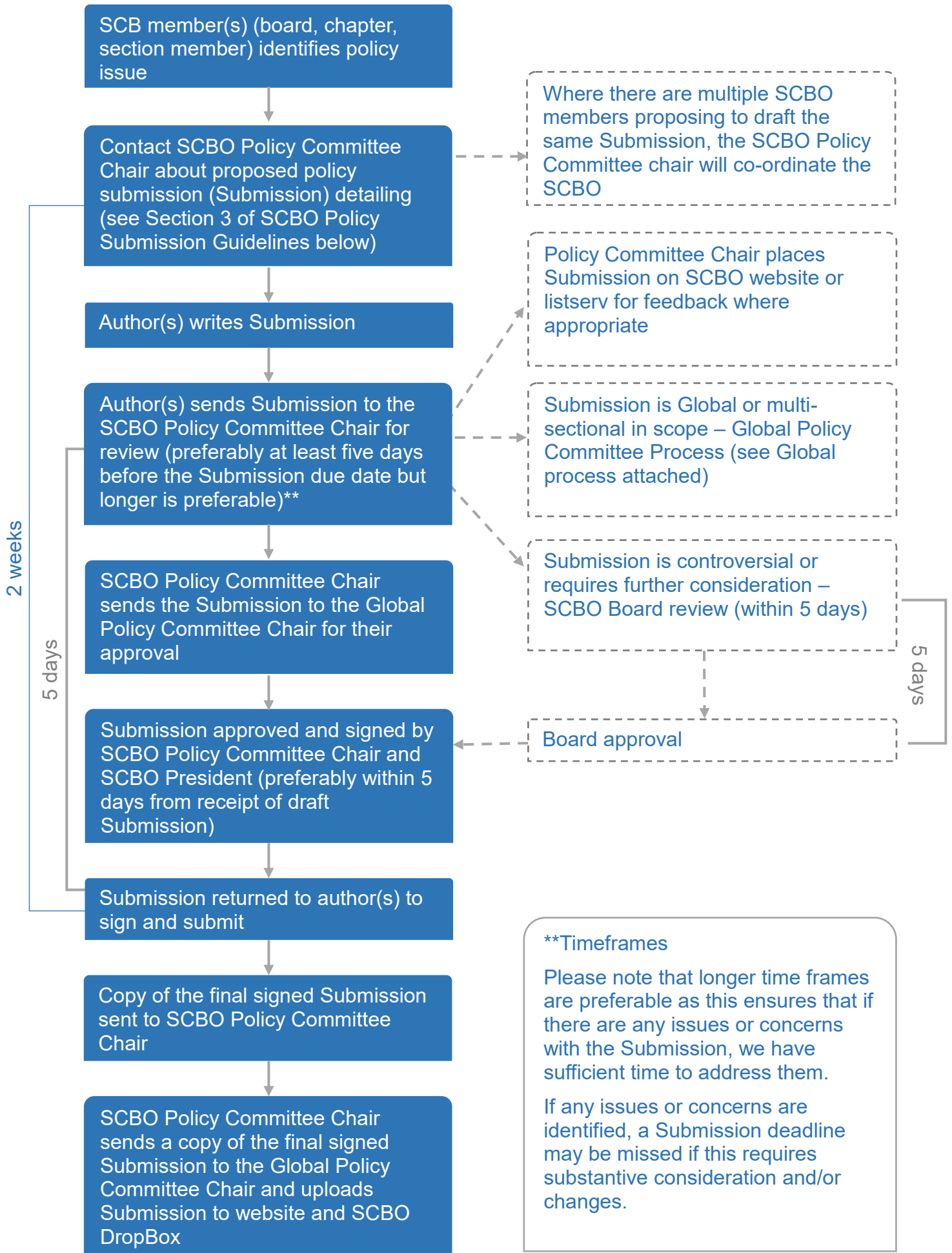


SCBO Policy Submission Guidelines



****Timeframes**

Please note that longer time frames are preferable as this ensures that if there are any issues or concerns with the Submission, we have sufficient time to address them.

If any issues or concerns are identified, a Submission deadline may be missed if this requires substantive consideration and/or changes.

Guidelines on preparing policy submissions and the approval process

Society for Conservation Biology Oceania Section

1. Overview

- 1.1. A primary objective of the Society for Conservation Biology Oceania Section (SCBO) is to promote, develop and disseminate policy-relevant conservation information throughout the region to conservation policymakers and the public.
- 1.2. One way of achieving this primary objective is through writing policy submissions (*Submissions*) to governments and other organisations regarding policies that may affect the environment and biodiversity.
- 1.3. Submission opportunities include draft policies, plans or legislation that are open for public comment, and inquiries, working groups or task-forces that are seeking submissions.
- 1.4. These guidelines set out SCBO's Submission process, which falls under SCB Global's (*Global*) Formal Policy Approval Process adopted by the SCB Board of Governors in December 2013 and Amended in March 2014 (see Appendix 1).

