



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD



THE CAPE PENINSULA BABOON MANAGEMENT JOINT TASK TEAM

Terms of Reference for the Cape Peninsula Baboon Advisory Group

1. Background

Following the signing of the Memorandum of Agreement (MoA) establishing the Cape Peninsula Baboon Management Joint Task Team (CPBMJTT) and the finalising by the CPBMJTT of the Baboon Strategic Management Plan (BSMP), there is a commitment to forming a stakeholder engagement forum, to be known as the Cape Peninsula Baboon Advisory Group (CP BAG).

2. Purpose of the CP BAG

The purpose of the CP BAG is to advise the CPBMJTT on achieving the intended outcomes of the BSMP and support its implementation within communities and at a local level, while ensuring relevant feedback between constituencies and the CPBMJTT.

3. Objectives of the CP BAG

The CP BAG is established as an advisory body only.

The objectives of CPBAG are to:

- 3.1 Facilitate constructive interaction between the CPBMJTT and affected communities; stakeholders and key interest groups;
- 3.2 Serve as a channel for two-way communication;
- 3.3 Assist the CPBMJTT to engage with affected communities and stakeholders to identify and address both strategic and local issues and areas of mutual interest and concern, and work towards finding

- equitable solutions that benefit both the community and stakeholders; and
- 3.4 Serve as a vehicle towards developing strategic partnerships with stakeholders.

4. The type of organisation

The CP BAG is an advisory group established by the CPBMJTT and is not constituted in law.

5. Membership of the CP BAG

- 5.1 Nominations are to be invited from time to time and members are to be appointed in writing by the CPBMJTT.
- 5.2 Membership is to be made up of formally constituted groups and organisations falling in the categories listed in clause 5.7 below, represented by properly mandated individuals from those specific organisations, bodies or groups.
- 5.3 Individuals do not serve as members in their personal capacity or own right (see clause 5.7) but as mandated representatives of their organisation/entity;
- 5.4 The CPBMJTT may at its discretion appoint specialist advisory members to sit on the CP BAG.
- 5.5 Where necessary, member organisations can nominate an alternative to represent them in addition to a primary representative.
- 5.6 Membership of the CP BAG shall include at least three members of the CPBMJTT representing each party to the MoA.
- 5.7 List of possible organisations, noting that any other organisation not listed, but falling within the framework of listed categories, can also submit a nomination for representation on the CP BAG. Possible members of the CP BAG should be from areas affected by Cape Peninsula baboons or local formal institutions, such as universities, engaging on the Cape Peninsula baboons.

- 5.7.1 Affected residents/ratepayers/community groups recognised by the City/registered
- 5.7.2 Organs of state (National and Provincial)
- 5.7.3 Organised user groups
- 5.7.4 Conservancies/private nature reserves
- 5.7.5 Relevant interested and affected organisations, including those from the following sectors:

- Organised tourism associations
- Organised business associations
- Special interest NGOs/NPOs
- Academic/research institutions
- Society for the Prevention of Cruelty to Animals (SPCA)

6. Term of office

Members shall be nominated by their organisations to serve a three-year term. All members' term of office shall be reviewed every three years during which time the CPBMJTT can renew the membership or terminate and request new nominations.

7. Termination / suspension of membership and removal from the CP BAG

- 7.1 Representatives and/or members of the CP BAG wishing to terminate their membership must submit a letter of resignation to the CPBMJTT. The resignation letter must be tabled during a CP BAG meeting.
- 7.2 Representatives and/or members may be suspended or requested to vacate their positions from the CP BAG on grounds of, possible conflict of interest, incapacity or misconduct, or any other act contrary to good governance. This must be communicated by the CPBMJTT to the relevant party in writing.
- 7.3 All members and/or alternates must attend all meetings, failing which an apology must be forwarded to the CP BAG chairperson or secretary for record purposes.
- 7.4 Members who fail to send a representative or alternate for three consecutive meetings without notice, shall be removed from the committee.

- 7.5 If a sitting representative's employment contract or mandate is terminated by that organisation or the sitting representative resigns from a member organisation, such representative' membership of the CP BAG shall be terminated and the CPBMJTT must invite new nominations from that member organisation, if appropriate.
- 7.6 All membership appointments, terminations and suspensions must be in writing and recorded in the minutes of CP BAG meetings.
- 7.7 All members must adhere to the Code of Conduct in Annexure A, failing which their representation on the CP BAG can be terminated.

