

TERMS OF REFERENCE FOR TASK MANAGERS OF THE SCIENTIFIC COMMITTEE

Note of the Secretariat

According to Article 3, paragraph 3 of the **Rules of Procedure of the Scientific Committee annexed to the Resolution 9.4**, adopted during the Ninth Meeting of Parties to ACCOBAMS (MOP9, Cyprus, November 2025) : *“At its first meeting after the Meeting of Parties, the Scientific Committee shall assign specific topics for each Task Manager taking into account the priorities set up in the Work Programme for the triennium. Each Task Manager, in addition to his/her role as member of the Scientific Committee, shall coordinate the works of the Scientific Committee concerning the topics that he/she has been assigned by the Scientific Committee. Each Task Manager shall provide a report to the meetings of the Scientific Committee on the topics he/she is in charge of.”*

Terms of Reference (ToR) for Task Managers of the Scientific Committee have been adopted during the 15th Meeting of the Scientific Committee (Tunis, May 2023) and have been updated by the Secretariat according to Resolution 9.4.

In addition to their role as members of the Scientific Committee, Task Managers are expected:

1. to coordinate, in consultation with the Chair and Vice-Chair, the works of the Scientific Committee concerning the topics they have been assigned.
2. to contribute promoting the necessary actions to facilitate the implementation of the Work Program, considering the Resolutions adopted by the Meetings of the Parties, in collaboration with the other Scientific Committee members, the Secretariat, the Bureau, the Sub-Regional Coordinating Units, the ACCOBAMS Partners, and international and national non-governmental Organizations.
3. to conduct their work in close collaboration with the Chair of the Scientific Committee, with the ACCOBAMS Secretariat and, when actions are interconnected, with the other Task Managers or relevant ACCOBAMS working groups.
4. to mainly work by email, while trying to meet other relevant experts during other scheduled meetings (e.g. ECS, IWC, etc.).
5. If so requested, attend meetings pertinent to their field of expertise, on behalf of the ACCOBAMS Secretariat.
6. to provide a report to the Scientific Committee meetings on the topics they have been assigned to.
7. to assist the ACCOBAMS Secretariat and the Chair and Vice-Chair of the SC by providing a summary of relevant discussions/conclusions for inclusion in the Scientific Committee meeting report.