



**Inter-American Convention for the Protection and  
Conservation of Sea Turtles  
Fifth Conference of the Parties  
*June 1-3, 2011 - Bonaire***

**CIT-COP5-2011-R1**

**Terms of Reference for the IAC Subsidiary Bodies**

The Convention establishes the Consultative Committee in Article VII and the Scientific Committee in Article VIII. After a decade in force, the roles of the Committees with respect to each other and to the Conference of Parties need to be clarified to ensure efficiency of operation and avoid duplication of effort. This resolution clarifies these matters and also amends the selection process for the members of the Scientific Committee.

This resolution replaces in its entirety Resolution CIT-COP1-2003-R5 and Resolution CIT-COP2-2004-R2.

The Scientific Committee is the sole subsidiary body of the Convention to provide scientific advice and the Consultative Committee of Experts guides the Conference of the Parties on compliance with mandates of the Convention. The Consultative Committee shall review the recommendations of the Scientific Committee and the recommendations of the Scientific Committee shall be sent forth to the Conference of the Parties in a document that includes the comments as appropriate by the Consultative Committee. The Consultative Committee shall also review the recommendations of the Scientific Committee and draft, if appropriate, resolutions for the Conference of Parties to consider at their meetings.

**TERMS OF REFERENCE FOR THE CONSULTATIVE COMMITTEE OF EXPERTS OF THE  
INTER-AMERICAN CONVENTION FOR THE PROTECTION AND CONSERVATION OF SEA  
TURTLES**

The mandate of the Consultative Committee of Experts is established in Article VII (2) of the Convention.

**Objective**

Advise and guide the Conference of the Parties to comply with the mandate of the Convention in order to promote the protection, conservation and recovery of sea turtle populations and of the habitats on which they depend, based on the best available scientific evidence, taking into account the environmental, socioeconomic and cultural characteristics of the Parties.

**Functions of the Consultative Committee of Experts**

The Consultative Committee of Experts, pursuant with Article VII (2) of the Convention, will take into consideration the opinions and recommendations of the Scientific Committee and the expert groups created to advise it, in accord with Article VII (4), and,



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taking into account the opinions of its multi-sectorial members, must comply with the following:

1. To prepare and update its Work Plan, pursuant to the guidelines of the Convention, and the accords and resolutions of the Conferences of the Parties (COP's).
2. To present to the COP, through the Secretariat, opinions and recommendations that promote the objective of the Convention, on the following issues, *inter alia*:
  - a. On resolutions, amendments, creation of additional annexes and complementary protocols to the Convention;
  - b. On the actions of one or more Parties that in any way affect the objectives of the Convention;
  - c. On agenda items for the COP;
  - d. On measures to promote synergy and cooperation with international organizations, conventions and other international organisms pertinent to the objectives of the Convention and;
  - e. On measures to promote mechanisms of cooperation with the private sector, scientific community, and nongovernmental organizations (NGO's).
3. To analyze the economic and social impacts of the different proposals and measures adopted to reduce incidental or directed capture and mortality of sea turtles, in order to recommend corresponding actions to the Parties.
4. To review and analyze the annual reports, in collaboration with the Scientific Committee, in particular for the purpose of compliance with the obligations of the Convention.
5. Support the Secretariat in creating and maintaining an up-to-date directory of scientists and/or experts in fields related to the Convention, which will be available to the Parties and for whoever else requests it.
6. To periodically evaluate, in collaboration with the Scientific Committee, the format of the Annual Report for the Parties, in accord with Annex IV of the Convention.
7. To support the Parties with specialized information relevant to the Convention.

**Structure of the Consultative Committee of Experts**

*Procedure for Official Representatives*

1. Pursuant to Article VII (1) (a) of the Convention, each Party may appoint one representative to the Consultative Committee, who may be accompanied at each meeting by advisors.



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2. Each Party will notify the Secretariat, through diplomatic channels or via the designated focal point, the name of its official representative to the Consultative Committee. The Secretariat will circulate the list of official representatives to all the Parties.

3. The term for official representatives to the Consultative Committee shall be 2 years. In the case that the official representative of a Party will not complete his or her term, the Party will immediately provide the Secretariat with the name of the new official representative who will complete the term. The Secretariat will then forward the name of the new official representative to all the Parties.

