

Revised Draft Terms of Reference for the Executive Team

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. According to the mandate, 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, interim activity on its behalf (adapted from Resolution XIII.4, Annex 1, paragraph 19, subparagraph a).
4. 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.
5. Within this context, specific functions to be carried out by the Executive Team as may be necessary between meetings of the Standing Committee are the following:
 - a. provide guidance and advice to 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; 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.
6. In carrying out function a. above and, in particular, regarding the guidance and advice on 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, the Executive Team will consider it to be referred to the Subgroup on Finance.

Operation

7. 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*.

Reporting

8. At each 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 meeting.