



Collaborative Partnership on Sustainable Wildlife Management (CPW)

Terms of reference and operational procedures

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Preamble

In view of its economic, ecological and social value, wildlife is one of the most important renewable natural resources. If sustainably managed, it can provide continuous nutrition and income, and contribute considerably to the reduction of poverty as well as to safeguarding human and environmental health.

Wildlife has a cross-cutting dimension and its relevance goes far beyond any sector, and wildlife-related institutions often operate with limited resources and are isolated from each other. The lack of coordination among the various actors in the wildlife sector often results in poor public visibility and understanding of the benefits of wildlife management. Furthermore, the focus is often solely on animal protection, and the significant role of wildlife in food security and livelihoods, ecosystem resilience and human health receives less attention. Consequently, sustainable wildlife management does not rank high on political agendas.

Recognizing this situation, a number of organizations with a mandate on wildlife embarked on a process to form a global collaborative partnership in order to better advocate sustainable wildlife management for the benefit of people and conservation.

The IUCN World Conservation Congress, held in Jeju, Republic of Korea, on 6-15 September 2012, adopted Resolution WCC-2012-Res-119¹ in support of the establishment of a collaborative partnership on wildlife. At its 11th meeting in Hyderabad, India, the Conference of the Parties (COP) to the Convention on Biological Diversity (CBD), requested the Executive Secretary to liaise with relevant organizations with a view to facilitating the early establishment of a collaborative partnership on sustainable wildlife management (Decision XI/25²); this partnership was to be based on considerations set out in paragraph 25 of a report on options for the development of a collaborative partnership on sustainable wildlife management (UNEP/CBD/COP/11/29), with an initial focus on bushmeat. In response, and following informal discussions among interested organizations present at COP-11, FAO announced that, together with the CBD Secretariat, it would convene the first meeting of the Partnership and offered to provide the secretariat.

The CPW was launched at its inaugural meeting, held on 10 March 2013 in Bangkok, Thailand.

¹ <http://portals.iucn.org/docs/iucnpolicy/2012-resolutions%5Cen/WCC-2012-Res-119-EN%20Collaborative%20Partnership%20on%20Wildlife.pdf>

² <http://www.cbd.int/doc/?meeting=cop-11>

STRUCTURE

1. Name

The name of the Partnership will be the Collaborative Partnership on Sustainable Wildlife Management, hereinafter referred to as the CPW.

2. Mission and objectives

The CPW is a voluntary partnership of international organizations with substantive mandates and programmes for the sustainable use and conservation of wildlife resources. The mission of the CPW is to increase cooperation and coordination on sustainable wildlife management issues among its members, where such adds value, in order to promote the sustainable management of terrestrial vertebrate wildlife in all biomes and geographic areas, contributing to the conservation and sustainable use of biodiversity, and to human food security, livelihoods and well-being. It provides a platform for addressing wildlife management issues that require a supra-national response.

It will carry out its mission by:

- facilitating communication and the sharing of information on policies, programmes and activities among members and other interested parties;
- promoting debate, increasing understanding, and identifying and filling knowledge gaps on critical wildlife management issues;
- undertaking joint initiatives and collaborative activities;
- contributing to the streamlining and harmonization of wildlife use and management-related reporting to international organizations and instruments and fostering a common understanding of wildlife-related terms and definitions;
- facilitating the work of parties to wildlife-related environmental conventions by providing advice and producing joint statements and papers on issues relevant to the international wildlife policy-related dialogue on an ad hoc basis;
- developing and submitting coordinated project proposals to CPW members and other relevant bodies including donors;
- facilitating cross-sectoral cooperation at all levels, with a supranational focus;
- serving as a clearing house for information on sustainable wildlife management.

The CPW will collaborate in contributing to the implementation of wildlife-related conventions and generate added value and an integrated approach to the solution of

existing and emerging problems related to wildlife management on a global scale, including supporting the implementation of decisions of its members including CBD decision XI/25. It will operate in an open, transparent and flexible manner.

3. Membership

The CPW will have a neutral identity and therefore will not be attributed to any of the collaborating organizations. CPW members have a global mandate, substantial international programmes on wildlife management, and are leading sources of technical expertise.

The CPW membership is composed of international governmental and non-governmental organizations, secretariats of multilateral environmental agreements, and research institutions of global action and outreach.

The fourteen inaugural CPW members are:

- Center for International Forestry Research (CIFOR)
- Convention on Biological Diversity (CBD) Secretariat
- Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) Secretariat
- Convention on Migratory Species (CMS) Secretariat
- Food and Agriculture Organization of the United Nations (FAO)
- International Council for Game and Wildlife Conservation (CIC)
- International Institute for Environment and Development (IIED)
- International Indigenous Forum on Biodiversity (IIFB)
- International Union for Conservation of Nature (IUCN)
- International Union of Forest Research Organizations (IUFRO)
- International Trade Centre (ITC)
- TRAFFIC – The Wildlife Trade Monitoring Network (TRAFFIC)
- United Nations Environment Programme (UNEP)
- World Organisation for Animal Health (OIE).

