



**Documents of the 75<sup>th</sup> Meeting of the Bureau of the IUCN Council**  
Jeju, 5 October 2018

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<b>A. SUMMARY MINUTES OF THE 75<sup>th</sup> BUREAU MEETING (with Annex A and 1-6)</b>		
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1 - President's opening remarks and approval of the agenda	B/75/1 Draft Agenda 75th Meeting of the IUCN Bureau in person in Jeju 5 October 2018 v28Sep2018	
2 – Status of the follow-up to the outcomes of previous Council and Bureau meetings	B/75/2 Progress Tracker - Follow-up to the Council and Bureau meetings held since the 2016 WCC - status 4 Oct 2018	
5 - Council and Congress Committees and Officers involved with preparations for the 2020 Congress	B/75/5 Council and Congress Committees and Officers ToR with annex 1 and 2	
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**A. SUMMARY MINUTES OF THE 75<sup>th</sup> BUREAU MEETING (with Annex A and 1-6)**



## INTERNATIONAL UNION FOR CONSERVATION OF NATURE

75<sup>th</sup> Meeting of the Bureau of the IUCN Council  
held in person in Jeju (Republic of Korea) on 5 October 2018 from 16:00 to 21:00

## Summary Minutes

*Present:* see Annex A attached hereafter

**Agenda Item 1. Chair's opening remarks and approval of the agenda [Bureau document B/75/1]**

Amin Malik Aslam Khan, Vice-President, chair of the meeting, informed the Bureau that President Zhang had sent apologies for not being able to travel to Jeju for health reasons and that he would chair the meeting at the President's request. The chair also apologized for changing the meeting time which was the result of a family matter which had delayed his travel to Jeju.

The draft agenda was approved without modifications except for the timetable and the order in which the agenda items would be dealt with. The meeting would be suspended at 18:30 for about an hour in order to allow Bureau members to attend the commemoration of Councillor Rustam Sagitov.

**BUREAU DECISION B/75/5**

The Bureau of the IUCN Council,  
adopts the agenda of its 75<sup>th</sup> Meeting. (Annex 1)

**Agenda Item 5. Council and Congress Committees and Officers involved with preparations for the 2020 Congress [Bureau document B/75/5]**

Jennifer Mohamed-Katerere, Chair of the Governance and Constituency Committee (GCC) introduced the recommendation of the GCC which had responded to a request of the IUCN President that, in addition to proposing ToR for the Congress Preparatory Committee (CPC) which the GCC had recommended already in June 2018, it also presented the ToR for all other Council and Congress committees and officers required to prepare or function during the Congress, thereby enabling the Bureau and Councillors to have full appreciation for the range of committees to be formed, a clear understanding of the relationships between the committees and to avoid overlapping mandates. Synchronized processes for appointment/nomination will also allow Councillors to fully consider where their skills may be most effectively used. The Bureau document presented the overview of all committees and officers required for the Congress based on experience of the 2016 Congress as well as the GCC's rationale for its proposal to submit the ToR of three committees and one officer (two Congress Committees, the Congress Preparatory Committee and the Election Officer) for approval at this point in time, while others would be prepared by GCC for approval at a later stage.

During the discussion, the following points were made:

- Questions were asked whether any major changes were made to the ToR compared to the versions of 2016; what the feedback was from 2016 concerning the Congress Procedural Adviser, whether it shouldn't require someone experienced in conducting large international meetings, and whether it shouldn't be a voluntary (pro bono) position instead of being paid a fee as was the case in 2016; what was the estimated number of people involved in the Congress committees and the estimated time investment required from them.
- The Chair of GCC explained that the proposed ToR were mainly taken from the versions of 2016, after making only minor changes e.g. to take into account the feedback from the 2016 Congress Credentials Committee, to add a more strategic approach to the ToR of the Congress Finance and Audit Committee, or to remove from the ToR of the Congress Preparatory Committee the function to recommend the ToR of the Motions Working Group of Council and the Congress Resolutions Committee as a result of the GCC recommending that it be made responsible for this task in order to ensure coherence in establishing the "infrastructure" of Congress which is an important part of IUCN's governance. The Chair of GCC further clarified that the GCC had not proposed any changes on aspects that were generally considered as having worked well. This applied e.g. to the proposal to maintain the separation of the functions of Congress Election Officer and Congress Procedural Adviser. The Chair of GCC accepted the request for the GCC to provide indications about the number of members required for each committee, including Council members, at the time it would propose the ToR for the remaining committees.
- The chair noted the point about the voluntary nature of the Congress Procedural Adviser, which would be discussed at the time the Bureau considered the ToR for this position.

**BUREAU DECISION B/75/1**

The Bureau of the IUCN Council,  
*On the recommendation of the Governance and Constituency Committee,*  
1. Approves the Terms of Reference of the:

- a. 2020 Congress Preparatory Committee as a Council working group under Regulation 59; (**Annex 2**)
  - b. Election Officer of the 2020 Congress; (**Annex 3**)
  - c. Steering Committee of the 2020 Congress; (**Annex 4**)
  - d. Credentials Committee of the 2020 Congress; (**Annex 5**)
2. Requests the Governance and Constituency Committee, at the appropriate time, to oversee the review and development, of the Terms of Reference of the following Council and Congress committees and officers, as these pertain to the overall governance of the Union. In undertaking this task, the Governance and Constituency Committee shall consult with the Congress Preparatory Committee and other relevant Council committees. The Governance and Constituency Committee will recommend these Terms of Reference to the Bureau for approval:
- a. Congress Finance and Audit Committee
  - b. Council's Motions Working Group
  - c. Council's Nominations Committee
  - d. Congress Governance Committee
  - e. Congress Programme Committee
  - f. Congress Resolutions Committee
  - g. Congress Procedural Adviser.

**Agenda Item 6. Confirmation or modification of the membership of the Steering Committees of the IUCN Commissions** [*Bureau document B/75/6*]

Luc De Wever, Secretary to Council introduced the proposals he had received from the Commission Chairs regarding the confirmation or modification of the membership of the Steering Committee of their respective Commissions, adding that Article 46 (m) of the Statutes and Regulation 73bis required a decision. According to the Rules of Procedure of the Bureau, the Bureau had authority to take this decision.

During the discussion, the following point was raised:

- In response to a query about possible financial implications of this decision, the DG explained that the travel and related costs of meetings of the steering committees of the Commissions were covered by the Commission Operating Fund managed by the respective Commission Chair.

**BUREAU DECISION B/75/2**

The Bureau of the IUCN Council,

*Pursuant to* Article 46 (m) of the Statutes and Regulation 73bis,

*On the proposal of* the Chair of the IUCN Commission concerned,

Confirms the current membership of the Steering Committees of the following Commissions as published on their website:

- [Commission on Ecosystem Management](#)
- [Commission on Education and Communication](#)
- [Commission on Environmental, Economic and Social Policy](#)
- [World Commission on Environmental Law](#)

Confirms the membership of [World Commission on Protected Areas](#) as published on its website and appoints Dr Thora Amend as an additional member of its Steering Committee;

Confirms the membership of the [Species Survival Commission](#) as published on its website and appoints Ian Harrison and Jonathan Hutton as additional members of its Steering Committee.

**Agenda Item 9. Dates of the Council meetings in 2019 and 2020** [*Bureau document B/75/9*]

Luc De Wever, Secretary to Council presented document B/75/9 with proposed dates which took into account the calendar of important events for the sustainability, climate and conservation community, statutory requirements and the timing of the motions and other processes leading up to the 2020 Congress, as well as feedback from Bureau members.

During the discussion, the following points were made:

- Several Bureau members expressed a preference for Council meetings to end on a Sunday or Monday which would allow a maximum number of Council members to attend, taking into account their professional activities. The 96<sup>th</sup> Council meeting should therefore be held a few days earlier than proposed, and the 97<sup>th</sup> a few days later.
- In response to the question whether the 4-day meeting period proposed for each Council meeting included two days of standing committee meetings, the Secretary to Council clarified that the proposed 4-day periods included one day for standing committee meetings and one day for preliminary meetings (e.g. the Bureau, Commission Chairs) and that the draft IUCN Budget 2019 did not include allocations for a 2<sup>nd</sup> day of committee meetings at each of the two Council meetings (2 x CHF 10,000) because the agreement reached during the 69<sup>th</sup> Bureau meeting (May 2017) was to add one extra day of committee meetings at the 94<sup>th</sup> Council meeting in April 2018 following the inclusion of the corresponding allocation in the 2018 IUCN Budget. The Chairs of GCC and PPC requested that the standing

committee chairs be allowed, if they considered it necessary, to convene their committee for a 2<sup>nd</sup> consecutive day of meetings during the Council meetings in 2019 and 2020. The Director General was requested to allocate funding within the budget for this purpose.

The Chair summarized the decision of the Bureau that the Council meetings in 2019-20 end on a Sunday or Monday and that the standing committees be allowed to convene for a 2<sup>nd</sup> consecutive day of meetings if the respective committee chair considered it necessary. *[The wording of the decision was the result of email consultation of the members of the Bureau and the Secretary to Council in the 24 hours that followed the end of the Bureau meeting.]*

#### BUREAU DECISION B/75/3

The Bureau of the IUCN Council,

1. Approves the following dates of the ordinary meetings of the Council to be held in 2019-20:
  1. 96<sup>th</sup> Council meeting: Thursday 22 to Sunday 25 March 2019
  2. 97<sup>th</sup> Council meeting: Thursday 17 to Sunday 20 October 2019
  3. 98<sup>th</sup> Council meeting: Saturday 8 to Tuesday 11 February 2020
2. Recommends to the Council that it allows the Chair of each standing committee of the IUCN Council (FAC, PPC and GCC), in function of the agenda of the committee concerned, to convene the committee for a second consecutive day of meetings on the eve of the 96<sup>th</sup>, 97<sup>th</sup> and/or 98<sup>th</sup> Council meetings.

#### Agenda Item 4. Preparations for the 95<sup>th</sup> Council meeting

##### 4.1 Financial strategy issues

Nihal Welikala, IUCN Treasurer gave a brief résumé of the presentation he intended to make during the FAC meeting of 6 October 2018. His role in regard of the IUCN Budget is to oversee the big picture, including whether assumptions and risks are well articulated. His main concern was the possible rapid erosion of the reserves as a result of declining framework income. The initial response to this had been one of cost control. After studying the pros and cons, it was decided to maintain the HQ in Gland and manage the cost properly. On the revenue side, stability and relevance were important as was outlined in the DG's paper "Towards a relevant and stable IUCN" (August 2016). He asked the question whether the entire business model should be changed, beyond the shift from "retail to wholesale". In the view of the Treasurer:

1. The transitional period will remain unpredictable, with deficits put under pressure.
2. IUCN will have to invest in order to earn income. This would require to study the track record of the last ten years, incl. structural and cyclical deficits, what was done about them and the results.
3. Diversification was necessary: while maintaining a good mix of retail and wholesale, IUCN will need to be smarter and explore a 3<sup>rd</sup> potential revenue stream: e.g. the private sector in addition to the Patrons for Nature program. This will require expert advice. Another opportunity are the two development banks established recently with significant capital (one with BRICS partners) and a mandate that includes "environmentally conscious". This will require to study their strategy in terms of their environment potential.
4. IUCN should know where to make money and where not. It should be studied whether anything needed to be done regarding IUCN's accounting policies falling behind following the 2008 financial crisis. However, cultural and organizational change was absolutely necessary: a more entrepreneurial in competitive environment, in which IUCN competes only where it has a competitive advantage. The ERM (Enterprise Risk Management) presentation in April 2018 was a helpful first step and the Treasurer offered to help to study how to accelerate such a program.

During the discussion, the following points were raised:

- The DG welcomed and appreciated the Treasurer's views. Acknowledging the downward trend of framework income since 2008, she confirmed that all Framework Agreements had been signed incl. US, until 2020. She reminded the Bureau that Framework Agreements are signed in the year following the Congress and generally cover the IUCN Programme period. The current Agreements, therefore, cover 2017-2020. In 2021 all Framework Agreements will be up for renewal, and this will be a critical time when IUCN will need to present a streamlined, effective, efficient, lean and impactful structure delivering results of relevance to donor's development assistance objectives (since all framework are allocated from development assistance funds). The DG reminded the Bureau that she has reminded this and the previous Council of the global trend to reduced unallocated resources and move towards projected resources. A further drop in framework funding is therefore to be expected in 2021. This will require a significant planning for some fundamental shifts, and a conversation in FAC in 2019 will be timely and appropriate. In her paper "Towards a relevant and stable IUCN" (2016) the DG had suggested to make a number of structural shifts complemented by critical investment in order to achieve greater income stability. Some investments were agreed by the Council, but structural elements, are still to be addressed. The DG also stressed that pursuing diversification was not about opting for either retail (expensive micro projects) or wholesale but to select projects with a clear strategic vision for results and impact. As regards the private sector, she recalled the strict guidelines that had been approved and regularly updated by Council. If IUCN is to step more proactively into a partnership with private sector, some fundamental shifts will be needed in this respect too.
- The DG therefore highlighted that IUCN needs to adopt a strategic view of the kind of Union it wishes to be by 2030 as only making further cuts is not a viable solution. Taking such a strategic view, would invariably mean shifts in geographical footprint, skills, staffing, business models and risk appetite. Such shifts can only be done by strong backing and ownership by the Council.

- In response to a question whether IUCN's independent scientific and technical advisory panels shouldn't bring in money in addition to providing advice, the DG, also in reference to the statement by the Treasurer that IUCN should only compete where it has a competitive advantage, issued a note of caution as experience had shown that selling (consultancy) services, in a market that is already saturated, created more cost than income unless it concerns strategic initiatives leveraging bigger opportunities.
- In response to the question whether IUCN needs to comply with international accounting standards (IAS), Mike Davis, Chief Financial Officer explained that IUCN was only obliged to apply Swiss law, but voluntarily sought to align with IAS where possible. The Treasurer added that prior to 2008, accounts had to be based on the "incurred loss principle", i.e. filing losses with a certain delay after they had realized. The shift was made to "expected loss basis", anticipating loss at the time one books the revenue. While difficult for IUCN to adhere to, we should evolve to "expected loss" in order to create more donor confidence in our financial accounts. Aware of the cost if full compliance, one should start with taking simple steps first.
- The suggestion was made to bring philanthropic entities together in an alliance focusing on key conservation issues, generating both core and project funds – which had worked in the food sector. Over 10,000 people now qualified as ultra-high net worth individuals in China and Hong Kong who could be approached to network in view of creating social / environmental conscience. Private banks in China could be approached to link their name with an IUCN project.
- Supportive of the suggested approach to potential big donors who expect clear outcomes and impact on topical issues, the DG explained that this is precisely why she had proposed a new Programme construct, enabling to market it much better. The DG added that currency controls were a primary problem, in particular in China, where IUCN is unable to receive funds in China, let alone transfers to Gland, until IUCN is granted legal status in the country.

#### 4.2 External Review of IUCN's Governance (Agenda Item 4)

The Chair of GCC explained that the external evaluator, Prof. Cossin (SGA), would only be present in Council on Sunday 7 October to make a presentation under agenda item 4. One of his team members would also observe meetings of the committees on the preceding day. An assessment of progress of the external evaluation of governance, made on 28 September by the evaluation's steering group (Jenny Gruenberger, Ali Kaka and Jennifer Mohamed-Katerere, with Charles Lor of the Secretariat) had revealed that the external evaluator had not finished all interviews and would continue after the Council meeting, that the external evaluator also intended to run an online survey and that he wished to explore certain aspects with the Council during its 95<sup>th</sup> meeting. For that reason, the external evaluator was not yet ready to bring preliminary findings to the Council meeting. The GCC Chair recommended the short paper "The Four Pillars of Board Effectiveness" provided by the external evaluator and available in the Portal. She also announced that interested Council members could continue the discussion with Prof. Cossin during lunch time immediately after his presentation in Council on Sunday 7 October.

#### 4.3 Areas for improving IUCN's Governance (Agenda Item C/95/GCC16/1.2) [*Cf. Council document C/95/GCC16/1.2 rev2*]

The Chair of GCC briefly introduced the proposals prepared for consideration of the GCC on 6 October 2018 (presented in the Council document).

Regarding proposal C.1.b – "Election procedures and inclusiveness of dependent territories", a Bureau member had reservations about the wording of the proposed amendments to the Statutes and advised that they should not apply until the elections of 2024 if adopted by the 2020 Congress.

#### 4.4 Council's Objectives and Priorities 2017-20 (Agenda Item 5.3)

The Chair requested Peter Cochrane to prepare TORs for the working group in order for the Bureau to approve them by email following the Bureau meeting and to present them to Council for validation under agenda item 2 of the 95<sup>th</sup> Council meeting. The Chair of the Council meeting could then solicit expressions of interest so that the working group could be established and deliver its work before the end of the Council meeting. [*The wording of the decision was the result of email correspondence of the members of the Bureau in the 24 hours that followed the end of the Bureau meeting.*]

### **BUREAU DECISION B/75/4**

The Bureau of the IUCN Council,

Approves the Terms of Reference of the Council Working Group to propose Council's strategic objectives and priorities for the term 2017-20 referred to in Regulation 44*bis*. (**Annex 6**)

### **Agenda Item 3. Follow-up from the 74<sup>th</sup> Bureau meeting**

#### 3.1 Report from the HR Liaison Group

Ali Kaka, Chair of the HR Liaison Group informed the Bureau that he had been invited to the FAC for the discussion on the revised Staff Rules. He had submitted comments on the draft Staff Rules but had not yet seen the revised version in order to know if/how they had been taken into account. [*Cf. Council document C/95/FAC66/13*]

#### 3.2 Report from the Chair of the Finance and Audit Committee (FAC)

Ayman Rabi, Chair of FAC reported that the joint GCC/FAC Task Force on membership dues had resulted in only few expressions of interest in FAC, that a task force on the investment policy and another one on the reserves policy were

expected to prepare drafts for discussion during the FAC meeting of 6 October 2018, and that during a conference call of the FAC held during the preceding week, the draft revised Staff Rules had been discussed which had resulted in a request for additional revisions.

