

# ASSOCIATION OF ZOOS & AQUARIUMS

## POPULATION MANAGEMENT PLAN (PMP) HANDBOOK

Updated 14 February 2007

General information on PMPs is available on the AZA Web site at:

<http://www.aza.org/ConScience/ConSciencePMPFact/>

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# **ASSOCIATION OF ZOOS AND AQUARIUMS (AZA) POPULATION MANAGEMENT PLAN (PMP) MANAGER POSITION DESCRIPTION**

## **Position Overview**

The PMP Manager performs various duties to lead and support an AZA PMP. The PMP Manager works directly with Institutional Representatives, the Taxon Advisory Group (TAG), the AZA Wildlife Conservation and Management Committee (WCMC), and the AZA Conservation and Science Department to complete and distribute a PMP of breeding and transfer recommendations for the managed population. In most instances, the PMP Manager is also the studbook keeper for the species. The PMP Manager serves as the primary contact and AZA expert for her/his species and abides by the duties and responsibilities set forth by WCMC and the TAG.

## **Essential Position Functions:**

- New PMP managers must publish their first PMP within six months of the most recent studbook publication
- Must publish a complete PMP at least every three years
- Must work with an AZA Population Management Center (PMC) biologist or approved Small Population Management Group (SPMAG) advisor when formulating breeding and transfer recommendations
- Must send copies of all significant program documents and correspondence to the AZA Conservation and Science Department and relevant TAG Chair
- Should also serve as Studbook Keeper for the PMP species. If a separate Studbook Keeper exists, should work closely with that Studbook Keeper
- Should, if elected or invited, serve on or as an advisor to the appropriate AZA TAG and attend relevant meetings
- Should maintain contact with counterparts in other regional associations to facilitate inter-regional cooperation

## **Requirements for Eligibility**

- Individual AZA Membership
- Statement of individual commitment
- Statement of institutional support from an AZA accredited institution/certified related facility
- Internet and email access
- Should take the Population Management II course from the AZA Professional Development Training Program (<http://www/aza/org/prodev/>)

The TAG Chair, Institutional Director, Institutional Liaison, and AZA Conservation and Science Department will be kept informed as to whether the PMP Manager is meeting required position functions and eligibility requirements. **Failure to meet the obligations outlined in this handbook could result in the PMP Manager's removal from the program.**

## **PMP General Information/Administration**

### **PMP Description**

The PMP is a cooperative animal management program designed to facilitate the population management of select species in captivity. Each PMP manages the breeding of a species through a Population Management Plan to maintain a healthy, genetically diverse and demographically stable population. PMPs are established for populations that need to be cooperatively managed, but do not require the intensive management efforts and conservation action of a Species Survival Plan (SSP<sup>®</sup>). Although the science used to create PMPs is the same as that used for SSP Master Plans, the oversight is different. The PMP Manager is responsible for overseeing the PMP and s/he communicates with AZA institutions through the Institutional Representatives (IRs) for the associated TAG. PMP taxa are selected through the regional collection planning process of AZA's TAGs.

### **Becoming a PMP Manager**

Individuals interested in becoming a PMP Manager should communicate with TAG Chairs or review published Regional Collection Plans (RCPs) to determine priority species. A primary purpose of an RCP is to review the status of each species covered by the TAG and to establish management priorities. If no TAG exists, or no RCP has been completed, interested individuals may consult the AZA Conservation and Science Department or the WCMC Vice Chair for Studbooks and PMPs for advice on becoming a PMP Manager. A list of TAGs, TAG Chair contact information, RCPs, and RCP approval dates is available on the AZA Web site at [http://members.aza.org/Departments/ConScienceMO/tag\\_mo/](http://members.aza.org/Departments/ConScienceMO/tag_mo/). A list of available PMPs is published in the monthly Conservation and Science report, distributed via the consci listserv. To join this or any AZA listserv, see: <http://members.aza.org/Departments/ConScienceMO/>.

