

May 16-19, 2016

ANNEX A

ECOSYSTEM CONSERVATION TABLE
TERMS OF REFERENCE

1. **Official Designation** (title): Ecosystem Conservation Table
2. **Goal:** The Ecosystem Conservation Table will foster collaboration to protect, manage, and restore North American ecosystems and their biodiversity.
3. **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.
4. **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)
- 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)

5. Responsibilities of the Co-Chairs:

- Co-Chairs must work together between Trilateral meetings to establish the agenda for the next meeting.
- Co-Chairs must work together between Trilateral meetings to 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.
- 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, emails); 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).
- Reporters coordinate Spanish/English translation with Translator, obtain signatures from the three Co-chairs, and deliver Action Item Reports to the Trilateral Coordinating Committee and 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 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.
- Throughout the course of the year, Co-Chairs must promote and facilitate completion of projects agreed upon at the Trilateral Committee meeting.

6. Meetings:

- The Ecosystem Conservation 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 Ecosystem Conservation Table.

7. Decision-Making Procedures: The Ecosystem Conservation Table works on the basis of consensus.

8. Access to Information: All documents, recommendations and other outputs of the Ecosystem Conservation Table will be made publicly available through the Trilateral committee web page (<http://trilat.org/>)

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

10. **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 of the host country and shall be translated by the Coordinating Committee to be disseminated in both languages.