*Procedure for Sectorial Representatives*

4. Pursuant to Article VII (1) (b) of the Convention, the Parties shall also appoint, by consensus, three representatives, with recognized expertise in matters pertaining to this Convention, from each of the following groups, for a total of nine representatives:

- a. The scientific community;
- b. The private sector; and,
- c. Non-governmental organizations.

5. The Secretariat, in coordination with the Parties, will issue a public call for nominations at least 120 days prior to the COP to receive nominations from the Parties, individuals or entities. The nominations shall include the following information, which will be provided in the working languages of the Conference of the Parties:

- a. The sectorial group being nominated and the justification for this choice;
- b. The name of the candidate;
- c. The affiliation; and,
- d. The *Curriculum vitae*, profile or other documentation of qualifications or recognized expertise.

6. The nominations for the sectorial representatives shall be transmitted by the Secretariat no later than 90 days prior to the Conference of the Parties in which new members will be appointed.

7. For the designation of the sectorial representatives, the Parties will take into account the importance of the Consultative Committee including experts with knowledge and experience in matters pertaining to the Convention, as well as in the geographic areas of the hemisphere where the sea turtles occur.

8. The sectorial representatives shall be appointed to the Consultative Committee for a period of two ordinary COPs. The appointment of any sectorial representative may be renewed with the consensus of the Parties.



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9. For each sector represented, the Parties will also designate three alternates based on the number of votes they receive from the Parties. These alternates can substitute a Consultative Committee member in their respective sector, in the case of absence, withdrawal, or death.

**Meetings of the Consultative Committee of Experts**

1. The meetings of the Consultative Committee will be conducted in accordance with the Rules of Procedure for Meetings of the Parties to the Convention, except when an additional specific rule for better operation of the Committee has been approved by the Conference of the Parties, pursuant to Rules 14.1 and 14.2.

2. The meetings of the Consultative Committee will take place preferably after the meetings of the Scientific Committee, and in accordance with Article VII (3) of the Convention, meeting at least once before each COP, taking into account funding available for this purpose in the Inter-American Convention Special Fund.

3. The Conference of the Parties may request that the Consultative Committee convene an extraordinary meeting.

4. The Consultative Committee, to perform its duties, may establish sub-committees or work groups, as appropriate.

5. In general, members of the Consultative Committee shall conduct their work between sessions through electronic communication, tele/videoconferences, virtual fora and networks. The Secretariat shall facilitate these forms of communication, depending on the resources available for these purposes.

6. The Chairman and/or Rapporteur of the Scientific Committee will be invited to participate in the meetings of the Consultative Committee. The Chair of the Consultative Committee will be invited to participate in the Conference of the Parties.

7. Observers may participate in the meetings of the Consultative Committee, in accordance with Rule 11 of the Rules of Procedure for Meetings of the Parties to the Convention.

**Confidentiality of Information**

Members of the Consultative Committee of Experts shall maintain as reserved all information that they may have obtained or had access to during their tenure, which is categorized by the Parties as confidential. Likewise, they must abstain from using that information for objectives different or contrary to that established in the Convention.



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**TERMS OF REFERENCE FOR THE SCIENTIFIC COMMITTEE OF THE INTER-AMERICAN  
CONVENTION FOR THE PROTECTION AND CONSERVATION OF SEA TURTLES**

The mandate given to the Scientific Committee is established in Article VIII (2) of the Convention text.

**Objective**

To provide technical and scientific advice to the Conference of the Parties (COP) to comply with the mandate of the Convention in order to promote the protection, conservation and recovery of sea turtle populations and of the habitats on which they depend, based on the best available scientific evidence, taking into account the environmental, socioeconomic and cultural characteristics of the Parties.

