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

Guidelines for the Establishment of Single Species Task Forces and developing Action Plans

EAAFP action planning guidelines

Action plans are critical tools to restore regionally or globally threatened species to favourable conservation status. Single Species Task Forces should be established to produce and implement international Single or Multi Species Action Plans under the framework (and existing structures and terminology) of the Convention on Migratory Species (CMS) and the East Asian – Australasian Flyway Partnership (EAAFP), in consultation with the relevant Working Group (Anatidae, Crane, Shorebird, Seabird) as appropriate.

The action planning process for the EAAFP, should include the following steps:

- Hold at least one workshop with relevant experts and stakeholders.
- Produce the action plan for the entire range of the population, not just that part of the range within the EAA Flyway.
- Produce the action plan under CMS or both CMS and EAAFP where appropriate, otherwise under EAAFP alone.
- Use the latest iteration of the standard CMS/AEWA action plan format.
- Produce action plans after consultation and if appropriate in close cooperation with CMS and other relevant organisations.

Guidelines for Terms of Reference

EAAFP Single Species Task Forces are strongly encouraged to use the following guidelines based on agreed Terms of Reference, adapted from the AEWA model - see Annex 1 (below).

The mandate and continuation of these Task Forces should be reviewed every two MOP cycles.

The EAAFP should identify an organisation (ideally a Partner but could be another range state, NGO, university or research institute) that is prepared to take the lead in coordinating the development and implementation of Single Species Action Plans. The leading organisation should ideally support or raise funds for plan development and implementation and for a dedicated coordinator's position.

Endorsement by EAAFP

The EAAFP can endorse action plans for any species/population which occurs in the EAA flyway (provided that they have been produced according to the above process and guidelines). Multi-species actions plan can be considered where appropriate. Priority should be given to populations of globally threatened species as per the IUCN Red List or populations that are threatened within the EAA flyway.

Endorsement could include:

- Official branding of the Single or Multi Species Action Planning workshop as a SSAP or MSAP workshop of the Partnership for the East Asian – Australasian Flyway. This endorsement could include the use of the EAAFP logo in SSAP/MSAP workshop materials and banners.
- An action plan can be endorsed by the EAAFP without following the CMS/AEWA format if deemed appropriate by the relevant Working Group or Task Force. However, it is strongly encouraged to include certain key elements in the action plan, including the Goal, Objectives, a Framework of Results and Actions, a Prioritisation of Actions and designation/identification of lead partner/s.
- Explicit mention of the EAAFP in the workshop objective. For example, "To produce an International Action Plan for the [SPECIES/ POPULATION NAME] under the framework of the East Asian – Australasian Flyway Partnership and CMS (where appropriate), based on input from experts from [SPECIES/ POPULATION NAME] Range States, for submission to the [NTH] Meeting of the Partners of the East Asian – Australasian Flyway Partnership".
- Branding the resulting action plan as a SSAP or MSAP of the Partnership for the East Asian – Australasian Flyway and CMS (where appropriate). This branding could include the use of the EAAFP logo and possibly a foreword by the relevant EAAFP official (e.g., Chair).
- Official recognition of the plan by the EAAFP.
    - A suggested process for this recognition could be to draft an Action Plan by the EAAFP Single Species Task Force, in consultation with the relevant EAAFP Working Group (Anatidae, Crane, Shorebird, Seabird). Then:
        - Draft is submitted to principal range states and experts for comment (followed up by face-to-face meetings where feasible), and these comments incorporated into the draft.
        - Draft is submitted to the Technical Advisory Group for review.
        - Draft is submitted to all EAAFP Partners for comment.
        - Final draft is submitted, together with a draft decision, to the EAAFP Secretariat.
        - Final draft, along with a final decision, is submitted to the next EAAFP MOP.
        - The action plan is officially endorsed by the EAAFP MOP agreeing to this decision.

Other issues to consider

The action plan should be published by the lead Partner/organisation according to the design and layout in use by that Partner/organisation, with inclusion of EAAFP logo and other logos as appropriate. EAAFP should consider developing its own technical publication series, that could include Action Plans produced under its auspices.

Terms of Reference for EAAFP [SPECIES/ POPULATION NAME] Task Force

Goal (as defined in the International Single or Multi Species Action Plan for the [SPECIES/POPULATION NAME]

To restore the [SPECIES/POPULATION NAME] to favourable conservation status and to remove it from the threatened categories on the IUCN Red List.

