

Agreement on the Protection and Sustainable Development of the Prespa Park Area

Secretariat of the Prespa Park Management Committee

Draft Rules of Organization – Terms of Reference (ToR)

Article 1

Functions of the Secretariat of the Prespa Park Management Committee (PPMC)

1. As per article 13(4) of the Agreement on the Protection and Sustainable Development of the Prespa Park Area, the PPMC Secretariat shall have the following specific tasks and mandate by the PPMC to be performed with the limits of budget availability:
 - (a) preparation of the yearly work plan of the PPMC with detailed budget, and of issue-related work plans (e.g. a communication plan) with detailed budgets and follow-up of their implementation;
 - (b) preparation or assistance in the preparation of meetings held in the framework of the Prespa Park Agreement;
 - (c) facilitation of consultations on policy and other relevant matters related to the Agreement between stakeholders, and consultations at the policy-making and technical level by working groups and/or expert groups;
 - (d) collection, assessment and dissemination of data and information on legislation, measures and activities that have or may have significant effects on the achievement of the objectives of Article 2 of the Prespa Park Agreement;
 - (e) follow-up of joint projects;
 - (f) compilation, evaluation, publication and promotion of scientific research and cooperation in the Prespa Park Area;
 - (g) contacts and meetings with donors, preparation or assistance in the preparation of project documents;
 - (h) translation of key documents; technical and secretarial support to the local community representatives;
 - (i) representation of the Committee in international fora;
 - (j) any other duty assigned to it by the Committee.
2. As per article 13(3) of the Prespa Park Agreement, the work of the Secretariat shall be guided by the decisions of the PPMC and shall be supervised by the Chairperson of this Committee.

Article 2

Composition of the Secretariat

1. As per article 13(2) of the Agreement on the Protection and Sustainable Development of the Prespa Park Area, the Secretariat will consist of three persons, one from each State Party, appointed by the Ministry of Environment. It is also specified that during the appointment of representatives by the Parties to the Joint Bodies, in 2020, the European Commission also appointed a representative to the PPMC Secretariat.

2. Moreover, as per per article 13(2) of the Agreement on the Protection and Sustainable Development of the Prespa Park Area, the Secretariat will be headed by an expert in transboundary co-operation on protected areas and river basin management to be chosen by the Committee through an international call for applications.
3. To ensure continuity and effectiveness, each member of the Secretariat should have an alternate fully authorised to replace her/him in case of inability to attend meetings or follow related work.
4. It is further specified that the persons appointed as members of the Secretariat must have an adequate educational and professional background appropriate to their tasks, be fluent in English and with adequate computer skills, as well as be able to devote adequate time to the work of the Secretariat.
5. It is also further specified that at a subsequent phase, the Secretariat members may be assisted by auxiliary experts and technical staff, depending on needs and availability of funds, after a decision of the PPMC.

Article 3

Organisation of work of the Secretariat

1. As a general rule, the workload and responsibilities are equally shared among the members of the Secretariat. It is acknowledged that the annual rotating Chair of the PPMC might imply a respective increased responsibility and workload for the Secretariat member from the chairing country.
2. *Communication and meetings:* Appropriate internal arrangements ensure that all information obtained and initiatives and actions undertaken by one member are communicated to the others, so as to ensure co-ordination and effectiveness. Furthermore, the members of the Secretariat jointly agree on a regular basis on a schedule of meetings and discussions. These are held via teleconference using appropriate platforms and in person, as physical meetings, at the seat of the Secretariat.
3. *Working language:* The working language of the Secretariat is English both for internal and external communication as well as for the preparation of documents for circulation to the PPMC members.
4. *Guidance and supervision:* As the work of the Secretariat will be guided by the decisions of the PPMC and will be supervised by the Chair of this Committee, the Secretariat will submit to the PPMC at each meeting a brief report on its activities since the previous meeting, including a detailed financial analysis where necessary.

Article 4

Seat of the Secretariat

1. The seat of the Secretariat shall be located in Aghios Germanos, Greece, for a period of 4 years, on rotating basis, or until it is otherwise decided by the Committee. It is further specified that the seat will be located at the headquarters of the Management Unit of the Prespa National Park or of any successor Body of the Hellenic Republic for the first four years of its operation, which will place at the disposal of the Secretariat, through state funding, adequate facilities, will assist in administrative and accounting matters and will provide any other necessary support, thus facilitating the operation of the Secretariat.

2. *Archives*: It is further specified that for the first four years, the central archives of the Secretariat shall be kept in printed and electronic form at the headquarters in Aghios Germanos. Any member of the PPMC may have access to these archives and request copies of documents. To enable maintenance of complete archives, all members of the Secretariat have the obligation to communicate all documents and correspondence related to their function to the seat of the Secretariat.
3. *Seat Agreement*: As per article 13(6) of the Agreement, the PPMC is authorised to conclude a Seat Agreement with the host country of the Secretariat seat on the exercise of its functions, if this is deemed beneficial and necessary.

Article 5

Expenses of the Secretariat

1. The implementation of the work plan of the PPMC shall be financed by regular annual predictable contributions of the Parties and from other sources, as provided for in article 15 paragraph 1 of the Agreement on the Protection and Sustainable Development of the Prespa Park Area. It is further specified that the funds of the PPMC will be managed by its Secretariat, according to rules and standards that will be agreed within the PPMC.
2. The Secretariat will prepare an annual budget covering its costs and submitted for approval to the Committee, which shall be financed by regular annual predictable contributions of the Parties and from other sources. Office facilities will be provided by the Party where the Secretariat is located, normally outside the budget (art.15(4)).
3. Each Party shall in principle bear the expenses associated with the participation of its members (i.e. travel and accommodation expenses) in the Meetings of the Secretariat.