

NABCI CANADA COUNCIL¹

DRAFT TERMS OF REFERENCE

AND

ROLES AND RESPONSIBILITIES

Note: Significant positive developments are occurring in the organization and management surrounding the conservation of habitats and species throughout North America. The North American Wetlands Conservation Council (Canada) and the North American Bird Conservation Initiative are in the process of trying to provide a focus for this change and provide a structure for its organizational management in Canada. This document represents a "working draft" to explore, document and agree on an acceptable set of roles, responsibilities and structure. It is critical that this document be seen as a work in progress which will be amended as time and experience require.

¹North American Bird Conservation Initiative Canada Council - Recommended new name.
NABCI CANADA COUNCIL¹

DRAFT TERMS OF REFERENCE AND ROLES AND RESPONSIBILITIES

On June 28, 1999, the Canadian federal government, through its Minister of the Environment, recognized the North American Bird Conservation Initiative (NABCI) by signing a CEC Resolution. This Resolution approved the NABCI strategy and preliminary action plan, the elements of which were developed in Puebla, Mexico in 1998, and committed the three signatories to creating National Steering Committees to guide the Initiative. This strengthens North American commitments to migratory and other bird conservation, which started as far back as 1916 with Canada and the U.S. signing a treaty for the conservation of migratory birds, and grew through the 1980s and 1990s when the Environment Ministers of Canada, the U.S. and Mexico signed the North American Waterfowl Management Plan and its two Updates (1994 and 1998).

In Canada it was decided that an expanded, existing body would be the most appropriate to take on the National Steering Committee role: The North American Wetlands Conservation Council (Canada), a Ministerial Council initiated in 1990 to oversee the North American Waterfowl Management Plan and related wetlands conservation issues, was chosen as the instrument. Provincial Wildlife Directors endorsed this decision in the fall of 1999. The new Council, renamed the NABCI Canada Council, will play a larger role in habitat conservation in Canada, through the actions of a multi-jurisdictional partnership. This document formalizes Terms of Reference and Roles and Responsibilities for the new Council and its supporting structures.

VISION

Populations and habitats of North America's birds are protected, restored or enhanced through coordinated efforts at international, national, regional and local levels, guided by sound science and effective management.

GOAL

To deliver the full spectrum of bird conservation in Canada, through regionally-based, biologically driven, landscape-oriented partnerships.

FUNCTIONS

International:

- To help guide policy and strategic direction at the international level, by:
 - Designating Canadian representation to international coordinating committees or mechanisms (e.g. Trilateral Committee)

¹ Recommended new name for Council

- Liaising with national NABCI Committees in Mexico and the U.S.
 - Facilitating Canadian involvement in Ramsar and other international wetland conservation initiatives
- To guide, review and monitor progress continentally, by:
- Assisting in the development and support of trilateral strategies
 - Appointing members to the NAWMP (Plan) Committee, and to international committees for the other bird plans as may be required
 - To enhance awareness of NABCI at Senior management and political levels as well as by the public at large

National:

- To guide policy and strategic direction at the national level by:
- Providing combined strength and sectoral consensus to influence policy and legislation
 - Fostering NABCI objectives and principles at the national level
 - Coordinating NABCI with other national initiatives such as the federally initiated Canada-Wide Stewardship Action Plan
 - Ensuring broad representation, including governments, the bird conservation community and other sectors that have influence on the landscape, throughout the initiative - from Council level through to bodies such as provincial steering committees and joint ventures that implement plan activities
 - Facilitating, encouraging and monitoring the development and implementation of wetland policies, wetland programs and wetland awareness in Canada
- To guide, review and monitor national progress, by:
- Fostering the completion and ongoing development of international, national and regional plans for each of the four international bird plans through the National Working Groups (NWG): Canadian Shorebird Conservation Plan, North American Waterfowl Management Plan, Partners in Flight and North American Waterbird Conservation Plan
 - Fostering and encouraging an integrated approach to bird conservation initiatives such as Joint Ventures, Bird Conservation Regions, Important Bird Areas, and other programs as may be appropriate
 - Encouraging and supporting existing Canadian (e.g. WHSRN Canada) and future North American bird plan initiatives
 - Encouraging and supporting coordination of efforts, including research, monitoring, planning and implementation, among the four component bird plans
 - Ensuring a common approach to priority setting, planning, programming, monitoring and evaluation
 - Encouraging, supporting and providing direction for regional and local delivery mechanisms
 - Fostering and encouraging other habitat and/or species conservation plans initiated by other agencies that contribute to the role of Council
 - Endorsing as appropriate the formation of new joint ventures

