



# National Focal Points Welcome Package

*In this document, you can find a summarized and easy to access welcome package for new National Focal Points of the Convention on Wetlands. For the full version, please visit the Convention’s website and access the [following link](#).*



## Introductory Course to the Convention on Wetlands

To know more about the Convention in general, you are encouraged to take the introductory course on the Convention on Wetlands which is available for free in the InforMEA platform. You can access it by clicking on the image.

## Administrative Authority (AA)

The Administrative Authority (AA) is the government agency of each Contracting Party entrusted by the national government with the national implementation of the Convention and is led by an identified Head of Administrative Authority.

### Roles and functions of the Administrative Authority

#### Global and regional processes

#### National Implementation

Liaison with SC members

Participate in Conference of the Parties

Approve Ramsar Information Sheets

Designate and update Wetlands of International Importance

Appoint National, STRP and CEPA Focal Points

Implement the Strategic Plan and its mandates

## National Focal Points

Under the direct authority of the Head of AA, the National Focal Point represents the Contracting Party, or a region or province of the Country, and ensures that both the roles of the Administrative Authority and his specific roles as a National Focal Point are fulfilled.

### Roles and functions of National Focal Points

#### Global and regional processes

#### National Implementation

Liaison with the Secretariat

Compilation of National Reports

Liaison with other Contracting Parties

Coordinating National Implementation

Focal Point coordination

Coordination with other MEAs