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First Meeting of the Scientific and Technical
Advisory Committee (STAC) to the Protocol
Concerning Specially Protected Areas and
Wildlife (SPAW) in the Wider Caribbean Region

Havana, Cuba, 27-29 September 2001

**RULES OF PROCEDURE
FOR THE SCIENTIFIC AND TECHNICAL
ADVISORY COMMITTEE (STAC)
TO THE SPAW PROTOCOL**

Draft

Rules of Procedure for the Scientific and Technical Advisory Committee (STAC) to the SPAW Protocol

Introduction

Article 20 of the SPAW Protocol on the establishment of a Scientific and Technical Advisory Committee (STAC), calls for the Committee to adopt its own Rules of Procedure. The STAC is established in order to provide advice to the Parties through the Organization on the following scientific and technical matters relating to the Protocol:

- a) the listing of protected areas in the manner provided for in Article 7;
- b) the listing of protected species in the manner provided for in Article 11;
- c) reports on the management and protection of protected areas and species and their habitats;
- d) proposals for technical assistance for training, research, education and management (including species recovery plans);
- e) environmental impact assessment pursuant to Article 13; and
- f) the formulation of common guidelines and criteria pursuant to Article 21; and
- g) any other matters relating to the implementation of the Protocol, including those matters referred to it by the meetings of the Parties.

At the First Meeting of the Interim Scientific and Technical Advisory Committee (ISTAC) to the Protocol Concerning Specially Protected Areas and Wildlife in the Wider Caribbean (SPAW) in Kingston, 4-8 May 1992 the development of the Rules of Procedure for the Scientific and Technical Advisory Committee (STAC) of the SPAW Protocol was initiated through the revision of the preliminary draft Rules prepared by the Secretariat

During that review the meeting agreed, with regard to the status of subsidiary bodies, that such bodies, when established, should report to the Committee of the whole rather than being independent.

With regard to the issue of membership of STAC, the preliminary Rules of Procedure present two options: [Contracting Party] and [member of the Caribbean Environment Program]. The final decision on which option to use was deferred until the Sixth Intergovernmental Meeting in November 1992 had taken a decision on this. However, this meeting did not deal with this matter, and so this decision has not been taken.

The Secretariat is therefore presenting herewith the draft Rules of Procedure as revised by the First Meeting of ISTAC and in keeping with Article 20 as the basis for the review and adoption by the First Meeting of the Scientific and Technical Advisory Committee (STAC), Havana, Cuba 27-29 September 2001.

I. REPRESENTATIVES AND INVITED SCIENTISTS AND EXPERTS

Rule 1

Each [Contracting Party] [member of the Caribbean Environment Programme] shall be a member of the STAC and shall appoint a representative with suitable scientific and technical qualifications, who may be accompanied by other experts and advisers.

Each [Contracting Party] [member of the Caribbean Environment Programme] shall notify the Organization, as early as possible, before each meeting of the STAC of the name of his representative and before or at the beginning of the meeting the names of his experts and advisers.

Rule 2

The STAC may seek the advice of other experts who do not represent and do not have the rights of the Contracting Parties, as may be required on an ad hoc basis.

Such experts may submit documents and participate in discussions on the question for which they were invited.

II. CONDUCT OF BUSINESS

Rule 3

Scientific and technical recommendations and advice to be provided by the STAC pursuant to the Protocol shall normally be determined by consensus.

Where consensus cannot be achieved the STAC shall set out in its report all views advanced on the matter under consideration.

Reports of the STAC shall reflect all the views expressed in the STAC on the matters discussed.

If a member or group of members so wishes, additional views of that member or group of members on any particular questions may be submitted directly to the Meeting of the Parties.

III. MEETINGS

Rule 4

The STAC and subsidiary bodies shall meet as often as may be necessary to fulfil their functions. Such Meetings shall be convened by the Organization.

Regular meetings of the STAC normally shall be held once a year, unless it decides otherwise, or as requested by the Contracting Parties.

Between the regular meetings of the STAC, members and experts are encouraged to maintain contact with each other directly or through the Organization, using all means possible, in order to achieve its objectives.

Rule 5

The Organization shall prepare, in consultation with the Chairperson, a preliminary agenda for each meeting of the STAC. The Organization shall distribute the preliminary agenda to all members of the STAC no later than 60 days prior to the beginning of the meeting.

Before each meeting of a subsidiary body, the Organization in consultation with the Chairpersons of both the STAC and that subsidiary body, shall prepare and distribute a preliminary agenda.