The Chair of GCC suggested that it would be fine for the joint GCC/FAC TF on membership dues to proceed even with only one member of the FAC.

#### **Agenda Item 7. Developing a comprehensive gender approach at IUCN [Bureau document B/75/7]**

During the discussion of the letter addressed by Jenny Gruenberger and other Council members to the IUCN President on 13 July 2018, the following points were made:

- IUCN needed to walk the talk and demonstrate best practice. The suggestions made in the letter as well as other possible measures needed to be studied and discussed in Council.
- Making reference to the draft revised IUCN Policy on Gender Equality and Women's Empowerment which was about mainstreaming gender-responsiveness within the IUCN Programme of work, the Chair of GCC suggested that the Council consider an approach for the governance of IUCN in a broad sense, beyond the Programme. She proposed to add this topic to the Table of areas for improvement of IUCN's governance and that a working group be established to propose mechanisms.

The Bureau agreed to include this topic in the Table of areas for improvement of IUCN's governance.

#### **Agenda Item 8. Written synthesis of Councillors' self-assessments**

The Chair informed the Bureau that he would discuss this with the other Vice-Presidents during a meeting at lunch time on 6 October. According to Regulation 48 (c) (iii), the Vice-Presidents' task was to prepare and submit to Council a written synthesis of Councillors' self-assessments conducted following the 94<sup>th</sup> Council meeting. As a result of the governance reforms approved by Council in April 2016, this matter had been delegated to the Bureau.

A Bureau member suggested that the self-assessment questionnaire not be sent immediately after the end of the Council meeting but a few days later after Council members have returned home.

#### **Agenda Item 2. Status of the follow-up to the outcomes of Council and Bureau meetings [Bureau document B/75/2]**

The Chair of PPC informed the Bureau that item 7 of the Progress Tracker (policy statement on the importance of the conservation of primary forests) will be on the agenda of the PPC in 2019.

#### **Agenda Item 10. Any other business**

10.1 A Bureau member congratulated the Director General for hiring Charles Lor, Head, Planning, Monitoring, Evaluation and Risk who had demonstrated his professionalism in designing the draft new IUCN Programme. The Bureau member emphasized the importance of the IUCN Programme containing the ethical issues of biodiversity conservation as a pervasive force.

10.2 The Chair informed the Bureau that the Vice-Presidents acting as Nominating Committee under Regulation 48 had met just prior to the Bureau meeting and agreed to propose to Council a Councillor from West-Africa (Mamadou Diallo) and a Councillor from the Caribbean and/or South America (name to be confirmed) for the two Regional Councillor positions in the Bureau for the second half of the term, thereby strengthening regional and language diversity in the Bureau. The Vice-Presidents would also propose to Council to re-elect the current chairs of the standing committees for the second half of the term in conformity with Article 50 of the Statutes. Further, according to Regulation 57, the two other Vice-Presidents, John Robinson and Ana Tiraa, would automatically replace Malik Amin Aslam Khan and Ali Kaka in the Bureau for the second half of the term.

The Chair also informed the Bureau that the Vice-Presidents intended to issue a call for expressions of interest from Regional Councillors to fill four positions on the Congress Preparatory Committee (CPC), in addition to the Vice-Presidents and the Treasurer, and would finalize their proposal to be made to Council during their meeting of 6 October 2018. They would also discuss the evaluation of the DG.

During the discussion, the following points were raised:

- Kathy MacKinnon, Chair of WCPA informed the Bureau that, provided he accepted the assignment, the Commission Chairs would propose to Antonio Benjamin to continue represent them in the Bureau during the second half of the term.
- Bureau members generally supported the Vice-Presidents' proposals and recognized the contributions of outgoing Bureau members Malik Amin Aslam Khan, Ali Kaka, Peter Cochrane and the late Rustam Sagitov.
- Suggestions were made to apply more precise criteria for regional representation in the Bureau as "the Caribbean" was not a region in terms of the IUCN Statutes.
- There was a brief discussion about the pros and cons of representation of the Commission Chairs in the CPC, in particular to strengthen communication aspects.

## Annex A

### 75<sup>th</sup> Meeting of the Bureau of the IUCN Council, 5 October 2018

#### List of attendees

##### **VICE-PRESIDENTS**

- Malik Amin Aslam Khan, chair
- Ali Kaka

##### **TREASURER**

- Nihal Welikala

##### **REPRESENTATIVE OF THE COMMISSION CHAIRS**

- Antonio Benjamin, Chair of the World Commission on Environmental Law (participating remotely for items 1, 5, 6, 9, 4.1 to 4.3 and 7)
- Kathy MacKinnon, Chair of the World Commission on Protected Areas (for items 4.4, 3, 8, 2 and 10)

##### **REGIONAL COUNCILLORS**

- Peter Cochrane

##### **CHAIRS OF THE STANDING COMMITTEES OF THE IUCN COUNCIL**

- Jennifer Mohamed-Katerere, Governance and Constituency Committee (GCC)
- Ayman Rabi, Finance and Audit Committee (FAC)
- Jan Olov Westerberg, Programme and Policy Committee (PPC)

##### **DIRECTOR GENERAL**

- Inger Andersen

##### **APOLOGIES**

Zhang Xinsheng, President

##### **OTHERS**

Sandrine Friedli Cela, IUCN Legal Adviser

Nick Bertrand, Chief of Staff, Director General's Office

Louise Imbsen, Governance Assistant

Luc De Wever, Senior Governance Manager, Secretary to Council

## 75<sup>th</sup> Meeting of the Bureau of the IUCN Council

Meeting in person in Jeju on Friday 5 October 2018  
from 16:00 to 18:30 and 19:00 to 21:00

### Agenda

(Approved - with revised timetable)

Time	Agenda Items
16:00-16:05	<p><b>Item 1: President's opening remarks and approval of the agenda</b></p> <p><i>Document B/75/1 (the present document)</i></p>
16:05-16:20	<p><b>Item 5: Council and Congress Committees and Officers involved with preparations for the 2020 Congress</b></p> <p><i>The Governance and Constituency Committee (GCC) has made a recommendation to the Bureau to approve the ToR of two 2020 Congress Committees, the Congress Preparatory Committee and the Election Officer, and to request the GCC to prepare and bring to Council/Bureau for approval at the appropriate time, the ToR of the other Congress Committees, the Procedural Adviser and the Council's Nominations Committee and Motions Working Group. See Bureau document B/75/5.</i></p>
16:20-16:25	<p><b>Item 6: Confirmation or modification of the membership of the Steering Committees of the IUCN Commissions</b></p> <p><i>Document B/75/6 presents the proposals of the Commission Chairs regarding the confirmation or modification of the membership of the Steering Committee of their respective Commissions. A decision is required by Article 46 (m) of the Statutes and Regulation 73bis. According to the Rules of Procedure of the Bureau, this matter has been delegated to the Bureau as a result of the governance reforms approved by Council in April 2016.</i></p>
16:25-16:30	<p><b>Item 9: Dates of the Council meetings in 2019 and 2020</b></p> <p><i>Bureau document B/75/9 presents dates proposed following a consultation of the Bureau.</i></p>
16:30-17:10 17:10-17:30 17:30-18:00 18:00-18:30	<p><b>Item 4: Preparations for the 95<sup>th</sup> Council meeting (C95)</b></p> <p>4.1 <u>Financial strategy issues</u></p> <p>4.2 <u>External Review of IUCN's Governance</u> (Agenda Item 4)</p> <p>4.3 <u>Areas for improving IUCN's Governance</u> (Agenda Item C/95/GCC16/1.2)</p> <p><i>Progress report of the working group established by the 69<sup>th</sup> Bureau meeting (May 2017) to identify areas for improvement of IUCN's Governance, including amendments to the Statutes, Rules and Regulations:</i></p> <p style="margin-left: 20px;">a) <i>Update on status of the follow-up to the actions listed in the Table endorsed by C/94/5;</i></p> <p style="margin-left: 20px;">b) <i>Any other issues which the working group or the Bureau may wish to add to the Table.</i></p> <p>4.4 <u>Council's Objectives and Priorities 2017-20</u> (Agenda Item 5.3)</p> <p><i>Taking into account the recommendations of a Council working group (to be established as agreed during the 94<sup>th</sup> Council meeting). Cf. summary minutes of the 94<sup>th</sup> Council meeting, p. 14.</i></p>
19:00-19:45	<p><b>Item 3: Follow-up from the 74<sup>th</sup> Bureau meeting (B74)</b></p> <p>3.1 <u>Report from the HR Liaison Group</u></p>

	3.2 <u>Report from the Chair of FAC</u>
19:45-20:15	<p><b>Item 7: Developing a comprehensive gender approach at IUCN</b></p> <p><i>Letter by Jenny Gruenberger and other Council members addressed to the President on 13 July 2018 requesting that the issue of be put on the agenda of the Bureau. See B/75/7.</i></p>
20:15-20:45	<p><b>Item 8: Written synthesis of Councillors' self-assessments</b></p> <p><i>Regulation 48 (c) (iii) assigns to the Vice-Presidents the task for preparing and submitting to Council a written synthesis of Councillors' self-assessments. According to the Rules of Procedure of the Bureau, this matter has been delegated to the Bureau as a result of the governance reforms approved by Council in April 2016. The self-assessment referred to here is the Councillors' response to the SurveyMonkey questionnaire approved by the 94<sup>th</sup> Council as Annex 7 of the <a href="#">Council Handbook</a> and issued on 3 May 2018.</i></p>
20:45-20:50	<p><b>Item 2: Status of the follow-up to the outcomes of previous Council and Bureau meetings</b></p> <p><i>Document B/75/2 with the "Progress tracker" of follow-up to outcomes of Council and Bureau meetings. Any particular follow-up item that would need discussion / decision of the Bureau may be added to the agenda of the 75<sup>th</sup> Bureau meeting.</i></p>
20:50-21:00	<p><b>Item 10: Any other business</b></p>

# CONGRESS PREPARATORY COMMITTEE

## TERMS OF REFERENCE

*Approved by the Bureau (B/75/1), endorsed by the IUCN Council (C/95/2) in October 2018*

The Congress Preparatory Committee is established by Council<sup>1</sup> to ensure the necessary preparations are made for the IUCN World Conservation Congress. The role of the Committee is to oversee the preparations for the Congress while the Director General is responsible for organizing the Congress. The Preparatory Committee will ensure consistency with and adherence to IUCN's Statutes, Regulations and the Rules of Procedure of the World Conservation Congress. And, as called for in the Rules of Procedure of the World Conservation Congress<sup>2</sup>, it will assume the role of the Steering Committee during the Congress.

In fulfilment of these responsibilities the Congress Preparatory Committee shall:

- Ensure that the Congress is well aligned with the mission and vision of IUCN and that the rights and interests of IUCN's Members and components are fully incorporated in the design, planning and execution of the Congress;
- Coordinate closely with the Motions Working Group and the Election Officer in order to ensure that motions and nomination / election processes, including the deadlines for submission of motions and nominations, are streamlined and recommend approval of such deadlines to Council;
- Monitor the Congress preparations by the Secretariat and the implementation of the Hosting Agreement by the host country based on status reports provided by the IUCN Secretariat and the Host Country at each CPC meeting ;
- Consider the draft agenda for the Congress and recommend its approval to Council;
- Oversee the process for identifying members for the different Congress Committees;
- Support the fundraising efforts by opening doors to potential donors and sponsors;
- Act as appeals body for motions referred to the electronic debate and vote to be held prior to Congress. When acting as appeals body, CPC's membership will be extended with individuals representing the interests of Members as provided in the Rules/Regulations.
- Keep Council informed, as the case may be with recommendations, on the fulfilment of its responsibilities.
- Make recommendations to the next Council for improving the committee's role and functioning based on its own evaluation to be made before the end of the 2020 Congress taking into account Council's guidance for self-evaluation.

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<sup>1</sup> Statute 46 (q)

<sup>2</sup> Rules 15-18



# ELECTION OFFICER OF THE 2020 WORLD CONSERVATION CONGRESS

## TERMS OF REFERENCE

*Approved by the Bureau (B/75/1), endorsed by the IUCN Council (C/95/2) in October 2018*

The Election Officer is appointed by the IUCN Council to supervise the elections at the World Congress and the counting of the votes in accordance with Rule 74 of the Rules of Procedure of the World Conservation Congress. S/he must not be a member of the Secretariat nor a candidate for election as per Regulation 28 (b). S/he must neither have any family ties nor working relationships with any of the nominated candidates and should disclose any potential conflict of interest in that regard once s/he has received the nominations. S/he should have a legal background.

In the event that the Election Officer chosen has the same nationality as any of the presidential candidates, Council may reconsider his/her appointment in order to avoid possible accusations of conflict of interest and may appoint a substitute.

The Terms of Reference of the Election Officer shall be as follows:

*In advance of the World Conservation Congress:*

- 1) review the procedures for balloting and vote counting at the Members' Assembly and recommend improvements to the Secretariat on the basis of experience. If an electronic voting system is available for elections, adjust the procedures as required and verify the accuracy of the system prior to Members' Assembly;
- 2) receive from the Secretariat, the completed dossiers for all election candidates, approve for publication in the Union Portal the nominations for election as Regional Councillors that meet the requirements established in the Statutes and the Regulations, transmit to Council's Nominations Committee the nominations for President, Treasurer and Commission Chair that meet the requirements, and adjudicate on any issues which may arise during the nomination process;
- 3) advise Council in advance of the closing of the nominations period if the nominations received are unlikely to fill the positions available for any of the statutory regions, or to meet the criteria established by Council, and necessitate an extension of the deadline;
- 4) following the closing date for nominations, prepare the Report of the Election Officer to the World Conservation Congress including the names of candidates for Regional Councillors and their biographical information, listed in alphabetical order from a point in the alphabet chosen at random, with an indication of the number of nominations received per candidate as per Regulation 40;

*At the Congress:*

- 5) Explain the voting procedures during a plenary session, as required;
- 6) Report to the Congress Steering Committee on all matters related to elections;
- 7) Participate ex-officio in the meetings of the Credentials Committee;
- 8) Supervise the handing out of ballot forms at the Members' Assembly based on the report of the Credentials Committee. If elections are held electronically, verify the accuracy of the election process taking into account the report of the Credentials Committee;
- 9) Report immediately to the Congress Steering Committee any activities that he/she might detect regarding elections and voting that might be contradictory to the Statutes, Rules or Regulations;

- 10) Oversee the arrangements for presenting candidates to the Members' Assembly and meet with candidates ahead of the elections to explain the procedures;
- 11) Coordinate and be accountable to the Members' Assembly for the counting of votes, and oversee a team of vote counters from the Secretariat (if voting is done electronically verify the accuracy of the electronic system), and ensure that election results are not known in advance by anyone other than him/herself;
- 12) Announce the election results and prepare the report of the Election Officer;
- 13) Responsible for supervising the electronic voting on motions in the Members' Assembly which includes verifying the accuracy of the electronic voting system (Regulation 40bis) and that, in case of a secret ballot, the system can guarantee the anonymity of all votes (RoP 70);
- 14) Make recommendations to the next Council for improving the role and functioning of the Election Officer based on her/his own evaluation taking into account Council's guidance for self-evaluation.



# 2020 CONGRESS STEERING COMMITTEE

## TERMS OF REFERENCE

*Approved by the IUCN Council at its 95<sup>th</sup> Meeting, October 2018*

1. The Steering Committee of the World Conservation Congress shall be appointed by the Congress on the proposal of the President, in accordance with Rule 13 of the Rules of Procedure of the World Conservation Congress.
2. The Steering Committee shall comprise the members of the Preparatory Committee appointed by the Council to make preparations for the World Congress together with the President, the Vice Presidents and the Director General and shall be charged with the general duty of forwarding the business of the World Congress.
3. All matters concerning the organization of the World Congress shall be referred to the Steering Committee.
4. Specific duties of the Steering Committee are as detailed in the Rules of Procedure of the Congress (Rules 37, 44, 47, 53, 55 and 86).
5. The Steering Committee shall meet as necessary during Congress and invite concerned individuals as appropriate to join its meetings.
6. Make recommendations to the next Council for improving the committee's role and functioning based on its own evaluation to be made before the end of the 2020 Congress taking into account Council's guidance for self-evaluation.



# CREDENTIALS COMMITTEE OF THE 2020 WORLD CONSERVATION CONGRESS

## TERMS OF REFERENCE

*Approved by the IUCN Council at its 95<sup>th</sup> Meeting, October 2018*

The Credentials Committee shall be appointed by the Congress on the proposal of the President, in accordance with Rule 21 of the Rules of Procedure of the World Conservation Congress.

*Rule 21 states that: "The World Congress shall elect a Credentials Committee, composed of members nominated by the President and including the Director General or the Director General's representative ex officio. The Credentials Committee shall examine credentials and other matters within its terms of reference as defined by Council, and report to the World Congress. The report shall include the number of votes to be exercised by each delegation in accordance with the Statutes".*

The Terms of Reference of the Committee shall be:

- (a) to approve the "Guidelines for delegates and observers attending the World Conservation Congress" prepared by the Secretariat;
- (b) to supervise the accreditation process of Members and Observers in accordance with Rules 5 to 12, 40, 63, 66 and 66bis of the Rules of Procedure of the World Conservation Congress;
- (c) to certify to the Congress that only Members whose dues are paid entirely up to and including 2019 are able to exercise their rights in connection with elections, voting and motions, in accordance with Article 13 (a) of the IUCN Statutes<sup>1</sup>;
- (d) to refer to the Congress the name of those Members who are two years (2018 and 2019) or more in arrears in the payment of their dues and whose remaining rights may be rescinded on such terms as the Congress may determine, in accordance with Article 13 (a) of the IUCN Statutes;
- (e) to inform Congress daily of the total number of votes to be exercised by each category of voting Members present (or represented) at the Congress in accordance with Articles 34 and 35 of the IUCN Statutes;
- (f) to advise the Finance and Audit Committee on the 2021-2024 membership dues and the decision to be put forward to Congress;
- (g) to advise on Sponsored Members' requirements, participation and voting;
- (h) to act as focal point for non-administrative issues of the IUCN membership constituency<sup>2</sup>; and
- (i) to coordinate as necessary with the Steering Committee, the Finance & Audit Committee, the Election Officer and Governance Committee of Congress; and
- (j) Make recommendations to the next Council for improving the committee's role and functioning based on its own evaluation to be made before the end of the 2020 Congress taking into account Council's guidance for self-evaluation.

