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DRAFT TERMS OF REFERENCES OF MAP AND RACs' FOCAL POINTS

Introductory note

The report of the External Evaluation of MAP has recommended that Terms of Reference should be developed for the MAP and RAC Focal Points. Up to now no such Terms of Reference exist.

Contracting Parties will continue to have the prerogative to designate MAP and RAC Focal Points but it is felt that by having Terms of Reference as guidelines, Contracting Parties would be in a better position to identify the appropriate official to carry out this role.

These draft Terms of Reference will also help to define the main tasks that the Focal Points are expected to perform in order to coordinate the relationship between the countries and the MAP Secretariat or the RACs.

In this respect, the Secretariat has prepared this document which includes the draft Terms of Reference for MAP and RAC Focal Points for the consideration of the Extraordinary Meeting of MAP Focal Points in November 2006. The Terms of Reference of the RACs and MED POL Focal Points were prepared together with the respective Directors.

It is the intention of the Secretariat that, following a thorough discussion of the proposed drafts at next November's meeting, a second draft will be prepared and submitted for the consideration of the meeting of MAP Focal Points in 2007.

Draft Terms of References for MAP Focal Points

Designation

MAP Focal Points shall be designated by the Contracting Party's competent ministerial Authority¹. The MAP Focal Points shall be Senior Officers attached to a Governmental body responsible for environmental policy.

The name and functions of the designated focal points shall be communicated by the governmental Authority to the Head of the MAP Secretariat and to all concerned parties at the national level.

The designation shall also be communicated to the permanent representation in the capital of the country hosting the MAP Secretariat.

Any change with respect to the designation of the MAP Focal Points shall be notified in due time to the Secretariat and other concerned authorities and bodies

Main tasks

- Coordinating relationship between MAP Secretariat and governmental bodies concerned by MAP mandate and activities
- Coordinating with governmental bodies for the preparation of the CPs meetings in liason with MAP Secretariat and disseminating Secretariat working documents to concerned governmental bodies
- Transmitting official comments and documents to MAP Secretariat
- Attending the meeting of the MAP Focal Points in view of the preparation of the meeting of the CPs.
- Disseminating to concerned governmental bodies the recommendations adopted by the CPs meeting and the Bureau
- Following the implementation of the decisions of the CPs in particular with respect to
 - procedures for ratification of MAP legal instruments
 - Preparation of relevant national legislation
 - adoption and implementation of relevant national plans and strategies
 - preparation of projects and programs for the implementation of the Barcelona Convention and its protocols
 - preparation and transmission of reports in accordance with article 26 of the Convention
 - preparation and transmission of reports as requested by article 27 of the Convention on compliance
- Consulting with governmental bodies on the nomination of national experts to participate at MAP meetings and activities
- Liaising with NGO's and other partners concerned with MAP activities
- Promoting information on MAP activities making use as appropriate of MAP information documents

¹ Any reference to the competent ministerial authority and the governmental bodies of the CPs means, in case of the European Community, the European Commission bodies.

- Liaising, as appropriate, with other relevant Environmental Conventions NFPs
 - Liaising with local representatives of international financial facilities, institutions and programs for the support of projects related to the implementation of MAP
 - Overseeing and coordinating MAP Regional Activity Centres' Focal Points
 - Informing RAC focal points about the country's strategy regarding the Barcelona Convention and its protocols, and other Mediterranean policies
 - Informing RAC focal points about decisions and activities that may be relevant to them

Support to MAP Focal Points

For the execution of their tasks, MAP Focal Points shall receive support as follows:

Governmental bodies shall :

- Keep informed and, as appropriate, associate MAP Focal Points in the elaboration and implementation of national policies, strategies, programs and projects related to the implementation of the Barcelona Convention and its protocols
- Provide MAP Focal Points with any relevant data and information
- Consult with MAP Focal Points about the designation RAC Focal Points as well as the CP's representative on the MCSD.
- Provide MAP Focal Points with human and financial resources required for the execution of their tasks
- Ensure coordination amongst the Focal Points (MAP and its RACs and MED POL Focal Points).
- Keep MAP Focal Points informed of developments related to the implementation, at the national level, of relevant Multilateral Environmental Agreements.

