read. It was noted that:

- A webinar regarding the guidelines for the establishment of single species task forces and developing action plans was held in September and was attended by one Partner. No further written feedback was received from Partners.
- Annex 1 to be included as a title to the Terms of Reference to be consistent with the first paragraph of the guidelines.
- Action plans were to be reviewed every three years; however, the mandate for reviewing and continuing such things logically derives from the MOP, which works on a two-year cycle. It was agreed the text be amended to read 'the action plans would be reviewed every two-MOP cycles'.

The Management Committee approved the Governance Harmonisation – guidelines for the establishment of single species task forces and developing action plans paper and endorsed the Secretariat to prepare the paper for the partners at MOP12.

#### **Agenda Item 12: Report of Management Committee**

The Chair advised the Report of the Management Committee was to be taken as read. It was noted that:

- One new Partner, Eco Foundation Global, has joined the Partnership.

### **Agenda Item 13: Report of the Finance Sub-committee**

The Chair of the Finance Sub-committee (FSc) advised the Report of the Finance Sub-committee paper was to be taken as read. It was noted that:

- Some recommendations were included in the paper for consideration, including;
  - The Finance Sub-committee should meet prior to the Management Committee.
  - The Finance Sub-committee should be made a full member of the Management Committee and recognised as the 'Finance Committee'.
- The Finance Sub-committee recommended the rollover of the unspent 2024 funds into the 2025 budget.
- The Finance Sub-committee requested clarity on the submission(s) from the FSc to MOP12 as desired by the Management Committee.

The Management Committee noted the recommendations of the FSc. The Management Committee did not agree to the recommendation that the Finance Sub-committee should be made a full member of the Management Committee.

The Management Committee advised the FSc was requested to provide a full report on their intersessional work to MOP12 and recommended that a draft report be provided to the July Management Committee meeting for consideration. If any other finance-related papers are being considered for MOP12 from the FSc, they need to be submitted through the Management Committee according to the Rules of Procedure.

**Action:** The Finance Sub-committee to provide a draft MOP12 report to the July Management Committee meeting.

### **Agenda Item 14: Report of the Technical Sub-committee**

The Chair of the Technical Sub-committee advised that the report of the Technical Sub-committee was to be taken as read. It was noted that:

- Revisions to the Site Information Sheets have received very little feedback from Partners. A draft process has been tabled for Management Committee's review.

- With advice from the TSc, the Secretariat has completed collecting information about EAAFP Task Forces and Working Groups to establish which are still functioning and what their current membership and/or leadership is.
- Flyway Site nominations: Thailand has submitted an excellent SIS for a new site and the TSc has confirmed their endorsement of the application.
- TSc membership post MOP12: As the membership of TSc is limited to two consecutive terms, some TSc members will be stepping down from the sub-committee at MOP12. Members with the potential to continue are being asked to seek renomination as per the Terms of Reference. A draft paper will be required to confirm sub-committee appointments, and this will need to be circulated to the Partners by 1 August 2025.
- For continuity and the maintenance of historical knowledge of the TSc, it is proposed that succession planning be undertaken and that members capable of serving a second term are given as much of the historical knowledge as possible. The Chair advised that succession planning and changes to the membership should be done prior to MOP.

**Discussion:**

- The Management Committee noted the proposed revisions of the Site Information Sheet and process as proposed by the TSc.
- Whilst it would be preferred to have a complete set of nominations available in the draft decision, it is possible for the draft decision to declare the nominations will be open and to be confirmed at MOP12 without naming specific experts.

**Action:** The Chair of the TSc to confirm if re-appointment of sub-committee members require renomination from a Partner under the Terms of Reference or whether members can simply confirm their ongoing availability.

**Action:** Reports of the Management Committee and sub-committees to be submitted to the July meeting of the Management Committee for review.

The Management Committee advised the TSc was requested to provide a full report to MOP12 and requested that a draft be provided to the July Management Committee meeting for consideration. If any other technical related papers are considered for MOP12 from the TSc, they can be discussed at the July meeting of the Management Committee.

