

Revision of Terms of Reference (ToR)
for the NOWPAP CEARAC Focal Points Meeting (FPM)

Background

1. In accordance with the workplan approved by the Resolution 1 of the Seventh NOWPAP Intergovernmental Meeting (IGM) (20-22 March 2002, Vladivostok, Russia), CEARAC in coordination with UNEP Regional Seas Programme invited CEARAC Focal Points from the NOWPAP member States to organize its First Focal Points Meeting (FPM)(15-18 February 2003, Toyama, Japan,).
2. The First FPM reviewed and adopted its own Terms of Reference (ToR) for the NOWPAP CEARAC FPM. Then, the Eighth IGM (5-7 November 2003, Sanya, China) approved the ToR as well as those for other RAC's FPMs.
3. Besides the adoption of the ToR, the First FPM examined the requirements and the work to be implemented for the NOWPAP Working Group 3 (WG3) focusing on harmful algal blooms (HAB) and Working Group 4 (WG4) focusing on ocean remote sensing (RS), which had been approved their establishment under CEARAC at the Seventh IGM, and defined their immediate activities. Since its inception, NOWPAP CEARAC FPM has been organized annually to pursue its objectives stated in its ToR.
4. In the Fourth FPM (Toyama, Japan, 8-9 March 2006), the revised ToR, which enables the FPM to establish and disband WGs under CEARAC, was submitted by the Secretariat of CEARAC and agreed to be submitted to the Eleventh IGM (20-21 December 2006, Moscow, Russia) for approval. Then, the Eleventh IGM approved the ToR along with those of MERRAC and POMRAC.
5. In recent years, as main focuses of CEARAC activities have shifted from HAB and RS to eutrophication and marine biodiversity, it is necessary to review the current ToR of NOWPAP CEARAC FPM and discuss the necessity of its revision.
6. The revision should be applied, where appropriate, by the following points of view:
 - Shift of focuses of CEARAC activities;
 - Issues which were presumed to be appropriate at the development of the ToR; however, modified in the course of implementing activities; and
 - Appropriateness of expressions used in the ToR
7. In case the revised ToR for the NOWPAP CEARAC FPM is adopted at the Tenth FPM (17-18 April 2012, Toyama, Japan), it will be submitted to the Seventeenth IGM to be organized in late 2012 for approval.

Terms of Reference for the NOWPAP CEARAC Focal Points Meeting

1. Background

In order to implement the objectives related to the monitoring and assessment of the marine and coastal environment {objective 1, task (e), and objective 3, tasks (c) and (d)} of the “Action Plan for the Protection, Management and Development of the Marine and Coastal Environment of the Northwest Pacific Region (NOWPAP)”, the First Intergovernmental Meeting on NOWPAP (IGM) (4 September 1994, Seoul, Korea) gave a priority, inter alia, to the activity NOWPAP/3 – “Establishment of a collaborative, regional monitoring programme”.

The Fourth IGM (6-7 April 1999, Beijing, China) adopted the proposal for the second phase of the implementation of NOWPAP, in which the establishment of a Coordinating Committee (CC) was expected as an outcome for the Activity NOWPAP/3. Resolution 1 of this meeting requested the NOWPAP Members to designate relevant representatives for participation in the “NOWPAP/3 Coordinating Committee and Working Groups”.

The First Meeting of the CC (21-22 May 2001, Beijing, China) agreed upon the Terms of Reference for CC and for the Working Groups.

The Special Monitoring and Coastal Environmental Assessment Regional Activity Center (CEARAC), was established on 17 of July 2002, based on the resolution 2 of the fourth IGM, and following the signature of a Memorandum of Understanding between UNEP and the Northwest Pacific Region Environmental Cooperation Center (NPEC) in Toyama, Japan. CEARAC was designated to implement activities related to Special Monitoring and Coastal Environment Assessment within the NOWPAP framework, with technical assistance from UNEP and other relevant international and regional organizations.

Following the approval of the Seventh IGM (20-22 March 2002, Vladivostok, Russia) to establish the fora of the RAC's Focal Points, the CC for Activity NOWPAP/3 evolved to become the NOWPAP CEARAC Focal Points Meeting, and bear the responsibilities and duties as spelled out in this document.