MAP Secretariat shall :

- Channel, where appropriate, its communications with the CP through MAP Focal Points
- Keep MAP Focal Points informed of correspondence or documents sent to RAC focal points and the CPs' representatives to the MCSD.
- Provide support to the MAP Focal Points to enable them to execute their tasks, as appropriate

Relations with RACs Focal Points

- MAP Focal Points shall be kept informed by the RAC Focal Points of their activities in relation to the implementation of CPs recommendations, including their programme of work.
- MAP Focal Points shall be informed by RAC Focal Points about the country needs and objectives identified in their specific field of action
- MAP Focal Point shall receive the necessary support for the execution of their tasks, including contributions for the preparation of the reports destined to MAP secretariat.
- MAP Focal Points shall coordinate with RACs' Focal Points for the preparation of MAP meetings and other activities.

Draft Terms of Reference for MED POL Focal Points

Designation

MED POL Focal Points shall be designated by the competent governmental body in consultation with MAP Focal Points .

The MED POL Focal Point shall be Senior Officers within a governmental body responsible for national policies and strategies related to land-based marine pollution and dumping at sea.

The name and functions of the designated MED POL Focal Point shall be communicated by the MAP Focal Point to MAP Secretariat and MED POL Coordinator as well as to concerned bodies at the national level.

Main tasks

MED POL Focal Points shall be responsible for:

- coordinating and ensuring the implementation of the MED POL Programme activities in his/her country:
- maintaining relationship between the Programme and governmental bodies
- contributing to the preparation of MED POL Focal points meeting through comments and proposals on documents prepared by MED POL, after consultation with national bodies
- attending the meeting and reporting on its conclusions to governmental bodies and MAP Focal Points
- disseminating MED POL technical and information documents, guidelines, studies etc.. to concerned bodies and other relevant institutions and stakeholders
- ensuring and following up, in consultation with MAP Focal Points, the implementation of relevant recommendations of CPs meetings including monitoring, implementation of the LBS Protocol, SAP and NAPs, the Dumping Protocol and the Hazardous Waste Protocol
- communicating to MAP Focal Points all information and documents needed for the execution of their tasks, including reports on implementation of and compliance with the LBS, the Dumping and the Hazardous waste Protocols as appropriate.
- liaising with NGOs, Academic and Scientific Community and socio economic actors concerned by MED POL activities
- Liaising, as appropriate, with other relevant Environmental Conventions NFPs
- Liaising with local representatives of international financial facilities, institutions and programs for the support of projects related to the implementation of MED POL activities in general and the NAPs in particular.

Specific Tasks

MED POL Focal Points shall also be responsible for:

- ensuring and coordinating the preparation and the implementation of the country's marine pollution national monitoring programme according to the agreed MED POL methodology

- ensuring the collection of data and information deriving from the implementation of the monitoring activities and their transmission to the Secretariat according to the agreed MED POL methodology
- following up the long term implementation of the National Action Plans to address pollution from land-based pollution and collecting and transmitting to the Secretariat all the relevant data and information.

Support measures

For the execution of their tasks, MED POL Focal Points shall receive support as follows:

Government bodies shall:

- Associate MED POL Focal Points to the definition and implementation, of national policies or strategies and projects on prevention and control of land-based marine pollution including monitoring, dumping activities and management of hazardous waste.
- Transmit to MED POL Focal Points all information needed, specially for the follow-up of those CPs meeting recommendations addressed to countries.
- Provide MED POL Focal Points with human and financial resources required for the execution of their tasks

MED POL shall :

- Provide MED POL Focal Points with all information needed for the execution of their tasks
- Provide support to MED POL focal points to enable them to execute their tasks, as appropriate

Draft Terms of Reference for REMPEC Focal Points

Designation

REMPEC Focal Point shall be designated by the competent governmental body in consultation with MAP Focal Points.

The REMPEC Focal Point shall be Senior Officers within a governmental body responsible for policy related to marine pollution from maritime activities².

