



TERMS OF REFERENCE OF THE EAAFP MANAGEMENT COMMITTEE

Scope of the Terms of Reference

1. These Terms of Reference apply to the East Asian-Australasian Flyway Partnership Management Committee, unless stated otherwise in the Terms of Reference.

General Functions of the Management Committee

2. The Management Committee, established in accordance with paragraph [9(3)] of the Partnership document, facilitates the effective operation of the Partnership during the intersessional period between the Meeting of the Partners and works closely with the Secretariat.

Operating Principles

3. The Management Committee, in carrying out its functions, should support the implementation of the Partnership in a manner consistent with the objectives of the Partnership document.
4. The Management Committee should endeavor to constantly improve the quality of its advice at its meetings and in its documents and reports.
5. The Management Committee formulates its advice or recommendations in the form of options or alternatives, where appropriate.

Functions

6. The Management Committee should fulfil the functions assigned to it by the Meeting of the Partners:
 - a. The Committee provides general policy, operational and financial direction to the Secretariat concerning the implementation and the expansion of the Partnership.
 - b. It carries out, between one session of the Meeting of the Partners and the next, such interim activities on behalf of the Meeting as may be necessary.
 - c. It oversees, on behalf of the Partners, the development and execution of the Secretariat's budget and workplan, and also all aspects of revenue raising and expenditure undertaken by the Secretariat in order to carry out specific functions authorized by the Meeting of the Partners.
 - d. It oversees, as representative of the Meeting of the Partners, the implementation of policy by the Secretariat and conduct of the Secretariat's programs.
 - e. It provides guidance and advice to the Secretariat on implementation of the Partnership, on the preparation of meetings, and on any other matters relating to the

- exercise of the Secretariat's functions brought to it by the Secretariat. The Management Committee works closely with the Budget and Finance Sub-Committee and Technical Advisory Group to ensure consistency in the work of the Partnership.
- f. It represents the Meeting of the Partners in matters relating to the Memorandum of Understanding for Hosting the Secretariat.
 - g. It makes recommendations or prepares draft Decisions, as appropriate, for consideration by the Meeting of the Partners.
 - h. It reports to the Meeting of the Partners on the activities that have been carried out between ordinary sessions of the Meeting of the Partners.
 - i. It performs any other functions that may be entrusted to it by the Meeting of the Partners.

Appointment of Members

7. The Committee shall consist of not more than eight (8) Partners, which shall be appointed by the Meeting of the Partners.
8. The Host Government Partner and Host City shall be permanent members of the Management Committee to facilitate consideration of matters relating to the Memorandum of Understanding for Hosting the Secretariat.
9. The Committee shall consist of:
 - i. The Chair of the Partnership (who represents a government Partner)
 - ii. The Vice-Chair of the Partnership
 - iii. The Host Government Partner if not otherwise represented
 - iv. The Host City
 - v. One (1) intergovernmental Partner
 - vi. Two (2) non-government Partners
 - vii. One (1) Government Partner
10. No Partner shall be represented in more than one capacity.
11. The term of office shall expire at the close of the next ordinary session of the Meeting of the Partners following the session at which they were originally elected. Members are eligible for re-appointment but may not serve more than two (2) consecutive terms of office, except the Host Government Partner and Host City who are permanent members of the Management Committee.
12. In making appointments, the Partnership should consider some continuity of membership rather than have all members change at the same time.

Responsibilities of the Management Committee members

13. Each member shall act on behalf of the entire Partnership.
14. Members of the Management Committee are to declare any potential, perceived or actual conflicts of interest on commencement of their term, and as required during their tenure.
15. In performing their role as Management Committee representatives, the Chair and Vice Chair, in conjunction with the Secretariat, shall accomplish the following duties:

