MINUTES OF 4th STEERING COMMITTEE MEETING OF THE CITES MIKE SOUTH ASIA PROGRAMME

20TH-21ST NOVEMBER, 2007
KATMANDU, NEPAL

1.   **Opening session and welcome addresses**

The Director General , Department of National Parks & Wildlife Conservation, Nepal, Mr Shyam Bajimaya, welcomed all steering committee (SC) members from the South Asian Sub-region and the CITES/MIKE staff. He thanked the CITES/MIKE programme for providing technical assistance for furthering elephant conservation in the sub-region. He also thanked the Ministry for their support in holding the meeting and looked forward to a productive output that could assist in conserving elephants in Nepal and the entire sub-region. He requested that the meeting take up important human-elephant conflict issues that Nepal experienced.

The Coordinator of the CITES/MIKE programme, Mr Tom De Meulenaer, reiterated his gratitude to the Government of Nepal for its support in holding the meeting and briefly explained how the MIKE programme could be of assistance in the conservation of elephants. He expressed his confidence that the meeting would facilitate the MIKE process. He informed that he had replaced the former MIKE Director, Mr Nigel Hunter, in April this year. He also explained the origins of the CITES MIKE programme, its function, administrative set up and salient achievements. He suggested that the Steering Committee meeting could serve as a forum for free and internal discussions of all bottlenecks and impediments to the MIKE programme in particular and trans-border issues in general. He stressed that MIKE needed to evolve further to become a long-term sustainable and efficient field programme. He also said that Asian elephants are rare and needed careful management and monitoring to which a fully deployed MIKE programme could contribute substantially.

The Chairman of the Steering Committee (SC) for MIKE South Asia and Inspector General of Forests, Wildlife, Ministry of Environment and Forests, India, Mr A.N. Prasad, expressed his pleasure and gratitude to the Government of Nepal for the opportunity of holding this meeting in Katmandu, and expressed his appreciation to the CITES/MIKE programme for all the support provided to the respective South Asian countries in implementing the programme. He mentioned that conservation of elephants was a serious challenge and there had been instances of increased human-elephant conflicts. India had two major species conservation programmes, Project Elephant and Project Tiger. In India, 25 elephant reserves were declared in 1992. He also mentioned that financial assistance was given to 10 sites under the MIKE programme. Ms Anisha Arora, MIKE-South Asia, acting Sub-regional Support Officer (SSO), had visited all these sites and the forest divisions under each site.[1] He stressed that the Government would require the services of MIKE for cross-border programmes for India and Bangladesh. Also, services of MIKE will be required for capacity building and other activities.

2.   **Adoption of the agenda**

With some minor amendments, the draft agenda was adopted (see Annex 1)

3.   **MIKE programme update [MIKE Coordinator]**

The MIKE Coordinator gave a presentation with the following outline: understanding MIKE and its relationship with elephant mortality and CITES; purpose, objectives and modus operandi of MIKE; history of MIKE to date; the first output of MIKE in terms of baseline information; MIKE analysis for South Asia; MIKE Phase II and the way forward; and the sustainability of MIKE in South Asia. The presentation furthermore detailed the Decisions concerning elephants and amendments to *Loxodonta africana* adopted at the 14th meeting of the Conference of the Parties to CITES (Den Haag, June 2007).

He informed the Steering Committee that there was very limited funding available for the MIKE programme in South Asia, which had been provided by France, Great Britain and the United States. These funds only allowed for a very small number of activities to be undertaken, and would not extend beyond mid-2008. The funds were insufficient to maintain an adequate sub-regional support unit. He urged the committee to help raise the necessary resources to build and operate

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[1] For India, a new system had to be applied, recognizing that Forest Divisions would be the basic units of data collection. It was decided that data be collected from within each division and transmitted on a monthly basis to the MIKE Site Officer after being collated at the office of the Divisional Forest Officer.

an effective MIKE programme in South Asia, estimated at 4 million US dollars for a five-year period until 2011.

He proposed that the Chairmanship for the Steering Committee be rotated on a regular basis, e.g. every two years. He also invited the committee to consider the status and needs of the programme in their countries and sites, and to reflect upon possible expansions of the MIKE processes and analysis to non-MIKE sites and other species than elephants.

