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Introduction

1. At the invitation of the Government of France, the 75th Meeting of the Bureau of the Contracting Parties to the Barcelona Convention and its Protocols was held on 3 and 4 July 2012 in Paris, France.

Participation

2. The representatives from Algeria, France, Italy, Monaco, Tunisia and Turkey attended the Bureau meeting. In addition, representatives of European Union attended the second day as observer; and Malta and IMO attended the first part of the financial update session as observers.
3. The list of participants is attached as Annex I to this report.

Opening of the meeting

4. The meeting was opened by the President of the Bureau H.E. Jean-Pierre Thébault, French Ambassador for the Environment. He welcomed the Bureau members.
5. Ms Maria Luisa Silva Mejias, Executive Secretary and Coordinator of MAP, also welcomed the Bureau Members and thanked France for hosting the meeting.

Adoption of the Agenda and organization of work

6. Upon the request of the Government of Malta, the Bureau agreed on the participation of a representative from Malta at the relevant session on IMO and REMPEC discussions on the second day of the Meeting as an observer.
7. As agreed during the informal meeting of the Bureau after the 17th Meeting of the Contracting Parties to the Barcelona Convention and its Protocols, the report of the meeting was agreed to be very succinct and mainly focusing on the conclusions and recommendations of the Bureau.
8. The Bureau reviewed and adopted the Provisional Agenda as contained in document UNEP/BUR/75/2/Cor.1. (Annex II)

Progress Report by the Secretariat on activities carried out during the period February 2012-July 2012

9. The Secretariat presented the Progress Report on activities carried out during the period February 2012-July 2012. The Bureau commended the Secretariat and after the discussions agreed to:
 - ask the Coordinating Unit to provide the Bureau at its next meeting, a detailed report on Resource Mobilization Strategy progress, with updated financial information;
 - call upon the concerned Contracting Parties to accept the amendments to the Barcelona Convention by COP 18, in order to reach universal acceptance;
 - encourage the concerned Contracting Parties to accept the amendments of the Dumping Protocol by COP 18, so as to ensure at least one more acceptance by a Contracting Party, which is needed for its entry into force; and,

- call the concerned Contracting Parties to ratify as soon as possible the ICZM Protocol, to ensure that at least, countries representing two third of the Mediterranean coast have ratified by COP 18; and requested PAP/RAC to provide technical support to concerned Contracting Parties regarding the implications of the ICZM Protocol.

Report by the Secretariat on Specific issues

10. The Secretariat presented the Report on Specific issues. The Bureau welcomed the progress made and after discussions agreed to:

Cooperation with other Organizations

- acknowledge the finalization and signing of the Memorandum of Understanding (MoU) with General Fisheries Commission for the Mediterranean (GFCM) and endorse the proposed areas of cooperation, bearing in mind environment needs and inviting relevant third parties with mandates on suggested issues, such as ACCOBAMS, as appropriate; and ask the Secretariat to also consider among the priority fields of cooperation, issues such as litter including fishing gear, micro-plastic and micro-garbage pollution; fish food for aquaculture; illegal, unreported and unregulated fishing (IUU), accidental and non-targeted fishing and invasive alien species, and report back on progress in operationalizing the MoU at the next Bureau Meeting;
- ask the Secretariat to operationalize the institutional agreement between UNEP and International Union for the Conservation of Nature (IUCN) along the lines suggested and in particular, by ensuring the use of IUCN's experts groups on the Mediterranean and report back on progress to the next Bureau Meeting;
- acknowledge the initial steps undertaken by the Secretariat to develop the cooperation with Union for the Mediterranean (UfM) through an MoU which should underline that Barcelona Convention has a privileged role for UfM in the Mediterranean and that MAP capacities and components be used for this matter. The Bureau requested that the MoU focuses on concrete operational issues that are priorities for Barcelona Convention such as co-labeling projects under H2020, ICZM, Maritime Traffic and sustainable development in light of RIO+20, as a matter of priority;
- call upon the Secretariat to also develop a formal agreement with CBD as a matter of priority based on the results of Nagoya and the Strategic Programme 2020, in particular addressing marine and coastal biodiversity and through the identification of EBSA, achieve target 11;
- welcome the Secretariat commitment to ensure coherence in Mediterranean cooperation between sub-regional and regional level through initiatives such as the Adriatic and the Western Mediterranean, which should take place also at the initiative of the countries concerned and their governance arrangements such as the Adriatic-Ionian Initiative and '5+5';
- take note on the dialogue and a common approach to the cooperation with other neighboring regional seas including the Regional Organization for the Conservation of the Environment of the Red Sea and Gulf of Aden (PERSGA). Initial activities like information and experience exchange and database development should be considered and gradually move to more substantive cooperation, as appropriate;

Ecosystem Approach (EcAp) Process

- take note of the conclusions and recommendations of the first meeting of the Ecosystem Approach (EcAp) Coordination Group and its terms of reference, and ask to include references to the correspondence groups and the clusters (Annex III). The Bureau recognized that the document outlining details of the governance structure of the EcAP process, including inter-connections between the Correspondence Groups and the EcAP Coordination Group will be useful to clarify the scope and importance of the exercise; the Bureau also underline the need to carry out the implementation of ECAP through a coordinated cooperation with the National Focal Points. The process to select consultants will be open and transparent in accordance to UN Rules, allowing National Focal Points to propose qualified candidates as need be;

RIO+20 – Outcomes and relevance with the Mediterranean

- request the Secretariat to prepare a synthesis document for the next meeting of the Bureau, encompassing the main outcomes of RIO+20, as related to the Mediterranean context with special emphasis on the role of Civil Society, Oceans and Seas, EcAp, cost of degradation, MCSD, Sustainable Production and Consumption, Sustainable Development Goals and Green/Blue Economy;
- underline the need to reaffirm a common vision on sustainable development for the Mediterranean, in line with the outcomes of the RIO+20, taking into account the specificity of the region in order to include appropriate references in the coming five year Strategic Programme 2014-2019;
- further request the Secretariat to assess how to restructure MCSD based on the progress and learnings as developed in RIO +20 with regard to the transformation of the Commission on Sustainable Development into a High Level Political Forum. This should take into account clearly the three pillars (social, economic, environmental) of the sustainable development agenda.

Extended Functional Review

11. The Bureau reviewed the Terms of Reference of the Mediterranean Contact Group, and adopted it with amendments as attached in Annex IV. The Bureau also recommended to the Secretariat to invite Mr. David Johnson and a representative of UNEP Evaluation Unit as members of the Mediterranean Contact Group.

IMO relations

12. The representative of the Government of Malta and the representative of IMO delivered their presentations. The Bureau thanked both representatives and after discussions agreed to:
 - thank the Secretary General of IMO for this opportunity to brief the Bureau which was useful to better understand the circumstances of the decisions taken by IMO Council in their last meeting in June;

- thank IMO for the offer of a loan of Euro 80,000 provided by IMO to enable REMPEC to navigate through the difficult financial position. However, in view of the new provisions of the MTF, the Bureau thanks the Secretary General and decided not to request the loan;
- take advantage of the initiative of the Secretary General of IMO to organize a meeting on 26 September 2012 in London with representatives of the Mediterranean countries, to enable in depth dialogue on REMPEC and discuss the possible updating of the cooperation between UNEP and IMO regarding the center;
- recognize IMO as an important and strategic partner as it has been since 1976, and encourage the representatives of the Mediterranean countries in the IMO Council to highlight the importance of the Mediterranean and the efforts to combat oil pollution through international maritime traffic also beyond Mediterranean countries, taking into account and keeping the 1976 spirit of joint cooperation alive; and,
- In light of the precarious regional financial situation, urge the Coordinating Unit and IMO to develop a management contingency plan for 2013, and discuss how to manage the situation for following years in a sustainable manner in order to avoid a future crisis that may put REMPEC operations at stake;
- Also urge the Coordinating Unit to prepare a note of clarification of institutional status of the relationships between Barcelona Convention, Malta and IMO, including legal responsibilities and liabilities the cost of operations and the results achieved, to be presented at the next Bureau meeting for consideration.

Finance

13. The Bureau reviewed MAP's financial situation and expressed its deep concerns on the impact of the delays of payment of assessed contributions. It also reviewed the Secretariat's proposals regarding the reallocations of available funding, and agreed to:

- urge the Contracting Parties to pay their pending arrears and their assessed 2012 contribution as early as possible to provide financial resources for efficient management of the Programme of Work. In this context, it asked the Secretariat with the support of the Presidency to follow up with all the parties concerned;
- adopt the proposal submitted by the Secretariat under an expenditure Scenario 1 (75%), on the basis of precautionary principle. This will ensure functioning of MAP components till the end of 2012, irrespective of the funds that may come between today and the end of 2012, and use the remnants of funding received as a contingency reserve for 2013.
- adopt the following recommendations:
 - Request MAP to allocate funds received and savings achieved to cover salary costs on a priority basis by allowing a temporary financial assignment from budget lines managed by Coordinating Unit and MED POL until the time the income materializes;
 - Request MAP to freeze any recruitment under MTF until the financial situation improves;
 - Authorize the Coordinating Unit to use any positive balance in 2012, including if needed, amounts from the fund set aside for deficit recovery, towards

- covering, in priority, operational costs of all MAP components during the first 6 months of 2013 to be reassessed in the next Bureau Meeting;
- Request the Coordinating Unit to propose a contingency plan, which includes a prioritization of costs and activities for the implementation of the Programme of Work, as well as saving scenarios on meetings (merging, reducing, video-conferencing), travels and other costs in 2013.

Service agreement of UNEP

14. The Bureau took note of the framework of the Memorandum of Understanding and requests the UNEP Headquarters to present a draft Memorandum of Understanding to the next Bureau meeting.

Financial rule

15. The Bureau reviewed the suggestions on Financial Rules presented and requested the Coordinating Unit to present a draft version to the next Bureau meeting, noting difficulties by some countries regarding the paragraph 40, items a, c and d; and to consider the creation of a budget group during the COP.

Functional Review of the Coordinating Unit and MEDPOL

16. The Bureau took note that the Functional Review of the Coordinating Unit and MEDPOL is operational as of 1 July 2012.

Policy on Costs of Administration and Staff of the MAP System

17. The Bureau requested the Secretariat to prepare a policy on staff costs supported by the MTF, taking into account the results of the Extended Functional Review for consideration by the Bureau.

Budget decision making process

18. The Bureau asked the Secretariat to request all MAP components to include in the documents on the draft Program of Works 2014-2015 provisions on staff costs and indications on the prioritization of the activities, to be discussed in the thematic meetings of the National Focal Points;

Report on Savings to be achieved

19. The Bureau took note of the achieved savings and requested the Secretariat to continue making every effort towards achieving the set goals in savings.
20. The Bureau requested an update on savings achieved, separately for MEL and CAL accounts to be provided at the next meeting, including savings in operational costs of Regional Activity Centers.

Report on the status of implementation of the Audit Recommendations

21. The Bureau expressed its profound regret and deep concern on the delay of implementation of the "Audit of the financial performance of the UNEP Mediterranean Action Plan (AA2010/220/05 – 6/9/2011) - Recommendation no.3" and urge UNEP Headquarters to conclude the process to establish individual responsibilities and provide with a final report on findings within the 2012, to be reported at the next Bureau meeting.

22. The Bureau recalled the COP 17 Decision IG.20/14, to urge the Coordinating Unit to initiate recovery from the current deficit over a four-year period while engaging UNEP on further dialogue in order to find a mutually satisfactory solution for deficit recovery and to keep the Contracting Parties informed on progress made in this regard through the Bureau, the MAP Focal Points and the Contracting Parties meeting.

