



Bird Working Group

TERMS OF REFERENCE

Background

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

Purpose and mandate

The Bird 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 Bird Conservation activities in a structured manner using established best practices for Park Management Organizations on all six islands in the Dutch Caribbean.

The Bird Working Group will provide co-ordination and leadership in the execution of identified Bird Conservation projects, also in close cooperation with Vogelbescherming Nederland. The Bird 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 Bird 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 Bird 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 Bird Working Group are Board members.

The Bird Working Group will consist of the following members:

- Binkie van Es: External Expert- Bird Working Group Chair

Bird Working Group

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- Erik Houtepen: CARMABI- Bird Working Group Vice Chair
- Erik Boman: STENAPA
- Kai Wulf: SCF
- Giancarlo Nunes: Aruba National Park Foundation (FPNA)
- Paulo Bertuol: STINAPA
- Melanie Meijer zu Scholchtern: Sint Maarten Nature Foundation

Binkie van Es will be the chairperson of the Bird Working Group. The responsibilities of the chairperson of the Bird Working Group are outlined in article 6.3 of the Bylaws of the Dutch Caribbean Nature Alliance.

Erik Houtepen will be the vice chairperson of the Bird Working Group. Should the chairperson be unable to perform their duties either temporarily or permanently as outlined in article 6.3 of the Bylaws of the Dutch Caribbean Nature Alliance, the vicechair will assume said responsibilities.

The secretariat of the Board participates in the Bird Working Group.

Authority and limitations

The Bird 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 Bird Working Group will work at its own discretion with and from time to time consult the Vogelbescherming Nederland in identifying needs and best practices for a realistically and holistically approach of Bird Conservation in the Dutch Caribbean.

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

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

Signed:



Hellen van Der Wal. Board Chairperson

Date: August 26, 2020

Cornelis van Es. Bird Working Group Chairperson

Date: August 17, 2020

Bird Working Group