



TERMS OF REFERENCE For the BELIZE MEXICO ALLIANCE FOR THE MANAGEMENT OF THE COMMON COASTAL RESOURCE (BEMAMCCOR)

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TERMS OF REFERENCE

For the

BELIZE MEXICO ALLIANCE FOR THE MANAGEMENT OF THE COMMON COASTAL RESOURCE (BEMAMCCOR).

PREAMBLE

FOUNDATIONS AND PRINCIPLES

The "Belize-Mexico Alliance for the Management of the Common Coastal Resources (herein after referred to as BEMAMCCOR)" is a forum for consultation, coordination, convergence and joint effort in the management of the coastal resource shared between Belize and Mexico.

ESTABLISHMENT

The BEMAMCCOR is a collective body comprised of various institutions and organizations of Belize and Mexico. It was established by a group of Non Governmental Organizations (NGOs) and research and conservation institutions, that will work together with the Ministries of both countries responsible for natural resources and environment so as to carry out their commitments to coastal resource management arising from such documents as the Tulum Declaration (1997) and other regional covenants, conventions and agreements.

GOAL

The overall goal of BEMAMCCOR is to realize an integrated management system by both countries for the shared coastal resources.

MISSION

To contribute to the conservation and sustainable management of coastal and marine resources shared between Mexico and Belize involving the different sectors of the society with the objective of improving the quality of life and maintaining the bio diversity of the region.

CHAPTER 1

OBJECTIVES

1. The purpose of BEMAMCCOR is to promote the coordination of the activities of both Belize and Mexico in regards to the management and the use of common coastal resources.
2. The objectives of BEMAMCCOR can be defined as follows:
 - a. To develop and implement activities and specific projects, including research projects, addressing the environmental problems of the region relating to sustainable use of resources, monitoring, and conservation of biodiversity.
 - b. To assess and analyze the socio-environmental situation of the region in order to generate action strategies and action plans.
 - c. To promote and support development of sustainable economic alternatives that are compatible with the conservation of the natural resources.
 - d. To establish and operate an information network for the region.
 - e. To develop strategies for funding and technical assistance.
 - f. To influence the harmonization of national policies and regulations that have an effect on the coastal and marine resources of the region.

CHAPTER II

AREA OF INFLUENCE

The area of BEMAMCCOR will be bounded by the northwest by the Majaual/Chetumal Road to Chinchorro, south by Caye Caulker, east by the respective maritime territorial boundaries, including Banco Chinchorro and west by the furthest inland limit of saltwater influence including the habitats such as coastal lagoons, mangroves, lowland riparian forest and the watershed of the Rio Hondo for Belize and Mexico.

CHAPTER III

MEMBERSHIP, OBLIGATIONS, TERMINATION AND ORGANIZATION AT BEMAMCCOR

CRITERIA FOR MEMBERSHIP FOR NGOS

1. Be a legally registered and environmental oriented organization operating or with strong interest in the geographical limits of the Alliance.
2. Be a non-governmental and/or a not-for profit organization
3. Demonstrate true commitment to goal and vision of BEMAMCCOR.
4. Have a concept of the importance of sustainable development and the responsible conservation of the environment.
5. Demonstrate operational capacity to support and/or implement the activities of BEMAMCCOR.
6. Its objectives must be consistent with those of BEMAMCCOR.

CRITERIA FOR MEMBERSHIP FOR ACADEMIA INSTITUTIONS AND OTHER ORGANIZATIONS

1. Have the capacity to support and implement the activities of BEMAMCCOR.
2. Demonstrate true commitment to the mission and goal of BEMAMCCOR.
3. Their research projects and objectives ought to be consistent with those of BEMAMCCOR.
4. Operate in, have strong interest in the area of influence of the Alliance.

OBLIGATIONS OF MEMBERS

In order to ensure that the Covenant is followed, each member organization is obliged to:

1. Keep the Secretariat informed of its activities every three months, in relation to agreements made at Executive Committee meetings

2. Inform the Secretariat or Focal Point on relevant environmental matters within their respective regional sector.
3. Work together where a project entails more than one member organization as previously agreed.
4. Comply with the articles and resolutions of this Covenant and resolutions of the Assembly.

THE RIGHTS OF MEMBERS

1. To be informed through the Secretariat of the relevant activities of the other organization members.
2. Demand the compliance of members to the agreements of BEMAMCCOR.
3. Be informed about the management of BEMAMCCOR funds.
4. The recognition of the organizations responsible for projects, programs, research, and publications done within the framework of BEMAMCCOR.

