

Proposed terms of reference of the Executive Team (second revision)

Members of the Executive Team

1. Chair and Vice Chair of the Standing Committee, and Chair of the Subgroup on Finance.

Role and functions

2. “The Standing Committee’s oversight of the Secretariat is conducted on its behalf between meetings of the Standing Committee by its Executive Team (Chair, Vice Chair, and Chair of the Subgroup on Finance) with the Secretary General” (Resolution XIII.4, paragraph 4).
3. ~~Within the policies agreed by the Conference of the Parties and the Standing Committee, the function of the Executive Team is to carry out, between ordinary meetings of the Standing Committee, such interim activity on its behalf (adapted from Resolution XIII.4, Annex 1, paragraph 19, subparagraph a), of the Standing Committee as may be necessary, giving priority to matters on which the Conference of the Parties and the Standing Committee have previously recorded their approval through Resolutions of the Conference of the Parties and decisions of the Standing Committee, and noting that the Executive Team is not mandated either to take decisions that would normally be taken by the Conference of the Parties and the Standing Committee or to amend any decision taken by the Conference of the Parties or the Standing Committee. (adapted from Resolution XIII.4, Annex 1, paragraph 19, subparagraph a).~~

3.1 (6) For any matter that arises intersessionally and for which the Standing Committee has not already taken a decision, or where the matter falls outside the policies and guidance already provided by the Conference of the Parties and the Standing Committee, the Executive Team is to shall request the Secretariat to contact the Standing Committee to ask for a decision to be taken through electronic communication regarding that matter as soon as practicable.
4. Within this context, specific functions to be carried out by the Executive Team ~~on behalf of the Standing Committee, on an interim basis,~~ as may be necessary between meetings of the Standing Committee are the following:
 - a. ~~provide guidance and advice to supervise, as representative of the Standing Committee, the implementation of activities by the Secretariat on;~~ the execution of the Secretariat’s budget, ~~implementation of activities by the Secretariat~~ and the conduct of the Secretariat’s work programmes; ~~(adapted from Resolution XIII.4, Annex 1, paragraph 19, subparagraph e);~~ and
 - b. provide guidance and advice to the Secretariat ~~on the implementation of the Convention,~~ on the preparation of meetings, and on any other matters relating to the exercise of its

functions brought to it by the Secretariat ~~(adapted from Resolution XIII.4, Annex 1, paragraph 19, subparagraph d).~~

5. In carrying out function a. above and, in particular, regarding the [guidance and advice](#) ~~on supervision of~~ the execution of the Secretariat's budget, the Executive Team will take into account the roles and responsibilities of the Subgroup on Finance specified in Resolution VI.17, on *Financial and budgetary matters*, paragraph 11, in particular, that "the Subgroup Chair, in consultation as appropriate with the Chair of the Standing Committee and, when so required, the Subgroup as a whole, shall provide guidance and advice to the Secretary General in the discharge of his/her duties in connection with the administration of the finances of the Convention...". These responsibilities are reaffirmed in Resolution XIII.2 on *Financial and budgetary matters*, paragraph 12. To implement this, [if there are budgetary implications](#), the Executive Team [must inform the broader Sub-group on Finance through its Chair](#). ~~will consider whether any request from the Secretary General could be dealt with by the Team or whether it needs it to be referred to the Subgroup on Finance.~~
6. ~~For any matter that arises intersessionally and for which the Standing Committee has not already taken a decision, or where the matter falls outside the policies and guidance already provided by the Conference of the Parties and the Standing Committee, the Executive Team shall request the Secretariat to contact the Standing Committee to ask for a decision to be taken through electronic communication regarding that matter as soon as practicable.~~

Operation

7. ~~The Executive Team operates in accordance with the resolutions adopted by the Conference of the Parties and decisions of the Standing Committee (Resolution XIII.4, Annex 1, 19a) on the management of the Secretariat and within the context of the "Delegation of Authority to the Secretary General of the Convention on Wetlands and its Supplementary Note".~~ As the Executive Team [functions as](#) a subsidiary body of the Conference of the Contracting Parties, the Rules of Procedure adopted by the Conference of the Parties apply to its operations *mutatis mutandis*; [within the context of the "Delegation of Authority to the Secretary General of the Convention on Wetlands and its Supplementary Note"](#).

Reporting

8. At each [ordinary](#) meeting of the Standing Committee [in between COPs](#), the Executive Team will [provide a written](#) report to the [Standing Committee](#) on the activities it has carried out since the previous [ordinary](#) meeting. ~~(adapted from Resolution XIII.4, Annex 1, paragraph 19, subparagraph k).~~