



TERMS OF REFERENCE

Adopted 24-8-17 by WWN Management Committee

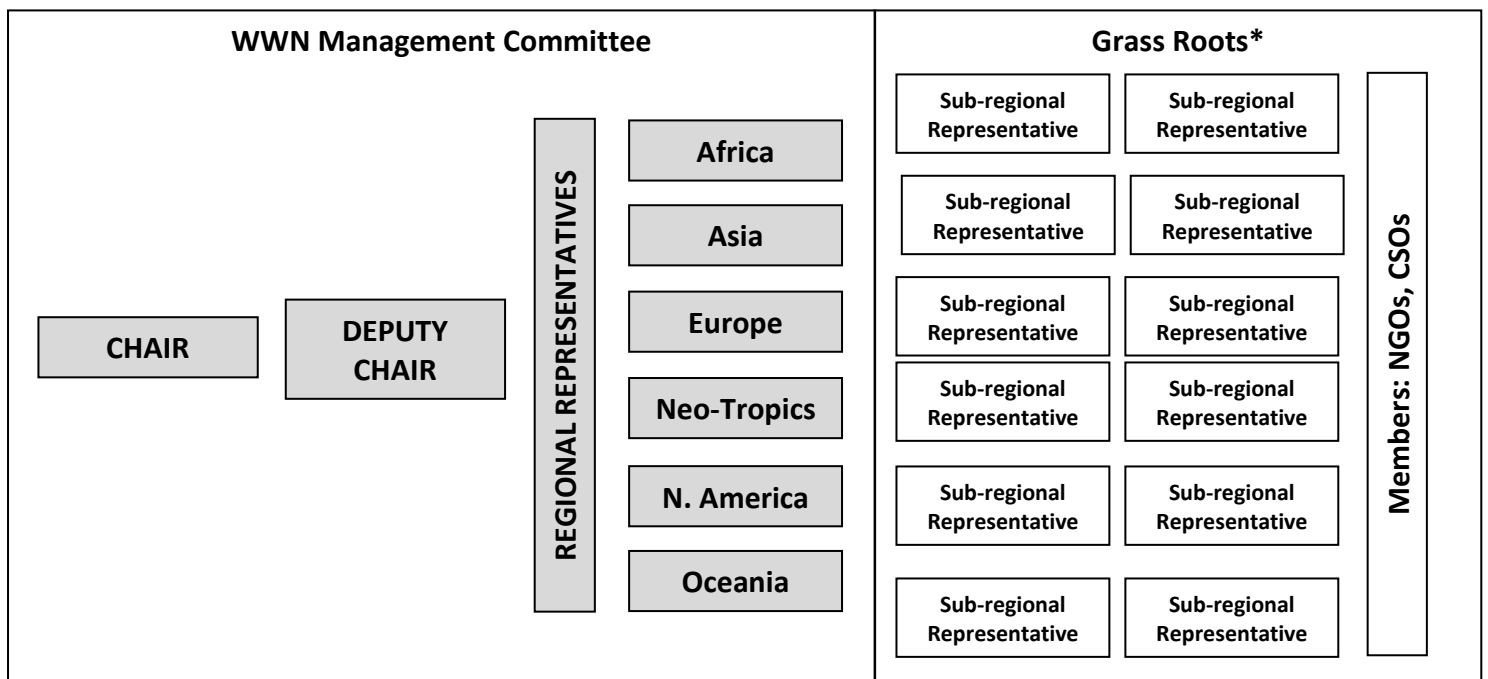
GOAL:

To raise awareness of the importance of local wetland NGOs in delivering international wetland conservation agreements, and support their role in doing so.

OBJECTIVES:

- a) Facilitate and coordinate the involvement of wetland NGOs at every Ramsar COP, particularly through the international NGO meeting, and help influence these Multi-lateral Environmental Agreements.
- b) Raise the profile of wetland NGOs and their role in the local delivery of international wetland conservation agreements.
- c) Create an international platform to share knowledge and spread messages about the best practices for wetland conservation and wise use.
- d) Take positive action to support good wetland management, and offer support to local NGOs in their work to protect internationally important wetlands.

