

MIGRATORY BIRD TABLE

TERMS OF REFERENCE

1. Official Designation (title): Migratory Bird Table

2. Goal: The Migratory Bird Table will foster collaboration regarding the conservation of migratory birds to ensure the health of North American bird populations. Do we want to say something about hemispheric bird populations that nest or pass through North America? [To conserve endemic or non-migratory species will also be considered where opportunities arise. Do we want to make a statement about not protecting non native avian species?]

3. Objectives: In cooperation with associated entities [is meant by entity — organization/agency? We could define “associated entities” as those groups associated w/the Trilateral, i.e. those that have participated in past meetings. OR simply state: Federal Governments, State and Provincial Governments, Non Governmental Organizations and Academics], the Migratory Bird Table will:

- Promote linkages among bird conservation partners (e.g., Partners in Flight, Waterbirds for the America’s, Shorebird Council, Flyway Councils, habitat and species joint ventures/regional alliances, etc.);
- Enhance working relationships;
- Promote exchanges of information, technology, best practices
- Promote relevant training to further the conservation of migratory birds
- MORE — themes to consider: establishing/enhancing existing research and monitoring programs; promoting implementation of NABCI and WHMSI, Partners in Flight, Waterbirds for the Americans, Shorebird Plan...

4. Membership: The Migratory Bird Table is led by three co-chairs representing:

- For Canada: the Canadian Wildlife Service (CWS)
- For the United States: the Fish and Wildlife Service (USFWS)
- For Mexico: el Comision Nacional para el Conocimiento y uso de la Biodiversidad (CONABIO)

The Table welcomes and encourages participation from major participants and other relevant entities in the three countries. Formal invitations to participate are issued by the co-chairs of each country. Major participants include:

- [list of table representation here — assume this would be the list of organizations that have participated in meetings over the last 10 years?]

5. Responsibilities of the Co-chairs:

- Co-chairs must work together between Trilateral meetings to:
 - establish the agenda for the next meeting using the agenda format agreed upon by the table in 2004

- 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
 - promote and facilitate completion of projects and activities agreed upon at the Trilateral meeting [meeting timelines/deadlines?]
 - 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, emails);
 - Issue/agenda item;
 - Action(s);
 - Assigned to;
 - Proposed completion date;
- Recommendation to the Executive Table (if any);

The reporter will also ensure to:

- Ensure endorsement from the Parties (signature from the three co-chairs);
- Coordinate Spanish/English translation with translator; and,
- Deliver action item reports to USFWS-DIC [is this? Does it apply to MB Table?] Yes, DIC Division of International Conservation, the program who provides the overall framework and organizes the Trilateral meetings.
- The host Co-chair must ensure before the table convenes that translation 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 and translate the table's Action Items summary report.
- The Co-chairs must endorse the 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.

6. Meetings:

- The Migratory Bird Table will meet face-to-face at the annual Trilateral meeting.
- The co-chairs will meet as needed to advance items identified by the Migratory Bird Table.

7. Decision-Making Procedures: The Migratory Bird Table works on the basis of consensus. [Do we want/need to define consensus? In the past, when we actually

discussed the TOR's - we defined consensus as when "ALL are in agreement." We decided that if one party objects we do not need to go forward w/the action — our rationale was that there are enough issues and actions that we can agree upon, there is no need to take on things we have some dissension over.]

8. Access to information: All documents, recommendations and other outputs of the Migratory Bird Table will be made publicly available through the Trilateral's web page (www.trilat.org).

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 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 of the host country and shall be translated by the Coordinating Committee to be disseminated in both languages.