



***PAN-EUROPEAN BIOLOGICAL AND LANDSCAPE
DIVERSITY STRATEGY***

29 August 2006

STRACO(2006)20

**BUREAU OF THE COUNCIL FOR THE PAN-EUROPEAN
BIOLOGICAL AND LANDSCAPE DIVERSITY STRATEGY**

13th meeting
22 September 2006
Room 15, Palais de l'Europe, Strasbourg,

**REVISED TERMS OF REFERENCE
OF THE STRACO AND ITS BUREAU**

Document prepared by the Joint Secretariat for the PEBLDS

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Introduction

Following the adoption by the Committee of Ministers of the Council of Europe of Resolution Res(2005)47 on committees and subordinate bodies, their terms of reference and working methods, the Terms of Reference of the STRACO have been revised.

The members of the Bureau are invited to adopt the revised Terms of Reference.

**Revised Terms of Reference of governing bodies
of the Pan-European Biological and Landscape Diversity Strategy**

**TERMS OF REFERENCE
OF THE COUNCIL FOR THE PAN-EUROPEAN BIOLOGICAL
AND LANDSCAPE DIVERSITY STRATEGY (STRACO)**

- 1. Name of Committee:** COUNCIL FOR THE PAN-EUROPEAN BIOLOGICAL AND LANDSCAPE DIVERSITY STRATEGY (STRACO)
- 2. Type of Committee:** Ad Hoc Committee
- 3. Source of Terms of Reference:** The United Nations Environment Programme (UNEP) and the Committee of Ministers of the Council of Europe
- 4. Terms of Reference:**

With regard to:

- The adoption of the Pan-European Biological and Landscape Diversity Strategy (PEBLDS) by the 3rd “Environment for Europe” Ministerial Conference held in Sofia in October 1995;
- The Agreement between the United Nations Environment Programme and the Council of Europe concerning the Pan-European Biological and Landscape Diversity Strategy, signed in July 1996;
- The Memorandum of co-operation between the Secretariat for the UN Convention on Biological Diversity (CBD) and the Council of Europe and the United Nations Environment Programme in their capacity of Joint Secretariat to the PEBLDS, signed in Riga in March 2000, which recognises the PEBLDS as a regional instrument for the implementation of the CBD at pan-European level.
- The outcomes of the World Summits on Sustainable Development held in Rio de Janeiro (1992) and in Johannesburg (2002);
- The adoption of the Kyiv Resolution on Biodiversity by the 5th “Environment for Europe” Ministerial Conference held in Kyiv in May 2003;
- The Action Plan adopted at the Third Summit of Heads of State and Government of the Council of Europe, held in Warsaw in May 2005, which considers the promotion of sustainable development as priority.

Under the joint responsibility of UNEP and the Council of Europe, in conformity with the Agreement concluded between UNEP and the Secretary General of the Council of Europe, and within the framework of the Programme “Managing the diversity of the cultural and natural heritage” of the Programme of Activities, the STRACO has the following tasks:

- i. Assist the states in halting the loss of biodiversity by the year 2010 through the implementation of the Kyiv Resolution on Biodiversity and its specific targets:
 - Forests and biodiversity
 - Agriculture and biodiversity
 - Pan European Ecological Network
 - Invasive Alien Species
 - Financing Biodiversity
 - Biodiversity Monitoring and Indicators
 - Public Participation and Awareness
- ii. Support the implementation of the programme of work of the UN Convention on Biological Diversity, devoting particular attention to the matters of interest in the pan-European region.

- iii. Prepare the biodiversity segment of the “Environment for Europe” Ministerial Conferences organised by the United Nations Economic Commission for Europe (UN-ECE).
- iv. Consider, for the purposes of preparing the Work Programme, the activities of states, international intergovernmental organisations and NGOs relevant to the PEBLDS in order to promote co-ordination and complementarity between the different activities, including those carried out in the framework of international conventions.
- v. Disseminate information about the PEBLDS and its implementation.

