



Research and Monitoring Working Group

TERMS OF REFERENCE

Background

During the board meeting of the Dutch Caribbean Nature Alliance ("**DCNA**") on 28th of October 2019 the Research and Monitoring Working Group ("**Research and Monitoring Working Group**") was established.

Purpose and mandate

The Research and Monitoring Working Group is an Ad hoc Committee as specified in section 13 of the articles of association of DCNA ("**Articles**") and article 6 of the bylaws of DCNA ("**Bylaws**").

Approval of the Board is required for adoption of the Terms of Reference, with prior approval of the Executive Committee.

The amendment of the Terms of Reference is possible on a regular basis by the Board, with prior approval of the Executive Committee.

The purpose of the Working Group is to support Research and Monitoring activities in a structured manner using established best practices for Park Management Organizations on all six islands in the Dutch Caribbean.

The Research and Monitoring Working Group will provide co-ordination and leadership in the execution of identified Research and Monitoring projects. The Research and Monitoring Working Group will oversee the correct and timely implementation of projects (project documentation, contracts, TORs, reporting and financial reporting), including procurement procedures and similar as detailed in DCNA's Accounting Procedures Manual.

The Research and Monitoring Working Group will ensure that the roles and responsibilities of project beneficiaries and project partners are clearly defined and will ensure, at all times, that DCNA and its interests are best represented.

The Research and Monitoring Working Group will report in each Board Meeting to the board of DCNA ("**Board**"). It will make recommendations on issues related to project management and implementation and will report and make recommendations to the Finance Committee regarding project finances and financial management.

Membership

At least two members of the Research and Monitoring Working Group are Board members.

The Research and Monitoring Working Group will consist of the following members:

- | | | |
|--------------------------|----------------------------------|-----------------------|
| <input type="checkbox"/> | Erik Boman: | STENAPA |
| <input type="checkbox"/> | Kai Wulf: | SCF |
| <input type="checkbox"/> | Giancarlo Nunes: | Parke Nacional Arikok |
| <input type="checkbox"/> | Erik Houtepen: | CARMABI |
| <input type="checkbox"/> | Caren Eckrich: | STINAPA |
| <input type="checkbox"/> | Melanie Meijer
zu Schlochtern | NFSXM |

Erik Boman will be the chairperson of the Research and Monitoring Working Group. The responsibilities of the chairperson of the Research and Monitoring Working Group are outlined with article 6.3 of the Bylaws of the Dutch Caribbean Nature Alliance.

The Secretariat of the Board participates in the Research and Monitoring Working Group.

Authority and limitations

The Research and Monitoring Working Group reports to the Board and will advise and recommend the Board on policies, actions, plans, activities, programs and similar.

Activities and logistics

The Research and Monitoring Working Group will work at its own discretion and will consult with the Park Management Organizations and institutions involved in Research and Monitoring in the Netherlands and the region.

The Research and Monitoring Working Group shall meet at minimum twice per year before the DCNA Board Meetings and its Chairperson will report activities at the Board Meetings.

Reporting requirements

The Research and Monitoring Working Group will keep minutes of the meetings and the minutes, once approved by the chairperson of the Research and Monitoring Working Group, are made available to the Board.

Correspondence (emails, documents and similar) within the Research and Monitoring Working Group must be distributed to all Research and Monitoring Working Group members.

Signed:



Hellen van Der Wal. Board Chairperson

Date: August 17, 2020

Erik Boman. Research and Monitoring Working Group Chairperson

Date: 17th of August 2020



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