

# CITES Tree Species Programme – **Advisory Committee**

## Terms of Reference

### **1. Mandate and key tasks**

An Advisory Committee is established to support the implementation of the CITES Tree Species Programme, and provide non-binding strategic and technical advice.

The tasks of the Advisory Committee will include the following:

- Provide guidance on the roadmaps produced by the regional coordinators.
- Provide advice and input on proposal applications.
- Be informed about and comment on the overall progress of the implementation of programme.
- Discuss issues and challenges identified by the programme team and implementers, and propose remedial actions, as appropriate.

The Advisory Committee findings and recommendations may be reported by the CITES Secretariat to both donors and to the CITES official bodies.

### **2. Composition**

The Advisory Committee consists of the following:

- Three Party representatives from each of the three CITES regions concerned by the programme (Africa; Asia; Central and South America and the Caribbean).
- Programme donor representatives
- Two scientists
- CITES Secretary General (Chair)<sup>1</sup>
- CITES Tree Species Programme Coordinator and Programme Assistant (Secretary to the Advisory Committee)
- Three Regional Coordinators
- ITTO Secretariat (*ex officio*).

Effort will be made to ensure that the Advisory Committee remains small and flexible, whilst ensuring effectiveness and regional balance. A minimum of one Party representative from each of the three CITES regions concerned by the programme (Africa; Asia; Central and South America and the Caribbean); one donor, and the CITES Secretariat will form a quorum for conducting physical meetings.

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<sup>1</sup> For the entire duration of this project and to be reconsidered at a later stage.

Additional members to the Advisory Committee may join at a later stage by agreement. The number of donors present in each meeting cannot outnumber the number of Party representatives.

All members to the Advisory Committee will contribute on a voluntary basis and will self-finance their participation at physical meetings.

### **3. *Modus operandi***

The Advisory Committee will conduct its work mostly through email exchange. The CITES Tree Species Programme Coordinator will ensure that information is shared among the Advisory Committee members. A dedicated programme webpage will be created and maintained to share relevant programme information and to facilitate communication with the Advisory Committee.

These will be closed meetings. In the case that another Party observer would like to attend a particular meeting, that will need to be considered in advance by the Advisory Committee members and, on a case by case basis.

Subject to financial availability, the Advisory Committee will aim to meet face-to-face on an opportunistic basis in the margins of CITES official and other relevant meetings.

At the beginning of each Advisory Committee meeting, the Chair will present the agenda and invite a round of self-introduction of participants. The assistant of the programme will take notes of discussions and prepare minutes that will be shared with all participants.

Rules of procedure may be adopted, if necessary, to help with a smooth running of each meeting.