4. National progress reports [MIKE Steering Committee members/MIKE National Officers]

4.1. Bangladesh

The delegate from Bangladesh, representing the SC member, Mr Abdul Mutaleb, Deputy Chief Conservator of Forests, provided a brief overview on Asian elephant status and distribution in Bangladesh.

The MIKE site in Bangladesh was designated in 2003. There are about 300 elephants in Bangladesh, of which 100 are shared with India and Myanmar and 200 are resident elephants. The MIKE site holds 25 elephants and there is an acute shortage of fodder. There are two elephant corridors which are disturbed due to lack of vegetation.

Details were provided on the elephant-human conflict. Field staff carried out patrols regularly. The economic condition of the country was not good and the locals were reported to collect firewood in the forests. They were educating local villagers on how to drive the elephant away without killing them by lighting fire and burning crackers.

The following recommendations to alleviate the problem were made: (i) restoration of original habitat; (ii) prevention of habitat loss; (iii) cash compensation (iv) public awareness and motivation; (v) compensation for human death; (vi) involve local villagers in capacity building; (vii) growing a mixture of alternate crops.

4.2. Bhutan

The National Officer from Bhutan, Mr Sherub, provided a brief overview on elephant status and distribution in Bhutan.

He provided details on important elephant conservation initiatives, including formulation of a national elephant action plan; training undertaken for implementation of elephant conservation strategies and MIKE implementation; and progress made in carrying out population surveys of elephants in Bhutan with the assistance of the MIKE programme. He informed that random block count had failed in their region and a new method needed to be designed. Human-Elephant Conflict (HEC) was a major problem in the area.

The following recommendations were made: (i) field surveys (ii) methods to control cross-border poaching; (iii) improve the design of transects and random block counts; (iv) measures to increase public awareness and acceptance of elephants; (v) assistance of MIKE for refresher training on GPS, MIKE database management, GIS and other aspects of the MIKE programme, including population survey techniques; (vi) involve local villagers in capacity building; (vii) promoting alternative crops; (viii) assistance with the design of electric fences that are helpful for protecting crops at night; (ix) measures for improved habitat management like creating artificial salt lakes/water holes, planting etc.; and (x) measures for better managing Human-Elephant conflicts.

4.3. India

The presentation was given by the SC member from India, Dr. A.N. Prasad (IFS), Inspector General of Forests (Wildlife).

He described the structure of the CITES Management Authority in India; the national wildlife legislation for protection of wildlife and to control illegal trade; and the functioning of Project

Elephant and its achievements. He provided mortality statistics and indicated that data from population surveys carried out in different elephant reserves in 2007 were being compiled and would be available soon. He informed that micro chipping of captive elephants had been undertaken. In India, Project Elephant has decided to have full time coordinators for all the elephant reserves and for the MIKE sites.

He described the special features of India's MIKE programme. MIKE is an approved activity under Project Elephant. The following aspects of the programme were of special interests to India: (i) the establishment of a management information system; (ii) capacity building of field staff; and (iii) opportunities for regional cooperation where wildlife authorities of South Asia can share a lot of experiences with each other. The platform provided by MIKE could be used for cooperating with each other in combating elephant poaching and curbing illegal ivory trade; monitoring elephant populations and elephant corridors across international borders; collaborating with each other in mitigation of human-elephant conflicts; and cooperating with each other in capacity building programmes.

He highlighted the impediments to the MIKE programme that included in the case of India (i) shortage of frontline staff in some Elephant Reserves; (ii) law and order problems; (iii) inadequate infrastructure at the level of forest rangers (the lowest officer grade); and lack of hardware and software to effectively implement the data recording routines and analyses.

However, the future prospects for MIKE were very positive as staff were very motivated in India's MIKE sites. Government continued to strongly support the implementation of the programme. Finally, adequate technical assistance from the MIKE South Asia Support Unit was available.

4.4. Nepal

There were two presentations from Nepal, given respectively by a representative of the SC member, Mr Gopal Prasad Upadhyay, Chief Warden and by the National Officer of the Sukplaphanta Wildlife Rreserve and MIKE site, Mr Narendra Man Babu Pradhan.

The representative of the SC member provided a background on the biodiversity of Nepal, the status and distribution of elephants, facts and data on elephant human conflict and its mitigation and associated recommendations to alleviate the problem.

The Site Officer provided details on the land use, administration, staffing patterns, budget, community level conservation and enforcement strategies of the MIKE site.

