

7th Meeting of the Mediterranean Wetlands Committee MWC7. 3 - MedWet Initiative Terms of Reference



CONVENTION ON WETLANDS
CONVENTION SUR LES ZONES HUMIDES
CONVENCIÓN SOBRE LOS HUMEDALES
(Ramsar, Iran, 1971)



9th Meeting of the Conference of the Contracting Parties to the Convention on Wetlands (Ramsar, Iran, 1971)

7th Meeting of the Mediterranean Wetlands Committee

Kampala, Uganda, 8-15 November 2005



The Mediterranean Wetlands Initiative

MedWet/Com7 DOC. 3

Mediterranean Wetlands Initiative Terms of Reference

As requested by the Mediterranean Wetlands Committee (MedWet/Com6, Tipaza, Algeria, 2004) this document sets out the organization of the MedWet Initiative and the Terms of Reference for the MedWet Coordination Unit, the Partner Organisations and other parts of the Initiative, in order to define and facilitate collaboration between them and operation of the Initiative.

The present Structure and Terms of Reference of the MedWet Initiative were produced by the MedWet Team and endorsed by the Mediterranean Wetlands Committee. They can be revised following a request by the Mediterranean Wetlands Committee.

For reasons of economy, this document is printed in a limited number, and will not be distributed at the meeting. Delegates are requested to bring their copies to the meeting and not to request additional copies.

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PART I

Institutional Establishment and Mission

The MedWet Initiative was developed as a long term collaborative effort between Mediterranean countries, the Ramsar Convention, the European Commission, international NGOs and wetland centres¹.

Its mission is: ***The conservation and wise use of wetland resources through local, national and regional activities and international collaboration.***

The legitimacy and legal status of the MedWet Initiative are provided by the Convention on Wetlands, on the basis of Resolutions VII.22 and VIII.30 and Decisions SC19-19 and SC25-31 of the Ramsar Standing Committee².

In application of these decisions, the Mediterranean Wetlands Committee³ has been entrusted by the COP to monitor the implementation of the strategy and activities of MedWet, and to adapt them to changing conditions.

The functioning of the Mediterranean Wetlands Committee and of the MedWet Coordination Unit is vested in the Conference of the Contracting Parties to the Convention (COP) and, during the periods between meetings of the COP, in its Standing Committee.

The Secretary General of the Convention who reports to the COP and the Standing Committee chairs the MedWet/Com and makes the necessary arrangements for MedWet Co-ordination, including the establishment and functioning of the MedWet Coordination Unit.

The MedWet Co-ordinator is a staff member of the Ramsar Secretariat, appointed by and reporting to the Secretary General of the Convention.

The Convention on Wetlands has been assigned the trust of the name and logo of the MedWet Initiative. The MedWet Coordination Unit has taken all appropriate measures to legally protect the name and logo of MedWet.

¹ For a detailed history of the evolution of MedWet since its inception in 1991, please refer to the MedWet publication: *Papayannis, Th. (2002), Regional action for wetlands: the Mediterranean experience 1991-2002*

² Annex I of this document contains all the Decisions and Resolutions of the Ramsar Convention with regard to MedWet.

³ Definitions and descriptions of all organs and other parts of the MedWet initiative are given in the following section (Part II: Structure)

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PART II

Structure

Mediterranean Wetlands Committee (MedWet/Com)

The **Mediterranean Wetlands Committee (MedWet/Com)**, consists of all the 25 states in the region (which are also Ramsar Contracting Parties) and the Palestinian Authority, and other collaborating international institutions and organizations that support the MedWet programme. These include the European Commission, UNDP, the Barcelona and Bern Conventions and the Convention's International Partner organisations (Birdlife International, IUCN, Wetlands International and WWF International). The Mediterranean Wetlands Committee is both an advisory and supervisory body. It is chaired by the Secretary General of the Convention.

