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GUIDE FOR PARTICIPANTS

The Canada/Mexico/US Trilateral Committee for Wildlife and Ecosystem Conservation and Management (Trilateral Committee) facilitates and enhances 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

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

Executive	Law Enforcement	Ecosystem Conservation
Migratory Birds	CITES	Species of Common Conservation Concern

General Information

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

Working Table Participants

- Participants made responsible for specific actions will stay in touch with the in-country Co-Chair/Table Facilitator between Trilateral Meetings, keeping them informed of ongoing activities.
- Participants making presentations will 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 – Co-chairs will ensure the actions, responsible parties and deadlines agreed upon at the working table are recorded for inclusion in the Trilateral reports.
- Designate a Translator- Co-chairs will ensure that translation is available for the duration of the working table session (this should be worked out before the table convenes).
- Delivery of in situ *Reports to the Executive Table* - Table reports will be delivered to Valencia Richardson, Trilateral Coordinating Committee - U.S. on **Thursday, April 16th no later than 1:00 p.m.** (Note: the TCC will deliver the Table Reports to the Executive) Co-chairs must ensure that ALL Co-chairs sign the Endorsement Page (see page 4). All reports must be submitted electronically (USB flash drive) in both English and Spanish.

Report to Executive Table - Co-chairs will present a brief report (1-page) of their projects/activities in relation to the 2014-2017 Trilateral Committee Priorities and a brief background to the Executive Table on **Thursday, April 16th from 2:15-4:00pm**. If your presentation is delivered in English please provide an on-screen presentation in Spanish or vice versa.

- Delivery of 2015-2016 AIR- AIRs will be submitted to Valencia Richardson, Trilateral Coordinating Committee-U.S. via email at valencia_richardson@fws.gov **2 weeks after the meeting end (DUE May 1, 2015)**. The ET will review the submissions and provide feedback to the tables 2 weeks post receipt (**DUE May 15**). AIRs must be submitted in both English and Spanish. Please use the attached template.
- 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.

Facilitators:

Facilitators will:

- Assist the Co-chairs in executing the duties outlined above
- Facilitate the table discussions at the annual meeting and communication throughout the year with table participants, partners and the Trilateral Coordinating Committee
- Prepare the In situ report to the ET

- Prepare the Action Item Report for the 2015-2016 work year and submit it to the TCC/ET (5/1/15)

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:

- Maintain the daily sign-in sheets (List of Participants e.g. names, affiliations, e-mail, and telephone number)
- Coordinate Spanish/English translation with Translator.
- Assist Facilitator with 2015-2016 Action Item Report and In situ Report as needed
- Obtain signatures from the table Co-chairs.

In Situ Executive Table Reporting Format

Report should be brief and succinct.

1. Highlight how projects/activities connect to 2014-2017 Trilateral Committee Priorities
2. Project/Activity:
 - a. Brief Background
 - b. Collaborators and Contacts
3. Recommendations to the Executive Table (if any)



**ENDORSEMENT FROM THE PARTIES
XX TRILATERAL COMMITTEE MEETING
San Diego, California, U.S.A.
April 13-17, 2015**

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 _____