The name and the functions of the designated REMPEC Focal Points to MAP Secretariat shall be communicated by the MAP Focal Point and to REMPEC Director, as well as to concerned bodies at the national level.

Main tasks

REMPEC FP shall be responsible for:

- maintaining relationship between the Centre and governmental bodies
- regularly providing REMPEC with information specified in Articles 4 and 7 of the Prevention and Emergency Protocol, and any other information relevant for its implementation;
- contributing to the preparation of REMPEC Focal Points meetings through comments and proposals on documents prepared by REMPEC, after consultation with relevant national authorities;
- attending the meetings of REMPEC Focal Points and reporting on its conclusions to governmental bodies and to MAP Focal Points;
- disseminating REMPEC technical and information documents, guidelines, studies etc.. to concerned authorities and other stakeholders within the country;
- following, in consultation with MAP Focal Points, the implementation of relevant recommendations of CPs meetings including monitoring, in particular the implementation of the Regional Strategy for prevention of and response to marine pollution from ships;
- liaising with NGOs, Academic and Scientific Community and socio economic actors concerned by REMPEC activities;
- communicating to MAP Focal Points all information and providing them with documents needed for the execution of their tasks, including reports on implementation of and compliance with the Prevention and Emergency Protocol and, the Offshore Protocol, as appropriate;
- Liaising, as appropriate, with authorities responsible for the implementation of relevant IMO and ILO Conventions;

² if the above mentioned “**governmental body responsible for policy related to marine pollution from maritime activities**” is not the same body, or part thereof, which is responsible for dealing with marine pollution emergencies, the Government of the country concerned shall designate two (2) REMPEC Focal Points: one responsible for **preparedness and response** to marine pollution accidents, and the other responsible for **prevention** of pollution from ships. As decided by the Contracting Parties at their 13th Ordinary Meeting, Prevention Focal Point shall be an officer from the maritime administration, as prevention is mainly related to flag and port state powers.

- Liaising with local representatives of international financial facilities, institutions and programs for the support of projects related to the implementation of REMPEC activities.

Specific tasks

REMPEC Focal Points shall also be responsible for:

- Ensuring that the national component of the regional communication and information system is always fully operational;
- Nominating through consultation with competent authorities participants in meetings, training activities, workshops and seminars organized or convened by REMPEC;
- Selecting, in consultation with relevant national authorities, and nominating national members of technical, drafting or working groups that might be established as necessary in order to facilitate the implementation of the Prevention and Emergency Protocol (e.g. MTWG);
- Providing assistance as appropriate to the Centre in organizing national, sub-regional and regional training activities, meetings, exercises, or any other activities which the Centre might organize in the country;
- Assisting REMPEC in creating and keeping up-to-date databases relevant for response to spills of oil and releases of other hazardous and noxious substances, and for prevention of pollution from ships, including in particular “country pages” on the REMPEC’s website;
- Facilitating the work within the country of the Mediterranean Assistance Unit, following its activation in case of a serious marine pollution accident;
- Supporting and facilitating the work of the consultants engaged by REMPEC;
- Keeping REMPEC regularly informed on any developments and changes in the status or contents of the national contingency plans, relevant legislation, spill response equipment, exercises and training activities;
- Keeping REMPEC regularly informed on (a) measures taken in order to prevent the pollution from ships, and (b) development of relevant national capacities;
- Keeping REMPEC regularly informed on (a) competent national authorities in charge of oil pollution preparedness and response, (b) national operational contact points (operational 24 hours a day) responsible for receipt and transmission of marine pollution reports, (c) a national authority entitled to act on behalf of the State to request and render assistance in case of emergency, and (d) national authorities responsible for prevention of pollution from ships.

Support measures

For the execution of their tasks, REMPEC Focal Points shall receive support as follows:

Government bodies shall:

- Involve REMPEC Focal Points in the process of formulation and implementation of national policies, strategies and projects related to prevention of and combating marine pollution from maritime activities;
- Transmit to REMPEC Focal Points all information needed, especially for the follow-up of those CPs meetings recommendations addressed to countries;
- Provide REMPEC Focal Points with human and financial resources required for the execution of their tasks.

