



## UKOTCF Conservation Horticulture Working Group (CHWG) – Terms of Reference (ToR)

<b>Reporting to:</b>	UKOTCF Council
<b>Overall Purpose:</b>	Aligning with the <a href="#">UK Government UKOT Biodiversity Strategy</a> and the UKOTCF ambition to increase the connections across all UKOTs and Crown Dependencies thematically, the primary aim of the Conservation Horticulture Working Group (CHWG) is to bring together organisations and individuals from across the UKOTs and CDs who are involved in delivering horticulture for conservation (e.g. <i>ex-situ</i> plant conservation, native plant nurseries and botanical gardens) for knowledge exchange, training and capacity building.
<b>Specific Objectives</b>	<ol style="list-style-type: none"> <li>1. Facilitate direct connections between UKOTs and CDs who are employing horticultural plant conservation techniques.</li> <li>2. Enable and encourage knowledge exchange between the UKOTs and CDs, and UK partners.</li> <li>3. Deliver training and advice (through UKOTCF and other UK-based partners);</li> <li>4. Stimulate and provide a mechanism for cross-UKOT/CD collaboration and outputs, including joint fundraising.</li> </ol>
<b>Frequency of Meetings</b>	<ul style="list-style-type: none"> <li>• Meetings will aim to take place quarterly, or perhaps more frequently on specific topics if members specifically request this.</li> <li>• Potential to have face-to-face meetings in one of the UKOTs or CDs.</li> </ul>
<b>Meeting Themes</b>	<ul style="list-style-type: none"> <li>• Each CHWG meeting will have a specific topic or topics, which will be steered by the demand of the members (a survey to assess interests was carried out on the initial CHWG members in late 2025 and can be repeated as needed).</li> <li>• CHWG members will be encouraged to suggest topics and speakers for the meetings.</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Membership will be open to all those who have an interest in conservation horticulture within the UKOTs and CDs.</li> <li>• People/organisations from other countries/territories/islands will be able to join meetings by invitation.</li> </ul>
<b>Chair/Secretariat</b>	Chaired by UKOTCF Council Member (Leigh Morris), supported by UKOTCF Conservation Officer (Jodey Peyton) acting as secretariat.
<b>Minutes and Updates</b>	<ul style="list-style-type: none"> <li>• AI will be used to generate minutes that will then be edited and finalised by Chair/Secretariat before circulation.</li> <li>• CHWG meetings will be recorded and the recordings shared with members (via the UKOTCF YouTube channel and linked on the UKOTCF website) to help ensure knowledge-sharing and learning from the group is maximised.</li> <li>• Members will be communicated with between meetings by email.</li> <li>• Updates from CHWG will be included in UKOTCF's <i>Forum News</i>.</li> </ul>