TERMINATION OF MEMBERS

Termination of membership may be:

1. Done voluntarily by any member organization by giving written notice to the Secretariat, three months in advance.
2. Done by a majority vote by members at the Executive Committee meeting for one of the following reasons:
 - (a) Non-compliance to the obligations of this Covenant and/or to the resolutions passed by the Executive Committee.
 - (b) Carrying out acts which are contrary to the mission of BEMAMCCOR.
 - (c) If a representative or any other member of his/her organization uses the name BEMAMCCOR for his/her personal gain.
3. Done if a member organization is absent to two consecutive Executive Committee meetings or General Assembly meetings without reasonable justification.

ORGANIZATION AND MEMBERS OF BEMAMCCOR

1. BEMAMCCOR is constituted by: the General assembly, the Executive Committee, the Secretariat, and the Focal point.
2. The General Assembly will be formed by all the organizations with membership in BEMAMCCOR
3. The Executive Committee will be integrated by 12 membership organizations, 6 from Belize and 6 from Mexico
- 4.- The Executive Committee will have a Chair and Vice Chair
- 5.- To represent BEMAMCCOR and to follow up the activities of the Work Program, the Secretariat and focal point will be in charge of this.

MEMBERS OF THE ALLIANCE

1. The founding members of BEMAMCOOR includes:

For Belize: Green Reef
 San Pedro Tour Guide Association (SPTGA)
 Belize Institute for Environmental Law and Policy (BELPO)
 Coastal Zone Management Authority & Institute (CZMA/I)
 Hol Chan Marine Reserve
 Bacalar Chico Marine Reserve & National Park

For Mexico: Amigos de Sian Ka an
 Colegio de Biologos del Sistema Tecnologico (COBIOTEC)
 Amigos del Manati
 El Colegio de la Frontera Sur (ECOSUR)
 Universidad de Quintana Roo (UQROO)

2. The general membership of BEMAMCOOR includes:

For Belize: Green Reef
 San Pedro Tour Guide Association (SPTGA)
 Forest and Marine Reserve Association of Caye Caulker (FAMRACC)
 Belize Institute for Environmental Law and Policy (BELPO)
 Coastal Zone Management Authority & Institute (CZMA/I)
 Hol Chan Marine Reserve
 Bacalar Chico Marine Reserve & National Park
 Caye Caulker Forest & Marine Reserve
 Belize Audubon Society (BAS)
 University of Belize (UB)

For Mexico: Amigos de Sian Ka an A.C.
 Colegio de Biologos del Sistema Tecnologico (COBIOTEC)

Amigos del Manati
El Colegio de la Frontera Sur (ECOSUR)
Universidad de Quintana Roo (UQROO)
Reserva de Banco Chinchorro

3. The representatives of the following organizations shall form the Executive Committee:

For Belize: Green Reef
San Pedro Tour Guide Association
Belize Institute for Environmental Law and Policy (BELPO)
Coastal Zone Management Authority & Institute (CZMA/I)
Hol Chan Marine Reserve
Bacalar Chico National Park & Marine Reserve

For Mexico: Amigos de Sian Kaan
Colegio de Biologos del Sistema Tecnologico
Amigos del Manati
El Colegio de la Frontera Sur
Universidad de Quintana Roo
Reserva de Banco Chinchorro

4. Other organization with a regional mandate in the realm of coastal resource management may participate in the meetings and activities of BEMAMCCOR where appropriate and agreed upon by the membership of BEMAMCCOR.

5. Individuals cannot become members of BEMAMCCOR.

CHAPTER IV

GENERAL ASSEMBLY

1.- It is the ultimate decision-making body of BEMAMCCOR and will be represented by all member organizations

2.- The general Assembly will be responsible for developing an environmental and social diagnosis in the area of influence of BEMAMCCOR and determine the plan of action.

3.- The General Assembly will have the ultimate decision in BEMAMCCOR. Decisions must be made by 50% plus one representation from each country, which represents the quorum; in the case that there is not a quorum, another meeting will be called in no less than fifteen days.

4.- With respect to the decision regarding an invitation to participate in a project in new project areas and activities outside the priority task areas, this will be reviewed and analyzed by the Executive Committee and approved by the General Assembly.

5.- General Assembly meetings will meet twice a year.

