

Effectiveness Working Group – Terms of Reference

1. Introduction

The 13th Conference of the Parties in adopting Resolution XIII.3:

- Acknowledged the importance of providing an adequate institutional set-up for Ramsar, a global convention with 170 Parties.
- Established the Effectiveness Working Group (EWG) to review the governance structure of the Convention with the assistance of an independent consultant.
- Established that the EWG be composed of one Standing Committee representative from each Ramsar region as well as any other interested Contracting Parties, keeping in mind the desirability of equitable participation and keeping the group to a manageable size.¹

2. Scope

Resolution XIII.3 directs the EWG to:

- i. Review the governance structure of the Convention with the assistance of an independent consultant, as that structure exists at the close of the 13th meeting of the Conference of the Contracting Parties (CPs), for the purpose of:
 - a. recommending revisions (as necessary) that further enhance the effectiveness, including cost effectiveness, and efficiency of the Convention in order to reduce administrative burden and speed up the processes to achieve the mission of the Ramsar Convention; and
 - b. proposing a process to implement its recommendations;
- ii. Define its terms of reference (ToR) for presentation to the Standing Committee (SC) at its 57th meeting and to report at each SC meeting thereafter, with final recommendations at its 59th meeting, which should include a draft resolution for consideration by the Standing Committee;
- iii. Complete the above outlined work by the 59th meeting of the Standing Committee.

3. EWG Terms of Reference

- i. **EWG Chair/Co-Chair Vice-Chair**
- ii. The EWG Chair and Co-Chair will be appointed by group consensus following voluntary nominations by EWG members;
- iii. The Chair/Co-Chair will co-ordinate tasks in preparation for EWG meetings and/or EWG members' contributions. All EWG members will be encouraged to support the work of the Chair and Co/Vice Chair;
- iv. The Chair/Co-Chair will set out relevant tasks for the group with a clear deadline for completion. Wherever possible (aside from any urgent, absolutely unavoidable deadline), members will be afforded at least 10 working days to provide their contributions; for complex and/or far-reaching decisions that warrant broader consultation, members will be afforded at least 20 working days to provide their contributions, with the expectation that EWG SC members from each Ramsar region will seek further contributions from other members/Parties within their regions, as appropriate;
- v. The group will work by consensus;

¹ The membership of the Effectiveness Working Group comprises, at present, the following members of the SC: Australia (SC), Bhutan (SC), the Dominican Republic (SC), Japan (SC), the United Kingdom of Great Britain and Northern Ireland (SC), the United States of America (SC), Sweden (SC), Uruguay (SC) and Zambia (SC) and the following other interested parties: Austria, Cameroon, China, Colombia, Ecuador, France, Kenya, Lesotho, the Netherlands, Senegal, Switzerland and the United Arab Emirates.

- vi. The Chair/Co-Chair may facilitate consensus through individual discussions with members to reach an agreement in a timely manner;
- vii. The Chair/Co-Chair will act as the focal point for the Consultant and will be the recipient of all output produced by the Consultant to be promptly shared with the group;
- viii. The Chair/Co-Chair will submit a written report on work progress to the Secretariat three months in advance of SC meetings;
- ix. The Chair/Co-Chair will report on the group work at each Standing Committee meeting until COP14.

3.2 EWG

- i. The EWG will carry out its work via written electronic exchange (either email and/or share-point). Internet meetings may be organised if needed in urgent, time-sensitive situations, on a time-zone rota system ensuring participation of at least one representative from each Ramsar region.
- ii. EWG members should notify the Chair/Co-Chair of any alternative (primary contact for the EWG ;
- iii. The rapporteur for EWG meetings will ensure minutes of the meeting are sent to the Chair/Co-Chair within 5 working days from the meeting occurring to be distributed to the group;
- iv. The EWG will work according to the time-line set out in (provisional) **section 6.ii** work table. However the schedule may be revised if EWG members determine it is necessary to do so;
- v. The EWG will assess each output provided by the Consultant and where appropriate it may direct the Consultant to carry out further research on any specific topic;
- vi. The EWG may request the Secretariat to provide information or other assistance in support of the EWG's work.

4. Work Schedule

- i. The review will commence by July 2019. The Consultant will report to the EWG Chair/Co-Chair according to benchmarks set in the Consultancy ToR document once agreed with the EWG.

ii. EWG Work Table

Timing	Purpose
June 2019 – at SC57	EWG meeting (23.06) - to finalise EWG ToR + review topics (face to face meeting)
By 16 th August 2019	Appointment of Consultant and initial scoping meeting between Consultant and EWG – to discuss review topics and timeline of work (via teleconference)
By 30 th September 2019	Submission of full project plan received from Consultant following on basis of agreed review topics and scoping discussion
January/ February 2020	EWG meeting with Consultant – to discuss 1 st interim report + next steps (via teleconference)
3 months before SC58	Submission by EWG of report to Secretariat for SC, including identification of topics still needing resolution
TBD 2020 – at SC58	EWG meeting – to discuss progress of work (face to face meeting)
4/5 months before SC59	EWG meeting with Consultant – to discuss final report and the preparation of a draft resolution (TBC – face to face meeting)
3 months before SC59	Submission by EWG of final report to Secretariat for SC, including identification of topics for further future consideration

Date TBD 2021	SC59
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