



Terms of Reference

1. The NOBANIS network

The European Network on Invasive Alien Species (NOBANIS) is a gateway to information on alien and invasive species in Northern and Central Europe. The network has participating countries from the whole region.

The countries which are currently participating can be found online and in annex 1

1.1 Purpose

The purpose of the NOBANIS network is:

- to provide administrative tools for making the precautionary approach operational in preventing the unintentional dispersal of invasive alien species
- to gather and distribute information on introduced and invasive species from all participating countries in a common gateway
- share information and experiences on the management of introduced and invasive species
- raising awareness about IAS
- serve as an Early warning system for the region

1.2 Organisation

- NOBANIS consists of a Steering Committee and a Secretariat
- The network Steering Committee consists of representative(s) from each participating country serving as focal point for the national activities with introduced and invasive species
- The Secretariat staff can not be members of the Steering Committee. As a governance body, the Steering Committee must be made up of persons who are not employed by the network and therefore can provide an objective assessment of the work, staffing situation, projects etc.
- The Secretariat ensures the daily operation. The Secretariat is hosted in one of the participating countries
- Two Steering Committee members are appointed Network Managers.
- If a Network Manager decides to give up his position, a new will be elected from the Steering Committee members at the first meeting hereafter
- A substitute, who can take over immediately if a Network Manager step down, should also be elected
- NOBANIS is not a political or a policy making organisation, but a professional network
- The network is open to participation from all European countries
- All new participating countries have to agree to these Terms of Reference

- Before these Terms, all countries signed a Memorandum of Understanding, see annex 3.

1.3 Data

All information provided by participating countries will be presented along with information from the other participating countries on the web site www.nobanis.org. The data are freely available for use by the public, administrators and the scientific community with reference to NOBANIS. Changes in national databases can only be made by the respective national focal point and by the Secretariat with permission from the national focal point.

2. Responsibilities and roles in the network

2.1 Role of the Secretariat

- Maintenance and developments on the network web pages – including writing and editing the material there. For bigger projects the Steering Committee can be involved
- Ensure that the database is functioning through contact with database hosts and IT consultants, check on synonyms, spelling etc. in the database, suggest updates to countries and follow up on national databases
- Coordinate contact and information flow internally in the network and externally to other collaborators
- Make the required accounting, financial reports and budgets to the host country
- Make the annual financial reports and budgets to the Network Managers and the Steering Committee and if needed at other times
- Set the agenda for each meeting in corporation with the Network Managers
- Ensure that the agendas and supporting materials are delivered to members in advance of each meeting
- Make meeting minutes
- Take contact to and coordinate collaboration with new countries
- Help desk function for countries uploading information on the portal
- Provide format and vocabulary of the database.
- Provide help with problems regarding the database and upload of the database to the common portal.
- Upload texts and/or links on the portal about national regulations on alien species, general literature on alien species and information on national databases on alien or alien invasive species.
- Newsletter
- Fact sheets updating etc

2.2 Roles of the Steering Committee members

- Provide information on alien species in their countries according to a specific format of NOBANIS that will be searchable through the NOBANIS portal, thereby making data on alien and invasive alien species available to the public through the common portal.
- Upload the database to the NOBANIS portal.
- Regularly update and upload the information in the database.
- participate in annual NOBANIS meetings
- Steering Committee members communicate relevant national information on IAS, eradication and control, management etc. from their countries
- Responsible for contact with the NOBANIS Secretariat, who offers help with practical problems
- Approve the annual budget and work plan for the year for the Secretariat
- Ensure that the Secretariat and Network Managers work within the economic frames
- Actively participate in discussions , and other network communications
- Act on opportunities to spread the knowledge and interest about the network
- Seek national and international funding possibilities for the network
- Appoint Network Managers
- Provide texts and/or links on national regulation regarding alien species to be uploaded on the portal.
- Provide texts and/or links to general literature about alien or invasive alien species.
- Provide texts and/or links to national databases on alien or invasive alien species.
- Facilitate and co-ordinate contacts to national experts regarding to writing and revision of fact sheets
- if agreed on, participate in projects

2.3 Role of the Network Managers

Names of Network Managers and substitute are listed in annex 2. There should be a manager in the same country as the Secretariat.

