

## **Guidelines for operation of the Montreux Record**

*28/10/1996*

**(adopted by the Conference of the Contracting Parties in Resolution VI.1, Brisbane, 1996, accompanying the Guidelines for Operation of the Montreux Record)**

**3.1.** The Montreux Record is the principal tool of the Convention for highlighting those sites where an adverse change in ecological character has occurred, is occurring, or is likely to occur, and which are therefore in need of priority conservation attention. It shall be maintained as part of the Ramsar Database and shall be subject to continuous review.

**3.2.** The following procedure should be observed when considering the possible inclusion of a listed site in the Montreux Record:

3.2.1 A Contracting Party may request inclusion of a site in the Montreux Record, because of potential or actual adverse change in its ecological character, in order to draw attention to the need for action or support. Alternatively, the Bureau, on receipt of information on actual or possible adverse change from partner organizations, other international or national NGOs, or other interested bodies, may draw the attention of the Contracting Party concerned to this information and enquire whether a Ramsar site should be included in the Montreux Record. A site can only be included in the Record with the approval of the Contracting Party concerned.

3.2.2 The Bureau will pass the information received from partner organizations, other international or national NGOs, or other interested bodies, to the Contracting Party, together with a concise, voluntary questionnaire (see "**Montreux Record - Questionnaire**") normally to be returned to the Bureau within three months. However, this deadline should be flexible to take into account the circumstances of developing countries and Contracting Parties whose economies are in transition

3.2.3 The completed questionnaire will, with the agreement of the Contracting Party, be forwarded by the Bureau to the Scientific and Technical Review Panel (STRP) for advice in line with the "Working Definitions and Guidelines for Describing and Maintaining the Ecological Character of Listed Sites" (Resolution VI.1). The Bureau will, with the agreement of the Contracting Party, relay the completed questionnaire to the original source of the information. If the Contracting Party is not able to agree to this, the Bureau will relay the Contracting Party's decision.

3.2.4 Any technical comment or advice provided by the STRP will be forwarded by the Bureau to the Contracting Party and to the source of the information first received by the Bureau (if different from the Contracting Party).

3.2.5 The Bureau will discuss the STRP's comments and advice with the Contracting Party concerned, with the aim of determining what steps might be taken, including a decision as to whether the site should be included in the Montreux Record. The STRP and other interested bodies will, where appropriate, be informed of the decision made by the Contracting Party, in consultation with the Bureau.

3.2.6 Within the framework of their triennial National Reports, Contracting Parties shall provide a report to the Convention Bureau on the conservation status of any sites included in the Montreux Record. If necessary, further information will be provided to the Bureau on request.

**3.3.** The following procedure should be observed when considering the removal of a listed site from the Montreux Record:

3.3.1 The Bureau is requested to remove a listed site from the Montreux Record by the Contracting Party in whose territory the site is included. The Bureau may also receive information from other sources, suggesting that there is no longer a risk of change in the ecological character of the listed site.

3.3.2 The Bureau will submit the concise questionnaire (see "**Montreux Record - Questionnaire**") to the Contracting Party and forward the completed questionnaire to the Scientific and Technical Review Panel (STRP) for advice in line with the "Working Definitions and Guidelines for Describing and Maintaining the Ecological Character of Listed Sites".

3.3.3 Any requests from the STRP for further information, together with the STRP's technical comments or advice, will be forwarded by the Bureau to the Contracting Party. The Bureau may also request information from other sources.

3.3.4 At the invitation of the Contracting Party, the Bureau may organize a site visit, ideally by the relevant Bureau staff member, the regional member of the STRP, and other appropriate experts.

3.3.5 A wetland will be removed from the Montreux Record based on the request of the Contracting Party and after consideration of advice and/or comment from the STRP. The final decision will be made by the Contracting Party.

3.3.6 The Bureau will, unless the Contracting Party concerned objects, provide information on the decision made by the Contracting Party to other interested bodies.

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[This resolution was accompanied by the "Montreux Record - Questionnaire", included here as a separate document.]