

## APPENDIX I

### TERMS OF REFERENCE OF THE BUREAU OF THE CONTRACTING PARTIES

#### ARTICLE I

The Bureau of the Contracting Parties shall be composed of representatives of six Contracting Parties elected by the Ordinary Meetings of the Contracting Parties to the Convention for the Protection of the Mediterranean Sea against pollution and its related protocols.

#### ARTICLE II

The members of the Bureau shall serve as the President, the four Vice-Presidents and the Rapporteur of the meetings and conferences of the Contracting Parties. The President, or in his absence one of the Vice-Presidents designated by him, shall serve as Chairman of the Bureau. The Co-ordinator shall assist the Bureau in its work and shall sit ex-officio on the Bureau. Each Bureau member may be accompanied by an advisor/s.

#### ARTICLE III

Contracting Parties represented on the Bureau in accordance with Article 1 shall hold office until the election of the new Bureau at the next Ordinary Meeting of the Contracting Parties. Out of the six members, one or two members may be re-elected for one further consecutive term in order to ensure continuity.

#### ARTICLE IV

The Bureau shall meet at least twice a year for a two day period, in regular meetings and in extraordinary meetings, upon one month's notice, as may be necessary for the efficient discharge of its duties upon the summons of its President or upon request by one of its members. Unless decided differently, it shall hold its meetings at the Headquarters of the Coordinating Unit.

#### ARTICLE V

The Bureau may invite any Contracting Party(ies) which so requests to participate as an observer in its deliberations on any matter of particular concern to that Party(ies).

#### ARTICLE VI

The Coordinating Unit shall, in consultation with the president of the Bureau, prepare the draft Agenda for each Bureau meeting, which can be completed or amended by the members of the Bureau, giving adequate advance notice to that effect.

#### ARTICLE VII

The Coordinating Unit shall prepare the documents needed for the discussion of the various agenda items. These documents shall be sent two weeks before the meeting and shall include as a minimum the following:

- draft agenda;
- status of contributions and letters requesting payment or reminders, as appropriate;
- status of funds committed;

- progress reports of the Coordinating Unit and the various Regional Activity Centres on activities carried out;
- recommendations on specific questions;
- identification of the main international and national events contributing to a better knowledge of environmental development and of sustainable development in the region and which may provide a sounder basis for decision making.

#### **ARTICLE VIII**

The Bureau shall give an indication on MAP budget and programme for the next biennium to the Coordinating Unit.

#### **ARTICLE IX**

The Bureau shall consider the draft work programme and budget proposals prepared by the Coordinating Unit for the next biennium in the light of the proposals of MAP institutional structure. The Executive Director of UNEP shall transmit the Bureau's comments and recommendations to the meetings of the Contracting Parties, having regard to the general interest and priorities of the Mediterranean Action Plan.

#### **ARTICLE X**

The Bureau shall review the progress in the implementation of the Action Plan, the Convention and its related Protocols. It shall monitor the implementation of the decisions and orientation established by the meetings of the Contracting Parties. The Bureau shall supervise the work of the Coordinating Unit and the Regional Activity Centres (RACs) in the implementation of the programme and budget management adopted by the meetings of the Contracting Parties, within the framework of available resources and priorities.

#### **ARTICLE XI**

The Bureau may, in periods between the meetings of the Contracting Parties, review the relations with similar regional Action Plans, International financial institutions and programmes and relevant Intergovernmental and Non-Governmental Organizations. In cooperation with the Coordinating Unit, the Bureau may submit to the meetings of the Contracting Parties policy proposals concerning such a relationship.

#### **ARTICLE XII**

The Bureau shall decide, during its meetings or through correspondence with the Coordinating Unit, on response of the Mediterranean Action Plan, in case of emergency situations not covered by the Emergency Protocol and shall take emergency measures within the functions and financial resources of the Mediterranean Action Plan to deal with events requiring immediate action.

#### **ARTICLE XIII**

The reports and recommendations of the Bureau meetings drafted by the Rapporteur shall be distributed as soon as possible, but no later than two months after the meeting, to the focal points of the Contracting Parties.

#### **ARTICLE XIV**

The Bureau shall review and give its opinion on all matters that the meetings of the Contracting Parties may decide to delegate to it.