



## Decision 3

### Terms of Reference of the Budget and Finance Sub-Committee

*Submitted by Management Committee*

#### Summary

The Terms of Reference of the Finance Sub-Committee were first adopted 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 substantial number 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.

At its meeting on 1 July 2025, Management Committee agreed to amend Draft Decision 03 and remove the draft proposal for permanent membership of the Republic of Korea. It was agreed that the Republic of Korea would retain oversight of financial matters through its membership of Management Committee and the proposal for it to also be a member of the Finance Sub-Committee represented unnecessary duplication of responsibilities and increased workload.

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

#### Background

1. The Terms of Reference for the EAAFP Finance Sub-Committee were adopted at MOP9 in 2017.
2. The Terms of Reference outline the functions of the Sub-Committee, appointment of members, and general responsibilities. The Sub-Committee is a subsidiary committee of the Management Committee and provides advice on budgetary and finance matters where relevant.
3. The Terms of Reference have not been reviewed or amended by Partners since adoption.

4. On behalf of Partners, the Management Committee reviewed and discussed the Terms of Reference of the Finance Sub-Committee at its meetings on 6 July 2023 and 15 November 2023.
5. Management Committee members identified a range of issues and potential amendments which resulted in a substantial update to the Terms of Reference to bring them into line with the Terms of Reference of the Management Committee and the Terms of Reference of the Technical Sub-Committee.
6. The Management Committee requested advice from the Finance Sub-Committee on their Terms of Reference between 25 August to 6 October 2023. No comments were received.
7. On behalf of the Management Committee, the Chair circulated proposed amendments to the Terms of Reference of the Finance Sub-Committee on 3 June 2024 to all Partners and invited comments by 31 July.
8. The Chair hosted a webinar on 18 July to support consultation and seek views on the proposed amendments or to address points of clarification.
9. 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). The Chair of the Finance Sub-Committee also provided written input on behalf of the Sub-Committee.
10. In summary, Partners were broadly supportive of the proposed changes.
  - a. New Zealand proposed that the Finance Sub-Committee should continue to be a Sub-Committee of the Management Committee to establish clear accountability and strengthen the relationship.
  - b. New Zealand further proposed lines of reporting between the Management Committee and the Finance Sub-Committee be made clearer.
  - c. New Zealand also suggested that the option to invite observers to the meetings of the Sub-Committee and engage in their work would also provide additional support and expertise.
  - d. The Chair of the Finance Sub-Committee expressed concern that the Terms of Reference were too long, unnecessarily bureaucratic and did not reflect the voluntary nature of the Partnership.
11. To address the comments raised, a number of additional amendments were proposed by the Management Committee including:
  - a. Changing the name of the Sub-Committee to the EAAFP Budget and Finance Sub-Committee. This change reflects the role the Sub-Committee has in providing advice on budget matters and other financial arrangements such as revenue raising and seeking voluntary contributions from Partners and corporates.
  - b. A clear description of the Sub-Committee and its work, including reporting lines to the Management Committee and the Meeting of the Partners.
  - c. A membership structure similar to the Management Committee with representation from government, non-government Partners and the Host City and Host Government Partner who represent signatories of the MOU for Hosting the Secretariat.
  - d. The inclusion of conflict-of-interest declarations for members.
  - e. A reduction in the notification time of meetings to improve efficiency.

- f. Minor text amendments throughout the Terms of Reference to improve clarity and structure.
12. 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.
13. At Management Committee's meeting on 1 July 2025, the Republic of Korea sought clarification on the proposed membership of the Finance Sub-Committee and requested it be removed as a proposed permanent member as it was believed that the Republic of Korea would retain oversight of financial matters through its membership of the Management Committee and becoming a member of the Finance Sub-Committee represented unnecessary duplication of responsibilities and increased workloads. Management Committee agreed to amend Draft Decision 3 to remove the Republic of Korea as a permanent member.
14. The revised Terms of Reference of the Finance Sub-Committee are at Attachment A.
15. 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 Budget and Finance Sub-Committee.