



TERMS OF REFERENCE FOR THE EAAFP TECHNICAL ADVISORY GROUP

Scope of the Terms of Reference

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

General Functions of the Technical Advisory Group

2. The Technical Advisory Group, established in accordance with paragraph [9(5)] of the Partnership document, provides scientific and technical advice to, *inter alia*, the Meeting of the Partners, the Secretariat, any other body set up under the Partnership or any Partner.

Operating Principles

3. The Technical Advisory Group, in carrying out its functions, should support the implementation of the Partnership in a manner consistent with the objectives of the Partnership document and Strategic Plan.
4. The Technical Advisory Group should endeavor to constantly improve the quality of its scientific and technical advice through improving scientific input into the work of its meetings and meetings and technical work of the Partnership's working groups and task forces.
5. The Technical Advisory Group will formulate its advice or recommendations in the form of options or alternatives, where appropriate.

Functions

6. The Technical Advisory Group should fulfil the functions assigned to it by the Meeting of the Partners. These functions include:
 - a. advising, between Meetings of the Partners, on the development and implementation of the Partnership's scientific and technical elements of the work programme, including review of Action Plans and/or their updates;
 - b. advising, identifying, assessing and recommending proposals for sites to be considered for inclusion in the Flyway Site Network;
 - c. advising on the scientific and technical content of draft Decisions and Recommendations submitted to Meetings of the Partners;

- d. making recommendations to the Meeting of the Partners as to the migratory waterbird species to be included in Appendix III of the Partnership document;
- e. assessing the scientific and technical elements of proposals for the amendment of Appendix III, and providing advice to the Meeting of the Partners regarding proposed amendments;
- f. identifying and making recommendations to the Meeting of the Partners on flyway research needs on migratory species and their habitats, especially those that are listed in Appendix III or candidates for such listing;
- g. advising on specific conservation and management measures for the conservation of Appendix III species and their priorities, or other mechanisms for the conservation of migratory species and their habitats undertaken within the framework of the Partnership;
- h. bringing to the attention of the Meeting of the Partners any new and emerging issues relating to the conservation and management of migratory waterbird species and their habitats;
- i. advising on the priorities for conservation activities relating to migratory waterbird species and their habitats, and on selecting, monitoring and evaluating projects which will promote the implementation of the Partnership objectives;
- j. recommending to the Meeting of the Partners solutions to problems relating to the scientific and technical aspects of the implementation of the Partnership objectives;
- k. providing information, channeled through the Secretariat, to all Range States of particular species and relevant organisations, with a view to encouraging non-Partner Range States and relevant organisations to become Partners of the Partnership and to participate in its implementation;
- l. liaising with working groups and task forces, to identify issues of common concern among these bodies and distil lessons for wider dissemination;
- m. providing upon request, advice on scientific and technical proposals from working groups and task forces;
- n. making proposals for more effective and streamlined scientific and technical outputs of working groups and task forces to respond to Partnership objectives; and
- o. reviewing and advising on EAAFP Small Grant Fund proposals from EAAFP Working Groups and Task Forces.

Appointment of Members

- 7. The Technical Advisory Group is composed of members appointed by the Meeting of the Partners.
- 8. Any Partner may nominate a qualified expert as a member of the Technical Advisory Group.
- 9. Technical Advisory Group members do not represent the Partner that nominates them but contribute to the workings of the Technical Advisory Group in their expert capacity.
- 10. The composition of the Technical Advisory Group is as follows:
 - a. Ten members with a balance of expertise in regional, geographical, thematic and species conservation issues;
 - b. As far as possible, gender balance between the 10 members is desirable;

- c. The Head of the EAAFP Science Unit as an observer *ex officio*, without the right to vote;
 - d. The Chair of the Management Committee shall have the right to participate in meetings of the Technical Advisory Group as an observer *ex officio*, without the right to vote; and
 - e. Representatives of other regional waterbird flyway initiatives shall be invited to participate in meetings of the Technical Advisory Group as permanent observers *ex officio*, without the right to vote.
11. Should a vacancy or vacancies in Technical Advisory Group membership arise intersessionally, the Technical Advisory Group will make recommendations to the Management Committee for filling such vacancies; and Partners will approve such intersessional appointments to the Technical Advisory Group.
12. The terms of office of Technical Advisory Group members shall expire at the close of the next ordinary session of the Meeting of the Partners following the session at which they were appointed. Members are eligible for re-appointment but may not serve more than two (2) consecutive terms of office.
13. In making appointments, Partners should consider some continuity of membership rather than have all members change at the same time.

