

The Regular Process for Global Reporting and Assessment of the State of the Marine Environment, including Socioeconomic Aspects (Regular Process)

Terms of Reference for National Focal Points (NFPs)

Background

National Focal Points (NFPs) were established with a view to improving the connection between the Regular Process and States, as well as the scientific community and other stakeholders at the national level.

NFPs may collaborate among themselves, and with the focal points for intergovernmental entities (IFPs), as appropriate.

The tasks of NFPs include to:

1. Facilitate the process of nominating experts to the Pool of Experts, including by:
 - a. Reaching out to relevant government agencies, national scientific institutions, and other organizations working in ocean-related topics to secure qualified experts to contribute to the preparation of the assessments under the Regular Process, with due regard for gender balance.
 - b. Identifying potential experts to fill identified gaps in expertise and reaching out to secure their nominations.
 - c.

- d. Answering questions regarding the Regular Process from stakeholders at the national level, and sharing the nature of requests for information with the secretariat of the Regular Process, to aid in the development of standard responses.
 - e. Providing support to the implementation of the outreach and engagement strategy, upon request and as appropriate, at the national level.
5. Provide assistance in the organization of workshops and other activities in support of the Regular Process, including by:
 - a. Sharing information regarding the holding of workshops and other activities with stakeholders at the national level.
 - b. Nominating experts for participation in workshops and other activities, with due regard for gender balance.
 - c. Assisting in the organization of regional workshops, as required.
 - d. Disseminating information regarding the outcomes of workshops and other activities at the national level.
 - e. Providing input to the development and implementation of the capacity-building programme, upon request.
6. Contribute to the overall functioning of the Regular Process, including by:
 - a. Providing feedback regarding the processes in place.
 - b. Providing input to the development of mechanisms, strategies, processes and templates, upon request.
 - c. Coordinating participation by stakeholders at the national level in processes and activities conducted in relation to the Regular Process, as appropriate.
 - d. Sharing lessons learned and best practices relevant to the Regular Process.
7. Collaborate with other NFPs and IFPs, as appropriate, including by:
 - a. Developing regional or subregional networks of focal points.
 - b. Jointly developing information materials in other languages for dissemination at the national levels.
 - c. Maintaining exchanges and cooperating with national focal points to other organizations and processes that may have useful insights or experiences that might benefit the Regular Process.

Tasks of the secretariat

3. Share information materials and other tools produced by the secretariat of the Regular Process.
4. Hold virtual meetings with focal points, at intervals to be determined in consultation with nominated focal points.
5. Communicate with the Permanent Missions to the United Nations in New York regarding the nomination of experts to the Pool of Experts, copying the relevant NFP.
6. Collect and process information from NFPs relevant to the nomination of experts to the Pool of Experts.
7. Collect relevant information from NFPs (e.g., national and regional assessments related to the marine environment, scientific papers, information regarding relevant activities taking place) and share it with the Group of Experts, the Ad Hoc Working Group of the Whole, the Bureau and/or on the Regular Process website.
8. Provide a centralized source of information on the Regular Process targeted to the focal points.

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- d. Answering questions regarding the Regular Process from actors within their networks, and sharing the nature of requests for information with the secretariat of the Regular Process, to aid in the development of standard responses.
 - e. Providing support to the implementation of the outreach and engagement strategy for the Regular Process, upon request and as appropriate.
4. Provide assistance in the organization of workshops and other activities in support of the Regular Process, including by:
- a. Sharing information regarding the holding of workshops and other activities with their networks.
 - b. Nominating experts for participation in workshops and other activities, with due regard for gender balance and geographical distribution.
 - c. Assisting in the organization of regional workshops, as required.
 - d. Disseminating 0 0 1 135.05 514.9Tm0 g0 G()JTJETQ0 612 72 reW*nBTTJETQ*nBT/F2 12 Tf1

3. Share information materials and other tools produced by the secretariat of the Regular Process.
4. Hold virtual meetings with focal points, at intervals to be determined in consultation with nominated focal points.
5. Collect and process information from IFPs relevant to the nomination of experts to the Pool of Experts.
6. Collect relevant information from IFPs (e.g., assessments related to the marine environment, scientific papers, information regarding relevant activities taking place) and share it with the Group of Experts, the Ad Hoc Working Group of the Whole, the Bureau and/or on the Regular Process website.
7. Provide a centralized source of information on the Regular Process targeted to the focal points.