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<sup>1</sup> Members which are not in order with their dues are allowed to speak on issues not related to motions, voting and elections only.

<sup>2</sup> Members must be informed ahead of Congress.



## Council Working Group to prepare Council's strategic objectives and priorities 2017-20

### Terms of Reference

*Approved by the Bureau (B/75/4), endorsed by the IUCN Council (C/95/5), October 2018*

#### Background

Regulation 44bis adopted by Council in April 2016 provides that:

*“At the latest at the second ordinary meeting following the World Conservation Congress, the Council shall approve strategic objectives and priorities for its work, together with a work plan and a proper monitoring mechanism to be reviewed and adjusted, as required, on an annual basis.”*

This matter was discussed in Council at its 92<sup>nd</sup> (February 2017) and 93<sup>rd</sup> (November 2017) meetings, and again during the and 94<sup>th</sup> (May 2018) meeting resulting in the President's suggestion to the 94<sup>th</sup> Council meeting to establish, following the 94<sup>th</sup> Council meeting, a small working group to prepare the Council's priorities and objectives for approval at the next (95<sup>th</sup>) Council meeting.

#### Objective

1. To prepare the Council's strategic objectives and priorities for the term 2017-20 for approval by Council at its 95<sup>th</sup> meeting including an appropriate work plan and monitoring mechanism.

#### Functions

2. Prepare a draft document on the Council's strategic objectives and priorities for the term 2017-20
3. Take guidance from the discussions during the 92<sup>nd</sup>, 93<sup>rd</sup> and 94<sup>th</sup> Council meetings, in particular that the strategic priorities / objectives should be kept to a small number of results that:
  - a. are achievable by the time of the 2020 Congress;
  - b. demonstrate that the Council will have made a real difference for the Union (Council's own legacy); and
  - c. do not duplicate the work of the Secretariat and the Commissions based on the IUCN Programme and annual work plans.

#### Modus Operandi

4. The members of the working group will carry out their work principally via email.
5. The working group may meet face to face during the 95<sup>th</sup> Council meetings.
6. The Working Group will report to the Council on the results of its work during the 95<sup>th</sup> Council meeting, which constitutes the end of the working group's mandate unless the Council decides otherwise.

**Composition**

7. The working group will be composed of a small number of Council members and Commission Chair(s) as well as the Director General or her representative, respecting diversity of geography, gender and skill sets.
8. The President invited Peter Cochrane to chair the working group.
9. During the 94<sup>th</sup> Council meeting, the following Council members expressed interest to participate: Jan Olov Westerberg, Andrew Bignell, Ameyali Ramos (CEESP), Jesca Eriyo Osuna and Mangal Man Shakya.



## 75<sup>th</sup> Meeting of the Bureau of the IUCN Council

Meeting in person in Jeju on Friday 5 October 2018 from 10:00 to 16:00

### Draft Agenda

Time	Agenda Items
10:00-10:15	<p><b>Item 1: President's opening remarks and approval of the agenda</b></p> <p><i>Document B/75/1 (the present document)</i></p>
10:15-10:30	<p><b>Item 2: Status of the follow-up to the outcomes of previous Council and Bureau meetings</b></p> <p><i>Document B/75/2 with the "Progress tracker" of follow-up to outcomes of Council and Bureau meetings. Any particular follow-up item that would need discussion / decision of the Bureau may be added to the agenda of the 75<sup>th</sup> Bureau meeting.</i></p>
10:30-11:15	<p><b>Item 3: Follow-up from the 74<sup>th</sup> Bureau meeting (B74)</b></p> <p>3.1 <u>Report from the HR Liaison Group</u></p> <p>3.2 <u>Report from the Chair of FAC</u></p>
11:15-12:00 12:00-12:20 12:20-13:00 13:30-14:00	<p><b>Item 4: Preparations for the 95<sup>th</sup> Council meeting (C95)</b></p> <p>4.1 <u>Financial strategy issues</u></p> <p>4.2 <u>External Review of IUCN's Governance</u> (Agenda Item 4)</p> <p>4.3 <u>Areas for improving IUCN's Governance</u> (Agenda Item C/95/GCC16/1.2)</p> <p><i>Progress report of the working group established by the 69<sup>th</sup> Bureau meeting (May 2017) to identify areas for improvement of IUCN's Governance, including amendments to the Statutes, Rules and Regulations:</i></p> <p>a) <i>Update on status of the follow-up to the actions listed in the <a href="#">Table endorsed by C/94/5</a>;</i></p> <p>b) <i>Any other issues which the working group or the Bureau may wish to add to the Table.</i></p> <p>4.4 <u>Council's Objectives and Priorities 2017-20</u> (Agenda Item 5.3)</p> <p><i>Taking into account the recommendations of a Council working group (to be established as agreed during the 94<sup>th</sup> Council meeting). Cf. <a href="#">summary minutes of the 94<sup>th</sup> Council meeting</a>, p. 14.</i></p>
14:00-14:15	<p><b>Item 5: Council and Congress Committees and Officers involved with preparations for the 2020 Congress</b></p> <p><i>The Governance and Constituency Committee (GCC) has made a recommendation to the Bureau to approve the ToR of two 2020 Congress Committees, the Congress Preparatory Committee and the Election Officer, and to request the GCC to prepare and bring to Council/Bureau for approval at the appropriate time, the ToR of the other Congress Committees, the Procedural Adviser and the Council's Nominations Committee and Motions Working Group. See <a href="#">Bureau document B/75/5</a>.</i></p>
14:15-14:30	<p><b>Item 6: Confirmation or modification of the membership of the Steering Committees of the IUCN Commissions</b></p> <p><i><a href="#">Document B/75/6</a> presents the proposals of the Commission Chairs regarding the confirmation or modification of the membership of the Steering Committee of their respective Commissions.</i></p>

	<p><i>A decision is required by Article 46 (m) of the Statutes and Regulation 73bis. According to the Rules of Procedure of the Bureau, this matter has been delegated to the Bureau as a result of the governance reforms approved by Council in April 2016.</i></p>
14:30-15:00	<p><b>Item 7: Developing a comprehensive gender approach at IUCN</b></p> <p><i>Letter by Jenny Gruenberger and other Council members addressed to the President on 13 July 2018 requesting that the issue of be put on the agenda of the Bureau. <a href="#">See B/75/7</a>.</i></p>
15:00-15:15	<p><b>Item 8: Written synthesis of Councillors' self-assessments</b></p> <p><i>Regulation 48 (c) (iii) assigns to the Vice-Presidents the task for preparing and submitting to Council a written synthesis of Councillors' self-assessments. According to the Rules of Procedure of the Bureau, this matter has been delegated to the Bureau as a result of the governance reforms approved by Council in April 2016. The self-assessment referred to here is the Councillors' response to the SurveyMonkey questionnaire approved by the 94<sup>th</sup> Council as Annex 7 of the <a href="#">Council Handbook</a> and issued on 3 May 2018.</i></p>
15:15-15:30	<p><b>Item 9: Dates of the Council meetings in 2019 and 2020</b></p> <p><i><a href="#">Bureau document B/75/9</a> presents dates proposed following a consultation of the Bureau.</i></p>
15:30-	<p><b>Item 10: Any other business</b></p>

## Follow-up to the Council and Bureau meetings held since the 2016 Congress – Progress tracker - status 4 October 2018

[The present document is an updated version of Bureau document B/69/2/1. It is intended to track progress on all actions required by/from Council and Bureau since the 2016 World Conservation Congress, including actions which the IUCN Council 2012-16 recommended or deferred to the next Council]

### Colour Code:

### References:

2016 Congress follow-up	WCC-2016-Res-... = 2016 Congress Resolution
Strategic direction	C/92 = 92 <sup>nd</sup> meeting of the Council (8-9 February 2017)
Oversight	B/69 = 69 <sup>th</sup> meeting of the Bureau (15-16 May 2017)
Fiduciary Responsibility	B/70 = 70 <sup>th</sup> meeting of the Bureau (6 June 2017)
	B/71 = 71 <sup>st</sup> meeting of the Bureau (29-30 August 2017)
	B/72 = 72 <sup>nd</sup> meeting of the Bureau (8 November 2017)
	B/73 = 73 <sup>rd</sup> meeting of the Bureau (18 November 2017)
	C/93 = 93 <sup>rd</sup> meeting of the Council (19-21 November 2017)
	B/74 = 74 <sup>th</sup> meeting of the Bureau (28 April 2018)
	C/94 = 94 <sup>th</sup> meeting of the Council (30 April-2 May 2018)

	Decision (DEC) Summary Minutes (MIN)	Action required	Responsible	Status	Next step(s)
1	WCC-2016-Res-001 DEC C/92/8 Annex 7 (PPC Report p.3)	Secretariat report on progress made and proposals on a step-wise process to follow-up to Resolution WCC-2016-Res-001 on <b>Identifying and archiving obsolete Resolutions and Recommendations</b>	1. Secretariat proposal 2. PPC	IN PROGRESS	On PPC agenda at C95
4	WCC-2016-Res-018	Requests Council to adopt the <b>framework for the IUCN Environmental Impact Classification for Alien Taxa</b> as the union's standard for classifying alien species in terms of their environmental impact (following the consultation process referred to in the Resolution)	PPC/Council	IN PROGRESS  DEC C/93/20 Annex 11 (PPC report)	Progress report on agenda PPC at C95
5	WCC-2016-Res-029	Council requests the Urban Task Force, in line with its Terms of Reference, to select members of the IUCN Urban Alliance Steering Group and to organize the inaugural meeting in early 2018 subject to availability of funding.	PPC's Urban Task Force	IN PROGRESS	On agenda Urban TF at C95
7	WCC-2016-Res-045	Council to approve a <b>policy statement on the importance of the conservation of primary forests</b>	PPC/Council upon a proposal from the Secretariat	IN PROGRESS DEC C/93/20 Annex 11 (PPC report)	Draft Policy to PPC in 2019
8	WCC-2016-Res-052	Council, Commissions and Members assist the Director	WCPA	IN PROGRESS	Confirmation

		General both technically and intellectually with the methodology for <b>establishing such a Marine Protected Area (Astola Island)</b>		PPC recommends WCPA to follow this up: C/92/8 Annex 7 (PPC Report p.4)	from WCPA that they will take responsibility for follow-up
11	WCC-2016-Res-086	Council, based upon the recommendations of the assessment, to develop an IUCN policy to guide the Director General, Commissions and Members on biodiversity and nature conservation in relation to <b>synthetic biology</b>	Secretariat and Commissions	IN PROGRESS No PPC action until assessment available: C/92/8 Annex 7 (PPC Report p.4); DEC C/93/20 Annex 11 (PPC report)	Progress report on agenda PPC at C95
12	WCC-2016-Dec-113	With the objective of <b>improving the motions process</b> for the future, and based on IUCN Members' feedback on the online discussion and vote on motions prior to the 2016 Congress, Council, if needed, prepares <b>amendments to the Rules of Procedure</b>	1. GCC with its Task Force to update the motions process 2. Council	IN PROGRESS	On GCC agenda at C95
13	MIN B/69 p.1-2 MIN B73 p.4 MIN C93 p.7	Working Group established by the Bureau in May 2017 to report to Bureau in November 2017 <b>identifying areas for improvement of IUCN governance</b> . Bureau to propose to Council process with timeline for each of the reforms identified.	Bureau WG and Bureau	IN PROGRESS	On agenda of B75 and of GCC at C95
14	MIN C/92 p.12  MIN B/69 p.8	<b>Council's strategic objectives and priorities 2017-20:</b> "[The President] suggested that the Vice-Presidents examine this further with the assistance of the DG and Secretariat, and report to the Bureau in view of preparing a decision of the Council which could be finalized by electronic communication before the next Council meeting and invited all Council members to write to the President, the Vice-Presidents, the DG or the Secretary to Council with further ideas as input for the Vice-Presidents." While the 1 <sup>st</sup> and 3 <sup>rd</sup> strategic priority areas identified during the 92 <sup>nd</sup> Council Meeting (income stability and implementation of the One Programme Approach) had already been the focus of the Director General and the	Bureau / Council  Peter Cochrane	IN PROGRESS  <b>COMPLETED</b> MIN B71	On agenda B75 and C95

	<p>MIN B/71 p.4-5</p> <p>MIN B73 p. 3-4 MIN C93 p. 6-7</p> <p>MIN C94 p. 13-15</p>	<p>Bureau, the 2<sup>nd</sup> priority area, the need for a stronger value proposition, required more attention. Peter Cochrane volunteered to prepare a <b>conversation starter on the value proposition</b>. The suggestion was made for Bureau to facilitate the development of the value proposition, with the assistance of the Secretariat and the CEC.</p> <p>The President requested the Secretariat to coordinate the inputs from Bureau members, Commissions and Secretariat and to prepare a revised draft <i>[of the value proposition]</i> to the Bureau in 1-2 months with a view to presenting it to the Council, and accepted Peter Cochrane's offer to prepare a note to introduce further discussion in Council of the strategic <b>objectives and priorities of Council for 2017-20</b>.</p> <p>[The President] concurred with the suggestion to <b>establish a Council working group</b> tasked with identifying objectives / priorities and bring them to the Bureau and then to Council. The <u>President</u> will consult with the four Vice-Presidents and the Chairs of the three standing committees in order to establish the working group. The <u>President</u> also thanked Peter Cochrane for his work on IUCN's value proposition which he undertook in follow-up to the February Council. <i>[Cf. document C/93/4.2/2]</i> This was discussed in the Bureau on 18 November 2017. The <u>President</u> informed that Peter Cochrane would circulate a revised version of the value proposition for Council's consideration when discussing the Council's objectives and priorities 2017-20.</p> <p>The <u>President</u> suggested establishing a small working group, and invited Peter Cochrane to chair it. The working group should be composed of the three pillars, Council, the Secretariat and the Commissions, and should have geographical, gender and thematic (financial, programme, law, governance) balance. He called for an indication of who might be willing to participate, confirming that the decision will be made after the Council meeting.</p>	<p>DG</p> <p>Peter Cochrane</p> <p>President</p> <p>Peter Cochrane</p>	<p><b>COMPLETED</b> MIN B73 p.3-4</p> <p><b>COMPLETED</b> MIN B73 p.3-4</p> <p>IN PROGRESS</p> <p><b>COMPLETED</b></p> <p>IN PROGRESS</p>	
37	MIN B/71 p.7	Bureau members requested the Secretariat to facilitate Council members' broader <b>access to the Union Portal</b>	Secretariat	IN PROGRESS	Waiting for the results of the

	<p>MIN B73 p.6</p> <p>MIN B74 p.</p>	<p>than only the space reserved for Council and its subsidiary bodies so that they can find all the information that is relevant and necessary for Council to exercise its strategic direction and oversight role and its fiduciary responsibilities. It was noted by the Chair of WCEL that the Bureau was entitled, as an oversight body, to any and all information.</p> <p>The Legal Adviser was requested to provide a <b>legal opinion</b> on the rules regarding access to the Portal, including the information that is protected under applicable law such as e.g. staff records.</p> <p>Bureau members requested the Secretary to Council, in consultation with Bureau members, to brainstorm about the concrete content that Council members need to access and subsequently work with the relevant Secretariat team in order to provide Councillors' access to this content.</p> <p>Pending the discussion in Council of the findings of the external review of IUCN's governance regarding the information required by Council to enable it to effectively exercise its oversight and strategic direction roles, the examination of Councillors' access to the Union Portal, discussed at the 73rd Bureau meeting (B73), was suspended.</p>	<p>Legal Adviser</p> <p>Secretary to Council</p>	<p><b>COMPLETED</b> (Note distributed on 16 Nov 2017)</p> <p>IN PROGRESS</p> <p>ON HOLD</p>	<p>External review of IUCN's Governance</p>
19	DEC C/88/19 (April 2016)	<p><b>Socially responsible investment</b></p> <p>In April 2016, the IUCN Council requested its Finance and Audit Committee to investigate options for divesting IUCN from petrochemicals, agrochemicals (Syngenta), and tobacco securities of any kind, and report back to Bureau with the aim of having a full discussion at the first ordinary meeting of the Council in the next term (2017-20).</p>	FAC/Council	IN PROGRESS	On agenda FAC at C95
23	DEC C/92/8 Annex 7 (PPC Report p.5)	<p>1. Secretariat to conduct a stocktaking study on various pieces of work done by the Secretariat programmes and the Commissions on relationships between healthy ecosystems and human health.</p> <p>2. This study would then inform PPC at its next meeting to make a recommendation on how to strengthen the <b>inclusion of health dimensions in the work of IUCN.</b></p>	<p>1. Secretariat</p> <p>2. PPC</p>	<p>IN PROGRESS</p> <p>DEC C/93/20 Annex 11 (PPC report)</p>	Progress report on PPC agenda at C95
24	DEC C/92/8 Annex 7 (PPC Report p.4)	<p><b>Council Global Focal Persons:</b></p> <p>1. Recommendation PPC of ToR and appointment of a</p>	1. PPC, pending approval of	1. IN PROGRESS	1. Pending the approval of