- If budget allow it, hire the staff to run the network Secretariat
- Support the Secretariat in daily prioritising, decisions and work
- Seek national and international funding possibilities for the network
- Overall responsibility for projects in the network
 - o Sign for NOBANIS on contracts and other official documents (after approval of the Steering Committee, see below)
 - o Ensure timely completion of projects
- Overall responsibility for budgets in the network

- Approve Secretariat budget continuously. The Network Managers can dispose of up to 6,000 EUR annually for daily operations, Secretariat travels etc.
- Approve if the Secretariat staff or others are to participate in meetings, conferences etc. on behalf of NOBANIS
- Have quarterly budget meetings with the Secretariat
- Present the annual budget and project plan for the year for the Steering Committee (with the Secretariat)
- Set the agenda for each meeting in corporation with the Secretariat
- Chair the meetings and end each meeting with a summary of decisions and assignments

2.4 Role of the host country

- Act as legal employer for Secretariat staff
- Provide office space and materials for the Secretariat in the department of the Network Manager
- Ensure audit according to laws in the host country

3. Decision-making and quorum

3.1 Projects

- For NOBANIS to enter contracts for projects, which will require Secretariat time and efforts, this must be presented for and approved by the Steering Committee.
- If projects involve deliverances from the participating countries, the individual focal points have to agree
- If a contract is approved by the Steering Committee, it is one of the Network Managers who sign for NOBANIS
- The responsibility for the completion of the project is that of the Network Managers
- In the case where there are problems with the completion (e.g. long term sickness in the staff/ insufficient data), it is the responsibility of the Network Managers to make the necessary mitigations, e.g. decisions about cancellation or hiring of extra staff to complete.

3.2 Quorum

- All participating countries have one vote each
- For annual network accounting approval, and financial decisions exceeding 6,000 EUR, work plan approval, Network Manager election,

- other decisions not listed, majority of the participating countries' votes are needed
- Financial decisions within the budget and not exceeding 6,000 EUR can be made by the Network Managers without presentation for the Steering Committee
 - Elections can be held by email correspondence if it is not possible to have a meeting with the required attendance or if it is an urgent matter
 - Dissolution of the network requires approval by majority of the participating countries

3.3 *Finances*

The NOBANIS network is funded through voluntary contributions from participating countries and through funded projects.

- It is the responsibility of the Steering Committee to make financially sound decisions within the NOBANIS resources and they will at no time have the authority to make decisions which will lead to a budget deficit
- It is the responsibility of the Network Managers that the annual budget is not exceeded and that the funds on the NOBANIS account resources are not exceeded

4. Meetings

Steering Committee meetings are held annually. The location for the meeting should rotate between participating countries who wish to host it. The network will cover meeting expenses for up to 1500 EUR for the annual meeting, including a common dinner one night, if the budget allows it.

Travel reimbursement for network meetings can only be given under special circumstances where the budget allows it.

5. Representation

Any Steering Committee member can represent the network for national and international meetings. This is coordinated through the Network Managers. The Secretariat will provide assistance with NOBANIS presentations etc.

6. Dissolution of the network

If the Steering Committee decides to close the network and any money are left after all activity is closed, it will be paid back to the countries donating money within the last year, according to the amount contributed.

In the case of the dissolution of the network, all species data are nationally owned and stored. The programming files are owned by all participating countries and should be made available to the use of participating countries.

Annex 1

The participating countries on June 14, 2011

1. Austria
2. Belarus
3. Belgium
4. Czech Republic
5. Denmark
6. Estonia
7. Faroe Islands
8. Finland and Åland
9. Germany
10. Greenland
11. Iceland
12. The Republic of Ireland
13. Latvia
14. Lithuania
15. Netherlands
16. Northern Ireland
17. Norway, including Svalbard and Jan Mayen
18. Poland
19. European part of Russia
20. Slovakia
21. Sweden

Annex 2

List of Network Managers on November 11, 2011

1. Network Manager: Hans Erik Svart, Nature Agency, Ministry of the Environment, Haraldsgade 53, 2100 Copenhagen, Denmark.
Telephone: + 45 7254 2829
E-mail: hes@nst.dk
2. Network Manager: Melanie Josefsson, Swedish Environmental Protection Agency, SE 106 48 Stockholm, Sweden.
Telephone: + 46 (0)10-698 1541
E-mail: Melanie.Josefsson@naturvardsverket.se

