



## ANNEX 1.1

### CMS Standing Committee 37, Doc. 23 (Bonn, 2010) CMS National Focal Points Terms of Reference

#### Introduction

This document has been developed to clarify the general roles and responsibilities of CMS National Focal Points and give guidance as to how they might contribute more effectively to the operation of CMS and facilitate interactions between the Party they represent and CMS.

As the primary contacts in CMS Parties, the National Focal Points are of great importance for CMS as well as for the Parties themselves. The CMS National Focal Points serve as a link with CMS as well as the responsible institutions in the country through maintaining a constant flow of information.

The Focal Point should be working in one of the relevant Ministries dealing with nature conservation in their countries. A working knowledge of the operations of the Convention is desirable.

The working languages of the Convention are English, French and Spanish and therefore the Focal Point should be able to communicate at least in one of these languages.

#### Responsibilities of National Focal Points

The CMS National Focal Points should

- Arrange confirmation of their appointment through official communication from their Ministers. The CMS Secretariat should be provided with the full contact details of the Focal Points and alternate in their absence. Any changes of appointment or contact details should be communication as soon as possible to the Secretariat;
- Ensure the preparation, completion and timely submission of the CMS National Report to the CMS Secretariat;
- Oversee and ensure the prompt and full payment of the annual contribution to CMS, and investigate the possibility of providing voluntary contributions;
- Arrange for the appointment of the Party's Scientific Councillor and officially inform the CMS Secretariat directly of the contact details and area of expertise of their country's nominee to serve as Scientific Councillor;
- Arrange for and follow up the nomination of focal points for CMS Memoranda of Understanding (where responsibility for the MOU does not lie with the CMS Focal Point) as well as act as focal point for those instruments in the interim period and inform the CMS Secretariat accordingly;
- Regularly exchange information with the Focal Points for Agreements and MoUs, possibly through the creation of national and regional forums with the Focal Points for the MoUs, promote synergies and strengthen liaison with them to avoid unnecessary duplication of effort;\*

\* **Chile has a National CMS Committee:** the National CMS Committee, created by Decree No. 2 of January 2, 2006, to advise the Minister of Foreign Affairs, being an instance of coordination between the various State agencies associated with the Conservation of Migratory Species of Wild Animals. It is chaired by the Ministry of Foreign Affairs. It has a Technical Secretariat, in charge of Agriculture and Livestock Service (SAG). It comprises also the following services: National Environment Commission, Undersecretary of the Navy, Undersecretary of Fisheries, Directorate General of Maritime Territory and Merchant Marine, National Forest Service, General Directorate of Water, National Marine Fisheries Service, Chilean Antarctic Institute, National Museum of Natural History and the National Commission for Scientific and Technical Research.

- Regularly exchange information with the Focal Points for (Biodiversity) MEAs, possibly through the creation of a National Focal Point Forum, promote synergies and strengthen liaison with them to avoid unnecessary duplication of effort;
- Maintain a mutual and permanent communication flow with the Parties' institutions with an interest in CMS issues and the policy-makers of their countries on the one side and the CMS Secretariat on the other;
- Check the CMS website ([www.cms.int](http://www.cms.int)) regularly to keep abreast of the latest developments and updates and share with the CMS Secretariat with possible input about their country's achievements and actions towards the implementation of the Convention and activities related to the conservation of endangered migratory species;
- Provide the CMS Secretariat with information concerning legal, administrative and scientific measures undertaken by the country with regard to the conservation activities undertaken in their country;
- Ensure that their country is represented at CMS official meetings such as the COP by coordinating in a timely manner the nomination of the delegation, securing and submitting credentials, and applying for funding if applicable and needed;
- Ensure that the outcome of CMS meetings, particularly of CMS COPs, is brought home and initiate the implementation of the decisions taken at national level, if appropriate;
- Reply as soon as possible to invitations (inclusion forwarding the invitations to other recipients where appropriate) concerning the COP, meetings and workshops;
- Identify incentive measures for the national stakeholders to actively participate in the conservation of migratory species in the country;
- Hold consultations with the responsible institutions in advance of meetings to discuss the agenda and documents, and prepare the country's input into the meeting (policy stance, implementation reports, results of science research, difficulties encountered etc). Follow-up on requests made by the Secretariat e.g. promoting revision of meeting reports; provision of inputs on documents, completion of questionnaires on specific issues related to the Convention etc;
- Promote the drafting and/or revision of relevant documents e.g. species listing proposals, Resolutions and Recommendations;
- Promote national coordination among different institutions through the sharing of national, regional and sub-regional experiences in species conservation and handling the mobilization and allocation of resources;
- Spearhead public awareness campaigns (through the media for best practices or publicize violations and enforcement actions) to promote compliance and generating information for assessing the status of compliance with the CMS and defining ways and means through consultations for promotion and enhancement of compliance;
- Spearhead the development of a national CMS implementation plan for effective implementation and enforcement of CMS as well as its governing bodies' decisions and resolutions;
- Identify activities for which additional resources are required and help mobilise such resources;
- Actively seek the input or information from other national focal points particularly those from the same region, in the case where the CMS National Focal Point is a regional representative on a subsidiary body or working group (see Terms of Reference for Standing Committee members);
- Where the Party is not on the CMS Standing Committee or any Working Group, liaise with the relevant regional representative and provide timely responses to any requests for input or information.