

# Bat Conservation Trust



## Bat Workers Forum

### **Attendance**

The Bat Workers Forum (BWF) is open to anyone interested in bats, regardless of experience or geographical location. This event succeeds the Bat Group Forum and reflects the broadening of this event to a wider audience in recent years.

Each BWF shall be attended by at least two members of BCT staff and will be chaired by a member of the BCT's Board of Trustees

In addition, representatives of the UK's Statutory Nature Conservation Agencies (SNCOs) shall be encouraged to attend, as will representatives from other wildlife organisations (where appropriate)

### **Frequency of meetings**

Two national meetings will be planned each calendar year. One shall be held at the national bat conference (nominally on the Friday night prior to the main conference). The other shall be in spring, at a location that may vary year on year but which will be chosen so as to facilitate maximum confirmed attendance. Please note that the spring meeting will only take place confirmed attendance one-week before the meeting is ten or more, not including BCT staff and Trustees.

### **Aims**

To provide a forum which:-

facilitates communication and the sharing of experience between all bat workers and those interested in bats, regardless of knowledge or experience

enables the concerns, views and opinions of bat workers, bat groups and anyone interested in bats to be shared and discussed and, where relevant, communicated through to :

The BCT management team, including the Board of Trustees.

The appropriate SNCO management team

Enables feedback, from the relevant parties (eg BCT or SNCOs) on issues previously raised

### **Format**

The bulk of the meeting is intended to facilitate communication between all members of the 'bat community' (eg those interested in bats) and so the format may vary according to perceived priorities at the time the meeting is held, but, as a minimum, will include

An update from BCT on major issues (links to the most recent BCT quarterly reports will be circulated ahead of, but not be presented at, the meeting)

Specific items notified to the chair at least three weeks ahead of the meeting (NB : because of limited time the chair may decide that some items cannot be included on the agenda, but such items will be included in the minutes with a request for feedback)

A round up of major issues and/or highlights from around the table (NB : Although bat groups and bat workers will be encouraged to submit written round ups of their activities, for inclusion in the minutes of the meeting, the purpose of this specific item is to enable people to table issues of concern or interest, which may require some discussion and/or escalation, rather than general updates.)

If possible short presentations on topical issues will precede the round table discussions.

### **Roles within the Forum**

Each BWF shall be attended by at least two members of BCT staff and will be chaired by one of the Partner Group Trustees, nominated, triennially, by the Partner Groups and voted upon at the National Bat Conference meeting.

Chair: To chair meetings and ensure the forum adheres to both agenda and its constitution.

Secretary (role to be fulfilled by the BCT Bat Group Officer): To organise meetings, draw up (through wider consultation) and distribute the agenda. Ensure minutes are taken and distributed in a timely fashion.