All PMP Applications (page 6) should be submitted directly to the TAG Chair, if the TAG has a WCMC-approved RCP. If the RCP has not been approved, PMP Manager applications should be submitted to the WCMC Vice Chair for Studbooks and PMPs, with a copy sent to the TAG Chair. All PMP Managers must be individual AZA members and must be employed at an AZA Accredited Institution, Certified Related Facility, or Society Conservation Partner or supported by and AZA Accredited Institution or Certified Related Facility.

### **PMP Manager Accountability**

All PMP Managers must (1) publish their first PMP within six months of the most recent studbook publication and (2) publish a complete PMP at least every three years. Failure to meet these obligations could result in the PMP Manager's removal from the program.

If the PMP Manager misses a PMP deadline but wants to maintain her/his role as program leader, the institutional Director or IL must contact the TAG Chair within two weeks of a missed deadline to discuss the reason for the missed deadline (Note: if the TAG does not have an approved RCP or there is no TAG or TAG Chair in place, the contact will be the WCMC Vice Chair for Studbooks and PMPs). If the Director/IL does not contact the TAG Chair (or WCMC Vice Chair) within two weeks of the missed deadline, the PMP Manager will be removed and the position vacancy will be advertised. If the TAG Chair (or WCMC Vice Chair) determines that the reason for the missed deadline is valid, a new deadline will be set.

The PMP Manager is responsible for working with Institutional Representatives, the Studbook Keeper, the TAG, WCMC, and the AZA Conservation and Science Department to ensure that the program is run effectively and efficiently. The TAG (or WCMC) can remove the PMP Manager if s/he does not meet these obligations (e.g., is consistently not responsive to/considerate of institutional requests and needs).

If a PMP Manager is out of communication with the TAG (or WCMC Vice Chair for Studbooks and PMPs, if the TAG does not have an approved RCP) for an extended period of time, the TAG (or WCMC) may remove the PMP Manager from the program.

### **PMP Manager Institutional Change**

PMP Managers who are changing institutions must, within 60 days of departure from their original institution, submit to the TAG Chair and AZA Conservation and Science Department:

- A new Statement of Individual Commitment and Statement of Institutional Support (part of the PMP Application, page 6)
- New contact information, including institution, address, phone, fax, and email

If the institution holding the PMP does not wish to relinquish the program, they must contact the TAG Chair (or WCMC Vice Chair for Studbooks and PMPs, if the TAG does not have an approved RCP) within 30 days of the departure of the PMP Manager and submit an applicant (using the PMP Application, page 6 of this handbook). The TAG Steering Committee (or WCMC Vice Chair) will request an updated application from the current PMP Manager and review and vote on the candidates to select the one most qualified. Upon selection of a PMP Manager, the TAG Chair (or WCMC Vice Chair for Studbooks and PMPs) will inform the applicants, the supporting institutions, and the AZA Conservation and Science Department of the final decision.

If a PMP Manager is not moving to an AZA Accredited Institution, Certified Related Facility, or Society Conservation Partner, she/he must have a letter of support from an Accredited Institution or Certified Related Facility.

The names and contact information of all new program leaders are published in the monthly Conservation and Science report and updated on the AZA Web site and in the AZA Directory.

### **Loss of Accreditation/Certification of a PMP Manager's Institution**

All PMP Managers must be supported by an AZA Accredited Institution or Certified Related Facility. If a PMP Manager's facility loses accreditation, the PMP Manager must obtain a new Statement of Individual Commitment and Statement of Institutional Support (part of the PMP Application, page 6) from an accredited institution or certified related facility within 60 days of departure from their original institution.

### **PMP Manager Resignation**

When a PMP Manager resigns, s/he must send a letter of resignation and all materials relating to the PMP to the TAG Chair, with copies to the AZA Conservation and Science Department. If the PMP is being transferred directly to another individual, that individual should also receive copies of all related materials.