	MIN C/92 p.7  DEC C/93/7	<b>Council gender focal point</b> 2. Recommendation PPC for <b>amendment of Regulation 45bis</b> regarding Council's oceans focal point with a view to making this provision more generic. 3. Council appoints Peter Cochrane as the IUCN <b>Council Global Oceans Focal Person</b> and tasks him with the development of draft terms of reference for the position, to be decided by PPC.	amendment to Reg 45bis	PPC Chair's update: MIN B/69 p.5-6 <b>2. COPMLETED</b> <b>3. COMPLETED</b>	amendment Reg 45bis
25	MIN B/71 p.8	A short discussion followed on the <b>acceptability, from an ethical viewpoint, of a number of IUCN Members questioning election candidates in the Union Portal in 2016 about their views on hunting</b> , mentioning the number of votes they represent during the Congress. A number of Bureau members were of the view that it was part of IUCN Members' democratic right to lobby election candidates and IUCN Member organizations have different styles. The Chair of GCC will consult with GCC's Deputy Chair whether to bring this matter to GCC for discussion and advice.	GCC Chair		Pending response from the Chair GCC
28	DEC C/92/14	FAC and GCC prepare <b>membership dues</b> 2021-24 in time for submission to 2020 WCC	FAC & GCC	IN PROGRESS	Progress of joint task force FAC/GCC on agenda GCC at C95
29	DEC C/92/8 Annex 9 (GCC Report p.8) MIN C/92 p.3  DEC C/93/12 MIN C93 p.12	Proposal Union Development Group / Enrique Lahmann of GCC email discussion and/or remote meeting regarding opportunities for GCC to provide input to the <b>membership engagement strategy</b> . Council requests the Director General to ensure that the membership strategy includes recruitment of new Members from geographies where Members are currently under-represented.	Secretariat  Secretariat	IN PROGRESS	On GCC agenda at C95
38	MIN B73 p.2	<b>Process for the appointment of the IUCN Treasurer</b> Bureau members suggested that the Bureau working group identifying governance reforms also consider formalizing this approval procedure in the Statutes/Regulations, as well as the lacunae in the process for filling the vacancy of Treasurer.	Bureau WG	IN PROGRESS Part of the Table of governance improvements to be prepared by GCC by end 2019	
39	MIN B73 p.3	Bureau members also suggested that the <b>Reserves Policy</b> be reviewed with a view to enable Council to	FAC		

	MIN B74 p.1	decide in each case whether certain surpluses such as the CHF 1.6 m surplus realized from the 2016 Congress should be accounted for in one particular fiscal year, as happened in 2016, or spread over several years, or whether they should be used for specific purposes such as IUCN membership development. Also the Reserves Policy would be prepared for review by FAC at C94.			
46	DEC C/93/20 Annex 12 (FAC report)  DEC C/94/22 FAC Report p.9	FAC asked the Secretariat to review and update the <b>Investment policy</b> once a new treasurer is on board and present it for review at the next meeting of the FAC in April - May 2018. The FAC decided to form a sub-committee comprised of the FAC Chair, the two Co-Chairs, the Treasurer and CFO to review the investment policy and present a revised draft policy to next FAC meeting in October 2018 for approval. A decision would then be taken on whether the mandate given to IUCN's investment managers should be adapted.	FAC	IN PROGRESS	On agenda FAC at C95
41	DEC C/93/15	Council requests the Secretariat to undertake a <b>review of current INGOs</b> and make the necessary changes to the membership data base.	Secretariat	IN PROGRESS	On agenda GCC at C95
42	DEC C/93/16	Council requests the Secretariat to further study the potential for recruiting new Members amongst zoos, aquaria, botanical gardens, universities and museums through the <b>creation of a new dues group</b> and present this at the 94 <sup>th</sup> Council meeting in May 2018.	Secretariat	IN PROGRESS	Progress of joint FAC/GCC task force on agenda GCC at C95
43	DEC C/93/18	Council requests the GCC to review the status and role, including the voting rights, of <b>Commissions within the National and Regional Committees</b> .	GCC	IN PROGRESS	Progress on agenda GCC at C95 as part of improvements of IUCN's governance
44	MIN C93 p. 15	Mention was made that there may be a need to revisit the bylaws of the bodies and components of IUCN, including Council, in order to <b>ensure gender balance</b> .	Council	IN PROGRESS Under consideration in Bureau WG on governance improvements regarding Coun-	On agenda B75

				cil / Commission Chairs	
45	MIN C93 p. 16	The President informed that he would consult with the Vice-Presidents in order to finalize, through the Bureau, the process of establishing <b>task forces and focal points</b> such as the Gender Focal Point and bring the results to Council for approval at the next meeting.	President	IN PROGRESS	Partly on agenda B75 regarding ToR Council and Congress Committees and Officers
48	DEC C/93/20 Annex 12 (FAC report)	The FAC took note of the report from the Global Director – Human Resources and looked forward to receiving a draft of the <b>revised Staff Rules</b> at its next meeting in April 2018.	Secretariat/FAC	IN PROGRESS	On agenda FAC at C95
49	MIN B74 p. 1	Add to Progress Tracker “more action on behalf of environmental defenders as an issue of on-going concern”.			
51	MIN C94 p. 16	Jennifer Mohamed-Katerere continued by stating that there were two elements raised in the Council meeting on 1 May that needed to be included in the Table for future consideration of the Working Group, but emphasised that they were not for consideration at this meeting: (1) to review / clarify the term of Councillors in conjunction with the periodicity of Congress, and (2) strengthen the process for selecting the date and venue of future World Congresses by engaging a member of Council at an early stage of the evaluation process.	Bureau WG, cf. line 13 above.		
52	MIN C94 p. 17	Another Council member requested that at some point in the future, the process for bringing documents and proposals to/from the Bureau, its Working Groups, Council and Council Committees be clarified and documented, in particular if it concerns statutory reform which belongs to the mandate of the GCC. If Regulation 45bis was approved at this Council meeting, this should not be considered to set a precedent for future documents. [...]The Legal Adviser offered to provide a legal opinion to Council on this procedural issue.	Legal Adviser		
53	DEC C/94/11	Council requested the Director General to include provision in the IUCN Budget starting from 2019 for Councillors’ travel.	DG	Submission of Draft Budget 2019	On agenda FAC at C95
54	MIN C94 p. 23	The approval of the Conflict of interest declaration form was deferred to the next Council meeting following a procedural discussion whether it could be discussed	Ethics Committee of Council		ON agenda C95

		during C94 under "Any other business".			
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**Addendum: COMPLETED ACTIONS**

2	WCC-2016-Res-002	Council to <b>recognize a Global Group for National and Regional Committee Development</b>	Council	<b>COMPLETED</b> DEC C/92/11	
3	WCC-2016-Res-003 DEC C/92/8 Annex 9 (GCC Report p.2)	1. Pre-working group of GCC to propose to GCC ToR and membership for the working group required by WCC-2016-Res-003 on " <b>Including regional governments in the structure of IUCN</b> " 2. GCC recommends to Council the establishment of the working group 3. Council approves establishment of the working group	1. pre-working group led by Jenny Gruenberger 2. GCC 3. Council	<b>COMPLETED</b>	
5	WCC-2016-Res-029 DEC C/92/8 Annex 7 (PPC Report p.4) MIN C/92 p.7	1. Core group of PPC for the preparation of an "urban task force" to propose ToR to scope how the <b>IUCN Urban Alliance</b> which the Council is required to establish (WCC-2016-Res-029) would look like and how it would be resourced, among other things. 2. PPC approves ToR, name and membership of the task force.	1. core group led by Jonathan Hughes 2. PPC	<b>COMPLETED</b> DEC PPC/41/4 (24 Aug 2017)	
6	WCC-2016-Res-030	Council actions required under WCC-2016-Res-030 " <i>Recognizing and respecting the <b>territories and areas conserved by indigenous peoples and local communities (ICCAs) overlapped by protected areas</b></i> "	PPC	<b>COMPLETED</b> DEC C/93/20 Annex 11 (PPC report)	Regular updates in PPC
9	WCC-2016-Res-056 DEC C/92/8 Annex 7 (PPC Report p.4) MIN C/92 p.7 DEC C/90/4 (Aug 2016)	1. Core group of PPC for the preparation of a " <b>climate change task force</b> " to propose ToR 2. PPC approves ToR and membership of the task force 3. The IUCN Council 2012-16 recommended the <b>report of its Climate Change Task Force</b> to the Director General and the next Council for consideration. <sup>1</sup>	1. core group led by Angela Andrade 2. PPC 3. Secretariat and PPC/Council	<b>COMPLETED</b> DEC PPC/41/2 (24 Aug 2017)	
10	WCC-2016-Res-075 DEC C/92/9 DEC C/92/8 Annex 7 (PPC Report p.4)	Chair CEESP and Secretariat to recommend Council response to WCC-2016-Res-075 " <i>Affirmation of the role of <b>indigenous cultures in global conservation efforts</b></i> "	Chair CEESP (PPC focal point for Res-075) and Secretariat	<b>COMPLETED</b>	Regular updates to PPC
15	MIN C/92 p.14	"As a new world order was coming into place, albeit with a lot of unpredictability and uncertainty, it was	President	<b>REMOVED</b>	

<sup>1</sup> "Elements of an Institutional Strategy for IUCN on Climate Change" endorsed by the IUCN Council at its 90<sup>th</sup> Meeting (31 August 2016, decision C/90/4)

		important to monitor the external environment which was volatile, and to assess how to position the Council. For this purpose, the IUCN President intended to <b>establish a small group of experienced 2<sup>nd</sup> term Council members, chaired by Andrew Bignell</b> , to work closely with the President.”			
16	MIN B/69 p.3  MIN B71 p.6	<p>The Bureau concluded, following comprehensive discussions on the financial challenges facing IUCN and the response pathway being followed, that a <b>liaison group</b> comprised of members of the Bureau (to be finalized by the President after consultations) will be established with the purpose of <b>gathering further relevant information for establishing time bound financial targets and keeping track of progress towards the achievement of these targets</b> in order to report back to the Bureau and, if required, composing a draft formal decision for Council. The IUCN President requested Ayman Rabi to chair the group.</p> <p>The President invited the Chair of the FAC to present the results of the finance liaison group after explaining that during its <i>in camera</i> meeting on the previous day, the Bureau had appreciated the work and findings of the Finance Liaison Group and, noting a duplication of efforts, decided to discontinue the Liaison Group on Finance while entrusting the responsibility of continuing the Bureau liaison work on financial matters to the FAC Chair, in consultation with the Treasurer and the Vice President located in the FAC.</p>	Ayman Rabi, chair of liaison group	<b>COMPLETED</b> MIN B/71	
17	MIN B/69 p.5 MIN B/71 p.11	After a detailed discussion of the organizational change process, the valuable and incisive findings of the December 2016 staff survey, and other HR related matters, the Bureau decided to establish a <b>liaison group</b> composed of members of the Bureau (to be finalized by the President after consultations), with the purpose of <b>servicing as contact point of further exploring the current HR procedures and policies, rules and practices applied within IUCN</b> with the objective of reporting back to the Bureau	Ali Kaka, Chair HR liaison group	<b>COMPLETED</b> Min B71	

		with its recommendations and, if required, composing a draft decision for Council. The President requested Ali Kaka to chair the group.			
18	MIN B/69 p.5	With respect to the (last) slide about the <b>requirements for reporting to the FAC on HR issues</b> , the Bureau members agreed to the DG preparing a collation of documents considered relevant for the FAC to exercise its oversight role in addition to the revision of the Staff Rules which have not been updated since 2003, and subsequently to request the FAC whether it wishes to receive additional information.	Secretariat	COMPLETED DEC C/93/20 Annex 12 (FAC report)	
20	MIN C/92 p.4-5	Confirm and record any changes in the <b>membership of the Council committees</b> occurring following the adoption of decision C/92/3	Bureau	<b>COMPLETED</b> MIN B/69 p.2	
21	DEC C/90/8 <sup>2</sup> DEC C/92/8 Annex 7 (PPC Report p.4)	1. Develop ToR for a <b>Private Sector Task Force</b> 2. PPC approves ToR and membership of the task force	1. Jonathan Hughes at the request of the PPC Chair 2. PPC	<b>COMPLETED</b> DEC PPC/41/3 (24 Aug 2017)	
22	DEC C/92/8 Annex 7 (PPC Report p.4)	Secretariat update on IUCN's engagement on <b>food systems</b>	Secretariat	COMPLETED DEC C/93/20 Annex 11 (PPC report)	
25	MIN C/92 p.13	"In the absence of any objection, the IUCN President accepted the request from a Council member that Council referred the decision on the <b>appointment of the IUCN Council Global Oceans Focal Point</b> (Regulation 45bis) to the Bureau."	Bureau	IRRELEVANT Given DEC C/93/7	
26	DEC C/92/10	1. Commission Chairs work with Secretariat / CFO Mike Davis to prepare a revised draft of the <b>Commission Financial Rules</b> 2. FAC to consider revised draft at its remote meeting to be held at the end of May / beginning of June 2017 3. Bureau decision on recommendations FAC	1. Commission Chairs/Secretariat 2. FAC 3. Bureau	<b>COMPLETED</b> DEC B/70/4	
27		<b>Membership admission:</b>			

<sup>2</sup> By decision C/90/8 adopted at its 90th Meeting in August 2016, the IUCN Council recommended to the next Council to consider establishing a Private Sector Task Force in order to sustain the positive experiences of the current term (2012-16).



	<p>MIN C93 p.17</p> <p>MIN B72 p.1</p> <p>MIN B73 p. 6</p> <p>MIN B/71 p.9</p> <p>MIN B/71 p.9</p>	<p>meeting. When the result of GCC's work will be available, the Form as well as the amendment to the Code of Conduct for Council members can be approved by the Bureau or the Council. The Bureau agreed to proceed accordingly.</p> <p>"The Bureau has requested GCC to look into consolidating the Conflict of Interest Declaration Form and the Performance Commitment for Council members so there are fewer forms to sign. Given the modifications to come, the President, with agreement from the four Vice-Presidents, suggested that Council <b>approval of the Handbook and the amendments to the Code of Conduct</b> be deferred until further work by the GCC had taken place."</p> <p>A member of the Bureau shared two comments on the Ethics Committee's proposal of a Conflict of Interest Disclosure Form: 1) in addition to business transactions, the Form should also, and explicitly, refer to consultancy activities, and 2) the Form does not provide the time period for which interests have to be disclosed: the Form will only state what is to be disclosed at the time of submitting the Form. The President invited Bureau members to share any comments with the Chair of the Ethics Committee and the Secretary to Council in advance of the 73rd Bureau meeting.</p> <p>A question of a Bureau member to clarify the scope of the term "business transaction" which seemed to be defined in a very broad manner, was referred to the Ethics Committee.</p> <p>2. <b>IUCN Councillor Activity Report:</b> <i>[The President]</i> will ask a Vice-President to study, in consultation with the Chairs of the standing committees and the DG / Secretariat, some form of reasonable support (incl. a ceiling) for Council members who do not have such access to resources, and to prepare a proposal to the next Bureau meeting.</p> <p>3. <b>Self-Assessment:</b> The President invited Bureau members to share their feedback with the Chair of</p>	<p>2. GCC re Activity Report and FAC for Councillors' travel budget (cf. line 40 below)</p> <p>3. GCC</p>		
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		GCC who will consult with the other standing committee Chairs and the GCC and bring back a form, revised as appropriate, so that we can start using the form as soon as possible.			
31	MIN C/92 p.13	1. Proposals for <b>additional appointments for the Commission steering committees</b> which the Chairs of WCEL, CEC and CEESP announced during the 92 <sup>nd</sup> meeting. 2. Bureau takes the decision	1. Chairs WCEL, CEC and CEESP 2. Bureau	<b>COMPLETED</b> for CEC and CEESP DEC B/I (2 Oct 2017)	
32	DEC B/69/6	Determine the <b>specific dates of Council meetings</b> in 2018-20 taking into account the time periods approved by the Bureau	Secretary to Council	<b>COMPLETED</b> DEC B/II (2 Oct 2017)	Dates for Council meetings in 2019 and 2020 to be proposed when date for WCC 2020 is known
33	MIN B/69 p.9	Prepare a more focused draft response to the letter from <b>The Ecological Society of the Philippines</b> to be sent in the name of the Bureau	Secretary to Council	<b>COMPLETED</b> Letter sent on 13 June 2017	
34	MIN B70 p.2 MIN B71 p.1	1. The Ethics Committee's recommendation EC/1/2 regarding the <b>IUCN World Heritage Panel</b> is referred a) for discussion to the next meeting of the Bureau, b) for decision to the next Council meeting. The <u>IUCN President</u> suggested that the Chair of the Ethics Committee and the Director General discuss the Ethics Committee's recommendation regarding the IUCN World Heritage Panel prior to the next Bureau meeting.	a) Bureau b) Council  Chair EC / DG	REDUNDANT because removed from the Council Handbook approved by Council C94	
34	MIN B/70 p.2	2. With regard to the issue of there being a legal obligation requiring the agreement of the World Heritage Committee before approving the Ethics Committee's recommendation, it was requested that the requisite legal information may be provided to aid further discussion on the matter.	Director General	<b>COMPLETED</b> Legal Opinion by the Legal Adviser 25 August 2017	
35	MIN B/70 p.3	The President asked the Legal Adviser to explain in writing the modifications of Swiss law requiring the President to sign off on the financial statements.	Legal Adviser	<b>COMPLETED</b> Legal Adviser's message to the President on 8 June 2017	
36	MIN B/71 p.6	<b>Celebrating IUCN at 70:</b> The DG looked forward to	DG	<b>COMPLETED</b>	

		updating the presentation with the Bureau's inputs and to present it to the Council.		MIN C93, p. 7-8	
36	MIN B/71 p.3	In response to the question how the CHF 5 m reduced income IUCN faced at the outset of the <b>change process</b> is being achieved, the DG explained that she will prepare an overview of the complex set of elements which allow IUCN to accommodate the reduction in income for the November Council.	Director General	COMPLETED DG Report at C93	
40	DEC C/93/5 MIN C93 p.9-10  MIN C93 p.10	Council <u>requests</u> that in the event that Council or its Bureau, after consideration of the report to be prepared by the FAC subcommittee within 60 days, agrees to the principle of <b>allocation of a budget line for Councillors' travel</b> , the Director General accommodates this request in the 2018 Budget to the extent possible. It was suggested to incorporate this issue also in the <b>Performance Commitment</b> for IUCN Councillors that was under consideration in Council.	FAC  GCC (if/when decision on budget is taken)	<b>COMPLETED</b>	
41	DEC C/93/13 MIN C93 p.13 Min B74 p. 2	Council recommends the Director General to identify opportunities to continue <b>engaging Regional Councillors</b> in high level events to enable them to more effectively engage <b>in membership development</b> .	Secretariat	COMPLETED	
47	DEC C/93/20 Annex 12 (FAC report)	The FAC asked PwC to establish a process to take stock of the financial situation at the time of the Treasurer's departure in September, to consider any associated risks and include this as part of the annual audit process.		<b>COMPLETED</b> PwC Interim Management Letter to FAC 22 Jan 2018	
50	MIN C94 p.7	Given that the Congress seldom meets prior to August and that, normally, the term between two Congresses is four years, the President also proposed that this Council term ends officially in September 2020, allowing for a transitional period in which the current Council would work together with the newly elected Council, leaving it to the Legal Adviser and Councillors with experience in Congress and Councillors with a legal background, of how to work it out.	Legal Adviser	COMPLETED Legal opinion transmitted to Council 1 October 2018	



## 75<sup>th</sup> Meeting of the Bureau of the IUCN Council

Meeting in person in Jeju on Friday 5 October 2018 from 10:00 to 16:00

### *Agenda Item 5*

#### **Council and Congress Committees and Officers involved with preparations for the 2020 Congress**

During its meeting of 18 September 2018, the Governance and Constituency Committee (GCC) adopted a recommendation for the Bureau to approve the Terms of Reference (ToR) of two 2020 Congress Committees, the Congress Preparatory Committee and the Election Officer, and to request the GCC to prepare and bring to Council/Bureau for approval at the appropriate time, the ToR of the other Congress Committees, the Procedural Adviser and the Council's Nominations Committee and Motions Working Group.