REMPEC shall :

- Provide Focal Points with all information needed for the execution of their tasks;
- Provide support to its Focal Points to enable them to execute their tasks, as appropriate.

NOTE: In case of marine pollution emergencies, all communications between REMPEC and the competent national authorities of the countries concerned shall be established and maintained through national Centre or Contact Point, operational 24 hours a day, which will be responsible for further dissemination of all such communications within the country.

Draft Terms of Reference for RAC/SPA Focal Points

Designation

The RAC/SPA Focal Point shall be designated by the competent governmental body in consultation with MAP Focal Points.

The RAC/SPA FP shall be Senior Officers within a governmental body responsible for national policy on marine and coastal biodiversity and protected areas.

The name and functions of the designated FPs shall be communicated by the MAP Focal Points to MAP Secretariat and RAC/SPA Director as well as to the concerned bodies at the national level.

Main tasks

RAC/SPA FP shall be responsible for:

- Maintaining relationship between the Centre and governmental bodies
- Contributing to the preparation of RAC/SPA Focal Points Meeting through comments and proposals on documents prepared by RAC/SPA, after consultation with national bodies
- Attending the Focal Points Meeting and reporting on its conclusions to governmental bodies and MAP Focal Points
- Disseminating RAC/SPA technical and information documents, guidelines, studies etc. to concerned bodies
- Following in consultation with MAP Focal Points, the implementation of relevant recommendations of Contracting Parties Meetings including the implementation of the SAP BIO and its related National Action Plans (NAPs)
- Liaising with NGOs, Academic and Scientific Community and socio-economic actors concerned by RAC/SPA activities
- Communicating to MAP Focal Points all information and documents needed for the execution of tasks, including reports on implementation of and compliance with the SPA and Biodiversity Protocol as appropriate.
- Liaising, as appropriate, with other relevant Environmental Conventions NFPs on marine and coastal biodiversity issues
- Liaising with local representatives of international financial facilities, institutions and programmes for the support of projects related to the implementation of RAC/SPA activities and the NAPs.

Specific tasks

RAC SPA Focal Points shall also be responsible for:

- Communicating to RAC/SPA all information on the implementation of and compliance with SPA and Biodiversity Protocol (projects, national policies, laws, establishment of protected areas, etc.), particularly the national report to be submitted to RAC/SPA prior to each FP meeting in accordance with the reporting format and within the deadline specified by RAC/SPA:

- Disseminating RAC/SPA questionnaires, enquiries, etc. on specific issues relevant to the SPA and Biodiversity Protocol (e.g. species status, protected areas status, databases on protected areas, databases on endangered species, directories of specialists and laboratories, etc.)
- Disseminating, widely and fairly, the announcements, invitations, programmes, etc. of various events (symposiums, conferences, seminars, workshops, training sessions, meetings, etc.) organised by RAC/SPA to appropriate bodies, organisations, resource persons, etc.
- Consulting with governmental bodies on the nomination of national experts to participate at RAC/SPA meetings and activities
- Coordinating and helping, as appropriate, in the organisation of national and international events/missions (field work, technical and scientific research operations, awareness campaigns, meetings, trainings, etc.) relevant to the SPA and Biodiversity Protocol in his/her country.

Support measures

For the execution of their tasks, RAC SPA Focal Points shall receive support as follows:

Government bodies shall:

- Associate RAC/SPA Focal Points in elaboration and implementation, of national policies, strategies and projects on marine and coastal biodiversity including monitoring and scientific research
- Transmit to RAC/SPA Focal Points all information needed, especially for the follow-up of those Contracting Parties Meeting recommendations addressed to countries
- Provide RAC/SPA Focal Points with human and financial resources required for the execution of their tasks

RAC/SPA shall:

- Provide RAC/SPA Focal Points with all information needed for the execution of their tasks
- Provide support to RAC/SPA Focal Points to enable them to execute their tasks, as appropriate.

Draft Terms of Reference for BP/RAC Focal Points

Designation

BP/RAC Focal shall be designated by the competent governmental body in consultation with MAP Focal Points .

