



Terms of Reference 2021-2025

IUCN Species Survival Commission
Conservation Committees supporting, connecting and
promoting SSC expertise for species conservation

As revised and adopted by the SSC Steering Committee, 4 September 2020

These Terms of Reference do not apply to SSC Red List Committee nor SSC Standard and Petitions Committee, which have their own terms of reference.

1. Role of a Conservation Committee

Conservation Committees act to mobilise and assist the IUCN Species Survival Commission (SSC) and its constituent parts with their responsibilities for achieving effective long-term conservation of the species on which the Committee is focused.

- a) Committees explore SSC's potential role in global and regional species conservation issues, in consultation with SSC and other IUCN constituent parts.
- b) Committees provide strategic guidance and assistance on their focus theme for the activities of the SSC Chair, the IUCN Global Species Programme, and the expert volunteer network of Specialist Groups (SGs), Red List Authorities (RLAs) and Task Forces (TFs).
- c) Committees articulate SSC groups on topics and issues of common interest to their focus theme.
- d) Committees act as ambassadors for SSC interests, expertise and activities in their focus theme within IUCN and far beyond, and help find opportunities to deploy SSC skills effectively.

2. Composition of Committees

- a) As specified in the SSC Bylaws, Committee leadership consists of a Chair or Co-Chairs
- b) The Committee Chair, consulting with the Commission Chair and Director of the IUCN Global Species Programme where necessary, invites members to the Committee who carry specific and collective responsibilities for the implementation of the activities on which the Committee is focused. All members serve in their personal, not institutional, capacities and will be chosen to ensure diversity and balance in terms of geography, age, gender, institutional affiliation and expertise.
- c) However, Committees should be constrained to a manageable size to maximize efficiency of this volunteer body and to achieve meetings within the limited budget. It is desirable that a least part of the members are SSC Leaders from groups in their focus theme.

3. Responsibilities of Committees

- a) Provide technical advice and support to the SSC Chair and Steering Committee on the conservation issues they focus on.
- b) Identify and catalyze action on important and/or emerging issues for conservation of their focus species.
- c) Consult IUCN SSC SGs, RLAs, TFs and relevant Red List Partners to identify needs and issues that could be addressed collectively, with ideas as to possible action.
- d) Establish goals and objectives as part of the strategic visioning for the Committee on a quadrennial basis, in consultation with the SSC Chair's Office and the IUCN Secretariat.
- e) Generate active communication that connects SSC members and relevant constituents of IUCN, including Specialist Groups, RLAs, TFs and relevant Red List Partners to build active collaboration for the theme of the Committee, among these different groups.
- f) Highlight SSC expertise in their focus theme, through documenting novel and/or important perspectives on conservation issues in a manner that supports the SSC mission.
- g) Connect SGs, RLAs and TFs to potential actors in the conservation topic of interest at national and global levels.
- h) Brief the SSC Chair and Steering Committee on opportunities, assets, needs and challenges of the SGs, RLAs, TFs and relevant Red List Partners that work on the themes of the Committee.
- i) Develop and report on strategic objectives on the theme of the Committee for the quadrennial Species Strategic Plan and the IUCN Programme.

4. Responsibilities of the Committee Chair

4.1. Programmatically

- a) Acquaint themselves with the SSC Mandate and the IUCN Species Strategic Plan (2021–2025), which includes the Key Species Results, targets and their indicators.
- b) Lead the definition of the quadrennial targets for the Committee, which will be part of the IUCN Species Strategic Plan 2021-2025.
- c) Provide annual reports of progress on these targets through SSC Data, contributing particularly to the indicators established on the IUCN Species Strategic Plan (2021-2025).
- d) Act as a focal point for their thematic conservation issues within the purview of SSC.
- e) Promote mechanisms for effective internal communication and collaboration within the Committee and between SGs, RLAs, TFs and relevant Red List Partners with the SSC Steering Committee.
- f) Engage with SSC Network Coordinators and especially with the Coordinator based at the Global Center for Species Survival (GCSS) relevant to the Committee to articulate efforts of SSC Groups under the Committees' focus theme.
- g) Promote mechanisms for effective communication to relevant stakeholders and target audiences within and outside IUCN.
- h) Liaise with relevant IUCN actors (e.g. staff in headquarters and in Regional and Country Offices and other commissions) and SSC Steering Committee Members on the conservation activities of their theme.
- i) Raise the profile of SSC's involvement with the Committee's conservation theme, promoting its expertise and activities at national and global levels.