- a) Lead consultations among Partners to decide on common Partnership or regional issues;
 - b) Follow up on requests made by the Secretariat in correspondence with Partners, e.g. by promoting the revision of comments or enquiries regarding draft meeting reports, completion of Partner Reports, provision of inputs on documents, and completion of questionnaires on specific issues related to the Partnership;
 - c) Ensure, to the extent possible, a coordinated flow of information from Partners to the Secretariat and vice versa;
 - d) Promote the drafting and/or revision of relevant documents to be examined by the Meeting of the Partners at its sessions, e.g. proposals for amendments to the Partnership document and its annexes, draft Decisions and Recommendations;
 - e) Coordinate the compilation of information and the completion of reports on relevant activities to be submitted to meetings of the Committee, and to any regional meetings that take place during the Meeting of the Partners or intersessionally;
 - f) Encourage Partners to update the Secretariat with contact information about the Focal Points as well as to promptly inform the Secretariat in cases of changes;
 - g) Maintain regular contact with non-Partners and Range States and promote their joining the Partnership.
16. Each member of the Management Committee shall be entitled to be represented at meetings of the Committee by a Representative or his or her Alternate Representative. The Representative shall exercise the voting rights of a Member. In his or her absence, the Representative of the member shall act in his or her place.
17. If an extraordinary session of the Meeting of the Partners is held between two (2) ordinary sessions, the host Partner of that session shall participate in the work of the Committee on matters related to the organization of the session.

Officers

18. The members of the Committee shall elect the Chair and Vice-Chair at the first meeting after the session of the Meeting of the Partners.
19. The Chair shall preside at meetings of the Committee, approve for circulation the provisional agenda prepared by the Secretariat and maintain liaison with other Committees and Sub-Committees between meetings of the Management Committee. The Chair may represent the Committee and the Partners as required within the limits of the Committee's mandate, and shall carry out such other functions as may be entrusted by the Committee.
20. The Vice-Chair shall assist in the execution of the Chair's functions, and shall preside at meetings in the absence of the Chair.
21. The Secretariat of the Partnership shall provide a secretary for meetings of the Committee.
22. The Chair may invite any person or representative of any Partner, or other country or organization, to participate in meetings of the Committee as an observer without the right to vote.

Elections

23. If in an election to fill one place no clear candidate emerges, a ballot will be taken. If in the ballot the votes are equally divided, the presiding officer shall decide between the candidates by drawing lots.

Meetings

24. The Committee shall normally meet at least three times every year, and has the ability to meet more frequently if required.
25. Meetings of the Committee shall be called at the request of the Chair or at least four members.
26. The Chair, in consultation with the Secretariat, shall determine the time, method (face-to-face or video conference) and place of meetings.
27. Notice of meetings to all Partners including the time and method, shall be given by the Secretariat at least 30 days and, in the case of emergency meetings, at least 10 days in advance of the meeting.
28. A quorum for a meeting shall consist at least of four members out of eight of the Committee. No decision shall be taken at a meeting in the absence of a quorum.
29. Decisions of the Committee shall be taken by consensus unless a vote is requested by the Chair or by three members.
30. Decisions of the Committee by voting (pursuant to Paragraph [28]) shall be taken by a simple majority of the members present. In the case of a tie, the motion shall be considered as rejected.
31. A summary record of each meeting shall be prepared by the Secretariat and shall be communicated to all Partners, and to the participants that attended the meeting to which the report refers, within four (4) weeks.
32. The Committee shall work in the official language of the Partnership.

Communication Procedure

33. Any member or the Secretariat may make a proposal to the Chair for a decision by email procedure. The Secretariat shall communicate the proposal to the members for comments within 10 business days of communication; any comments received within these limits shall also be so communicated.
34. If no objection to a proposal is received by the Secretariat by the date when the comments on the proposal were due to be communicated, the proposal shall be considered as adopted, and notice of the adoption shall be given to all members.
35. If any member objects to a proposal within the applicable time limit, the proposal shall be referred to the next meeting of the Committee.

Other functions

36. The Committee shall submit to each ordinary session of the Meeting of the Partners a report on its work since the previous ordinary session.

37. The Committee may receive reports from other Committees established under the Partnership.

Final Provisions

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