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## AEWA Svalbard Pink-footed Goose Working Group Coordination Unit

### Terms of Reference<sup>1</sup>

#### Purpose

The purpose of the AEWA Svalbard Pink-footed Goose Coordination Unit is to:

- 1) provide a resource to support, coordinate and promote the activities of the PfG International Working Group (IWG);
- 2) act as a central point of contact to facilitate communication between members of the group, other interested stakeholders and the public;
- 3) stimulate and support the relevant Range State authorities and other organisations in providing key data, management information and reporting, as required by the PfG International Working Group.

#### Role

The AEWA Svalbard Pink-footed Goose Coordination Unit will:

- 1) organise the annual meetings of the PfG IWG, whether face-to-face or e-conference;
- 2) prepare and distribute any necessary documentation prior to and post annual meetings;
- 3) prepare and distribute an annual work programme with key actions agreed to be implemented by the Range States;
- 4) obtain and collate the key data, management information reports and updates as requested by the PfG IWG, as well as ensuring the update of population models;
- 5) maintain and regularly update a PfG flyway website;
- 6) maintain an information database to be integrated with the PfG flyway website;
- 7) liaise with PfG IWG members, other interested stakeholders and the public, facilitating the internal and external communication of the group;
- 8) prepare and publish regular newsletters, articles and updates using the PfG flyway website;
- 9) maintain sound financial control and accountability of PfG IWG resources and funding;
- 10) support and facilitate the review of the PfG Flyway Plan every 10 years, as specified in the PfG IWG Terms of Reference.

#### Officers

The lead Coordinator will be selected by the members of the PfG IWG.

A part-time administrator will support the lead Coordinator as a resource for the Working Group and both shall act in close cooperation with the Chair and the UNEP/AEWA Secretariat.

The designated representatives of national state authorities will act as National Focal Points for the ISMP and will be the main contact persons for the Chair and the Coordinator.

#### Meetings

The Coordinator will attend the annual meeting of the PfG IWG and arrange any additional meetings as necessary in order to fulfil its duties.

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<sup>1</sup> As adopted by the Meeting on the Implementation of the AEWA International Species Management Plan for the Svalbard population of the Pink-footed Goose, 4-8 August 2012, Longyearbyen, Svalbard, Norway

**Reporting**

The lead Coordinator shall report to the AEWA Svalbard Pink-footed Goose International Working Group on a regular basis, providing timely updates in preparation for the annual meetings.

**Financing**

The operations of the AEWA Svalbard Pink-footed Goose International Working Group, including the Coordination Unit, are to be financed primarily by its members; the UNEP/AEWA Secretariat cannot commit regular financial support and may only provide such if possible. Funding for ISMP activities of the Working Group or its members is to be sought from various sources.