5. Composition of the Committee:

5.A. Members

Governments of the following member states of the United Nations Economic Commission for Europe (UN-ECE) are entitled to appoint representatives of the highest possible rank in fields relating to biological and landscape diversity strategy.

| | |
|------------------------|---|
| Albania | Liechtenstein |
| Andorra | Lithuania |
| Armenia | Luxembourg |
| Austria | Malta |
| Azerbaijan | Monaco |
| Belarus | Montenegro |
| Belgium | Netherlands |
| Bosnia and Herzegovina | Norway |
| Bulgaria | Poland |
| Canada | Portugal |
| Croatia | "The former Yugoslav Republic of Macedonia" |
| Cyprus | Moldova |
| Czech Republic | Romania |
| Denmark | Russian Federation |
| Estonia | San Marino |
| Finland | Serbia |
| France | Slovakia |
| Georgia | Slovenia |
| Germany | Spain |
| Greece | Sweden |
| Hungary | Switzerland |
| Iceland | Tajikistan |
| Ireland | Turkey |
| Israel | Turkmenistan |
| Italy | Ukraine |
| Kazakhstan | United Kingdom |
| Kyrgyzstan | United States |
| Latvia | Uzbekistan |

The Council of Europe budget will bear the travel and subsistence expenses of one representative from each of its member states in Central and Eastern Europe non belonging to the European Union, while UNEP shall cover the expenses of one representative for Central Asia participants in the Environment for Europe process and Central and Eastern European participants not covered by the Council of Europe.

5.B. Participants

- i. The Secretariat of the Convention on the conservation of European wildlife and natural habitats (Bern Convention) may send representatives to meetings of the STRACO, without the right to vote and at the charge of its administrative budget.
- ii. The Parliamentary Assembly may send representatives to meetings of the STRACO, without the right to vote and at the charge of its administrative budget.
- iii. The Congress of Local and Regional Authorities of the Council of Europe may send representatives to meetings of the STRACO, without the right to vote and at the charge of its administrative budget.
- iv. The Conference of INGOs of the Council of Europe may send representatives to meetings of the Committee without the right to vote and at the charge of the sending body.

5.C. Other participants

- i. The European Commission may send representatives to meetings of the STRACO in its areas of competence, without defrayal of expenses. In matters of Community competence, it may exercise the right to vote with a number of votes equal to the number of its member states. The European Commission shall not exercise its right to vote in cases where the member states concerned exercise theirs, and conversely.
- ii. The following states with observer status with the Council of Europe may send representatives to meetings of the STRACO without the right to vote or defrayal of expenses:
 - Holy See
 - Mexico
 - Japan
- iii. The following intergovernmental organisations may send representatives to meetings of the STRACO without the right to vote or defrayal of expenses:
 - United Nations Educational, Scientific and Cultural Organisation (UNESCO)
 - United Nations Economic Commission for Europe (UN-ECE)
 - Organisation for Economic Co-operation and Development (OECD)
 - Food and Agricultural Organisation (FAO)
 - IUCN-World Conservation Union
 - World Bank
 - European Bank for Reconstruction and Development (EBRD)
 - European Investment Bank (EIB)
 - Nordic Environment Financing Cooperation (NEFCO)
 - European Environment Agency (EEA) and European Topic Centre for Nature Conservation
 - Ministerial Conference on the Protection of Forests in Europe (MCPFE)
 - Regional Environmental Centre for Central and Eastern Europe (REC)
 - Secretariat of the UN Convention of Biological Diversity (CBD)
 - Secretariat of the Convention on wetlands (Ramsar Convention)
 - Secretariat of the Convention for the Protection Of The Mediterranean Sea Against Pollution (Barcelona Convention)
 - Secretariat of the Convention on the Conservation of Migratory Species of Wild Animals (Bonn Convention) and of its Agreements
 - Secretariat of the Convention on the Protection of the Black Sea Against Pollution (Bucharest Convention)

5.D. Observers

- i. The following non-governmental organisations may send representatives to meetings of the STRACO without the right to vote or defrayal of expenses:
 - World Wide Fund for Nature (WWF)
 - Foundation for Environmental Education in Europe (Fee)
 - International Commission for the Protection of the Alps (CIPRA)
 - European Centre for Nature Conservation (ECNC)
 - Federation of Nature and National Parks of Europe (EUROPARC Federation)
 - Centre européen d'intérêt rural et environnemental (CEIRE)
 - The Global Learning and Observations to Benefit the Environment (Globe)
 - the Central and East European Working Group for the Enhancement of Biodiversity (CEEWEB)
 - Birdlife International
 - European ECO-Forum
 - European Habitats Forum (EHF)
 - Federation of Hunters Associations of the European Union (FACE)

6. Structures and working methods:

The STRACO shall meet once every year alternatively in Strasbourg and Geneva or in a location decided by the STRACO. It shall adopt its own Rules of Procedure based on Appendix 1 of Resolution Res(2005)47.