MedWet/Com Advisory Board

Between two meetings the committee is represented by the **MedWet/Com Advisory Board**. It consists of the Ramsar Secretary General and the representatives of the two countries that have hosted the last two MedWet/Com meetings and the representative of the upcoming MedWet/Com that were held / will be held in Mediterranean countries. [check against Rules of Procedure]

MedWet Coordination Unit

The **MedWet Coordination Unit** (MedWet/CU) (at present established in Athens) consists of:

- The MedWet Coordinator, appointed by the Ramsar Secretary General in consultation with the Advisory Board of MedWet/Com;
- a MedWet Policy Advisor;
- a Programme Development Officer;
- an Communication Education and Public Awareness (CEPA) Officer;
- an Office Executive Assistant

MedWet Partner Organisations (PO)

The **MedWet Partner Organisations** (POs) are specialised wetland centres that provide the core technical, scientific and communications input to the MedWet initiative and contribute to the development of policies for Mediterranean wetlands and to their application. Today there are five MedWet Partner Organisations:

- Agenzia regionale per la protezione ambientale della Toscana – ARPAT
- Greek Biotope Wetland Centre – EKBY;
- Portuguese Wetland Centre – CEZH/ICN,
- Sede para el Estudio de los Humedales Mediterráneos – SEHUMED;
- Station Biologique de la Tour du Valat - TdV;

The addition of new Partner Organisations will be decided in consensus by the current POs and the MedWet Coordination Unit, and endorsed by the MedWet/Com.

MedWet/Team

The MedWet/CU and the MedWet Partner Organisations constitute the **MedWet Team**, which is the body that reviews the work programme, develops projects and prepares issues for endorsement by the MedWet/Com.

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Collaborating Organisations (CO)

A number of **Collaborating Organisations (CO)** may participate by invitation as observers in the MedWet/Com and MedWet Team meetings.

MedWet Networks

In addition a number of **networks** established by MedWet are expected to allow much wider participation of stakeholders in the work of MedWet and to benefit from its activities. They include:

- MedWet/Regions
- North African Wetland Network
- MedWet/NGO
- MedWet/Salinas

MedWet Working Groups

Finally, in order to facilitate the operation of MedWet on specific technical and organizational aspects, **Working Groups** are established on an *ad hoc* and time limited basis, such as the Inventory Working Group and the Culture Working Group.

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PART III

Terms of Reference

Principles

- i. The MedWet Initiative is an endogenous mechanism based on voluntary participation;
- ii. The Partner Organisations are independent bodies with their own decision making organs;
- iii. There is no organic and no hierarchical link between the MedWet Coordination Unit and the Partner Organisations or between the Partner Organisations;

The relation between the MedWet Coordination Unit and the Partner Organisations, and between the Partner Organisations is based on the following principles:

- i. Mutual trust
- ii. Mutual benefit
- iii. Balanced relationship, taking advantage of the complementarities between the Team members

1 MEDWET COORDINATION UNIT

- i. The MedWet Coordination Unit is an entity of public interest, established as an outposted unit of the Ramsar Secretariat with an aim to facilitate the operation of MedWet, and ensure cohesion and synergy between the different parts making up the MedWet initiative.
- ii. To this end, the MedWet Coordination Unit shall collaborate closely with the Contracting Parties of the Ramsar Convention represented in the MedWet/Com and the MedWet Partner Organisations, in order to ensure a smooth 2-way flow of information to networks and working groups that exist or are to be developed in the context of MedWet.
- iii. The MedWet Coordination Unit assures the institutional links of MedWet to the Convention, and represent MedWet where necessary, at a formal level.
- iv. The MedWet Coordination Unit is the institution representing MedWet when entering into Agreements and Memoranda of Collaboration with institutions outside the MedWet network for joint activities, as part of the MedWet programme.

With regard to specific operations, the following terms apply to the MedWet Coordination Unit:

1.1 Programme Development

- i. The MedWet Coordination Unit facilitates the collaboration of the MedWet Partner Organisations and the MedWet networks in order to develop jointly a coherent mid-term workplan and subsequently a programme of activities and projects for its implementation. The programme shall be based on strategic priorities in line with the Ramsar Strategic Framework, COP Resolutions relevant to the region, and the agreements and guidance of the MedWet/Com.
- ii. In developing the MedWet programme of activities, the MedWet Coordination Unit will assure appropriate political support and institutional representation is in place and participate in project coordination functions as needed, while the MedWet

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Partner Organisations provide the necessary technical/scientific input in planning, coordinating and implementing the activities.

