

# Species of Common Conservation Concern Table Terms of Reference

**Official Designation (title):** Species of Common Conservation Concern Working Table

1. **Mandate:** The Species of Common Conservation Concern Working Table, hereinafter referred to as the Species 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.”
2. **Goal:** The Species Table will actively promote bilateral and trilateral collaboration regarding the conservation of species of concern and their habitats shared by Canada, Mexico, and the United States.
3. **Objectives:** In cooperation with associated members as described under Section 5 below, the Species Table will:
  - Enhance working relationships between the three countries for the conservation of the species of concern and their habitats; focusing on issues that do not have an established tri- or bi-national forum elsewhere;
  - Promote the use of a landscape approach to address species of concern issues;
  - Promote exchanges of information, technology, best practices;
  - Promote training on conservation and management of the shared species of concern;
  - Identify and support priority management and habitat restoration actions, mitigation of threats (e.g., any relevant threats to such taxa, including invasive species and wildlife diseases), and outreach opportunities for species of mutual interest.
  - As necessary, elevate specific issues to the Executive Table for advice and action.
4. **Membership:** The Species Table is led by three Co-Chairs representing: for Canada, the Canadian Wildlife Service (CWS); for Mexico, the National Commission of Natural Protected Areas (CONANP); and for the United States, the Fish and Wildlife Service (USFWS).

The Table welcomes and encourages the participation of other relevant entities in the three countries. Common contributors include federal, provincial/territorial, and state wildlife agencies, zoos, and other non-governmental organizations directly involved in species conservation activities, universities, and other academic and research institutions. Formal invitations to participate are issued by the Co-Chair of the entities’ respective home country.
5. **Scope of Subjects Covered:** Subjects permitted for discussion include all taxa of wild plants and animals native to North America and any relevant threats to such taxa, including invasive

species. Species must be of mutual interest to at least two of the countries. They do not need to be officially designated as at risk in any of the countries. Subjects overlapping with other working tables will be coordinated with those tables.

## **6. Responsibilities of the Co-Chairs:**

- Co-Chairs must work together between Trilateral meetings to:
  - Establish the agenda for the next annual meeting;
  - Develop and endorse the Action Item Plan (i.e., document identifying action items with specific goals put forth by members);
  - Finalize the Action Item Report (i.e., document reporting results for the action item goals put forth by table members in the previous Action Item Plan).
  - Provide a brief country update, reporting major national activities or changes relevant to the SCCCWT business, if any.
  - Each Co-Chair must also appoint a facilitator who will help coordinate the pre- and post-meeting calls, collaboration, agenda development, invitations, and logistics. Facilitators, ideally lead by the host country facilitator and/or staff, will also assure meetings operate efficiently, including availability of translation, phone and video participation, and distribution of any table documents to participants.
- The host Co-Chair with assistance from the Facilitator must:
  - Before the table convenes, ensure that a translator (usually a regular table participant) is available for the duration of the working table session. In coordination with the host Co-Chair and Facilitator, translators provide English-Spanish or English-French translation of table presentations or discussion for the duration of the working table session as needed.
  - Designate a Reporter for the annual meeting to record the agreed upon actions items, assignments, and deadlines. Reporters take notes of discussions conducted at the table.
  - Coordinate the preparation of the Action Item Plan, obtain endorsement signatures from the three Co-chairs, and submit the signed document to the Trilateral Coordinating Committee in the required format following the annual meeting.
  - Coordinate the Spanish /English/French translation for specific table documents with a translator, if needed.
  - Lead and present the end-of meeting report to the Executive Table.
  - Throughout the year, promote and facilitate the completion of projects agreed upon at the Trilateral meeting.
  - Coordinate the completion of the Action Item Report and submit to the Coordinating Committee in the required format at least one month before the subsequent annual meeting.

## **7. Meetings:**

- The Species Table will meet face-to-face at the annual Trilateral meeting or by videoconference when circumstances warrant.

- The Co-Chairs will meet as needed to advance action items identified by the Species Table.
- The agenda for the annual meeting will include issues that are consistent with the objectives and scope described above 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.

**8. Decision-Making Procedures:** The Species Table works on the basis of co-chair consensus.

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

**10. Follow-up Mechanism:** Action Item Plans, as described in section 7 above serve as annual work plans. Co-chairs finalize the Action Item Reports prior to the annual meeting. These reports are to be reviewed by the tables at the annual meeting, as the first agenda item.

**11. 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.