Any other issue

23. The next meeting will take place in Algeria in February 2013.

ANNEX I
LIST OF PARTICIPANTS

**FRANCE / FRANCE
PRESIDENT****S.E.M. Jean-Pierre Thébault**

Ambassadeur pour l'Environnement
Ministère des Affaires Etrangères et Européennes
57 Boulevard des Invalides
75700 Paris 07 SP
France
Tel: +33 1 53 69 33 88
Fax: +33 1 53 69 34 21
E-mail: jean-pierre.thebault@diplomatie.gouv.fr

M. François Gave

Sous Directeur
Direction des Biens Publics Mondiaux, sous-direction de
l'Environnement et des Ressources Naturelles
Ministère des Affaires Etrangères et Européennes
27 rue de la Convention CS 91533-75732 Paris cedex 15
France

Tel: +33 1 43 17 73 94

E-mail: francois.gave@diplomatie.gouv.fr

M. Marcel Jouve

Responsable de pôle
Direction des Biens Publics Mondiaux, sous-direction de
l'Environnement et des Ressources Naturelles
Ministère des Affaires Etrangères et Européennes
27 rue de la Convention CS 91533-75732 Paris cedex 15
France
Tel: +33 1 43 17 62 90
E-mail: marcel.jouve@diplomatie.gouv.fr

M. Marc Fagot

Chef de bureau
Direction des Affaires européennes et internationales
Ministère de l'Ecologie, du Développement durable, des
Transports et du Logement
Tour Pascal A, 6 Place des degrés
92055 La-Défense Cedex
France
Tel: +33 1 40 81 78 66
Fax: +33 1 40 81 98 41
E-mail: marc.fagot@developpement-durable.gouv.fr

Mme Laurence Petitguillaume

Chargée de mission
Direction des Affaires européennes et internationales
Ministère de l'Ecologie, du Développement durable, des
Transports et du Logement
6 Place des degrés, 92055 La-Défense
France
Tel: + 33 1 40 81 76 77
Fax: +3 3 1 40 81 98 41
E-mail: laurence.petitguillaume@developpement-
durable.gouv.fr

Mme Marie-Sophie Dufau-Richet
Chargé de mission
Secrétariat général de la mer
Tel: +33 1 42756653
E-mail: marie-sophie.dufau-richet@pm.gouv.fr

**ALGERIA / ALGÉRIE
VICE PRESIDENT**

M Abdelkader Benhadjoudja
Chef de Cabinet de Ministre
Ministere de l'Aménagement du Territoire et de
l'Environnement
Route des 4 Canons
Alger 1600
Algerie
Tel: +213 21432888
Fax: +213 21434392
E-mail: benhadjoudja1@gmail.com

**MONACO / MONACO
VICE PRESIDENT**

S.E.M. Patrick Van Klaveren
Ambassadeur, Délégué Permanent auprès des Organismes
Internationaux à caractère scientifique, environnemental et
humanitaire
Ministère d'Etat
BP n° 522, Place de la Visitation
MC 98015, Monaco
Tel : +377 98 988148
Fax: +377 93 509591
E-mail: pvanklaveren@gouv.mc

**TUNISIA / TUNISIE
VICE PRESIDENT**

M Habib Ben Moussa
Directeur Général de l'Environnement et de la Qualité de Vie
Ministère de l'Environnement
Boulevard de la terre, Centre urbain nord,
Tunis 1080,
Tunisie
Tel : +216 70 728679
Fax: + 216 70 728595
E-mail: dgeqv@mineat.gov.tn

**TURKEY / TURQUIE
VICE PRESIDENT**

Mr Murat Turan
Head of Marine and Coastal Management Division
DG Environmental Management
Cevre ve Sehircilik Bakanliđi, Ehlibey Mah. 1271 Sok. No :13
Balgat
Ankara
Turkey
Tel: +90 0312 5863044
Fax: +90 312 4740335
E-mail: murat.turan@csb.gov.tr

**ITALY / ITALIE
RAPPORTEUR****Mr. Oliviero Montanaro**

Head of Unit
Nature Protection Directorate
Ministry for the Environment, Land and Sea Protection
Via Cristoforo Colombo No 44
Rome 00147
Italy
Tel: +39 06 57228487
Fax: +39 06 57228424
E-mail: montanaro.oliviero@minambiente.it

**EUROPEAN UNION / UNION
EUROPÉENNE
OBSERVER****Mr Michail Papadoyannakis**

Policy Officer - Mediterranean and Black Sea
Unit D2 : Marine Environment and Water Industry
European Commission - DG Environment
Avenue de Beaulieu 29, office BU29 02/24
Brussels
Belgium
Tel: +32 2 2963914
Fax: +32 2 2979697
E-mail: michail.papadoyannakis@ec.europa.eu

**MALTA / MALTE
OBSERVER****H.E. Mr Pierre Clive Agius**

Ambassador of Malta to France
Embassy of Malta in Paris
23 rue d'Artois, (2nd floor),
75008 Paris
France
Tel : +33 1.56.59.75.90
Fax : +33 1.45.62.00.36
E-mail: maltaembassy.paris@gov.mt

**INTERNATIONAL MARITIME
ORGANIZATION/ORGANISATION
MARITIME INTERNATIONALE
OBSERVER****Mr Stefan Micallef**

Director of Marine Environment Division
International Maritime Organization
4, Albert Embankment
London
SE1 7SR
United Kingdom
Tel: +44 (0)20 7735 7611
Fax: +44 (0)20 7587 3210
E-mail: smicallef@imo.org

**SECRETARIAT TO THE BARCELONA CONVENTION COORDINATING UNIT OF THE
MEDITERRANEAN ACTION PLAN/SECRETARIAT DE LA CONVENTION DE BARCELONE –
UNITE DE COORDINATION DU PLAN D’ACTION POUR LA MEDITERRANEE**

Ms Maria Luisa Silva Mejias

Executive Secretary & Coordinator

Tel:+30]210 7273101

E-mail: maria.luisa.silva@unepmap.gr

Mr Habib El Habr

Deputy Coordinator

Tel:+30 210 7273126

E-mail: habib.elhabr@unepmap.gr

Mr Atila Uras

Programme Officer

Tel: +30] 210 7273140

E-mail: atila.uras@unepmap.gr

**United Nations Environment Programme /
Mediterranean Action Plan (UNEP/MAP)**

Vassileos Konstantinou 48, Athens 11635
Greece

Tel: +30 210 7273100

Fax: +30 210 7253196-7

ANNEX II

AGENDA

AGENDA

DAY 1: TUESDAY, 3 JULY 2012

Agenda item 1: Opening of the meeting (09:30-09:45)

Agenda item 2: Adoption of the Provisional Agenda and organization of work (09:45-10:00)

Agenda item 3: Progress Report by the Secretariat on activities carried out during the period February 2012-July 2012 (10:00 – 11:00)

Agenda item 4: Discussions on Specific issues (11:30 – 13:00)

4.a. Cooperation with other Organizations (11:30-11:45)

4.b. ECAP Process (11:45 – 13:00)

Agenda item 4: Discussions on Specific issues (continues) (14:30 – 18:00)

4.c. Extended Functional Review (14:30 -17:00)

4.d. RIO+20 – Outcomes and relevance with the Mediterranean (17:00 – 18:00)

DAY 2: WEDNESDAY, 4 JULY 2012

Agenda item 5: Financial update and Administrative matters (09:30 – 13:00)

5.a. Financial Update (9:30 – 10:30)

5.b. International Maritime Organization (IMO) relations (10:30 – 11:30)

5.c. Financial Rules and other issues (12:00 – 13:00)

Agenda item 6: Any other business

Agenda item 7: Conclusions and decisions

Agenda item 8: Closure of the meeting

ANNEX III

TERMS OF REFERENCE OF ECAP COORDINATION GROUP

Terms of Reference for Ecosystem Approach Coordination Group (EcAp CG)

Background

Based on Operational Paragraph 6 of decision IG.20/4, "Implementing MAP ecosystem approach roadmap: Mediterranean Ecological and Operational Objectives, Indicators and Timetable for implementing the ecosystem approach roadmap" adopted by the Contracting Parties to the Barcelona Convention at its 17th meeting in Paris, it was decided to establish an EcAp Coordination Group (EcAp CG) consisting of MAP focal points, the Coordinating Unit, the MAP components and MAP partners to oversee the implementation of the ecosystem approach, identifying progress gaps in the implementation of the road map and finding feasible solutions for the advancement of the EcAp agenda.

Mandate

1. In accordance with the Decision IG.20/4, EcAp CG shall integrate and give guidance to the work under the Barcelona Convention:
 - a) On the delivery of the ecosystem approach, making sure that all elements for its implementation are taken into account, weighting of priorities and resource implications; and,
 - b) Coordinating UNEP/MAP's facilitation role, in support of Contracting Parties in their implementation of EcAp.

Key activities

2. EcAP CG reviews and gives guidance on the way forward to the progress of EcAP implementation road map presented by UNEP/MAP in each EcAp CG Meeting.

With regard to Initial Assessments

3. Receive, review and endorse the work of the Clusters of the Socio-economic Analysis Correspondence Group regarding the necessary assessments to complement the integrated assessment of the Mediterranean Ecosystem with a socio-economic analysis

With regard to determination of Good Environmental Status and development of associated targets and indicators

4. Receive, review and endorse the work of the Clusters of GES & Targets Correspondence Group regarding the definition of GES and setting of targets, which will be developed through a common methodology at the Mediterranean and appropriate subscales;

With regard to monitoring and assessment

5. Receive, review and endorse the work of the Clusters of the Monitoring Correspondence Group and Clusters regarding the development of an integrated monitoring program;

With regard to programmes and measures

6. Consider whether the measures required at regional level through MAP sectoral policies to achieve the objectives of the EcAp in the Mediterranean are coherent and coordinated; and provide guidance to UNEP/MAP and its components;

With regard to overall governance of EcAp implementation in the Mediterranean

7. Advice on ways to ensure full participation of relevant UNEP/MAP partners, relevant projects and the scientific community, at all relevant levels, such as Correspondence Groups and clusters;
8. Consider cooperation with other European and/or other Regional Seas Conventions and EU to allow comparisons across borders of respective maritime areas;
9. Inform the Bureau about the results achieved; and,
10. Validate at policy level and in an integrated manner the results of the scientific and technical work carried out at regional and sub-regional level and prepare the necessary draft decisions for the MAP FPs and COP consideration.

Operation

11. EcAp CG Meetings will be led by a Chair-person, 2 vice-chairpersons and a rapporteur, elected at the beginning of the Meeting.
12. EcAP CG meets annually and more frequently if required.
13. "The rules of procedures for meetings and conferences of the Contracting Parties to the Convention for the Protection of the Mediterranean Sea against Pollution and its related Protocols" is applied for the organization and operation of the EcAP CG Meetings.

The Correspondence Groups

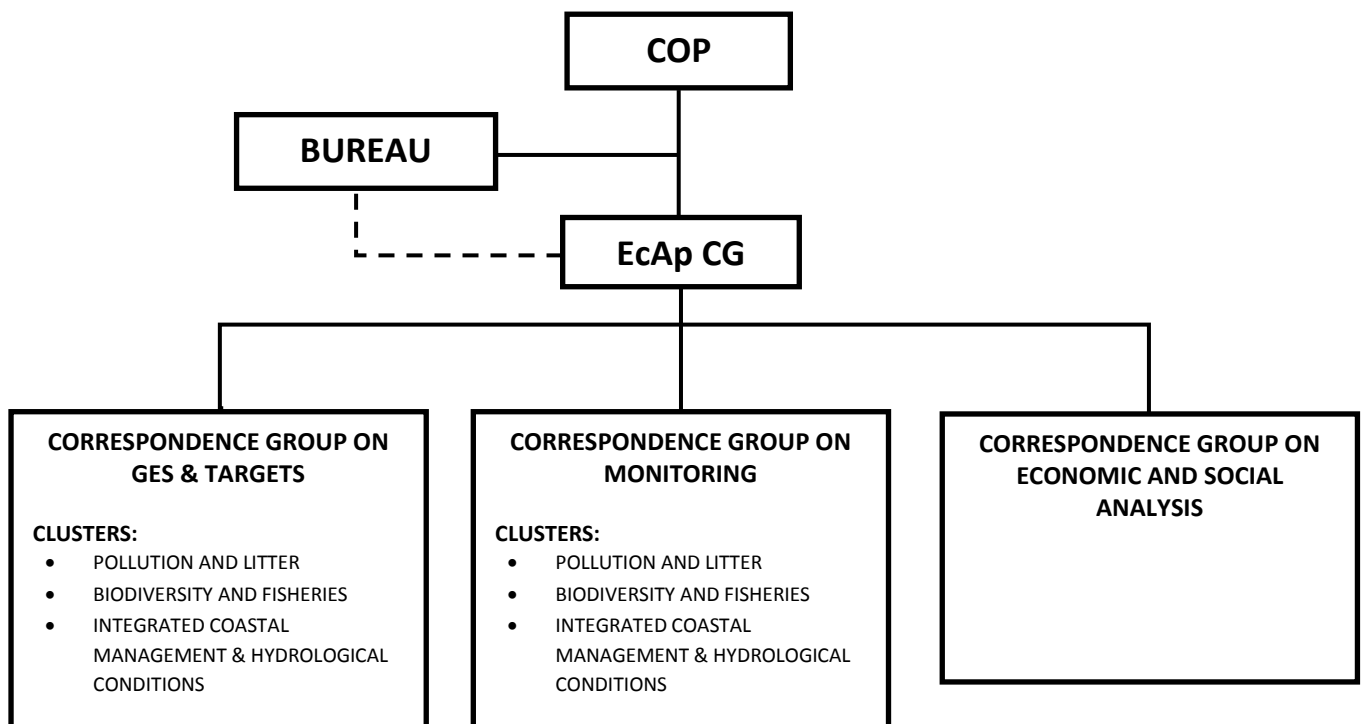
14. Three correspondence groups will be formed in the process of application of EcAp in the Mediterranean and to support EcAP Coordination Group: the Correspondence Group on GES and Targets, the Correspondence Group on Monitoring and the Correspondence Group on Economic and Social Analysis.
15. The Correspondence Group on GES and Targets will be composed of national experts designated by the Contracting Parties, and will be coordinated by the UNEP/MAP CU. It will work to ensure efficient coverage and in-depth discussions and analysis of all Ecological Objectives (EOs) and it will be made up of 3 clusters: 1) Pollution and litter related EOs (EOs 5, 9, 10 and 11); 2) Biodiversity and Fisheries related EOs (EOs 1, 2, 3, 4 and 6); and 3) ICZM and Hydrological Conditions related EOs (EOs 7 and 8). The expected outcome of the group is defining the methodology for Mediterranean targets, as well as identifying regional targets through a participatory process involving contracting parties and MAP components, to be submitted to COP 18.
16. The Correspondence Group on Monitoring will be composed of national experts designated by the Contracting Parties, and will be coordinated by MEDPOL. It will work to ensure efficient coverage and in-depth discussions and analysis regarding integrated monitoring, with reference to the outcomes of the Correspondence Group on GES and Targets and it will be made up of 3 clusters: 1) Pollution and litter related EOs (EOs 5, 9, 10 and 11); 2) Biodiversity and Fisheries related EOs (EOs 1, 2, 3, 4 and 6); and 3) ICZM and Hydrological Conditions related EOs (EOs 7 and 8). A Regional Thematic Expert will be assigned to each cluster to ensure coordination and provide technical assistance. The expected outcome of the group is determination of the methodology to be applied for the

preparation of the integrated monitoring programme, which will be submitted to EcAp CG for endorsement.