### **PMP Manager Vacancies**

All PMP Manager vacancies must be advertised in the monthly Conservation and Science report (distributed via the consci listserv). To join this or any AZA listserv, see:

<http://members.aza.org/Departments/ConScienceMO/>.

Interested individuals should submit an application to the individual indicated in the advertisement. All applications will be evaluated on the qualifications of the applicants.

The TAG Chair (or WCMC Vice Chair for Studbooks and PMPs, if the TAG does not have an approved RCP) will distribute the applications for the position to the TAG Steering Committee (or WCMC) for a vote. Upon election of a PMP Manager, the TAG Chair (or WCMC Vice Chair) will inform all the applicants and the AZA Conservation and Science Department of the final decision.

The names and contact information of all new program leaders are published in the monthly Conservation and Science report and updated on the AZA Web site and in the AZA Directory.

## AZA PMP Application

### 1. Applicant Information

Name:  
Institution:  
Institutional Address:  
Phone:  
Fax:  
Email:  
AZA Membership Number:  
Date Application Submitted:

If you are also applying for a studbook for the same species, check here \_\_\_\_\_. There is no need to answer questions 2 – 9. Complete the Statement of Individual Commitment and Statement of Institutional Support and attach the AZA Regional Studbook Application.

### 2. Common and Scientific name(s) of the taxa to be included in the PMP:

### 3. Name of the current Studbook Keeper: \_\_\_\_\_

Date through which the most recent studbook data are current: \_\_\_\_\_

### 4. Attach a *curriculum vita*, including all relevant experience with the taxon for which the applicant is applying.

### 5. Attach a list of all other AZA program leader positions (e.g., Studbook Keeper, SSP Coordinator, TAG Chair) you hold and the most recent publication date of relevant program documents (e.g., Studbook, Master Plan, RCP).

Complete questions 6 – 11 only if the TAG associated with the taxon for which the applicant is applying does not have a WCMC-approved Regional Collection Plan (RCP) and the PMP program is not currently in existence.

### 6. List the number of AZA accredited institutions and related facilities possessing the species and the number of animals (m.f.u.) in those institutions. Also address the likelihood of obtaining additional founders.

### 7. Give a brief overview of the husbandry expertise and propagation potential for this species available in AZA zoos and aquariums.

### 8. State the justification for establishing a PMP for this taxon.

### 9. Attach a recommendation (for the program and the applicant) from the associated TAG (or, if it is not possible to obtain a recommendation, describe why).

Statement of Individual Commitment

As PMP Manager, I am willing and able to devote the necessary time to oversee and publish a PMP. I am willing and able to meet all deadlines and responsibilities as outlined in the PMP Manager Handbook. These include (1) publishing a first PMP within six months of the most recent studbook publication, (2) publishing a complete PMP at least every three years, and (3) working with Institutional Representatives, the Studbook Keeper, the TAG, WCMC, and the AZA Conservation and Science Department to ensure that the program runs effectively and efficiently. Failure to meet these obligations could result in my removal from the program.

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Statement of Institutional Support

The \_\_\_\_\_ (Name of Institution) is committed to providing adequate resources and support for the management of the \_\_\_\_\_ PMP as outlined in the PMP Manager Handbook. Responsibilities of the PMP Manager include (1) publishing a first PMP within six months of the most recent studbook publication, (2) publishing a complete PMP at least every three years, and (3) working with Institutional Representatives, the Studbook Keeper, the TAG, WCMC, and the AZA Conservation and Science Department to ensure that the program runs effectively and efficiently. Failure to meet these obligations could result in the removal of the PMP Manager from the program.

The above-named institution further acknowledges that information gathered for PMPs supported by the institution is not the exclusive property of the institution and enters public domain upon publication on the AZA Web site.

