

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



## **TERMS OF REFERENCE FOR THE EAAFP SECRETARIAT**

### **GOVERNANCE**

1. The Secretariat is established pursuant to paragraph [9(6)] of the Partnership document of the East Asian-Australasian Flyway Partnership.
2. The Secretariat is to facilitate the effective communication and co-ordination of the Partnership and to coordinate the activities across the Flyway.
3. Intersessionally the Secretariat will report to the Management Committee and the Management Committee will provide guidance to the operations of the Secretariat in accordance with its Terms of Reference.

### **STAFFING AND ADMINISTRATION**

4. The Chief Executive will establish an organisational structure and staffing plan, including job descriptions, to meet the needs of the Terms of Reference of the EAAFP Secretariat, within the Secretariat budget and in consultation with the Management Committee. The Chief Executive will have responsibility for overseeing the implementation of the structure and staffing plan.
5. Develop and implement an annual workplan and an annual budget for the Secretariat, based on the EAAFP Strategic Plan and the outcomes of EAAFP Meetings of Partners.
6. Provide and maintain a staff team to implement the workplan and meet the Secretariat's Terms of Reference, comprising appropriately qualified and skilled administration and technical officers, operating to standards that are appropriate for an international conservation secretariat.
7. Maintain an overview of the activities of the Partnership and prepare an annual activity report and audited financial report for the Partners.
8. Provide administrative support for EAAFP Meetings of Partners, including liaison with the host Partner, input to planning, preparation of documents, support to the Chair during meetings, and preparation of the draft Report of the Meeting.
9. Store copies of key documents of the EAAFP in readily retrievable formats, including registers of Partner representatives/contacts and EAAFP decisions.
10. Allow the Chief Executive discretion to allocate priority to the roles and tasks outlined in this Terms of Reference.

### **COMMUNICATION**

11. Facilitate communication among Partners (which includes the Host country and Host City of the Secretariat), among the Flyway Partnership and national partnership, and with relevant initiatives in other flyways.

12. Support the implementation of the EAAFP Communication Strategy and Communication, Education, Participation, and Awareness (CEPA) Action Plan.
13. Provide communication services to EAAFP working groups, task forces, advisory bodies and other committees set up to serve the Partnership.
14. As appropriate, develop and maintain electronic communication media for dissemination of news and information about EAAFP.

#### INFORMATION

15. Develop and maintain the EAAFP website, including updating of key documents, information about the Flyway Site Network and other activities, and provision of links to resources.
16. Collate and disseminate relevant information and resources, such as website links and case studies, to assist Partners in the management and conservation of migratory waterbirds and their habitats.
17. Maintain a technical overview of developments in relation to migratory waterbirds and their habitats in the Flyway.

#### PROMOTION

18. Represent the EAAFP in international meetings and events that are most directly relevant and of highest priority to development of the Partnership.
19. Produce and disseminate materials and displays and maintain website pages, which promote the EAAFP and its activities and achievements.

#### STRATEGIC PLAN

20. Promote implementation of the EAAFP Strategic Plan by the Partners and if requested and as appropriate, assist Partners with development of project proposals that address aspects of the plan.
21. Encourage Government Partners to nominate internationally important sites to the EAAFP Flyway Site Network and where requested support them in progressing nominations including: provision of data on candidate sites, technical advice on applying the nomination criteria, oversight of expert review, and formalities for endorsement and certification.
22. Where appropriate, support Flyway-wide activities such as coordination of colour- marking for migration research, surveys/monitoring of waterbird population sizes, and monitoring of habitat condition, through provision of administrative, communication and/or technical services.
23. Monitor progress in implementation of the Strategic Plan through securing and analysing Partner reports submitted to each Meeting of Partners.

#### FUNDING

24. Encourage Partners to provide financial contributions to core activities as outlined in the EAAFP Strategic Plan and Decisions or outcomes of each Meeting of Partners and included

in the Secretariat's annual work plan, and if required, manage those funds according to terms agreed with the Partner/s.

25. Support Partners in the development of project proposals which balance conservation with the social and economic needs of local communities.

26. Seek funding for Partnership wide activities and report to funding bodies on behalf of the Partnership.