

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. In the second cycle of the Regular Process, NFPs were particularly important for the nomination of experts to the Pool of Experts and for sharing information regarding workshops and other activities undertaken in the context of the Regular Process.

In accordance with the programme of work for the period 2021-2025 for the third cycle, starting from the third cycle, the designated NFPs will serve on a continuous basis rather than for a specific cycle.

Objectives

NFPs would work to strengthen the connection between the Regular Process at the global level and government agencies, scientific institutions, individual experts and other stakeholders at the national level. NFPs would work to coordinate the efforts taking place at the national level relevant to the Regular Process, and act as an information link between the Regular Process and the national level. The specific tasks of NFPs are detailed below.

Criteria

Given the importance of establishing a clear, single focal point for each State taking part in the Regular Process, the NFP should work in an appropriate national authority or institution, or at the Permanent Mission to the United Nations in New York. States may wish to consider professionals working in any of the main disciplines in the social, economic, and environmental sciences, in particular those with experience related to the science-policy interface in ocean affairs.

Nominations of NFPs should be made in writing to the Division for Ocean Affairs and the Law of the Sea, Office of Legal Affairs, United Nations, which serves as the secretariat of the Regular Process, at doalos@un.org. The notification should include the full name, position and department/institution of the nominated NFP as well as their e-mail address. This information will be published on the Regular Process website in the list of focal points.

Mandate

NFPs will, *inter alia*, facilitate the nomination of experts to the Pool of Experts, promote the exchange and dissemination of information, raise awareness regarding matters relevant to the Regular Process, provide assistance to the organization of workshops and other activities in support of the Regular Process, and contribute to the overall functioning of the Regular Process.

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. Working to simplify and streamline nomination procedures at the national level in order to reduce delays in nominating experts.
 - d. Receiving recommendations of national experts from intergovernmental organizations, non-governmental organizations and others, via the secretariat, for consideration of nomination, and responding in due time.
2. Ensure that their contact details and those of the experts nominated by their State to the Pool of Experts are kept up-to-date in the databases maintained by the secretariat of the Regular Process.
3. Promote the exchange and dissemination of information between the Regular Process and stakeholders at the national level, including by:
 - a. Sharing information received regarding the activities of the Regular Process with stakeholders at the national level.
 - b. Sharing information from the national level relevant to the Regular Process (e.g. national and regional assessments related to the marine environment, scientific papers, information regarding relevant activities taking place) with the secretariat of the Regular Process.
 - c. Contributing to the identification and sharing of information on capacity-building needs and/or opportunities.
 - d. Contributing to the development of an outreach and engagement strategy for the Regular Process, by providing input upon request regarding national needs and experiences.
4. Raise awareness regarding the Regular Process, and promote its outputs at the national level, including by:
 - a. Sharing information products (brochures, documents, infographics, posters, videos) related to the Regular Process and its outputs with stakeholders at the national level.
 - b. Holding presentations on the Regular Process to stakeholders at the national level, using materials prepared by the secretariat of the Regular Process.
 - c. Promoting the World Ocean Assessments at the national level.

- 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

The contact point for all focal points (NFPs and IFPs) will be the secretariat of the Regular Process. The secretariat will:

- 1. Share information with focal points at regular intervals regarding the Regular Process and the progress of the activities of the third cycle, including the delivery of the outputs of the programme of work.
- 2. Share data regarding how national experts are contributing to the Regular Process.

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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**Terms of Reference for Focal Points of Intergovernmental Entities¹
(IFPs)**

Background

In the second cycle, 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. The NFPs were particularly important for the nomination of experts to the Pool of Experts and for sharing information regarding workshops and other activities undertaken in the context of the Regular Process.

The lessons learned from the second cycle of the Regular Process note that intergovernmental organizations were not invited to designate focal points in spite of their important role in facilitating communication with many experts, disseminating information and awareness-raising. In accordance with the programme of work for the period 2021-2025 for the third cycle, the secretariats of relevant United Nations specialized agencies, programmes, funds and bodies and the secretariats of related organizations and conventions will be invited to designate focal points. Such focal points will serve on a continuous basis.