CHAPTER V

STRUCTURE OF THE EXECUTIVE COMMITTEE

1. The Executive Committee will have a Chair and a co-Chair who will provide leadership and guidance in the execution of activities relating to the objectives of BEMAMCCOR.
2. The Executive Committee will be comprised of six members per country, twelve members total with voting power, with the participation of observers with no voting power.
- 3.- The Executive Committee will take the necessary decisions to assure implementation of the main concern work areas.
4. For ordinary meetings the Chair and co-Chair (Focal Point) will be responsible through the Secretariat, for calling meetings; disseminating information; ensuring that communication is maintained among member organizations and between the Executive Committee and other organizations; and reporting all the activities of member organizations to other members of the Executive Committee.
5. The Chair and co-Chair will serve for a maximum of two year on a rotational basis among the membership of the Executive Committee.
 - (a) The chair and co-chair will alternate every two years so that each country may hold the chair alternatively and no member organization will hold the chair and/or co-chair consecutively.
6. The Executive Committee will determine which organization it wishes to serve as its advisor (s). Each country reserves the right to establish an advisory committee and invite whichever group (s) they desire.
7. The responsibilities associated with Committee positions lies with the organization represented and not the individual. As a result, organizations will continue to be responsible for carrying out the responsibilities of these positions despite any change in personnel.
8. The Vice Chair will be the new chair and the vice chair will be elected for the new term at the Focal point of the correspondent country, to make assure the continuity of the work.

9. A network of contact persons will be established, comprising of executive officials from each member organization.

10. This network of contact persons will serve as the principal channel for the dissemination of information concerning the activities of BEMAMCCOR and for the purpose of decision-making as described in Chapter VIII

11. The Chair will be responsible for maintaining an updated list of the network of contact persons while each member organization will be responsible for providing the Chair with updated information concerning its own principal point of contact.

12. The Executive Committee will be able to appoint other sub-committees as necessary.

13. The Executive Committee will coordinate use of equipment of projects among member organizations.

VOTING

1. Each country will be entitled to six voting members on the committee. The criteria for voting members is as follows:

(a) members should fulfil the criteria of the general membership.

(b) attend, participate and/or contribute in meetings.

(c) support and participate in BEMAMCCOR projects and other activities

2. Each member will nominate a representative and an alternate to the Alliance. There will only be one vote per member organization.

3. In the event of absence by any member organization an alternate member organization can be appointed prior to the meeting and with previous notification to the Secretariat.

4. In case of a tie, the Executive Committee will decide based on consensus.

5. Each country will be responsible to decide on its voting members provided that they fulfil the criteria for membership.

6. The Executive Committee shall maintain at least two founding members.

MEETINGS

1. A minimum of four meetings of the Executive Committee will take place each year. No less than two will be held in each of the two countries.

2. Executive Committee meetings will be called by the Chair in consultation with the co-Chair at least thirty days in advance.
3. The meetings will be conducted in two sessions:
 - (a) A technical meeting with the participation of the general membership and the advisory committees.
 - (b) A business meeting with only the voting members of the Alliance
4. Except under exceptional circumstances, Executive Committee meetings will be attended by the Chair and co-Chair and representatives of other member organization. Any other organization with a coastal resource mandate may solicit permission to attend with the approval of the Chair.
5. The Chair will seek from among its member organizations hosts for forthcoming meetings.
6. The hosting member organization will ensure the provision of adequate meeting facilities.

CHAPTER VI

SECRETARIAT (CHAIR) AND FOCAL POINT (CO CHAIR).

1. The seat of the Secretariat shall be established in the country of Chair.
 - a) The secretariat will alternate every two years so that each country may hold the secretariat alternatively and no member organization will hold the secretariat consecutively.
2. The Secretariat shall serve as the operative arm of the Alliance and shall be formed as follows:
 - (a) The Secretariat shall have as its principal objective, the coordination of the regional activities of the network and to follow up on agreements made by BEMAMCCOR.

FUNCTIONS OF SECRETARIAT

1. Receive or request research projects, programs or plan of activities which have to do with conservation, environmental education and sustainability.
2. Represent BEMAMCCOR at public or official occasions and may, in certain circumstances delegate the responsibility to a Focal Point (co-Chair) of the Alliance.
3. Manage the BEMAMCCOR funds and account of the Alliance through proper audits and quarterly reports.

4. Follow up on resolutions resulting from meetings of the Executive Committee.
5. Convene meetings of the Executive Committee (Quarterly) three times for the year. Extraordinary meetings shall be convened as necessary.
6. Seek and negotiate funds for projects on behalf of the Alliance, subject to the approval of the Executive Committee.
7. Delegate member organizations to seek, negotiate or follow up on funding for projects that may fall within their respective regional sector.
8. Make public statements in the name of BEMAMCCOR after written approval by the Executive Committee.
9. Report to the membership the activities of the Alliance and of the Secretariat.
10. Ensure that work plan is followed and completed by the Alliance or consultant(s) appointed by the Alliance.
11. Other functions that are assigned by the Executive Committee.

