

# Cornwall Invasive Species Forum

## Terms of Reference

### Aims of the group:

- To promote awareness of the impacts of invasive non-native species (INNS) on native species and habitats
- To encourage collaborative working on INNS management across Cornwall
- To encourage recording of INNS and sharing of relevant data to aid INNS management
- To share evidence of good practice on INNS management
- To promote, encourage and demonstrate good biosecurity practice

### Membership:

- Membership of the Cornwall Invasive Species Forum is open to any individual, group, project or company working in the environment in Cornwall and sharing CISF aims
- INNS Projects based in Devon working on catchments or land bordering or crossing into Cornwall will be invited to join CISF
- Forum membership will continue until such time as the member decides to remove themselves from the Forum
- The Steering Group may refuse a membership application, or terminate or suspend membership by resolution passed at a meeting of the Steering Group.

### Responsibilities:

- Secretariat for the group will be provided by CINNG (Community Invasive Non-Native (Species) Group)
- The Forum will be Chaired by a Forum member, reviewed and agreed on an annual basis
- The Steering Group will be Forum members who have expressed an interest in assisting with the running of the Forum
- Forum members are expected to carry out the aims of the Forum and encourage others working in the environment to also adopt the aims of the forum.
- Forum members will be responsible for reporting INNS present in Cornwall through the CINNG recording page on the ORKS pages of the ERCCIS website and ORKS mobile app and any other relevant recording databases

### Review:

- The terms of reference of the Forum will be reviewed annually and amended if necessary

## **Meetings:**

- Forum meetings will be held at least annually. Steering Group will meet as appropriate
- Forum meetings will include talks and presentations on matters of concern to Forum members
- The minutes of Forum and Steering Group meetings will be sent to Forum members
- Field visits arranged by Forum members are encouraged, with agreement of the Steering Group

## **Sharing of information and resources (including confidential materials):**

- Information and resources relevant to INNS management will be shared with members via the CINNG website [www.cinng.org.uk](http://www.cinng.org.uk) and via email using a secure emailing system
- No personal data will be shared between members unless express permission has been granted by the Members
- Email addresses and other personal information will be stored in a manner compliant with GDPR
- CISF's privacy policy is reviewed and updated annually and is available to view on the Forum webpage on the CINNG website

## **Definition of terms:**

- INNS – Invasive non-native species. Species introduced, by people, outside their normal range which have a detrimental impact on the environment, economy, health and/or lifestyle
- Biosecurity – The exclusion, eradication and control of unwanted pathogens, disease and species
- Steering group – Members of Cornwall Invasive Species Forum who have agreed to take on an organisational role involving decision making and running of the Forum
- CINNG – CINNG (Community Invasive Non-Native (Species) Group) is a registered charity (number 1161172). Bringing people and the environment together to improve the health and wellbeing of both by raising awareness and taking action on the impacts of invasive non-native species (INNS).
- ORKS – Online Recording Kernow and Scilly
- ERCCIS - Environmental Records Centre for Cornwall and the Isles of Scilly

**Updated 20<sup>th</sup> December 2019**