Objectives

Focal points for the above-mentioned intergovernmental entities (Intergovernmental Focal Points, or IFPs) would work to strengthen the connection between the Regular Process and its own processes, procedures and networks at the global and regional levels, and collaborate with NFPs, as appropriate, in their areas of operation. IFPs would further act as an information link between their entity and the Regular Process. The specific tasks of IFPs are detailed below.

Criteria

Given the importance of establishing a clear, single focal point for each entity taking part in the Regular Process, each entity should nominate only one focal point to the Regular Process. The IFP should work in an appropriate body or department, preferably one dealing with ocean-related issues. Entities may wish to consider professionals working in any of the main disciplines in the social, economic, and environmental sciences, in particular those with experience related to the science-policy interface in ocean affairs.

Nominations of IFPs should be made in writing to the Division for Ocean Affairs and the Law of the Sea, Office of Legal Affairs, United Nations, which serves as the secretariat of the Regular Process, at doalos@un.org. The notification should include the full name, position and

¹ Secretariats of relevant United Nations specialized agencies, programmes, funds and bodies and the secretariats of related organizations and conventions.

department/institution of the nominated IFP as well as their e-mail address. This information will be published on the Regular Process website in the list of focal points.

Mandate

IFPs will, *inter alia*, recommend experts to the Pool of Experts, promote the exchange and dissemination of information, raise awareness regarding matters relevant to the Regular Process, provide assistance to the organization of workshops and other activities in support of the Regular Process, and contribute to the overall functioning of the Regular Process. IFPs may collaborate among themselves, and with the NFPs, as appropriate.

The tasks of IFPs include to:

1. Assist in the process of nominating experts to the Pool of Experts, including by:
 - a. Recommending qualified experts from within their networks for nomination to the Pool of Experts, with due regard for gender balance and geographical distribution.
 - b. Reaching out to relevant associates working in ocean-related fields to identify qualified experts to recommend for nomination to the Pool of Experts, with due regard for gender balance and geographical distribution.
 - c. Identifying potential experts to fill identified gaps in expertise and reaching out to the experts to ascertain their interest in participating.
 - d. Responding to requests from the secretariat of the Regular Process seeking recommendations of experts within specific fields.
2. Promote the exchange and dissemination of information between the Regular Process and their entity, including by:
 - a. Sharing information received regarding the activities of the Regular Process with stakeholders within their networks.
 - b. Sharing information from within their networks relevant to the Regular Process (e.g. assessments related to the marine environment, scientific papers, information regarding relevant activities taking place) with the secretariat.
 - c. Contributing to the identification and sharing of information on capacity-building needs and/or opportunities.
 - d. Providing input to the development of an outreach and engagement strategy for the Regular Process, upon request.
3. Raise awareness regarding the Regular Process, and promote its outputs within their networks, including by:
 - a. Sharing information products (brochures, documents, infographics, posters, videos) related to the Regular Process and its outputs within their networks.
 - b. Holding presentations on the Regular Process to stakeholders within their networks, using materials prepared by the secretariat of the Regular Process.
 - c. Promoting the World Ocean Assessments within their networks and with relevant partners at the national, regional and global levels.

- 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 information regarding the outcomes of workshops and other activities within their networks.
 - e. Providing input to the development and implementation of the capacity-building programme, upon request.
- 5. 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. Participating in inter-agency meetings and processes aimed at promoting the coordination and cooperation between the Regular Process and other ocean-related intergovernmental processes.
 - d. Sharing lessons learned and best practices relevant to the Regular Process.
- 6. Collaborate with other IFPs and NFPs, as appropriate, including by:
 - a. Developing regional or subregional networks of focal points.
 - b. Jointly developing information materials in other languages for dissemination.
 - c. Maintaining exchanges and cooperating with focal points to other organizations and processes that may have useful insights or experiences that might benefit the Regular Process.

Tasks of the secretariat

The contact point for all focal points (NFPs and IFPs) will be the secretariat of the Regular Process. The secretariat will:

- 1. Share information with focal points at regular intervals regarding the Regular Process and the progress of the activities of the third cycle, including the delivery of the outputs of the programme of work.
- 2. Share data regarding how national experts are contributing to the Regular Process.

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.