- ❑ To identify, and where possible, to pursue funding sources for all aspects of NABCI in Canada

Communications:

- ❑ To promote the NABCI Vision to Canadians
- ❑ To work with international partners to promote NABCI internationally
- ❑ To report on progress nationally and continentally to Ministers, including making recommendations for action to improve progress
- ❑ To communicate results to partners and the public
- ❑ To work with appropriate partners to develop a professional marketing strategy for NABCI

STRUCTURE AND COMPOSITION

The Council is supported in its functions by a staff (including a Secretariat), and may create standing or ad hoc committees to undertake particular functions or activities. Support staff currently include: a NABCI Canada Coordinator, NAWMP Coordinator IAFWA, NABCI Communications Coordinator and Secretariat (Executive Secretary, Program Coordinator and Office Manager). Committee Chairs and support staff are accountable to Council through the Council Chair.

Council Membership:

Note: This chart will continue to change as the Council takes on new roles and responsibilities and reacts to the most appropriate way to structure itself. It is important that the Constituency be properly reflected by the Membership. At this time, Council is focusing efforts on the relationship with the proper Constituencies which, over time, will modify the Membership.

NABCI CANADA COUNCIL	
MEMBER	CONSTITUENCY
Federal Government (EC - ADM, ECS)	Federal Committee (to be formed)
Representatives of the Canadian Wildlife Directors Committee	Canadian Wildlife Directors - All Provincial/Territorial Wildlife Directors will be invited to Council meetings.
3 Habitat Joint Ventures Representatives PCJV PHJV EHJV And other regional delivery mechanisms as necessary	Broad constituency of JV partnerships and other delivery mechanisms such as IBAs and WHSRN sites.

MEMBER	CONSTITUENCY
Bird Science Community Representatives CSCP NAWMP PIF NAWCP	Participants in continental bird plan committees, and the National Working Groups of the four bird conservation initiatives. The species JVs of the NAWMP (BDJV, SDJV and AGJV) will be represented by the NAWMP member, providing they are not already represented on Council.
Aboriginal Member(s) - To be determined	Aboriginal community
NGOs BSC CNF DUC NCC WHC Others as required	Boards of directors; broader (E)NGO constituency
Resource Sector - To be determined	Possible representation may include: Agriculture; Forestry; Mining; Oil and Gas - the BSRI (Biodiversity Stewardship in Resource Industries) Committee may be a possible venue for establishing representation on Council from these sectors.

PROCESS

The Council will meet regularly, and at a minimum, twice annually. Additional meetings may be convened, either face-to-face, by conference call or by other approved electronic means, as required by the Chair.

The Council operates as a discussion forum, with decisions being made by consensus. However, should there be a situation where no consensus can be reached, the following dispute resolution mechanism will be used:

A quorum (50% of the Council members or their designated alternates, plus the Chair or alternate) must be present. Council members shall be polled (yes, no, abstain). If a tie results, the Chair or alternate will cast the deciding vote.

The Council may direct individual members, committees or staff members to undertake particular activities in support of its functions.

ROLES AND RESPONSIBILITIES

Council Members

- Members are appointed to Council by the constituency or agency they represent. Members shall be able to appoint an alternate to be represented at Council meetings. Any alternates shall be approved by the Chair.

Council members have two main roles:

- As part of the NABCI Canada Council, members bring their knowledge and expertise to the table and work together for the success of NABCI, both nationally and continentally. Members are expected to consider and support the best interests of the Council and its Vision and Goal.
- As representatives of particular constituencies, members are expected to be aware of the issues and concerns of their constituency, and to communicate these to Council. They are also expected to relate Council's direction and decisions back to their constituency.

Responsibilities also include:

- Fostering communications and promoting NABCI within members' constituency
- Attending meetings on a regular basis. Members are expected to make the necessary commitment to attend meetings and to serve on committees as required.

Council Chair

The Chair is responsible for the operation of the Council pursuant to its mandate. The Chair is also responsible to report and communicate activities of Council to Federal Ministers, Provincial/Territorial Ministers and the Wildlife Ministers of Canada Council.

