



## **EXECUTIVE COMMITTEE MEETING 68**

Minutes of the IUCN National Committee UK meeting held on Wednesday 14<sup>th</sup> March 2012 at London Wildlife Trust, Skyline House, 200 Union Street, London, SE1 0LX 1030-1500.

**Present:** Stuart Brooks (Acting Chair, Scottish Environment Link), Jonny Hughes (The Wildlife Trusts), Chris Mahon, Mike Pienkowski (UKOTCF), Heather Sohl (representing Glyn Davies WWF-UK) and Susan Davies (SNH) – by phone.

**Secretariat:** Sarah Robinson (RZSS)

### **1. Chairs Welcome**

Stuart welcomed everyone to the meeting and noted thanks to the London Wildlife Trust for providing the venue.

### **2. Apologies for absence**

Apologies were received from Bryan Carroll (Bristol Zoo), Glyn Davies (WWF-UK), Richard Edwards (Wildscreen), Nigel Dudley (WCPA), Martin Spray (WWT) who is stepping down from the committee, Clifton Bain (Peatland Programme), Mark Baxter (Defra), Trevor Salmon (Defra) and Sue Stolton (WCPA) who was called to represent the UK National Committee in Paris at a French National Committee meeting.

### **3. Approval of minutes of ExCo 67 and update on actions**

The draft minutes of ExCo were sent around the group previously for corrections, no further corrections were noted and the minutes approved. SB talked through the action points and the following points were signed off as complete; 67.4.1, 67.4.3, 67.4.4, 67.4.5, 67.5.10, 67.5.11, 66.4.3. Action points 67.4.2, 67.4.7, 67.4.8, 67.4.9 are all on-going. Action point 67.4.6 was postponed.

### **4. Items for decision**

#### **4.1 Chief Executive role and contract**

CM stepped out of the meeting for this agenda point.

SB asked for feedback on the paper relating to this agenda item and a discussion followed. The circumstances surrounding the situation were considered to be unique, this combined with ExCo not wishing to lose CM's knowledge and contacts were felt to be justification for not going through a formal tendering process for the CEO position. CM has also recently taken on the contract for provision of

secretariat services to the Sibthorp Trust – and this was seen to be advantageous in helping to connect the two organisations. The membership has been kept up to date with the proposed change and no organisation has opposed the proposal at any stage. It was suggested that there be an annual review built into the four year contract and a notice period of three months. MP proposed that consideration be given to the phase after this four year contract in year three to ensure any changes that need to be made have an appropriate lead in time. JH questioned where the document sat with the current 'Rules of Operation' and Constitution. SB reassured ExCo that this had been assessed and it was felt that both documents accommodated the proposed approach. The principle and process were agreed for appointing CM to the role of Chief Executive Officer for the IUCN UK National Committee. The job description was discussed and agreed. SB agreed to draw up a contract for CMs appointment based on the job description. CM would take up the position from 1<sup>st</sup> May 2012 – taking over the secretariat function currently delivered by RZSS.

CM returned to the meeting at this point.

Consideration was given to the financial administration of the committee. SB is currently the Treasurer and a volunteer will be required if he takes up the position of Chair following the AGM in April. JH suggested a mini audit committee could meet once a year. Further consideration will be given to this at the next ExCo meeting.

**Action 68.4.1 SB to issue CM with a four year contract for CEO of the IUCN UKNC**

**Action 68.4.2 Treasurer position and audit committee to be an agenda item for ExCo 69**

#### **6.2 2011-12 Financial Forecast and 2012-13 Draft Budget**

SB first discussed the forecast; membership contributions are on a slow downward trend which needs to be addressed. Restricted funding from the Sibthorp Trust for the PNOTM project has been discussed with the Trusts Chair, Roger Crofts, who clarified that the original amount of money pledged to the project was still available and ring fenced for this work but would be held by the Sibthorp Trust. Clarification was provided over the termination of the contract with Middlemarch Environment Ltd. CM had contacted the director of the company concerning the contract termination and heard nothing more, therefore an assumption was made that the matter had been concluded. CM was congratulated on raising £3000 from CCW and £5000 from SNH for the April conference. MP enquired whether Natural England would also be contributing; CM informed ExCo that they had been approached. Clarification will be sought from Roger Crofts (RC) who has expressed the Sibthorp Trust's wish to contribute to the outputs of the conference as it is unclear whether this is in addition to the PNOTM contribution from the Trust. SB forecast that the accounts for this financial year should show a small surplus and thanked everyone concerned for managing costs.

The 2012-13 Budget was considered next leading to consideration of the work programme for the coming year. Some flexibility has been built into the project activity budget and the assumption has been made that £5000 will be brought in for a conference; however this would only offset costs. Overall it was proposed that the budget would result in a drawdown of approximately £5,000 from the financial reserve (leaving approximately £5,000) two main reasons for this being additional costs for attendance at the World Conservation Congress (WCC) and a contribution from the NC for completion of the PNOTM project.

