

## Annex 2: Revised PEB Terms of Reference

### CAMBODIA UN-REDD NATIONAL PROGRAMME

#### Programme Executive Board (PEB) - ToR

#### 1. Objectives

To provide guidance to, and oversight of, the UN-REDD programme in Cambodia, in its effort to support effective and efficient development of measures to engage with a future mechanism on REDD+.

#### 2. Membership<sup>1</sup>

<b>Organisation</b>	<b>Representative</b>	<b>Alternate</b>
• <b>United Nations Resident Coordinator (UNRC)</b>	Resident Coordinator – Co-Chair	UNDP Country Director
• <b>Forestry Administration (FA)</b>	Director General – Co-chair	Deputy Director General
• <b>Fisheries Administration (FiA)</b>	<i>Director of Department of Fisheries Conservation</i>	<i>Deputy Director Department of Fisheries Conservation -</i>
• <b>Forestry Administration (FA)</b>	UN-REDD National Programme Director	<i>To be identified</i>
• <b>General Department of Administration for Nature Conservation and Protection (GDANCP)</b>	<i>Deputy Director General</i>	<i>To be identified</i>
• <b>General Department of Administration for Nature Conservation and Protection (GDANCP)</b>	UN-REDD Deputy National Programme Director	<i>To be identified</i>
• <b>Civil Society (CS)</b>	<i>To be identified</i>	<i>To be identified</i>
• <b>Indigenous peoples (IP)</b>	<i>To be identified</i>	<i>To be identified</i>
• <b>Delegation of the European Union (EU)</b>	Head of Natural Resources and Environment Unit	<i>To be identified</i>
• <b>Food and Agriculture Organization (FAO)</b>	Country Representative	Assistant Country Representative
• <b>Government of Japan (GoJ)</b>	<i>Representative of the Government of Japan to be identified</i>	<i>To be identified</i>
• <b>Government of Norway (GoN)</b>	<i>Representative of the Government of Norway to be identified</i>	<i>To be identified</i>
• <b>UN Development Programme (UNDP)</b>	Country Director	Deputy Country Director
• <b>UN Environment Programme (UNEP)</b>	UN-REDD Regional Coordinator	<i>To be identified</i>

<sup>1</sup> All positions within the table in *italics* remain unconfirmed. Members should identify both representatives and alternates and provide this information to the REDD+ Taskforce Secretariat for inclusion in the ToR.

All members must designate alternates to attend if they are not available.

Additional representatives may be invited to meetings as temporary participants as required.

Additional members can be added to the PEB as appropriate and following invitation from both Co-chairs.

### **3. Operations**

The PEB will provide overall guidance for effective implementation of the UN-REDD National Programme through approval or revision of annual workplans (AWP) and budgets, as well through overall monitoring and evaluation of progress made.

Meetings will be held at least twice a year at which AWP and budgets will be discussed. Meeting dates for subsequent meetings will be decided at each PEB meeting with confirmation of dates being provided at least two weeks in advance of meetings. All meeting documents will be circulated at least one week in advance of the meeting and should be available to the REDD Taskforce Secretariat sufficiently in advance to facilitate translation and review.

PEB meetings will be made based on the quorum (50%+1).

Simultaneous translation will be provided for each meeting – all participants will be permitted to present in the language (Khmer, English) of their choosing.

PEB meetings will be minuted by the REDD+ Secretariat. They will be circulated for comments to all PEB members and will be available in both English and Khmer within two weeks of the meeting. Meeting minutes will be signed by both Co-chairs.

### **4. Decision-making**

The Programme Executive Board will make decision by consensus.

### **5. Responsibilities**

The Programme Executive Board members are responsible for:

- Providing comments to the REDD+ Taskforce on progress of the UN-REDD Programme.
- Reviewing and providing recommendation on and approving UN-REDD Workplans and budgets presented to them by the Taskforce and Taskforce Secretariat.
- Reviewing UN-REDD Programme progress and assess the need for a no-cost extension and its duration.
- Sharing information on developments relating to REDD+ within their constituencies with the Taskforce, Taskforce Secretariat and other members of the Programme Executive Board.
- Providing any written comment or request for clarification on issues of concern to the Taskforce Secretariat on behalf of their representing members.
- Providing guidance on conflict resolution related to any conflict occurring within UN-REDD Programme implementation.
- Reporting Programme progress to their respective constituencies.

### **6. Reporting**

The Programme Executive Board will report to the Taskforce and UN agencies.

The PEB should also coordinate with the REDD Taskforce to ensure that appropriate reporting occurs to relevant Technical Working groups.

## **7. Duration and timing**

UN-REDD Programme Executive Board Members will prepare themselves to perform their functions in the Programme Executive Board by spending up to 3 working days preparing for and following up on from each meeting.

## **8. Funding**

Financial support will be provided to local representatives if meetings occur at locations distant from their home base.

\*\*\*