The Management Committee noted the report from the Technical Sub-committee.

**Agenda Item 15: Any Other Business**

The Chair opened the meeting for Any Other Business. The meeting raised:

- Republic of Korea advised that the Chief Executive's contract will expire in June 2025 and will require further discussion.

**Action:** The Chair and Republic of Korea representatives to discuss the process of CE contract renewal.

**Agenda Item 16: Actions Arising**

Number:	Agenda Item:	Action:	Who:	Due:
01	5	The Chair of the Technical Sub-Committee to resend comments on the Partnership document to the Chair of Management Committee and the Secretariat.	Chair of the Technical Sub-Committee	ASAP
02	06	The Chief Executive to confirm there are no regulations from the Korean Government restricting or prohibiting contributions to the EAAFP Foundation from outside the country.	CE	ASAP
03	08	The Management Committee to amend the Rules of Procedure document to correct references to the 'Sub-technical committee' to the 'Technical Sub-committee.'	Management Committee	July 2025

04	13	The Finance Sub-committee to provide a draft MOP12 report to the July Management Committee meeting.	Chair of the Finance Sub-Committee	July 2025
05	14	The Chair of the TSc to confirm if re-appointment of sub-committee members require renomination from a Partner under the Terms of Reference or whether members can simply confirm their ongoing availability.	Chair of the Technical Sub-Committee	ASAP
06	14	Reports of the Management Committee and sub-committees to be submitted to the July meeting of the Management Committee for review.	Chairs of the Management Committee, Technical Sub-Committee and Finance Sub-Committee	July 2025
07	15	The Chair and Republic of Korea representatives to discuss the process regarding CE's contract ending	Chair and Republic of Korea	June 2025
08	17	The Secretariat to prepare a draft MOP12 report and draft budget and workplan for 2026-2027 for Management	CE	July 2025

		Committee's review and consideration at the July meeting.		
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### **Agenda Item 17: Date of the Next Management Committee Meeting**

The next meeting of the Management Committee will be in July 2025. Exact date and time to be advised.

The Chair emphasized that the July meeting will be focused on MOP12. The Chair requested that the Secretariat's report be submitted along with the 2026-2027 budget and workplan for review given the document submission deadline will be 1 August.

It was further suggested that a final meeting of the Management Committee occurs in the day prior to MOP12 to ensure the proceedings of MOP12 are in place and will run smoothly.

Agenda items and papers will be circulated at least two weeks in advance of the meeting.

**Action:** The Secretariat to prepare a draft MOP12 report and draft budget and workplan for 2026-2027 for Management Committee's review and consideration at the July meeting.

### **Agenda Item 18: Close**

The Chair thanked all the attendees for their participation and declared the meeting closed at 4:37 PM KST.

EAST ASIAN – AUSTRALASIAN FLYWAY PARTNERSHIP  
MANAGEMENT COMMITTEE MEETING  
3:00 PM-5:30 PM KST, 1 JULY 2025



## Minutes

ATTENDEES:	
MEMBERS:	
Narelle Montgomery	Australian Government, Chair
Seulki Lee	Ministry of Environment, Republic of Korea
Dr Yan Baohua	Mangrove Conservation Foundation
Tilman Schneider	CMS Secretariat
Wanlop Preechamart	Government of Thailand
OBSERVERS:	
Martin Spray	Chair, Finance Sub-committee
Nick Davidson	Chair, Technical Sub-committee
Taej Mundkur	Vice-Chair, Technical Sub-committee
Jennifer George	EAAFP Secretariat, Chief Executive
Yeonhee Shin	EAAFP Secretariat, Director
Kyle Esperanza Zuleta	EAAFP Secretariat, Programme Officer
Sabine Leykam	EAAFP Secretariat, Programme Coordinator
Greg Shin	EAAFP Secretariat, Finance Officer
Yoon Lee	EAAFP Secretariat, Deputy Chief Executive
Minjae Baek	EAAFP Secretariat, Communications Officer
Mark Carey	Australian Government, observer
APOLOGIES:	
Ward Hagemeijer	Wetlands International
ABSENT:	
Dr Srey Sunleang	Cambodian Government, Vice-Chair of the Partnership
MINUTES:	
David Mould (The Melbourne Minute)	



**Agenda Item 01: Welcome and Introductions**

The Chair, Narelle Montgomery (Australian Government), opened the meeting at 3:04 PM KST and welcomed all participants to the meeting.

