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## INSTRUCTIONS FOR DELEGATES

The Canada/Mexico/US Trilateral Committee for Wildlife and Ecosystem Conservation and Management was created in 1995 to facilitate and enhance coordination, cooperation, and development of partnerships among the wildlife agencies of the three countries, and other interested entities, regarding programs and projects for the conservation and management of biological diversity and ecosystems of mutual interest in North America.

### **Purpose of the Working Tables**

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The primary purpose of the working tables is to exchange information, agree upon priority actions, assign responsibility for each action, establish deadlines for completion of those actions, and to facilitate implementation.

### **Current Working Tables**

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Executive	Law Enforcement	Ecosystem Conservation
Migratory Birds	Species of Common Concern	CITES (Will not meet this year)

### **General Information**

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All projects undertaken in Mexico must be endorsed by the Mexican Government at the Trilateral Committee meeting and implemented in collaboration with Mexican counterparts.

U.S. state agencies participating at the Trilateral Committee meeting have trust responsibilities for wildlife, and the Service has agreed to facilitate their cooperative activities with Mexico. Therefore, state representatives are to be engaged as equal partners in Working Table discussions.

While some participants officially represent their government agency, other types of participants may be invited to address specific themes. Public participation is welcome and encouraged when the meeting takes place in the United States.

### **Delegate Responsibilities**

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#### **Working Table Participants**

- Participants made responsible for specific actions should stay in touch with the in-country Co-Chair between Trilateral Meetings, keeping him/her informed of ongoing activities.
- Participants making presentations should request necessary equipment well in advance of the meeting.

## Co-Chairs

Each country designates a Co-chair for each working table. The Co-Chairs of the host country are responsible for the following actions:

- Designate a Reporter- who will record the actions, responsible parties and deadlines agreed upon at the working table for inclusion in the Trilateral protocol.
- Designate a Translator- Co-chairs should ensure that translation is available for the duration of the working table session (this should be worked out before the table convenes).
- Delivery of Working Table Reports - Table reports will be delivered to Valencia Richardson, Trilateral Coordinating Committee-US **Thursday, May 17<sup>th</sup>** no later than 1:45 p.m. (The Trilateral Coordinating Committee will deliver the Table Reports to the Executive Committee no later than 2:00pm.). Co-chairs must ensure that ALL Co-chairs sign the Endorsement Page (see page 4) and attach to the report. All reports must be submitted electronically (CD/memory stick) in both English and Spanish.
- Report to Executive Table - Co-chairs will prepare and present a brief report (not more than 25 minutes) of the primary actions and recommendations to the Executive Committee Thursday, May 17, 2011 from 2:00-4:00pm. If your presentation is delivered in English please bring an on-screen presentation in Spanish or vice versa.
- Facilitate Action - Throughout the course of the year, Co-chairs should promote and facilitate completion of projects agreed upon at the Trilateral meeting through regular communication with their counterpart Co-chairs.
- Progress Report – Host Co-chairs will work with their counterpart Co-chairs throughout the year in order to continue developing Action Item Reports.
- Establish Next Year’s Agenda – Host Co-Chairs will work with their counterpart Co-chairs to establish the agenda for the next meeting. Agendas and supporting documentation should be submitted to the Trilateral Coordinating Committee at least 3 months before the meeting.

## **Translators**

Translators will:

- Provide English-Spanish translation for the duration of the working table.
- Translate the table's report as it is to be submitted in both English and Spanish.

## **Reporters**

Reporters will:

- Prepare a summary report of Action Items in the format provided below.
- Coordinate Spanish/English translation with Translator.
- Obtain signatures from the table Co-chairs.
- Deliver reports to Valencia Richardson, Trilateral Coordinating Committee-US on Thursday, May 17th no later than 1:45pm.

## **Table Reporting Format**

Report should be brief and succinct.

1. List of Participants (names, affiliations, e-mail and telephone number)
2. Issue/Agenda Item:
  - a. Action (s)
  - b. Collaborators and Contacts
  - c. 2011-2012 Accomplishments
  - d. 2012-2013 Priority Action Items/Deliverables
3. Recommendations to the Executive Table (if any)
4. Endorsements to the Executive Table (if any)
5. Endorsement of report signed by all Co-chairs (attached)



**ENDORSEMENT FROM THE PARTIES  
ACTION ITEM SUMMARY REPORTS  
XVII TRILATERAL COMMITTEE MEETING  
Santa Fe, New Mexico  
May 14-18, 2012**

TABLE NAME: \_\_\_\_\_

I, representing my country as Co-chair of this table, have read the report produced from these working sessions and I agree that they are a complete and accurate record of this table's discussions and agreements.

**CANADA**

Name of Co-chair \_\_\_\_\_

Signature \_\_\_\_\_

**MEXICO**

Name of Co-chair \_\_\_\_\_

Signature \_\_\_\_\_

**UNITED STATES**

Name of Co-chair \_\_\_\_\_

Signature \_\_\_\_\_