

WORKING GROUPS TERMS OF REFERENCE TEMPLATE

[insert Working Group Name]

[insert date of endorsement of ToRs by Commission]

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I. Background and justification

Fishery management advice and recommendations, based on the best available scientific information, are provided to WECAFC member countries for their implementation by dedicated Working Groups, established by the Commission.

The Working Groups that were established or confirmed in the subsequent sessions since the 14th session of the Commission in 2012 are the following:

1. OSPESCA/WECAFC/CRFM/CFMC Working Group on Caribbean Spiny Lobster
2. CFMC/OSPESCA/WECAFC/CRFM/CITES Working Group on Queen Conch
3. WECAFC Working Group on the Management of Deep-Sea Fisheries
4. WECAFC/OSPESCA/CRFM/CFMC Working Group on Recreational Fisheries
5. CRFM/WECAFC/JICA/IFREMER Working Group on Fisheries Using fish aggregating devices (FADS)
6. CRFM/WECAFC Working Group on Flyingfish in the Eastern Caribbean (established since the 17th Session of WECAFC as the flyingfish- Dolphinfish WG)
7. WECAFC/CRFM/IFREMER Working Group on Shrimp and Groundfish in the Northern Brazil-Guianas Shelf
8. CFMC/WECAFC/OSPESCA/CRFM Working Group on Spawning Aggregations
9. Regional Working Group on Illegal, Unreported and Unregulated Fishing (RWG-IUU)
10. WECAFC Working Group for the Conservation And Management of Sharks in the Wider Caribbean Region
11. WECAFC/CRFM/OSPESCA Fisheries Data and Statistics Working Group (FDS-WG)

Most Working Groups are joint working groups with other regional partner institutions, such as the Caribbean Regional Fisheries Mechanism (CRFM), the Organization of Fisheries for the Central American Isthmus (OSPESCA), the Caribbean Fishery Management Council (CFMC), the French Research Institute for Exploration of the Sea (IFREMER), etc. Fishery scientists, experts, managers and decision-makers of member countries, Regional partner organizations including academia and NGOs participate in the Working Groups, which have specific terms of reference that are time bound. The data used by the Working Groups to assess the status of fish stocks, to conduct fishery assessments and to generate fishery management advice and recommendations to the Commission are collected by the participating countries and NGOs.

The key drivers behind the establishment of these working groups are the need to collaborate and cooperate in the assessment and management of shared resources; need to standardize data collection and reporting systems to enable assessment of stock status using data and information from a range of countries that target the stock/species/resources throughout their distribution range; need to standardize conservation and management measures for effective management, need for training and capacity building to improve data collection and assessment of the status of fisheries/fish stocks; etc.

In undertaking its work, the Working Group will pay due attention to the FAO Code of Conduct for Responsible Fisheries and its related guidelines, including the Voluntary Guidelines for Securing Sustainable Small-Scale Fisheries especially in regards to livelihoods and food security of communities and value chain stakeholders dependent on sustainable management of these natural resources, as well as their contribution to achieving the targets of the UN Sustainable Development Goals, namely SDG 1 and 2; 5, 8; 12, 13 and 14, as well as any other agreed international or regional instruments for the conservation and management of fisheries, and the principles of precautionary, participatory and ecosystem approaches to fisheries management. The activities of the WG are also guided by any specific regional or international fisheries management or related obligations and initiatives or instruments of relevance to the respective resources associated with the specific WG – e.g. any FMPs, Declarations, agreed CMMs, regional strategies, regulations, etc.

II. Role of the Working Group

a) Scope of the Work

The scope of each Working Group is to provide scientific and management advice for the sustainable management, conservation and development of living marine resources in the area of competence of WECAFC. This includes the development and support to national and regional plans of action in order to regulate target and bycatch fisheries, as well as manage existing populations within the region. Using a multidisciplinary approach, the working group will contribute to the sustainable management by providing management advice to Members of WECAFC based on the best available scientific knowledge/evidence and traditional/local ecological knowledge

In pursuing this goal, the Working Group will contribute to the fulfilment of national and regional responsibilities for the marine environment and for the management of [\[insert specific resources under the mandate of the Working Group\]](#) and related or interacting species or fisheries in the WECAFC Region.

b) Goal

The goal of each Working Group is to inform and provide guidance for the management of living marine resources in WECAFC members in such a manner as to promote transformation to responsible fisheries that provide economic opportunities, food security and human nutrition, secure social wellbeing while ensuring the conservation of living marine resources and the protection of marine biodiversity.

c) Tasks/ functions

The Working Group will:

- Collect, review and share the existing (past and present) data and information on the fishery in the WECAFC area, involving the fishers and private sector, especially women and youth, in addition to identifying the potential for sustainable management and development of such fisheries in the region.
- Analyze the data and information collected from capture fisheries and aquaculture production and make recommendations for the sustainability of the fisheries in the WECAFC region.