**Agenda Item 02: Roll Call, Apologies and Admission of Observers**

Attendance and apologies were taken as recorded above. The Chair noted that a quorum was present. Observers were admitted to the meeting by consensus.

**Agenda Item 03: Declaration of Potential, Perceived or Actual Conflicts of Interest**

The Management Committee noted there were no new conflicts of interest raised.

**Agenda Item 04: Adopt Agenda and Endorse Minutes of Previous Meeting**

The Management Committee noted the minutes of the previous meeting held on 6 March 2025 were confirmed as a true and accurate record intersessionally. The Management Committee agreed to adopt the agenda as circulated.

**Agenda Item 05: Actions Arising from Previous Meeting**

The Management Committee reviewed the actions arising from the previous meeting.

It was noted that all the actions arising from the previous meeting were either completed or well in progress.

- The Chair of the Technical Sub-Committee raised the issue of the EAAFP Colour-marking protocol. It had been agreed by Sub-Committee members that draft documents for the colour-marking protocol would be sent to all Partners for review prior to the upcoming MOP; however, the Technical Sub-Committee advised there is a strong chance they will not be finalised in time for the 1 August 2025 deadline.

**Agenda Item 06: Report on Secretariat Activities and Budget**

The Chief Executive advised the report on the Secretariat Activities and Budget was to be taken as read. It was noted that:

- Preliminary discussions are underway with San Miguel Aerocity Inc. in the Philippines to explore the possibility of an MOU. The company is exploring options to attend MOP12 as an observer.
- Outcomes of the EAAFP Small Grants Fund for Working Groups and Task Forces have been finalized. A list of successful grantees will be circulated shortly and added to the website.

- The 2025 budget expenditure is currently tracking at 38% of Secretariat operations and 32% for Partnership Activities, which is expected at this time of year. MOP is expected to be a significant expenditure.
- The 2024 audit has been completed and returned.

**Discussion:**

- Letters inviting voluntary contributions towards MOP12 will be sent to Partners in the coming week.
- Redevelopment of the EAAFP website has been very challenging. A new provider is being sourced. The MOP12 website is separate and is fully functional. It has taken priority given the upcoming MOP.
- New interns have been brought on for the following 6 months.

**Agenda Item 7: Preparation for the 12th Meeting of Partners**

The Programme Officer advised the paper on the preparation for the 12<sup>th</sup> Meeting of Partners was to be taken as read. It was noted that:

- Meetings with the regional government offices of the Philippines have begun to engage them for MOP12.
- A very positive partnership with the Department of Tourism, who are officially supporting the meeting, has begun.
- The venue has been confirmed, set up of the rooms has been confirmed, and a special discount rate for accommodation at the venue has been agreed on for participants.
- Sponsored dinners have been confirmed with support from both the Asian Development Bank and the ASEAN Centre for Biodiversity.
- The daily schedule has been drafted and circulated on the website.
- A total of 30 reports for MOP12 have been received by the Secretariat from Partners, Working Groups and Task Forces and will be uploaded to the website soon. A notification to Partners will be sent out once this is available.
- Proposed discussion topics have been received, and more work will be done to update the draft agenda.

**Discussion:**

- Working Groups and Task Forces will need to formally submit their papers through a Partner, the Secretariat or the Technical Subcommittee, according to the Rules of Procedure. It is advised that Working Groups and Task Forces be reminded of this in order to be able to consider their content at MOP12.
- Proposed papers for the MOP agenda.
  - Item 13.14 of the draft provisional agenda should be titled the 'Interim Review of the Single Species Action Plan for the Far Eastern Curlew'.
- Side event proposals close 11 July 2025 and the list will be sent to Partners in the next update.

