

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

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**CONFERENCE OF THE PARTIES
Sixth Meeting
... 2018, Baku, Azerbaijan**

Terms of Reference and arrangements for National Convention Liaison Officers (NCLOs)

(Note by the interim Secretariat)

Introduction:

The Strategic Convention Action Program (SCAP), adopted by the Conference of the Parties to the Tehran Convention at its second Meeting (COP2), 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 the organization at the national level of Convention Secretariat activities 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 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, via providing information and consultancy assistance to 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 and arrangements for administering the network, for consideration and approval by COP6.

At the third Preparatory Committee meeting in Baku, Azerbaijan, 10-11 November 2015, the Representatives of the Contracting Parties reviewed and proposed amendments to the draft terms of reference for the NCLOs, prepared by the (interim) Secretariat and requested the (interim) Secretariat to finalize and submit them for consideration and adoption by COP6.

At the fourth Preparatory Committee meeting in Geneva, Switzerland, 7-10 November 2016 further proposals were made and consequently integrated.

At the fifth Preparatory Committee meeting in Geneva, Switzerland, 13-17 November 2017, the Parties agreed on the text of the ToRs of the NCLOs for submission to and adoption by COP6.

Suggested action:

The Conference of the Parties may wish to:

Endorse the terms of reference and arrangements for the National Convention Liaison Officers, as proposed above and call upon the Secretariat and the NCLOs to regularly evaluate and report on the arrangement to the COP.

NCLO Terms of Reference.

The proposed revised Terms of Reference for the NCLOs are as follows:

Terms of reference and arrangements for National Convention Liaison Officers (NCLOs)

Based on the practice and experience in the past the National Convention Liaison 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, including active involvement in the Tehran Convention national reports' preparation;
- Assist in the development and implementation of the national action Plans for the Tehran Convention.
- Promote, collect and analyze information on planned actions or actions already in the process of implementation, undertaken within the framework of program documents of Governments, Local Authorities, the private sector and communities, and aimed at the protection of the marine environment of the Caspian Sea;
- Assist the NFP in the development, approval, signing, ratification and implementation of Protocols to the Convention;
- Provide organizational and technical assistance to the NFP in attracting additional resources for the Convention process implementation;
- Review and provide comments on Convention and its Protocol documents;
- Assist in organizing activities related to the implementation of the relevant Programs of Work of the Tehran Convention;
- Promote and support the increased civil society engagement in the Tehran Convention process. Including assistance in organizing and arranging the Caspian Day celebrations and the submission of the corresponding reports to the Secretariat of the Convention;
- Assist in identifying, storing and sharing the information, relevant to the work of the Convention Secretariat;
- Assist in identifying and engaging the national institutions and experts to undertake different tasks related to the implementation of the Convention and its Protocols;
- Promote stake-holders and private sector engagement, especially the oil and gas sector, in the Tehran Convention process;

- Undertake activities related to the Convention outreach and provide the national inputs to the Convention related reports and publications;
- Contribute to the maintained and regular update of the information at the Caspian Environment Information Center.

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 his/her national Government c.q. the National Focal Point (NFP). The level of the NCLO 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.