Annex 3

Memorandum of Understanding on the cooperation on alien species information system between the European Network on Alien Invasive Species – NOBANIS and the Ministry XXX of XXX

Alien invasive species are, by the Biodiversity Convention, considered to be the second largest threat to biodiversity. At the sixth meeting of the parties to the Biodiversity Convention a decision on alien species was adopted (COP IV/23). The decision on alien species recommends countries to cooperate and urges for regional cooperation with regard to questions on alien species, as these species do not recognise national borders.

Acknowledging the benefits and need of cooperation on issues regarding alien invasive species, cooperation between the European Network on Invasive Alien Species – NOBANIS and Ministry XXX of XXX is established, in which XXX becomes a participating country in the NOBANIS network. To clarify the framework for the cooperation, the responsibilities of the parties and to ensure agreement on the use of data the following Memorandum of Understanding (MoU) has been made to which both parties agree:

This document constitutes an agreement between NOBANIS and the Ministry XXX of XXX on cooperation on the information system on alien species developed by NOBANIS. The information system consists of a common internet portal for the databases of all countries participating and facilitates access to IAS related data, knowledge and information sharing. The portal also provides access to a number of fact sheets on invasive species in the region. One of the goals of the NOBANIS project is to provide administrative tools for making the precautionary approach operational in preventing the unintentional dispersal of invasive alien species.

PROCEDURES FOR COOPERATION

All participating countries are asked to provide information on alien species in their countries according to a specific format and are responsible for updating and uploading their national databases. The national focal points are expected to facilitate and co-ordinate this as well as facilitate contacts to national experts regarding writing or revision of fact sheets on invasive alien species. The national focal point is responsible for contact with the NOBANIS Secretariat, who offers help with practical problems, and involvement in the project will imply regular correspondence via e-mail. Furthermore we strongly

recommend that Steering Committee members participate in the annual meetings of the Steering Committee.

The Ministry XXX of XXX has designated a focal point for XXX, Focal point name

The Steering Committee consists of national focal points from each participating country and the project secretary. The XXX and XXX focal points are also the project leaders.

RESPONSIBILITIES OF THE PARTIES

NOBANIS agrees to:

- Present the XXX data on alien species along with data from all the other participating countries.
- To maintain the common portal at www.nobanis.org
- Provide format and vocabulary of the database.
- Provide help with problems regarding the database and upload of the database to the common portal.
- Upload texts and/or links on the portal about national regulations on alien species in XXX, general literature on alien species and information on XXX national databases on alien or alien invasive species.
- Provide a framework for cooperation in the region on issues regarding alien and invasive alien species.

The Ministry XXX of XXX agrees to:

- Establish a database on alien species following the formats of NOBANIS that will be searchable through the NOBANIS portal, thereby making data on alien and invasive alien species in XXX available to the public through the common portal.
- Upload the database to the NOBANIS portal.
- Regularly update and upload the information in the database.
- If possible provide texts and/or links on national regulation regarding alien species to be uploaded on the portal.
- If possible provide texts and/or links to general literature about alien or invasive alien species.
- If possible provide texts and/or links to XXX national databases on alien or invasive alien species.
- If possible participate in annual NOBANIS meetings
- Establish contact to national XXX experts for writing and revising fact sheets.

DATA

All information will be presented along with information from the other participating countries on the web site www.nobanis.org. The data are freely available for use by the public, administrators and the scientific community with reference to NOBANIS. Changes in national databases can only be made

by the respective national focal point or by the Secretariat with permission from the national focal point.

AGREEMENT

This MoU will be effective when signed by both parties. Any modifications or additions will only be valid if signed by both parties and appended to this agreement. This MoU does not involve the exchange of funds nor establish any obligation on the part of either party to make payment now or in the future to the other party.

Signed on behalf of

NOBANIS

XXX (Project Manager)

XXX (Project Manager)

Date

Date

Ministry XXX of XXX

Focal point name

Date