- iii. The activities and projects to be developed within the MedWet programme should be in full conformity with its workplan.
- iv. The MedWet Coordination Unit shall facilitate, in collaboration with the POs the implementation of a coherent programme of activities, by:
 - a. Providing support, know-how and services to the MedWet/Com members;
 - b. Developing the capacities of MedWet itself in areas where these are lacking.
- v. The MedWet Coordination Unit shall develop in collaboration with the MedWet Partner Organisations and the Ramsar Secretariat operational contacts and relations with funding institutions, in order to mobilize resources for the implementation of the workplan. Although the MedWet Coordination Unit may be the beneficiary of proposals to be submitted, all activities should be implemented together with the MedWet Partner Organisations and other MedWet partners.
- vi. Projects may be developed in collaboration with partners other than the MedWet PO's. For any such project in which the lead partner is other than the Coordination Unit or a MedWet PO the MedWet Coordination Unit in consultation with the MedWet Team will establish a Memorandum of Collaboration with the lead partner in order to ensure appropriate use of the MedWet name and logo.

1.2 Communications, Education and Public Awareness (CEPA)

- i. The MedWet Coordination Unit shall develop together with the MedWet Partner Organisations the MedWet Communications Education and Public Awareness Strategy (CEPA), aimed at packaging the results of the work of MedWet in user friendly outputs, targeted to the needs of specific groups. It will promote the visibility, dissemination and use of the MedWet tools and expertise and raise awareness on Mediterranean wetlands. Specific fields of action shall include:
 - a) Development of the website of MedWet
 - b) Production and distribution of publications
 - c) Dissemination of information within the MedWet Team
 - d) Dissemination of information to other partners and institutions
- ii. The MedWet Coordination Unit will act as a link between the MedWet Team and the Ramsar Secretariat in order to align the development of its programme with the implementation of the broader Ramsar Programme.
- iii. Publications and printed and electronic resources carrying the name and logo of MedWet shall include a mention of the phrase, in a prominent place: *Views and opinions expressed in this publication are not necessarily those of MedWet or of the Ramsar Convention*. Exceptions will be considered individually by the MedWet CEPA Working Group.

1.3 Network Development

- i. The further development of the MedWet network in other geographical or thematic fields will be led by the MedWet Coordination Unit and as appropriate the Partner Organisations. To this end the development of the following networks is considered a priority (in alphabetical order):
 - MedWet/NGO network

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- MedWet/North African Wetlands Network
- MedWet/Regions network
- MedWet/Salinas network

In developing these networks, the MedWet Team will take advantage of the emerging opportunities and conditions for their establishment.

- ii. The MedWet Coordination Unit shall ensure information flow within and between networks and the MedWet Partner Organisations. It will also secure, as a matter of priority that capacities and current activities of the MedWet Partner Organisations and the programme priorities of MedWet are reflected in the Terms of Reference and operation of all MedWet Networks.

2 MEDWET PARTNER ORGANISATIONS

2.1 Purpose and Objectives

The MedWet Partner Organisations are independent institutions that significantly contribute, on a voluntary basis, and through a collaborative action, to the MedWet initiative in their respective fields of expertise. Annex III of this document provides an indicative table of expertise and voluntary contribution. The Partner Organisations constitute the key resource of scientific and technical expertise. For the operation of MedWet they may provide support and participate in actions in order to:

- i. Contribute to the implementation of the Ramsar Strategic Framework and decisions of the COP and the MedWet workplan agreed by MedWet/Com;
- ii. Develop, execute and manage national and international projects within the context of the agreed priorities of the MedWet Strategic Plan and workplan;
- iii. Provide support to MedWet/Com members and other partners on the application of the MedWet methods and tools;
- iv. Undertake missions to MedWet countries and authority in order to develop collaboration and to promote specific actions and projects;
- v. Led by the MedWet Coordination Unit prepare documents and reports (e.g. the annual report to MedWet/Com);
- vi. Represent MedWet at international or national meetings, at the request of the MedWet Coordinator and subject to human and financial resources availability;
- vii. Prepare technical publications on the management, conservation and sustainable development of wetlands, in the context of the MedWet CEPA Strategy and workplan.

3 MEDWET TEAM

3.1 Operational guidelines

- i. By disseminating information and developing synergies for activities the MedWet Coordination Unit will develop a strong and regular communication and collaboration within the MedWet Team.
- ii. Each Partner Organisation shall appoint a senior person as a focal point.
- iii. The MedWet Team will meet twice a year and before the MedWet/Com meetings, to review work progress and plan new MedWet activities.