4.5. Sri Lanka

A presentation was given by the National Officer of Sri Lanka, Mr Ranjan Marasinghe, Assistant Director of the Department of Wildlife Conservation, on behalf of the SC member and himself.

An overview of the status and distribution of elephants, and of conservation measures taken by the Department of Wildlife Conservation was given. Conflict mitigation was emphasized with special reference to the ongoing elephant drives (Due to the LTTE operations in the country where the forest areas were affected, more than 300 elephants were rehabilated to new areas, which was a 6 months operation, in which new water sources were found and electric fences were also created). Data on elephant and human mortality was presented. Lack of staff at all levels was mentioned, noting that there are only 600 people manning all the forest protected areas in the country. Loss of forest cover was mentioned to be of major concern. The insecurity in the country affected elephants, as exemplified by the increase in elephant mortalities due to land mines. The MIKE site was facing terrorist problems and could not be properly patrolled.

The following impediments to the MIKE programme were highlighted: (i) the MIKE database is not supporting data sharing with existing information database; (ii) the same data is required to be entered twice for MIKE sites; and (iv) a Department Database would need to be modified

to support MIKE data fields, while two systems should better be integrated. A solution would be to integrate the MIKE database programme with other databases in Sri Lanka.

5. Discussion on MIKE programme update and national progress reports

The MIKE Coordinator took up the needs and issues emerging from country presentations (see Annex 2), highlighting the following:

- It was decided to strengthen the MIKE Sub-regional Support Unit for South Asia during Phase II, but South Asia is facing a major financial problem to achieve this high priority.

- Recognizing the excellent work of the **acting Sub-regional Support Officer,** Ms Anisha Arora, it was agreed that a **Sub-regional Support Officer** needed to be recruited as soon as this was financially feasible.

- Collection of MIKE data should become a routine activity, and the need MIKE Database training across all range states was stressed.

- It was decided that the Sub-regional Steering Committee meeting will be held on a rotational basis every two years across the five countries, and the next meeting, which will be the 5th Steering Committee Meeting will be held in Bhutan in the year 2008.

- All the countries were requested to financially assist staff of MIKE SSU-South Asia in undertaking site visits like Project Elephant has been helping in India.

Furthermore, the meeting indicated the following impediments and issues:

- Poor data flow from sites to National MIKE Officers and SSO, which needs to be improved.

- Lack of communication between SSO and range States (Nepal, Sri Lanka, Bhutan and Bangladesh) on training and other needs to be addressed.

- Partial reporting from several sites in India which need improving.

- Forest Survey of India (FSI) in Dehra Dun, India, could be involved in training on GIS to the officers of the other range States on request from them. They could either come to India or with permission from the Director of Project Elephant, the F.S.I. could be sent to the range States and the SSO can participate as the resource person.

- Population survey training workshops need to be arranged for all range States.

6. Progress report on implementation of MIKE-South Asia [acting Sub-regional Support Officer (SSO)]

The (acting) SSO from the MIKE Sub-regional Support Unit for South Asia, Ms Anisha Arora, presented the progress of the MIKE programme from the last Steering Committee meeting held in December 2005. The presentation included tables that provided the status of MIKE data for each site in South Asia. A brief summary of the status of MIKE reporting and impediments faced during implementation was provided as follows:

For Bangladesh, Bhutan and Sri Lanka, reporting was not up to date. Nepal was reporting but it was following the report format provided to them. For India there had been no reporting from four sites for 2006 and 2007, while several sites were only partially due to internal bureaucracy and lack of forms. The SSO expressed major concern about the poor data flow from sites to National Officers and SSO, and the lack of communication between the SSO and range States on training and other needs.

7. **MIKE issues of sub-regional concern – identification; scope for action; sustainability of the MIKE programme in South Asia**

The (Acting) SSO suggested that the Forest Survey of India (FSI), located in Dehra Dun, India, could be involved in training MIKE officers from the sub-region. The Chairman welcomed this suggestion and said that he would discuss this with the Director of FSI. He suggested that Project Elephant could support the attendance of MIKE officers from India at the training but requested MIKE to support the attendance of officers from the other range States. This was agreed to by the MIKE programme.

MIKE database training workshops could be organized in the range states and the (acting) SSO could go and train the staff on the MIKE Database.

