



## **Annex 9: Terms of Reference for the Convenor of the Technical Advisory Committee**

Source: Montréal Process Working Group 21 – 2010

### **Role of the Convenor**

The Technical Advisory Committee Convenor role is critical to the success of the Montréal Process work, leading the Technical Advisory Committee in fulfilling the tasks assigned by the Montréal Process Working Group and ensuring timely reporting and coordination by the Technical Advisory Committee with the Liaison Office and member countries.

### **The Technical Advisory Committee Convenor shall perform the following roles:**

- convene meetings of the Technical Advisory Committee as directed by the Working Group, or as required to meet the goals set by the Working Group;
- develop Technical Advisory Committee meeting agendas;
- request Technical Advisory Committee members as required to undertake tasks ;
- prepare and propose a draft annual budget for the Convenor's activities for circulation prior to, and consideration at, the Montréal Process Working Group meeting. The budget will be based on the activities set out in the implementation plan annex covering the assigned tasks for the forward year;
- report the Technical Advisory Committee's recommendations and other technical advice back to the Working Group via the Montréal Process Liaison Office;
- ensure that the technical direction of the Technical Advisory Committee work remains in accordance with the Technical Advisory Committee Terms of Reference, and
- liaise as necessary with other Criteria and Indicator processes, research and other organisations as necessary to achieve the work of the Technical Advisory Committee.

### **Tenure**

- The Convenor shall be appointed by the Working Group for a period of three years.
- At the time of re-appointment member countries will have the opportunity to propose candidates, including the current Convenor, to the position.
- Nominations to the position should be submitted to the Liaison Office prior to the Working Group meeting at which a further three-year appointment of a Convenor is to be considered.
- Appointment of the Technical Advisory Committee Convenor by the meeting of the Montréal Process Working Group will follow consideration of country

nominations, prior to the meeting, and the selection of a candidate through a process of consensus.

- If for any reason the Convenor position becomes vacant before completion of the term of appointment, nominations for a new Convenor will be sought for consideration at the next available Working Group meeting.

### **Funding of the Convenor Activities**

- The funding of the Convenor activities will be supported by baseline funding, for the three year period, from the Convenor's member country, supplemented by supporting funds, as required, by other members to meet the full cost of the Convenor.
- When a new appointment of the Convenor is to be considered, an annual budget should be pre-circulated by the nominee's country indicating the level of baseline funding.