

Migratory Bird Table

TERMS OF REFERENCE

1. Official Designation (title): Migratory Bird Table

2. Goal: The Migratory Bird Table will foster collaboration regarding the conservation of migratory birds to ensure the health of North American bird populations. The Table will seek opportunities to expand leadership, discussions, and tangible actions to a hemispheric scale to ensure conservation during the complete annual cycle for North American birds.

3. Objectives: In cooperation with all Federal, State, and Provincial Governments, non-government organizations, academics, and other stakeholders, the Migratory Bird Table will:

- Identify the highest conservation priorities across North America
- Promote linkages among bird conservation partners (e.g., NABCI, Partners in Flight, Waterbirds for the America's, Shorebird Council, Flyway Councils, habitat and species joint ventures/regional alliances, etc.);
- Enhance working relationships;
- Promote exchange of information, technology, and best practices;
- Promote relevant training to further the conservation of migratory birds;
- Expand opportunities for collaboration on the highest conservation priorities

4. Membership: The Migratory Bird Table is led by three co-chairs representing:

- **Ryan Zimmerling** - Migratory Birds and Wildlife Health, Canadian Wildlife Service, Environment and Climate Change Canada for Canada (CWS)
- **Ken Richkus** - Chief, Division of Migratory Bird Management, U.S. Fish and Wildlife Service, U.S. (USFWS)
- **Humberto Berlanga**, Coordinador del Programa NABCI/ICAAN y Temas de Vida Silvestre, Comisión Nacional para el Conocimiento y Uso de la Biodiversidad (CONABIO), Mexico

The Table welcomes and encourages participation from major participants and other relevant entities in the three countries. Formal invitations to participate are issued by the co-chairs of each country. Major participants include:

- Commission for Environmental Cooperation (CEC)
- U.S. Geological Service
- U.S. Park Service
- U.S. Forest Service
- U.S. Department of State
- Bird Conservation of the Rockies
- North American Bird Conservation Initiative

- Association of Fish and Wildlife Agencies
- Island Conservation
Birds Canada
- Grupo de Ecología y Conservación de Islas (GECI)

5. Responsibilities of the co-chairs:

Co-chairs must work together between Trilateral meetings to:

- Establish the agenda for the next meeting using the agenda format agreed upon by the table
- Develop a progress report of the year's activities and submit to the Coordinating Committee in the format provided at least one month before the meeting
- Promote and facilitate completion of projects and activities agreed upon at the Trilateral meeting
- The host co-chair must designate a Reporter for the annual meeting to record the agreed upon actions, assignments and deadlines. Reporters take notes of discussions conducted at the table and prepare the summary report of Action Items in the following format:
 - List of participants (names, affiliations, titles, telephone numbers, emails);
 - Issue/agenda item;
 - Action(s);
 - Assigned to;
 - Proposed completion date;
 - Provide Recommendations to the Executive Table (if any)

The Reporter will:

- Ensure endorsement from the Parties (signature from the three co-chairs);
- Coordinate Spanish/English translation with translator; and,
- Deliver action item reports to USFWS-DIC
- The host co-chair must ensure before the table convenes that translation is available for the duration of the working table session (usually provided by regular table participants). Translators provide English-Spanish translation for the duration of the working table and translate the table's Action Items summary report.
- The co-chairs must endorse the working table's annual meeting report and make a brief presentation of actions and recommendations to the Executive Committee at the annual meeting.
- The co-chairs must ensure that the Coordinating Committee is provided with a succinct hard copy and electronic copy of the working table's report of the annual meeting, in English and Spanish.

6. Meetings:

- The Migratory Bird Table will meet face-to-face at the annual Trilateral meeting, when possible.
- The co-chairs will meet as needed to advance items identified by the Migratory Bird Table.

7. Decision-Making Procedures: The Migratory Bird Table works on the basis of consensus.