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- iv. The MedWet Team may invite the participation of other collaborating organisations as observers.
- v. The MedWet Team will operate as an exchange forum assisting its members in co-ordinating their respective work plans, in relation to MedWet activities.

3.2 Roles of the MedWet Coordination Unit and the MedWet Partner Organisations

- i. The MedWet Coordination Unit shall prepare the draft policy and work-planning documents for MedWet Team and MedWet/Com meetings, with input from the MedWet Partner Organisations.
- ii. The MedWet Coordination Unit, through the work of the Programme Development Officer shall inform the MedWet Partner Organisations of funding opportunities and proactively seek to use the centres' expertise and resources in the development of projects and funding proposals for the implementation of the joint initiative.
- iii. The MedWet Coordination Unit shall facilitate contacts and develop relations with funding institutions in order to mobilise resources for the implementation of the Initiative. Funding will be channelled through the most effective combination of partners, including Contracting Parties, Partner Organisations and the MedWet Coordination Unit.
- iv. information on activities, results and programme development to the MedWet Partner Organisations will be made available to the network through the MedWet Coordination Unit .
- v. The *MedWet Project Reporting Template* as agreed to appear on the MedWet website will form the basis of reporting.
- vi. To ensure a vital communications effort for MedWet, including the MedWet website, newsletter and publications Partner Organisations shall provide the MedWet Coordination Unit with a regular flow of information and material (reports, pictures) on their activities.
- vii. Additionally to communications efforts of the POs, the MedWet Coordination Unit in the work of the Communication Officer shall promote the work and results of the MedWet Partner Organisations activities in a synergistic way (as described in the MedWet CEPA strategy).
- viii. MedWet Partner Organisations will facilitate contacts and collaboration with relevant National or Regional authorities or Organisation networks as appropriate.
- ix. The MedWet Coordination Unit will seek the expertise and involvement of other partners as appropriate to complement the expertise existing within the MedWet Partner Organisations, and develop appropriate Memoranda of Collaboration.

4 OTHER MEDWET STRUCTURES

4.1 MedWet Networks

To complement representation and membership of the MedWet/Com MedWet networks are or will be established, with the following guidelines:

- i. To contribute to the implementation of the mission of the Mediterranean Wetlands Initiative.
- ii. To be self-dependent and sustained, but fully co-ordinated with the strategic plan and programme of the MedWet Initiative.

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- iii. To have a highly economical operation, based on telecommunications, and self-financed.
- iv. One of the members of each network shall be designated as its Secretariat for a 3-year period, and will have the task of mobilising the network. This secretariat would be a full member of MedWet/Com, representing the whole network.
- v. Information flow concerning each network will be disseminated through the MedWet web site and other communication tools.
- vi. The MedWet Coordination Unit or a Partner Organisation will be represented in the planning/decision-making organ of the Network in order to guarantee full compliance of the activities of the network with the mission and workplan of MedWet.
- vii. A network will be formally considered as a part of MedWet after endorsement by the MedWet/Com.

4.2 MedWet Working Groups

- i. Working groups may be established within MedWet in order to address specific technical, scientific or organisational/institutional needs of the MedWet Initiative. They are established for specific purposes and are not permanent structures, and they will be dissolved once their objectives have been reached. MedWet Working Groups can be established by the MedWet/Com and the MedWet Team.
- ii. MedWet Working Groups consist of representatives of the MedWet Team, MedWet/Com members and may invite the participation of external experts and resource persons as necessary.
- iii. In principle the participation of all members of a MedWet Working Group is to be offered *pro bono*, and members are expected to cover their own travel and accommodation/subsistence costs for Working Group meetings. MedWet Working Groups may agree to invite the participation of other expert institutions or individuals. In the case that the invited experts cannot afford to cover their own costs, the Working Group shall secure the necessary funds prior to inviting the expert.
- iv. Working Groups whose work is related to Ramsar STRP priority themes shall ensure that necessary contacts are maintained between the Working Group Chair and the respective STRP working group.

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Annex I

Decisions of the Standing Committee and Conference of the Contracting Parties of the Ramsar Convention on MedWet

The MedWet Initiative was developed with the encouragement of the Conference of the Contracting Parties of the Ramsar Convention (COP) [Recommendation 5.14 – COP5, 1993 and Recommendation 6.11 – COP6, 1996].