17. The Correspondence Group on Economic and Social Analysis will be composed of national experts designated by the Contracting Parties and invited experts, and coordinated by BP/RAC. It will further develop a socio economic analysis of marine ecosystems uses, focusing on priority sectors such as fisheries, aquaculture, maritime transport, recreational activities, oil industry and offshore. The overall objective of this group is to elaborate a common understanding and to foster a broad appropriation by Mediterranean riparian countries of the social and economic dimensions involved in the EcAp implementation.

18. At national level, the MAP Focal Point would be the member of the EcAp Coordination Group (as per COP17, Decision IG.20/4). The Contracting Parties would delegate a representative to each of the proposed Correspondence Groups. Also in order to ensure ownership, countries would be asked to nominate experts for consultation purposes. This could be an expert per each EO, or otherwise as per countries own decision as relevant.

The Organizational Chart



Coordination support by UNEP/MAP CU and its components

ANNEX IV
TERMS OF REFERENCE FOR THE CONTACT GROUP OF EXTENDED
FUNCTIONAL REVIEW

Terms of Reference for the Contact Group of Extended Functional Review

The 17th Meeting of the Contracting Parties to the Barcelona Convention (COP) held in Paris on February 2012 agreed to undertake a functional review of the UNEP/MAP – Barcelona Convention system with a view to better equip itself to efficiently and effectively address the challenges of the future. The Terms of Reference as approved by the Contracting Parties to the Barcelona Convention through Decision IG.20/13 are attached as annex 1 to this document. This Review complements a Functional Review of its Coordinating Unit and Pollution Programme (MEDPOL) which was endorsed by the 17th COP Meeting.

The Functional Review will be outsourced to a consultancy firm engaged by the Secretariat through external procurement following the standards of UN competitive bidding processes and working in accordance with the TOR decided by the Contracting Parties. The consultancy firm will work in close association with the entities or other cooperating agencies responsible for the administration of Regional Activity Centers (RACs). Within the Secretariat, the UNEP/Evaluation Unit will tender the contract while the Functional Review will be managed by the UNEP/DEPI with the support of the Coordinating of the UNEP/MAP and under the overall supervision of the Bureau of the Contracting Parties to the Barcelona Convention. The Functional Review is expected to be carried out during the second half of 2012. The final report will be submitted to the Bureau for their consideration.

Purpose

Given the complexity and level of ambition of the task to be undertaken, it is proposed that the Functional Review (FR) exercise be assisted by a Mediterranean Contact Group (MCG).

The MCG will act as an independent reference board providing strategic, external and frank advice to the Secretariat who manages the review and ultimately to the Bureau on the institutional and policy context for the protection of the Sea and the Coast in the Mediterranean, acting as a sounding board for the proposals being considered for the future of the system and participating in the final reporting to the Bureau.

Scope of work

The MCG advises on the review, sharing their views and opinions on the Review through the Secretariat who has the responsibility for managing the sub-contract.

The MCG provides its advice during three critical junctures of the Functional Review exercise. It will thus provide its input to: the induction meeting launching the activities of the external service provider at which the Secretariat will also participate, including a teleconference with MAP Components; the draft preliminary report; and, the Bureau during its consideration of the final report.

Concretely, the MCG provides advice to the review team by reading and commenting on the inception report which will be communicated to them by the entity that is managing the review. They will also provide comments on the draft review report, and on the final report before it is submitted to the Bureau of the Contracting Parties. They will be available for further advice to the Bureau, as need be.

This will require the MCG to participate in three meetings. Their participation costs will be covered in accordance with UN standard policies and procedures.

Composition

The MCG will be made of two experts combining a very good understanding and hands-on experience of policies for the protection of the marine and coastal environment and sustainable development and review methods and processes (from UNEP/Evaluation Unit).

MCG members have been selected by the Bureau following a proposal from the Secretariat.

Background

The Mediterranean Action Plan (MAP), and its legal framework, the Barcelona Convention, were adopted in 1975 and 1976 respectively, under the umbrella of the United Nations Environment Programme (UNEP). The main objectives of the Barcelona Convention are to assess and control marine pollution; ensure sustainable management of natural marine and coastal resources; integrate environmental protection into social and economic development; protect the marine environment and coastal zones; protect natural and cultural heritage; strengthen solidarity among Mediterranean coastal States; and contribute to an improvement of the quality of life in the Mediterranean region. Seven Protocols addressing specific aspects of Mediterranean environmental conservation further develop and complete the UNEP/MAP – Barcelona Convention legal framework.

The seven Protocols are: the Protocol for the Prevention of Pollution of the Mediterranean Sea by Dumping from Ships and Aircraft (the Dumping Protocol) adopted in 1976 and amended in 1995 which is pending only one ratification to enter into force; the Protocol concerning cooperation in preventing Pollution from Ships and, in case of Emergency, combating Pollution of the Mediterranean Sea (the Prevention and Emergency Protocol) adopted in 2002 which entered into force in 2004; the Protocol for the Protection of the Mediterranean Sea against Pollution from Land-Based Sources of Activities (LBS Protocol) as amended in 1996 which entered into force in 2008; the Protocol Concerning Specially Protected Areas and Biologically Diversity in the Mediterranean (SPA and Biodiversity Protocol) adopted in 1995 which entered into force in 1999; the Protocol for the Protection of the Mediterranean Sea against Pollution resulting from Exploration and Exploitation of the Continental Shelf and the Seabed and its Subsoil (Offshore Protocol) adopted in 1994 and entered into force in 2011; the Protocol on the Prevention of Pollution of the Mediterranean Sea by Transboundary Movements of Hazardous Wastes and their Disposal (Hazardous Wastes Protocol) adopted in 1996 and entered into force on 2008; and, the Protocol on Integrated Coastal Zone Management in the Mediterranean (ICZM Protocol) adopted in 2008 and entered into force on 2011.

In 1995 the Barcelona Convention was amended, broadening MAP's mandate beyond marine pollution control to include planning, management and support for the promotion of sustainable development in the region. The amended Convention applies many of the concepts embodied in the instruments adopted by the 1992 Rio Conference such as sustainable development, the precautionary principle, integrated coastal zone management, the use of best available techniques and best environmental practices, as well as promoting environmentally sound technology, including clean production technologies.

UNEP/MAP is recognized as a unique regional environmental legal framework and policy development process. As the guardian of the Barcelona Convention it coordinates the implementation of the Convention and related protocols. Its historical role in the Mediterranean is well recognized and respected both by the Parties and other key players in the region. It is the key environmental governance structure in the Mediterranean, with a longstanding pollution monitoring programme, a network of focal points in partner countries and a diversified network of regional activity centers that offer their expertise to the implementation of the Convention and its Protocols in the Mediterranean countries.

The 21 countries bordering the Mediterranean Sea and the European Union (EU) are the Contracting Parties (CPs) to the Barcelona Convention. They decide on MAP strategies, programmes and budget at biannual Ministerial meetings. A Coordinating Unit, based in Athens, performs legal and representational functions, facilitates dialogue and coordinates MAP's Programme of Work. Six technical Regional Activity Centers and a programme, so-called MAP components, assist Mediterranean countries in fulfilling their commitments under the Convention and the Protocols: MEDPOL, Greece, is responsible for marine pollution assessment and control; REMPEC, Malta, for Marine Pollution Emergency Response; SPA/RAC, Tunisia, for Biodiversity and Protected Areas; PAP/RAC, Croatia, for the promotion of Integrated Coastal Zone Management; BP/RAC, France, for prospective analyses of environment and sustainable development; CP/RAC, Spain, for Sustainable Consumption and Production; and INFO/RAC, Italy, for Environmental Information Systems. The Contracting parties defined the mandates of the Components by a decision adopted at their 16th Meeting in Marrakesh (2009).

UNEP/MAP is primarily financed by the Contracting Parties through assessed contributions to the Mediterranean Trust Fund (MTF). Other sources of funding include voluntary contributions from the European Union and its Contracting Parties, UN organizations, the GEF and other ad hoc donors.

In 2008 the Contracting Parties launched a Governance reform with a view to: strengthen its ability to ensure implementation of the Barcelona Convention and the Protocols; improve effectiveness of measures taken in this regard; ensure all UNEP/MAP components operate as an integral part of the UNEP/MAP – Barcelona Convention and their work is entirely focused on implementing the Convention and the Protocols; ensure Contracting Parties play a full and active role in the MAP system; properly target dissemination of information to enhance implementation effectiveness and political visibility; and, be streamlined for effectiveness. While a first wave of implementation measures has been undertaken the overall governance objectives remains valid and requires further measures some of which will be the result of the Functional Review.

Introduction

1. At the invitation of the Government of Algeria, the 76th Meeting of the Bureau of the Contracting Parties to the Barcelona Convention and its Protocols was held on 26, 27 and 28 February 2013 in Algiers, Algeria.

Participation

2. The Bureau meeting was attended by its President, S.E.M. Jean-Pierre Thébault (France), and its four vice-presidents (Algeria, Monaco, Tunisia, Turkey); and its Rapporteur (Italy). In addition, following the decision IG.20/14 on PoW and budget adopted by COP17, a representative of the European Union attended the whole meeting as an observer. A delegation of two representatives of Malta also attended Agenda items 3.1 (Financial Situation and Proposals for 2013) and 3.2.1 (Extended Functional Review) regarding REMPEC on the first day of the meeting as observers.
3. The list of participants is attached as Annex I to this report.

Opening of the meeting

4. The meeting was opened by the President of the Bureau, H.E. Ambassador Jean-Pierre Thebault. He welcomed the Bureau members and other participants.
5. An opening remark was made by Mr. Farid Nezzar, Directeur Général de l'Environnement et du Développement Durable, Ministère de l'Aménagement du Territoire, de l'Environnement et de la Ville, Algerie, and Bureau member on behalf of the host country. He welcomed the Bureau members and other participants.
6. Ms Maria Luisa Silva Mejias, Executive Secretary and Coordinator of MAP, also welcomed the Bureau Members and thanked Algeria for hosting the meeting.

Adoption of the Agenda and organization of work

7. Upon the request of the Government of Malta, the Bureau agreed on the participation of representatives from Malta as observers at the sessions 3.1 (Financial Situation and Proposals for 2013) and 3.2.1 (Extended Functional Review) regarding REMPEC on the first day of the Meeting.
8. As agreed during the informal meeting of the Bureau after the 17th Meeting of the Contracting Parties to the Barcelona Convention and its Protocols, the report of the meeting was agreed to be very succinct and mainly focusing on the conclusions and recommendations of the Bureau.
9. The Bureau reviewed and adopted the Provisional Agenda as contained in document UNEP/BUR/76/2. (Annex II)

Report by the Secretariat on Specific issues

10. The Secretariat presented the Report on Specific issues.

11. After discussions, the Bureau agreed to:

Financial Situation and Proposals for 2013

- welcome the Parties' commitment to UNEP/MAP – Barcelona Convention as well as the efforts and follow up by the Secretariat which resulted in an MTF collection rate of 99.7% during 2012, the highest collection rate in recent years;
- further recognize progress in MTF and CAL deficit recovery in accordance with Decision IG 20/14 of COP17;
- take note that UNEP/MAP has not yet come out of the difficult financial period, and the fact that the arrears still amount to 775,000 Euro which is a matter of concern, even if high level of contributions was reached. In this context, it recognize the Contracting Parties that have already deposited their 2013 contributions and urge all those that have not done so as well as those that are in arrears to pay as early as possible so to ensure realization of activities;
- take note of the 3 proposals by the Secretariat to allocate 2013 funds gradually and adopt Steps 1 & 2, whereas Step 3 will be discussed in the next Bureau meeting taking into reference the collection rate, the reporting by the Secretariat on 2012-2013 PoW achievements and the remaining activities still to be carried out;
- take note on the request by the Secretariat to unfreeze 3 posts originally budgeted under the MTF and approved by COP 17 and which were vacated due to the departure of ex-incumbents in 2012 and agree to:
 - unfreeze the G6 MedPartnership Admin Assistant post, as this is part of a contractual obligation;
 - defer the unfreezing of G5 Programme Assistant post under validation by MAP Focal Points in their meeting in April 2013, while acknowledging the Coordinating Unit urgent need to fill this post through a local recruitment to be able to respond to the additional workload linked to COP preparation;
 - defer the unfreezing of the Monitoring Officer post under validation by the April meeting of National Focal Points, while acknowledging the relevance of monitoring functions as a core Secretariat task. The Bureau requested the Secretariat to clarify with UNEP whether local contracting was possible and to compare both options including costs considering the need to recruit through a transparent system and the ability to attract competent professionals.

