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**Checklist seeking national registration**



**December 2017**

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**RECOVERY TEAM GOVERNANCE CHECKLIST IN SEEKING NATIONAL REGISTRATION**

A nationally registered recovery team’s terms of reference should demonstrate how the recovery team will operate in accordance with these best practice guidelines. Use this checklist with the guidelines to self-assess your team’s governance arrangements, and apply them as suitable. Please submit this checklist with your terms of reference in seeking national registration.

|  |  |
| --- | --- |
| **RECOVERY TEAM NAME** | |
|  | |
| **ROLES AND FUNCTIONS** | |
| Have you clearly defined the functions of the group over a specified period of time? Consider the team’s role in: | |
| Developing a recovery plan/conservation advice | Planning/coordination of a recovery program implementation |
| Identifying partnerships, funding opportunities | Other... detail |
| **TEAM STRUCTURE AND MEMBERSHIP** | |
| In identifying your governance structure and team membership, have you considered and identified: | |
| The size of the team: ensure that it is fit for purpose and manageable. | The process that will be used to identify individual members and their terms of engagement |
| Roles, functions, and responsibilities of positions created by the structure including chair and coordinator | How membership might change over time and the process for changing this membership |
| The appropriate range of expertise and experience needed, for example experts in the species, threat mitigation, disease, small population management etc. | An appropriate mix of representation for example, from government, NRM groups, NGOs, research, Indigenous communities etc. to fit the recovery team’s purpose |
| Whether any sub-groups are required and how they will operate | Other.. detail |
| **OPERATIONAL ARRANGEMENTS** | |
| Are the following arrangements captured: | |
| General operational arrangements including meeting details and record keeping | Protocols for conduct, conflict of interest, confidentiality |
| Communication protocol, both internal and external | Reporting processes |
| Decision making processes | Other.. detail |
| **APPROVAL FOR CONTACT DETAILS ON WEBSITE** | |
| **Note:** Reference, unless otherwise requested, will only be made to ‘Chair XXX Recovery Team. Contact XXX’  <signature>  <name>  Chair  <date>  <Contact details - need only be a generic email, website if available> | |