The GCC thereby responded to a recommendation of the President that, in addition to proposing ToR for the Congress Preparatory Committee which the GCC had recommended in June 2018, it also enables the Bureau and Councillors to have full appreciation for the range of committees to be formed, a clear understanding of the relationships between the committees and to avoid overlapping mandates. Synchronized processes for appointment/nomination will also allow Councillors to fully consider where their skills may be most effectively used.

Document GCC15/1 prepared for the GCC's meeting of 18 September 2018, attached hereafter as Annex 2, presents an overview of all committees and officers required for the preparation of and during the Congress. In paragraphs 13 to 16 (pp. 4-5), the document also explains the rationale for the GCC's proposal to submit the ToR of three committees and one officer for approval at this point in time, while others will be prepared by GCC for approval at a later stage.

The GCC presents the draft Bureau decision attached hereafter as Annex 1.

Based on past practice the GCC recommended that the Congress Preparatory Committee should consist of five to seven members of Council to be appointed by the Bureau or the Council on a recommendation of the President and the Vice-Presidents acting as Nominating Committee [*Regulation 48(c)(ii)*] taking into account the following criteria:

- Expressed interest in serving on the Committee
- Good knowledge of IUCN and previous Congresses
- Gender balance
- Regional balance
- Representation of Council Committees and IUCN Commissions.

In order to ensure the criteria are adequately addressed, the President suggests that the Nominating Committee considers 7-11 members once the Bureau has made its decision on the ToR.

## DRAFT BUREAU DECISION

The Bureau of the IUCN Council,

*On the recommendation of the Governance and Constituency Committee,*

1. Approves the Terms of Reference of the:
  - a. 2020 Congress Preparatory Committee as a Council working group under Regulation 59; (Annex 1)
  - b. Election Officer of the 2020 Congress; (Annex 2)
  - c. Steering Committee of the 2020 Congress; (Annex 3)
  - d. Credentials Committee of the 2020 Congress; (Annex 4)
  
2. Requests the Governance and Constituency Committee, at the appropriate time, to oversee the review and development, of the Terms of Reference of the following Council and Congress committees and officers, as these pertain to the overall governance of the Union. In undertaking this task, the Governance and Constituency Committee shall consult with the Congress Preparatory Committee and other relevant Council committees. The Governance and Constituency Committee will recommend these Terms of Reference to the Bureau for approval:
  - a. Congress Finance and Audit Committee
  - b. Council's Motions Working Group
  - c. Council's Nominations Committee
  - d. Congress Governance Committee
  - e. Congress Programme Committee
  - f. Congress Resolutions Committee
  - g. Congress Procedural Adviser.

# CONGRESS PREPARATORY COMMITTEE

## DRAFT TERMS OF REFERENCE

(Approved by ...)

The Congress Preparatory Committee is established by Council<sup>1</sup> to ensure the necessary preparations are made for the IUCN World Conservation Congress. The role of the Committee is to oversee the preparations for the Congress while the Director General is responsible for organizing the Congress. The Preparatory Committee will ensure consistency with and adherence to IUCN's Statutes, Regulations and the Rules of Procedure of the World Conservation Congress. And, as called for in the Rules of Procedure of the World Conservation Congress<sup>2</sup>, it will assume the role of the Steering Committee during the Congress.

In fulfilment of these responsibilities the Congress Preparatory Committee shall:

- Ensure that the Congress is well aligned with the mission and vision of IUCN and that the rights and interests of IUCN's Members and components are fully incorporated in the design, planning and execution of the Congress;
- Coordinate closely with the Motions Working Group and the Election Officer in order to ensure that motions and nomination / election processes, including the deadlines for submission of motions and nominations, are streamlined and recommend approval of such deadlines to Council;
- Monitor the Congress preparations by the Secretariat and the implementation of the Hosting Agreement by the host country based on status reports provided by the IUCN Secretariat and the Host Country at each CPC meeting ;
- Consider the draft agenda for the Congress and recommend its approval to Council;
- Oversee the process for identifying members for the different Congress Committees;
- Support the fundraising efforts by opening doors to potential donors and sponsors;
- Act as appeals body for motions referred to the electronic debate and vote to be held prior to Congress. When acting as appeals body, CPC's membership will be extended with individuals representing the interests of Members as provided in the Rules/Regulations.
- Keep Council informed, as the case may be with recommendations, on the fulfilment of its responsibilities.
- Make recommendations to the next Council for improving the committee's role and functioning based on its own evaluation to be made before the end of the 2020 Congress taking into account Council's guidance for self-evaluation.

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<sup>1</sup> Statute 46 (q)

<sup>2</sup> Rules 15-18



# ELECTION OFFICER OF THE 2020 WORLD CONSERVATION CONGRESS

## DRAFT TERMS OF REFERENCE

(Approved by ...)

The Election Officer is appointed by the IUCN Council to supervise the elections at the World Congress and the counting of the votes in accordance with Rule 74 of the Rules of Procedure of the World Conservation Congress. S/he must not be a member of the Secretariat nor a candidate for election as per Regulation 28 (b). S/he must neither have any family ties nor working relationships with any of the nominated candidates and should disclose any potential conflict of interest in that regard once s/he has received the nominations. S/he should have a legal background.

In the event that the Election Officer chosen has the same nationality as any of the presidential candidates, Council may reconsider his/her appointment in order to avoid possible accusations of conflict of interest and may appoint a substitute.

The Terms of Reference of the Election Officer shall be as follows:

*In advance of the World Conservation Congress:*

- 1) review the procedures for balloting and vote counting at the Members' Assembly and recommend improvements to the Secretariat on the basis of experience. If an electronic voting system is available for elections, adjust the procedures as required and verify the accuracy of the system prior to Members' Assembly;
- 2) receive from the Secretariat, the completed dossiers for all election candidates, approve for publication in the Union Portal the nominations for election as Regional Councillors that meet the requirements established in the Statutes and the Regulations, transmit to Council's Nominations Committee the nominations for President, Treasurer and Commission Chair that meet the requirements, and adjudicate on any issues which may arise during the nomination process;
- 3) advise Council in advance of the closing of the nominations period if the nominations received are unlikely to fill the positions available for any of the statutory regions, or to meet the criteria established by Council, and necessitate an extension of the deadline;
- 4) following the closing date for nominations, prepare the Report of the Election Officer to the World Conservation Congress including the names of candidates for Regional Councillors and their biographical information, listed in alphabetical order from a point in the alphabet chosen at random, with an indication of the number of nominations received per candidate as per Regulation 40;

*At the Congress:*

- 5) Explain the voting procedures during a plenary session, as required;
- 6) Report to the Congress Steering Committee on all matters related to elections;
- 7) Participate ex-officio in the meetings of the Credentials Committee;
- 8) Supervise the handing out of ballot forms at the Members' Assembly based on the report of the Credentials Committee. If elections are held electronically, verify the accuracy of the election process taking into account the report of the Credentials Committee;
- 9) Report immediately to the Congress Steering Committee any activities that he/she might detect regarding elections and voting that might be contradictory to the Statutes, Rules or Regulations;

- 10) Oversee the arrangements for presenting candidates to the Members' Assembly and meet with candidates ahead of the elections to explain the procedures;
- 11) Coordinate and be accountable to the Members' Assembly for the counting of votes, and oversee a team of vote counters from the Secretariat (if voting is done electronically verify the accuracy of the electronic system), and ensure that election results are not known in advance by anyone other than him/herself;
- 12) Announce the election results and prepare the report of the Election Officer;
- 13) Responsible for supervising the electronic voting on motions in the Members' Assembly which includes verifying the accuracy of the electronic voting system (Regulation 40bis) and that, in case of a secret ballot, the system can guarantee the anonymity of all votes (RoP 70);
- 14) Make recommendations to the next Council for improving the role and functioning of the Election Officer based on her/his own evaluation taking into account Council's guidance for self-evaluation.



# 2020 CONGRESS STEERING COMMITTEE

## DRAFT TERMS OF REFERENCE

(Approved by ...)

1. The Steering Committee of the World Conservation Congress shall be appointed by the Congress on the proposal of the President, in accordance with Rule 13 of the Rules of Procedure of the World Conservation Congress.
2. The Steering Committee shall comprise the members of the Preparatory Committee appointed by the Council to make preparations for the World Congress together with the President, the Vice Presidents and the Director General and shall be charged with the general duty of forwarding the business of the World Congress.
3. All matters concerning the organization of the World Congress shall be referred to the Steering Committee.
4. Specific duties of the Steering Committee are as detailed in the Rules of Procedure of the Congress (Rules 37, 44, 47, 53, 55 and 86).
5. The Steering Committee shall meet as necessary during Congress and invite concerned individuals as appropriate to join its meetings.
6. Make recommendations to the next Council for improving the committee's role and functioning based on its own evaluation to be made before the end of the 2020 Congress taking into account Council's guidance for self-evaluation.

# CREDENTIALS COMMITTEE OF THE 2020 WORLD CONSERVATION CONGRESS

## DRAFT TERMS OF REFERENCE

(Approved by ...)

The Credentials Committee shall be appointed by the Congress on the proposal of the President, in accordance with Rule 21 of the Rules of Procedure of the World Conservation Congress.

*Rule 21 states that: "The World Congress shall elect a Credentials Committee, composed of members nominated by the President and including the Director General or the Director General's representative ex officio. The Credentials Committee shall examine credentials and other matters within its terms of reference as defined by Council, and report to the World Congress. The report shall include the number of votes to be exercised by each delegation in accordance with the Statutes".*

The Terms of Reference of the Committee shall be:

- (a) to approve the "Guidelines for delegates and observers attending the World Conservation Congress" prepared by the Secretariat;
- (b) to supervise the accreditation process of Members and Observers in accordance with Rules 5 to 12, 40, 63, 66 and 66bis of the Rules of Procedure of the World Conservation Congress;
- (c) to certify to the Congress that only Members whose dues are paid entirely up to and including 2019 are able to exercise their rights in connection with elections, voting and motions, in accordance with Article 13 (a) of the IUCN Statutes<sup>1</sup>;
- (d) to refer to the Congress the name of those Members who are two years (2018 and 2019) or more in arrears in the payment of their dues and whose remaining rights may be rescinded on such terms as the Congress may determine, in accordance with Article 13 (a) of the IUCN Statutes;
- (e) to inform Congress daily of the total number of votes to be exercised by each category of voting Members present (or represented) at the Congress in accordance with Articles 34 and 35 of the IUCN Statutes;
- (f) to advise the Finance and Audit Committee on the 2021-2024 membership dues and the decision to be put forward to Congress;
- (g) to advise on Sponsored Members' requirements, participation and voting;
- (h) to act as focal point for non-administrative issues of the IUCN membership constituency<sup>2</sup>; and
- (i) to coordinate as necessary with the Steering Committee, the Finance & Audit Committee, the Election Officer and Governance Committee of Congress; and
- (j) Make recommendations to the next Council for improving the committee's role and functioning based on its own evaluation to be made before the end of the 2020 Congress taking into account Council's guidance for self-evaluation.

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<sup>1</sup> Members which are not in order with their dues are allowed to speak on issues not related to motions, voting and elections only.

<sup>2</sup> Members must be informed ahead of Congress.



**Governance and Constituency Committee of the IUCN Council**  
15<sup>th</sup> Meeting, by conference call, 18 October 2018

*Agenda Item 1*

***Committees and Election Officer of the 2020 Congress and Council committees  
involved with preparations for the 2020 Congress***

Origin: Secretary to Council and Chair, IUCN Council Governance and Constituency Committee

**REQUIRED ACTION**

The GCC is invited to consider the ToR of the committees and officers of the 2016 Congress, and the Council committees involved in the preparations for the 2016 Congress, and make a recommendation to the Bureau of the ToR of committees and officers for the 2020 Congress that can be approved without delay.

**DRAFT BUREAU DECISION**

The Bureau of the IUCN Council,

*On the recommendation of the Governance and Constituency Committee,*

1. Approves the Terms of Reference of the:
  - a. 2020 Congress Preparatory Committee as a Council working group under Regulation 59; (Annex ..)
  - b. Election Officer of the 2020 Congress; (Annex ..)
  - c. Steering Committee of the 2020 Congress; (Annex ..)
  - d. Credentials Committee of the 2020 Congress; (Annex ..)
  
2. Requests the Governance and Constituency Committee, at the appropriate time, to oversee the review and development, of the Terms of Reference of the following Council and Congress committees and officers, as these pertain to the overall governance of the Union. In undertaking this task, the Governance and Constituency Committee shall consult with the Congress Preparatory Committee and other relevant Council committees. The Governance and Constituency Committee will recommend these Terms of Reference the Bureau for approval:
  - a. Congress Finance and Audit Committee
  - b. Council's Motions Working Group
  - c. Council's Nominations Committee
  - d. Congress Governance Committee
  - e. Congress Programme Committee
  - f. Congress Resolutions Committee
  - g. Congress Procedural Adviser.

## Overview

1. This document provides an overview of the committees that will be established for the planning of WCC and the Congress infrastructure following the request of the Chair of GCC, based on the advice received from the IUCN President that the GCC consider the ToR of the Congress committees and any other committee which the Council may need to establish for the preparations for the next Congress, in addition to the CPC, the following background information is presented.

2. The last section submits a proposal to the GCC for its consideration at its meeting on 18 September 2018. The motivation for this proposal is to ensure the Bureau and Councillors have full appreciation for the range of committees to be formed, a clear understanding of the relationships between the committees and to avoid overlapping mandates. Synchronized processes for appointment/nomination will also allow Councillors to fully consider where their skills may be most effectively used.

## Background

### A. Council Committees involved with preparations of the 2020 Congress

3. The Council establishes three subsidiary bodies to assist with preparations for Congress. Although formally established under Regulation 59 as “working groups” of the Council, their names may vary according to longstanding practice:

3.1 The **Congress Preparatory Committee** (CPC) oversees the preparations for the Congress [Article 46 (q) of the Statutes quoted in paragraph 5 above; and Regulation 28 (a)<sup>1</sup>]. See hereafter paragraph 13.1 for the ToR. The members of the CPC were appointed by the Bureau on 29 September 2014.

In accordance with Rule 15, the CPC members, together with the President, the Vice-President and the DG, will constitute the Congress Steering Committee.

3.2 The **Motions Working Group** (MWG) manages the motions process prior to the Congress (Article 46 (q) of the Statutes and Regulation 29). The ToR of the 2016 MWG approved by Council decision C/85/12 (May 2015) on the proposal of the 2016 CPC are attached hereafter as [Annex 1](#). The members of the MWG were appointed by the Bureau on 6 August 2015.

In practice, most of the members of the MWG will become members of the Congress Resolutions Committee.

3.3 The **Nominations Committee** recommends to Council candidates to be nominated for President, Treasurer and Chairs of Commissions (Regulation 35). The ToR of the 2016 Nominations Committee approved by Council decision C/87/14 (October 2015) on the

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<sup>1</sup> At least one year before the date set for the opening of a session of the World Congress, the Council shall: (a) appoint a Preparatory Committee to make the necessary preparations, including a representative of the Host State; and [...].

proposal of the GCC are attached hereafter as [Annex 2](#). The members of the Nominations Committee were appointed by the Bureau on 29 January 2016.

## **B. Congress Committees**

4. Rule 13 provides that *“The World Congress shall establish Steering, Resolutions, Credentials and Finance and Audit Committees and such other committees as it may consider necessary for the conduct of its business, and shall define their terms of reference.”*

The 2012 and 2016 Congress also established a Governance Committee and a Programme Committee.

5. The Terms of Reference (ToR) of the above Congress committees approved by the 2016 Congress are attached hereafter as [Annexes 3 to 8](#).

6. In practice, the Terms of Reference and membership of the Congress committees are approved by the Congress at the beginning of the Members’ Assembly, on the proposal of the IUCN Council taking into account the draft agenda of the Congress and the “infrastructure” which the Council considers necessary to achieve the objectives of the Congress.

The ToR have previously been approved by Council, approximately 1 year prior to the Congress, on the proposal of the:

- CPC: on the number, mandates and process for the appointment of the members of the Congress committees and, in particular, the ToR of the Congress Steering Committee
- Motions Working Group: the ToR of the Congress Resolutions Committee
- FAC: the ToR of the Congress Finance and Audit Committee
- GCC: the ToR of the Congress Credentials Committee and of the Congress Governance Committee
- PPC: the ToR of the Congress Programme Committee

7. The membership of the Congress committees is approved by Congress at the beginning of the Members’ Assembly, on the proposal of the President based on an effort by Councillors and Council committees, coordinated by the CPC, to identify candidates. The most recent process was approved by Council in May 2015: see Council Document C/85/CPC/6 Rev attached hereafter as [Annex 9](#). On the eve of the 2016 Congress, the Council approved a proposal for the membership of the Congress committees and requested the President to present it to Congress for adoption. Cf. Council decision C/90/7. The membership of the 6 committees of the 2016 Congress as approved by Congress is attached hereafter as [Annex 10](#).

