

## Terms of Reference – CPIC Executive Committee (EC)

### Purpose of the document

This document defines the terms of reference (TOR) of the Executive Committee, including the mission, roles and responsibilities, appointment, and composition.

### Mission

The mission of the EC is, on behalf of the SC, to operationalize the work of CPIC through initiating, guiding, supporting and coordinating the actions planned and implemented by the CPIC membership, and delivered through the work of sub-committees and affinity groups (affinity groups include sectoral working groups as well as ad hoc groups working on specific topics). The Steering Committee (SC) has delegated to the EC the roles and responsibilities described in these terms of reference and may delegate additional roles and responsibilities from time to time. Pursuant to any such delegation, the EC will act as a day-to-day coordination and decision-making body to CPIC.

### Roles and Responsibilities

The EC purpose is to ensure the overall smooth management of CPIC's core functions, as listed below, in collaboration with the Platform Coordinator (PC), and at the service of the SC:

1. Meet regularly to ensure rapid progress of CPIC actions, under the chair of the EC and supported by the Platform Coordinator (PC).
2. Prepare annual workplans that are reviewed and approved by the SC.
3. Take decisions necessary for the delivery of workplan activities.
4. Report on the progress of the annual workplan to the SC.
5. Recommend any strategic plan and annual plans for CPIC to SC.
6. Report to the SC on progress on delivery of these objectives.
7. Approve recommendations (where appropriate) or pass on recommendations made to the EC by sub-committees including CPIC Membership recommendations.
8. Support sub-committees, affinity groups and initiatives developed by CPIC members to implement the objectives identified in any strategy plan. This includes reviewing the TOR established by each affinity group.
9. In collaboration with the relevant sub-committees, the PC and where appropriate the SC, support engagement with potential CPIC members, outside constituents including potential funders, and communications and outreach partners.
10. Support the work of the Steering Committee as follows:
  - a. Prepare the agenda for the Steering Committee meetings
  - b. Execute tasks allocated to the Executive Committee by the SC as indicated above
  - c. Support outreach to CPIC membership to ensure wide participation in the SC.
11. Direct the work of the PC within responsibilities that have been delegated by the SC and the contracting agency for the PC.
12. Together with the PC, clearly communicate the work of the EC to the rest of the organization as a group and individually.

13. Collaborate with the SC and PC to help ensure CPIC has sufficient resources, financial and technical, to deliver its purpose as laid out in any strategic plan, through the actions of sub-committees, affinity groups and the PC, coordinated by the EC.
14. Undertake other activities specifically delegated to the EC by the SC. The EC has the responsibility to seek clarification from the SC in any cases where it is not clear if the task has been delegated to the EC.
15. Enable the Membership Engagement and Communication Committee, Knowledge Generation and Dissemination Committee and affinity groups to formulate, implement and report on a workplan in line with any strategic plan.
16. Review and provide recommendations to the Membership Engagement and Communication Committee, Knowledge Generation and Dissemination Committee and affinity groups on their planned activities
17. Review and approve recommendations of the Membership Engagement and Communication Committee for new CPIC member applications. In cases of uncertainty refer applications to the SC.

### **Criteria for Nomination and Selection to EC**

1. Members of the EC are part of the SC and as such bound to the expectations listed in the CPIC Steering Committee Terms of Reference, see Annex. EC Members shall join the EC for a first term of two to three years with the possibility of additional terms after the first term.
2. Each member of EC will be asked to commit up to 10% FTE (up to 4h per week) on the activities of the Executive Committee.
3. Any member of the EC is responsible for providing a clear statement on potential conflicts of interest and abstain from participation if these topics are considered.

### **Composition of EC**

1. Members of the EC are individuals representing CPIC members. The EC will be appointed by the SC, and will have a maximum of 5 EC members.
2. The EC as a body may appoint one member to serve as a EC chair who will act as the liaison between the SC, PC and the EC and act a convener and coordinator of EC activities.
3. The EC should as far as possible reflect the diverse CPIC membership (e.g., NGOs, international organizations, financial industry, research institutions, project developers), and have representation from different skill-sets, interests, geographies, gender and similar attributes.
4. At least one member of the Membership Engagement and Communication Committee and Knowledge Generation and Dissemination Committee are part of the EC.

### **Meetings**

1. The EC will meet twice a month or more regularly as warranted.
2. The PC will maintain minutes and historical records of meetings and operations and make those available to the SC.

## Decision making in EC

It is expected that all relevant decisions made by the EC will be reached by consensus. In case of issues for which consensus cannot be reached, EC can resort to SC for advice and final decision on the matter. Consensus requires a quorum of 60%.

## Process for appointment

1. Call for nominations by PC annually or as needed
2. Self-nomination or nomination by SC to the PC (within 1 week of call for nomination)
3. Based on the nominations, the PC suggests options for new EC members taking account of representation guidelines described above
4. SC reviews the options and decides on the selected options. In case of challenges agreeing on an option, the SC can decide to resolve to a vote.

**Annex: List of current EC members (as of September 27, 2022)**

Romas Garbaliuskas, **Conservation International**

Alan Martinez, **Cornell University**

John Tobin, **Cornell University**

Avril Benchimol, **GEF**

Frank Hawkins, **IUCN**

Tracy Farrell, **IUCN**

Ned Neaher, **W&C**