FOCAL POINT (CO-CHAIR)

The focal point will be the co-Chair. Will serve for a maximum of two year on a rotational basis among the country and the membership of the Executive Committee. The co-chair will alternate every two years so that each country may hold the co-chair alternatively and no member organization will hold the co-chair consecutively.

FUNCTION OF FOCAL POINT (CO CHAIR)

1. The Co-Chair will be responsible for chairing local meetings
2. The Co-Chair will be responsible for calling local meetings; disseminating information; ensuring that communication is maintained among local member organizations and between the Executive Committee and other organizations.

CHAPTER VII

WORK PROGRAM.

1. The BEMAMCCOR's Work Program will consist of identified priority task areas established by the General Membership.
2. The Executive Committee will further identify and develop specific activities under each priority task area.

3. Particular member organizations will assume on a voluntary basis within their respective, responsibility for the implementation of activities under the priority task areas, indicated by the Executive Committee.
4. Representative(s) of the responsible organization will report to the meeting of the Executive Committee on the progress in the implementation of activities for which they are responsible.
5. The creation or development of any new priority task area will occur only after approval of the Executive Committee.

CHAPTER VIII

WORKING DOCUMENTS AND DOCUMENTS ARISING FROM MEETINGS

1. Documentation required for decision making will be submitted to the Chair no later than three weeks before the meeting date. This documentation will be circulated by the Chair to other member organizations providing at least two weeks lead-time.
2. The Chair with support from the Co-chair will be responsible for distributing minutes as well as any other document emanating from meetings.
3. Documentation emanating from the meeting will be circulated to all members including those not in attendance no later than two weeks after the meeting date.
4. Only final documentation approved and relating to the BEMAMCCOR may be made available to the public.

CHAPTER IX

FINANCING

1. The Secretariat, after approval from the Executive Committee, will play a proactive role in seeking funding for projects carried out under the BEMAMCCOR.
2. Any organization seeking funding from external sources for an activity under BEMAMCCOR will inform the Executive Committee through the Chair in order to ensure adequate coordination.
3. Seek funding for activities in the plan of work.
 - (a) Share information with the Executive Committee of present and future opportunities beneficial to BEMAMCCOR that they may know about in the region.
- 4.- Search for financing for infrastructure of BEMAMCCOR.

CHAPTER X

AMENDMENT OF THE TERMS OF REFERENCE

Any suggested amendment of these Terms of Reference will be discussed and agreed upon at a meeting of the General Assembly after consultation with the Executive Committee, having been circulated to all organizations two weeks in advance in compliance with the decision-making process described in Chapter IV.

CHAPTER XI

TERMINATION OF THE COVENANT

This Covenant may be dissolved by the General Assembly upon a decision agreed by no less than three-fourths (75%) of its membership.

DURATION OF COVENANT

The duration of the Covenant shall be indeterminate and the Covenant shall be subject to review at the request of no less than two-thirds of the membership of the General Assembly.

CHAPTER XII

AMENDMENTS

- 1.- Is of BEMAMCCOR interest that other organized groups have membership, but for the moment only San Pedro Guide Association will be accepted as an sample to incorporate this groups.
- 2.- Activities and responsibilities which are not observed in this Alliance Terms of reference, will be considered at the Procedure Policies Manual of BEMAMCCOR.

SIGNATURE

Mexico

Belize

Carlos Lopez
Amigos de Sian Ka' an, A.C.

Mito Paz
GREEN REEF

Maria Luisa Villarreal
COBIOTEC, A.C.

Miguel Alamilla
Hol Chan Marine Reserve

Roberto Herrera
Amigos del Manati, A.C.

Arlenie Perez
Caye Caulker Marine Reserve

Alejandra Dzay
Universidad de Quintana Roo

Phillip Billy Leslie
San Pedro Tourist Guide Association

Mexico

Belize

Benjamin Morales
ECOSUR

Eden Garcia
University of Belize

Nicole Auil
Coastal Zone Management Institute

Godsman Ellis
BELPO

Victor Alegria
Bacalar Chico National park
and Marine Reserve

Signed in San Pedro, Ambergris Caye, Belize. March 30th, 2001.