- Monitor changes in distribution and abundance of species [insert species or resources of relevance to the mandate of the WG] in the WECAFC region.
- Develop common and feasible methodologies for assessment and monitoring of the fish stock especially in data poor fisheries.
- Seek partnerships with other institutions that could provide assistance in the monitoring, evaluation, and recommendations for management for sustainable use, protection and conservation of the resources.
- Monitor and provide advice on the management and implementation of regional strategies, regulations and management plans to protect the fish resources.
- Establish communication between the members of the Working Group, other Working Groups and relevant parties on issues of common interest in order to strengthen regional collaboration in the assessment and management of living marine resources.
- Report to the Commission and contribute to communication and visibility of the deliverables of the Working Group as may be needed.
- Identify needs of communities dependent on the fishery resources and investigate alternative livelihoods from fisheries and aquaculture (recreational fishing, hospitality and tourism, etc.)
- [insert any other specific tasks that may be assigned to the specific Working Group]

d) Membership

Membership of the Working Group shall consist of all Member States of CRFM and WECAFC, OSPESCA, including overseas territories and Departments.

III. Mode of Operation:

a) Role of Countries

The members of the Working Group will play a leading role in its activities through the following activities and commitments:

- Participate in agreed activities of the Working Group, and ensure the participation of appropriate experts;
- Implement, at the National level, the work identified in the WECAFC endorsed work plan (as appropriate);
- Report on implementation of agreed conservation and management measures
- Assist with mobilization of resources for the activities of the Working Group;
- Facilitate the organization of Working Group meetings in the languages of the Commission
- Host Working Group meetings on a rotational basis;
- Facilitate the identification of the Convener of the Working Group.

b) Role of Convener

The Convener of the Working Group will play a leading role during the organization of the meetings and subsequent follow up with the Secretariat of WECAFC by coordinating the inputs of the members of the Working Group. The Convener should:

- Seek experts from among the WECAFC Members, contact potential partner organizations, and solicit their interest to join in the Working Group;
- Call for meetings as appropriate;
- Ensure that technical contributions are received in a timely manner and in the appropriate format;
- Ensure that outputs are delivered as agreed during each meeting;
- Collaborate closely with FAO-WECAFC and other sub-regional and regional organizations as appropriate;
- Assist in the preparation and publication process of the proceedings of the Working Group meeting;
- Participate (in person or virtually) at the SAG meetings to present the draft working documents and provide any clarifications as required;
- Facilitate the review by the Working Group membership within a reasonable period of time (max. 15 days) on suggested edits or modifications as considered necessary to address the comments of the SAG and the return of the revised document to the WECAFC Secretariat for distribution and consideration by the Commission;
- Participate in the Commission's sessions (physically or virtually) if required, to support the Secretariat in clarifying or substantiating some points of the draft working documents;
- Assist in the relevant processes to gather information in support of seeking funds to implement priority activities of the Working Group.

c) Election and role of Convener of the Working Group

- The Working Group shall elect a Convener from among its Members to serve over a two-year period. The term of office of the Convener may be extended as determined appropriate. In the case where another qualified Convener is not available, the Convener's term may be renewed for an additional two-year term until another Convener is selected.

d) Roles of the FAO/WECAFC Secretariat

The FAO/WECAFC Secretariat will play a supporting role in the activities of the Working Group by assisting in:

- Coordinating activities of the Working Group, among WECAFC and Non-WECAFC Members, at the wider regional level (including facilitate procurement of funding);
- Assisting with logistical arrangements for the convening of meetings of the Working Group;
- Providing technical assistance, such as a technical secretary or research support, if needed and as resources permit;
- Liaising with other Regional Fishery Bodies (RFBs) active in the Wider Caribbean Region and neighboring areas for their engagement as much as possible in the work of the Working Group; these RFBs include amongst others OSPESCA, CRFM, CFMC, ICCAT, NAFO, NEAFC, CECAF, COPPESAALC, etc;
- Liaising with other relevant regional organizations as appropriate, such as the Sargasso Sea Commission, SPAW Protocol, etc;

- Coordinating the formulation and adoption of recommendations and/or resolutions and reports/documents by the Working Group so as to facilitate the decision-making process by the Commission;
- Ensuring the strategic linkage between the work of the Working Group and programmes and projects hosted to support the fisheries and healthy ecosystems framework of the CLME+ and any future phase of this project;
- Facilitating training and collaboration of WECAFC Member States and sub-regional training institutions as appropriate and based on available resources.

e) Roles of other Subregional organizations (e.g. CFMC, CRFM, ICCAT, OSPESCA, UNEP-CEP, IFREMER, NOAA, CARICOM, OECS, etc.)