The governing bodies of individual CPW members are requested to encourage the participation of their senior executives.

4. CPW Forum

The CPW will interact with a wide range of partners and stakeholders that are fostering the sustainable management of wildlife. A CPW Forum may be established to facilitate collaboration and communication between the CPW and other interested parties. It could act as an informal mechanism for international and regional organizations, non-governmental organizations, indigenous peoples' organizations, private-sector entities

and other major groups to channel their support to the work of the CPW and to increase cooperation.

If the CPW Forum is established, meetings may be held on the margins of Conferences and meetings organized by the CPW members in order to reduce costs to the participants.

The terms of reference for the CPW Forum are given in Annex III.

WORKING MODALITIES

5. Application for membership

Membership of the CPW may be expanded on an ongoing basis. International organizations interested in applying for membership to the CPW will submit a formal application to the Chair. Applications will be decided upon by the CPW. Where a member objects, it has to provide the reasons therefore.

6. Division of work and focal agencies

The CPW will base its activities on a programme of work and decide on the sharing of responsibilities.

For *short term issues*, the CPW will use the capacity of its members to develop joint and timely statements and papers on issues of relevance.

The CPW will identify *long-term elements* that respond to needs and demands, stimulate cooperation and increase the visibility of the CPW. CPW will designate focal agencies, following a principle of shared responsibility for sustainable wildlife management and based on and respecting the mandate, competence, resources and comparative advantage of each CPW member. The role of focal agencies will be to strengthen collaboration among members on specific issues, as well as with other partners, with the aim of mobilizing resources and expertise, avoiding duplication of effort and maximizing efficiencies and synergies.

7. Language

The working language of the CPW will be English³.

8. Chair

³ Attempts shall be made to provide unofficial translations into selected other UN languages during face-to-face meetings on a case by case basis.

The CPW will be chaired on a rotational basis. The Chair will be elected at the meeting of members for two-year term. Upon a unanimous decision of a meeting of the CPW, the term may be extended once.

The Vice-chair will be elected at the meeting of members for a two-year, non-renewable term.

The terms of reference for the Chair and Vice-chair are given in Annex I.

9. Election of Chair and Vice-chair

Any member may nominate a member as candidate for the office of Chair and/or Vice-chair. If only a single candidate is nominated, the meeting may conduct the vote through acclamation.

If more than one candidate is running for the office of Chair and/or Vice-chair, voting will always be by secret ballot, and the following procedures will be observed.

Each member will have one vote. With written power of authority, members may be represented at meetings by another member.

Each member present or represented will in this case cast its preferred vote in numerical ranking for each candidate. The candidate who obtains the highest ranking (i.e. the lowest number) will be elected. In case of equal ranking, a second ballot will be cast on the same basis.

10. Meetings

10.1. Convocation

Meetings of members will be convened by the Chair. One physical meeting will be held once per year, or at the request of at least three members. Additionally, the CPW may work through video conferences, Skype, or email.

Meetings will be held in conjunction with major events of members, in order to make efficient use of staff time and travel. In the case of rapidly emerging issues, the Chair may seek concurrence for convening extraordinary meetings.

10.2. Notification

Members will be notified about meetings of members and provided with a provisional agenda at least two months prior to the date of the meeting. The Secretariat will prepare the provisional agenda in consultation with the Chair. Documents for deliberation or decision by the meeting of members will be provided electronically and online to members by the secretariat at least four weeks prior to the date of the meeting.

10.3. Chair

Meetings of members will be chaired by the Chair or, in case the member providing the Chair is unavailable, by the Vice-chair. The Chair can ask the Vice-chair or another CPW member representative to co-chair a meeting.

11. Decision Making

Members will make every effort to take decisions by consensus, however in case consensus cannot be reached or upon request of 2/3 of members, voting will be conducted, and decisions will be taken by a 2/3 majority by members present or represented at meetings, and casting a positive or negative vote. This does not apply to decisions made under item 12.

12. Policies and public statements

Any publication, public statement, or policy attributed to the CPW must be unanimously supported and approved by all CPW members. On the basis of approval/agreement from all members, the CPW chair will provide final clearance.

13. Secretariat

FAO will host the secretariat of the CPW and provide the technical and operational support required for its establishment and functioning, as outlined in the terms of reference in Annex II. An amendment of this arrangement shall be possible upon decision of the members.

14. Amendment of the terms of reference

These terms of reference come into force on adoption by the CPW, and shall remain valid unless amended by decision of the members.

15. Funding

15.1. Voluntary contributions

The CPW will operate as a cost-effective arrangement to optimize the use of any financial resources allocated to it. Its joint initiatives and other collaborative activities will be funded from voluntary contributions of members as well as by fundraising activities. Members may also make their expert staff available for the work of the CPW, including the secretariat, at no cost to the CPW.

15.2. Fundraising

External donor funds may be obtained for specific tasks according to the programme of work, which will be the basis for joint fundraising, in which all members are invited to be strongly active.

