

Terms of Reference of the KBA Consultative Forum

1. Purpose

The purpose of the KBA Consultative Forum is to provide input and feedback from a range of end-users (such as donors and conservation planning agencies that use KBAs to guide their investments and priority setting, financial institutions that incorporate KBAs into their safeguard criteria, private companies that incorporate KBA Data in their mitigation hierarchy analysis, etc.) on the use and application of KBA Data and KBA Website, as well as management decisions, marketing, funding, etc. of the KBA Programme. It will provide a formal working link between the KBA Committee and end-users.

2. Roles and Responsibilities

The primary role of the KBA Consultative Forum is

- a) to communicate needs and challenges in the use and application of KBA Data to the KBA Committee, and conversely
- b) to be informed by the KBA Committee about decisions regarding the implementation of the KBA Programme.

Other responsibilities include:

- To advise on potential sources of funding and opportunities;
- To encourage the application of KBA Data by a wide range of stakeholders;
- To support the dissemination of the KBA Programme outcomes to key audiences and potential users, offering advice on the development of communication plans;
- To provide strategic recommendations on the use and application of KBA Data and highlight emerging issues and trends relevant to stakeholders;
- To act as ambassadors of the KBA Programme

3. Operational mechanisms

- The KBA Committee will establish the KBA Consultative Forum (by requesting the KBA Secretariat to implement any decisions the KBA Committee takes).
- One or more KBA Committee members will act as liaisons to the KBA Consultative Forum. They will chair the KBA Consultative Forum meetings.
- The KBA Consultative Forum will be encouraged to meet once every two years, e.g. a one day session in the IUCN World Conservation Congress and one day session in the BirdLife World Conference.
- Ongoing engagement will be maintained through mailing list and webinars.
- A formal track for submitting written requests to KBA Committee (e.g. for clarification, recommendations, etc.) will be developed jointly with the KBA Committee.
- The KBA Committee has the responsibility to provide written responses to these requests in a timely manner.

- In addition, the KBA Committee may create subsidiary bodies as needed, such as a fundraising working group or subcommittee, which will interface with the KBA Consultative Forum.
- If required, sub-groups dedicated to a specific category of end-users may be created by the KBA Committee.

4. Membership

The membership of the KBA Consultative Forum will build from the existing typology of end-users (Dudley et al. 2014), including private sector and governmental agencies. This would include institutions for which KBAs are important but are not part of their core business and would operate on an inclusive basis.

The roles of KBA Consultative Forum members are unpaid and members will cover their own costs to participate to the KBA Consultative Forum meetings.

5. Review

The KBA Committee will review the relevance of the KBA Consultative Forum's work, terms of reference and representation, including the length of membership.