



# REGIONAL CAPACITY BUILDING WORKSHOP FOR CMS NON-PARTIES OF THE CARIBBEAN

Georgetown, Barbados

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## TORs for NFPs

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Capacity Building Officer



# Appointment of NFPs and other representatives and experts

- **Under all CMS instruments, Member States are requested to appoint NFPs.**
  - Appointment procedure requires:
    - 1. Initiate appointment** of NFP and obtain **official signed letter** of appointment from the responsible minister or government office;
    - 2. Responsible Minister:** Fill in and sign **official appointment form**;
    - 3. Submit** official appointment letter to the Secretariat concerned;
    - 4. Inform** the Secretariat concerned of any changes in the NFPs contact details.
- **Other representatives and experts include:**
  - Experts to Scientific and Technical Subsidiary Bodies;
  - Representatives to Standing Committee;
  - Members to Working Groups

• SAMPLE LETTER OF NOMINATION OF THE UNEP/CMS FOCAL POINT

Date: [ ]  
Ref: (if any) [ ]

Subject: Notification on Appointment of the National Focal Point

Dear Executive Secretary, [ ]

I would like to inform you of the appointment of the new National Focal Point to the Convention on Migratory Species (CMS) for the Government of [name of country]. [ ]

Name: [ ]  
Title/Function: [ ]  
Address: [ ]  
Telephone Number: [ ]  
Fax number: [ ]  
Email address: [ ]

Yours faithfully, [ ]

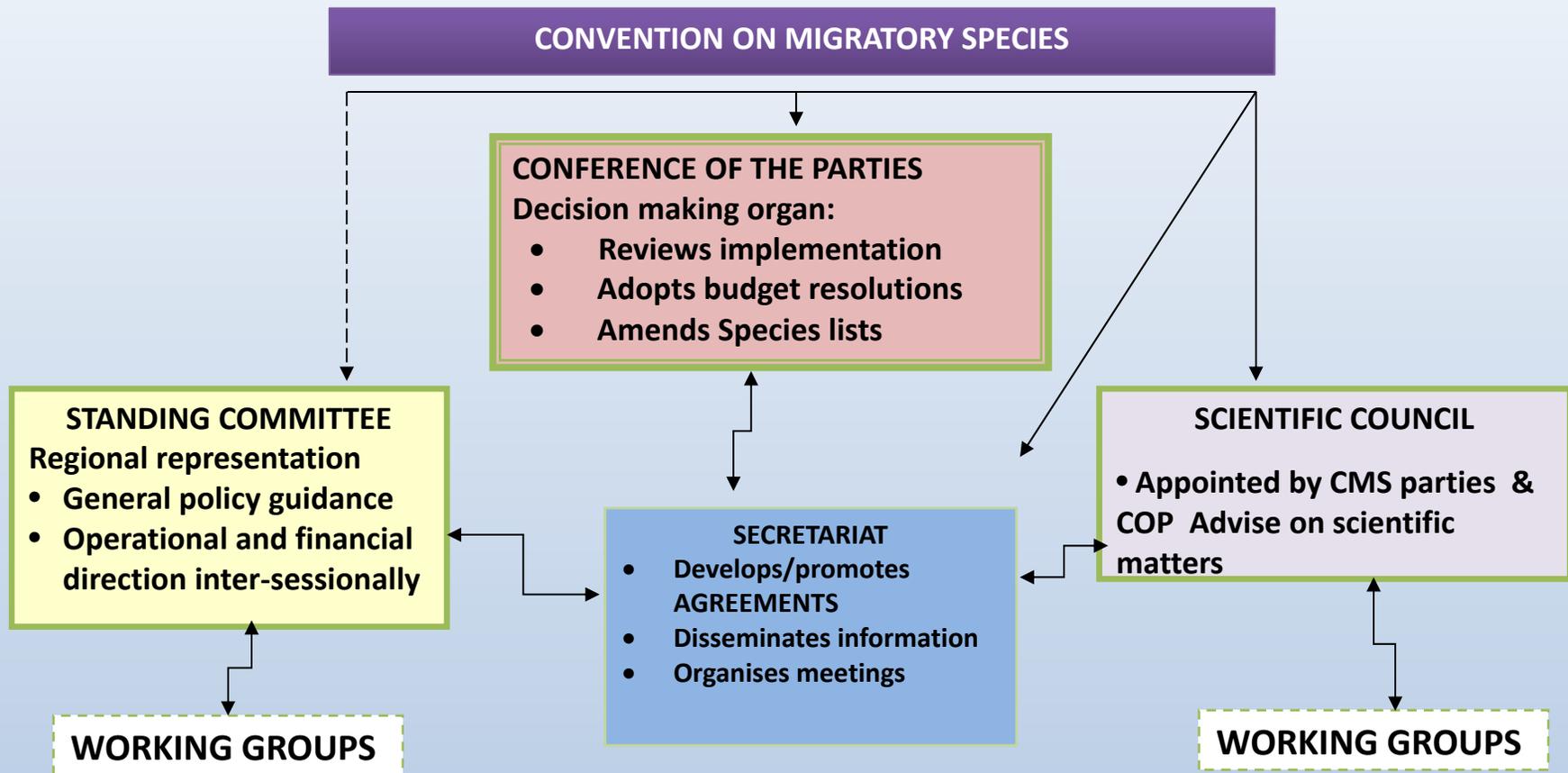
Done in [City], Date [ ]

