

Terms of Reference – CPIC Steering Committee (SC)

Purpose of the document

This document defines the terms of reference (TOR) of the Coalition of Private Investment in Conservation (CPIC) Steering Committee (SC), including mission, roles and responsibilities, selection of SC members, and composition of the SC.

Mission

The mission of the SC is to direct and guide CPIC through bringing input from the CPIC membership. The SC's key role is to ensure the activities CPIC engages in are supporting CPIC's overall mission. The SC acts as the decision-making body for strategic and critical decisions and review body for actions and initiatives by other CPIC bodies, including its sub-committees and affinity groups (affinity groups include sectoral working groups as well as ad hoc groups working on specific topics). The SC has the power to delegate decisions to other CPIC bodies.

Roles and responsibilities

The Roles and Responsibilities of the SC are to:

1. Provide a platform for CPIC membership to be engaged in the actions and initiatives of CPIC, through the establishment and oversight of relevant bodies such as the Membership Engagement and Communication Committee, the Executive Committee (EC) and affinity groups. Additional bodies can be added or adjusted as needed.
2. Provide overall strategic guidance for the direction and operation of the Coalition, in support of CPIC's mission and ensuring CPIC's long-term relevance and approve any strategic plan recommended by the EC.
3. Review the actions, recommendations and products generated by the Executive Committee and other such sub-committees and affinity groups established to help operationalize the work of CPIC.
4. Select, help resource, and oversee the work of the Platform Coordinator (PC).
5. In collaboration with the PC and EC, ensure that 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.
6. Review and approve annual workplans and medium- and long-term objectives recommended by the EC, and monitor progress towards delivery.
7. Identify and engage with new CPIC members and external agencies in order to further the mission of CPIC.
8. Clearly indicate to the EC in which decisions the SC wants to be directly involved. The EC has the responsibility to inform and seek clarification with any questions that are not clearly assigned to the EC. The SC has the responsibility to respond in a timely manner.

Criteria for nomination and selection

1. Members of the SC are individuals representing CPIC members. SC Members shall join the SC for a first term of three years with the possibility of additional terms after the first term.
2. Additionally, SC members should represent an institution that is able to demonstrate significant commitment to CPIC, its goals, and objectives.
3. Each member of SC will be asked to commit up to one day per quarter on the activities of the SC for a minimum of one year. Key tasks include reviewing and providing strategic inputs of documents in a timely manner before the quarterly meetings, participating in quarterly meetings and additional activities as necessary between SC meetings.
4. Members of the SC are responsible for providing a clear statement on potential conflicts of interest and must abstain from participation if these topics are considered.

Composition of SC

1. The SC will have up to 20 members. Any changes to the SC will be approved by the existing SC.
2. The SC may appoint one SC member to serve as a chair.
3. The SC should reflect the diverse CPIC membership. As far as possible it should have representation from different skill-sets, interests, geographies, gender and similar attributes. At all times the SC aims to include at least one representative from NGOs, project developers, finance, and academia, and SC members with sector knowledge on sustainable agricultural intensification, sustainable coastal fisheries, green infrastructure for watershed management, coastal resilience, forest landscape conservation and restoration, and landscape and seascape finance.

Meetings

1. The SC will meet quarterly and on a more regular basis 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 SC

1. All relevant decisions will be reached by consensus with a quorum of minimum 60%.

Process for selection

1. Any member of CPIC can nominate a SC member.
2. The SC opens the nomination on an annual basis, or as needed to fill open positions. The PC collects nominations. The EC will support outreach to CPIC membership to ensure wide participation in the SC.
3. Based on the nominations, the PC suggests options to the SC for candidates that complement the existing SC. SC reviews the options, the list of selected SC members is shared with the CPIC membership for consultations, the SC considers input from the CPIC membership in its selection of the new SC members. In case of challenges agreeing on an option, the SC can decide to resolve to a vote.

Annex: List of current SC members (as of February 13, 2022)

Carla Koffel, **Amazonia Impact Ventures**
David Meyers, **Conservation Finance Alliance**
Romas Garbaliuskas, **Conservation International**
Heiner W. Skaliks, **Convergence**
Alan Martinez, **Cornell University**
John Tobin, **Cornell University**
Gail Hurley, **Finance Earth**
Mohamed Bakarr, **GEF**
Avril Benchimol, **GEF**
Frank Hawkins, **IUCN**
Tracy Farrell, **IUCN**
Elmedina Krilasevic, **Palladium**
Edit Kiss, **Revalue Nature**
Slav Gatchev, **TNC**
Romie Goedicke, **UNEP FI**
Ned Neaher, **W&C**
Robbie Bovino, **WWF**
James Pilkington, **Zoological Society London**