8. **Terms of Reference for MIKE sub-regional Steering Committees**

The MIKE Coordinator presented draft Terms of Reference for the MIKE Sub-regional Steering Committees (see Annex 3), soliciting comments from the participants. The Terms of Reference were generally agreed to. Once finalized, they would be circulated for approval.

9. **Any other issues**

Mr Prasad, Director, Project Elephant brought up the issue, which has not been executed as yet, which was decided during the 3rd Steering Committee meeting where MIKE had proposed to support the attendance of a few officers from the Sub-region for the Distance sampling workshop held yearly at the St. Andrew's University, Scotland, and requested the MIKE Coordinator to look into it.

10. **Closure of the meeting**

Mr Shyam Bajimaya, Director General, Department of National Parks and Wildlife Conservation, Nepal, expressed his thanks to Mr Tom De Meulenaer from the MIKE Central Coordinating Unit and Ms Anisha Arora from the MIKE South Asia office for organizing the meeting in Nepal, and to all the delegates from all the range states for attending.

Mr A.N. Prasad, Director, Project Elephant of India took the opportunity to express his thanks to the CITES Secretariat, the USFWS and the MIKE CCU on behalf of all the range States representatives. Mr Prasad expressed his appreciation of the objectives of MIKE and noted as the Chairman of the SSC, that he would certainly take advantage of the structure to discuss the details surrounding the implementation of the MIKE monitoring system, in particular, the capacity building aspects which may be especially important to Bhutan.

The meeting was closed by the Coordinator of the CITES/MIKE programme, Mr Tom De Meulenaer who expressed his gratitude to the range States for their participation. Special thanks were given to Mr Shyam Bajimaya and his team for their assistance in organizing the meeting in Nepal. He expressed his admiration and congratulations to the range States for their vision in adopting the MIKE mechanism at the sub-regional level and in actively supporting the implementation of the MIKE programme in the South Asian sub-region.

AGENDA

1. **Opening session and welcome addresses**

   - **Director , Forest Department of Nepal, Nepal**

   - **Chairman of Sub-regional Steering Committee, CITES/MIKE South Asia**

   - **Coordinator, CITES/MIKE Programme**

2. **Adoption of the agenda**

3. **MIKE programme update [MIKE Coordinator]**

   - **General status of the MIKE programme**

   - **Baseline information and analysis**

   - **Elephants and CITES**

4. **National progress reports [MIKE Steering Committee members/MIKE National Officers]**

   4.1. **Bangladesh**

   4.2. **Bhutan**

   4.3. **India**

   4.4. **Nepal**

   4.5. **Sri Lanka**

5. **Discussion on MIKE programme update and national progress reports**

6. **Progress report on implementation of MIKE - South Asia [Sub-regional Support Officer (SSO)]**

   - **Achievements to date**

   - **Preliminary data analysis procedures**

   - **Impediments to programme requiring Steering Committee intervention**

7. **MIKE issues of sub-regional concern – identification; scope for action; sustainability of the MIKE programme in South Asia**

8. **Terms of Reference for MIKE sub-regional Steering Committees**

9. **Any other issues**

10. **Closure of the meeting**

MIKE[1] NEEDS AND ISSUES IN SOUTH ASIA
SUB-REGIONAL STEERING COMMITTEE MEETING, MIKE-SOUTH ASIA, KATMANDU, NOVEMBER 2007

GOAL [BASED ON ISSUES RAISED AND DIFFICULTIES IDENTIFIED]	ACTION LED BY/AIMED AT THE MIKE CITES PROGRAMME*	ACTION LED BY/AIMED AT THE SOUTH ASIAN ELEPHANT RANGE STATES OR OTHER BODIES
REQUIRES A FULLY FUNDED, EFFECTIVE MIKE SUB REGIONAL SUPPORT UNIT THAT OPERATES IN SOUTH ASIA		
CAPACITY AND HUMAN RESOURCE MANAGEMENT ISSUES		
Address training needs and wishes	• Conduct an assessment of training needs (Who needs training in what?) and ensure training at site an national level in MIKE [and ETIS] • Provide manuals and training packages using innovative tools (books; self-training; online training; CD Roms; etc) • Regularly assess quality of training materials and update or improve as necessary • Explore options for training the trainers • Give training and organize training events • Facilitate exchange of training amongst range SATES (e.g. GIS training for Bhutan organized by India)	• Ensure that the right staff gets trained on the appropriate subjects • Verification of training effectiveness and feed back to MIKE • Encourage and reward training • Integrate MIKE training in standard formation for staff • Keep MIKE informed about training needs • Share training activities • Offer experts, training capacity and facilities for national and regional MIKE training
Harmonize levels of MIKE implementation between Range States	• Identify bottlenecks in existing reporting systems and information flow and work towards ensuring that MIKE data protocols are used correctly • Provide targeted training • Ensure ongoing quality control of data at all levels • Devise a minimum set of standards of performance for MIKE sites and ensure they are met by all sites within 4	• Act upon established weaknesses • Discuss standards of performance for MIKE sites and ensure strive to meet them in a definite time period

