

Species of Common Concern Table

Terms of Reference

1. Official Designation (title): Species of Common Concern Table

2. Goal: The Species of Common Concern Table will actively promote trilateral collaboration regarding species of concern conservation and their habitats, shared by Canada, Mexico and the United States.

3. Objectives: In cooperation with associated entities, the Species of Common Concern Table will:

Enhance working relationships between the three countries for the conservation of the species of concern and their habitats;

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 address priority management and habitat restoration actions and outreach opportunities for shared species of concern.

4. Membership: The Species of Common Concern Table is led by three Co-Chairs representing: for Canada, the Canadian Wildlife Service (CWS); for Mexico, the Instituto Nacional de Ecología and the Comisión Nacional para el Conocimiento y uso de la Biodiversidad (CONABIO) (need to confirm this for both MX and Can.); and for the United States, the Fish and Wildlife Service (USFWS).

The Table welcomes and encourages participation of other relevant entities in the three countries. Invitations to participate are issued by the individual Co-Chair of each country.

5. Scope of Subjects Covered: Subjects that will be permitted for discussion include all taxa of wild plants and animals native to North America, as well as invasive species. Species must be of concern to at least one participating country and must be present in at least two of the countries. They do not need to be officially listed in any of the countries. Subjects overlapping with other tables will be coordinated with those tables.

5. Responsibilities of the Co-Chairs:

The Co-Chairs must work together between Trilateral meetings to establish the agenda for the next meeting.

The Co-Chairs must work together between Trilateral meetings to develop a progress report of the year's action items 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 following format:

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).

The host Co-Chair will 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.

Before the table convenes, the host Co-Chair must 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.

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 concise hard copy and electronic copy of the working table's report of the annual meeting, in English and Spanish.

Throughout the year, the Co-Chairs must promote and facilitate the completion of projects agreed upon at the Trilateral meeting.

6. Meetings:

The Species of Common Concern Table will meet face-to-face at the annual Trilateral meeting. Occasional other meetings may be planned as needed by the 3 Co-Chairs.

The Co-Chairs will meet as needed to advance action items identified by the Species of Common Concern Table.

7. Annual Meeting Agenda: The agenda for the annual meeting will include issues that are of Trilateral concern and agreed by all Co-chairs.

8. Decision-Making Procedures: The Species of Common Concern Table works on the basis of consensus of co-chairs.

9. Access to Information: All documents, recommendations and other outputs of the Ecosystem Conservation Table will be made publicly available through the Trilateral's web page (www.trilat.org).

10. Follow-up Mechanism: 3 Year Work Plan, based on the summaries of annual meetings, serve as annual work plans. Co-chairs update the 3 Year Work Plan.

These 3 Year Work Plans should 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.