

TWELFTH MEETING OF PARTNERS OF THE EAST ASIAN – AUSTRALASIAN FLYWAY PARTNERSHIP
Cebu, Philippines, 8-14 November 2025



Decision 2

Terms of Reference of the Management Committee

Submitted by Management Committee

Summary

The Terms of Reference of the Management Committee were first adopted at MOP5 in 2010 and substantially updated at MOP9 in 2017. As part of the governance harmonisation review, Management Committee reviewed the Terms of Reference to identify any areas for improvement and possible amendment. Management Committee identified a range of potential improvements and Partners were consulted on the proposed amendments in mid-2024. Partners were also invited to suggest further areas of improvement. Management Committee reviewed all input that was provided and endorsed the proposed amendments at [Attachment A](#) for consideration at MOP12. Importantly, Management Committee agreed that all Terms of Reference of the Committees and Sub-Committees would be harmonised to improve clarity and consistency.

In accordance with paragraph 40 of the Terms of Reference of the Management Committee: *The Committee shall review these Terms of Reference every two (2) years, and may be amended by the Meeting of the Partners.*

Partners are invited to review and adopt proposed amendments outlined at [Attachment A](#).

Background

1. The Terms of Reference of the Management Committee were first adopted at MOP5 in 2010 and amended at MOP9 in 2017 in response to the EAAFP Independent Review. The Terms of Reference have not been reviewed or amended since 2017.
2. On behalf of Partners, the Management Committee reviewed and discussed the Terms of Reference at its meetings on 6 July 2023 and 15 November 2023. Management Committee members identified a range of issues and potential amendments including:

- a. The 'General Functions' section remained largely relevant as the Management Committee provides the overarching policy, operational and finance direction of the Secretariat.
 - b. It was recommended that the Management Committee should continue to work closely with the Technical Sub-Committee to ensure consistency of the broader EAAFP work program.
 - c. It was noted that recognizing the Finance Sub-Committee in paragraph 5 is required.
 - d. The Management Committee agreed that paragraph 8 was redundant and no longer required as the Rules of Procedure establishes a Meeting Committee to manage the Meeting of Partners while in session.
 - e. The 'Representation and Attendance' section remains accurate and appropriate. The Management Committee agreed that it was important to maintain maximum term limits of Committee members to ensure regular renewal of membership. The Management Committee proposed no change to the two-term limit as currently outlined. The Management Committee also agreed that a two-term limit should be made consistent across the Sub-Committee's Terms of Reference.
 - f. The Management Committee discussed paragraph 24 - the minimum number of meetings - and agreed that it may require updating. During past intersessional periods, the Management Committee met up to 5-6 times a year. The Management Committee agreed that the current schedule of 3 times a year, or every 4 months, was a suitable frequency.
 - g. The Management Committee discussed and agreed that the notice of meetings may need to be updated. It was recommended that the notice of meetings would be reduced from 60 days to 30 days to improve efficiency and reduce associated workloads for Secretariat staff.
 - h. The Management Committee also discussed and agreed that the 'Communication Procedure' may need to be updated to ensure out of session approval of proposals can be made more efficiently.
3. On behalf of the Management Committee, the Chair circulated proposed amendments to the Terms of Reference of the Management Committee on 3 June 2024 to all Partners and invited comments by 31 July.
4. The Chair hosted a webinar on 18 July 2024 to support consultation and seek views on the proposed amendments and address any points of clarification.
5. Three Partners attended the webinar (New Zealand Government, Wild Bird Society of Japan, Australasian Wader Studies Group) and one Partner submitted written comments (New Zealand Government).
6. In summary, Partners were broadly supportive of the proposed changes.
 - a. New Zealand observed that the current Terms of Reference did not appropriately reflect the relationship between the Management Committee and the Meeting of Partners. New Zealand proposed adding text to clarify this relationship.
 - b. New Zealand also proposed that clear lines of reporting between the Management Committee and the Finance Sub-Committee be made clear. New Zealand also thought it would be useful to clarify the interaction and reporting structures among the governing bodies including the Meeting of the Partners.

7. To address comments raised by Partners, a number of additional amendments were proposed by the Management Committee including:
 - a. A clear description of the Management Committee and their work, including reporting lines with the Sub-Committees and the Meeting of the Partners.
 - b. The inclusion of conflict-of-interest declarations for members.
 - c. A reduction in the notification time of meetings to improve efficiency.
 - d. Minor text amendments throughout the Terms of Reference to improve clarity and structure.
8. During its meeting on 20 November 2024, the Management Committee reconsidered the revised version of the Terms of Reference and endorsed its submission to MOP12.
9. The revised Terms of Reference of the Management Committee are at Attachment A.
10. Partners are invited to review the revised Terms of Reference and provide any final comments.

Decision:

- That Partners approve the proposed amendments to the Terms of Reference of the Management Committee.