STRUCTURE



* Number of sub-regional representatives is not limited and will vary depending on the region and number of candidates available

CORE DOCUMENTS

- Terms of Reference
- WWN Strategic Plan
- About WWN – Fact Sheet
- Members registration survey
- List of current members
- Representative appointment form

PROCESS TO ESTABLISH THE COMMITTEE

Establishment of the Committee

- The WWN Management Committee is made up of members appointed as the Chair, Deputy Chair and Regional Representatives
- The Committee will be appointed at special committee meeting (AGM) to be held 1 year before the Ramsar COP
- Representatives will be appointed for a three-year term

Nomination for Chair, Deputy-Chair, Regional Representatives:

- Representatives must be a member
- Potential representatives may self-nominate, be nominated by a member or be invited by the Management Committee.
- Nominations will be invited via WWN Facebook web site, twitter and a member bulletin
- Nominees must accept nomination by email 1 – week before the AGM

Appointment:

- Appointments will be made by a consensus decision of the Management Committee at the AGM. There must be a minimum quorum of the Chair plus four members. Decisions will be deferred to the next meeting if the quorum isn't present.
- If there is more than one nomination and consensus can't be reached, there will be a vote, with the majority-preferred candidate appointed
- Appointments will be noted in the minutes of the meeting and posted on the WWN Web Site
- Once appointed, representatives must complete the form, which will be signed by Chair

Resignation

- All positions may resign at any time via email
- Representatives are welcome to nominate an alternate member to stand for appointment to fill the vacancy

Committee Meetings

- Called and Chaired by the Chair
- Held via Skype
- An Agenda and Minutes will be distributed
- There will be a regular schedule as decided by the Committee

SUB-REGIONAL REPRESENTATIVES

- Members can stand for appointment as a Sub-regional Representative at any time
- Sub-regional Representatives may be invited by a Committee member, nominated by a member or self-nominate
- Appointment is by consensus agreement of the Committee
- If consensus cannot be reached there will be a vote.
- Appointments will be noted in the meeting minutes and posted on WWN Web Site.

MEMBERS

- Members must represent a Non-government Organisation (NGO) or Civil Society Organisation (CSO)
- Members can join by completing the on-line membership registration survey

ROLES AND RESPONSIBILITIES

Chair

- Maintain a list of members
- Collaborate fully with WWN Management Committee and Grass Roots on all activities
- Lead review and implementation of the WWN Strategic Plan and core documents
- Call and chair WWN Management Committee Meetings
- Write and distribute minutes
- Oversee communications including web site and social media
- Prepare and distribute quarterly bulletins to membership
- Prepare and sign-off correspondence for Ramsar Secretary General
- Seek and sign-off on WWN funding applications
- WWN spokesperson at formal events
- Lead WWN activities at Ramsar COPs

Deputy Chair

- Collaborate with and assist the Chair in all activities
- Liaise direct with Ramsar Secretariat's WWN contact point, IOPs
- Alternate representative and spokesperson at formal events
- Support WWN activities at Ramsar COPs
- Manage relationships with regional representatives regarding participation in the committee

Regional Representatives

- Regularly attend WWN Management Committee meetings – as a guide 4 meetings per year minimum
- If unable to attend, delegate to a sub-regional representative
- Advise WWN on regional wetland issues
- Maintain networks with Sub-Regional Representatives
- Distribute WWN Management Committee meeting minutes to Sub-Regional Representatives
- Represent the interests of NGOs and CSOs in the region
- Recruit Sub-regional Representatives and members from the region
- Collaborate with and assist the Chair and Deputy Chair in all activities
- Liaise direct with Ramsar Regional Advisors
- Support WWN activities at Ramsar COPs

Sub-regional Representatives

- Attend committee meetings when delegated by regional representative
- Advise WWN Regional Representatives on sub-regional wetland issues
- Represent the interests of NGOs and CSOs in the sub-region
- Recruit members from the sub-region
- Maintain networks with WWN Members
- Collaborate with and assist the Regional Representatives in all activities
- Support WWN activities at Ramsar COPs

Members

- Advise Sub-Regional Representatives of local issues for WWN attention
- Distribute WWN bulletins to local networks
- Participate in WWN project activities and surveys
- Support WWN activities at Ramsar COPs

STRATEGIC PLANNING

- WWN's Strategic Plan will be revised every three years
- Core documents will be reviewed every three years

KEY RELATIONSHIPS

- NGOs and CSOs working for wetland conservation
- NGO networks aligned with multi-lateral Environmental Treaties eg. Migratory Species Network; CBD Alliance
- Wetland Education Centres
- Ramsar Convention International Organization Partners (IOPs)
- Ramsar Secretariat
- Secretariats of related MEAs
- Contracting Parties
- Academic institutions and professional associations

COMMUNICATIONS

The WWN Committee will communicate with members using the following methods:

- WWN Web site
- Facebook
- Twitter
- Quarterly Bulletin
- Direct email

PROJECTS

- WWN will conduct projects aligned to the Strategic Plan
- A Project Leader and project team will be agreed by the committee
- The Project Leader will collaborate with the committee and sub-regional representatives as appropriate to inform best practice for the project

FUND RAISING

The Management Committee and Sub-regional Representatives are encouraged to seek funds on behalf of WWN for the activities below. Funding proposals should be submitted to the Chair and Deputy Chair for review or discussed at a Committee Meeting. WWN Funding contracts must be auspiced by a legal entity and signed by the Chair.

- Projects
- Attendance at the COP
- Administration of the Committee