Draft Financial Procedures

12. The Secretariat presented the draft financial procedures document, which was developed following consultations with UNEP and UNON, and would serve as the basis of Barcelona Convention financial procedures per Article 24.2 of the Barcelona Convention and as requested by Decision IG20/4 adopted at COP 17. The Bureau provided views and comments on the document paragraph by paragraph and agreed to:

- take note that the financial rules of the Barcelona Convention are linked to a broader debate regarding the relationship between UNEP and MEAs, which was discussed in the last Governing Council of UNEP, which took place in February 2013. UNEP will provide a report on this issue by the end of June 2013, following consultations with MEAs and the UN Legal Office. Therefore, the draft Financial Rules of Barcelona

Convention will evolve and be finalized in light of these broader discussions so as to ensure coherence of approaches and taking into consideration the most recently updated MOUs as its basis ;

- underline that these are preliminary discussions held for the purpose of providing initial Bureau guidance on a tentative text which will not be subject for adoption;
- ask the Secretariat to circulate a revised draft version considering the comments of the Bureau and including UNEP advise and responses to the issues raised;
- further request the Secretariat to advance the discussions by written correspondence with Bureau members, and submit the final draft to UNEP for considerations in developing the revised version;
- ask UNEP to provide a final revised version to the next Bureau Meeting to be held in July 2013.

Extended Functional Review

13. The Draft Report of Extended Functional Review was presented by Mr. Wijnand deWit on behalf of Dalberg.
14. Mr. David Johnson (former Executive Secretary of OSPAR) on behalf of Mediterranean Contact Group stated that: the review was consistent with international best practices; the consultants were an independent and reputable team and had followed their Terms of Reference; the methodology used was appropriate and the review includes an appropriate description of issues to be addressed; the Contact Group was regularly updated and included in the process; the logic behind the Review is robust and its recommendations can enhance the coordination and cohesion of MAP. On his personal capacity he further noted that OSPAR's model is closer to option 3, but that in that Convention Contracting Parties volunteer to undertake the work. For this reason he supports the recommendations of the Consultants.
15. Mr. Wijnand de Wit introduced the report and pointed out that, while the report includes the main findings and recommendations from the review, the annexes, which have not been distributed yet, are currently being developed and include more detailed information.
16. Following the presentation, the Bureau discussed and concurred with the objective of increasing performance and financial sustainability by creating more flexibility in the system. However, it was acknowledged that the path towards achieving this objective varies; the process to implement it and details are key; and, that actions should be taken progressively;
17. The Bureau concluded that the three options presented by the consultants: Option 1 Cost reduction, Option 2 Scalable system and Option 3 Fund manager should be used as an initial outlay for discussions to which changes can be made;
18. Given the initial inclinations by Bureau members around Option 2, Bureau members proceeded to discuss Option 2 Scalable system more in depth including possible variations to this option such as proceeding with a reduction in the budget for all the RACs of a percentage which would then be used to fill a pool of funds to create flexibility. The situation of RACs which do not receive core funds and the historical reasons for the current system was also discussed in this context;
19. In concluding the discussion on the Extended Functional Review the Bureau agreed to:
 - Acknowledge the work done by the Consultants and the valuable support by Mediterranean Contact Group;
 - listen to the views expressed by the representative of Malta;

- acknowledge that the proposed options are not considered as privileged or limited options, and considering the advisory role of the Bureau, that further recommendations and guidance may be provided by the MAP FPs;
- ask Consultants to revise the document in light of discussions held and in particular :
 - clarify the difference between the function of the Secretariat and the MAP Components;
 - advise on what could be UN and non-UN staff and clarify the impact of conversion of international staff into local staff ; and,
 - Integrate the functional review of CU and MED POL, which was carried out in 2011, and the Extended Functional Review.
- Request the Secretariat and UNEP to further clarify with IMO the legal basis and responsibilities including liabilities and identify clearly options for the status of REMPEC;
- Request the Secretariat to prepare an implementation plan with the assistance of Dalberg as per their Terms of Reference, which explores implications and seeks clarifications of application of all options 1, 2 and 3, with the addition of a 2.bis that reduces the budget across all RACs by 15% for scalable purposes and uses that funding to build a pool of funding for flexible deployment;
- Request the Secretariat to submit an initial draft implementation plan to MAP FPs in their meeting in April 2013 initial progress in this work.

20. The President of the Bureau thanked the Consultants for their work and also Mr. David Johnson representing the Mediterranean Contact Group for the valuable contribution they provided.

21. The Rapporteur of the Bureau expressed his regret about the lack of time given to duly consider the draft Report and the consequent impossibility to adequately perform his mandate. He also confirmed his disagreement on the draft paragraphs 18 and 19 of this Report considering that they did not seem to properly reflect the content and results of the discussion and reserved his comments to later written comments.

Service Agreement

22. The Secretariat presented a preliminary version of the draft Memorandum of Understanding (MOU) between the Bureau of the Contracting Parties and UNEP concerning Secretariat Services to and support of the Barcelona Convention, which is based on the model that was used by CITES and CBD and prepared by the UNEP Headquarters.

23. The President of the Bureau asked members for general comments which will allow the Secretariat to take into account initial reactions. The Bureau further noted that the final version of the arrangement should be aligned with the document on UNEP relations with MEAs currently under preparation.

24. In preparing a revised version the Bureau asked the Secretariat to:

- continue consultations with UNEP to ensure that the comments provided are integrated in the revised version;
- ensure the coherence of Financial Rules, Service Agreement and the Extended Functional Review;
- prepare a note for the Bureau consideration on the differences that the services agreement represents vis-à-vis the current situation;
- clarify the real autonomy of the Secretariat inter alia, on the management of human resources; and,
- revise in-depth the text in the light of all comments and precisions requested.

25. The Bureau agreed the Bureau members would provide further comments to the current version of the Memorandum of Understanding and to the revised version through written procedures with a view to discuss a final version at the next meeting of the Bureau.

Programming 2014 - 2015

26. The Secretariat presented the approach and the proposal regarding the programming process for 2014 -2015 biennium programming, as well as the Strategic Programming processes.
27. The Bureau took note the position expressed by the Secretariat concerning the opportunity of aligning MAP's PoW with that of relevant international processes and MAP's substantive processes (such as CBD, the SDG, the Ecosystem Approach and Marine Strategy Framework Directive process). It further noted the operational difficulties due to the well-known restrictions and constraints as well as the transitional period that will be needed to decide and implement the Functional Review.
28. Moreover the Bureau took also into account that Decision IG20/14 by asking to prepare the new Strategic Programme of Work 2014-2019 implies a reduction from 5 years to 4 years of the operational period of the current 5 Year Programme of Work, therefore reducing the natural provided time for the implementation of the PoW, and that as a consequence there are a number of risks that might affect the completion of the current PoW.
29. Therefore, the Bureau acknowledged and considers reasonable the proposal of the Secretariat and requested it to prepare a Programme of Work on the basis of the current 5 Year Programme of Work and to submit it to consideration of the next NFPs meeting.
30. The Bureau also requests the Secretariat to include in to the preparation/presentation of the Strategic PoW the provision that the Programme would/might be reviewed after the first biennium to incorporate/take in due consideration the potential changes of the organization and of the institutional structure as well as the consequent modification implementation of the activities.
31. The Bureau considering Decision IG 20/8 by the COP, which requested a common policy on staffing costs based on the results of Functional Review, ask the Secretariat to prepare the 2014-2015 biennium PoW using the same total amount of income of this biennium as the indicative planning figure. Such a proposal should consider the progress achieved in reaching a consensus with regard to the implementation of the Functional Review.
32. The Bureau also requests to be updated on the above-listed processes for consideration to the next Bureau meeting.

Progress Report by the Secretariat on activities carried out during the period June 2012-December 2012

33. The Secretariat presented the Progress Report on activities carried out during the period June 2012-December 2012. The Bureau commended the Secretariat and after the discussions agreed to ask the Secretariat to:
- continue close cooperation with the Government of Turkey to make sure that COP18 will be organized with strong substantial and political agenda;
 - contact competent authorities at EU level to explore the opportunities for cooperation between EMSA and REMPEC;
 - coordinate with relevant units in UNEP HQ to engage with IMO with a view to clarify implications as a matter of urgency and report to Bureau at its next meeting in July 2013;

- present revised ToR for the Bureau at its next session. In the meantime, it suggested that with the exception of the EU whose role has been defined by COP decision, observers can be listened by Bureau on very specific points on the agenda to which Bureau had previously agreed in writing;
- continue cooperation with the other international organizations as agreed by COP, and in particular to give priority to the agreements with CBD and IUCN;
- prepare the staff cost policy based on the results of the Functional Review as requested by IG 20/8 as adopted by COP17;
- report on resource mobilization in a consolidated manner and aligned with the PoW in order to enable the Bureau to monitor if the targets set by the COP are met;
- assess the relationship between UNEP, IMO and the Government of Malta regarding REMPEC from legal and human resources points of view in a constructive manner as an urgency and report to the Bureau at its next meeting in July 2013;
- associate the tables of achievements with corresponding budget delivery information to monitor harmony between budget and achievements.
- The Bureau regrets the delays in finalizing the recommendations on individual responsibilities leading to the deficit in MAP Trust Funds and urges UNEP to conclude the Report as soon as possible.

Any other issue

34. The next meeting will take place in Turkey tentatively on the first week of July 2013.

Annex I
List of Participants

List of Participants**FRANCE / FRANCE
PRESIDENT****S.E.M. Jean-Pierre Thébault**

Ambassadeur pour l'Environnement
Ministère des Affaires Etrangères et Européennes
57 Boulevard des Invalides
75700 Paris 07 SP
France
Tel: +33 1 53 69 33 88
Fax: +33 1 53 69 34 21
E-mail: jean-pierre.thebault@diplomatie.gouv.fr

M. Marc Fagot

Chef de bureau
Direction des Affaires européennes et internationales
Ministère de l'Ecologie, du Développement durable et de l'Energie
Tour Pascal A, 6 Place des degrés
92055 La-Défense Cedex
France

Tel: +33 1 40 81 78 66
Fax: +33 1 40 81 98 41
E-mail: marc.fagot@developpement-durable.gouv.fr

**ALGERIA / ALGÉRIE
VICE PRESIDENT****M. Farid Nezzar**

Directeur General de l'Environnement et du Développement
Ministère de l'Aménagement du Territoire et de l'Environnement et d
Cité des 4 canons
Centre Alger
1600 Alger
Algérie

Tel/fax: +213-21-434392
Mob.: +213 661 53 3600
Fax: +213-21-432867
E-mail: farid_nezzar@yahoo.fr

M. Tewfik Mahi

Sous-Directeur
Coopération dans le domaine de l'Environnement
Ministère des Affaires Etrangères
Les Annassers
Kouba
Alger
Algérie

E-mail : tewfik.mahi@hotmail.com

M. Mohamed Melflah

Ministère des Affaires Etrangères
Les Annassers
Kouba
Alger

Algérie

Tel : +213 775085157
E-mail : m_meflah@hotmail.com

M. Ali A Beghora

Directeur Général du Commissariat National du Littoral

Mme Samira Nateche

Directrice
Direction Générale de l'Environnement
Conservation de la Diversité Biologique,
du Milieu Naturel, des Aires Protégées et du Littoral, et des
Changements Climatiques
Ministère de l'Aménagement du Territoire, et de l'Environnement et d
Rue des Quatre Canons
16000 Alger
Algérie

Tel: +213 21 432875
Fax: +213 21 432884
E-mail: natechesamira@yahoo.fr

M. Salim Derrar

Attaché
Ministère de l'Aménagement du Territoire et de l'Environnement et d
Cité des 4 canons
Centre Alger
1600 Alger
Algérie

Tel/Fax: +213 21 43 28 67
Mobile: +213 662 11 64 05
E-mail: derrar73@yahoo.fr

**MONACO / MONACO
VICE PRESIDENT**

S.E.M. Patrick Van Klaveren

Ambassadeur, Délégué permanent auprès des Organismes
internationaux à caractère scientifique, environnemental et
humanitaire
Ministère d'État
BP n° 522, Place de la Visitation
MC 98015, Monaco

Tel : +377 98 988148
Fax: +377 93 509591
E-mail: pvanklaveren@gouv.mc

**TUNISIA / TUNISIE
VICE PRESIDENT**

M. Salah Hassini

Directeur Général de l'Environnement et de la Qualité de Vie
Ministère de l'Environnement
Boulevard de la terre, Centre urbain nord
Tunis 1080
Tunisie

Tel:+216 70 728679
Fax: +216 70 728595
E-mail: dgeqv@mineat.gov.tn

**TURKEY / TURQUIE
VICE PRESIDENT**

Mr Murat Turan

Head of Marine and Coastal Management Division
DG Environmental Management
Cevre ve Sehircilik Bakanliđi, Ehlibey Mah. 1271 Sok. No :13
Balgat
Ankara
Turkey

Tel: +90 0312 5863044
Fax: +90 312 4740335
E-mail: murat.turan@csb.gov.tr

**ITALY / ITALIE
RAPPORTEUR**

Mr. Oliviero Montanaro

Head of Unit
Nature Protection Directorate
Ministry for the Environment, Land and Sea Protection
Via Cristoforo Colombo No 44
Rome 00147
Italy

Tel:+39 06 57228487
Fax: +39 06 57228424
E-mail: montanaro.oliviero@minambiente.it

**EUROPEAN UNION / UNION
EUROPÉENNE
OBSERVER**

Ms. Jill Hanna

Delegated Representative
DG Environment-International Affairs
European Commission
BU-9 3/192, Brussels, Belgium

Tel.:+322 295 3232
E-mail: Jill.Hanna@ec.europa.eu

**MALTA / MALTE
OBSERVER**

H.E. M. Carmel Vassallo

Permanent Representative of Malta to the International
Maritime Organisation
Authority for Transport
Malta transport Centre
Marsa
Malta

Tel: +356 22042286
Mobile: +356 99494316
Fax: +356 21240210
E-mail: lcvassallo@vodafone.com.mt

Ms Christine Pace

Director

Multilateral and Global Issues

Ministry of Foreign Affairs

Ministry of Foreign Affairs - Valletta

Tel: +3562204 2381

Fax: +356 2124 0210

E-mail: christine.pace@gov.mt

**SECRETARIAT TO THE BARCELONA CONVENTION COORDINATING UNIT OF THE
MEDITERRANEAN ACTION PLAN/ SECRETARIAT DE LA CONVENTION DE
BARCELONE/UNITE DE COORDINATION DU PLAN D'ACTION POUR LA
MEDITERRANEE**

UNEP/DEPI

Ms Elizabeth Maruma Mrema

Deputy Director

Division of Environmental Policy Implementation
(DEPI), United Nations Environment Programme
Nairobi
Kenya

Tel: +254 20 7624749.