Signature [ ]

Official Seal [ ]

Executive Secretary [ ]  
Convention on Migratory Species [ ]  
United Nations Campus [ ]  
Platz der Vereinten Nationen 1 [ ]  
53113 Bonn [ ]  
Germany [ ]

# Bodies of the CMS and its Instruments



# NFPs and their overall responsibilities

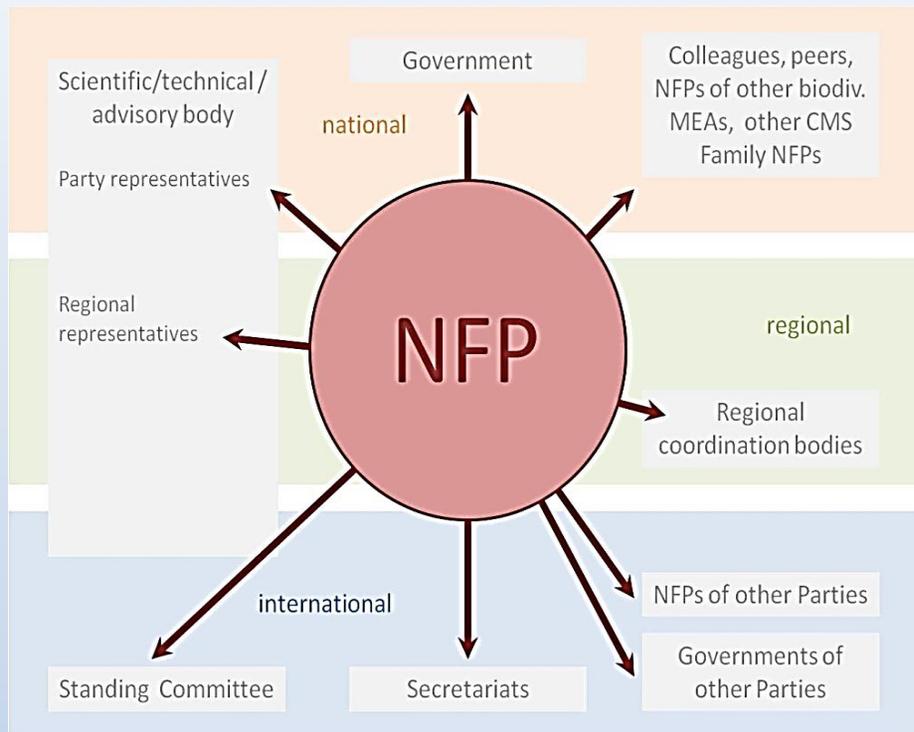
- Promote synergies and avoid duplication of efforts through regular information exchange with NFPs for Agreements/MoU/MEAs
- Arrange appointment of, and inform Secretariat:
  - Party's Scientific Councillor
  - NFPs for CMS MoUs
  - NFPs for instruments in the interim period
- Ensure preparation/completion/submission of National Reports to the Secretariat

