IUCN Species Survival Commission
Crocodile Specialist Group

Steering Committee

Regional and Thematic Group Chairs and Vice-Chairs

Terms of Reference

Background

The Crocodile Specialist Group (CSG) of the Species Survival Commission (SSC) of the International Union for Conservation of Nature (IUCN) is a global network consisting of over 740 members from over 80 countries, with representation on five continents. Under SSC guidelines, operation and structure of specialist groups is the responsibility of the Chair/s.

Up until 1988, the CSG's structure was simple, comprising the Chair and members. In October 1988, a Steering Committee was established, comprising regional and trade representatives [see CSG Newsletter 8(1)]. By mid-2002, Science and Veterinary Science thematic groups had been added in the Steering Committee, and by the end of 2004, Grahame Webb established a formal Executive Committee (Chair/s, Deputy Chair/s, Executive Officer), and additional thematic groups were included in the Steering Committee (see below) to provide guidance on various topics as required.

The current (January 2025) structure of the CSG Steering Committee is:

- 8 regions: Australia & Oceania; East & Southeast Asia; East & Southern Africa; Europe; Latin America & the Caribbean; North America; South Asia & Iran; and, West & Central Africa. With Regional Chairs and, to the extent possible, country focal points as Vice-Chairs.
- 5 thematic groups: Industry/Trade; Veterinary Science; Taxonomy & Identification; Legal Affairs; and, Zoos. With Chairs and Vice-Chairs.
- CSG IUCN Red List Authority
- Working groups (Human-Crocodile Conflict, Drone, Ecotoxicology). With Chairs.

In addition, there are currently 9 Honorary Steering Committee members.

In April 2024, the CSG Executive Committee established an Executive Advisory Committee, comprising 10 members in the first instance.

These Terms of Reference relate to CSG Regional and Thematic Group Chairs and Vice-Chairs.

Purpose

Regional and Thematic Group Chairs and Vice-Chairs are appointed to assist the CSG Chair/s and Executive Committee meet the CSG Mission by keeping them informed of regional and thematic issues related to crocodilians. Regional and Thematic Group Chairs are appointed because they have demonstrated a strong ability to communicate well, be collaborative in their approach, understand the mission of the SSC and CSG, and have the resources to take on the role. Regional Vice-Chairs are appointed within regions to act as a focal point for communication and information sharing within a country. Thematic Group Vice-Chairs are typically appointed to support the relevant Chairs.

With the exception of the CSG Executive Officer, all positions on the CSG Steering Committee (and of thematic groups), are voluntary. However, by accepting a position as Chair or Vice-Chair of a region or thematic group on the CSG Steering Committee, there are some minimum expectations, as set out in the following Terms of Reference.

By accepting the role of a Chair or Vice-Chair, it is assumed that members have read and agreed to these Terms of Reference.

In considering the Terms of Reference, as members of the SSC, all CSG Steering Committee members/candidates agree to be bound by the SSC Code of Conduct.

Terms of Reference

Without being overly prescriptive, these Terms of Reference define the minimum expectations of Regional/Thematic Chairs and Vice-Chairs as follows:

1. Regional/Thematic Group Membership

    1.1. Assist the Executive Officer to maintain current contact details for CSG members in their region and/or thematic group.

    1.2. Assessing requests and nominations for CSG membership in a timely manner before communicating (via e-mail) your recommendation (approve, decline or delay) to the CSG Chair/s, through the Executive Officer.

    1.3. Identify and nominate potential CSG members, based on their work with crocodilians, that can assist the CSG achieve its Mission.

    1.4. Not withhold a nomination or recommendation based on personal preferences or dealings with that person.

2. Reporting and Communication

    2.1. Regional/Thematic Group Chairs to provide an annual summary to the Executive Officer, and biennial report to be included in Steering Committee meetings at CSG working meetings. The information provided should not breach any existing intellectual property arrangements.

    2.2. Communicate with the CSG Chair/s, through the Executive Officer, about any regional/thematic issues that require attention.

    2.3. Immediately communicate with the Executive Committee, through the Executive Officer, of any breaches of the SSC Code of Conduct and/or the CSG Bullying, Harassment and Discrimination Policy and Resolution Procedures for CSG-endorsed events.

    2.4. Communicate with the regional/thematic group membership as required.

3. Meetings

3.1. Make efforts to attend CSG Working and Regional Meetings in person where possible, including Steering Committee meetings.

4. Appointment Term

4.1. Regional/Thematic Group Chair and Vice-Chair appointments will be reviewed at every Steering Committee meeting, which is usually every two years.

4.2. Resignation as Regional/Thematic Group Chair or Vice-Chair may be submitted at any time through the Executive Officer, without fear of reprisal or retaliation, and for any reason. Submitting a notice of resignation will not affect membership with the CSG or IUCN.

5. Financial Management

In accepting this position, the Regional/Thematic Group Chair or Vice-Chair confirms they have the means to support the general functioning of the role including telecommunications, internet, computers, email, etc. The CSG does not provide compensation for these provisions.

In the past, some limited funding has been made available to regional offices on a case-by-case basis. Where CSG funds are allocated to a regional office, Regional Chairs will be responsible for:

5.1. Seeking approval from Chair/s on proposed use of the funds; and,

5.2. Submission of an annual acquittal report at the end of each calendar year until funds are exhausted.

Likewise, CSG funds provided to any member for other purposes, shall be acquitted as agreed.

Endorsement date: 5th November, 2025

Endorsed by: CSG Executive Committee