SD joined the meeting via the telephone at 1100. SB provided a quick overview of the meeting so far and discussions continued.

- There was a general consensus that the next big project following the Peatland Programme needed some consideration. JH suggested putting a call out to members to find an issue that crossed sectors and members. The marine environment was suggested as a broad topic and HS thought this was a topic worth pursuing. SB wishes to review the added value of the IUCN UK brand to the Peatland Programme and all agreed that this should be scheduled for the next meeting.

- JH suggested that going forward money is put aside annually to ensure a UK National Committee representative attends the WCC. This was generally considered a good idea and MP suggested it was placed in a designated pot rather than a restricted one so it can be reallocated if needed.
- JH was due to meet with the IFTF to follow up their proposal of funding for the UKNC.
- £10,000 has been carried forward for website redevelopment and it was discussed whether a proportion of this should be spent refreshing the UKNC site, some felt a complete overhaul was required. This led to consideration of how the content would be updated. Consideration was also given to the web site fund being reallocated if required and given the proposed spend over the next financial year, all agreed that if necessary this money could be used. To contribute to improving communication for the NC JH offered to create and maintain a twitter account, SB gratefully accepted.
- SB asked those present to discuss whether the amount allocated to WCC was enough and raised the fact that the UK had hosted a reception at the Barcelona WCC. It was noted that the reception had been possible thanks to government funding. CM detailed that the reception had been the only way to promote or deliver completed work in 2008 but that the 2012 congress was different as there were two workshops representing the work of the committee. SB proposed approaching Defra about assisting the NC to ensure a greater presence in Jeju and will follow this up with Trevor Salmon to discuss.
- CM touched on the topic of fundraising when SB called for any further budget related topics of discussion. JH will raise the IUCN UK contribution with the Wildlife Trusts and report back.
- The budget was adopted as a basis for moving forward next year. SB will finalise the accounts for the AGM presentation.

**Action 68.4.3 CM to seek clarification from RC about the Sibthorp Trusts contributions to the PNOTM work and the April conference.**

**Action 68.4.4 Peatland Programme review to be added to the ExCo 69 agenda**

**Action 68.6.5 JH to establish and manage twitter account on behalf of NC**

**Action 68.6.6 SB to discuss UKNC presence with Trevor Salmon (Defra)**

**Action 68.6.7 JH to raise IUCN UK contribution with the Wildlife Trusts**

#### 4.2 AGM 2012 Agenda

The agenda was briefly discussed, given members will be stimulated by the conference the AGM will be a short business meeting. Point two of the agenda, 'Committee Annual Review' was discussed in more detail. SB proposed that a two page document be compiled to demonstrate the UKNC value, this can then be presented at the AGM, posted on the website and sent to members. SB will compile the document from the following titles, those present agreed to contribute a couple of paragraphs on their relevant area and others will be approached to contribute by the 13<sup>th</sup> of April:

Title:	Contributor:
'The state of the nation', where we are	Stuart Brooks
Peatland Project	Clifton Bain
PNOTM	Adrian Philips/Sue Stolton
OT Highlights	Mike Pienkowski
UKNC conferences	Chris Mahon
'Looking to the future', international, EU office engagement, Bonn 'One Programme', how we have influenced and Jeju	Jonny Hughes
Financial Statement	Stuart Brooks
Commissions	Ed Edwards Sue Stolton and Nigel Dudley

It was suggested that the annual review could be a special edition of *Synergy*, the Committees newsletter. A discussion followed about a synergy and website redesign.

Point six of the agenda 'Preparations for the Jeju World Conservation Congress' was considered. JH will present this point and inform members that a meeting in August in Cambridge will provide the opportunity

for the resolutions to be discussed. CM suggested providing Roger Crofts time 'on the podium' given he and JH are both running for positions on Council representing the UK. It was generally considered that JH in this instance was representing the UKNC and not himself, would not be campaigning and therefore there was no need to provide a slot for Roger Crofts.

The AGM agenda was agreed.

**Action 68.4.8 SB to compile 'annual review' with contributions from those detailed in table (reference 4.2) JH will help with the design of the report**

## **5. Items for Discussion**

### **5.1 Co-opted reports**

SS had passed on the following information regarding the WCPA as she and ND were unable to attend the meeting:

- Kathy MacKinnon is standing as a candidate for the chair of WCPA.
- The WCPA Steering committee due to take place in Feb was cancelled due to civil disruption in Senegal where it was due to be held. So much is on hold now until the committee meets in May.
- There is also a survey on invasive species in Europe people might want to take part in:  
<http://www.iucn.org/about/union/commissions/wcpa/?9361/Survey-protected-areas-and-invasive-species-in-Europe>

MP made available the latest edition of Forum News (also available on line at [www.ukotcf.org](http://www.ukotcf.org) along with previous editions) and highlighted the following points from his summary paper (68.5.7).