# ... further responsibilities (2)

## National

- Identify activities and mobilize the required resources
- Organize and lead public awareness campaigns promoting compliance and info dissemination
- Lead the development of national CMS implementation plans
- Identify incentive measures for national stakeholders' involvement

## 3.2 Communication and Dissemination of Information



- **Communication is a key element of any NFP's responsibilities.**

- Within the member state;
- Between the Secretariat and the member state;
- Between member states

- **Actions required by the NFPs:**

- **Communication:** collect contact information of all relevant stakeholders active in the field of the CMS and its instruments;
- **Staying up to date:** Regularly check the e-community platform and the relevant CMS Family websites for information and provide input where required.

# ... and more responsibilities (3)

## Regional/International

- Promote national coordination of institutions through the sharing of information on national, regional and sub-regional conservation activities
- Attend key CMS meetings, namely COP; ensure successful national representation through the NFP's engagement in all essential steps
- Seek input from other NFPs, where the CMS NFP is a regional representative on a WG
- Liaise with regional representative when Party is not on StC or WG
- Liaise with Parties to explore, agree on a common regional position and equally divide responsibilities

# ... some more responsibilities (4)

## Between the Party and the Secretariat

- Maintain communication flow between Parties and Secretariat:
  - Update latest developments and country's inputs
  - Provide legal/administrative/scientific measures undertaken
  - Hold consultations on meeting agendas and documents with institutions
  - Follow up on Secretariat requests
- Oversee and ensure the payment of annual contributions to CMS

# ... and even more responsibilities (5)

## ...Secretariat (continued)

- Follow up on Secretariat requests:
  - Revision of comments/enquiries on draft meeting reports
  - Provision of input on documents
  - Completion of questionnaires on Convention-related issues and National Reports
- Investigate possible voluntary contributions
- Act as link between relevant national ministries and organizations and CMS

## How does one learn more about a specific negotiation geared to attend?

- ✓ Check the CMS-website for summary of its objectives and list of Parties
- ✓ Look on the website for the Convention or Agreement text, skim the obligations sections
- ✓ Check Earth Negotiations Bulletin online
  - see if ENB has a summary of the decisions taken at the last COP/MOP [www.iisd.org](http://www.iisd.org)
  - ENB also provides introductory overviews of many MEAs.
- ✓ Read the last session's conclusions and/or decisions
- ✓ Find meeting agenda on e.g. CMS or AEWA website, preferably an annotated version

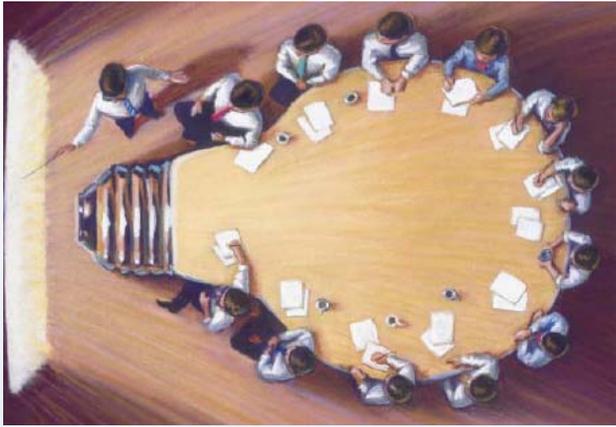
# Review the Agenda

- ✓ What are the **expected outcomes** for the negotiation?
  - *Decisions or resolution?, International legal instrument?*
- ✓ Are there **draft texts** that will need to be advanced?
  - *Locate and read these draft texts*
- ✓ Are there **agreed Rules of Procedure**?
  - *How are decisions taken? By consensus, 2/3 majority, 3/4 majority? etc.*
- ✓ Are there **existing coalitions** in the negotiating process?
  - *If so, which coalitions is your country in?*
  - *Will your coalition meet in advance of the negotiating session to talk and agree on its strategy?*
  - *What position would your country have to influence its position?*