It has been recognised as a '*model of regional collaboration, based on endogenous efforts and a wide voluntary participation of all sectors*'. COP 7 entrusted the Mediterranean Wetlands Committee with the task of monitoring the implementation of this [*Mediterranean Wetlands*] Strategy and [*Venice*] Declaration, and of adapting them to changing conditions. [Resolution VII.22 - COP7, 1999].

Ramsar COP8 acknowledged that '*MedWet can be a model example of such regional initiatives*' [Resolution VIII.30 – COP8, 2001]

The Ramsar Standing Committee endorsed the Mediterranean Wetlands Committee '*under the aegis of the Ramsar Convention Bureau ... as an advisory body...to provide guidance to all interested parties, and in particular to the Ramsar Bureau and the MedWet Coordinator and Secretariat*' [SC Decision 19.19, 1996].

The Standing Committee also decided the establishment of the MedWet Coordination Unit in Athens, Greece [SC Decision 25.31, 2000].

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Annex II

Terms of Reference for the MedWet Coordination Unit staff positions

MedWet Coordinator

The MedWet Co-ordinator, who is a staff member of the Ramsar Secretariat, is appointed by and reports to the Secretary General of the Convention. He/She is responsible for the overall operation of the MedWet Coordination Unit. He/she has the responsibility for animating the network involved in the MedWet Initiative, ensuring a smooth interface between the network and the relevant Convention Officers, implementing the strategy and actions agreed by the MedWet/Com, and carrying out the instructions of the Secretary General. In case of dissatisfaction or disagreement with the actions of the MedWet Co-ordinator, the matter should be referred directly to the Secretary General.

In detail, the functions of the MedWet Coordinator are the following:

- i. Advise, encourage and support national governments and institutions including non-governmental organisations, as well as intergovernmental and international non-governmental organisations, for the implementation of the Ramsar Strategic Plan 2002-2008 in the Mediterranean basin, taking into account the specificities of the region and the recommendations provided by the Mediterranean Wetlands Committee (MedWet/Com).
- ii. Ensure the implementation of the COP Resolutions, the Decisions of the Standing Committee in relation to MedWet and of the guidance provided by the MedWet/Com, and report regularly on progress.
- iii. Provide guidance and leadership to the Programme Development Officer for the development, in close collaboration with the MedWet Partner Organisations, of the MedWet workplan and programme of activities / projects.
- iv. Provide guidance and leadership to the CEPA Officer for the development and implementation, in collaboration with the MedWet Partner Organisations, of the Communications Policy of MedWet.
- v. Guide and facilitate the development of the MedWet network, on the basis of the priorities and recommendations of the MedWet/Com.
- vi. Participate, overview and provide guidance to the work of the different working groups of MedWet.
- vii. Organise, assisted in particular by the Policy Advisor and the Office Executive Assistant, as well as all the MedWet Coordination Unit staff, and with input by the MedWet Partner Organisations, the MedWet/Com meetings.
- viii. Provide support and expertise for the development of new regional initiatives in the context of the Ramsar Convention.
- ix. Represent MedWet in all relevant fora and agreements of the MedWet Initiative with other Institutions.
- x. Manage the day-to-day operation of the MedWet Coordination Unit.
- xi. The MedWet Coordinator reports to the Secretary General of the Convention and the MedWet/Com

Policy Advisor

The Policy Advisor is responsible for the development of specific parts of the MedWet network, and the development of collaboration with specific institutions. In detail, the functions of the Policy Advisor are to:

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1. Advise the Coordinator concerning the guidance and support to the MedWet/Com members.
2. Assist the Coordinator in facilitating the collaboration among the MedWet network members.
3. Develop in full and make operational and active the MedWet/North African Wetlands Network. In doing this, the Policy Advisor shall align the work of the NAWN with that of the MedWet Team.
4. Provide guidance and support to the countries of the North African sub-region for the implementation of the Ramsar Strategic Plan 2003-2008.
5. In close collaboration with the Programme Development Officer and the MedWet Partner Organisations develop a set of activities and projects for the implementation of the MedWet work plan in the N. African sub-region.
6. Represent MedWet upon request of the Coordinator in relevant meetings.
7. The Policy Advisor will collaborate closely with the Programme Development Officer, so as to maintain the coherence of the MedWet programme, and the Communications Officer in order to inform the whole network on the activities undertaken, their results and new developments.
8. Assist and advise the organization of MedWet/Com meetings.
9. The Policy Advisor agrees his/her workplan and tasks with and reports to the MedWet Coordinator.