4.2. Administratively

- a) Continuously review Committee membership, ensuring appropriate regional and technical representation, an equitable gender balance, and recruiting and mentoring young professionals of great promise who may not, as yet, be recognized SSC leaders.
- b) Work with the Commission Support Unit and the Global Species Programme to keep the records of its members up to date in IUCN's Commission System.
- c) Oversee the financial management of the Committee, working closely with the SSC Chair's

Office to manage any funds provided by the SSC Chair’s Office, e.g., for support of Committee meetings.

- d) Work with the SSC Chair’s Office and the Global Species Programme in fundraising for priority activities of the Species Strategic Plan.
- e) Propose to the SSC Chair the representative on the theme of the Committee to join the Red List Committee.
- f) Provide feedback during the appointment, reappointment or removal process of Group leaders under the Committee’s remit.

4.3. Initial tasks for a Committee Chair, upon appointment

- a) Review the Committee Terms of Reference.
- b) Obtain clear indication of Committee budget.
- c) Make contact with the SGs, RLAs and TFs leaders within the theme of the Committee.
- d) Make contact with SSC Network Coordinators as appropriate, particularly the Coordinators based at the Global Center for Species Survival (GCSS), related to the theme of the Committee, to establish a line of communication and strengthen relationships that will assist with future collaborations and collective efforts.
- e) Develop a proposed set of Committee objectives and priorities to help identify possible Committee members and to give them an insight into what would be expected of them. Reach out to the previous Committee Chair for information on plans and ongoing activities.
- f) Plan a Committee structure that optimises its efficiency and effectiveness, perhaps including a core group of members supported by other observers or advisors for particular work.
- g) Formally invite Committee members and thank former Committee members.
- h) Work with SSC staff and the Committee to plan annual meetings.
- i) Review and update directory of focal points relevant to the theme of the Committee within the IUCN Secretariat and its Commissions.
- j) Maintain regular communications and a close working relationship with the relevant SSC representative for the Conservation Committee on the Red List Committee. The Committee Chair is encouraged to include a standing agenda on each meeting for the RLC representative to report back on Red List-related matters and progress.
- k) Familiarize with IUCN Species Strategic Plan and SSC By-laws and other governing documents:

Governance Framework	
1	IUCN Programme 2021-2025
2	IUCN One Programme Charter
3	SSC Mandate
4	SSC By laws
5	Code of Conduct for IUCN Commissions
6	Guidance on the Code of Conduct and Practices for its Implementation
7	IUCN Species Strategic Plan, Species Conservation Cycle
8	Red List Partnership
9	Guidelines for IUCN SSC Leaders
10	Guidelines for SSC Members on Engaging in the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)

Terms of Reference	
11	Terms of Reference of the SSC Steering Committee members
12	Terms of Reference IUCN SSC Regional Vice-Chairs
13	Terms of Reference of the IUCN SSC Conservation Committees
14	Terms of Reference of the Chair of the IUCN Red List Committee
15	Terms of Reference of Chairs of Specialist Groups and Task Forces
16	Terms of Reference of the Red List Authority Coordinators
17	Terms of Reference of the IUCN SSC National Species Authority
18	Terms of Reference for SSC Members
19	Terms of Reference of Focal Point Ex-situ Conservation
20	Terms of Reference of Focal Point Conservation Planning
21	Terms of Reference of Focal Point Sustainable Use

5. Committee operations

Committees will meet in-person at least every two years, and otherwise remain in contact by other means. The Chair or Co-Chairs may assign specific tasks and responsibilities to individual members of the Committee. The Chair acts as the thematic focal point on the SSC Steering Committee, and is expected to liaise with Committee members and relevant SGs and RLAs regarding inputs to the SSC Steering Committee. On all business of the Committee every effort will be made to reach consensus within the Committee. Should such a consensus not be possible, the Chair will decide taking into account the views expressed by the Committee members.

5.1. Committee finances

Committees are allocated a quadrennial budget from the SSC Chair's Office, with the amount subject to change. The SSC Chair will notify the Committee Chair (on appointment) of the projected budget, which should be used to support the Committee meeting. Should the Committee wish to meet more frequently, additional funding must be raised. If there are surplus funds, their use should be agreed with the SSC Chair. If the Committee Chair or members engage in fundraising activities on behalf of the Committee, they are expected to collaborate or consult with the SSC Chair's Office team.

6. Responsibilities of the SSC Chair's Office and Secretariat

- a) Budget: Strive to provide a budget to cover an in-person meeting of the members of the Committee, at least every two years.
- b) Staffing: Provide network coordination support to guide and assist on matters relating to the operation of the Committee and its work with SSC groups.
- c) Documentation: On appointment of the Chair of the Committee, provide SSC Bylaws, Committee Terms of Reference, Commission Members Code of Conduct, Species Strategic Plan, list of former Committee members, list of Chairs of SGs, RLAs, and Task Forces with contact info, and other documents as requested.
- d) Advice: Be available for consultation on matters of concern.