

ECOSYSTEM CONSERVATION TABLE TERMS OF REFERENCE

1. **Official Designation (title):** Ecosystem Conservation Working Table

- Short name: “ECWT Table”

2. Mandate: The Ecosystem Conservation Working Table, hereinafter referred to as the Ecosystem Conservation Table, was established in 1995 under Article II (4) of the Trilateral Memorandum of Understanding Establishing the Canada/Mexico/United States Trilateral Committee for Wildlife and Ecosystem Conservation and Management. Specifically, Article II(4) allows the establishment of “sub-committees or working groups to provide advice regarding particular program areas or assignments.”

3. Goal: The Ecosystem Conservation Table will foster collaboration to protect, manage, and restore North American ecosystems and their biodiversity.

4. Objectives: In cooperation with associated entities, the Ecosystem Conservation Table will:

- Promote linkages amongst land and marine conservation areas;
- Enhance working relationships;
- Establish long term monitoring using compatible protocols;
- Promote exchanges of information, technology, best practices;
- Promote training on management of land and marine conservation areas;
- Identify shared ecosystem threats and priority actions to adapt to, mitigate or eliminate those threats; and
- Identify and address priority actions and opportunities to address shared conservation priorities.

5. Membership: The Ecosystem Conservation Table is led by three Co-Chairs representing: for Canada, Environment and Climate Change Canada’s Canadian Wildlife Service (CWS); for Mexico, the National Institute of Ecology and Climate Change (INECC); and for the United States, the Fish and Wildlife Service (USFWS)

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-Chair of each country. Major participants include:

- Fisheries and Oceans and the Canadian Coast Guard
- Natural Resources Canada
- Agriculture and Agri-Food Canada
- Parks Canada Agency
- National Institute of Ecology and Climate Change of Mexico (INECC)
- Mexico’s Directorate General for Wildlife (DGVS)
- Mexico’s National Commission for the Knowledge and Use of Biodiversity (CONABIO)
- Mexico’s National Commission of Natural Protected Areas of Mexico (CONANP)
- Mexico’s Office of the Attorney General for Environmental Protection (PROFEPA)
- Mexico’s National Forestry Commission (CONAFOR, DGVS)

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- U.S. Fish and Wildlife Service
- U.S. National Park Service 
- U.S. Bureau of Land Management (BLM)
- U.S. Department of Agriculture-Forest Service (USDA-FS)
- U.S. Department of State (DOS)
- U.S. Geological Survey (USGS-DOT)
- U.S. Bureau of Reclamation (USBOR)
- National Oceanic and Atmospheric Administration (NOAA)

6. Scope of Subjects Covered: Subjects permitted for discussion include all taxa and their habitats of wild plants and animals native to North America and any relevant threats to such taxa, including invasive species. Targeted ecosystems must be of concern to at least one participating country and must be present in at least two of the countries. Subjects overlapping with other working tables will be coordinated with those tables. Preference is given to issues that affect all three countries, but bilateral issues are fully welcome.

7. Responsibilities of the Co-Chairs and Facilitators:

- Co-Chairs must work together between Trilateral meetings to:
 - Establish the agenda for the next meeting;
 - Develop the Action Item Report documenting progress on the action items agreed to at the prior year's meeting and submit to the Coordinating Committee in the format provided at least one month before the 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 required format including: List of Participants (names, affiliations, titles, telephone numbers, e-mails); Issue/Agenda Item; Action (s); Assigned to; Proposed Completion Date; Recommendation to the Executive Table (if any); Endorsement from the Parties (Signature from three Co-Chairs).
 - Coordinate the Spanish /English translation with a translator, obtain signatures from the three Co-chairs, and deliver the signed Action Items Report to all Co-chairs, if needed.
 - Before the table convenes, ensure that a translator 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 as needed and translate the table's summary report.
 - Lead and present the end-of meeting report to the Executive Table.
 - The host country's Co-Chair should coordinate the following actions:
 - In advance of each meeting, endorse (sign) the working table's annual Action Item Plan;
 - At each meeting, make a brief presentation of actions and recommendations to the Executive Committee at the annual meeting.

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- Ensure that the Coordinating Committee is provided with a hard copy and electronic copy of the working table's report of the annual meeting, in English and Spanish, if needed.
- Throughout the year, promote and facilitate the completion of projects agreed upon at the Trilateral meeting.

8. Meetings:

- The Table will meet face-to-face at the annual Trilateral meeting.
- The Co-Chairs will meet as needed to advance action items identified by the Table.
- The agenda for the annual meeting will include issues that are of Trilateral concern and agreed to by all Co-chairs.
- Co-chairs are responsible for determining the scope and nature of presentations for each meeting. Co-chairs will endeavor to ensure that the focus is on new bi- or tri-lateral collaborative efforts, new issues of concern, or new dimensions to existing issues, items requiring input from the chairs and table participants, or key updates.

9. Decision-Making Procedures: The Table works on the basis of Co-chair consensus.

10. Access to Information: Documents, recommendations and other outputs of the Table will be made publicly available through the Trilateral Committee website at www.trilat.org. (LEWT & CITES at their discretion)

11. Follow-up Mechanism: Action Items Plans, based on summaries of annual meetings, serve as annual work plans. Co-chairs complete the document. These reports are to be reviewed by the tables at the annual meeting, as the first agenda item.

12. Official Language: English and Spanish. Translation at the tables is provided by Committee members proficient in these languages. Agenda and summaries shall be produced in the official language(s) of the host country and shall be translated by the Coordinating Committee to be disseminated in both languages, if needed.