



1. Preamble

A Memorandum of Understanding (MoU) was entered into in September 2001 with government departments, municipalities, statutory bodies and accredited non-governmental organizations that will carry out the vision of C.A.P.E. This TOR is entered into under the CAPE MOU and establishes the C.A.P.E. Invasive Animal Working Group (C.A.P.E. IAA WG), the Terms of Reference (TOR) of which is elaborated here. Provision is also made here for the future of this working group after the expiry of the CAPE project as it fulfills a function that is not time bound.

2. Purpose

The C.A.P.E. IAA WG was established to enhance cooperation and synergy amongst stakeholders and implementing agents through strategic planning, monitoring progress and developing case studies to inform best practice of invasive alien animal species (IAAS) management in the Greater CFR. Until the end of 2020 the scope of the WG includes the Greater CFR but will expand to cover the Western Cape Province thereafter. The C.A.P.E. IAA WG will endeavor to monitor the impact of IAS control operations based on information provided by implementing agents.

The business of the C.A.P.E. IA WG includes the coordination of activities covering the following areas as they relate to IAAS and IAAS management:

- Knowledge sharing;
- Research, monitoring and evaluation;
- Awareness and capacity-building;
- Information dissemination;
- Prevention;
- Early detection and rapid response;
- Policy and best practice;
- Funding;
- Prioritizing projects.

The C.A.P.E IA WG provides a forum for the exchange of views on the means of implementing best practice in the field of IAAS management for the purpose of facilitating and improving IAAS management.

Specific collaborative activities shall be carried out in accordance with the C.A.P.E. MOU and relevant legislation.

The C.A.P.E IA WG is not intended to replace, inhibit or duplicate activities of other organizations or agreements.

3. Objectives

The C.A.P.E. IAA WG aims to achieve the following objectives:

- Share expert IAAS knowledge amongst institutions to improve implementation and alignment;
- Mobilize and/or lobby support for IAAS management programmes;
- Identify and prioritize research requirements and priority management interventions;
- Communicate research outcomes for implementation;
- Monitor implementation of IA strategic actions;
- Facilitate development and standardization of IAAS Policy;
- Harmonize policy towards dealing with IAAS with other provinces and working groups through relevant forums.

5. Structure

The C.A.P.E IA WG consists of stakeholder representatives from appropriate tertiary, conservation, institutions and organs of state.

Membership of the C.A.P.E IA WG will be issued to appropriate stakeholders who must send and appoint representatives for each meeting or activity of the WG.

There shall be a chairperson elected every two years by the members. A co-chairperson elected every two years by the members.

The election shall take place via an electronic ballot. Members will be given ten working days to cast their votes. After his period the persons receiving the greatest number of votes will appointed chairperson and co-chairperson.

The importance of consultation with other agencies and organizations is recognized. Representatives from specific academic institutions and conservation agencies may be invited to participate in technical discussions but will not become members of the C.A.P.E IA WG. They may, however, become members of a working group established for a specific area of expertise or project.

The participating institutions commit to implementing decisions of the C.A.P.E IA WG.

4. Meetings of the CAPE IAA WG

The chairperson shall be responsible for organizing meetings of the IAA WG and appointing meeting chairs when required.

The IAA WG shall endeavor to meet at least twice a year.

Minutes shall be prepared and provided to C.A.P.E IA WG members two weeks before the following meeting. Secretarial support for these meetings is the responsibility of the chairperson.

5. Exchange of Information

Information shall be exchanged during IA WG meetings by means of discussions, presentations, documentation attached to the minutes, or formalized and focused workshops to address particular issues of concern. The participants are responsible for disseminating information to their organisations and local stakeholders.

6. Status

This TOR constitutes guiding principles to coordinate C.A.P.E IA WG activities between the participants. Any collaborative activities identified for investigation by the C.A.P.E IA WG will be pursued in accordance with the terms and provisions of the C.A.P.E. MOU.

7. Effective Date.

This updated and amended TOR for the C.A.P.E IA WG becomes effective on 1st of January 2024 and remains in effect until January 2027, unless terminated or extended by the by mutual written consent of the C.A.P.E IA WG participants to accommodate the termination of the CAPE MOU and new priorities that may arise.

8. Definitions and Acronyms.

Definitions

Participants: Individuals representing their institutions in sharing and participating in the activities of the WG.

Partnership: A formal agreement between two or more parties that have agreed to work together in the pursuit of common goals.

Implementing agents: Government institutions implementing Invasive Animal projects in the Greater CFR.

Acronyms and abbreviations

C.A.P.E. IAA WG CAPE Invasive Animal Working Group

C.A.P.E. Cape Action Plan for People and the Environment

CFR Cape Floristic Region

CFRP	Cape Floristic Region Partnership
CIB	Centre for Invasion Biology
Greater CFR	Cape Floristic Region including the rest of the Western Cape Province
IAAS	Invasive Alien Animal Species
IAS	Invasive Alien Species
MOU	Memorandum of Understanding
SANBI	South African National Biodiversity Institute
TOR	Terms of Reference
WG	Working Group

PARTICIPANTS

Institution \ Individual

Signature

Date

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