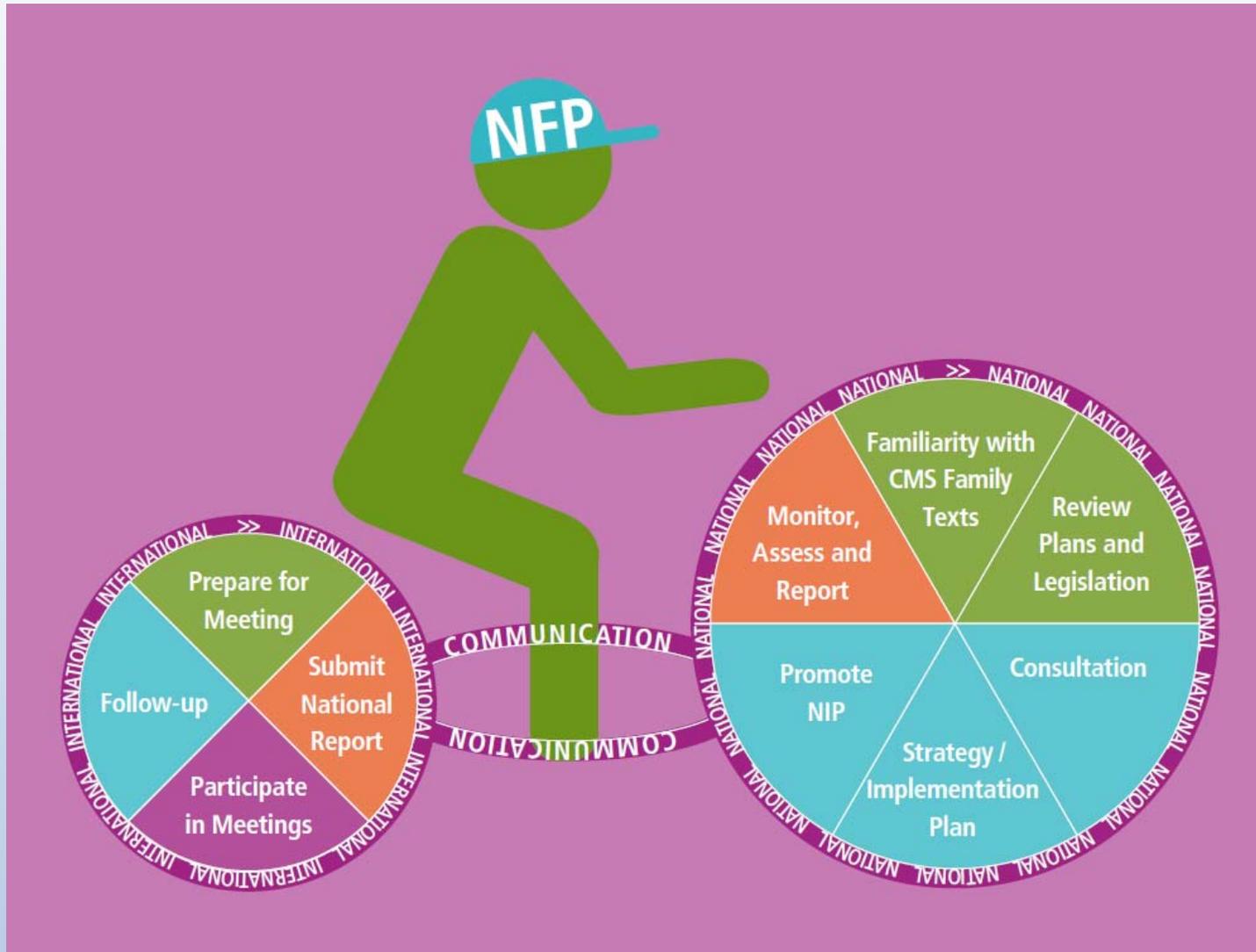
# Responsibilities of NFPs

- communications;
- dissemination of information;
- representation at meetings;
- responding to various requests for information;
- collaboration with other stakeholder groups;
- monitoring;
- promoting and/or facilitating national implementation of the Convention





## 5.2 Implementation cycle



# THANK YOU VERY MUCH FOR YOUR ATTENTION



ACP MEAs 2