Communications Education and Public Awareness (CEPA) Officer

The CEPA Officer is responsible for developing and implementing in collaboration with the MedWet Partner Organisations the Communications Policy of MedWet. In detail the functions of the CEPA Officer are:

1. Draft, discuss with the MedWet Partner Organisations and finalise the MedWet CEPA Strategy.
2. Coordinate the implementation of this policy by all MedWet, and specifically by the MedWet Team.
3. Overview the development and regular update of the MedWet website, and pursue new opportunities for its further enrichment and visibility.
4. Propose, agree on the form and produce, in collaboration with the MedWet Partner Organisations, the MedWet newsletter.
5. Coordinate the production and dissemination of MedWet publications by the MedWet Partner Organisations and other partners, in line with the Communications Policy.
6. Participate in the MedWet CEPA Working Group
7. Collaborate closely with the Programme Development Officer and the MedWet Partner Organisations for the development of the Communications part of new projects.
8. Propose and organize with the participation of the MedWet Partner Organisations events for the promotion of MedWet's objectives. Special attention will be paid to key dates, such as World Wetlands Day, and events, especially the MedWet/Com meetings.
9. Ensure, in collaboration with the MedWet Coordination Unit staff and the MedWet Partner Organisations the dissemination of information on developments and activities to the whole network of MedWet and its partners.

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10. Maintain a close collaboration with the CEPA staff of the Ramsar Secretariat.
11. Agrees his/her workplan and tasks with and reports to the MedWet Coordinator.

Programme Development Officer

The Programme Development Officer is responsible for developing in collaboration with the MedWet Partner Organisations the workplan of MedWet in line with the Ramsar Strategic Plan 2003-2008. For its implementation the Programme Development Officer coordinates and facilitates the development of projects and activities of MedWet, and especially the MedWet Team, within a coherent programme. In detail, the functions of the Programme Development Officer are to:

1. Collaborate closely with the MedWet Team in order to carry out a full assessment of the capacities and needs of MedWet;
2. Identify the needs and opportunities of the MedWet countries for the implementation of the Ramsar Strategic Plan as this is adapted to the specificities of the region;
3. On the basis of these two inputs, develop a coherent work plan with an aim to:
 - Strengthen and complete the capacities of MedWet, and especially of the Technical Network;
 - Provide support through concrete actions to the MedWet countries, by using the MedWet capacities;
4. Coordinate the preparation of proposals in collaboration with the MedWet Coordination Unit staff and the MedWet Team, and as necessary undertake the leading role for their preparation and submission;
5. Develop contacts and working relationships with the international, intergovernmental and bilateral donor and funding organizations and private institutions, in order to identify funding opportunities and mobilize resources for the implementation of the workplan of MedWet;
6. Provide guidance and support to the Coordination Unit staff and the MedWet Team on issues related to Programme Development and funding agencies & programmes;
7. The Programme Development Officer agrees his/her workplan and tasks with and reports to the MedWet Coordinator.

Office Executive Assistant

The Office Executive Assistant is responsible for facilitating the day-to-day operation of the MedWet Coordination Unit, and supporting the MedWet Coordination Unit staff in carrying out their activities. In detail the functions of the Office Administrative Assistant are:

1. Organise and maintain the MedWet Coordination Unit incoming and outgoing protocol.
2. Receive and distribute incoming calls.
3. Organise and update the MedWet network database. Develop subsidiary networks databases.
4. Provide secretarial support to the MedWet Coordinator, and if necessary to other MedWet Coordination Unit staff, subject to approval by the Coordinator.
5. Manage and follow the day-to-day transactions of the office from the petty cash.
6. Assist the MedWet Coordinator in managing the Unit's finances.

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7. Provide support for the organization of the MedWet/Com meetings, especially travel, accommodation and logistics.
8. Organise other office meetings and events
9. Take care of guests and visitors
10. Undertake and as appropriate coordinate in-office (mailing, distribution) and out-of-office tasks (post, provisions etc).