The IGM has also approved the establishment of two Working Groups under CEARAC on monitoring and assessment of Harmful Algal Blooms including red tides and Remote Sensing of the marine and coastal environment.

The Tenth IGM (24-26 November 2005, Toyama, Japan) has approved the new directions for the NOWPAP RACs including the new activities of CEARAC such as Marine Litter (with other RACs) and Land Based Sources of Pollution (with other RACs).

[The Eleventh IGM \(20-22 December 2006, Moscow, Russia\) has approved the revision of the TOR of NOWPAP CEARAC Focal Points Meeting incorporating the new directions of CEARAC approved by the Tenth IGM as well as the procedures to establish and disband WGs under CEARAC.](#)

[In 2012, the NOWPAP Member States approved NOWPAP Medium-term Strategy 2012-2017 which shows directions of NOWPAP activities in the medium-term, including Eutrophication and Marine Biodiversity as new foci of CEARAC activities.](#)

2. Objectives

The NOWPAP CEARAC Focal Points Meeting is an arrangement [established by NOWPAP in order](#) to promote smooth and effective implementation of special monitoring and assessment of the marine and coastal environment whereby representatives of the NOWPAP Member [States](#) meet in accordance with article 4 (Participation) below. The main objectives of the NOWPAP CEARAC Focal Points Meeting will be:

- (a) To exchange information to ensure practical implementation of special monitoring and assessment of the marine and coastal environment in the NOWPAP region
- (b) To promote, coordinate and harmonize regional cooperation in the Northwest Pacific region related to special monitoring and assessment of the marine and coastal environment, including, among others, [Eutrophication, Marine Biodiversity](#), Harmful Algal Blooms (HAB), Remote Sensing, Marine Litter and Land Based Sources of Pollution.

3. Functions

Bearing in mind that the Intergovernmental Meeting as the governing body for the Northwest Pacific Action Plan, the functions of the NOWPAP CEARAC Focal Points Meeting will be:

- (a) To identify cooperative actions in the Northwest Pacific region related to special monitoring and assessment of the marine and coastal environment.

- (b) To carry out the cooperative actions in the Northwest Pacific region for the purpose of exchange of information on special monitoring and assessment of the marine and coastal environment.
- (c) To coordinate, guide and supervise the work of the Working Groups operating under CEARAC.
- (d) To establish new Working Groups or discontinue the existing Working Groups based on internal evaluation done by the NOWPAP CEARAC Focal Points Meeting.
- (e) To promote and to strengthen national coordinating mechanisms and national capabilities to address marine pollution through special monitoring and coastal environment assessment.
- (f) To assist in identifying gaps in scientific knowledge and promote information exchange and technical cooperation, including education, training and technology transfer in the fields related to special monitoring and assessment of the marine and coastal environment.
- (g) To review the effectiveness of ongoing cooperative activities, and advise on necessary follow-up activities in the field of special monitoring and assessment of the marine and coastal environment.
- (h) To disseminate information on special monitoring and assessment of the marine and coastal environment to the wide range of the public concerned.
- (i) To perform other functions pursuant to the objectives and goals of NOWPAP in the field of special monitoring and assessment of the marine and coastal environment.

4. Participation

4.1 The NOWPAP Member States will be invited to participate in the NOWPAP CEARAC Focal Points Meeting. The representative of each Member State, the CEARAC Focal Point should represent the relevant national agency having the responsibility and authority at the national level regarding special monitoring and assessment of the marine and coastal environment. The Focal Point himself/herself should be of experience in issues related to special monitoring and assessment of the marine and coastal environment. Each representative may be

accompanied by advisors as appropriate, such as a senior scientist with the [profound](#) experience in these above mentioned fields. It is expected that the NOWPAP Member [States](#) would ensure that their delegations reflect the full range of national expertise's and interests.

4.2 Other relevant regional bodies and organizations concerned with special monitoring and assessment of the marine and coastal environment in the NOWPAP region may be invited to participate in the meeting as observers.

4.3 Relevant United Nations bodies and specialized agencies, as well as intergovernmental organizations, involved in special monitoring and assessment of the marine and coastal environment may be invited to participate in the meetings as observers.