## **C. The Congress Election Officer**

8. Article 46 (q) provides that *“The functions of the Council shall be inter alia: [...] (q) to appoint a Preparatory Committee, Election Officer and a Motions Working Group in preparation for each session of the World Congress”*. See also Regulation 28 (b)<sup>2</sup>.

The Election Officer oversees the entire nominations before Congress and the elections process during Congress.

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<sup>2</sup> At least one year before the date set for the opening of a session of the World Congress, the Council shall: [...] (b) appoint an Election Officer who shall not be a candidate for election nor a member of the Secretariat.

9. The ToR of the Election Officer have previously been approved by Council on the proposal of the CPC, approximately one year prior to Congress, before the call for nominations referred to in Regulations 30 and 37 is distributed to IUCN Members. Cf. Council decision C/85/7 (and subsequently revised by C/87/10). For the ToR of the Election Officer, see hereafter paragraph 13.2.

10. The 2012 Congress Election Officer was Prof Michael Bothe, Professor Emeritus of Public Law at the Johann Wolfgang Goethe University, Frankfurt, Vice Chair WCEL (1997-2000) and chair of WCEL's specialist group on Armed Conflict and the Environment; the 2016 Congress Election Officer was Associate Justice Michael Wilson, Hawai'i Supreme Court, member of WCEL.

#### **D. The Procedural Adviser**

11. In 2012, at the invitation of the President, the Election Officer also performed the role of Procedural Adviser to the Chair of the Members' Assembly.

12. In 2015, the Council established the office of the Procedural Adviser of the 2016 Congress in order to provide advice to the Chair of the Members' Assembly on the conduct of the Members' Assembly. The ToR of the 2016 Congress Procedural Adviser are attached hereafter as [Annex 11](#) (Council decision C/85/10). In May 2015, Council, on the recommendation of the CPC, appointed Prof Michael Bothe as Procedural Adviser. However, in June 2016, Prof Bothe resigned for health reasons. On 26 August 2016, the Bureau appointed Justice Sena Wijewardane as Procedural Adviser.

## **Proposal**

13. The GCC recommends to the Bureau to approve the ToR of:

13.1 The **Congress Preparatory Committee (CPC)**, as approved by the GCC on 11 June 2018, attached hereafter as [Annex 12](#), with one sentence revised by the IUCN President (subject to the GCC effectively approving the present proposal for the purpose of requesting the Bureau to endorse it);

13.2 The **Election Officer**, as approved by Council in 2014-15 (Council decision C/85/7, subsequently revised by C/87/10) adapted as presented in [Annex 13](#) hereafter;

13.3 The **Congress Steering Committee**, as approved by Council in 2015 (Council decision C/87/9), and adapted for the 2020 Congress ([Annex 14](#));

13.4 The **Congress Credentials Committee**, as approved by the 2016 Congress, with revisions based on feedback from the 2016 Congress Credentials Committee ([Annex 15](#)). The feedback from the 2016 Congress Credentials Committee ("Recommendations of Congress Credentials Committee on Improvement") is attached hereafter as [Annex 16](#).

14. The GCC proposes to oversee the development of the ToRs of all Council committees established for the purposes of preparing for the next WCC and the Congress committees as these pertain to the governance of the Union. Locating responsibility for the governance of the Union in one standing committee could contribute to greater efficiency and ensure there is no overlap between committees.

15. The GCC decides to propose draft ToR of the 2020 Congress Finance and Audit Committee to the FAC for review (a draft is attached herewith as [Annex 17](#)) and to subsequently recommend that the Bureau approves them once the FAC's review of the TORs is completed.
16. The GCC takes note, for information, of the following Terms of Reference which will be reviewed by the GCC at the appropriate time, in consultation with the Congress Preparatory Committee and any other relevant Council committee, with the view of recommending them for approval to the Council or the Bureau, as appropriate:
- a. The Council's Motions Working Group 2016 ([Annex 1](#)) to be approved at the latest by the 96<sup>th</sup> Council meeting (March 2019), noting that revisions to these ToR are under consideration in the GCC's task force to update the motions process;
  - b. The Council's Nominations Committee 2016 ([Annex 2](#)) to be approved at the latest by the 97<sup>th</sup> Council meeting (October 2019);
  - c. The 2016 Congress Governance Committee ([Annex 7](#)), to be approved at the latest by the 97<sup>th</sup> Council meeting (October 2019), noting that the results of the External review of IUCN's governance and any reforms of the Statutes currently under consideration in the GCC may have a bearing on the role of the Congress Governance Committee;
  - d. The 2016 Congress Programme Committee ([Annex 8](#)), to be approved at the latest by the 97<sup>th</sup> Council meeting (October 2019), noting that the PPC will be invited to consider these ToR once the process for the development of the IUCN Programme 2020-24 will be clear;
  - e. The 2016 Congress Resolutions Committee ([Annex 4](#)), to be approved at the latest by the 97<sup>th</sup> Council meeting (October 2019), noting the same observations as under a. above;
  - f. The 2016 Congress Procedural Adviser ([Annex 11](#)) to be approved at the latest by the 97<sup>th</sup> Council meeting (October 2019).

## Terms of Reference of the Motions Working Group of the IUCN Council

[Approved by Council at its 85<sup>th</sup> Meeting (May 2015), decision C/85/12]

In accordance with Article 46 (p) of the IUCN Statutes, Regulation 29, and Part VII of the Rules of Procedure ('Agenda and Motions'), the Council appoints a Motions Working Group with the mandate to:

- a. Provide guidance to IUCN Members on the submission of motions;
- b. Receive the motions and determine that they are consistent with the purpose of motions as defined in Rule 48*bis* and meet the requirements listed in Rule 54;
- c. Prepare the motions for the online discussion and, as appropriate, for submission to the Resolutions Committee of Congress and the World Congress;
- d. Submit the motions to an online discussion to be held prior to Congress, specifying which motions that warrant debate at the global level during the Congress will continue to be discussed and voted upon during the Members' Assembly subject to Rule 45*bis*, and which motions will be put to an online vote prior to Congress subject to Rule 62*quinto*;
- e. Facilitate and oversee the online discussion of motions between Members prior to the Congress, ensuring that it is transparent and will adhere to the greatest possible extent to the procedure for discussion and amendment of motions during the Congress;
- f. Following the close of the online discussion, submit motions to an electronic vote prior to Congress and refer others to the Members' Assembly for continued debate and vote.

The Motions Working Group to be established by Council shall consist of

- (i) five (5) to seven (7) members of the IUCN Council, and
- (ii) three (3) individuals who will be appointed by Council in their expert, personal capacity to represent the common interests and the diversity of the IUCN membership and Commissions, following Council's call for nominations to all IUCN Members and Commissions.

The Motions Working Group shall present periodic reports on its work to the IUCN Council and shall keep the Congress Preparatory Committee (CPC) closely informed. The Motions Working Group shall receive adequate support from the IUCN Secretariat in order to deliver on its mandate.

The Motions Working Group shall, among others, perform the following tasks:

1. Establish specific procedures for the motions process well in advance of the Congress to ensure its effective and efficient management. As part of this procedure, it shall develop guidelines and templates for IUCN Members for the motions process which shall be sent to all IUCN Members before the opening of the submission of motions. The procedures will also specify the tasks which the Secretariat accepts to undertake in support of the work of the Motions Working Group, and contain the criteria and transparent processes for making the determinations which the Motions Working Group is required to make by the Rules of Procedure.
2. Be informed of and take into account to the extent possible the results of discussions of motions in National Committees, Regional Committees and Regional Fora, including those that warrant discussion at a local and/or national level;

3. Ensure that the statutory requirements are strictly applied to the submitted motions and that motions which meet the requirements, are treated fairly and equitably, with adequate communication with proponents and sponsors of motions related to rejecting, amending, combining or categorizing motions, explaining the rationale.
4. Develop a transparent process and criteria for making such determinations.
5. Review the motions received prior to the last ordinary Council meeting held before the Congress (tentative dates: 11-13 April 2016), so that the Council can take them into account when finalizing the draft Congress agenda, the draft IUCN Programme and Financial Plan, Council motions on proposed governance reforms, and the draft mandates for the IUCN Commissions.
6. Oversee the online discussion on motions in advance of the Congress, providing guidance and direction, and assistance, to ensure that facilitators are designated and receive adequate training and guidance in the spirit of IUCN's 'One Programme approach' and full knowledge of the intent and requirements of the IUCN Statutes, Rules of Procedure and Regulations pertaining to motions.
7. Prepare the motions, as amended during the online discussion or together with proposed amendments, for an electronic vote in accordance with Rule 62<sup>quinto</sup>. Prepare the motions that require continued discussion during the Members' Assembly, for hand-over to the Resolutions Committee of the Congress with any advice and background, as appropriate.
8. Formally transmit to the Congress 1) the motions approved during the electronic vote in order for the Congress to 'record *en bloc* the adoption' of these motions, and 2) the motions that require continued debate and vote during the Members' Assembly.



## Terms of Reference of the Nominations Committee of Council

(Approved by the 87<sup>th</sup> Meeting of the IUCN Council, October 2015, Decision C/87/14)

The task of the Nominations Committee is to assist the Council in identifying suitable candidates for the positions of President, Treasurer and Chairs of Commissions for submission by Council to the World Conservation Congress for election in September 2016. The duties of the Nominations Committee will be as follows:

- a) Establish a timetable for the work of the Nominations Committee during the nomination process based on a final deadline for receipt of nominations of 12 February 2016.
- b) Designate individual members of the Nominations Committee to liaise with each Commission and ensure coordination with any internal search processes taking place within the IUCN Commissions.
- c) Collect biographical information and reference material on candidates.
- d) Assess all the valid nominations which the Nominations Committee will receive from the Election Officer (Regulation 30) against the respective profiles for the elective positions after consultation, as the case may be, with the Ethics Committee of Council on any issues of ethics or conflict of interest, or with the Director General on any candidacies from members of staff. The methodology for assessing candidates will include:
  - i. a rating system using a criteria based on the profiles for elective positions;
  - ii. gender balance including one of two candidates for President, balance among Commission Chair nominees and nominees for Treasurer, depending on nominations received and qualifications;
  - iii. review and assessment of candidates' qualifications including but not be limited to, video or face-to-face interviews with the nominees for President, Treasurer, and for Commission Chairs in the case of more than one candidate nominated by the Commission Steering Committee and/or IUCN Members;
- e) Make short lists for each position.
- f) Formulate recommendations for submission to Council at its 88<sup>th</sup> meeting in April 2016.
- g) In the event that no candidate can be identified for a position, report to Council which may re-open the nomination process for that position.
- h) Work as a collegial body and maintain strict confidentiality with regard to its deliberations.



## **2016 Congress Steering Committee**

### **Draft Terms of Reference**

1. The Steering Committee of the World Conservation Congress shall be appointed by the Congress on the proposal of the President, in accordance with Rule 13 of the Rules of Procedure of the World Conservation Congress.
2. The Steering Committee shall comprise the members of the Preparatory Committee appointed by the Council to make preparations for the World Congress together with the President, the Vice Presidents and the Director General and shall be charged with the general duty of forwarding the business of the World Congress.
3. All matters concerning the organization of the World Congress shall be referred to the Steering Committee.
4. Specific duties of the Steering Committee are as detailed in the Rules of Procedure of the Congress (Rules 37, 44, 47, 53, 55 and 86).
5. The Steering Committee shall meet as necessary during Congress and invite concerned individuals as appropriate to join its meetings.

## Resolutions Committee of the 2016 Congress

### Draft Terms of Reference

The Resolutions Committee will be established by the Congress and reports to the Steering Committee. It shall include the members of the Motions Working Group appointed by the Council, as per Rule 20.

The Resolutions Committee manages the motions process at the Congress.

More specifically, the Resolutions Committee is responsible for:

1. Managing motions referred to the Congress by the Motions Working Group. This includes:
  - a. receiving proposed amendments to motions, and decide whether an amendment is in order and ensure that the process described in Rules 59 to 62 is duly followed;
  - b. proposing that amendments be debated or voted upon together. They may propose that the text together with the proposed amendments be referred to a contact group (Rule 62);
  - c. presenting to the Congress Steering Committee the appeals filed by Members against decisions made by the Motions Working Group (Rule 55);
  - d. organizing and managing contact groups and consider the reports from the contact groups before presenting the text to the plenary (Rule 56); and
  - e. keeping track of motions, including those which have an impact on the Programme (Rule 51).
2. Managing motions submitted during Congress. This includes:
  - a. receiving motions submitted during Congress within the deadline set by the Steering Committee;
  - b. verifying whether submitted motions meet the statutory requirements and circulating them to delegates in accordance with Rules 52, 53 and 54;
  - c. deciding which motions will be put to vote at the Congress and which will first be discussed in *ad hoc* contact groups (Rule 56);
  - d. receiving proposed amendments to motions, and deciding whether an amendment is in order and ensure the process described in Rules 59 to 62 is duly followed;
  - e. proposing that amendments be debated or voted upon together. They may propose that the text together with the proposed amendments be referred to a contact group (Rule 62); and
  - f. forwarding through the Programme Committee any motion or part of a motion affecting the draft Programme or proposed mandate of a Commission to the sessions

of the World Congress that consider the Programme and mandates of the Commissions. The sponsors of these motions shall be informed of this action (Rule 51).



## **Credentials Committee of the 2016 World Conservation Congress**

### **Draft Terms of Reference**

The Credentials Committee shall be appointed by the Congress on the proposal of the President, in accordance with Rule 21 of the Rules of Procedure of the World Conservation Congress.

*Rule 21 states that: “The World Congress shall elect a Credentials Committee, composed of members nominated by the President and including the Director General or the Director General’s representative ex officio. The Credentials Committee shall examine credentials and other matters within its terms of reference as defined by Council, and report to the World Congress. The report shall include the number of votes to be exercised by each delegation in accordance with the Statutes”.*

The Terms of Reference of the Committee shall be:

- a. to approve the “Guidelines for delegates and observers attending the World Conservation Congress” prepared by the Secretariat;
- b. to supervise the accreditation process of Members and Observers in accordance with Rules 5 to 12, 40, 63, 66 and 66bis of the Rules of Procedure of the World Conservation Congress;
- c. to certify to the Congress that only Members whose dues are paid entirely up to and including 2015 are able to exercise their rights in connection with elections, voting and motions, in accordance with Article 13 (a) of the IUCN Statutes;
- d. to refer to the Congress the name of those Members who are two years (2014 and 2015) or more in arrears in the payment of their dues and whose remaining rights may be rescinded on such terms as the Congress may determine, in accordance with Article 13 (a) of the IUCN Statutes;
- e. to inform Congress daily of the total number of votes to be exercised by each category of voting Members present (or represented) at the Congress in accordance with Articles 34 and 35 of the IUCN Statutes;
- f. to act as focal point for issues of the IUCN membership constituency; and
- g. to coordinate as necessary with the Steering Committee, the Finance & Audit Committee, the Election Officer and the Governance Committee of Congress.



## Finance and Audit Committee of the 2016 Congress

### Draft Terms of Reference

The Finance and Audit Committee shall be appointed by the Congress on the proposal of the President, in accordance with Rule 13 of the Rules of Procedure of the World Conservation Congress.

The Terms of Reference of the Committee shall be:

- a. to examine the audited annual accounts and management letters issued by the external auditors for the years 2012, 2013, 2014 and 2015, together with the cover paper on the Finances of IUCN for the period 2012 to 2015, and the estimates for 2016, prepared jointly by the Treasurer and the Director General;
- b. to examine the Financial Plan for the period 2017–2020 and any matters related to membership dues;
- c. to consider the reports of the Council and of its Finance and Audit Committee;
- d. to evaluate the recommendation made by the Council regarding the appointment of the external auditors;
- e. to consider any other matters of finance or financial and operational procedures referred to the Committee by the plenary session or by the Steering Committee;
- f. to advise the Congress on the outcome of these considerations, and to propose action as appropriate;
- g. to comment on the implications of the resolutions submitted to Congress for decision in relation to the Financial Plan approved by Council; and
- h. in preparing its report, the Committee will coordinate with the Programme Committee, the Credentials Committee and the Resolutions Committee.

## Governance Committee of the 2016 Congress

### Terms of Reference

The Governance Committee shall be appointed by the Congress on the proposal of the President, in accordance with Rule 13 of the Rules of Procedure of the World Conservation Congress.

Under the Rules of Procedure of the World Conservation Congress, the Governance Committee shall:

- a. assist the Resolutions Committee of Congress with the implementation of Rule 56 of the Rules of Procedure with specific reference to governance related motions;

*Rule 56 states that: "The Resolutions Committee may refer a motion to a committee or ad hoc contact group of delegates, for its review and advice or decide that it be debated and voted upon directly by the World Congress. The Chair may also propose that a motion under discussion in the World Congress be referred to a contact group. The reports of such contact groups shall ordinarily be considered by the Resolutions Committee prior to their presentation to the World Congress. The debate in the World Congress shall take place on the text resulting from this process."*

- b. advise, consult with and facilitate discussion among IUCN Members, representatives of IUCN Commissions, and representatives of IUCN National and Regional Committees participating in the IUCN World Conservation Congress on the objectives and content for proposed governance reforms as set out in the Report of the IUCN Council on Governance Reforms and Proposed Amendments to the Statutes and Rules of Procedure;
- a. assist Congress by taking note of comments from the Membership on governance reform proposals coming from the floor or raised in Congress workshops;
- c. consult with Members or groups of Members who wish to discuss governance matters which they have been unable to address in Plenary, and facilitate contact groups on motions related to governance as may be scheduled by the Resolutions Committee;
- d. as appropriate, propose specific adjustments to the proposed governance reforms based on the discussions with Members and the governance contact groups; and
- e. in preparing its report, the Committee will coordinate with the Resolutions Committee and the Credentials Committee.