Fax: +254 20 7624249

Email: Elizabeth.Mrema@unep.org

UNEP/MAP

Ms Maria Luisa Silva Mejias

Executive Secretary & Coordinator
48, Vass. Konstantinou Ave.
11635 Athens
Greece

Tel:+30 210 7273101

E-mail: maria.luisa.silva@unepmap.gr

Mr Atila Uras

Programme Officer
48, Vass. Konstantinou Ave.
11635 Athens
Greece

Tel: +30 210 7273140

E-mail: atila.uras@unepmap.gr

**Annex II
Agenda**

Agenda

- Agenda item 1: Opening of the meeting
- Agenda item 2: Adoption of the Provisional Agenda and organization of work
- Agenda item 3: Discussions on Specific issues
- Agenda item 4: Progress Report by the Secretariat on activities carried out during the period July 2012 – December
- Agenda item 5: Any other business
- Agenda item 6: Conclusions and decisions
- Agenda item 8: Closure of the meeting



United Nations Environment Programme

EP

UNEP/BUR/77/5
12 August 2013

ENGLISH



MEDITERRANEAN ACTION PLAN

Meeting of the Bureau of the Contracting Parties to the
Convention for the Protection of the Marine Environment
and the Coastal Region of the Mediterranean and its Protocols

Ankara (Turkey), 1-3 July 2013

Report

**Meeting of the Bureau of the Contracting Parties to the Convention for the Protection of the
Marine Environment and the Coastal Region of the Mediterranean and its Protocols**

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Introduction

1. At the invitation of the Government of Turkey, the 77th Meeting of the Bureau of the Contracting Parties to the Barcelona Convention and its Protocols was held on 1-3 July 2013.

Participation

2. The President of the Bureau, H.E. Ambassador Jean-Pierre Thébault (France); the Vice-Presidents Mr Tahar Tolba (Algeria), H.E Ambassador Patrick Van Klaveren (Monaco), Mr Salah Hassini (Tunisia) and Mr Mehmet Bas (Turkey); and, the rapporteur, Mr Oliviero Montanaro (Italy) attended the Bureau meeting. In addition, following decision IG.20/14 on the Programme of Work and Budget adopted by COP17, Ms Jill Hanna from the European Union attended the whole meeting as observer.
3. The list of participants is attached as Annex I to this report.

Agenda item 1: Opening of the meeting

4. The meeting was opened by the President of the Bureau, H.E. Ambassador Jean-Pierre Thébault. He welcomed the Bureau members and other participants.
5. An opening remark was made by Mr Mehmet Bas, Director General, Environmental Management, Turkish Ministry of Environment and Urbanization and Bureau member on behalf of the host country. He welcomed the Bureau members and other participants.
6. Ms Maria Luisa Silva Mejias, Executive Secretary and Coordinator of MAP, also welcomed the Bureau Members and thanked Turkey for hosting the meeting.

Agenda item 2: Adoption of the Agenda and organization of work

7. As agreed during the informal meeting of the Bureau after the 17th Meeting of the Contracting Parties to the Barcelona Convention and its Protocols, the meeting's report would be succinct and focusing on its conclusions and recommendations.
8. The Bureau reviewed and adopted the Provisional Agenda as contained in document UNEP/BUR/77/2. (Annex II)

Agenda item 3: Discussions on Specific issues

9. The Executive Secretary and Coordinator of MAP presented document UNEP/BUR/77/4 on Specific Issues.

3.a. Update on Financial Situation

10. After discussions, the Bureau agreed to:
 - i. Welcome improvements in MAP's financial health and the efforts made by some Contracting Parties and the Secretariat in this regard;
 - ii. express its renewed concern about delays in the payment of the 2013 contributions (only 58% of the annual contributions have been received so far in comparison with 78% last year at the same date), which is limiting the capacity of UNEP/MAP and its

components to deliver on their tasks. Noting also that the contributions have been frozen since 2004 at the present level;

- iii. mandate the Presidency and the Secretariat to co-sign and send letters to countries who have not paid their 2013 annual contributions and arrears to the MTF, highlighting the urgency and need of their contributions and asking the reason for the delay in disbursement, the obstacles being faced and the possible support that could be provided by MAP to overcome the situation, as well as requesting that the specific date when disbursement will be effected be provided;
- iv. ask the Secretariat to study additional complementary rules to encourage payment of contributions and to include them in the Financial Rules to be considered at COP18, including suspension of programmatic support or participation at meetings and fines;
- v. support the precautionary approach proposed by the Secretariat in executing the 2013 Programme of Work, given the continued financial difficulties experienced by many countries in the region as well as the vulnerability of MAP finances in the absence of an operational reserve. Therefore it endorses proposals to limit the expenditures at 50% of the assessed contributions and proposes that a working capital reserve be established at the level of 15%;
- vi. ask the Secretariat to inform every two months on the status of payment of contributions and ensure that the monthly updated table on contributions is visibly accessible on UNEP MAP website; and,
- vii. ask the secretariat to reflect the capital for reserve 15% in the amended table of MTF fund balance projections 2010 – 2013 in UNEP/BUR/77/4, Annex II, 4. Revised Annex II of Budget Decision (IG. 20/6). The table should include information on income received, income receivable and when it is expected to be received.

3.b. Financial Rules

11. Following an interactive and useful exchange with Mr Christophe Bouvier, Director of the Office of Operations, thank the UNEP and the Secretariat for the draft which is considered as going on the right direction;
12. support its submission to COP 18 subject to the following:
 - a. With a view to ensure coherence with the forthcoming decision of the UN Environment Assembly of UNEP –UNEA- (former UNEP Governing Council) regarding the relationship between UNEP and the MEAs for which it provides the Secretariat, the following text should be added to the preamble of the draft decision: “Bearing in mind that the UN Environment Assembly of UNEP will be considering the document requested by them on the relationship between UNEP and the MEAs for which it provides the Secretariat or secretariat functions, and that the agreement of the UNEA or a possible decision on this issue may affect these procedures”, and as text for an operational paragraph: “decides to re-examine these regulations and rules and procedures again at COP19 in 2015 in line with the agreement of the UNEA on the relationship between UNEP and the MEAs for which it provides the Secretariat or secretariat functions”;
 - b. ensure alignment of the text with the decision by the COP in Monaco (2003) that contributions can continue being paid in EURO;
 - c. consider wording in the draft regulations and rules and procedures to strengthen penalties in case of non-payment of contributions as discussed during the update on the financial situation;
 - d. make other amendments suggested by the Bureau, inter alia, adapting the language of the decision on Financial Rules to reflect its nature; propose also

the addition of a new preamble paragraph in the rules themselves recognizing that new financial regulations have been adopted by the UN in December 2012 and acknowledging that UNEP rules are being adopted based on which the current Financial Rules may need to be adapted accordingly;

13. request UNEP to prepare an annotated document providing explanations and clarifications on the proposed regulations and rules and procedures and their relevant implications so as to ease the understanding of the proposed changes to the regulations and rules and procedures.

3.c. MoU UNEP and Contracting Parties on Secretariat Services

14. Following the exchanges with UNEP and the Secretariat on the “Memorandum of Understanding (MOU) between the Bureau of the Contracting Parties and UNEP concerning Secretariat Services to and support of the Barcelona Convention” consider that some fundamental issues still remain to be addressed particularly related to the fact that the Coordinating Unit is both the Coordinating Unit to the Mediterranean Action Plan and a Secretariat to the Barcelona Convention and that both functions should be adequately and clearly reflected in the Memorandum of Understanding (MoU);
15. note that like in the case of Financial Rules, the issues addressed under this MoU are also part of the broader discussion regarding the relationships between UNEP and MEAs for which it provides Secretariat functions. Therefore, the text proposed should evolve in line with the discussion on the matter at the United Nations Environment Assembly (UNEA) and a clause calling for the revision of this MoU at COP 19 in 2015 should be added;
16. moreover, underline that the MoU and the Financial Regulations and Rules and Procedures need to be consistent, and request UNEP and the Secretariat to make sure there is coherence between these two documents;
17. request the Secretariat to ask UNEP to address the specific comments provided by the members of the Bureau in a revised version of the MoU; and,
18. request the Secretariat to ask UNEP to finalize the draft by the September meeting of National Focal Points and to develop the covering text of the decision to be adopted by the COP explicitly stating that the COP: welcomes that the MoU was developed; approves the MoU attached as Annex to the Decision; and, asks the President to sign on its behalf.

3.d. Note on staff contracts

19. Consider useful to advance on identifying the measures needed to improve the cost-efficiency of the system including, inter alia, performance evaluation, management indicators, periodic audits and, dialogue between RAC directors and the Coordinating Unit regarding the evolution of costs. It further proposed these to be considered by the forthcoming meeting of national focal points and the COP in their deliberations;
20. recognize the need to have a decision on the structure of MAP Secretariat and in this context asked the Coordinating Unit to submit a working document to the September meeting of National Focal Points. The document should be based on the document UNEP (DEPI)/MED WG 376 / Inf.5 of 18 April 2013 on the Coordinating Unit and MEDPOL, submitted by the Secretariat to the MAP Focal Points Meeting of April 2013, providing a clear explanation of the implication of the structure being proposed both in terms of function and content;

21. appreciate the presentation made by the Secretariat regarding different types of personnel in the MAP system and asked the Secretariat to develop the Programme of Work and budget taking into consideration UNEP's advice on the implications of such distinctions to the budget format. The vice-chair from Tunisia underlined that a staffing policy would be important to secure fairness and equity amongst staff of all centers.

3.e. MAP partners

22. Provisionally approve the proposal by the Secretariat on the list prepared following Decision IG.19.6, noting that MEDWET is not an NGO but a long lasting and relevant IGO;
23. noting that no detailed information was provided on the NGOs listed, exceptionally give a 10 day period to the Bureau members to raise eventual issues of non-conformity with the criteria agreed by the Contracting Parties to be a MAP partner;
24. underline that this is a first list produced as requested by Decision IG19.6 to help clearing up the MAP Partners list which has never been fully updated. but note however that at this stage mostly include environmental NGOs and that following Rio+20 decision on active participation of civil society in the international environmental governance, there is a need to proactively broaden the MAP Partners list to include civil society in terms of the nine major groups identified in Agenda (MED) 21.

3.f. Partnership Agreements

25. Take note the draft MoU prepared and discussed with the Union for the Mediterranean (UfM) which might reinforce Mediterranean cooperation and contribute to MAP objectives by achieving a common strategic approach and mobilizing funding towards its activities;
26. revise the first paragraph of the MoU with a view to properly reflect that it addresses MAP /Barcelona Convention.
27. align the "Annex 1: Indicative list of activities relating to the envisaged areas of cooperation within the framework of MoU" with MAP priorities as stated in particular in the 5-Year Programme of Work (PoW), recognizing that the MoU is general and last in time;
28. ask the Secretariat and UNEP to further consult legal advisers regarding content and signatories of the MoU;
29. ask the Secretariat to periodically update the Bureau in the next biennium on the operationalization of this MoU and recommend that the decision submitted to COP18 adopting the MoU includes a paragraph in this regard;
30. note progress on discussions to establish a program of cooperation between the Secretariat and IUCN, and initial discussions with CBD and encourage the Secretariat to accelerate necessary progress in this regard.

Agenda item 4. Organization of 18th Meeting of the Contracting Parties, 3-6 December 2013, Istanbul, Turkey

31. Welcome Turkey's statement which underlines the expectation of the host country for COP18 including, inter alia, measures to enhance MAP/ Barcelona Convention system, introducing cost/benefit analyses, performance and success indicators and internal evaluations based on these indicators in order to show a clearer picture for better decision-making; the Mediterranean Ecosystem Approach process including a

programme of measures and an integrated monitoring system; and, progress on the themes to be addressed at the interministerial session: marine litter and waste management of coastal cities.