ANNEX I Terms of reference: Chair and Vice-chair

Chair

The Chair will be presiding at meetings of the CPW and exercising such other function as may be required to facilitate the work of the CPW. S/he will be ensuring that the CPW procedures and decisions taken by the members are properly implemented.

The tasks include:

- facilitating cooperation between members of the CPW;
- providing guidance to the work of the secretariat;
- providing oversight of the planning of meetings;
- chairing meetings;
- approving of minutes of meetings;
- participating, on behalf of CPW members, in relevant meetings;
- publicizing the work of the CPW;
- requesting specific functions to support the work of the partnership;
- performing other functions as may be required to facilitate the work of the CPW.

Vice-Chair

The Vice-chair shall perform the functions assigned to her or him by these terms of reference, as well as those delegated to her or him by the Chair.

The tasks include:

- chairing meetings in the absence of the Chair;
- In the case of the Chair resigning or being unable to fulfill his/her mandate, serving as acting Chair until a new election is held;
- publicizing the work of the CPW;
- performing other functions as may be required to facilitate the work of the CPW.

ANNEX II Terms of reference: secretariat services

The CPW will be supported by a secretariat that acts as a networking and liaison point for members, connecting members and activities to ensure greater participation, coherence and impact. The secretariat will be providing CPW templates, establishing formats and distributing official CPW documents.

Operating principles

In providing secretariat services, the following operating principles will be applied:

- operate as a support mechanism of the Chair on behalf of the membership;
- build on existing relevant databases and platforms;
- draw on the existing capacities of CPW members and also on new financial and human resources;
- draw on the knowledge and expertise of CPW members;
- add organizational value to the CPW;
- ensure full transparency among members in the operation of the CPW.

Specific tasks to be undertaken by the secretariat services

On the basis of the above, the secretariat will provide the following services:

- Developing a draft two-year programme of work in close coordination with members.
- Coordinating the implementation of agreed activities within the programme of work, once funding is secured.
- Coordinating joint fundraising activities and administering funds for joint activities;
- Facilitating the CPW's contributions to relevant meetings, including the preparation of documents.
- Participating in technical meetings and the sessions of the governing bodies of CPW members, as required and when appropriate.
- Acting as a focal point for information dissemination and communication among members.
- Establishing and maintaining the CPW website for the efficient and prompt sharing of information. The website will provide essential and publicly available information on the CPW, including its terms of reference, programme of work and list of members. The website will set up a virtual forum with restricted access for the sharing of views and information among members. Links will be established between the CPW website and the individual websites of members.

- Assisting the Chair in convening meetings of the CPW and the CPW Forum, *inter alia* by preparing and circulating agendas, invitations, draft recommendations and reports before, during and after meetings, undertaking and maintaining communication with the host organization and relevant stakeholders, providing practical financial arrangements/projections for the planning and staging of meetings, and assisting where necessary in logistical services, including but not limited to travel assistance.
- Preparing background documents for CPW activities.
- Establishing and maintaining a calendar of relevant events and meetings.
- Managing other CPW outreach activities upon agreement by members.

ANNEX III Terms of reference: CPW Forum

The CPW Forum will normally be arranged as a short, half to one and a half day event, as jointly deemed appropriate by the members. It will provide CPW members and selected stakeholders a platform to discuss and raise attention on sustainable wildlife management issues and experiences across sectors.

A wide range of international and regional organizations, non-governmental organizations, indigenous peoples' organizations, private-sector entities and other major groups can be invited.

At the Forum, CPW will have the opportunity to present progress reports on its initiatives. The Forum will mostly be organized in the margins of other relevant Conferences and events, as agreed among the CPW members.

Objectives of the Forum

- Facilitate exchanges between CPW members and other stakeholders in order to advance policy dialogues and generate a better understanding of sustainable wildlife management.
- Exchange best practices and define opportunities to carry out region or topic specific capacity development opportunities amongst relevant stakeholders.
- Provide an opportunity to present the results of CPW initiatives and other efforts to a wider audience.
- Provide opportunities for resources mobilization for CPW initiatives.

Proposed Forms for the CPW Forum

- The Forum could be a awareness raising conference on sustainable wildlife management (i.e. Forest Day) or
- A parallel event or side event during major conferences or congresses or
- A High Level event or technical forum discussion e.g. on March 3rd in celebration of the International Day of Wildlife

Organization of the Forum

- Theme of the Forum should be agreed by all CPW partners.
- Preparations for the Forum will be facilitated by the Secretariat in collaboration with one or several CPW members, keeping all members abreast of the programme, costs and other relevant items.
- CPW members will be able to recommend speakers and panelists, as well as possible special guests to be invited.

- A work plan for the CPW Forum, including the creation of a stakeholder database to invite and manage inputs from interested partners, will be implemented by the CPW Secretariat for CPW members consideration.
- Participation to the Forum may incur fees for participants to be used for convening the event, providing financial support for participants from developing countries and economies in transition and form a reserve for CPW other activities.
- The CPW Secretariat will maintain accountability of the budget required to organize the CPW Forum, as per its respective work plan.