Standing or Ad Hoc Committees

The Council may create Standing or Ad Hoc Committees as required.

North American Wetlands Conservation Council Committee (NAWCCC)

This Standing Committee is responsible for:

- Regular review and endorsement of Canadian proposals for funding under the North American Wetlands Conservation Act
- Overseeing the North American Waterfowl Management Plan (NAWMP) in Canada
- Establishment and review of the assignment of NAWCA funds among habitat Joint Ventures and other regional delivery mechanisms in Canada
- Other activities pertaining to NAWCA or the NAWMP, or wetland related issues

Communications Committee

This Standing Committee provides guidance on the strategic direction for NABCI Communications in Canada, including the development of a Communications strategy. After approval of Council on strategy, tactics and products, the Committee will oversee implementation.

NABCI Coordinator

Roles and responsibilities include, but are not limited to:

- Serving as the primary executive, focal point and clearing house for Canadian NABCI information
- Acting as a national spokesperson for the marketing of NABCI
- Facilitating the development and implementation of a national action plan
- Serving as primary liaison with NABCI coordinators and committees in the two other member countries
- Providing support to Canada's representatives at international NABCI meetings
- Coordinating activities with the NAWMP Coordinator (IAFWA), the Communications Coordinator and the Secretariat

NAWMP Coordinator (IAFWA)

Roles and responsibilities include, but are not limited to:

- Liaising between the NAWCC (U.S.), NABCI Canada Council and the Division of Bird Habitat Conservation, USFWS
- Maintaining active, regular contact to disseminate information regarding U.S. policy/ project issues to the NABCI Canada Council, Canadian Secretariat, Canadian Joint Ventures, provinces and non-government agencies
- Serving as NABCI contact in IAFWA and as IAFWA staff to NABCI-U.S. Co-Chair
- Working with the U.S. Congress and Administration to attempt to secure the maximum level of appropriation for NAWCA
- Maintaining and attempting to increase the level of non-federal U.S. match for NAWCA as provided by the states and other U.S. entities
- Promoting Canadian projects, policies and implementation strategies in the U.S.
- Maintaining staffing commitments to relevant IAFWA committees
- Coordinating activities with the NABCI Coordinator and Secretariat

NABCI Communications Coordinator

Roles and responsibilities include, but are not limited to:

- International Communications
 - Working with representatives from the United States, Mexico and the CEC to develop an international NABCI communications strategy, including logo and product-line consistency
 - Providing Canadian input to CEC on international communications issues
 - Coordinating with the NABCI Coordinator and Canadian Council on international communications issues and products.
- National Communications
 - Developing a Canadian NABCI communications strategy
 - Working with Canadian communications representatives (appointed by Council) to develop and promote messages and products
 - Selecting the best opportunities for marketing NABCI Canada
 - Preparing briefing material for Ministers and other government officials on NABCI issues
- Regional Communications
 - Assisting Canadian communications contacts with NABCI messaging and product distribution, including logo guidelines, etc.
 - Providing expertise when requested to regional contacts regarding NABCI development and communications issues
- Coordinating activities with the NABCI Coordinator and the Secretariat

Executive Secretary

Roles and Responsibilities include, but are not limited to:

Supervising the Secretariat, which supports and facilitates the Council and its Committees by undertaking their activities and day to day operations. Secretariat responsibilities include:

- Providing logistical support for Council and committee meetings
- Undertaking activities which are in keeping with Council's vision (This authority includes the initiation of and arrangements for the funding of such activities with other partners.)
- Coordinating submission of Canadian proposals under NAWCA, including:
 - Maintaining ongoing interaction with U.S. NAWCC Staff and U.S. NAWCC Council
 - Reporting to Council on the status of funding and implementation of Canadian proposals
 - Communicating with JV Coordinators and proposal writers with regards to changes in proposals and other matters relating to the NAWMP
 - Updating the solicitation package
- Ensuring that all mandates of Council are supported including:
 - Overseeing the North American Waterfowl Management Plan (NAWMP) in Canada
 - Facilitating, encouraging and monitoring the development and implementation of wetland policies, wetland programs and wetland awareness in Canada

- Facilitating Canadian involvement in international wetland conservation initiatives
- Coordinating activities with the NABCI Coordinator, IAFWA Coordinator and Communications Coordinator