Responsibilities of the Technical Advisory Group Members

14. Technical Advisory Group members should, to the best of their abilities, act as impartially as possible and endeavor to base their judgements and opinions upon an objective, scientific assessment of the best available evidence.
15. Members of the Technical Advisory Group are to declare any potential, perceived or actual conflicts of interest on commencement of their term, and as required during their tenure.
16. Technical Advisory Group members should maintain regular communication with the chairs of the Partnership working groups and task forces.
17. Technical Advisory Group members should maintain regular communication with the other Partners in the Partnership.

Officers

18. The members of the Advisory Group shall elect from among the Advisory Group members, a Chair and Vice-Chair. Following the appointment of Technical Advisory Group members by the Meeting of the Partners, the Technical Advisory Group should meet as soon as possible, preferably before the close of the Meeting of the Partners, to appoint their Chair and Vice-Chair, and the newly elected officers shall assume their functions at the conclusion of the corresponding meeting of the Meeting of the Partners.
19. The Chair shall preside at meetings of the Advisory Group, approve for circulation the provisional agenda prepared by the Secretariat, and liaise with working groups, task forces and with the Management Committee between meetings of the Advisory Group. The Chair may represent the Advisory Group as required within the limits of the Advisory Group's mandate, and shall carry out such other functions as may be entrusted by the Advisory Group.

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 Advisory Group.
22. The Chair may invite any person or representative of any Partner, or other country or organisation, to participate in meetings of the Group as an observer without the right to vote.

Elections

23. If in an election of an officer 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 Advisory Group shall meet at least once between ordinary meetings of the Meeting of the Partners. The time, method (face-to-face or electronic) or venue of meetings shall be determined by the Chair, in consultation with the Secretariat.
25. Meetings of the Advisory Group shall be convened at the request of the Chair or, in exceptional cases, of at least one-third of the members, in both cases in consultation with the Secretariat. Meetings of the Technical Advisory Group and any working groups or task forces established thereunder shall be serviced by the Secretariat of the Partnership.
26. Notice of meetings, including the date and venue, shall be sent to all Partners by the Secretariat at least 30 days in advance and, in the case of extraordinary meetings, at least 10 days in advance.
27. A quorum for a meeting shall consist of half of the members of the Advisory Group. No decision shall be taken at a meeting in the absence of a quorum.
28. Decisions of the Advisory Group shall be taken by consensus unless a vote is requested by the Chair or by three members.
29. Decisions of the Advisory Group by voting (pursuant to Paragraph 27) shall be taken by a simple majority of the members present. In the case of a tie, the motion shall be considered as rejected.
30. A summary record of each meeting shall be prepared by the Secretariat within four (4) weeks and shall be communicated to all Partners.
31. The Advisory Group shall work in the official language of the Partnership.

Communication Procedure

32. 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 the date of communication; any comments received within these limits shall also be so communicated.

33. If, by the date on which comments on a proposal were due to be communicated, the Secretariat has not received any objection from a member, the proposal shall be considered as adopted, and notice of the adoption shall be given to all members.
34. If any member objects to a proposal within the applicable time limit, the proposal shall be referred to the next meeting of the Advisory Group.

Other functions

35. The Advisory Group shall submit to each ordinary session of the Meeting of the Partners a report on its work since the previous ordinary session.
36. The Advisory Group may receive reports from other Committees, working groups and task forces established under the Partnership.

Cooperation of Other Relevant Bodies or organisations

37. The Technical Advisory Group should cooperate with other advisory bodies set up by other Conventions, Agreements and MOUs, inter alia, inviting them to participate as observers in the meetings of the Technical Advisory Group.
38. The Technical Advisory Group should liaise, through its Chair or his/her nominated representative, with comparable bodies established under other relevant frameworks. This would include, where appropriate and resource permitting, attendance of the Chair of the Technical Advisory Group, or his/her nominated representative, at meetings of these bodies.
39. The scientific contribution of non-governmental organisations to the fulfilment of the role of the Technical Advisory Group is strongly encouraged. This includes inviting them to participate as observers in the meetings of the Technical Advisory Group and establishing and maintaining working cooperation on matters of common interest with organisations.

Final Provisions

40. 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*.
41. The Advisory Group shall, by consensus, establish its own Rules of Procedure. These Rules shall come into force on adoption by the Advisory Group by consensus, and may be amended by the Advisory Group as required.
42. The Advisory Group shall review these Terms of Reference every two (2) years, and may be amended by the Meeting of the Partners.

Work Plan

43. The Technical Advisory Group shall produce a prioritised task list.