Sub-regional organizations have an important role to play in assisting their member countries to participate fully in the activities of the Working Group. Therefore, they may be invited to:

- Provide expertise, technical assistance and support;
- Facilitate procurement of funding when possible;
- Collaborate in implementing the activities of the Working Group;
- Collaborate with the WECAFC Secretariat and sub-regional organizations in coordinating the activities of the Working Group;
- Facilitate the decision-making process at the Sub-regional level.

IV. Outputs

In discharging its duties, the Working Group will deliver the following outputs:

- Biennial Work Plans;
- Reports on assessment of the status of fish stocks;
- Draft Fisheries Management Plans;
- Draft Regional Plans of Actions;
- Proposed Recommendations and Resolutions to the Commission,
- Revised TORs as needed

V. Communication

A mechanism for on-going communication among Working Group members (video conference, Skype, zoom meeting and email), is essential to ensure that the work of the group is sustained between meetings. It must include all Working Group members and the communication tools must be accessible to all Working Group members.

The successful functioning of the Working Group also requires that each member country and organization/ agency identify a national node or focal point who will be contacted through the WECAFC National Focal Point and technically coordinate at national level all matters pertinent to the WG. The outputs of the Working Group will be communicated through working group reports to WECAFC,

OSPESCA, CFMC, CRFM, CITES, UNEP-CEP, ICCAT, IFREMER, and national fishery administrations via the WECAFC Secretariat.

VI. Working Group meetings and cost

The Working Group should meet physically or virtually on a regular basis, the timing of which is decided by the members, but at a minimum once every two years. The meetings should be of 2-5 days' duration. The meetings should use cost effective accommodations and institutional facilities and where possible take advantage of other meetings in the region. Meetings shall be chaired by the Convener of the Working Group. The reports of the meetings will be formally submitted to OSPESCA, WECAFC, CFMC and CRFM, ICCAT, CITES, UNEP-CEP, IFREMER, Gulf and Caribbean Fisheries Institute Network, etc.

VII. Amendments to the Terms of Reference

Amendment of these terms of reference may be done at each biennial meeting of the Commission for implementation by the working groups in the subsequent intersessional period.

VIII. Templates for Recommendations and Resolutions

[Standardized templates will ensure a common understanding of what should be included in draft recommendations and resolutions, ease the reporting of deliverables as well as facilitate their review by other WECAFC bodies, as appropriate. Working Groups should include the following elements when preparing draft recommendations and resolutions to be presented to the WECAFC membership or other WECAFC bodies (e.g. the Scientific Advisory Group or other WECAFC Working Groups).

Recommendations and Resolutions

Draft recommendations and resolutions for review by other WECAFC bodies and the WECAFC membership should include the following elements:

- **Cover Note:** A brief cover note for draft recommendations and/or resolutions should be provided to assist reviewers. The cover note should include a clear, candid, and transparent explanation of:
 - a. why the action was developed;
 - b. at which Working Group meeting it was discussed;
 - c. a brief overview of how the Working Group arrived at its decision to put the action forward;
 - d. how the action will impact future WECAFC activities, including, where relevant any possible changes in resource or workload requirements for Members or the WECAFC Secretariat;
 - e. the ramifications of *not* approving the recommended action;
 - f. the full picture of the context for the recommended action.

- **Preambular Text:** This should provide essential elements to highlight the context and intent of the proposed action in a concise bulleted format. The preambular text should include only the core historical elements and should include references to related decisions or measures.

- **Action Text:** This should indicate clearly what action(s) the Working Group is taking, or is asking the WECAFC Membership to take, at a national, subregional, and/or regional level, including specific timelines to which the action(s) will adhere.

Considering that each Working Group can have more than one meeting, and more than one issue to address during each intersessional period, the Working Groups can produce several reports/documents or draft resolutions/recommendations. In order to facilitate analysis by the Commission, each Working Group shall prepare a single set of recommendations and/or resolutions organized by fishery or by theme, including all the topics addressed in the intersessional meetings. In this regard, the Commission would consider a single set of draft recommendations and/or resolutions for spiny lobster, queen conch, flying fish and dolphinfish, FADs, FDS, etc.

The Working Groups shall refer relevant recommendations and resolutions of a scientific nature to the SAG for scientific review at least one month before the meeting of SAG, in order to provide adequate time to the Secretariat and SAG members to review them before the meeting. This will improve the efficiency of the reviews during the SAG sessions.