32. The efforts of the Government of Turkey to involve new actors such as regional and local authorities were acknowledged due to the importance of the issue of sustainable coastal management in the Mediterranean;
33. encourage NFPs to hold a meeting as efficient as possible next September and to limit the number of subjects to be left to COP18 discussion. It was mentioned the possible interest of having specialized working groups working in parallel during COP 18. The meeting decided that the issue be considered by the next Presidency while bearing in mind the views of all states and the limitations faced by small delegations;
34. note the proposed list of decisions being prepared by the Secretariat and provided comments on issues to be considered in preparing the drafts for NFP and COP consideration;
 - I. Decision on the Compliance Committee including Contracting Parties views on their recommendations regarding compliance, the modification of the rules of procedure of the Compliance Committee and the Programme of Work of the Compliance Committee;
 - II. Decision on reporting on measures adopted to comply with the Barcelona Convention and its Protocols including issues related to the periodicity and formats of reporting and the new reporting for the ICZM Protocol;
 - III. Decision on strengthening implementation of the ICZM Protocol in the seaward part of the coastal zone through promoting marine spatial planning in connection with the planning of the coastal land uses;
 - IV. Decision on the Ecosystems Approach including adopting definitions of Good Environmental Status (GES) and targets; extending MAP's Monitoring Programme to be integrated and covering issues beyond pollution; supporting proposals on a new assessment policy, the Economic and Social Assessment, a policy on data-sharing and a revised Ecosystems Approach cycle as well as giving a mandate to MAP to develop integrated Programme of Measures to implement the 11 Ecological Objectives building on the existing MAP strategies and plans of action;
 - V. Decision on new/revised Action Plans under the Biodiversity Protocol including caves and dark habitats, marine turtles and cartilaginous fish;
 - VI. Decision on the creation of new SPAMIs and evaluation of existing SPAMIs;
 - VII. Decision to adopt a new Regional Action Plan on Marine Litter;
 - VIII. Decision on follow up actions regarding the Off-Shore Protocol Action Plan;
 - IX. Decision supporting development of a Roadmap to address the region's common priorities regarding Sustainable Consumption and Production (SPC) policies;
 - X. Decision supporting the revision of the Mediterranean Strategy for Sustainable Development (MSSD) and the roadmap proposed to complete this task;
 - XI. Decision regarding the future of the MCSD and its Programme of Work based on the proposals received from the Steering Committee of the MCSD;
 - XII. Decision on Governance including, inter-alia, the Service Agreement between UNEP and the Contracting Parties, the revised Terms of Reference for the Bureau of the Contracting Parties to the Barcelona Convention and the Extended Functional Review;

- XIII. Decision on Cooperation Agreements signed (GFCM, UfM, IUCN, etc.) and those that should be prioritized in the future;
 - XIV. Decision on the Financial Regulations, rules and procedures applicable to the Barcelona Convention as foreseen in its Article 24.2; and,
 - XV. Decision on the Programme of Work and Budget for 2014-2015 including a mandate to prepare a new Integrated Mid Term Strategy for the period 2016-2021;
35. invite National Focal Points to consider in an integrated manner the linkages between Decisions XII, XIII, XIV and XV.

Agenda item 5. General orientations on the Programme of Work

36. Ask the Secretariat to take note of Bureau comments regarding the general orientations for the preparation of the Programme of Work (PoW) 2014-2015;
37. take note of the Secretariat's explanations regarding the extension of the 5-Year PoW for another year until 2015 and the timing for preparation of the new Mid-term Strategy, which from its perspective justify the proposals. Given the need for continuity in MAP and the importance to complete the on-going work, recommends a pragmatic approach and suggests the National Focal Points to follow the Secretariat's suggestions. The rapporteur abstained to the proposal;
38. take note of the explanation of the Secretariat regarding the preparation of PoW and budget taking into consideration all 4 options, unless contributions from the Parties before the National Focal Points meeting in September 2013 allow it to prepare a more consolidated proposal.

Agenda item 3. (cont'd) Discussions on Specific issues

3.g. Terms of Reference of the Bureau

39. Ask the Secretariat to redraft the Terms of Reference reflecting the discussions made and comments provided by the members of the Bureau with a view to submit the document in time for the COP. The draft revised Terms of Reference of the Bureau is provided in Annex III.

3.h. Other issues in Governance Decision IG.20/13

40. Take note of the report of the Secretariat on the outcome of the 15th MCSD meeting and suggest to its Steering Committee to provide information on the potential financial impacts of their proposals;
41. ask the Secretariat to inform NFPs on the on-going Host Country Agreement processes.

Agenda item 6. Amendments to rules of compliance committee

42. Ask the Secretariat to send its proposals on Rule 4 to the members of the Compliance Committee for their consideration (Annex IV);
43. ask the Secretariat to request from the Compliance Committee to consider the opportunity of further clarifying the voting process which is now inserted in Rule 7, paragraph 1, item (e) "Put questions to the vote and announce decisions";and,

44. adopt the other amendments proposed by the Compliance Committee. (Annex V).

Agenda item 7: Progress Report

45. Acknowledge the work done by the Secretariat and MAP components in spite of the difficult circumstances and the limited resources;
46. request the Secretariat to get information before COP 18 on the status of adoption of the amendments to the revised Barcelona Convention by the remaining two Contracting Parties that have not yet done it in order to reach universal acceptance of the Convention;
47. encourage the relevant Contracting Parties to accept the amendments of the Dumping Protocol by COP 18, so as to ensure at least one more acceptance by a Contracting Party, which is needed for its entry into force;
48. urge all Contracting Parties to officially submit their reports on measures taken to implement the Convention as soon as possible in compliance with the obligations of Article 26 of the Barcelona Convention and latest by early September so as to allow consideration by the Compliance Committee Meeting in October.
49. In this context, the Secretariat reminded that it can support countries in the preparation of reports, considering that assessment on compliance with the Convention and its Protocols is an essential element for the implementation of MAP;
50. ask the Secretariat and UNEP to accelerate the discussions with IMO and provide a clear and comprehensive joint state of the play by 15 November 2013 with, to the extent possible, alternative operational scenarios including but not limited to the Functional Review and fully costed proposals as well as information on the process and cost of transition as well as that of possible liabilities. The Maltese government should be duly consulted; and,
51. ask the secretariat to prepare a qualitative assessment of progress in the implementation of PoW to be submitted to the next meeting of National Focal Points in September 2013;

Agenda item 8: Any other business

52. The Bureau did not consider any other discussion point than the above listed issues.

Agenda item 9: Adoption of Conclusions and recommendations

53. The Bureau discussed and adopted conclusions and recommendations as listed above.

Agenda item 10: Closure of the meeting

54. The meeting was closed by the President of the Bureau at 21:30 hrs on Wednesday 3 July 2013.

ANNEX I

List of Participants

List of Participants**FRANCE / FRANCE
PRESIDENT**

S.E.M. Jean-Pierre Thébault
Ambassadeur pour l'Environnement
Ministère des Affaires Etrangères et Européennes
57 Boulevard des Invalides
75700 Paris 07 SP
France
Tel:+33 1 53 69 33 88
Fax: +33 1 53 69 34 21
E-mail: jean-pierre.thebault@diplomatie.gouv.fr

**ALGERIA / ALGÉRIE
VICE PRESIDENT**

Mr Tahar Tolba
Directeur Général de l'Environnement et du Développement
Durable P.I.
Ministère de l'Aménagement du Territoire, de
l'Environnement et de la Ville
03, Rue des Quatre Canons, 16000 - Alger - Algérie

Tél. : ++213.21.43.43.92
Fax. : ++213.21.43.28.57
Mail : ttolba33@hotmail.com

**MONACO / MONACO
VICE PRESIDENT**

S.E.M. Patrick Van Klaveren
Ambassadeur, Délégué permanent auprès des Organismes
internationaux à caractère scientifique, environnemental et
humanitaire
Ministère d'État
BP n° 522, Place de la Visitation
MC 98015, Monaco
Tel : +377 98 988148
Fax: +377 93 509591
E-mail: pvanklaveren@gouv.mc

**TUNISIA / TUNISIE
VICE PRESIDENT**

M Salah Hassini
Directeur Général de l'Environnement et de la Qualité de Vie
Ministère de l'Environnement
Boulevard de la terre, Centre urbain nord
Tunis 1080
Tunisie

Tel:+216 70 728679
Fax: +216 70 728595
E-mail: dgeqv@mineat.gov.tn

**TURKEY / TURQUIE
VICE PRESIDENT**

Mr Mehmet Bas
General Director
Ministry of Environment and Urbanization
Ehlibeyt Mh. 1271 Sk. No:13 06520
Balgat / Ankara
Turkey

Tel: +90 312 586 3002
Mobile: +90 533 4704737

Fax: +90 312 474 0335
E-mail: mehmet.bas@csb.gov.tr

Mr Murat Turan

Head of Marine and Coastal Management Division
DG Environmental Management
Cevre ve Sehircilik Bakanli i, Ehlibey Mah. 1271 Sok.
No :13 Balgat
Ankara
Turkey

Tel: +90 0312 5863044
Fax: +90 312 4740335
E-mail: murat.turan@csb.gov.tr

Mr Zafer Ate

Head of Department
Ministry of Foreign Affairs of Turkey, Deputy General
Directorate of Energy, Water, Environment,
Balgat, Ankara TURKEY

Tel: +90312 2921624
Fax: +90312 2871648

Ms Huri Eyuboglu

Deputy Branch Manager
Ministry of Environment and Urbanization of Turkey
General Directorate of Environmental Management
Marine and Coastal Management Department
Ehlibeyt Mah. 1231. Sk. No:13
Ankara TURKEY

Tel: +90312 5863045
Fax:+90312 4740335
Email: huri.eyuboglu@csb.gov.tr

Ms Nazlı Yenil

Expert
Ministry of Environment and Urbanization of Turkey
General Directorate of Environmental Management
Marine and Coastal Management Department
Ehlibeyt Mah. 1231. Sk. No:13
Ankara TURKEY

Tel: +90312 5863126
Fax:+90312 4740335
Email: nazli.yenal@csb.gov.tr

Mr Erol Cavus

Expert
Ministry of Environment and Urbanization of Republic of
Turkey Ehlibeyt Mh. 1271 Sk. No:13 06520
Balgat / Ankara
Turkey

Tel: +90 312 586 3127
Mobile: +90 532 320 6328
Fax: +90 312 474 0335
E-mail: erol.cavus@csb.gov.tr

**ITALY / ITALIE
RAPPORTEUR**

Mr Oliviero Montanaro

Head of Unit
Nature Protection Directorate
Ministry for the Environment, Land and Sea Protection
Via Cristoforo Colombo No 44
Rome 00147
Italy

Tel:+39 06 57228487
Fax: +39 06 57228424
E-mail: montanaro.oliviero@minambiente.it

**EUROPEAN UNION /
UNION EUROPÉENNE
OBSERVER**

Ms Jill Hanna

Delegated Representative
DG Environment-International Affairs
European Commission
BU-9 3/192, Brussels, Belgium

Tel.:+322 295 3232
E-mail: Jill.Hanna@ec.europa.eu

**SECRETARIAT TO THE BARCELONA CONVENTION COORDINATING UNIT OF THE
MEDITERRANEAN ACTION PLAN/ SECRETARIAT DE LA CONVENTION DE
BARCELONE/UNITE DE COORDINATION DU PLAN D'ACTION POUR LA
MEDITERRANEE**

UNEP/OfO

Mr Jean Christophe Bouvier

Chief,
Office for Operations and Corporate Services
United Nations Environment Programme
Nairobi - Kenya

Tel: +254-20-7623880

Email: christophe.bouvier@unep.org

UNEP/DEPI

Ms Rossana Silva-Repetto

Legal officer
UNEP Focal Point for SIDS
Division of Environmental Policy Implementation (DEPI),
UNEP
UN Complex, Gigiri, Nairobi, Kenya

Tel. +254-20-7625274

E-mail: Rossana.Silva-Repetto@unep.org>

UNEP/MAP

Ms Maria Luisa Silva Mejias

Executive Secretary & Coordinator
48, Vass. Konstantinou Ave.
11635 Athens
Greece

Tel:+30 210 7273101

E-mail: maria.luisa.silva@unepmap.gr

Mr Atila Uras

Programme Officer
48, Vass. Konstantinou Ave.
11635 Athens
Greece

Tel: +30 210 7273140

E-mail: atila.uras@unepmap.gr

ANNEX II

Agenda

Agenda

- Agenda item 1:** Opening of the meeting
- Agenda item 2:** Adoption of the Agenda and organization of work
- Agenda item 3:** Discussions on Specific issues
- Agenda item 4:** Organization of 18th Meeting of the Contracting Parties, 3-6 December 2013, Istanbul, Turkey
- Agenda item 5:** General orientation of the Programme of Work
- Agenda item 6:** Amendments of rules of Compliance Committee
- Agenda item 7:** Progress Report
- Agenda item 8:** Any other business
- Agenda item 9:** Adoption of conclusions and recommendations
- Agenda item 10:** Closure of the meeting

ANNEX III

**Draft Terms of Reference of the Bureau of the Contracting Parties
to Barcelona Convention**

DRAFT
TERMS OF REFERENCE OF THE BUREAU OF THE CONTRACTING PARTIES TO
BARCELONA CONVENTION

Composition and tenure

Article I

1. 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 Marine Environment and the Coastal Region of the Mediterranean and its Protocols.