Name of the Director/Governing Official: \_\_\_\_\_

Signature of Director/Governing Official: \_\_\_\_\_

AZA Membership Number of the Institution/Facility: \_\_\_\_\_

Is the applicant an employee at your institution: Yes \_\_\_\_\_ No \_\_\_\_\_

# The Population Management Plan

## **Preparedness for PMC/SPMAG**

In order to ensure the production of an effective PMP, the PMP Manager must provide population information to her/his PMC/SPMAG advisor well in advance of the planning meeting. The following is a checklist of activities that must be completed to ensure that the advisor can appropriately prepare for the meeting. **If the PMP Manager fails to meet any of these deadlines, the PMC/SPMAG advisor can cancel their participation in the meeting and reschedule for a time when the PMP Manager is more prepared.**

### **8 weeks in advance**

- Make sure a copy of an up-to-date studbook is sent for data validation to the AZA Population Management Center ([pmc@lpzoo.org](mailto:pmc@lpzoo.org)) or to the SPMAG advisor.

### **4-6 weeks in advance**

- Address data issues as instructed in the data validation feedback.
- Work with the PMC/SPMAG advisor to create a list of assumptions for animals with UNK and MULT pedigree information. Important Note: DO NOT record assumptions directly in the studbook, record them separately.
- Gather information on all participating institutions' wants and needs (specifically in terms of breeding, holding, placing, or receiving animals).
- Gather information on all participating institutions' capabilities (e.g., exhibits, holding/breeding abilities, social group information).

### **3-4 weeks in advance**

- Send a final copy of the validated studbook database to the PMC/ SPMAG advisor. The quality of the PMP is dependent upon the PMC/SPMAG advisor's receipt of the studbook information in advance of the meeting. Make sure to include:
  - Animal-by-animal documentation of assumptions and/or unresolved parentage issues
  - A list of any animals to be excluded from the breeding population
  - A list of any animals with medical or behavioral considerations
  - A list of approved non-member participants and their ISIS mnemonics
- Inform the PMC/SPMAG advisor of any expected PMP meeting attendants.

### **2 weeks in advance**

- Check in with the PMC/SPMAG Advisor.

### **Meeting day**

Bring to the meeting:

- A copy of the validated studbook on paper and on disk, as well as a list of any last minute updates to the population
- A complete list of institutional wants and needs
- A complete list of institutional capabilities
- A list of any animals to be excluded from the breeding population
- A list of IRs and their contact information

## **PMP Planning Process**

The requirements to the PMP planning process have been instituted to ensure that all institutions have input into the planning process and have access to and fully comprehend the PMP recommendations. Requirements of the PMP planning process include:

- The PMP Manager must be responsible for representing the taxon and the association at large – not her/his individual institution.
- A PMP must be published on the AZA Web site, using a standardized PMP reporting format (see “PMP Components,” below).
- A draft of the PMP must be published in the Members Only section of the AZA Web site. IRs for the associated TAG will be automatically notified of the publication and Web address of the PMP. This draft will be open to comment for 30 days.
- The PMP Manager and IRs must have the opportunity to have input into the PMP planning process and have a fair chance to address any questions or conflicts over the recommendations. Institutions will be given 30 days to comment on the PMP draft. During this time the PMP Manager must be responsive to institutional comments and address them promptly. A hard close date of 30 days will be enforced. To ensure that each institution is engaged in the process and has the opportunity to comment, the Institutional Liaison (IL) will be notified if the IR does not respond to the draft document within three weeks. If the IR or IL does not respond within the next seven days, the institutional director will also be notified. Institutions are not required to abide by PMP recommendations. However, the draft and comment process for PMPs is the same as for SSPs to facilitate cooperative management for the species.
- A final version of the PMP must be published in the Members Only section of the AZA Web site.

## **PMP Components**

The PMP format itself is standardized and includes:

- Cover Page. Should include essential information such as species common and scientific names, PMP Manager name and contact information, picture of the PMP species, date through which the data are current, and PMC/SPMAG advisor
- Table of Contents
- List of participating institutions with associated IRs and ISIS mnemonics. Must note if the participant is an accredited institution, certified related facility, or is not an AZA member.
- Genetic and demographic status of the population. Specific items to be included will be determined by the PMC/SPMAG advisor, but should include any assumptions made for the analyses.

