



INTERNATIONAL RANGER FEDERATION

TERMS OF REFERENCE

Between

INTERNATIONAL RANGER FEDERATION

and

(HOST ASSOCIATION)

For the Purpose of:

Hosting the

INTERNATIONAL RANGER FEDERATION

WORLD RANGER CONGRESS

Vision:

The International Ranger Federation (IRF) World Ranger Congress (WRC) brings together rangers and protected area managers from all over the world, giving them the opportunity to learn new skills, share knowledge, create partnerships and develop strategic ways to protect nature and nature's protectors.

It occurs every three years* in a different location, allowing host countries from each IRF Region to raise the profile of rangers locally and internationally. It allows rangers to showcase their successes, to identify how they're addressing their regional challenges and share their knowledge and skills with colleagues from around the world.

*notwithstanding major global or regional occurrences such as a pandemic or severe political tensions that would negate a safe and effective IRF WRC.

The IRF and host association will work effectively and successfully together to bring this internationally recognised Congress to the attention of rangers world-wide, as well as their employees, advocates, ambassadors and supporters.



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Background:

The IRF WRC brings representatives from around the world together to engage in common interests and opportunities, supporting one another, building cross-border friendships and sharing experiences. Delegates share inspirational and innovative ways to build on ranger skills, wisdom and resilience needed to thrive in their chosen careers.

The IRF WRC is a forum for the creation of recommendations on issues that affect our environment and those working to protect it. Raising awareness of these challenges and coming up with strategic ways to overcome these is vital. And when it comes directly from rangers, it makes the messaging more powerful; from there the recommendations are then presented at conservation forums globally.

Objective:

The IRF is currently at a pivotal time in its history. For the first decade of its conception, it has been a federation. Since 2019, it officially became established as a company, with Directors from each of the Region's making up the Board alongside a President, Vice President, Secretary and Treasurer. Australian law also requires the appointment of an Australian resident as a Company Secretary.

It is crucial at the IRF WRC that delegates are informed of the IRF's developments and how the Board would like to steer the IRF into the future. The development of an IRF strategy is underway, so the IRF WRC program needs to take into account ways to inform and encourage delegates to support the initiatives the IRF have planned for the decade ahead.

At the 9th WRC in Nepal, the Chitwan Declaration was established and adopted by ranger associations from around the world charting a course for rangers and ranger associations. It situates rangers at the nexus of biodiversity conservation, habitat and ecosystem integrity, climate change, Indigenous peoples and local communities (IPLCs), human rights, and sustainable development, and identifies the challenges facing rangers as they aim to fulfil their role as planetary custodians.

Another Declaration, building on the Chitwan Declaration, will be discussed, agreed and put to the membership for endorsement at each subsequent IRF WRC.

The IRF and host association will establish a theme together, to include fulfilling the strategic needs of the IRF within the Congress program.



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Summary:

The IRF and host association will work in partnership to organise and publicise the event to appropriate delegates. Both parties will seek financial support to run a successful Congress, and both parties will jointly develop an informative and strategic program to achieve set goals, including an agenda with speakers and workshops focusing on an agreed theme. The theme can be suggested as part of the application process by the host association, but final details will be worked through by the IRF WRC organising committee.

The Host Association will:

- Provide a high level of commitment to ensuring every aspect of the IRF WRC's preparations/marketing/financial budgeting adhere to the IRF Strategies and Code of Conduct.
- Seek donations/sponsorship, as needed, from local and regional NGOs, government agencies, sponsors, and individuals to support the IRF WRC.
- Provide a detailed budget, with delegate fees, sponsorship opportunities and a breakdown of associated costs at least 12 months (18 months preferable) before the proposed IRF WRC date.
- Open a WRC account that can be seen by the IRF, or that monthly account statements are sent to the IRF Organising Committee, so all financial management is open and transparent.
- Provide any translators for all the IRF WRC organising committee meetings, if needed.
- The host association may not enter into any agreements, written or otherwise, with any third party that impose any financial or operational commitments upon the IRF without prior written approval of the IRF.
- Expand on the potential accommodation options for delegates, mentioned in the host associations IRF WRC Expression of Interest (EOI), including any discounts and discount codes (if relevant) from specific accommodation providers.
- Expand on the field trip option/s also mentioned in the host associations IRF WRC EOI, with costings and logistic information.
- Recruit volunteers to assist with the running of the IRF WRC.
- Provide required translator services for the duration of the IRF WRC and organizing meetings with the IRF prior to the Congress (if required).

The IRF will:

- Promote the IRF WRC through all IRF and other relevant networks.
- While it is the main responsibility of the host association, the IRF will also seek donations/sponsorship from its network of contacts and interested bodies for individual rangers to attend and for general sponsorship for the IRF WRC.
- Secure international/external speakers where appropriate.
- Develop a 'Declaration' to follow on from the Chitwan declaration.
- Organise the IRF membership meeting/election, and regional meetings.



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Jointly IRF and host association will:

- Develop an IRF WRC Organising Committee made up of representatives of the IRF (with at least two of those IRF Board members) and the host association.
- Meet monthly via Zoom to progress the organisation of the IRF WRC.
- Be open and honest about all organisation matters in relation to the IRF WRC and raise any concerns/disagreements early for resolution.
- Develop and agree on a Memorandum of Understanding (MoU) to host the IRF WRC to clarify the roles of responsibilities of each party in relation to:
 - Developing an IRF WRC program inclusive of rangers/presenters from around the regions. IRF Regional Representatives to assist.
 - Ensuring half days are allocated to the IRF membership meeting/election (usually on the last day of the IRF WRC) and the regional meetings.
 - Ensuring all accounting mechanisms and other financial management issues for the IRF WRC are transparent for both parties; ie payments in and payments out.
 - How the IRF WRC registrations will be managed.
 - Subcommittees established to assist progress on the following topics:
 - Venue/logistics/insurance,
 - accommodation/food,
 - sponsorship,
 - marketing,
 - program,
 - registration (including a Congress pack); and
 - pre/post activities.
 - Develop marketing/promotion strategies for both parties to utilise to raise awareness and encourage delegates to attend the IRF WRC.
 - Manage content on the IRF WRC website and social media platforms.
 - Preparation of a Post Congress Report.
 - Risk analysis: A risk register will be drawn up to be updated at each monthly IRF WRC meeting.



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Duration:

This Terms of Reference commences on the date of signing by both parties and expires on the (date) or on another date agreed to in writing by both parties. Likewise, adjustments may be made to this Terms of Reference, if it is re-dated and re-signed by both parties.

Name: _____

Position/title: _____

Organisation: _____

Date: _____

Signature: _____