Article II

1. The members of the Bureau shall serve as the President, the four Vice-Presidents and the Rapporteur and shall be elected at the commencement of the first sitting of each ordinary meeting.
2. A representative of the State hosting the meeting of the Contracting Parties shall be elected President of the Bureau and act in such capacity until a new President is elected at the next Meeting of the Contracting Parties.
3. In electing the members of the Bureau, the Contracting Parties shall seek to ensure rotation amongst the Contracting Parties, and will take into account regular payment of the contributions of the Contracting Parties to the MTF and regular attendance at the meetings of the Contracting Parties.
4. Two members of the Bureau will be elected from each of the three groups of Parties to the Convention.
5. A representative of the State that is going to host the following meeting of the Contracting Parties shall be one of the members of the Bureau. In case of no decision in this regard at the moment of the election of the Bureau members, a representative of that State will become an ex-officio member of the Bureau from the moment a decision is made on the venue.

Article III

1. The members of the Bureau are elected in their personal capacity and shall hold office until the election of the new Bureau at the next Ordinary Meeting of the Contracting Parties.
2. At least four members shall be replaced at each ordinary meeting, and no State may be a member of the Bureau for more than two consecutive periods, except for ex-officio members, as established in Article II (5).
3. In case of temporary absence of the President, one of the Vice-Presidents designated by him/her, shall serve as President of the Bureau.
4. If a member of the Bureau resigns or otherwise becomes unable to complete his term of office, a representative of the same Contracting Party shall be named by the Contracting Party concerned to replace him/her for the remainder of his/her mandate.
5. The Coordinator shall assist the Bureau in its work and shall sit ex-officio on the Bureau.

Meetings

Article IV

1. The work of the Bureau will be carried out both by electronic means (audio and teleconferences and email) and through face-to-face meetings. The Bureau shall meet at

- least twice a year for a two or three 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.
2. Unless decided differently, the Bureau shall hold its meetings at the Headquarters of the Coordinating Unit. In case a Contracting Party offers to host a meeting of the Bureau, it shall bear the additional costs of holding the meeting in a venue other than the Coordinating Unit Headquarters.
 3. The Bureau members may be accompanied to the meetings of the Bureau by advisors, as they may consider appropriate. Travel costs of advisors are born by the relevant Contracting Party.

Organizational matters

Article V

1. The meetings of the Bureau shall be convened by the Secretariat in consultation with the President of the Bureau.
2. Invitations to the meetings of the Bureau shall be sent out by the Secretariat to the members of the Bureau.
3. All Contracting Parties of the Convention which are not members of the Bureau shall be informed about the intent to hold a meeting of the Bureau and of about the agenda.
4. The Bureau may invite any Contracting Party which so requests to participate as an observer in its deliberations on any matter of particular concern to that Party, on their own expense.
5. The Secretariat 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.
6. Once finalized the Agenda of the Bureau shall be shared with all Contracting Parties.

Article VI

1. The Secretariat shall prepare the documents needed for the discussion of the various agenda items. These documents shall be sent one month before the meeting and shall include as a minimum the following:
 - provisional agenda and annotated provisional agenda;
 - status of contributions and letters requesting payment or reminders, as appropriate;
 - status of funds committed;
 - progress reports of the Coordinating Unit and the MAP Components on activities carried out;
 - recommendations on specific questions;
 - identification of the main international and national events, whose results contribute 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 VII

1. The working languages of the meetings of the Bureau shall be English and French.
2. The Bureau adopts its decisions by consensus. In cases where consensus cannot be reached, decisions will be made with the favorable vote of four members of the Bureau

- but the dissenting opinions should be reflected in the report of the meeting.
3. The reports of the Meetings of the Bureau consist of conclusions and recommendations of the Bureau meetings drafted by the Rapporteur with the support of the Secretariat and adopted in session. The final edited report shall be distributed in the working languages of the Bureau by electronic means, as soon as available, but no later than one month after the meeting, to the focal points of the Contracting Parties. Such reports shall also be made available to the ordinary meeting of the Contracting Parties taking place subsequently after the relevant meetings of the Bureau, as information documents.

Article VIII

1. The members of the Bureau shall consult before the meetings of the Bureau, with the focal points of the Contracting Parties of the group of Parties to the Convention from which they were elected, on the issues of the agenda of the meetings.

General Mandate

Article IX

1. The Bureau members serve as the officers of the meetings or conferences of the Contracting Parties.
2. The Bureau is not a negotiating body. In the intersessional period between ordinary meetings of the Contracting Parties, and on their behalf, the Bureau reviews and evaluates progress in the implementation of the Convention and its protocols, and the decisions of the Contracting Parties, and provides guidance and advice to the Secretariat on all policy and administrative matters related to such implementation.
3. The Bureau makes recommendations, as appropriate, for consideration at the following meeting of the Contracting Parties, on issues of the agenda of that meeting, and overviews the preparations for those meetings including advice to the Secretariat on how to enhance the preparations, efficiency and results of the meetings of the Contracting Parties, and on any other matters brought to it by the Secretariat.
4. The Bureau carries out interim activities as may be necessary to execute the decisions of the Contracting Parties and performs any other function as may be entrusted to it by the Conference of the Parties.
5. The Bureau works together with Coordinating Unit on measures to enhance the functioning of the Coordinating Unit and MAP Components, taking into account, inter alia, cost benefit analyses, performance and success indicators. To this aim, an evaluation report shall be submitted to Meetings of the Contracting Parties to facilitate on future planning of Barcelona System.

Programme of Work and Budget

Article X

1. The Bureau shall provide guidance to the Secretariat on the preparation of the draft work programme and budget proposals for the next biennium including on the indicative planning figure in line with MAP's planning processes.
2. At its meetings, the Bureau shall consider the draft work programme and budget proposals prepared by the Secretariat and make recommendations to the Conference of the Parties.

External Relations

Article XI

1. The Bureau may, in periods between the meetings of the Contracting Parties, review the relations with similar regional Conventions and 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.

Emergency Situations

Article XII

1. The Bureau shall decide, during its meetings or by electronic means, with the Coordinating Unit, on responses in case of emergency situations and shall take emergency measures within the functions and financial resources of the Convention and Action Plan to deal with events requiring immediate action. The Contracting Parties shall be informed of any such decision within two months of its adoption.

ANNEX IV

Note to the Compliance Committee

The request of the members of the Compliance Committee in accordance with Rule 32 of its Rules of Procedure was considered by the 77th Bureau of the Contracting Parties to the Barcelona Convention at its meeting in Ankara (Turkey) 1-3 July 2013, under Agenda item 3. The Bureau examined the amendments proposed to the Rules of Procedure and after discussions decided as follows:

1. Bearing in mind the financial and budgetary context of the Convention, and within the powers given to it by the COP for monitoring of budgetary execution, the Bureau would like to propose the following formulation of Rule 4 for your consideration:

Rule 4

1. The Committee shall normally meet ***twice per biennium preferably once a year***. It may ~~decide~~ ***recommend the Secretariat*** to hold additional meetings subject to workload requirements arising from submissions by concerned Contracting Parties and referrals by the Secretariat and subject to availability of resources.
 2. ~~***Unless it decides otherwise,***~~ The Committee shall meet at the seat of the Coordinating Unit. ***Any additional costs that may rise by changing of the place of the meeting shall be met by the host country.***
2. request from the Compliance Committee to consider the opportunity of further clarifying the voting process which is now inserted in Rule 7, paragraph 1, item (e) "Put questions to the vote and announce decisions"; and,
 3. concluded to adopt the other amendments proposed by the Compliance Committee. (Annex).

ANNEX V

Rules of procedure of the Compliance Committee

NOTE: the amendments *are in bold type and italic in the text*

Proposed amended rules of procedure of the Compliance Committee under the Barcelona Convention and its protocols

Purposes

Rule 1

Within the framework of the implementation of the procedures and mechanisms on compliance under the Barcelona Convention and its Protocols, hereinafter called "compliance procedures and mechanisms", contained in the annex to decision IG 17/2 on compliance procedures and mechanisms, hereinafter called decision IG 17/2, as adopted by the 15th Meeting of the Contracting Parties, these rules of procedure shall apply to any meeting of the Compliance Committee, hereinafter called "the Committee", under the Convention and its related Protocols.

Rule 2

The Rules of Procedure for Meetings and Conferences of the Contracting Parties to the Barcelona Convention and its related Protocols shall apply *mutatis mutandis* to any meeting **of *the*** Committee unless otherwise stipulated in the rules set out herein and in decision IG 17/2, and provided that rules 18 and 19 on representation and credentials of the Rules of Procedure for Meetings and Conferences of the Contracting Parties do not apply.

Definitions

Rule 3

For the purposes of these rules:

1. "Convention and its related Protocols" means the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean (Barcelona Convention) adopted in 1976 and amended in 1995 and its related Protocols: Protocol Concerning Cooperation in Combating Pollution of the Mediterranean Sea by Oil and other Harmful Substances in Cases of Emergency (Emergency Protocol), Barcelona, 1976; Protocol Concerning Cooperation in Preventing Pollution from Ships and, in Cases of Emergency, Combating Pollution of the Mediterranean Sea (Prevention and Emergency Protocol), Malta, 2002; Protocol for the Prevention of Pollution in the Mediterranean Sea by Dumping from Ships and Aircraft (Dumping Protocol), Barcelona, 1976; amendments to the Dumping Protocol, recorded as Protocol for the Prevention and Elimination of Pollution in the Mediterranean Sea by Dumping from Ships and Aircraft or Incineration at Sea, Barcelona, 1995; Protocol for the Protection of the Mediterranean Sea against Pollution from Land-Based Sources (LBS Protocol), Athens, 1980; amendments to the LBS Protocol, recorded as Protocol for the Protection of the Mediterranean Sea against Pollution from Land-Based Sources and Activities, Syracuse, 1996; Protocol concerning Mediterranean Specially Protected Areas (SPA Protocol), Geneva, 1982; Protocol Concerning Specially Protected Areas and Biological Diversity in the Mediterranean (SPA and Biodiversity Protocol), Barcelona, 1995; Protocol for the Protection of the Mediterranean Sea against Pollution Resulting from Exploration and Exploitation of the Continental Shelf and the Seabed and its Subsoil (Offshore Protocol), Madrid, 1994; Protocol on the Prevention of Pollution of the Mediterranean Sea by Transboundary Movements of

Hazardous Wastes and their Disposal (Hazardous Wastes Protocol), Izmir, 1996; Protocol on Integrated Coastal Zone Management in the Mediterranean (ICZM Protocol), Madrid, 2008.

2. "Compliance procedures and mechanisms" means the procedures and mechanisms on compliance under the Barcelona Convention and its related Protocols adopted by the 15th Meeting of the Contracting Parties and set out in the annex to decision IG 17/2.

3. "Contracting Parties" means Contracting Parties to the Convention and its related Protocols, including the amended versions, if any, for which the Convention and the related Protocols and their respective amendments are in force.

4. "Party concerned" means a Party in respect of which a question of compliance is raised as set out in section V of the compliance procedures and mechanisms.

5. "Committee" means the Compliance Committee established by section II, paragraph 2, of the compliance procedures and mechanisms and by decision IG 17/2 of the 15th Meeting of the Contracting Parties.

6. "Member" means a member of the Committee elected under section II, paragraph 3, of the compliance procedures and mechanisms.

7. "Alternate member" means an alternate member elected under section II, paragraph 3, of the compliance procedures and mechanisms.

8. "Chairperson" means the Chairperson of the Committee elected in accordance with rule 6 of the present rules of procedure.

9. "Vice-Chairpersons" means the Vice-Chairpersons of the Committee elected in accordance with rule 6 of the present rules of procedure.

10. "Secretariat" means the Coordinating Unit that is designated by the Executive Director of the United Nations Environment Programme (UNEP) **as responsible for** the administration of the Mediterranean Action Plan (MAP), referred to in paragraph 38 of the compliance procedures and mechanisms.

11. "Representative" means a person designated by the Party concerned to represent it during the consideration of a question of non-compliance.

12. "The public" means one or more natural or legal persons and, in accordance with national legislation or practice, their associations, organizations or groups.

13. "Bureau" means the Bureau of the Contracting Parties referred to in article 19 of the Convention.

14. "Observers" means the organizations referred to in article 20 of the Convention and those included in the list of MAP partners as approved by the Meeting of the Contracting Parties.

Place, dates and notice of meetings

Rule 4

1. The committee shall normally meet **twice per biennium preferably once a year**. It may [**recommend the Secretariat**] to hold an additional meeting subject to workload requirements

arising from submissions by concerned Contracting Parties and referrals by the Secretariat and subject to availability of funds.

2. [The Committee shall meet at the seat of the Coordinating Unit. **Any additional costs that may rise by changing of the place of the meeting shall be met by the host country.**]

3. At each meeting, the Committee **shall decide in prior consultation with the Secretariat** on the place, dates and duration of its next meeting.

Rule 5

Notice of Committee meetings shall be sent by the Secretariat to the **regular** members and alternate members and any representative, as the case may be, with a copy to the MAP Focal Points of all Contracting Parties, at least three months before the opening of the meeting.

Officers

Rule 6

The Committee shall elect a Chairperson and two Vice-Chairpersons for a term of two years. No officers shall serve for more than two consecutive terms.

Rule 7

1. In addition to exercising the powers conferred upon him or her elsewhere in these rules, the Chairperson shall:

- (a) Preside over the meeting;
- (b) Declare the opening and closure of the meeting;
- (c) Ensure the observance of these rules;
- (d) Accord the right to speak;
- (e) **Put** questions to **the vote** and announce decisions;
- (f) Rule on any points of order;
- (g) Subject to these rules, have complete control over the proceedings and maintain order.