[1] MIKE: Monitoring the Illegal Killing of Elephants

	years	
Building capacity to properly undertake analysis of MIKE information at site-, national- and regional level, and feedback loops for data and analysis to go back and forth to providers and end-users	• Disseminate an explanatory document on the baseline analysis for each MIKE site in South Asia • Develop training tools to build site and national level analytical capacity • Have national MIKE staff participate in the data analysis • Empower MIKE staff to become capable of independently analyzing MIKE data	• Ensure these training tools are effectively used • Promote the adoption of MIKE monitoring methods, analysis and training tools in regular curricula at wildlife management training institutions
Ensure that MIKE officers remain well motivated and effective	• Provide honest feedback to Range States on performance of MIKE officers in their country, with suggestions of what works well and how things can further improve • Assist in developing a professional incentive system where necessary • Complement support to National and Site Officers [e.g. logistics; communication, equipment] as resources allow] • Organize regional training events in which all MIKE Officers can participate • Invite MIKE National Officers and, as appropriate, SITE Officers, to regional training events	• Allow MIKE National and Site Officers to attend Sub-regional Steering Committee meetings and other regional events. • Take feedback from MIKE into consideration when evaluating and appointing MIKE personnel • Ensure the right people are appointed as National and Site Officers • Ensure sufficient budget allocations • Develop and adopt professional incentive systems
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TECHNICAL AND SCIENTIFIC ISSUES		
Improve data flow from site to national level and from national to regional level	• Simplify MIKE reporting procedures, particularly the forms and database data entry • Provide correct guidance or training to use forms and reports • Ensure that data collection and analysis are easy to execute and interpret, and transparent • Facilitate data transfer and provide feed back on the use of the data to MIKE National and Site Officers • Assist in implementing systems for automated remote data transfer (e.g. radio, GPRS[1]) • Produce translations of forms in important local languages	• Make effective use of simplified reports and procedures • Integrate MIKE data flow into routine wildlife reporting mechanisms and daily activities of patrols • Enhance site capacity to collect and pass on information • Use analytical MIKE results
Enhance sustainability of information infrastructure and equipment	• Improve robustness of hardware and data vs. practical issues like power supply, viruses, backups, etc. • Look for cost-effective and sustainable hardware/software options • Set up mechanisms for routine reporting of computer problems and maintenance schedules • Identify ways of making hardware/software maintenance cost effective • Identify opportunities for upgrading hardware	• Explore and highlight emerging opportunities for equipment/software procurement • Use existing equipment and expertise at national level to maintain MIKE computers • Keep MIKE informed about status of software and hardware • Simplify and rationalize data transfer systems (e.g. transfer data from nearest town rather than physically to headquarters)
Eliminate potential for bias or subjectivity in current influencing factor system	• Develop a suite of objective, quantitative influencing factors in consultation with TAG[2] and Range States • Ensure statistical validity of interpretation of result	• Foster communication between sub regional TAG members and the MIKE bodies in South Asia • Assist in collecting data for robust influencing factors