The Bureau of the STRACO adopts its own rules of procedure, based on Appendix 1, Article 13 of Resolution Res(2005)47.

The STRACO and its Bureau can entrust consultants and scientific experts to carry out specific tasks to reach the programme objectives, as well as organise symposia and conferences in the framework of its programme of activities.

The STRACO shall report to the "Environment for Europe" Ministerial Conferences and keep UNEP, the Committee of Ministers of the Council of Europe and the Economic Commission for Europe's Committee on Environmental Policy abreast of its activities.

Normally, the activities included in the Work Programme of States, international organisations and NGOs shall be financed by the budgets of such bodies. However, new activities that states, international organisations and NGOs cannot include in their regular programmes may be included in the PEBLDS Work Programme. In such cases, the STRACO may advise the body agreeing to take on these activities about possible sources of financing. Voluntary contributions could be given to UNEP, the Council of Europe or the body concerned and would be used in accordance with the guidance of the STRACO; reports on expenditure should be presented to the STRACO if appropriate, taking into account the accounting procedures of the receiver.

The working languages will be English, French and Russian. The Council of Europe will provide interpretation for the two official languages of the Organisation. UNEP will provide interpretation for Russian.

7. Duration:

These terms of reference will expire on 31 December 2009.

**TERMS OF REFERENCE
OF THE BUREAU OF THE COUNCIL FOR THE PAN-EUROPEAN BIOLOGICAL
AND LANDSCAPE DIVERSITY STRATEGY**

- 1. Name of Committee:** BUREAU OF THE COUNCIL FOR THE PAN-EUROPEAN BIOLOGICAL AND LANDSCAPE DIVERSITY STRATEGY (STRACO-BU)
- 2. Type of Committee:** Bureau
- 3. Source of Terms of Reference:** UNEP and the Committee of Ministers of the Council of Europe

4. Terms of Reference:

Under the guidance and instructions of the STRACO, the Bureau of the STRACO shall have the following tasks:

- a) to prepare the meetings of the STRACO;
- b) to examine questions entrusted to it by the STRACO and take measures to this effect;
- c) to take urgent measures between meetings of the STRACO and submit those measures to its approval.

5. Membership:

- a) the Chair of the STRACO;
- b) 2 Vice-Chair: a representative of the state which will organise the next Ministerial Conference "Environment for Europe" and a representative of the state which has organised the previous Conference;
- c) 11 members representing four sub-regions (European Union; other Western European countries; Central and Eastern Europe; and the Newly Independent States): two members per sub-region, with an exception for the European Union which have 5 members, elected by the STRACO;
- d) a representative of the European Commission;
- e) European members of the Bureau of CBD/COP, ex officio;
- f) Four observer organisations, elected by the STRACO, may send representatives without the right to vote and defrayal of expenses;
- g) the terms of office of the Chair under a) above will last one year, and may be renewed once. The terms of office of Vice-Chairs under b) follow the frequency of the Ministerial Conference "Environment for Europe";
- h) the terms of office of members and observers under c) and f) above will last two years, and may be renewed once. However, a member may, on expiry of her/his second term, be appointed Chair or Vice-Chair. In order to ensure partial replacement of the Bureau each year, the first term of at least one such member shall be limited to one year.

The Council of Europe will bear the travel and subsistence expenses of one Bureau representative from each of its member states in Central and Eastern Europe not belonging to the European Union. UNEP will defray the travel and subsistence expenses of Bureau representatives for Central Asia participants in the

Environment for Europe process and Central and Eastern European participants not covered by the Council of Europe.