2. The Chairperson may also propose:

- (a) The closure of the list of speakers;
- (b) A limitation on the time to be allowed to speakers and on the number of interventions on an issue;
- (c) The adjournment or closure of debate on an issue;
- (d) The suspension or adjournment of the meeting.

Agenda

Rule 8

1. In agreement with the Chairperson, the Secretariat shall draft the provisional agenda for each meeting of the Committee. The agenda of the Committee shall include items arising from

its functions as specified in section IV of the compliance procedures and mechanisms and other matters related thereto.

2. The Committee, when adopting its agenda, may decide to add urgent and important items and to delete, defer or amend items.

Rule 9

The provisional agenda and the annotated agenda for each meeting, the draft report of the previous meeting and other working and supporting documents shall be circulated by the Secretariat to **regular** members and alternate members at least six weeks before the opening of **the Committee's** meeting.

Rule 10

1. The term of office of a **regular** member or alternate member shall commence at the end of an ordinary Meeting of the Contracting Parties immediately following his or her election and run until the end of the Meeting of the Contracting Parties two or four years thereafter, as applicable.

2. If a **regular** member or alternate member of the Committee resigns or is otherwise unable to complete his or her term of office, the Party which nominated that **regular** member or alternate member shall nominate a replacement to serve for the remainder of that **regular** member's or alternate member's mandate, subject to endorsement by the Bureau of the Contracting Parties.

3. When a **regular** member or alternate member resigns or is otherwise unable to complete the assigned term, the Committee shall request the Secretariat to start the replacement procedures in order to ensure, in accordance with paragraph 2 above, the election of a new **regular** member or alternate member for the remainder of the term.

Rule 11

1. In accordance with these rules of procedure, **regular** members and alternate members shall be invited to attend Committee meetings.

2. Alternate members are entitled to take part in the proceedings of the Committee without the right to vote. An alternate member may cast a vote only if serving as a **regular** member.

3. During the absence of a **regular** member from all or part of a meeting, his or her alternate shall serve as the **regular** member.

4. When a **regular** member resigns or is otherwise unable to complete the assigned term or the functions of a member, his or her alternate shall serve as a member ad interim.

5. Any other participant in the Committee's meetings shall attend as an observer.

Rule 12

1. Each member of the Committee shall, with respect to any matter that is under consideration by the Committee, avoid direct or indirect conflicts of interest. Any matter that may constitute a conflict of interest shall be **brought** as soon as possible **to the attention** of the Secretariat, which shall forthwith notify the members of the Committee. The concerned member

shall not participate in the elaboration and adoption of findings, measures and recommendations of the Committee in relation to such a matter.

2. If the Committee considers that a material violation of the requirements of independence and impartiality expected of a **regular** member or alternate member of the Committee has occurred, it may decide to recommend, through the Secretariat to the Bureau of the Meeting of the Contracting Parties, to revoke the membership of any member or alternate member concerned, after having given the **regular** member or alternate member the opportunity to be heard.

3. All decisions of the Committee taken under this rule shall be noted in the annual report of the Committee to the Meeting of the Contracting Parties.

Rule 13

Each **regular** member or alternate member of the Committee shall take the following written oath:

“I solemnly declare that I shall perform my duties as member of the Committee objectively, independently and impartially, acting in the interest of the Barcelona Convention, and shall not disclose any confidential information coming to my knowledge by reason of my duties in the Committee, and I shall disclose to the Committee any personal interest in any matter submitted to the Committee for consideration which may constitute a conflict of interest.”

Distribution and consideration of information

Rule 14

1. The information received in accordance with paragraphs 18-19 of section V on Procedure shall be distributed by the Secretariat to the **regular** members and alternate members of the Committee.

2. **Any** submission received in accordance with paragraph 18(a) of section V of the compliance procedures and mechanisms shall be transmitted by the Secretariat to the **regular** members of the Committee and their alternates as soon as possible but no later than thirty days of receipt of the submission.

3. A submission received in accordance with paragraph 18(b) of the compliance procedures and mechanisms and any issues raised by the Secretariat as provided for in paragraph 23 of the compliance procedures and mechanisms shall be transmitted by the Secretariat to the **regular** members of the Committee and their alternates as soon as possible but no later than 30 days after the six-month time frames provided for in the above-mentioned paragraphs have expired.

4. Any information to be considered by the Committee shall, as soon as possible but no later than two weeks after receipt, be made available to the Party concerned.

Public access to documents and information

Rule 15

The provisional agenda, reports of meetings, official documents and, subject to rule 14 above and paragraph 30 of section V of the compliance procedures and mechanisms, any other non-confidential information documents shall be made available to the public.

Participation in proceedings of the Committee

Rule 16

1. Unless the Committee or the Party whose compliance is in question decides otherwise, the meetings of the Committee will be open to other Contracting Parties and to observers as provided for under paragraph 13 of the compliance procedures and mechanisms.
2. In accordance with the provisions of paragraphs 18, 27 and 29 of the compliance procedures and mechanisms, the Party concerned is entitled to participate in the Committee's proceedings and make comments thereon. It may furthermore, in accordance with the criteria adopted by the Committee and at the request of the latter, take part in the preparation of its findings, measures and recommendations. The Party concerned shall be given an opportunity to comment in writing on the findings, measures and recommendations of the Committee. Any such comments shall be forwarded with the report of the Committee to the Meeting of the Contracting Parties.
3. The Committee may invite experts to provide **expert** advice through the Secretariat. In that case it shall:
 - (a) Define the question on which expert opinion is sought;
 - (b) Identify the expert(s) to be consulted, on the basis of a roster of experts prepared and regularly updated by the Secretariat;
 - (c) Lay down the procedures to be followed.
4. Experts may also be invited by the Committee to be present during the formulation of its findings, measures or recommendations.
5. Secretariat officials may be also invited by the Committee **to attend the Committee's deliberations** in order to assist in the drafting of its findings, measures or recommendations.

Conduct of business

Rule 17

In conformity with rule 11, seven **regular** members of the Committee shall constitute a quorum. For the purpose of the quorum, the replacement of **regular** members by alternates shall take into consideration equitable geographical representation, consistently with the composition of the Committee as set out in the third paragraph of decision IG 17/2.

Rule 18

1. With respect to a notification or document sent by the Secretariat to a Contracting Party, the date of receipt shall be deemed to be the date indicated in a written confirmation from the Party or the date indicated in a written confirmation of receipt by the expedited delivery courier, whichever comes first.

2. With respect to a submission, request or other document intended for the Committee, the date of receipt by the Committee shall be deemed to be the first business day after receipt by the Secretariat.

Rule 19

1. Electronic means of communication may be used by the members of the Committee for the purpose of conducting informal consultations on issues under consideration and decision-making on matters of procedure. Electronic means of communication shall not be used for making decisions on matters of substance related in particular to the preparation of findings, measures and recommendations by the Committee.

2. The Committee may use electronic means **of communication** for the transmission, dissemination and storage of documentation, without prejudice to normal means of circulation of the documentation, as the case may be.

Voting

Rule 20

Each **regular** member of the Committee shall have one vote.

Rule 21

1. The Committee shall make every effort to reach agreement by consensus on its findings, measures and recommendations. If all efforts to reach consensus have been exhausted, the Committee shall as a last resort adopt its findings, measures and recommendations by at least six members present and voting.

2. For the purpose of these rules, "members present and voting" means members present at the session at which voting takes place and casting an affirmative or negative vote. Members **who abstain** from voting shall be considered as not voting.

Secretariat

Rule 22

1. The Secretariat shall make **all necessary** arrangements for meetings of the Committee and provide it with services as required.

2. In addition, **and subject to availability of technical and financial means**, the Secretariat shall perform **any** other function assigned to it by the Committee with respect to the work of the Committee.

Languages

Rule 23

The working languages of the Committee shall be the official languages of the meetings or conferences of the Contracting Parties.

Rule 24

1. The submissions from the Party concerned, the response and the information referred to in section V of the compliance procedures and mechanisms shall be provided in one of the four official languages of the Meetings **of the Conference** of the Contracting Parties to the Convention and its related Protocols. The Secretariat shall make arrangements to translate them into English and/or French if they are submitted in the other official languages of the Meeting of the Contracting Parties to the Convention and its related Protocols.

2. **Any** representative taking part in the Committee proceedings and/or meetings may speak in a language other than the working languages of the Committee if the Party provides for interpretation.

3. Final findings, measures and recommendations shall be made available in all official languages of the Meetings of the Contracting Parties to the Convention and its related Protocols.

General procedures for submissions

Rule 25

The time frame for submissions is as follows:

1. For cases concerning a submission by a **Contracting** Party in respect of its own actual or potential situation of non-compliance: at the latest six (6) weeks before the opening of the ordinary meeting of the Committee.

2. For cases concerning a submission by a **Contracting** Party in respect of another Party's situation of non-compliance: at the latest four (4) months before the opening of the ordinary meeting of the Committee allowing the **Contracting** Party whose compliance is in question at least three months to consider and prepare its response.

3. The time frames for cases concerning a submission by a **Contracting** Party in respect of another **Contracting** Party's situation of non-compliance also apply to issues raised by the Secretariat.

4. All the above time frames are **indicative** and may be extended according to the necessities warranted by the circumstances of the matter at hand and in accordance with the Committee's rules of procedure and due process. In this respect, **Contracting** Parties may submit additional documentation, comments and written observations to be considered by the Committee.

Rule 26

1. A submission by any Contracting Party raising a question of non-compliance with respect to itself shall set out:

- (a) The name of the Contracting Party making the submission;
- (b) A statement identifying the question of non-compliance, supported by substantiating information setting out the matter of concern relating to the question of non-compliance;
- (c) Its legal basis and the relevant provisions of the Barcelona Convention and its related Protocols and decision IG 17/2 that form the basis for raising the question of non-compliance;

- (d) Any provisions of the decisions of the Meeting of the Contracting Parties and the reports of the Secretariat that are applicable to the question of non-compliance.

2. The submission **shall** also include **the** list of all documents annexed to the submission.

Rule 27

1. A submission by any Contracting Party raising a question of non-compliance with respect to another Party shall set out:

- (a) The name of the Contracting Party making the submission;
- (b) A statement identifying the question of non-compliance, supported by substantiating information setting out the matter of concern relating to the question of non-compliance;
- (c) The name of the Party concerned;
- (d) Its legal basis and the relevant provisions of the Barcelona Convention and its related Protocols and decision IG 17/2 that form the basis for raising the question of non-compliance;
- (e) Any provisions of the decisions of the meetings of the Contracting Parties and the reports of the Secretariat that are applicable to the question of non-compliance.

2. The submission should also include the list of all documents annexed to the submission.

Rule 28

The Secretariat shall make the submission and any supporting information, submitted under rule 15 **above**, including any expertise reports, available to the representative designated by the concerned Party.

Rule 29

Within the framework of general procedures for submissions as provided for under rule 26 above, comments and written observations by the Party concerned in accordance with the provisions of section V of the compliance procedures and mechanisms on the Committee's preliminary and final findings, measures and recommendations **shall** include:

- (a) A statement of the position of the Party concerned on the information, findings, measures and recommendations or question of non-compliance under consideration;
- (b) An identification of any information provided by the Party that it requests should not be made available to the public in accordance with paragraph 30 of section V of the compliance procedures and mechanisms;
- (c) A list of all documents annexed to the submission or comment.

Rule 30

1. Any submission, comment and/or written observations under rules 13 and 29 **above** shall be signed by the MAP Focal Point or the representative of the **Contracting** Party and be delivered to the Secretariat in hard copy and by electronic means **of communication**.

2. Any relevant documents in support of the submission, comment or written observations shall be annexed to it.

Rule 31

1. Findings, measures or recommendations shall contain, mutatis mutandis:
 - (a) The name of the Party concerned;
 - (b) A statement identifying the question of non-compliance addressed;
 - (c) The legal basis and the relevant provisions of the Barcelona Convention and its related Protocols and decision IG 17/2 and other relevant decisions of the Meetings of the Contracting Parties that form the basis of the preliminary findings, measures and recommendations and their final versions;
 - (d) A description of the information considered in the deliberations and confirmation **that gives** the Party concerned an opportunity to comment in writing on all information considered;
 - (e) A summary of the proceedings, including an indication of whether its preliminary finding or any part of it as specified is confirmed;
 - (f) The substantive decision on the question of non-compliance, including the consequences applied, if any;
 - (g) **The background**, conclusions and reasons for the findings, measures and recommendations;
 - (h) The place and date of the findings, measures and recommendations;
 - (i) The names of the members who participated in the consideration of the question of non-compliance and in the elaboration and adoption of the findings, measures and recommendations.

2. **Written** comments on the findings, measures and recommendations submitted within 45 days of their receipt by the Party concerned shall be circulated by the Secretariat to the **regular** members and alternate members of Committee and shall be included in the Committee's biennial report to the Meeting of the Contracting Parties.

Amendments to the rules of procedure

Rule 32

Any amendment to these rules of procedure **is** adopted by consensus by the Committee and submitted for consideration and adoption by the Bureau, subject to endorsement by the Meeting of the Contracting Parties.

Overriding authority of the Convention and its related protocols and decision IG 17/2

Rule 33

In the event of a conflict between any provision in these rules and any provision in the Convention and its related Protocols or decision IG 17/2, the provisions of the Convention and its Protocols or, as the case may be, decision IG 17/2 shall prevail.