

## **CITES TABLE**

### **TERMS OF REFERENCE**

**1. Official Designation (title):** CITES Table

**2. Goal:** Through North American collaboration and cooperation on the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), the CITES Table works to exchange information, strengthen regional implementation and scientifically-based decision-making, in order to protect endangered species of wild fauna and flora against over-exploitation through international trade.

**3. Objectives:** The CITES Table:

- Serves as a regional CITES North America forum;
- Coordinates preparation for the meetings of CITES Parties, as well as for technical committees and working groups;
- Enhances working relationships;
- Promotes exchanges of information, technology and best practices to facilitate implementation of the Convention in the three countries;
- Promotes elaboration and support of projects on selected species subject to international trade; and
- Identifies and addresses priority actions and opportunities.

**4. Membership:** The CITES Table is led by three Co-Chairs representing: for Canada, the Canadian Wildlife Service (CWS); for Mexico, the National Commission for the Knowledge and Use of Biodiversity (CONABIO) and the Director General for Wildlife (DGVS) and for the United States, the Fish and Wildlife Service (USFWS).

The Table welcomes and encourages input from participants in the three countries. Other participants may include:

- Fisheries and Oceans Canada;
- Natural Resources Canada, particularly the Canadian Forest Service;
- Other Environment Canada agencies such as the Wildlife Enforcement Branch;
- National Institute of Ecology of Mexico (IINE);
- Mexico's National Forestry Commission (CONAFOR);
- Mexico's Office of the Attorney General for Environmental Protection (PROFEPA);
- U.S. Department of Agriculture-Forest Service (USDA PS);
- National Oceanic and Atmospheric Administration (NOAA); and
- U.S. Department of State.

**5. Responsibilities of the Co-Chairs:**

- Co-Chairs must work together between meetings of the Trilateral Committee to establish the agenda for the next meeting.
- Co-Chairs must work together between meetings of the Trilateral Committee 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 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). In addition, the Reporter will:
    - Coordinate Spanish/English translation; and
    - Deliver Action Item Reports to the Executive Table.
  - 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 meeting of the Trilateral Committee.

## **6. Meetings:**

- The CITES Table will endeavor to meet face-to-face at the annual Trilateral meeting.
- The Co-Chairs will meet as needed to advance action items identified by the CITES Table.

**7. Decision-Making Procedures:** The CITES Table works on the basis of consensus.

**8. Access to Information:** All documents, recommendations and other outputs of the CITES Table will be made publicly available through the Trilateral Committee's web page.

**9. Follow-up Mechanism:** Action Item 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 Languages:** English and Spanish. 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.