6. Structures and working methods:

The Bureau will meet at least once a year alternatively in Strasbourg and Geneva or in a location decided by the STRACO or its Bureau. It can invite experts to attend its meetings on specific items of the agenda and on decision of the Chair.

The working languages will be English and French. The Council of Europe will provide interpretation for the two official languages of the Organisation.

7. Duration: three years.

**DRAFT AMENDED RULES OF PROCEDURE
OF THE COUNCIL FOR THE PAN-EUROPEAN BIOLOGICAL
AND LANDSCAPE DIVERSITY STRATEGY AND ITS BUREAU²**

Article 1 - Convening of meetings

Meetings of the Council for the Pan-European Biological and Landscape Diversity Strategy (STRACO) and of its Bureau shall be convened by the Secretary General of the Council of Europe and the Director of the Regional Office for Europe of the United Nations Environment Programme (UNEP), in accordance with the instructions of the Committee of Ministers of the Council of Europe and of UNEP. The STRACO shall normally meet once every year, alternately in Strasbourg and Geneva or in a location decided by the STRACO. The STRACO Bureau shall meet at least once a year alternately in Strasbourg and Geneva or in a location decided by the STRACO or its Bureau.

Notice of the meeting shall be circulated at least six weeks before the proposed date. The Secretariat shall make available the draft agenda, a provisional list of working papers and the working papers themselves to the nominees, or in the absence of such nomination, to the Permanent Representation concerned, at least 20 days before the opening of the meeting.

Article 2 - Postponement of meetings

When a meeting has been convened in accordance with the provisions of Article 1, any request for postponement, for valid reasons, shall be made at least fifteen days before the date fixed for the opening of the meeting; a decision in favour of postponing the meeting shall be regarded as taken if the majority of members of STRACO or its Bureau, as appropriate, inform the Secretary General of the Council of Europe and the Director of UNEP's Regional Office for Europe of their agreement at least seven days before the date originally fixed.

Article 3 - Agenda

a. The Secretary General of the Council of Europe and the Director of UNEP's Regional Office for Europe shall draw up the draft agenda for a meeting. The Chair of the STRACO, who is also the Chair of the STRACO Bureau, shall be consulted in advance.

b. The agenda shall be adopted by STRACO or by its Bureau, as appropriate, at the beginning of its meeting.

Article 4 - Documentation

a. Documents for the meeting shall be sent to members by the Secretary General of the Council of Europe and the Director of UNEP's Regional Office for Europe, in accordance with the instructions of the Committee of Ministers of the Council of Europe and of UNEP.

b. Documents requiring a decision, whether originating from the Secretariat of the Council of Europe and the Secretariat of UNEP ("Secretariat of STRACO and of its Bureau") or from a member of STRACO or its Bureau, as appropriate, shall be sent to the members of STRACO or its Bureau, as appropriate, at least three weeks before the opening of the meeting at which the decision is to be taken. In exceptional cases, however, STRACO or its Bureau, as appropriate, may, if no member objects, consider a document submitted later.

Article 5 - Secrecy of meetings

Meetings of STRACO and of its Bureau, as appropriate, shall not be held in public.

² as adopted by the Council for the Pan-European Biological and Landscape Diversity Strategy on 8 April 1998 and amended by the Council on 21 April 1999

Article 6 - Communications to the press

By unanimous and express agreement of STRACO or its Bureau, as appropriate, the Chair, or the Secretary General of the Council of Europe and the Director of UNEP's Regional Office for Europe or their representative, may make suitable communications to the press on the work of STRACO or its Bureau, as appropriate.

Article 7 - Quorum

There shall be a quorum if two-thirds of the members of STRACO or its Bureau, as appropriate, are present.

Article 8 - Official languages

a. The official languages of STRACO and its bureau shall be English, French and Russian. The Council of Europe will provide interpretation for the two official languages of the Organisation. UNEP will provide interpretation for Russian.

b. Members of STRACO or its Bureau may speak in a language other than the official languages; in which case, they must themselves provide for interpretation into one of the official languages.

c. Any document drafted in a language other than the official languages shall be translated into one of the official languages, the member from whom it originates being responsible for making the necessary arrangements. The Council of Europe will translate the documents in English or French. UNEP will translate the documents in Russian.

