

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



Decision 5

Terms of Reference of the EAAFP Secretariat

Submitted by Management Committee

Summary

The Terms of Reference of the EAAFP Secretariat were first adopted at MOP5 in 2010. The Terms of Reference have not been reviewed or amended since its adoption. 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.

Partners are invited to review and adopt proposed amendments outlined at Attachment A.

Background

1. The Terms of Reference of the EAAFP Secretariat were first adopted at MOP5 in 2010. The Terms of Reference have not been reviewed or amended since adoption.
2. The Terms of Reference outline the administrative roles and function of the EAAFP Secretariat including staffing, office administration, communication and general flyway wide activities.
3. The Management Committee is responsible for providing guidance and advice to the Secretariat on matters relating to the operations of the Secretariat in accordance with these Terms of Reference.
4. Noting the Terms of Reference are now 15 years old, the Management Committee agreed it would be appropriate to review the Terms of Reference to ensure they remain fit-for-purpose.
5. 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. Better alignment with the MOU on Hosting the Secretariat.
 - b. Re-ordering of the text to improve clarity.
 - c. Removing references to the 'implementation strategy' and replacing the phrase with 'strategic plan'.
 - d. Removing the 'Chief Executive Notes' from MOP5.
6. On behalf of the Management Committee, the Chair circulated proposed amendments to the Terms of Reference of the EAAFP Secretariat on 3 April 2024 to all Partners and invited comments by 31 May 2024.
7. The Chair hosted a webinar on 2 May to support consultation and seek views on the proposed amendments or to address points of clarification.
8. Four Partners attended the webinar (New Zealand Government, Wild Bird Society of Japan, FAO Regional Office for Asia and the Pacific and the Australasian Wader Studies Group) and four Partners submitted written comments (New Zealand Government, Convention on Migratory Species, International Crane Foundation and the Australasian Wader Studies Group).
9. In summary, Partners were broadly supportive of the proposed changes and the alignment between the Terms of Reference with the Hosting MOU and Partnership document.
10. New Zealand supported a clear reporting structure between the Management Committee and the Secretariat. The Australasian Wader Studies Group largely supported New Zealand's approach.
11. Minor editorial amendments were also identified throughout the Terms of reference to improve clarity.
12. The revised Terms of Reference of the EAAFP Secretariat are at [Attachment A](#).
13. 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 EAAFP Secretariat