8. Duties and responsibilities of members of the CP BAG

Members of the CP BAG shall:

- 8.1 Apply their minds to the implementation of the BSMP and to other policies and plans developed by the CPBMJTT;
- 8.2 Liaise and facilitate communication between their individual constituencies and the CP BAG;
- 8.3 Act as a vehicle to provide advice on baboon management to communities and other stakeholders, in addition to the CPBMJTT;
- 8.4 Play a role in educating the community and various interest groups about the importance of the preservation, protection and management of natural resources and the furtherance of the objectives of the BSMP that are intended to pursue these goals;
- 8.5 Support the implementation of the BSMP;
- 8.6 Promote involvement in decision-making around the implementation of the BSMP;
- 8.7 Establish and maintain links between the CPBMJTT and other stakeholders;
- 8.8 Regularly attend meetings and activities of the CP BAG and provide feedback to their constituent organisations.

9. Functionality and CP BAG Meetings

- 9.1 The CP BAG meets at least quarterly, on dates coordinated by the CPBMJTT Chairperson.
- 9.2 The first meeting of the CP BAG shall be chaired by the chairperson of the CPBMJTT. The members of the CP BAG shall elect a chairperson and secretary from its members before the second meeting of the CP BAG to continue to act as chairperson and secretary respectively of the CP BAG
- 9.3 The CPBMJTT shall provide logistical support (e.g. access to a meeting venue) to the CP BAG where required.
- 9.4 The CP BAG is expected to submit a copy of the minutes of each meeting, to the CPBMJTT, highlighting issues and making recommendations on matters flowing from the implementation of the BSMP.
- 9.5 The chairperson, in consultation with the CPBMJTT and CP BAG, may establish sub-working groups when required.

Annexure A

Code of Conduct for members of the CP BAG:

The CPBMJTT acknowledges the valuable work done by various individuals in many of the baboon-affected suburbs across the Cape Peninsula.

The CPBMJTT also acknowledges that members will, from time to time, have contact with the media and may feel the need to speak or write as a representative of the CP BAG. The CPBMJTT does, however, have to maintain the integrity and the standard of its communications. The objective is to ensure that the CP BAG speaks as one body and communicates to the media as such.

The CP BAG should respect the diversity of Cape Town's physical situations, communities, viewpoints and baboon management challenges, as well as the right of different communities to seek baboon management solutions suited to their own situations.

CP BAG members are required to adhere to the following **Communication Guidelines**:

- ☐ CP BAG members cannot speak or write to the media on behalf of the CP BAG. They can only speak on behalf of the organisation they represent.
- ☐ Individuals should take care in any public or media statement neither to discredit the CP BAG nor to create an impression of possible dissention.
- ☐ Any media or other queries pertaining specifically to the CP BAG should be directed to the CPBMJTT chairperson and CP BAG chairperson.
- ☐ Conflict of opinion between individuals or between CP BAG member associations shall not be dealt with through the media.

CP BAG members are required to agree to the following **Meeting Etiquette**:

- ☐ To represent the best interests of the CP BAG rather than their own personal interests or the interests of their associations.
- ☐ To strive for constructive engagement with all members of the CP BAG as well as with the CPBMJTT in order to find and implement solutions (within the framework of the CPBSMP and relevant legislation) that best mitigate conflict between baboons and people.
- ☐ To declare conflicts of interest.

- ❑ To act in a manner that does not disrupt the meeting and at all times to act honestly, fairly and in the best interest of the CP BAG.
- ❑ Not to discriminate unfairly against any person, party or organisation.
- ❑ To ensure continuity by bringing meaningful information gathered from their area of responsibility and by engaging with their community on issues pertaining to baboon management.
- ❑ To confirm attendance of meetings or send an apology timeously.
- ❑ To commit to the meetings by attending as many as possible and to be on time for meetings.
- ❑ To respect the chair and other speakers at all times.
- ❑ To adhere to the host venue code of conduct.

If the code of conduct is violated by a representative, then such a member may be excluded from future CP BAG meetings.