
**Framework Convention
for the Protection of the Marine
Environment of the Caspian Sea**

Distr.: General
October 2015
Original: English

**CONFERENCE OF THE PARTIES
Sixth Meeting
... 2016, Baku, Azerbaijan**

Terms of Reference for the National Convention Liaison Offices/Officers (NCLOs)

(Note by the Secretariat)

Introduction

The Strategic Convention Action Program (SCAP), adopted by the Conference of the Parties to the Tehran Convention at its second Meeting, Tehran, 10-12 November 2008, called upon the Parties “to appoint one or more focal points within their national administration to coordinate the implementation of the SCAP and other matters related to the implementation of the Convention at the national level, such as the preparation and implementation of Protocols and the contacts and collaboration with donor agencies and other parties”.

In line with this recommendation and following a discussion on the need for organized national level Convention Secretariat support, COP2 decided and all subsequent COPs agreed to include in the Program of Work of the Convention a reference to and support for an operational network of National Convention Liaison Offices/Officers (NCLOs).

NCLOs, engaged at the nomination of their Governments through a contract with the (interim) Secretariat, have since then played an important catalytic and supportive role in mobilizing internal action and support for the implementation of the Convention and the development of its Protocols, as well as informing and advising the Convention (interim) Secretariat on matters of their countries' concern.

In preparation of COP6 which will be requested to finalize and endorse the arrangements for a regionally established and operating Convention process, the Representatives of the Contracting Parties, meeting at their second Preparatory Committee meeting in Baku, Azerbaijan, 31 May – 3 June 2015, expressed the unanimous wish to continue the network of NCLOs and requested the (interim) Secretariat to prepare and propose terms of reference for administering the network, for consideration and approval by COP6.

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Terms of Reference

It is proposed that, based on the practice and experience in the past the National Convention Liaison Offices/Officers will (continue to):

- Support and assist the Convention Secretariat in carrying out its functions in accordance with article 23.4 of the Convention;
- Support and assist the NFP in the exercise of his/her functions and responsibilities;
- Promote and oversee the implementation of the National Convention Action Plans (NCAPs), related inter-sectoral coordination, and reporting;
- Assist and mobilize support for the development, approval, signing, ratification and implementation of Protocols to the Convention;
- Assist in resource mobilization for the NCAPs implementation and the Convention process;
- Review and comment on the Convention/Protocol documents;
- Assist with practical arrangements for international and regional cooperation (e.g. meeting arrangements; travel; logistics; visas; etc.);
- Support and encourage the engagement of national stakeholders in the Convention process and oversee and report on the Caspian Day celebrations;
- Assist in identifying, storing and sharing the information, relevant to the work of the Convention Secretariat;
- Assist in identifying and mobilizing national institutions and experts to undertake different tasks related to the implementation of the Convention and its Protocols.

It is furthermore proposed that the engagement of the NCLOs will (continue to) be based on their nomination by their Government, and be captured in a contract concluded by the Executive Secretary of the Convention with them or with the institution/entity they work for. The contract will enlist the above mentioned tasks and responsibilities and specify that the NCLO will (continue to) report on and be accountable for their work to both the Tehran Convention Secretariat and their national Government c.q. the National Focal Point (NFP). The level of their remuneration will be decided on by the COP and their assignment and remuneration will (continue to) be included in the Program of Work of the Convention.

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Suggested action

The Meeting may wish to:

Endorse the Terms of Reference for the National Convention Liaison Offices/Officers, as proposed above and call upon the Secretariat and the NCLOs to regularly evaluate and report on the NCLOs activity to the COP.