Role

The role of the EAAFP [SPECIES / POPULATION NAME] Task Force will be to:

- Produce, coordinate and catalyse the implementation of the International [SPECIES/ POPULATION NAME] Single Species Action Plan (SSAP)/ Multi Species Action Plan (MSAP);
- Stimulate and support Range States in the implementation of the SSAP/MSAP; and
- Monitor and report on the implementation and the effectiveness of the SSAP/MSAP.

Remit

The EAAFP [SPECIES/ POPULATION NAME] Task Force will:

- Develop an International Single/Multi Species Action Plan for the [SPECIES/POPULATION NAME] if not already developed, in accordance with the EAAFP Action Planning Guidelines and consistent with the agreed process;
- Set priorities for action and implement them (this step and later steps can happen while an SSAP is still under development or awaiting formal approval);
- Coordinate the overall international implementation;
- Raise funds for development and implementation;
- Assist Range States in producing national action plans;
- Ensure the Task Force is open to governmental and expert members from all key Range States and other Partners and other experts (not necessarily from the EAA Flyway).
- Ensure regular and thorough monitoring of the species populations;
- Stimulate and support scientific research on the species necessary for conservation;
- Promote the protection of the network of critical sites for the species and/or populations, by assisting Partners to develop new Flyway Site Network nominations, and encourage the designation of new protected areas by Partners;
- Facilitate internal and external communication and exchange of scientific, technical, legal and other required information, including with other specialists and interested parties;
- Assist with information in determination of the IUCN Red List status and population size and trends of the species;

- Regularly monitor the effectiveness of implementation of the SSAP and take appropriate action according to monitoring results;
- Regularly report on the implementation of the SSAP/MSAP to the EAAFP Meeting of the Partners; and
- Revise the international SSAP/MSAP by [DATE] and update it in [DATE] or as required.

Membership

The EAAFP [SPECIES/ POPULATION NAME] Task Force will be open to (1) designated representatives of EAAFP Governmental Partners of all principal range states, (2) representatives of the relevant EAAFP Working Group (Anatidae, Crane, Shorebird, Seabird), (3) representatives of national experts and conservation organisations from all principal range states, international organisations, and (4) other experts (not necessarily from the EAA Flyway) as required.

Officers

A Chairperson of the EAAFP [SPECIES / POPULATION NAME] Task Force will be elected amongst its members. This position should ideally be filled by an EAAFP Governmental Partner from a key range state.

A Coordinator will be nominated by the Chairperson from among the Task Force members. The Coordinator will be in charge of the day-to-day operations of the Task Force, participate in fund raising, and shall act in close cooperation with the Chairperson, the EAAFP Secretariat and the relevant EAAFP Working Group (Anatidae, Crane, Shorebird, Seabird). The coordinator will be a member of the Task Force and, ideally, represent an EAAFP Partner.

Meetings

The EAAFP [SPECIES/ POPULATION NAME] Task Force should aim to hold face-to- face meetings at least once every three years. Other face-to-face meetings may be arranged as circumstances allow (e.g., at EAAFP MOPs). Between meetings, business will be conducted electronically such as via an appropriate Task Force website and list server.

Reporting

A report on the implementation of the SSAP/MSAP will be produced for each EAAFP MOP according to a standard format agreed by the EAAFP Secretariat, with contributions from all major range state Governmental Partners, Task Force members and experts. Reports should be provided to and collated by the EAAFP Secretariat in order to ensure uniform handling of communication and record-keeping. At each EAAFP MOP, the Task Force Chairpersons, Task Force Coordinators, and/or the EAAFP Secretariat, should give an overview report on Single/Multi Species Action Plan development and implementation, summarising progress for each Task Force, lessons learned, challenges common to the Task Forces, and any adjustments needed. Other reports will be produced by Task Forces as required by the EAAFP Secretariat or relevant EAAFP Working Group.

Financing

The operations of the EAAFP [SPECIES/ POPULATION NAME] Task Force, including the Coordinator, are to be financed primarily by its members and the organisations they represent. The Lead Partner/Organisation should ideally support or raise funds for development and implementation of the SSAP/MSAP, including the Coordinator post, and associated SSAP/MSAP activities of the Task Force. Funds may be sought from members, EAAFP Partners and various external sources.

The EAAFP does not derive annual membership dues from its Partners and thus has limited resources. Accordingly, the Secretariat cannot commit regular financial support and may only provide such if possible. Funding for SSAP/MSAP activities of the Task Force or its members is to be sought from various external sources.