**Functions of the Scientific Committee**

The Scientific Committee will have, in addition to the duties established in Article VIII (2) of the Convention, the following functions:

1. Prepare and update its Work Plan, pursuant to the guidelines of the Convention, and the accords and resolutions of the Conferences of the Parties, establishing the priority of the issues to be addressed. The Work Plan must include the areas of research and their short-term and medium-term objectives with their respective activities and indicators as well as their products. The Scientific Committee must always present the budget requirements needed to develop these activities. The Work Plan shall be presented to the Contracting Parties for its approval.
2. Evaluate the status of sea turtle populations and their habitats, especially under those circumstances subject to exceptions as indicated in Article IV (3) (b), taking into consideration the scientific information provided in the Annual Reports of the Parties (Annex IV of the Convention), among others.
3. Recommend modifications to the format and content of the Annual Report of the Parties as deemed necessary.
4. To periodically evaluate, in collaboration with the Consultative Committee, the format of the Annual Report for the Parties, in accord with Annex IV of the Convention.
5. Support the Secretariat in creating and maintaining an up-to-date directory of scientists and/or experts in fields related to the Convention, which will be available to the Parties and for whoever else requests it.



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6. Analyze, as requested by the Parties, the scientific research (including sociological and economic aspects), projects and initiatives conducted by Parties or other relevant organizations or entities, and make recommendations on how to improve those actions that will help achieve the objective of the Convention.
7. Contribute to the development of bilateral, regional and multilateral management plans. This can be done through requesting outside help from experts or specialists and by forming ad-hoc working groups.
8. Develop and improve methodologies for the evaluation of environmental, socioeconomic and cultural impacts resulting from the measures adopted within the framework of the Convention.
9. Support actions directed towards development, use, training and transfer of socially and ecologically sustainable technologies.
10. Present the report on the ordinary meeting each year to the Consultative Committee of Experts, through the Secretariat.
11. Present annually to the Parties, through the Secretariat, a report on its inter-sessional work since the last COP. This report must be approved by consensus of its members and the Committee Chair will present it to the plenary of the COP. This report shall include the results of working groups, when applicable, as well as observations and recommendations on measures in addition to those described in the Convention to achieve its objective. In the event where consensus cannot be achieved a minority and majority report should be reported to the Conference of the Parties.

**Structure of the Scientific Committee**

*Procedure for representatives designated unilaterally by the Parties*

1. Each Party may designate one representative to the Scientific Committee, who should have an academic degree and/or recognized expertise in any of the relevant thematic areas. The Party will notify the Secretariat, through diplomatic channels or via its designated focal point, the name of this representative. The Secretariat will circulate the list of these representatives to all the Parties.
2. Each representative to the Scientific Committee may be accompanied by up to three advisors. Before each meeting, the Party will provide the Secretariat, through diplomatic channels or via its designated focal point, with a list of its delegation.
3. The term for representatives designated by the Parties shall be 2 years, at the end of which the Party may renew the designation. In case the designated representative of a



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Party cannot complete this term or must be absent from a meeting, the Party shall immediately provide the Secretariat with the name of the representative who will complete it. The Secretariat shall inform all the Parties the name of the new representative.

**Meetings of the Scientific Committee**

1. The meetings of the Scientific Committee will be conducted in accordance with the Rules of Procedure for Meetings of the Parties to the Convention (Resolution COP1CIT-004), except when an additional specific rule for better operation of the Committee has been approved by the Conference of the Parties, pursuant to Rules 14.1 and 14.2.
2. The meetings of the Scientific Committee will take place at least once a year, preferably prior to the meetings of the Consultative Committee and taking into account, among other things, the financial resources available for this purpose in the Inter-American Convention Special Fund.
3. In general, members of the Scientific Committee shall conduct their work between sessions through electronic communication, tele/videoconferences, virtual fora and networks. The Secretariat shall facilitate these forms of communication, depending on the resources available for these purposes.
4. The Conference of Parties may request through the Secretariat, that the Scientific Committee convene an extraordinary meeting.
5. The Scientific Committee, to perform its tasks, may establish sub-committees or working groups, as appropriate.
6. The Chair and/or Rapporteur of the Consultative Committee of Experts will be invited to participate in the meetings of the Scientific Committee. The Chair of the Scientific Committee will be invited to participate in the Conference of the Parties.
7. The Scientific Committee may invite to its meetings any scientific institution or individual experts on matters pertaining to the objective of the Convention subject to available resources.
8. Observers may participate in the meetings of the Scientific Committee, in accordance with Rule 11 of Rules of Procedure for Meetings of the Parties to the Convention (Resolution COP1CIT-004).

**Confidentiality of Information**



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