[1] GPRS: General Packet Radio Service
[2] TAG: Technical Advisory Group

	• Develop a mechanism to provide feedback between TAG and SSC[1]	
Ensure sustainability of population surveys	• Assist in building institutional capacity to conduct regular population surveys in accordance with MIKE standards • Provide training and tools to conduct standardized surveys • Assist in conducting high priority surveys and ensuring optimal resource allocation in such assistance • Encourage cross border cooperation for conducting surveys in trans-boundary MIKE sites • Facilitate securing external funding for conducting population surveys where this remains necessary • Develop a system for prioritizing MIKE support to population surveys and communicate results	• Anticipate/allocate budgets to conduct surveys of MIKE sites on a regular (3 year) cycle • Explore possibilities for setting up joint sub regional capacity/survey teams to undertake regional surveys • Advocate importance of regular surveys to relevant national decision makers • Facilitate and participate in cross-border survey activities
Make sure that population surveys meet MIKE standards	• Disseminate and promote MIKE survey standards at MIKE sites and beyond (including those carried out by external organizations) • Build institutional capacity for Range States to conduct surveys in accordance with MIKE standards	• Prior to any surveys, liaise with CCU[2] and SSU on planned methodology and standards; take recommendations into account
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Confirm that the baseline MIKE sites are appropriate and representative [adapt or evolve as necessary]	• Validate current site sample in consultation with TAG and the sub-region • Clarify criteria for MIKE site selection	• Maintain MIKE activities in pertinent sites • Delineate sites
Expand the MIKE site sample beyond statistically representative set of sites	• Make available MIKE support packages for deployment in additional or new sites • Set up a standard reporting framework to which data from	• Collect and transfer data from additional sites along normal MIKE data flow routes and procedures

[1] SSC: Sub-regional Support Committee
[2] CCU: MIKE Central Coordination Unit

	sites must conform	
Enhance spatial reliability of MIKE data from spatio-temporal patterns: patrol coverage, spatial relationships with influencing factors, etc	• Provide analysis of exiting patrol coverage and recommendations for improvement • Explore options for building reliable references of patrol activities	• Follow up on recommendations
Assess cross-border management and conservation issues impacting elephants and MIKE sites, and develop appropriate policies	• Identify in consultation with Asian elephant experts cross-border challenges in the sub-region • Constitute regional research teams that can inventory the issues, coordinate their activities and propose solutions on the basis of their findings	• Provide logistical and other support to the work of the regional research teams • Follow up on the findings and recommendations emanating from the cross-border research
Reinforce the linkages between MIKE and conservation or management activities occurring in the same sites and ecosystems	• Identify exiting species/biodiversity monitoring systems that operate in the sites and the country and integrate relevant aspects in the MIKE programme • Assess biodiversity data management systems that are in use and assess interoperability with MIKE • Liaise with other organizations (IUCN[1], FAO[2], etc) • Outreach to other organizations and seek to establish synergies in common ecosystems • Seek synergies and exchange of experiences, data and results	• Identify relevant projects an activities • Encourage collaboration and sharing of information • Work with appropriate regional agreements / conventions for enhancing MIKE implementation
Implement common or compatible Law Enforcement Monitoring systems	• Assess existing LEM- related monitoring information systems that are operational in the country or the site • Develop and deploy a standardized software system to meet wider wildlife monitoring needs (for countries with no systems already in place) and harmonize MIKE database with existing systems • Develop "plug-ins" to make existing computerized	• Help identify existing systems and share lessons learned form these systems • Foster institutionalization of MIKE training and protocols

[1] IUCN: World Conservation Union
[2] FAO: Food and Agriculture Organization

	information systems compatible with MIKE	
SUSTAINABILITY AND GOVERNANCE ISSUES		
Secure sufficient national and external support to run a effective MIKE programme in South Asia for 2007-2011 and ensure the continued support of a Sub-Regional Support Unit and a Central Coordination Unit	• Identify the necessary resources and funds to run an effective MIKE programme in South Asia during Phase II 2007-2011] • Develop proposals to raise funding for the full deployment of MIKE in South Asia in the immediate and longer tem • Identify long-term funding mechanisms for MIKE and regional elephant conservation activities	• Allocate the necessary governmental resources in annual budget cycle to undertake MIKE activities at national level and in MIKE sites • Assist the MIKE CITES programme in identifying donors and securing external support for MIKE South Asia, inter alia by supporting or endorsing relevant proposals
Guarantee long-term sustainability of the MIKE programme	• Communicate importance of MIKE monitoring to higher levels of decision makers • Liaise with other organizations (IUCN, FAO, etc) • Demonstrate value of MIKE information/approach for elephant management decision making • Identify difficulties experienced by each country in complying with MIKE standards • Discuss and agree on ways to ensure compliance, and bring unresolved issues to the attention of sub-regions/region	• Communicate importance of MIKE monitoring to higher levels of decision makers • Ensure sustained national funding of the programme • Demonstrate value of MIKE information/approach for elephant management decision making • Work with appropriate regional agreements/ conventions for enhancing MIKE implementation • Continue high level representation by RS at Steering Committee meetings (RS)
Enhance political commitment to implement MIKE	• Work with appropriate regional agreements/ conventions for enhancing MIKE implementation • Liaise with other organizations with an interest in elephant conservation and management, and monitoring of biodiversity (IUCN, FAO etc.) • Ensure quality information from MIKE is easily available to decision makers at national, sub regional, continental levels • Demonstrate value of MIKE information/approach for elephant management decision making	• Communicate importance of MIKE monitoring to higher levels of decision makers • Work with appropriate regional agreements/ conventions for enhancing MIKE implementation • Continue high level representation by Range States in Steering Committee meetings • Share lessons and experiences