The Management Committee noted the preparations for MOP12 were proceeding well and congratulated the Programme Officer who is leading the organisation of MOP12 preparations.

**Agenda Item 8: Secretariat's Draft Budget and Workplan for 2026-2027.**

The Chief Executive advised the Secretariat's Draft Budget and Workplan for 2026-2027 was to be taken as read. It was noted that:

- The draft budget and workplan will be reviewed and approved by Partners at MOP12.
- A more detailed version will be circulated after incorporating feedback from the Management Committee.
- The workplan aims to emphasize not only the flyway but the Partnership itself.
- Resources are limited, and efforts to engage more with corporate partners are a priority. Assistance from Partners will be needed in some of the Secretariat's functions including support for the Flyway Network Sites, governance, and communications.
- The EAAFP Strategic Plan that was approved at MOP10 is still largely sound as the basis for the Secretariat's workplan and activities.

**Agenda Item 9: MOP 12 Intersessional Reports of the Committees**

**Agenda Item 9.1: Management Committee**

The Chair advised the draft MOP12 Intersessional Committee Report – Management Committee was to be taken as read.

It was noted that:

- Recommendations included in the report are for the next Management Committee to consider and do not require approval from Partners.

The Management Committee endorsed the report for submission to MOP12.

**Agenda Item 9.2: Finance Sub-Committee**

The Chair advised the draft MOP12 Intersessional Committee Report – Finance Sub-Committee was to be taken as read.

It was noted that:

- The Republic of Korea submitted a request to Management Committee for the MOP12 papers on Governance Harmonisation to be amended. It was proposed that the Republic of Korea be removed as a proposed permanent member of the Finance Sub-Committee given their workload and noting that they will retain financial oversight through its position on the Management Committee.

- The Management Committee agreed to the amendment as proposed by the Republic of Korea and will amend the draft Terms of reference of the Finance Sub-Committee.
- The Chair of the Finance Sub-Committee commended the work of the Secretariat, noting the high quality and considerable volume of work achieved with very few resources and added his sincere thanks for their efforts.
- It was noted that at least 4 of the 7 Finance Sub-Committee members will be stepping down at MOP12.

**Discussion:**

- The format of the Finance Sub-Committee report was notably different from past reports and from Management Committee and Technical Sub-Committee reports. It was requested the Finance Sub-Committee review and, if practical, bring the formatting in line for consistency.
- The Management Committee discussed the proposal regarding Partner re-endorsement of the MOP9 Decision on the EAAFP Voluntary Fee Contribution. It was noted that the current contribution scheme needs to be reviewed in light of the growing number of Partners and the widening funding gap. For the MOP12 report, the Management Committee requested the Finance Sub-Committee to replace the term “re-endorsed” with wording that better reflects the current context.
- The Management Committee encouraged the Secretariat to submit the observer guidance to MOP12 for formal discussion and possible endorsement, noting existing guidance contained in the Rules of Procedure for observers. Use of internet technologies to increase participation is recommended for consideration subject to the facility at the MOP venue. The Secretariat proposed revising the current guidance, particularly language around sensitive terms such as ‘fees’ and uploading the updated version to the website for reference and use for MOP12. While there was no clear consensus on the way forward, the Secretariat’s approach was supported by the Finance Sub-Committee and some MC members.

**Action:** The Chair of Management Committee to amend the draft Terms of Reference of the Finance Sub-Committee to remove the recommendation of adding the Republic of Korea as a permanent member of the Finance Sub-Committee.

**Action:** The Chief Executive and Chair of the Finance Sub-Committee agreed to review the draft Finance Sub-Committee report and revise accordingly.

**Agenda Item 9.3: Technical Sub-Committee**

The Chair advised the draft MOP 12 Intersessional Committee Report – Technical Sub-Committee was to be taken as read.