- Recommendations. The PMP can include specific animal-by-animal recommendations for the population or more general recommendations and rules of thumb. These recommendations will take into account not only genetic and demographic factors, but also social, nutritional, behavioral, and medical concerns as well as the practical day-to-day management of the animals and the institutional wants and needs.

### **PMP Publication**

WCMC requires that draft and final PMPs be published electronically in the Members Only section of the AZA Web site. Moving from paper to electronic documents eliminates the time, money, and material resources that are necessary to print and distribute hard copies. The following are some requirements and guidelines to facilitate Web publication of PMPs. Please note that AZA cannot alter or edit anything sent in for publication. This means that electronic documents emailed for Web publication must look exactly as the printed version should look. Documents that are not complete cannot be published.

- PMP Managers must send one complete document in one email to the AZA Conservation and Science Department. Do not send ‘assembly required’ documents that arrive as several separate files. These will be returned, as only complete documents can be published.
- PMP Managers must state in an accompanying email or letter that the document is to be posted on the AZA Web site. Documents will not be posted without the PMP Manager’s permission.
- Pictures increase download time, so only include essential pictures and graphics.
- If documents are too large to be e-mailed, they can be copied to a CD and mailed to the AZA Office. Beware, the larger the document, the longer the download time.
- All PMPs should be submitted to Rachel Penrod, rpenrod@aza.org, 301-562-0777 x245. Please do not hesitate to call or email with any questions or concerns.

### **PMP Distribution**

WCMC requires that draft and final PMPs be published electronically in the Members Only section of the AZA Web site. Moving from paper to electronic documents eliminates the time, money, and material resources that are necessary to print and distribute hard copies. When a PMP is published on the Web site, a notice of its publication goes out to the IRs for the associated TAG and in the monthly C&S report (sent over the consci listserv). However, PMP Managers may want to send an email to relevant individuals, indicating that the PMP is available online. PMP Managers may also want to mail or email a copy of the PMP to those individuals who do not have access to the Members Only section of the AZA Web site (e.g., IUCN specialist group chairs, program leaders from other regions).

PMP Managers should ensure that the following are notified of draft and final PMP publication:

- All institutions holding the species and participating in the PMP

- The Studbook Keeper
- The TAG Chair
- The AZA Conservation and Science Department  
AZA Conservation and Science  
8403 Colesville Road, Suite 710  
Silver Spring, MD 20910-3314  
[rpenrod@aza.org](mailto:rpenrod@aza.org)
- United States Fish and Wildlife Service (final version only)  
Mike Kreger  
Wildlife Biologist  
USFWS, Division of Scientific Authority  
4401 N. Fairfax Drive  
Room 750  
Arlington, VA 22203  
[Michael\\_Kreger@fws.gov](mailto:Michael_Kreger@fws.gov)
- The IUCN Specialist Group Chair, if applicable (final version only)  
(<http://www.iucn.org/themes/ssc/index.htm>)
- Other regional Species Coordinators/Managers, if applicable (e.g., EEP, JMSG, SSCJ, ASMP) (final version only)

## **AZA Contact Information**

### **Conservation and Science Department**

Interim Director  
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### **Population Management Center**

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312-742-7227  
[lfaust@lpzoo.org](mailto:lfaust@lpzoo.org)

### **Small Population Management Advisory Group (SPMAG)**

Chair  
Robert Wiese  
San Diego Zoo  
[bwiese@sandiegozoo.org](mailto:bwiese@sandiegozoo.org)

### **Taxon Advisory Groups (TAGs)**

A current list of AZA TAGs, including TAG Chairs and their contact information is available on the AZA Web site at: <http://members.aza.org/Departments/cands/>

### **Wildlife Conservation and Management Committee (WCMC)**

A current list of WCMC members and advisors is available on the AZA Web site at: <http://www.aza.org/AboutAZA/ComWCMC/>