Strengthen regional collaboration and interactions concerning elephant conservation and management issues, including actions beyond the scope of MIKE monitoring	• Convene regular regional meetings where management issues are discussed • Facilitate communication between sites/countries and potential partners and donors • Facilitate the collection of best practices and other advice on common management issues such as HEC, translocations, habitat conservation and restoration, corridor development and management, etc. • Support to the extent possible appropriate research in collaboration with IUCN or other expert bodies • Help disseminate technical tools an information • Facilitate dialogue and information exchange on MIKE and elephants amongst experts, governments, NGOs and others stakeholders	• Clearly articulate needs, e.g. in the form of project proposals • Develop or implement national elephant conservation plans as appropriate and share outcomes with the sub-region • Address cross-border issues and common management challenges, including compensation policies and practices in the case of elephant damages; trans-boundary movements and corridors; translocations; etc. • Organize regular sub-regional and interdisciplinary meetings
Address bottlenecks due to changes in staff	• Develop and provide self-training materials • Consult with Range State authorities on issues of staff turnover and need for sustainability of capacity building efforts	• Institutionalizing MIKE training • Ensuring longer-term positions • Recognizing value of MIKE officers within HR mechanisms
Improve data sharing and interaction among range States in South Asia	• Promote and encourage bi- and multilateral sharing of experiences • Facilitate publication of results and sharing of information across sites at all levels - national, regional, sub regional levels where appropriate • Establish an dedicated MIKE website under the CITES website for communication to and use by MIKE authorities in the sub-region	• Organize regular sub-regional and interdisciplinary meetings
Ensure that the MIKE structure at sub-regional level is fully operational and effective	• Develop ToRs for sub regional committees and organize its meetings • Finance and organize annual meetings on rotational basis	• Continue high level representation by RS at Steering Committee meetings (RS)

OTHER ISSUES		
Improve collaboration with ETIS as necessary	• Establish a framework for collaboration with ETIS	• Reinforce the synergies between MIKE and ETIS at national level
Operate an effective Sub-regional Steering Committee	• Draft Terms of Reference for the SSC • Provide continued support according to the ToR • Invite one or more (regional) TAG members to meetings	• Secure high-level representation and resources to actively participate in the activities of the SSC
Implement the CoP14 decisions and agreements concerning elephants and MIKE	• Assist range States in implementing relevant Decisions and Resolutions • Assist range States in reporting to Standing Committee and CoP	• Ensure national implementation of elephant Decisions and Resolutions as required

MONITORING THE ILLEGAL KILLING OF ELEPHANTS (MIKE)

MIKE SUB-REGIONAL STEERING COMMITTEES (SSC)

TERMS OF REFERENCE (TORS)

Background

The CITES programme Monitoring of the Illegal Killing of Elephants (MIKE) is implemented in six sub-regions, four in Africa (Central, East, Southern and West Africa) and two in Asia (South and Southeast Asia). The MIKE programme was developed and is conducted in compliance with the provisions in Resolution Conf. 10.10 (Rev. CoP14) on Trade in elephant specimens.

A Sub-regional Steering Committee (SSC) oversees MIKE implementation in each sub-region with the support and facilitation of a Sub-regional Support Unit (SSU), headed by a Sub-regional Support Officer (SSO). The Sub-regional Steering Committees need to meet regularly to discuss matters related to the implementation of the MIKE programme in their sub-region, and make relevant recommendations.

The purpose of this document is to provide Terms of Reference for the operation of the MIKE Sub-regional Steering Committees and their meetings.

