

FIRST EXECUTIVE BOARD MEETING

15-16 JUNE 2017

ROME, ITALY

INFORMATION NOTE

BACKGROUND ON THE EXECUTIVE BOARD ROLES AND RESPONSIBILITIES

Extract from [Terms of Reference \(TOR\) of the UN-REDD Programme 25 November 2015](#)

Composition, roles and responsibilities

1. The Executive Board (EB) of the UN-REDD Programme Fund has general oversight for the Programme, taking decisions on the allocation of the UN-REDD Fund resources. It meets bi-annually, in person or through other means, or more frequently as required to efficiently carry out its **roles and responsibilities**, which include the following:

- i) To provide oversight and operational guidance to the UN-REDD Programme, exercising general oversight for the UN-REDD Fund;
- ii) To approve and propose revisions to the UN-REDD Programme Result Framework as necessary;
- iii) To request fund transfers to the Administrative Agent (signed off by the UN member);
- iv) To approve direct costs related to fund operations supported by the Secretariat;
- v) To develop and implement resource mobilization strategies to capitalize the fund;
- vi) To approve eligibility criteria for receiving support and to establish a list of approved countries;
- vii) Regarding the use of non-earmarked funds or earmarked funds to outcomes:
 - a) To consider and approve the criteria by which global thematic, regional or country programmes will be reviewed, assessed and prioritized;
 - b) To consider and approve a transparent process for expression of interest in submitting global thematic, regional and country programmes and to apply the criteria that has been approved, to establish a prioritized list for consideration;

- c) To consider and approve global thematic, regional and country programmes submitted for funding; and
 - d) To consider and approve any other budgetary allocation of non-earmarked funds;
- viii) Regarding the allocation of earmarked funds to countries:
- a) To take note of the allocation of contributions towards implementation of country programmes aligned with the UN-REDD Programme Result Framework and delegate the approval of the programmes to the respective NSC;
- ix) To review and approve the Programme's periodic progress reports (programmatic and financial) consolidated by the Secretariat and the Administrative Agent, based on the progress reports submitted by the participating UN organizations;
 - x) To monitor the UN-REDD Fund status and maintain an overview of the progress against the approved Programme Result Framework, through the UN-REDD Programme's consolidated monitoring, reporting and evaluation process;
 - xi) In exercising its portfolio overview function, to solicit specific clarification on individual programmes in case of poor performance, significant changes or exceptional circumstances undermining the achievement of anticipated results within the given time-frame;
 - xii) To commission reviews and reports on 'lessons learned' on the performance of the UN-REDD Programme, and to discuss follow-up actions with participating UN organizations and national partners. Such reviews may also be commissioned where so suggested by the UN-REDD Programme Assembly;
 - xiii) To make recommendations to update the UN-REDD Fund Terms of Reference and related documents, for consideration by the signatories of the Standard Administrative Arrangement (SAA) and the Memorandum of Understanding (MoU);
 - xiv) To support coordination with other global initiatives related to REDD+, including but not limited to, FCPF, FIP, BioCF, REDD Early Movers, GCF and the GEF; and
 - xv) To consult with the UN-REDD Programme Assembly as necessary to achieve the purposes of the UN-REDD Programme, and to give due consideration to the discussions of the Assembly and any documented outcomes.
2. At its first meeting, the EB will review and approve its own Rules of Procedure. The Rules of Procedure may be amended by the EB when deemed necessary to enhance its functioning.

3. The composition of the EB is as follows:

Representatives

- Donors contributing to the UN-REDD Programme Fund shall be represented by three members;
- UN-REDD Programme countries shall be represented by three members, one per region (Africa, Asia and the Pacific, Latin America and the Caribbean);
- IPs shall be represented by one permanent observer;
- CSOs shall be represented by one permanent observer;
- The participating UN organizations (FAO, UNDP and UNEP) shall be represented by one member; and
- The MPTF-Office, as ex-officio.

Alternates

Alternates from the following constituencies may attend meetings of EB, but may not normally participate in the discussion except when replacing a Representative:

- One alternate from a UN-REDD programme country (the next incumbent EB member in the order of rotation) from each of the three UN-REDD regions;
- One alternate from each of the donors not serving as members;
- One alternate from the CSO constituency;
- One alternate from the IPs constituency; and
- One alternate from each participating UN organization that is not serving as a member.

Rotation

4. The members and permanent observers representing each constituency, except MPTF, shall rotate immediately after the last EB meeting of each year. However, for the donors, the constituency may decide that the same donors may continue to serve as members at each rotation. The members and permanent observers of the Executive Board shall be succeeded by the alternates from the same constituency. The succession of members, permanent observers and alternates for each constituency shall have been determined by that constituency and announced during the preceding meeting of the Assembly. However, a constituency may revise the succession at any time by informing the Secretariat, through one of its representatives in the EB. The Rules of Procedures will provide further guidance on the rules of rotation, their implementation and means to support the constituencies.

Organisation of meetings

5. The representative of the participating UN organization that is serving as a member of the EB shall also serve as the Chair. Any member or permanent observer of the Executive Board may request his or her alternate from the same constituency to replace him or her for a meeting or session. The Chair may invite relevant experts to attend a meeting of the EB when appropriate, including experts from relevant governments, regional counterparts, donors and UN agencies or other entities as deemed necessary. The members and permanent observers will be provided with financial and secretariat support to consult with their constituencies to ensure that they are properly informed and that their views are appropriately represented.

Decisions

6. All representatives at a meeting have the right to participate fully in the deliberations. Decisions are taken by the members by consensus with due consideration of the recommendations of permanent observers. In the course of any discussion where a decision is to be made, Executive Board members should disclose in advance any personal or organizational interest in any decision where there may be a real or perceived conflict between their own interests, or those of the organization they represent, and those of the UN-REDD Programme.

Reports

7. The Secretariat shall publish the reports of meetings of the EB on the UN-REDD Programme website and on the Fund's website at the MPTF Office GATEWAY (<http://mptf.undp.org>).