Rule 6

Members of the STAC proposing supplementary items for the preliminary agenda shall inform the Organization thereof no later than 25 days after the date of the circulation of the preliminary agenda, accompanying their proposal with an explanatory memorandum.

Rule 7

The Organization shall prepare, in consultation with the Chairperson, a provisional agenda for each meeting of the STAC. The provisional agenda shall include:

- (a) all items which the STAC has previously decided to include in the provisional agenda;
- (b) all items requested by any Member of the STAC;
- (c) proposed dates for the next regular annual meeting following the one to which the provisional agenda relates.

The Organization shall transmit to all Members of the STAC, at least 30 days in advance of the STAC meeting, the provisional agenda and annotated agenda and working documents related thereto, which are available.

IV. CHAIRPERSON AND VICE-CHAIRPERSONS

Rule 8

The STAC shall elect a Chairperson and one or more Vice-Chairperson(s) by consensus if possible. If consensus cannot be reached, the Chairperson and Vice-Chairperson(s) shall be chosen by a simple majority of the members of the STAC present and voting. The Chairperson and Vice-Chairperson(s) shall be elected for a term of two years.

The Chairperson and Vice-Chairperson(s) shall not be re-elected to their post for more than one term. [The Chairperson and Vice-Chairperson(s) shall not be representatives of the same Contracting Party].

Rule 9

Amongst other duties, the Chairperson shall have the following powers and responsibilities:

- (a) open, preside at, and close each scheduled meeting of the STAC;
- (b) sign, at the end of each Meeting of the STAC, the report of the meeting for transmission to its members [representatives] and other interested persons as the official record of the proceedings;
- (c) present the report of the STAC to the [Contracting Parties] [members of the Caribbean Environment Programme]

The Chairperson shall exercise such other powers and fulfill any additional responsibilities provided for in these Rules. The Chairperson shall make such decisions and give such directions to the Organization as are necessary to ensure that the business of the STAC is carried out effectively and in accordance with its decisions.

Rule 10

Whenever the Chairperson is unable to act, the first Vice-Chairperson shall assume the powers and responsibilities of the Chairperson.

Rule 11

In the event of the office of the Chairperson falling vacant between meetings, the first Vice-Chairperson shall exercise the powers and perform the duties of the Chairperson until a new Chairperson is elected.

Rule 12

The Chairperson and Vice-Chairperson(s) shall commence the fulfillment of their obligations at the conclusion of the meeting of the STAC at which they have been elected, with the exception of the first Chairperson and Vice-Chairperson(s) who shall take office immediately upon their election.

V. SUBSIDIARY BODIES

Rule 13

The STAC shall establish, with the approval of the [Contracting Parties] [Caribbean Environment Programme], such permanent subsidiary bodies as it deems necessary for the performance of its functions and determine their composition and terms of reference.

Where applicable, subsidiary bodies shall operate on the basis of the Rules of Procedure of the STAC.

VI. PROGRAMME OF WORK

Rule 14

The STAC shall submit to the [Contracting Parties] [Caribbean Environment Programme] an estimate of the budget required for the work of the STAC for the forthcoming biennium.

VII. SECRETARIAT

Rule 15

As a general rule, the STAC and its subsidiary bodies shall make use of the facilities of the Organization for the fulfillment of their functions.

VIII. LANGUAGES

Rule 16

The official and working languages of the STAC shall be English, French, and Spanish.

IX. RECORDS AND REPORTS

Rule 17

At each meeting the STAC shall prepare and thereafter transmit, as soon as possible, a report to the [Contracting Parties] [Caribbean Environment Programme] in accordance with Rule 3. Such report shall summarize the discussions of the STAC. The report shall include and provide the rationale for all findings and recommendations and shall include any minority opinions provided to the Chairperson. A copy of the report shall be transmitted to all members of the STAC and to all relevant partners.

Rule 18

The Organization shall provide to the members of the STAC, on an on-going basis, brief records of relevant meetings, the texts of relevant Conventions, reports, resolutions and decisions.

X. OBSERVERS

Rule 19

The Organization may extend an invitation to any partner organization relevant to the Protocol, to attend the meetings of the STAC and its subsidiary bodies as observers.

Rule 20

- (1) Observers may bring to the meeting, documents for distribution to members of the STAC as information documents. Such documents shall be relevant to matters under consideration in the Committee.
- (2) Such documents shall be available only in the language or languages and in the quantities in which they were submitted.
- (3) Such documents shall only be considered as working documents, if so decided by the STAC in consultation with the Organization.