The Blue Plan Focal Point shall be Senior Officers within a governmental body responsible for Environment and Development policy or a high level scientist or expert involved in Environment and Development issues.

The name and functions of the designated focal points shall be communicated by MAP Focal Points to MAP Secretariat and Blue/Plan Director as well as to concerned bodies at the national level.

Main tasks

BP/RAC FP shall be responsible for:

- maintaining relationship between the Centre and governmental bodies
- contributing to the preparation of BP/RAC Focal points meeting through comments and proposals on documents prepared by BP/RAC, after consultation with national bodies
- attending the meeting and reporting on its conclusions to governmental bodies and MAP Focal Points
- disseminating BP/RAC technical and information documents, guidelines, studies etc.. to concerned bodies
- following in consultation with MAP Focal Points, the implementation of relevant recommendations of CPs meetings
- liaising with NGOs, Academic and Scientific Community and socio economic actors concerned by BP/RAC activities
- communicating to MAP Focal Points all information and documents needed for the execution of their tasks

Specific tasks

BP/RAC Focal Points shall also be responsible for:

- Disseminating and promoting the BP/RAC documents and publications to the concerned government bodies as well as public and private institutions and interested individuals: (Environment Ministries and Agencies/Authorities, other appropriate Ministries, Universities and Research and Training Centres, members of National Sustainable Development Committees, NGOs, Research and Development Organisations, socio-economic actors, experts in the integration of the Environment and Development)
- Organizing where necessary presentations and discussions together with partners and experts and with the participation of BP/RAC to promote the Centre's activities
- Transmitting to the Centre information relevant to the needs of BP/RAC as Mediterranean Environment and Development Observatory, as well as Support Centre for the Mediterranean Commission for Sustainable Development (MCSD):

(National and Regional Reports on the Environment and Sustainable Development prospective analyses, strategies and plans related to the integration the Environment and Development, Experts' documentation, and assessments on the Environment and Sustainable Development)

- Assisting BP/RAC to obtain other useful information, by identifying relevant sources and key contact persons,
- Mobilizing institutions and experts in possession of relevant information for the calculation of the Sustainable Development Indicators,
- Assisting the BP/RAC in mobilizing experts for thematic activities,
- Disseminating the results of the thematic expert groups and Regional Workshops,
- Contributing to the preparation of MCSD meetings through comments and proposals on documents prepared by BP/RAC, after consultation with national bodies,
- Producing, where necessary, joint publications with BP/RAC.

Support measures

For the execution of their tasks, BP Focal Points shall receive support as follows:

Government bodies shall:

- Associate BP/RAC Focal Points in the elaboration and implementation, of national policies or strategies on sustainable development including the production of related statistics and indicators,
- Transmit to PB/RAC Focal Points all information needed, specially for the follow-up of those CPs meeting recommendations addressed to countries,
- Provide PB/RAC Focal Points with human and financial resources required for the execution of their tasks.

Blue Plan RAC shall :

- Provide focal points with all information needed for the execution of their tasks,
- Provide support to BP/RAC Focal Points to enable them to execute their tasks, as appropriate.

Draft Terms of Reference for PAP/RAC Focal Points

Designation

PAP/RAC Focal Point shall be designated by the competent governmental body in consultation with MAP Focal Points.

The PAP/RAC Focal Points shall be Senior Officers within a governmental body responsible for coastal zone management and/or spatial planning and environmental policies.

The name and functions of the designated focal point shall be communicated by MAP Focal Points to MAP Secretariat and PAP/RAC Director as well as to concerned bodies at the national level.

Main tasks

PAP/RAC FP shall be responsible for:

- maintaining relationship between the Centre and national governmental bodies,
- contributing to the preparation of PAP/RAC Focal points meeting through comments and proposals on documents prepared by PAP/RAC, after consultation with national bodies,
- attending the meeting and reporting on its conclusions to governmental bodies and MAP Focal Points,
- disseminating PAP/RAC technical and information documents, guidelines, studies etc.. to concerned national bodies,
- following in consultation with MAP Focal Points, the implementation of relevant recommendations of CPs meetings,
- liaising with NGOs, Academic and Scientific Community and socio economic actors in the country concerned by PAP/RAC activities,
- communicating to MAP Focal points all information and documents needed for the execution of their tasks, including reports on coastal zone management,
- Liaising with local representatives of international financial facilities, institutions and programs for the support of projects related to the implementation of PAP/RAC activities.