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Annex III

Areas of expertise of the MedWet Partner Organisations

[Table will be completed with input provided directly by the POs]

Focal Areas of work	Tour du Valat	EKBY	SEHUMED	CEZH/ICN	ARPAT
Wetland management and management planning					
Integrated River Basin Management					
Transfer of research results to wetland management					
Management of introduced invasive species					
Applied research on wetland ecosystems					
Applied research on aquatic flora and fauna					
Wetland restoration					
Wetlands modelling tools					
Wetlands monitoring					
Sample-taking methods in water, sediments and biota in wetlands					
Wetland inventory					
Hydrology and water management					
Wetland socio-economic issues and evaluation					
Wetland policy and strategies					
Wetlands and Tourism					
Cultural Values of wetlands					
Agro-ecosystems and wetlands					
Sustainable hunting					
Training					
Communication					
Education and Public Awareness					

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Annex IV

Mediterranean Wetlands Committee

Rules of procedure⁴

Nature and status of the Mediterranean Wetlands Committee (MedWet/Com)

MedWet/Com was established in 1996 under the umbrella of the Convention on Wetlands (Ramsar, Iran, 1971) by Decision 19.19 of the Standing Committee of the Convention, a Decision that was approved by the subsequent meeting of the Conference of the Contracting Parties in 1999 (Resolution VII.22).

The Committee shall provide advice and guidance to the secretariat of the Convention on Wetlands and to the MedWet Team on all matters pertaining to the Convention in the particular geographic region of the Mediterranean Basin, especially in relation to the implementation of the Ramsar Strategic Plan, and shall carry out other functions entrusted to it by the Conference of the Parties and/or the Standing Committee of the Convention.

The Mediterranean Wetlands Committee shall promote the co-ordination of wetland-related activities in the region, and shall ensure communication and co-ordination with other relevant bodies. Its main aim is to build strong synergy in favour of wetland conservation and sustainable use in the Mediterranean basin, and to avoid duplication of other existing or projected initiatives.

The Committee is served by the MedWet Co-ordinator appointed by the Secretary General of the Convention on Wetlands, with support from the MedWet Coordination Unit staff and the MedWet Centres (MedWet Team).

Membership and representation

Rule 1 On the basis of an invitation issued by the Secretary General of the Convention on Wetlands, members of MedWet/Com can be the following:

1. Governments of countries bordering on the Mediterranean Sea and countries in its immediate proximity, including Bulgaria, Jordan, Portugal and The Former Yugoslav Republic of Macedonia.
- 1.2 Other entities with an interest in the conservation and wise use of Mediterranean wetlands.
- 1.3 Intergovernmental organisations with activities related to or a concern for Mediterranean wetlands.
- 1.4 Other international organisations with activities related to Mediterranean wetlands.
- 1.5 Federations or networks of national NGOs, or individual NGOs, from countries mentioned in 1.1 above (maximum of one per country), with a proven record of activities related to wetland conservation and wise use.

The Secretariat of the Convention on Wetlands is an ex-officio member of MedWet/Com and is represented by its Secretary General and the MedWet Co-ordinator.

Rule 2

The MedWet/Com may designate honorary members, on the proposal of any MedWet/Com member to the Chair, for their outstanding role in the wise use of Mediterranean wetlands and the development of MedWet. Honorary members can only

⁴ Endorsed by the Mediterranean Wetlands Committee at its 5th meeting (MedWet/Com5, Izmir, Turkey, 2003)

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be designated by consensus, can participate and express their opinion in meetings of the MedWet/Com, but have no voting rights.

Rule 3 Each member of MedWet/Com shall be entitled to be represented at meetings of the Committee by a Representative and an Alternate Representative.

Rule 4 The Representative shall exercise the voting rights of a member. In his/her absence, the Alternate Representative shall act in his/her place.

Rule 5 The Chairperson of MedWet/Com may invite any other person or representative of any country or organisation with an interest in the conservation and wise use of wetlands to participate as an observer in its meetings or for particular agenda items within them.

Rule 6

MedWet/Com members, honorary members, and observers are expected to cover their own travel and accommodation / subsistence costs, with the exception of one government representative (or more, if resources allow) from each country eligible for support according to the OECD/DAC list.

Chair and meetings

Rule 7 MedWet/Com is chaired by the Secretary General of the Convention on Wetlands or by his/her representative. The representatives of the members that are hosting the present and the preceding meetings shall act as Vice Chairpersons.