## Programme Committee of the 2016 Congress

### Terms of Reference

The Programme Committee shall be appointed by the Congress on the proposal of the President, in accordance with Rule 13 of the Rules of Procedure of the World Conservation Congress.

Under the Rules of Procedure of the World Conservation Congress, the Programme Committee shall:

- a. assist the Resolutions Committee of Congress with the implementation of Rule 51 of the Rules of Procedure, which states that:

*“Members shall be invited to submit proposals to modify the draft IUCN Programme and proposals regarding the mandates of the IUCN Commissions, online, at the same time as they are invited to submit motions in accordance with Rule 49. Discussion of the draft Programme or proposed mandate of a Commission shall take into consideration any motion or part of a motion affecting these documents, and all such motions shall be dealt with as proposed amendments to the Programme or mandate. All such motions shall be remitted by the Motions Working Group or the Resolutions Committee to the session of the World Congress that considers the Programme and mandates of the Commissions. The sponsors of these motions shall be advised of this action.”*

- b. assist Congress by taking note of comments from the Membership on the Programme of the Union, as expressed from the floor;
- c. consult with Members or groups of Members who wish to discuss programmatic matters which they have been unable to address in Plenary;
- d. if necessary, propose specific adjustments to the draft Programme for 2017–2020 or the mandates of any Commission;
- e. if necessary, prepare recommendations for adoption by the Congress; and
- f. in preparing its report, the Committee will coordinate with the Congress Resolutions Committee and the Finance and Audit Committee.



## 85<sup>th</sup> Meeting of the IUCN Council, Gland (Switzerland), 11-13 May 2015

2<sup>nd</sup> Meeting of the Congress Preparatory Committee (CPC)

(9 May 2015 from 9:00 to 17:00)

### **Agenda Item 6: Process for identifying members of Congress Committees**

[Revised following the 85<sup>th</sup> meeting of the IUCN Council (May 2015)]

Origin: Director General

#### REQUIRED ACTION

The Congress Preparatory Committee (CPC) is invited to discuss and seek Council's agreement with the process for preparing Council's proposals to Congress with regard to the number, mandate and composition of the Committees of the 2016 Congress.

#### DRAFT COUNCIL DECISION

Council,

*On the recommendation of the Congress Preparatory Committee (CPC),*

Agrees with the process for preparing Council's proposals to Congress with regard to the number, mandate and composition of the Committees of the 2016 Congress as described in Council document C/85/CPC/6.

#### **Background**

1. To ensure the efficient running of the World Conservation Congress, the IUCN Statutes and Regulations provide for the establishment of the following Congress Committees:
  - a. Congress Steering Committee (Rule 15)
  - b. Congress Resolutions Committee (Rule 19)
  - c. Congress Credentials Committee (Rule 21)
  - d. Congress Finance and Audit Committee (Rule 13)
2. Past practice also suggests the establishment of the following other Committees based on Rule 13:
  - a. Congress Programme Committee
  - b. Congress Governance Committee
3. The composition of the Congress Steering Committee is defined in Rule 15. It comprises, among others, the members of Congress Preparatory Committee.
4. The Congress Resolutions Committee shall include the members of the Motions Working Group to be established by Council. (Rule 20)

#### **Process for preparing Council's proposals to Congress with regard to the number, mandate and composition of the Congress Committees**

5. Taking into account the Draft Congress Agenda to be prepared by the CPC, and after consultation with the relevant standing committee of the Council, the CPC proposes to Council at its 86<sup>th</sup> meeting (October 2015) the number and mandate of the 2016 Congress Committees.
6. The standing committees of the Council will subsequently be invited to identify qualified individuals for nomination as members of the 2016 Congress Committees, by the time of the 87<sup>th</sup> Meeting of the Council (April 2016 - tentative date). Should it be necessary, this process will continue following the 87<sup>th</sup> Council meeting, and be coordinated by the CPC.
7. In general it is suggested to take into account the following criteria when identifying candidates for 2016 Congress Committees:
  - Be associated with a Member organisation/institution or member of Council (current or previous);
  - A good mix between experience in past Congress(es) and new people;
  - Be registered for the Congress and as a result, does not require financial support to attend the Congress for the specific purpose of discharging duties as a Congress Committee member;
  - Gender and regional balance in each committee; gender and regional balance across the chairs of all Congress Committees;
  - The Standing Committees may suggest additional criteria specifically related to the field of work of the respective Congress Committee.
8. Council members ~~as well as the regional directors~~ are engaged in the search for candidates.
9. Nomination of individuals as chairs of a Congress Committee shall be done in close consultation with the IUCN President.
10. The IUCN President formally nominates to Congress the members of the 2016 Congress Committees.

### Congress Credentials Committee

Congress took the following decision [[voting record](#)]:

#### **DECISION 1**

Congress APPROVES the Terms of Reference and the membership of the Credentials Committee:

George GREENE (Canada) Chair  
Froilán ESQUICA CANO (Mexico)  
Archana GODBOLE (India)  
Albertine TCHOULACK (Cameroon)  
Chipper WICHMAN (USA)  
Robin YARROW (Fiji)

### Congress Steering Committee

Referring to Congress Document WCC-2016-1.1/1-Rev1 *Terms of Reference and membership of the Committees of Congress*, the **President** noted that the composition of the Steering Committee was defined by Rule 15 of the Rules of Procedure and so did not require a Congress decision. Membership of the Committee was as follows:

Xinsheng ZHANG (China) (President), Chair  
Malik Amin Aslam KHAN (Pakistan) (Vice-President)  
Miguel PELLERANO (Argentina) (Vice-President)  
John ROBINSON (USA) (Vice-President)  
Marina von WEISSENBERG (Finland) (Vice-President)  
Brahim HADDANE (Morocco)  
Brendan MACKEY (Australia)  
Aroha MEAD (New Zealand)  
Nilufer ORAL (Turkey) (Deputy Chair of Council's Congress Preparatory Committee)  
Mohammad SHAHBAZ (Jordan) (Chair of Council's Congress Preparatory Committee)  
William AILA, State of Hawai'i (USA)  
Christine DAWSON, State Department (USA)  
Inger ANDERSEN (Director General)

1.3 Appointment of the Resolutions, Finance and Audit, Governance, and Programme Committees of the Congress  
Doc: WCC-2016-1.1/1-Annex 1 to 7

1.3 Nombramiento de los Comités del Congreso de:  
Resoluciones, Finanzas y Auditoría, Gobernanza, y Programa  
Doc: WCC-2016-1.1/1-Anexo 1 a 7

1.3 Nomination des Comités des résolutions, des finances et audit, de la gouvernance et du Programme  
Doc: WCC-2016-1.1/1-Annexe 1 à 7



- 1.3 Appointment of the Resolutions Committee of the Congress
  - 1.3 Nombramiento del Comité de Resoluciones del Congreso
  - 1.3 Nomination du Comité des résolutions du Congrès
- 

Simon Stuart (UK), Chair

Mamadou Diallo (Senegal)

Michael Hosek (Czech Republic)

Jesca E. Osuna (Uganda)

Ramón Perez-Gil (Mexico)

Ana Tiraá (Cook Islands)

Bertrand de Montmollin (Switzerland)

Ana di Pangraccio (Argentina)

Vivek Menon (India)

Denise Antolini (USA)

Sarah Chiles (South Africa)



- 1.3 Appointment of the Finance and Audit Committee of the Congress
  - 1.3 Nombramiento del Comité de Finanzas y Auditoría del Congreso
  - 1.3 Nomination du Comité des finances et audit du Congrès
- 

**Spencer Thomas, Chair (Grenada)**

**Patrick de Heney (Switzerland)**

**Samira Omar Asem (Kuwait)**

**Marco Vinicio Cerezo Blandón (Guatemala)**

**Hilde Eggermont (Belgium)**

**Pauline Nantongo (Uganda)**

**Suzanne Case (USA)**

**Mohammad Aatish Khan (India)**



- 1.3 Appointment of the Governance Committee of the Congress
  - 1.3 Nombramiento del Comité sobre la Gobernanza del Congreso
  - 1.3 Nomination du Comité de la gouvernance du Congrès
- 

Margaret Beckel (Canada), Chair

Andrew Bignell (New Zealand)

Jenny Gruenberger (Bolivia)

Javed Jabbar (Pakistan)

Ehab Eid (Jordan)

Lider Sucre (Panama)

Tim Johns (USA)

Sydan Naigaga (EMLI) (Uganda)





- 1.3 Appointment of the Programme Committee of the Congress
  - 1.3 Nombramiento del Comité sobre el Programa del Congreso
  - 1.3 Nomination du Comité du Programme du Congrès
- 

**Tamar Pataridze, Chair (Georgia)**

**Jonathan Hughes (UK)**

**Ann Katrin Garr Blom (Denmark)**

**Harriet Davies-Mostert (South Africa)**

**Miguel Gonzalo Andrade Correa (Colombia)**

**Christopher Dunn (USA)**

**Sahaj Man Shrestha (Nepal)**





## TERMS OF REFERENCE

### Procedural Advisor of the 2016 World Conservation Congress

[Approved by the IUCN Council at its 85<sup>th</sup> Meeting (May 2015), decision C/85/10]

#### Purpose

With the purpose of ensuring the smooth running of the Members' Assembly, give advice to the Chair of the sittings of Congress and, at the Chair's request, to the Members' Assembly with regard to the conduct of the Members' Assembly.

#### Before Congress

- Prepare, or review for approval, a detailed written brief for, and facilitate professional briefing sessions for the IUCN President and the IUCN Vice-Presidents whom the President may request to chair sittings, or parts of sittings of the Members' Assembly, on the essential procedural rules and best practices in the conduct of the Members' Assembly;
- Consult with the IUCN President, the IUCN Director General, the IUCN Legal Adviser, the Congress Election Officer and the Secretariat's Functional Leader Members' Assembly, as appropriate, in view of achieving a consistent interpretation of the statutory texts with regard to procedural matters while enabling to move forward the business of the Members' Assembly.

#### During the Congress

- Be permanently available during all sittings of the Members' Assembly to give advice, at her/his initiative or upon request, to the Chair of the sittings and, at the Chair's request, directly to the Members' Assembly with regard to the conduct of the Members' Assembly. At the Chair's request, this may entail being seated on the podium beside the Chair;
- Be available for advice on procedural matters to other responsible Congress officers or the Secretariat. Such requests for advice will as much as possible be coordinated by the Secretariat's Functional Leader Members' Assembly;
- Attend, and give procedural advice to the Chair of the meetings of the Congress Steering Committee;
- At the request of the relevant Chair and with the agreement of the IUCN President, attend and give procedural advice to the Chair of other subsidiary bodies of the Congress provided such meetings do not run in parallel with the sittings of the Members' Assembly;
- Consult with the IUCN President, the IUCN Director General, the IUCN Legal Adviser, the Congress Election Officer, the Chair of the World Commission on Environmental Law and the Secretariat's Functional Leader Members' Assembly, as appropriate, in view of achieving a consistent interpretation of the statutory texts with regard to procedural matters while enabling to move forward the business of the Members' Assembly.

#### After the Congress

- Participate in an evaluation of the role of the Procedural Adviser, recording the 'lessons learnt', including recommendations to modify the Rules of Procedure of the Congress and to update the ToR for this position for future Congresses.

## Profile

- Legal background
- Good understanding of the dynamics, conduct and procedures of past Members' Assemblies
- Knowledge of IUCN Statutes, election and motions procedures
- Ability to explain complex matters, verbally and in writing, in a simple and accurate way
- Results orientation: seeks solutions to procedural matters that advance the business of the Members' Assembly, with respect for the rules and without taking sides in controversial matters
- Ability to stay calm and courteous while working under pressure
- Demonstrate self-confidence and respect for all parties engaged in what may be sensitive or controversial matters

# CONGRESS PREPARATORY COMMITTEE DRAFT TERMS OF REFERENCE

(Approved by Council at its xxx meeting, date, decision xxx)

The Congress Preparatory Committee is established by Council<sup>1</sup> to ensure the necessary preparations are made for the IUCN World Conservation Congress. The role of the Committee is to oversee the preparations for the Congress while the Director General is responsible for organizing the Congress. The Preparatory Committee will ensure consistency with and adherence to IUCN's Statutes, Regulations and the Rules of Procedure of the World Conservation Congress. And, as called for in the Rules of Procedure of the World Conservation Congress<sup>2</sup>, it will assume the role of the Steering Committee during the Congress.

In fulfilment of these responsibilities the Congress Preparatory Committee shall:

- Ensure that the Congress is well aligned with the mission and vision of IUCN and that the rights and interests of IUCN's Members and components are fully incorporated in the design, planning and execution of the Congress;
- ~~Recommend to Council for approval the TOR of the Motions Working Group and a process to appoint its members in time to oversee the motions process;~~
- ~~Recommend to Council the appointment of an Election Officer and to approve its respective TOR as per statutory requirements;~~
- Coordinate closely with the Motions Working Group and the Election Officer in order to ensure that motions and nomination / election processes, including the deadlines for submission of motions and nominations, are streamlined and recommend approval of such deadlines to Council;
- Monitor the Congress preparations by the Secretariat and the implementation of the Hosting Agreement by the host country based on status reports provided by the IUCN Secretariat and the Host Country at each CPC meeting ;
- Consider the draft agenda for the Congress and recommend its approval to Council;
- Oversee the process for identifying members for the different Congress Committees;
- Support the fundraising efforts by opening doors to potential donors and sponsors;
- Act as appeals body for motions referred to the electronic debate and vote to be held prior to Congress. When acting as appeals body, CPC's membership will be extended with individuals representing the interests of Members as provided in the Rules/Regulations.
- Keep Council informed, as the case may be with recommendations, on the fulfilment of its responsibilities.

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<sup>1</sup> Statute 46 (q)

<sup>2</sup> Rules 15-18



## TERMS OF REFERENCE

of the

### Election Officer of the ~~2016~~ World Conservation Congress

[Approved by ~~...the IUCN Council at its 85<sup>th</sup> Meeting (May 2015), decision C/85/7 and revised at its 87<sup>th</sup> Meeting (October 2015), decision C/87/10 following the adoption by Council on 30 September 2015 of amendments to the Regulations concerning the election procedures]~~

The Election Officer is appointed by the IUCN Council to supervise the elections at the World Congress and the counting of the votes in accordance with Rule 74 of the Rules of Procedure of the World Conservation Congress. S/he must not be a member of the Secretariat nor a candidate for election as per Regulation 28 (b). S/he must neither have any family ties nor working relationships with any of the nominated candidates and should disclose any potential conflict of interest in that regard once s/he has received the nominations. S/he should have a legal background.

In the event that the Election Officer chosen has the same nationality as any of the presidential candidates, Council may reconsider his/her appointment in order to avoid possible accusations of conflict of interest and may appoint a substitute.

The Terms of Reference of the Election Officer shall be as follows:

#### *In advance of the World Conservation Congress:*

- 1) review the procedures for balloting and vote counting at the Members' Assembly and recommend improvements to the Secretariat on the basis of experience. If an electronic voting system is available for elections, adjust the procedures as required and verify the accuracy of the system prior to Members' Assembly;
- 2) receive from the Secretariat, the completed dossiers for all election candidates, approve for publication in the Union Portal the nominations for election as Regional Councillors that meet the requirements established in the Statutes and the Regulations, transmit to Council's Nominations Committee the nominations for President, Treasurer and Commission Chair that meet the requirements, and adjudicate on any issues which may arise during the nomination process;
- 3) advise Council in advance of the closing of the nominations period if the nominations received are unlikely to fill the positions available for any of the statutory regions, or to meet the criteria established by Council, and necessitate an extension of the deadline;
- 4) following the closing date for nominations, prepare the Report of the Election Officer to the World Conservation Congress including the names of candidates for Regional Councillors and their biographical information, listed in alphabetical order from a point in the alphabet chosen at random, with an indication of the number of nominations received per candidate as per Regulation 40;

#### *At the Congress:*

- 5) Explain the voting procedures during a plenary session, as required;
- 6) Report to the Congress Steering Committee on all matters related to elections;
- 7) Participate ex-officio in the meetings of the Credentials Committee;
- 8) Supervise the handing out of ballot forms at the Members' Assembly based on the report of the Credentials Committee. If elections are held electronically, verify the accuracy of the election process taking into account the report of the Credentials Committee;
- 9) Report immediately to the Congress Steering Committee any activities that he/she might detect regarding elections and voting that might be contradictory to the Statutes, Rules or Regulations;

- 10) Oversee the arrangements for presenting candidates to the Members' Assembly and meet with candidates ahead of the elections to explain the procedures;
- 11) Coordinate and be accountable to the Members' Assembly for the counting of votes, and oversee a team of vote counters from the Secretariat (if voting is done electronically verify the accuracy of the electronic system), and ensure that election results are not known in advance by anyone other than him/herself;
- 12) Announce the election results and prepare the report of the Election Officer;
- 13) Responsible for supervising the electronic voting on motions in the Members' Assembly which includes verifying the accuracy of the electronic voting system (Regulation 40bis) and that, in case of a secret ballot, the system can guarantee the anonymity of all votes (RoP 70).



## ~~202016~~ Congress Steering Committee

### Draft Terms of Reference

(Approved by ~~the 87<sup>th</sup> Meeting of the IUCN Council, October 2015, Decision C/87/9...~~)

1. The Steering Committee of the World Conservation Congress shall be appointed by the Congress on the proposal of the President, in accordance with Rule 13 of the Rules of Procedure of the World Conservation Congress.
2. The Steering Committee shall comprise the members of the Preparatory Committee appointed by the Council to make preparations for the World Congress together with the President, the Vice Presidents and the Director General and shall be charged with the general duty of forwarding the business of the World Congress.
3. All matters concerning the organization of the World Congress shall be referred to the Steering Committee.
4. Specific duties of the Steering Committee are as detailed in the Rules of Procedure of the Congress (Rules 37, 44, 47, 53, 55 and 86).
5. The Steering Committee shall meet as necessary during Congress and invite concerned individuals as appropriate to join its meetings.



## Credentials Committee of the 2020 World Conservation Congress

### Draft Terms of Reference

The Credentials Committee shall be appointed by the Congress on the proposal of the President, in accordance with Rule 21 of the Rules of Procedure of the World Conservation Congress.