*Article 9 - Responsibilities and composition**1. Responsibilities*

a. Under the joint responsibility of the Committee of Ministers of the Council of Europe and of UNEP and in accordance with the Agreement concluded between UNEP and the Secretary General of the Council of Europe, STRACO shall be responsible for the tasks specified in the terms of reference of the bodies responsible for the implementation of the PEBLDS.

b. Under the guidance and instructions of STRACO, STRACO Bureau shall be responsible for the tasks specified in the terms of reference of the bodies responsible for the implementation of the PEBLDS.

c. The terms of reference of STRACO and its Bureau are set out in an appendix hereto (terms of reference of the bodies responsible for the implementation of the PEBLDS).

2. Composition

The members of STRACO and of its Bureau shall be those designated in the terms of reference of the bodies responsible for the implementation of the PEBLDS.

Article 10 - Observers

a. The states and organisations specified in the terms of reference of the bodies responsible for the implementation of the PEBLDS may send observers to meetings of STRACO. Other states and organisations may be permitted to send observers to meetings of STRACO with the agreement of the Secretary General of the Council of Europe and the Director of UNEP's Regional Office for Europe.

Permanent status of observers needs the agreement of the Secretary General of the Council of Europe, the Director of UNEP's Regional Office for Europe and the approval of the STRACO.

- b. An observer shall have no right to vote, subject, as regards the European Union, to the provisions of Article 15 a.
- c. With the Chair's permission, an observer may make oral or written statements on the subjects under discussion.
- d. Proposals made by observers may be put to the vote if sponsored by a member of STRACO.

Article 11 - Proposals

Any proposal must be submitted in writing in one official language if a member of STRACO or its Bureau, as appropriate, so requests. In that case, it shall not be discussed until it has been circulated.

Article 12 - Order of voting on proposals or amendments

- a. Where a number of proposals relate to the same subject, they shall be put to the vote in the order in which they were submitted. In case of doubt, the Chair shall decide.
- b. Where a proposal is the subject of an amendment, the amendment shall be put to the vote first. Where two or more amendments to the same proposal are presented, STRACO or its Bureau, as appropriate, shall vote first on whichever departs furthest in substance from the original proposal. It shall then vote on the next furthest removed from the original proposal, and so on until all the amendments have been put to the vote. However, where acceptance of one amendment necessarily entails rejection of another, the latter shall not be put to the vote. The final vote shall then be taken on the proposal as amended or not amended. In case of doubt as to the order of priority, the Chair of STRACO and its Bureau shall decide.
- c. Parts of a proposal or an amendment may be put to the vote separately.
- d. In the case of proposals with financial implications, the most costly shall be put to the vote first.

Article 13 - Order of procedural motions

Procedural motions shall take precedence over all other proposals or motions submitted, except points of order. They shall be put to the vote in the following order:

- a. suspension of the sitting;
- b. adjournment of discussion of the item in hand;
- c. postponement of a decision on the substance of a proposal until a specified date.

Article 14 - Reconsideration of a question

When a decision has been taken, it is only re-examined if a member of STRACO or its Bureau, as appropriate, so requests and if this request receives a two-thirds majority of the votes cast.

Article 15 - Voting

- a. Each member of STRACO or its Bureau, as appropriate, shall have one vote; however, where a government designates more than one member, only one of them is entitled to take part in the voting. The European Commission, in its areas of competence, shall exercise its right to vote with a number of votes equal to the number of its member states. The European Community shall not exercise its right to vote in cases where the member states concerned exercise theirs, and conversely.
- b. Subject to any contrary provisions in these Rules, decisions of STRACO or its Bureau, as appropriate, shall be taken by a two-thirds majority of the votes cast.

- c.* Except on procedural matters, other committees shall not take decisions by voting. They shall state their conclusions in the form of unanimous recommendations, or, if this proves impossible, they shall make a majority recommendation and indicate the dissenting opinions.
- d.* Procedural questions shall be settled by a simple majority of the votes cast.
- e.* Where the question arises as to whether or not a matter is procedural in nature, it may not be so regarded unless STRACO or its Bureau, as appropriate, decides to that effect by a majority of two-thirds of the votes cast.
- f.* For the purposes of these Rules, "votes cast" shall mean the votes of members cast for or against. Members abstaining shall be regarded as not having cast a vote.