- Funding is still being sort for the UKOTCF Conference.
- The forum is still waiting for news regarding the suspended OTEP small grants programme.

### **5.2 IUCN UK Peatland Project update**

SB commented on how well the House of Lords reception had been attended the previous evening and all felt that the presentation of the inquiry findings had been a success. JH added that he and CB would be attending a similar gathering at the Northern Ireland Assembly later in the month.

Attention was drawn to item five of the paper (68.5.4) 'Programme Next Steps'. Securing future funding is the focus of the interim period. The outputs from the project so far have been well received and key people have been approached about funding. People seem confident that there is money available for restoration and research but that there is less money available for advocacy and being 'the hub'.

The role and benefit of the IUCN UK in the Peatland Project will be reviewed at the next Executive Committee meeting. SB thanked CB for providing the paper.

### **5.3 Putting Nature on the Map (PNOTM) update**

CM apologised for the late arrival of the paper. The group have been very active resulting in the final version of the handbook; a distribution list is being drawn up. SB congratulated all involved in this major milestone for the project. Considering the future; there is some money to take things forward and the working group will be discussing options, ExCo was asked for any views. SB suggested invigorating interest through a launch of the booklet. CM said the working group were keen to proactively encourage involvement and data provision, SD briefly discussed how the data would be used.

### **5.4 Protected Area Conference**

CM circulated the latest draft of the programme which was considered to be coming together well. Northern Ireland has confirmed representation and therefore all four statutory agencies will be present. There is a good cross section of agencies and NGO's, CM was conscious that there was a lack of OT's representation, Marcus Yeo (Chief Executive, JNCC) should include the OT's in his talk.

The current numbers are: 19 tickets sold, 42 days left for promotion, 100 is the aim although there is the capacity for 140. SD will investigate Scottish Biodiversity mailings (bit bit) and those with twitter accounts will re-tweet. SB congratulated CM for pulling the programme together and fundraising, JH reiterated. There is now a need to vigorously promote; it was felt that the UKNC was building a reputation for delivering these interesting meetings. CM will keep all updated.

**Action 68.5.9 SD to investigate promoting the conference through the Scottish Biodiversity mailing Bit Bit.**

**5.5 UK activity at Jeju**

This item was previously discussed. A couple of points were added; JH and Roger Crofts will get slots to talk at the Congress; CM mentioned that SS had suggested a resolution be submitted from the April UKNC Conference, a deadline for motions is the 9<sup>th</sup> of May 2012.

**6. Items for Information**

**6.1 Secretariat Update**

The remaining ExCo meetings for 2012 were decided as:

DATE	MEETING	LOCATION
15 <sup>th</sup> of May (1100 start)	ExCo 69	SWT, Edinburgh
7 <sup>th</sup> August	ExCo 70 + members meeting ahead of Jeju WCC	Cambridge, venue tbc
14 <sup>th</sup> December	ExCo 71	Earth Watch, Oxford

**6.2 2011-12 Financial Forecast and 2012-13 Draft Budget**

This item was discussed under point four 'Items for Discussion'.

**7. Any Other Business**

SB thanked SR for her work as the Secretariat as this was her last meeting.

The meeting drew to a close at 1240.

**8. Next Meeting**

The AGM following the 2012 Conference at the Brockholes Nature Reserve and Conference Centre near Preston on the 26<sup>th</sup> of April 2012.

Reference	Action	People involved	Intended date of completion	Status
68.4.1 9	<b>SB to issue CM with a four year contract for CEO of the IUCN UKNC</b>	<b>SB</b>	<b>21/04/12</b>	
68.4.2	<b>CM to seek clarification from RC about the Sibthorp Trust's contributions to the PNOTM work and the April conference.</b>	<b>CM</b>		
68.4.3	<b>Peatland Programme review to be added to the ExCo 69 agenda</b>	<b>SB</b>		
68.6.4	<b>JH to manage twitter account on behalf of UKNC</b>	<b>JH</b>		
68.6.5	<b>SB to discuss UKNC presence with Trevor Salmon (Defra)</b>	<b>SB</b>		
68.6.6	<b>JH to raise IUCN UK contribution with the Wildlife Trusts</b>	<b>JH</b>		
68.4.7	<b>SB to compile 'annual review' with contributions from those detailed in table (reference 4.2) JH will help with the design of the report</b>	<b>SB, JH</b>		
68.5.8	<b>SD to investigate promoting the conference through the Scottish Biodiversity Implementation Team (BIT) mailing .</b>	<b>SD</b>		
<b>From ExCo 67: 67.4.2</b>	<b>Write a contract for the Executive position that incorporates future possibilities</b>	<b>SB</b>		
67.4.7	<b>JH to contact IFTF and discuss the donation.</b>	<b>JH</b>		
67.4.8	<b>All ExCo members to look for new members to join IUCN</b>	<b>ExCo</b>		
67.4.9	<b>Chair to communicate forthcoming National Committee changes to Jane Smart</b>	<b>SB/Secr etariat</b>		