*Rule 21 states that: "The World Congress shall elect a Credentials Committee, composed of members nominated by the President and including the Director General or the Director General's representative ex officio. The Credentials Committee shall examine credentials and other matters within its terms of reference as defined by Council, and report to the World Congress. The report shall include the number of votes to be exercised by each delegation in accordance with the Statutes".*

The Terms of Reference of the Committee shall be:

- (a) to approve the "Guidelines for delegates and observers attending the World Conservation Congress" prepared by the Secretariat;
- (b) to supervise the accreditation process of Members and Observers in accordance with Rules 5 to 12, 40, 63, 66 and 66bis of the Rules of Procedure of the World Conservation Congress;
- (c) to certify to the Congress that only Members whose dues are paid entirely up to and including 20159 are able to exercise their rights in connection with elections, voting and motions, in accordance with Article 13 (a) of the IUCN Statutes<sup>1</sup>;
- (d) to refer to the Congress the name of those Members who are two years (20148 and 20159) or more in arrears in the payment of their dues and whose remaining rights may be rescinded on such terms as the Congress may determine, in accordance with Article 13 (a) of the IUCN Statutes;
- (e) to inform Congress three times during the Assembly of the total number of votes to be exercised by each category of voting Members present (or represented) at the Congress in accordance with Articles 34 and 35 of the IUCN Statutes;  
~~to inform Congress daily of the total number of votes to be exercised by each category of voting Members present (or represented) at the Congress in accordance with Articles 34 and 35 of the IUCN Statutes;~~
- (f) to advise the Finance and Audit Committee on the 2021-2024 membership dues and the decision to be put forward to Congress;
- (g) to advise on Sponsored Members' requirements, participation and voting;
- (h) to act as focal point for non-administrative issues of the IUCN membership constituency<sup>2</sup>; and
- (i) to coordinate as necessary with the Steering Committee, the Finance & Audit Committee, the Election Officer and Governance Committee of Congress.

<sup>1</sup> Members which are not in order with their dues are allowed to speak on issues not related to motions, voting and elections only.

<sup>2</sup> Members must be informed ahead of Congress.

September 10, 2016

### **Agenda Item 8.3**

#### **Recommendations of Congress Credentials Committee on Improvement<sup>1</sup>**

The Congress Credentials recommends the following improvements based on its observations and analysis undertaken during the Congress..

##### **Online accreditation process**

The Committee noted that Members found the online accreditation system to be useful and efficient and that the Accreditation Guidelines provided good guidance. However, with the fair number of registered Members not accredited and/or with voting cards not picked up (81 and 23, respectively), the Committee recommends that National Committee representatives and regional Member focal points work with their Members to facilitate completion of accreditation and picking up voting cards.

Noting that a number of Members reported that the initial notification from the Secretariat of the accreditation system being open were caught up in spam filters, the Committee recommends that initial notices to Members be sent in simple text version as well as normal email.

##### **Facilitating Members' ability to participate in the vote**

The Committee recommends that National and Regional Committees work actively prior to the Congress to prepare their Members for participating in the Members Assembly, and that along with Secretariat regional membership focal points provide hands on support to Members at the Congress, including to exercise their vote on motions and other decisions of the Assembly..

The Committee recommends that each accredited Member represented at the Congress be issued a table tent card with the name of the organisation, prior to the 1<sup>st</sup> Sitting of the Members Assembly, to enable Members to establish a "place" in the plenary hall and to facilitate cross-Member interactions.

The Committee noted the value of the Members' help desk in the Membership Lounge, and recommends that a help desk be installed at the back of the Plenary Hall to assist Members during sittings of the Members Assembly.

##### **Proxies**

The Committee recommends greater efforts for the use of proxies at the Congress. This involves first that all Members that are not able to attend the Congress be strongly encouraged to issue proxies to other Members who will be represented at the Congress

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<sup>1</sup> These recommendations are to be incorporated in whole into the Congress Proceedings along with the verbal report of the Chair of the Credentials Committee

– with a role for National and Regional Committees in facilitating this. Second that Members represented at the Congress which issue proxies to other Members do so for at least two sittings to avoid piece-meal exercise of their vote.

### **Sponsored delegates**

While noting the high level of accreditation of sponsored delegates (501 out of 520 sponsored delegates accredited with voting cards), the Committee strongly encourages that the conditions for sponsored delegates' substantive participation in the Members Assembly are carried through, and that the Secretariat receive assurances from sponsored Members that they will remain throughout the Assembly to vote.

### **Rescissions**

Given the worrying trend in increasing number of rescissions over the last three Congresses, and particularly of State Members, the Committee recommends that rescission data be disaggregated and detailed analysis be done by region and Member type to determine if there are systemic issues. This will aid identification of the causes of these issues and development of solutions.

### **Credentials Committee ToR**

The Committee recommends that in communications to Members prior to the Assembly, and at the opening of the next Congress, Members be informed that the Credentials Committee has the responsibility to receive and address non-administrative membership issues arising during the Congress.

We recommend the updating of the Committee ToR to specify that the Committee Chair reports to the Congress three times rather than daily.



## Finance and Audit Committee of the 2020 World Conservation Congress

### Draft Terms of Reference

The Finance and Audit Committee shall be appointed by the Congress on the proposal of the President, in accordance with Rule 13 of the Rules of Procedure of the World Conservation Congress.

The Terms of Reference of the Committee shall be:

- a) to examine the audited annual accounts and management letters issued by the external auditors for the years 201~~62~~, 201~~37~~, 201~~48~~ and 201~~59~~, and the estimates for 2020, together with the Report of the Director General and Treasurer on the Finances of IUCN in the Intersessional Period 2016–2020~~cover paper on the Finances of IUCN for the period 2016 to 2019, and the estimates for 2020, prepared jointly by the Treasurer and the Director General~~; The examination of these reports should take an approach that considers expenditure efficiency by the establishment of criteria related to IUCN Programme and the One Programme Approach that accounts for the effectiveness and efficacy of expenditure.
- b) to examine the Financial Plan for the period 20~~17~~~~20~~–202~~0~~~~4~~ and any matters related to membership dues;
- c) to consider the reports of the Council and of its Finance and Audit Committee;
- d) to evaluate the recommendation made by the Council regarding the appointment of the external auditors;
- e) to consider any other matters of finance or financial and operational procedures referred to the Committee by the plenary session or by the Steering Committee;
- f) to advise the Congress on the outcome of these considerations, and to propose action as appropriate;
- g) to comment on the implications of the resolutions submitted to Congress for decision in relation to the Financial Plan approved by Council; and
- h) in preparing its report, the Committee will coordinate with the Programme Committee, the Credentials Committee and the Resolutions Committee.



## 75<sup>th</sup> Meeting of the Bureau of the IUCN Council

Meeting in person in Jeju on Friday 5 October 2018 from 10:00 to 16:00

### *Agenda Item 6*

#### **Confirmation or modification of the membership of the Steering Committees of the IUCN Commissions**

##### DRAFT DECISION

The Bureau of the IUCN Council,

*Pursuant to* Article 46 (m) of the Statutes and Regulation 73bis,

*On the proposal of* the Chair of the IUCN Commission concerned,

Confirms the current membership of the Steering Committees of the following Commissions as published on their website:

- [Commission on Ecosystem Management](#)
- [Commission on Education and Communication](#)
- [Commission on Environmental, Economic and Social Policy](#)
- [World Commission on Environmental Law](#)

Confirms the membership of [World Commission on Protected Areas](#) as published on its website and appoints Dr Thora Amend as an additional member of its Steering Committee;

Confirms the membership of the [Species Survival Commission](#) as published on its website and appoints Ian Harrison and Jonathan Hutton as additional members of its Steering Committee.

#### **Background**

Article 46 (m) of the Statutes describes one of the functions of Council as follows:

“to appoint a Deputy Chair and Steering Committee of each Commission on receipt of nomination by that Commission’s Chair and to confirm or otherwise change, upon proposal of the Commission Chair, the membership of the Steering Committee before the end of the second full calendar year following Congress”.

Regulation 73bis provides that:

“Before the end of the second full calendar year following Congress, the Chair of each Commission shall, in consultation with the Commission’s Steering Committee, propose to Council that it either confirm the membership of the Steering Committee or that it otherwise change it in accordance with the Chair’s proposal.”

Both provisions were adopted by the 2012 Congress and applied for the first time in 2014.

According to the Rules of Procedure of the Bureau, this matter has been permanently delegated to the Bureau on the basis of Regulation 57 which was amended as part of the governance reforms approved by Council in April 2016. Decisions of the Bureau remain subject to Council's validation.

In practice, when the Bureau meets on the eve of a Council meeting, the decisions of the Bureau are submitted to the Council meeting for endorsement.

## Proposals

1. The Chairs of the following Commissions propose that the Bureau confirms the current membership of their Steering Committee, without change, as published on the website of the respective Commission:
  - a. [Commission on Ecosystem Management](#) (noting that, as explained in the President's message of 22 February 2018 regarding the appointment of Jonathan Hughes, Mike Jones, appointed in September 2016, had withdrawn from the Steering Committee due to his professional occupations and the name of Dong ShiKui was added by mistake on the list of CEM appointees approved by Council decision C/92/18);
  - b. [Commission on Education and Communication](#) (noting that, as communicated in Council document C/92/11 Rev3, Viviana Mourra, appointed in September 2016, had withdrawn from the Steering Committee);
  - c. [Commission on Environmental, Economic and Social Policy](#) (noting that Iain Davidson-Hunt, appointed by Council in September 2016, Deputy Chair of PiN, preferred not to be formally on the Steering Committee).
  - d. [World Commission on Environmental Law](#)
2. The Chair of the World Commission on Protected Areas has proposed that Bureau confirms the current membership of [WCPA's Steering Committee](#) as published on the website and appoints one additional member to WCPA's Steering Committee, Dr Thora Amend, whose biography follows hereafter as [Annex 1](#).
3. The Chair of the Species Survival Commission has proposed that Bureau confirms the current membership of the [SSC's Steering Committee](#) as published on the website and approves the appointment of the following two Steering Committee members listed on the website but not yet formally appointed by Council or the Bureau:
  - i. Ian Harrison, and
  - ii. Jonathan Hutton.Their biographies are attached hereafter as [Annex 2](#).

## Annex 1

### **Dr (Ms) Thora Amend (Governance)**

Thora Amend, ethnologist and geographer, has more than 30 years of working experience in Latin America, as a university teacher and international consultant. She coordinates various initiatives in the field of development oriented biodiversity conservation, mainly for German development cooperation (GIZ).

Thora has been a member of the World Commission on Protected Areas (WCPA) since 1987, was active part of TILCEPA (Theme on Indigenous & Local Communities, Equity and Protected Areas), the Task Force on OECM (Other Effective area-based Conservation Measures), Specialist Group on Protected Landscapes, ICCA Consortium, and of different working groups on protected area management, equity and governance.

She has authored more than 30 books and many articles on issues of conservation and development, and is co-editor of several publication series, i.e.: "Parques Nacionales y Conservación Ambiental" (National Parks and Environmental Conservation), "Sustainability has many faces" (with GIZ), "Values of Protected Land- and Seascapes (IUCN, Category V Specialist Group); she forms part of the Editorial Board of PARKS, is founding member of the NGO "Aprender con la Naturaleza" (Learning with Nature), and the International Youth Leadership Forum "Go4BioDiv" on World Heritage youth engagement on different topics.

As CEO of the small consulting company "Conservation & Development" she has carried out many trainings, evaluations and concept developments in Latin America, Asia, Europe, as well as other regions with a special focus on governance, equity, climate change adaptation and coastal / marine community conservation (her PhD, on Venezuelan and Caribbean sites).



**Ian Harrison** obtained his Ph.D. in systematic ichthyology at the University of Bristol, UK. He has conducted research on marine and freshwater fishes from several parts of the world, including fieldwork in Europe, Central and South America, West and Western Central Africa, the Philippines, and the Central Pacific. He was based at the American Museum of Natural History in New York from 1996 until 2013, and has worked for Conservation International (CI) and IUCN's Species Survival Commission and Global Species Programme since 2008. He is currently the Freshwater Specialist for the CI's Moore Center for Science, where he is helping develop CI's Freshwater Science Strategy as well as CI's broader, institutional-wide Freshwater Initiative. He is also the [Technical Officer for the IUCN SSC/Wetlands International Freshwater Fish Specialist Group](#), co-chair of the [IUCN-SSC Freshwater Conservation Subcommittee](#) and [IUCN World Commission on Protected Areas Freshwater Task Force](#); co-Chair of the [Freshwater Biodiversity Working Group of the Sustainable Water Future Programme](#), and part of the Advisory Group of GEO's Freshwater Biodiversity Observation Network. He has been an Associate Editor for the Journal of Fish Biology for several years and has published over 50 scientific papers and book/report chapters on the biology and conservation of fishes, and conservation of freshwater ecosystems. He has lead several workshops at international conferences, presenting the work of both Conservation International and IUCN.



**Jon Hutton** is Director of the Luc Hoffmann Institute based in WWF-International's offices in Switzerland. He joined the institute in March 2016 after ten years as Director of the World Conservation Monitoring Centre in the UK. Jon joined UNEP in this role in 2005 having previously worked for 25 years in Africa on nature conservation and rural development issues. An ecologist who graduated from the University of Cambridge in 1978, Jon studied African wildlife management at the University of Zimbabwe, completing a DPhil in crocodile ecology in 1984. He went on to work in southern Africa in a range of positions in governments, NGOs and the private sector in the fields of natural resource management and rural development. During his years in Africa he gained a diverse portfolio of professional skills and some unique insights

into the complex interplay between politics, economics and environmental policy. Jon Hutton has produced more than 50 peer-reviewed papers and book chapters as well as dozens of reports and conference proceedings covering issues such as conservation policy, wildlife and protected area management, community-based natural resource management, the sustainable use of natural resources and the relationship between conservation and poverty. In recognition of his academic interests he was elected an Honorary Professor of Sustainable Resource Management at the University of Kent in 2007 and a By-Fellow of Hughes Hall College, Cambridge, in 2017.

Mr. ZHANG Xinsheng  
President  
IUCN

Re: Developing a comprehensive gender approach at IUCN

Dear Mr. President Zhang

Over many years, IUCN has, through its Council, Commissions, members and Secretariat advanced the issue of gender equality. Recognizing and thanking all who contributed to advancing gender equality at IUCN, we propose that this Council, over the next two years, works to strengthen earlier initiatives and to ensure that gender equity is incorporated in a comprehensive manner in the organization, governance and policy of the Union.

Gender equality is a fundamental pillar of the human, economic, social, cultural and environmental rights agenda; in this context, it is essential for the achievement of sustainability and conservation objectives. It is necessary that the Union's regulatory framework go beyond its current principle-based format and guide, and develop clear and precise rules. We believe that taking action on this issue is of great importance.

From this perspective, we ask that the *Bureau Working Group on Improving IUCN's Governance* analyzes this issue and make proposals on how to address it, with the purpose of promoting and supporting a process of discussion within the Council, that proactively leads us to achieve effective equality in our organization and move beyond the rhetoric of gender equality.

Sincerely.

Jenny Gruenberger  
Angela Andrade  
Hilde Eggermont  
Tamar Pataridze  
Ana Tiraa  
Jesca Osuna Eriyo  
Shaikha Salem Al Dhaheri  
Kristen Walker-Paine

## 75<sup>th</sup> Meeting of the Bureau of the IUCN Council

Meeting in person in Jeju on Friday 5 October 2018 from 10:00 to 16:00

### Agenda Item 9

#### Dates for the Council meetings in 2019-20

##### DRAFT DECISION

The Bureau of the IUCN Council,

Approves the following dates of the ordinary meetings of the Council to be held in 2019-20:

1. 96<sup>th</sup> Council meeting: Monday 25 to Thursday 28 March 2019
2. 97<sup>th</sup> Council meeting: Tuesday 15 to Friday 18 October 2019
3. 98<sup>th</sup> Council meeting: Saturday 8 to Tuesday 11 February 2020.

The following table presents proposed dates as well as the time periods within which to hold the Council meetings that take into account:

- a. The interfaith calendar of primary sacred times for world religions;
- b. The IISD calendar of important events for the sustainability, climate and conservation community;
- c. As much as possible, the 6-monthly periodicity of Council meetings from the 95<sup>th</sup> Council meeting (6-8 October 2018) until the 2020 Congress (11-19 June 2020);
- d. Statutory requirements (e.g. Regulation 30 requires that the last ordinary meeting of the term does not take place less than 4 months before the date set for the opening of the Congress, i.e. not later than 11 February 2020);
- e. The timing of the motions and other processes leading up to the 2020 Congress incl. e.g. the requirement to publish Congress documents approved by Council (draft IUCN Programme and Financial Plan 2020-24, draft Commission mandates, amendments to the Statutes, etc.) in the three languages at the latest 3 months prior to the opening of the Congress, i.e. by 11 March 2020.

	Time period within which to schedule a Council meeting	Proposed dates for the Council meetings
C96	25 March through 5 April 2019	Mon 25 to Thu 28 March 2019
C97	2 through 18 October 2019	Tuesday 15 to Friday 18 October 2019 <sup>1</sup>
C98	27 January through 11 February 2020 <sup>2</sup>	Saturday 8 to Tuesday 11 February 2020
C99	Day before the opening of Congress	Wed 10 June 2020
C100	Immediately after the Closing Ceremony of the Congress	tbc

<sup>1</sup> Back-to-back with the meeting of the Motions Working Group which will then be scheduled from 8 to 12 October 2019 (precise dates to be confirmed). The week of 2-5 October will be too close to the UNGA ending 30 September which will include two meetings at Head of State level, one about implementation of the SDGs and another about climate change, where IUCN expects to be represented at high level. The week of 7-11 October sees the CCDA (Africa wide climate change meeting). Noting Canadian Thanksgiving on 14 October and partial overlap with UNCCD COP14 beginning in the week of 14 October 2019.

<sup>2</sup> Taking into account the statutory requirement that the meeting does not take place later than 11 February 2020 (Regulation 30) and noting that Chinese New Year begins on 5 February 2020