2. Background

- 2.1. SCBO members (SCBO board, chapter, or section members) can identify Submission opportunities and draft those Submissions.
- 2.2. Policy issues can range from local and state/territory issues (sub-national) to national and regional (Oceania) issues.
- 2.3. Generally, Chapters will be best equipped to address local and state/territory issues, while the SCBO Policy Committee will be better equipped to address national and regional issues, although this will vary on a case-by-case basis.
- 2.4. The SCBO Policy Committee has jurisdiction to approve Submissions about uncontroversial local, state/territory (sub-national), national and regional issues. However, global and multi-sectional issues must be escalated to the SCB Global Policy Committee for approval as per the SCB Global Policy Approval Process (Appendix 1).

3. Submission approval process

- 3.1. Members intending to write a Submission must notify the SCBO Policy Committee Chair of their plans to write a Submission preferably at least two weeks before commencing writing, detailing:
 - 3.1.1. What the Submission is about;
 - 3.1.2. When the Submission is due; and
 - 3.1.3. When the SCBO Policy Committee Chair should expect to receive the Submission for their review.
- 3.2. Once notified, the SCBO Policy Committee Chair (or their delegate) can coordinate the process where multiple members intend on writing a Submission on the same issue.
- 3.3. Once a Submission has been drafted, it must be sent to the SCBO Policy Committee Chair and the SCBO President for their review (preferably at least 5 days before the Submission is due) to ensure it is:
 - 3.3.1. Based on peer-reviewed scientific literature, where appropriate;
 - 3.3.2. Written in clear, objective language that is appropriate for conservation researchers, managers, and policymakers;

- 3.3.3. Consistent with SCBO's Strategic Plan; and
- 3.3.4. Consistent with previous SCB policy statements.
- 3.4. The SCBO Policy Committee Chair (or their delegate) will send the Submission to the Global Policy Committee Chair seeking their agreement that the Submission is not global or multi-sectional in scope.
- 3.5. Once approved, the SCBO Policy Committee Chair will return the Submission to the author(s) of the Submission. Approved Submissions must include the signatures of the SCBO President, the SCBO Policy Committee Chair and the relevant chapter president (if applicable), and the names and signatures of the document's author(s).
- 3.6. The Submission author(s) must submit the final Submission and provide the final copy to the SCBO Policy Committee Chair who will deposit it in the SCBO Dropbox under Strategic and Implementation Planning/Policy Committee/Submissions.
- 3.7. Final Submissions will only be posted on a SCBO or Chapter website or social media, or otherwise shared publicly where doing so does not violate the terms of the Submission process (e.g. by breaking parliamentary privilege).

4. Additional input

- 4.1. Where appropriate, the SCBO Policy Committee Chair (or their delegate) will place a notice on the SCBO website or listserv about a proposed Submission to allow the SCBO section's membership to provide feedback for the Submission authors' consideration.
 - 4.1.1. Interested parties may contact the author via email to access the document.
 - 4.1.2. This process may be bypassed where the Submission due date renders this step impractical.

5. Controversial Submissions

- 5.1. Where the Submission is considered potentially controversial or requires further consideration, the SCBO Policy Committee Chair (or their delegate) and the SCBO President may distribute it to the SCBO board for its consideration and approval.
 - 5.1.1. The Submission must be sent to the SCBO board preferably at least five days prior to final Submission.
 - 5.1.2. This process can take place via email and requires more than 50% of the SCBO board to approve the Submission.
 - 5.1.3. If an "out of office" reply is received for any SCBO board member during this time and they do not reply before the deadline, their vote will be counted as an abstention.
 - 5.1.4. SCBO board members must review the Submission to ensure it aligns with the principles under s 3.5.
 - 5.1.5. The SCBO board may nominally approve the Submission pending amendments.

6. Joint Submissions

- 6.1. In some cases, SCBO will be invited to co-sign a statement that another organisation has drafted.
 - 6.2. SCBO will forward the statement to the Global Policy Committee Chair for their agreement that the Submission is not global or multi-sectional.
 - 6.3. SCBO will follow the process under s 3.5 to determine whether it will co-sign the statement.
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Appendix 1

https://conbio.org/images/content_policy/SCB_Policy_Approval_Process_as_Adopted_by_the_Board_of_Governors_December_2013_and_Amended_March_2014_and_October_2015.pdf

https://conbio.org/images/content_policy/12-2013-Diagram-of-SCB-Policy-Approval-Process.jpg