Specific tasks

In addition, the PAP RAC Focal Points shall also be responsible for:

- contributing to the preparation of PAP/RAC Focal Points meeting through comments and proposals on documents prepared by PAP/RAC, after consultation with national bodies,
- disseminating PAP/RAC technical and information documents, guidelines, studies etc.. to concerned national bodies,
- following the activities related to the follow-up of CAMP if implemented in a respective country and maintaining links with the responsible institutions and other stakeholders in the implementation of the CAMP recommendations,
- assisting PAP/RAC in the nomination of relevant experts for specific activities to be undertaken in the country.

Support measures

For the execution of their tasks PAP RAC Focal Points shall receive support as follows:

Government bodies shall:

- Associate PAP/RAC Focal Points in the elaboration and implementation, of national policies or strategies and projects on coastal zone management,
- Transmit to PAP/RAC Focal Points all information needed, specially for the follow-up of those CPs meeting recommendations addressed to countries,
- Provide PAP/RAC Focal Points with human and financial resources required for the execution of their tasks.

PAP/RAC shall :

- Provide focal points with all information needed for the execution of their tasks,
- Provide support to PAP/RAC focal points to enable them to execute their tasks, as appropriate

Draft Terms of Reference for CP/ RAC Focal Points

Designation

CP/RAC Focal Points shall be designated by the competent governmental body in consultation with MAP Focal Points.

The CP/RAC Focal points shall preferably be a representative of industry or from the Chamber of Commerce or a representative of a national cleaner production centre.

The name of the designated focal points shall be communicated by MAP Focal Points to MAP Secretariat and CP RAC Director as well as to concerned bodies at the national level.

Main tasks

CP/RAC Focal Points shall be responsible for:

- maintaining relationship between the Centre and all relevant stakeholders within the country
- contributing to the preparation of CP RAC Focal points meeting through comments and proposals on documents prepared by CP RAC, after consultation with national bodies
- attending the meeting and reporting on its conclusions to governmental bodies and MAP Focal Points
- disseminating CP RAC technical and information documents, guidelines, studies etc. to concerned bodies
- following in consultation with MAP Focal Points, the implementation of relevant recommendations of CPs meetings
- communicating to MAP Focal Points all information and documents needed for the execution of their tasks, including reports on implementation
- Liaising with governmental bodies in drafting public policies related to sustainable production and responsible consumption, as well as in setting up programmes, voluntary agreements with the production sectors, and other initiatives for implementing sustainable production and responsible consumption in the country
- Liaising, as appropriate, with other regional and international processes related to cleaner production
- Liaising with local representatives of international financial facilities, institutions and programs for the support of projects related to the implementation of CP RAC activities

Specific tasks

CP/RAC Focal Points shall also be responsible for:

- Working with all stakeholders for achieving an effective implementation of sustainable production, ecoefficiency and responsible consumption (industrial sectors and representatives of companies; chambers of commerce; representatives of the primary and tertiary sectors; unions; organisations of the civil society; Universities; local, regional and national administration and governmental bodies; national cleaner production centre, when available; private sector, including the financial sector; other stakeholders).

- Identifying the needs of the country with respect to cleaner industrial and propose activities according to those needs, on an annual basis, for inclusion in the list of CP/RAC annual activities
- Organising activities in the country (national workshops, courses, exchange of experts, etc.), giving active logistical and technical support to CP/RAC
- Providing national information on specific topics, for:
 - CP/RAC studies
 - Case studies of companies having implemented cleaner production measures
 - News
 - Technical articles
 - Other CP/RAC publications
- Participating in meetings, courses, workshops and training activities organised by CP/RAC
- Identifying and involving national experts in specific subjects, representing industry (or the targeted primary / tertiary sector), for:
 - Meetings, workshops, expert missions and exchange of experts
 - Making presentations or giving specific lectures
 - Work in specific projects
 - Providing technical information
- Disseminating in the country:
 - Information materials on sustainable production (primary, secondary and tertiary sectors), ecoefficiency and responsible consumption
 - Publications and other printed matter published by CP/RAC; conclusions and outcomes from CP RAC meetings and workshops; activities organised by CP/RAC.