Terms of Reference

Scope of Work

1. The Sub-regional Steering Committees of the CITES programme Monitoring of the Illegal Killing of Elephants (MIKE) have the following major responsibilities:

   a. Ensuring that the range States implementing MIKE within the sub-region are delivering on their national commitments regarding the MIKE programme, including: designating National MIKE Officers and MIKE Site Officers; training; regular collection of accurate, up-to-date, and objective data on elephant status and mortality, law enforcement efforts and influencing factors; managing and analyzing this data in line with MIKE policies and protocols; reporting; and applying MIKE analyses and information in the context of elephant management and CITES.

   b. Keeping the responsible Minister and, where appropriate, senior Ministry officials and other decision makers informed on the objectives, progress and achievements of MIKE.

   c. Considering activity reports provided by the Sub-regional Support Officer, advising on priorities, helping in identifying the necessary resources, following up on recommendations as appropriate and assisting in addressing issues of concern identified by the Sub-regional Support Officer.

   d. Encouraging and facilitating cross-border collaboration.

   e. Facilitating and contributing to the implementation of MIKE at sub-regional level through the national MIKE bodies, the MIKE Sub-regional Support Unit and the MIKE Central Coordination Unit.

   f. Securing the long-term sustainability of the MIKE programme by helping to obtain institutional, staffing and financial commitments from the range States, independent of external support delivered through the CITES MIKE programme.

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4th meeting of the Sub-regional Steering Committee for MIKE South Asia..16

Composition

2. The membership of the Sub-regional Steering Committee shall consist of representatives from the range States in the sub-region that participate in the MIKE programme.

3. Each range State that participates in the MIKE programme will nominate one member for the Sub-regional Steering Committee, and be represented by this member.

4. Range States are encouraged to nominate as member the head of their national agency or ministerial department responsible for wildlife conservation and management, or someone of equivalent status or responsibility in terms of overseeing the MIKE programme.

Modus Operandi

5. The Sub-regional Steering Committee should meet on a regular basis, preferably once a year, but more frequently if need dictates. Meetings should be organized in a range State in the sub-region, and to the extent possible on a rotational basis.

6. At the end of each meeting, the Sub-regional Steering Committee will choose a Chairman amongst its members. Normally, the member of the host country where the next meeting of the Sub-regional Steering Committee takes place will be appointed as Chairman. He or she will hold office for the period between meetings of the Sub-regional Steering Committee.

7. The Chairman shall preside the meetings of the Committee, approve the provisional agenda prepared by the Sub-regional Support Unit, assist in organizing the meeting, and maintain liaison with other Sub-regional Steering Committee members between meetings of the Committee.

8. The Sub-regional Support Unit will act as secretary for meetings of the Sub-regional Steering Committee. It will provide provisional meeting agendas, background documentation, activity reports, work plans and meeting minutes; support the work of the Committee and its Chairman; inform or consult the Committee as necessary; and facilitate liaison between the Committee and other components of the MIKE CITES programme, including the Central Coordination Unit and the Technical Advisory Group.

9. The Sub-regional Steering Committee can be convened by invitation of its Chairman, the Sub-regional Support Officer or the Coordinator of the Central Coordination Unit.

10. Each Committee member can request the MIKE National Officer of his/her country to be in attendance at the meetings as observer. The Chairman, the Sub-regional Support Officer or the Coordinator of the Central Coordination Unit can invite on an *ad hoc* basis persons for facilitating discussions on particular MIKE issues.

11. The Sub-regional Steering Committee shall consider in its meetings the managerial, governance and sustainability aspects of the implementation of MIKE in the sub-region, based on reports by its members and the Sub-regional Support Officer. The Committee can take advantage of the meeting to consider other elephant management or CITES issues as appropriate.

12. After each meeting, draft minutes will be circulated by the Sub-regional Support Officer to the members within reasonable timeframes for their approval.

Funding

13. To the extent possible, the costs of convening the meetings of the Sub-regional Steering Committees in terms of travel, accommodation and per diems will be covered by external funding from the Sub-regional Support Unit or Central Coordination Unit. This will not preclude in-kind contributions from

the host country, which are expected to include meeting facilities, logistical support and administrative assistance.

14. As external funding will be for a limited duration, the range States that participate in the MIKE programme need to plan for the costs of hosting or attending meetings of the Sub-regional Steering Committee by including these in their recurrent budget, before the external support expires.

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List of participants at 4th SC meeting, CITES MIKE South Asia

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