Rule 8 The Chair shall preside at meetings of the Committee, approve the provisional agenda prepared by the MedWet Team^{5[2]}, and maintain liaison with the members of the Committee between its meetings. He/she will represent MedWet/Com as required within the limits of the Committee's mandate, and shall carry out such other functions as may be entrusted to him/her by the Committee.

Rule 9 The Vice Chairpersons shall assist the Chair in his/her functions and shall preside at meetings in the absence of the Chair.

Rule 10 The MedWet Coordination Unit, led by the MedWet Co-ordinator, shall provide the secretariat for meetings of the Committee, under the guidance of the Ramsar Secretariat.

Rule 11 MedWet/Com shall hold a one-day regular meeting immediately before each meeting of the Conference of the Parties to the Convention and at the same venue. A MedWet Technical Session shall also be organised at each COP as a COP side event. MedWet/Com shall hold one more regular meeting in between two sessions of the Ramsar COP. A one day technical session may be organised as part of this meeting.

Rule 12 MedWet/Com meetings shall be called by the Chair or at the request of at least one fifth of the membership.

Rule 13 The time and place of meetings shall be determined by the Chair in consultation with the host member and the MedWet Co-ordinator.

Rule 14 Notice of a meeting shall be given to all members at least 45 days in advance.

Rule 15 A quorum of the meeting shall consist of half of the membership. No decision shall be taken at a meeting in the absence of a quorum.

Rule 16 Decisions of MedWet/Com shall be taken by consensus, unless a vote is requested by the Chair or by at least half of the voting members. In such a case, decisions shall be taken by simple majority of the members present. In the case of a tie, the motion shall be considered as rejected.

7th Meeting of the Mediterranean Wetlands Committee

MWC7. 3 MedWet Initiative Terms of Reference

Rule 17 A summary record of each meeting shall be prepared by the MedWet Co-ordination Unit as soon as possible and shall be communicated to all members.

Rule 18 MedWet/Com will decide on the working languages of each meeting, including at least one of the official languages of the Convention. Efforts shall be made to provide for simultaneous interpretation and translation of documentation into the other official languages of the Convention, resources permitting.

Rule 19 Any member may make a proposal to the Chair for a decision by postal procedure. The Chair shall send the proposal to the members for comment. Comments are to be sent to the secretariat within 45 days of the dispatch of the communication. After these 45 days, or after the receipt of comments from all members, whichever comes first, the secretariat shall communicate all comments received to all members.

If no objection to a proposal is received by the secretariat within 30 days, the proposal shall be considered as adopted and notice of the adoption shall be given to all members.

If any member objects to a proposal within the applicable time limit, the proposal shall be referred to the next meeting of MedWet/Com.

Rule 20 a. Between two meetings of MedWet/Com there shall be an Advisory Board with the following functions:

a.i) to provide advice and support to the MedWet Co-ordinator for the implementation of the guidance provided by MedWet/Com, in particular in relation to the application of the Ramsar Strategic Plan in the region;

a.ii) to guide and supervise arrangements for the next meeting of MedWet/Com, as well as the technical session associated with it;

a.iii) to ensure that all pertinent reports for the MedWet/Com meeting are prepared and distributed to its members on time;

a.iv) to deal with any crucial and urgent issues that may arise between MedWet/Com meetings.

b. The Advisory Board shall be composed of the representatives of:

b.i) the two members that have hosted the previous two MedWet/Com meetings in Mediterranean countries;

b.ii) the member that will host the next MedWet/Com meeting in a Mediterranean country (which shall also chair the Advisory Board);

b.iii) the Secretariat of the Convention on Wetlands.

c. The meetings of the Advisory Board, if they become necessary, shall be convened by its Chair in consultation with the Ramsar Secretariat, and shall be hosted by its Chair.

Other functions

Rule 21 The MedWet Co-ordinator shall report on MedWet/Com issues to each meeting of the Conference of the Contracting Parties and of the Standing Committee.

Rule 22 MedWet/Com shall receive reports from any other related committees or working groups established under the Convention. In particular, it will receive the yearly MedWet report.

Final provisions

Rule 23 In matters not covered by the present Rules, the Rules of Procedure as adopted by the last regular meeting of the Conference of the Parties to the Convention on Wetlands shall apply *mutatis mutandis*.

Rule 24 These Rules shall come into force on adoption by MedWet/Com, and may be amended by a decision of a 2/3 majority of the Committee members present and voting at any subsequent meeting.