4.4 Interested Non-Governmental Organizations (NGOs) that are willing to contribute to the work of these meetings may be invited as observers. Prior to each meeting, the director of CEARAC will circulate a list of NGOs, which may be able to contribute to the work of the meeting or which have informed the director of their wishes to participate in the meeting. If no objection is noted, such NGOs may be invited to participate in the meetings. Certain meeting discussions may be limited only to the NOWPAP Member States' official participants. Decisions on issues will be made by the NOWPAP Member States' official participants. The continued participation of NGOs in the work of the meetings will be reviewed periodically, taking into account the contribution made by such NGOs to the work of the NOWPAP CEARAC Focal Points Meeting.

4.5 The meeting may invite observers from local authorities from the NOWPAP Member States as well as local or national NGOs, which may assist in the promotion of the work of the meeting in the host country. The NOWPAP Member [State](#)s will be responsible for the distribution of documents to such observers and for the other arrangements of their participation.

4.6 The term "participants" in this document, refers to all [representatives](#) from the government [agencies](#), intergovernmental and nongovernmental organizations [mentioned above](#).

4.7 The "observers" (non-NOWPAP Members participants, intergovernmental participants, and nongovernmental participants) may make oral statement on the matters within the scope of the activities of the meeting upon invitation of the Chairperson, and subject to the approval of the meeting.

5. Sessions

5.1 It is expected and recommended that the NOWPAP CEARAC Focal Points Meeting will be held once a year. Each session [of the Focal Points Meeting](#) will discuss the timing of the subsequent session.

5.2 At each session, the meeting will elect, from the official representatives of the NOWPAP Member States, officers consisting of a Chairperson and a Rapporteur.

5.3 Election of officers of the meeting will be decided by consensus.

6. Tasks

The NOWPAP CEARAC Focal Points Meeting will carry out the following tasks:

- (a) To advise the Intergovernmental Meeting on the workplan and budget of CEARAC through [its](#) director.
- (b) To review the implementation of the workplan and budget as approved by the Intergovernmental Meeting.
- (c) To provide the Terms of Reference of the Working Groups.
- (d) To review periodic reports prepared by the secretariat of CEARAC.
- (e) To review proposals and overviews prepared by the Working Groups.
- (f) To collect and analyze the results obtained [through](#) the different activities and recommend the [publication of the reports](#).
- (g) To [inform](#) the RACs [of the necessity of](#) the coordination of the work of the Working Groups.

7. Intersessional work

7.1 In principle, subject to availability of funds, the intersessional work will be carried out through meeting of experts, workshops and meetings of the above-mentioned Working Groups.

7.2 If funds are not available, the intersessional work will be carried out mainly by correspondence among the participants without financial [implication](#).

8. Expert Advisory Group

Subject to availability of funds, the meeting may establish an Expert Advisory Group comprised of the NOWPAP Member [States](#) and other participants to undertake specific advisory functions related to the scientific and technical issues.

9. Secretariat

The NOWPAP CEARAC Focal Points Meeting, the Working Groups and the Expert Advisory Group Meeting, if established, will be served by a secretariat provided by CEARAC.

10. Decisions

The NOWPAP CEARAC Focal Points Meeting will achieve decisions by consensus among the NOWPAP Member States.

11. Procedure

The NOWPAP CEARAC Focal Points Meeting shall advise, when necessary, to the NOWPAP Intergovernmental Meeting on amendments to the present Terms of Reference for the NOWPAP CEARAC Focal Points Meeting.

12. Agenda

The secretariat of CEARAC, in consultation with [CEARAC Focal Points and RCU, when necessary](#), will prepare a provisional agenda for each session of the meeting. Any participant in the meeting may request the secretariat to add discussion items to the provisional agenda prior to the [approval](#) of the final one.

13. Budget and Expenses

The initial budget for the NOWPAP CEARAC Focal Points Meeting and CEARAC subsequent activities is supported by the NOWPAP Trust Fund. Other external funds shall also be sought in accordance with the development of CEARAC activities.

14. Report

The NOWPAP CEARAC Focal Points Meeting and the Expert Advisory Groups will consider and adopt a report at each of their sessions. The reports will be circulated to all participants in the meeting. The director of CEARAC will present the reports to the NOWPAP Intergovernmental Meeting.

15. Language

The working language of the NOWPAP CEARAC Focal Points Meeting will be English. The host country of each of session may interpret the English into the language of the host country for the purpose of dissemination of the discussion to a wider audience.