

Policy Board Terms of Reference

UN-REDD PROGRAMME

March 2009



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1. Introduction

The UN-REDD Programme Policy Board (the “Policy Board”) is established to provide overall leadership and strategic direction of the UN-REDD Programme as stipulated in Annex 2 of the United Nations Collaborative Programme on Reduced Emissions from Deforestation and Forest Degradation in Developing Countries (UN-REDD Programme) Framework Document (“Framework Document”) dated 20 June 2008. The Policy Board decides on Programme financial allocations, according to the parameters set out in the Framework Document, to ensure overall Programme success. These Policy Board Terms of Reference and Rules of Procedure provide guidance on the functioning of the Policy Board and its related mechanisms, and are based on best practices from UNDP-administered multi donor trust funds (MDTF).

2. Membership

The Policy Board membership is as follows:

Full Members

- UN-REDD Programme countries (See the Rules of Procedure for the process of determining membership based on regional representation.)
- Donors to the UN-REDD Programme Multi-donor Trust Fund (MDTF) (See the Rules of procedure for the process of determining donor membership.)
- Civil Society (See the Rules of Procedure for the process of determining membership.)
- UN Permanent Forum on Indigenous Issues (Chairperson)
- FAO
- UNDP
- UNEP

Observers

- UNFCCC Secretariat
- Forest Carbon Partnership Facility represented by The World Bank
- GEF Secretariat
- Regional representatives of Indigenous Peoples

Ex-Officio Member

- Multi Donor Trust Fund Office, UNDP

- The UN-REDD Programme Secretariat provides the secretariat to the Policy Board. The Secretariat ensures that the decisions taken by the Policy Board are duly recorded and promptly communicated to the members of the Policy Board.

3. Policy Board Functions

The key tasks and responsibilities of the Policy Board are:

- To review and approve these Terms of Reference (TOR) and Rules of Procedures (ROP), and update and/or modify them, as necessary, in case of compelling requirements.
- To set the strategic direction of the UN-REDD Programme, responding to decisions of the UNFCCC CO and other bodies, based on inputs from the Secretariat, the UN Development Group (UNDG) the Chief Executives Board (CEB) and others.
- To approve Joint Programme budget allocations submitted by the Secretariat; verify that the Secretariat has adequately applied the quality assurance standards; and review implementation progress as set out in the Rules of Procedure.
- To approve Terms of Reference for advisory bodies.
- To ensure appropriate coordination and collaboration with relevant initiatives, processes and funding mechanisms.
- To facilitate appropriate consultative processes with key stakeholders, in particular, Indigenous Peoples and other forest-dependent communities and civil society organizations.
- To review and approve periodic progress reports (programmatic and financial) consolidated by the Administrative Agent based on the progress reports submitted by the Participating UN Organizations¹; and to ensure consistency in reporting between countries. Consolidated annual reports will include a section on the activities of the Policy Board.
- To agree to the Evaluation Plan mentioned in the UN-REDD Programme Fund Terms of Reference (Annex 2 of the Framework document).
- To review and approve the draft/final reports on lessons learnt, ensure the implementation of recommendations and identify critical issues follow up.
- To discuss the MDTF requirements and priorities concerning information management including appropriate MDTF and MDTF donor visibility.
- To ensure alignment of the UN-REDD Programme activities with the Framework Document, the MOU between the Participating UN Organizations and the Administrative Agent, and any Standard Administrative Arrangements (SSAs) signed between a donor and the Administrative Agent.

¹ The standard reporting period is as per the SAA and MOU.

4. Policy Board Chairs

The Policy Board is co-chaired by one of the three Participating UN Organizations and one of the participating countries. (See the Rules of Procedure for details.)

The functions of the Co-chairs are:

- To chair meetings of the Policy Board;
- To make sure the decisions taken by the Policy Board are in accordance with the Framework document;
- To monitor the implementation of the decisions of the Policy Board; and
- To ensure the Secretariat fulfils its duties as set out in its Terms of Reference.

5. Participating UN Organizations' Coordination Group

The UN-REDD Programme Policy Board recognizes the Participating UN Organizations' Coordination Group consisting of representatives of the three UN agencies: FAO, UNDP, and UNEP. The Coordination Group will have the main function to ensure active, participatory and well-coordinated engagement by the agencies to implement the goals and objectives of the Programme as well as to provide oversight of the Secretariat consistent with the strategic directions and decisions provided by the Policy Board.

Specifically, the Coordination Group will fulfil the following responsibilities:

- In collaboration with the Secretariat, revise as needed the UN-REDD Programme Framework Document as set out in the MOU.
- Facilitate implementation of the activities assigned to the Participating UN Organizations under the Joint Programme(s) as well as to facilitate the substantive and financial reporting of same.
- Ensure operational coordination of the Secretariat, including harmonization of the Secretariat workplan with the workplans and strategies of the Participating UN Organizations.
- Provide quality assurance of the Secretariat.