TWELFTH MEETING OF PARTNERS OF THE EAST ASIAN – AUSTRALASIAN FLYWAY PARTNERSHIP
Cebu, Philippines, 8-14 November 2025

Delegation of authority between Chair of the Partnership and Chief Executive

Matters at Partnership level - to be signed-off by the Chair of the Partnership:

1. Approval of a new Partner (by signature on a letter to the Chief Executive officer of the national government agency or applicant organisation).
2. Issuing the Certificate for a new Partner (by signature on the certificate).
3. Approval of new Flyway Site Network site nominations (by signature on a letter to the nominating country's focal point for EAAFP).
4. Issuing the Certificate for a new Flyway Site Network site nomination (by signature on the certificate).
5. Formal advice of the date, host and place of the next Meeting of Partners (by signature on a letter to each Partner's focal point).
6. Response to any letter addressed specifically to the Chair of the Partnership.

Matters at Secretariat level - to be signed off by the Chief Executive:

1. Appointment of Secretariat staff.
2. Staff employment contracts and subsequent changes (signature of Chief).
3. Opening of new bank accounts, including credit card accounts, for EAAFP purposes (signature of Chief).
4. Appointment of an international financial services company to conduct annual audit of financial records of EAAFP (with endorsement by the Management Committee for any change in appointment).
5. New project or funding contracts (signature of Chief, with endorsement of the Management Committee where prudent).
6. Allocation of unrestricted voluntary contributions to projects or activities conducted by Partners or third parties (except where endorsement of the Management Committee seems prudent).
7. Commitment to expenditure in accordance with the budget and work plan endorsed by Partners at the Meeting of Partners (except where endorsement of the Management Committee seems prudent).
8. Signature of contracts for rental of equipment (including vehicles) or establishment of service provision (eg. mobile phones) (this may be delegated to Secretariat staff such as the deputy director where appropriate, eg. if a Korean resident is required to sign).
9. General correspondence with Partners, potential Partners, observers and others in regard to implementation of the Partnership, as well as arrangements for Meetings of Partners and for circulation of agenda, papers, reports, and the like. The Chief will be assisted where appropriate by Secretariat staff, eg. the Communication & Information Officer.
10. General correspondence with Convention Secretariats.
11. Press releases (but to be copied to relevant Partners).

Note that where the delegation of authority has not been clearly defined the matter should be referred to the Management Committee.