It was noted that:

- It was suggested that a summary of the meetings that the TSc has participated in or held include compilation of the minutes of those meetings.
- The face-to-face meeting with the Science Unit in China should also be included.

The Chair of the Technical Sub-Committee commended the work of the Vice Chair of TSc in helping to prepare the papers for the meeting and added his sincere thanks for the support.

### **Agenda Item 10: Report of Management Committee**

The Chair advised the Report of the Management Committee to be taken as read. It was noted that:

- One new partner has joined the Partnership since the last meeting.
- A new Flyway Site from Thailand was endorsed.
- Management Committee has drafted the election and appointments paper for submission to MOP12.

The Management Committee noted the report and endorsed the elections paper for submission to MOP 12.

### **Agenda Item 11: Report of the Finance Sub-committee**

The Chair of the Finance Sub-Committee advised the Report of the Finance Sub-Committee paper was to be taken as read.

### **Agenda Item 12: Report of the Technical Sub-Committee**

The Chair of the Technical Sub-Committee advised that the report of the Technical Sub-Committee was to be taken as read. It was noted that:

- New members are needed for the TSc as well as re-endorsement of the continuing members. When nominations are received the paper will be updated and recirculated.
- It was recommended that, although there is a slight difference in process for the TSc, the elections and appointments paper follow the format of the Management Committee and Finance Subcommittee to make it easy for Partners at MOP12.
- Feedback on the revised Site Information Sheet is requested in the next week to assist the TSc in meeting the 1 August 2025 deadline.
- Partners preparing an application using the current Site Information Sheet will be able to continue doing so, rather than start again, until a predetermined cut-off date.

- Task Force and Working Groups review: The analysis of the Working Groups and Task Forces revealed a number of oddities, discrepancies and problems have been identified. The draft decision paper will be circulated to the Management Committee by 4 July 2025.

#### Discussion:

- The Management Committee recommended the TSc use the same format for the elections paper as used by the Management Committee and Finance Sub-Committee for greater consistency.
- It was advised that there never was a Christmas Island Frigatebird Task Force endorsed by any MOP, only a Christmas Island Frigatebird Single Species Action Plan. This will be amended in the document.
- If the Partnership considers the Working Groups and Taskforces as the engine of activity and work within the Partnership, it is important to consider the best ways to empower and support them. In considering this, it is also important to note the resource burden that this places on the Secretariat.

The Chair of the TSc thanked the great work and support from the Secretariat, particularly its Programme Team.

The Management Committee noted the report from the Technical Sub-Committee.

#### **Agenda Item 13: Any Other Business**

CMS advised that the Joint Intergovernmental Task Force on the Illegal Taking of Birds will meet on the day before MOP12 commences.

Thanks were given to the Secretariat for enabling pre-MOP meetings to be held by different groups. A joint meeting of the TSc and the Chairs of the Working Groups and Taskforces is now planned prior to MOP12.

The Secretariat advised that each pre-MOP meeting added to the resource burden of the event and as such Partners may be interested in sponsoring side events and pre-MOP meetings to enable these events to occur.

#### **Agenda Item 14: Actions Arising**

Number:	Agenda Item:	Action:	Who:	Due:
1	9.2	The Chair of Management Committee to amend the draft Terms of Reference of the Finance Sub-Committee to remove the recommendation of adding the Republic of Korea as a permanent	Chair of Management Committee	Before 1 August 2025

		member of the Finance Sub-Committee.		
2	9.2	The Chief Executive and Chair of the Finance Sub-Committee agreed to review the draft Finance Sub-Committee report and revise accordingly.	CE and Chair of the Finance Subcommittee	Before 1 August 2025

#### **Agenda Item 15: Date of the Next Management Committee Meeting**

The next meeting of the Management Committee will be held on 9 November 2025, just prior to the commencement of MOP12. Exact time to be advised.

Agenda items and papers will be circulated at least two weeks in advance of the meeting.

#### **Agenda Item 16: Close**

The Chair thanked all the attendees for their participation and declared the meeting closed at 5:46 PM KST.