Support measures

For the execution of their tasks CP/RAC Focal Points shall receive support as follows:

Government bodies shall:

- Provide CP RAC FPs with human and financial resources required for the execution of their tasks
- Associate CP RAC FP in the elaboration and implementation of national policies, strategies and projects on cleaner production.
- Transmit to CP RAC FPs all information needed, specially for the follow-up of those CPs meeting recommendations addressed to countries.

CP RAC shall :

- Provide focal points with all dissemination material needed for the execution of their tasks
- Provide technical assistance to CP/RAC focal points to enable them to execute their ordinary tasks

Draft Terms of Reference for INFO/RAC Focal Points

Designation

INFO/RAC/RAC Focal Point shall be designated by the competent governmental body in consultation with MAP Focal Point.

The INFO/RAC Focal Points shall be Senior Officers within a governmental body responsible for Information and Communication on environment and sustainable development.

The name of the designated focal points shall be communicated by MAP Focal Points to MAP Secretariat and INFO/RAC Director as well as to concerned bodies at the national level.

Main tasks

INFO/RAC Focal Point shall be responsible for:

- maintaining relationship between the Centre and governmental bodies
- contributing to the preparation of INFO/RAC Focal points meeting through comments and proposals on documents prepared by INFO/RAC, after consultation with national bodies
- attending the meeting and reporting on its conclusions to governmental bodies and MAP Focal Points
- disseminating INFO/RAC technical and information documents, guidelines, studies etc.. to concerned bodies
- following in consultation with MAP Focal Points, the implementation of relevant recommendations of CPs meetings
- liaising with NGOs, Academic and Scientific Community and media concerned by INFO/RAC activities
- communicating to MAP Focal Points all information and documents needed for the execution of their tasks

Specific tasks

In addition, the INFO/RAC Focal Point shall also be responsible for:

- Keeping informed of and support all INFO/RAC activities in its three focus areas of:
 - ICT and especially the design and implementation of InfoMAP
 - Partnership (building) and Cooperation between multi-sector partners across the Mediterranean
 - Public Information (dissemination), increasing awareness and media relations and communications
- Identifying and highlighting areas of synergy and cooperation between INFO/RAC activities and those of national governments and their agencies and programmes
- Identifying funding and/or co-financing opportunities between the activities of INFO/RAC and programmes and/or projects at the national level
- Commenting on and/or contributing to all On-line forums, Web Sites, documents, reports etc, or other outputs of INFO/RAC as required or appropriate to do so.

- Attending meetings and workshops as required
- Bringing to the attention of INFO/RAC any relevant contacts, programmes, networks, innovations etc. that could assist INFO/RAC with its activities and mandate.

Support measures

For the execution of their tasks INFO/RAC Focal Points shall receive support as follows:

Government bodies shall:

- Associate INFO/RAC Focal Points to the definition and implementation, of national policies or strategies and projects on environmental information and communication
- Transmit to INFO/RAC Focal Points all information needed, specially for the follow-up of those CPs meeting recommendations addressed to countries
- Provide INFO/RAC Focal Points with human and financial resources required for the execution of their tasks

INFO/ RAC shall :

- Provide focal points with all information needed for the execution of their tasks
- Provide support to INFO/RAC/RAC Focal Points to enable them to execute their tasks, as appropriate
- Establish a means of regular communication/reporting between the INFO/RAC Director and INFO/RAC FP and MAP Focal points to ensure the latter parties are updated on current and/or planned INFO/RAC priority activities/outputs in a manner that promotes an open and effective working partnership between all parties.
- Regularly review and evaluate mechanisms and procedures to ensure information sharing and communications between INFO/RAC; the INFO/RAC FP, the MAP Focal Points and other relevant bodies are optimised.