Article 16 - Reports

STRACO or its Bureau, as appropriate, shall draw up the reports specified in the terms of reference of the bodies responsible for the implementation of the PEBLDS. These reports shall be public.

Article 17 - Minutes

STRACO or its Bureau, as appropriate, may, if it considers this necessary, have minutes kept. After meetings, the Secretariat of STRACO and of its Bureau shall submit a draft to the Chair of STRACO and its Bureau. On expiry of the period specified for the submission of corrections, the Secretariat of STRACO and of its Bureau shall prepare and circulate the final version.

Article 18 – Chair, Vice-Chair and elected members of the Bureau of the STRACO

- a.* STRACO shall elect the Chair of STRACO and its Bureau, as well as the ten elected members of STRACO Bureau. The elections shall respect a fair geographical distribution.
- b.* The representatives of the state organising the next Ministerial Conference "An Environment for Europe" and of the state which organised the previous Ministerial Conference "An Environment for Europe" are Vice-Chairs of the STRACO and its Bureau.
- c.* The Chair of STRACO and its Bureau shall conduct proceedings and sum up the conclusions whenever he/she thinks necessary. He/she may call to order a speaker who departs from the subject under discussion or from the terms of reference of STRACO or its Bureau, as appropriate. He/she shall retain the right to speak and to vote in his/her capacity as a member of STRACO or its Bureau, as appropriate.
- d.* One of the Vice-Chairs of STRACO and its Bureau shall replace the Chair of STRACO and its Bureau if the latter is absent or otherwise unable to take the Chair. If the Vice-Chairs of STRACO and its Bureau are absent, the Chair of STRACO and its Bureau shall be replaced by a member of STRACO Bureau appointed by the latter or by a member of STRACO appointed by this body.
- e.* The election of the Chair of STRACO and of its Bureau, and of the ten elected members of STRACO Bureau shall require a two-thirds majority at the first ballot and a simple majority at the second ballot. The election shall be held by secret ballot if there are two or more candidates for each post.
- f.* Wherever practicable, the Chair of STRACO and of its Bureau and the ten elected members of STRACO Bureau shall be appointed at the end of the meeting preceding expiry of the outgoing Chair or Vice-Chair's term of office. Otherwise, they shall be appointed at the beginning of the meeting, in which case the Secretary General of the Council of Europe and the Director of UNEP's Regional Office for Europe or their representative shall take the Chair temporarily.
- g.* The terms of office of the Chair and the Vice-Chair of the STRACO shall be one year and may be renewed once. The terms of office of the ten elected members of the Bureau shall be two years and may be renewed once. However, a member may, on expiry of her/his second term, be appointed Chair or Vice-Chair.

In order to ensure partial replacement of the Bureau each year, the first term of at least one of the elected members shall be limited to one year.

Article 19 - Rapporteur and drafting committee

STRACO or its Bureau, as appropriate, may appoint a rapporteur or a drafting committee or both.

Article 20 - Secretariat of STRACO and of its Bureau

a. The Secretary General of the Council of Europe and the Director of UNEP's Regional Office for Europe shall provide STRACO and its Bureau with the necessary staff as well as with the administrative and other services they may require in accordance with available resources.

b. The Secretary General of the Council of Europe and the Director of UNEP's Regional Office for Europe or their representative may, at any time, make an oral or written statement on any subject under discussion.

c. STRACO or its Bureau, as appropriate, may direct the Secretary General of the Council of Europe and the Director of UNEP's Regional Office for Europe to prepare a report on any question relevant to the work of STRACO or its Bureau, as appropriate.

d. The Secretariat of STRACO and of its Bureau shall be responsible for preparing and circulating all documents to be examined by STRACO and its Bureau.

Article 21 - Adoption and revision of the Rules of Procedure

STRACO shall adopt the Rules of Procedure of STRACO and of its Bureau, as well as their working methods and structures. It may revise these Rules or add provisions supplementing them or creating exceptions to them.