



Terms of Reference Programme Executive Board (PEB)

Chair: Vice Minister, MARD

Co-chair: UN Resident Coordinator.

Members: Representatives of UNDP Country Office in Viet Nam, FAO in Vietnam and UNEP ROAP, National Programme Director.

Observers: Representatives of Ministry of Planning and Investment (MPI), Ministry of Natural Resources and Environment (MONRE), Ministry of Finance (MOF), Committee for Ethnic Minorities (CEMMA) and The Embassy of Norway.

Secretariat: Project Management Unit (PMU) headed by the NPD

Roles and responsibilities:

- Provide overall guidance to programme implementation in line with national priorities.
- Provide guidance and support for co-ordination and synergy with other interventions by the Government and other donors.
- Approve strategic directions for the implementation of the programme
- Approve the annual work plans as proposed by PMU to attain the anticipated outcomes; approve other major adjustments to the work plan as proposed by the PMU on an extraordinary basis if required. Approval procedures for work plans by the PEB will be on a no-objection basis.
- Assess annual program implementation and provide guidance for addressing constraints in the future.
- Approve the annual progress report prepared by the PMU for submission to the Government of Viet Nam and the UN-REDD Secretariat.
- Review and adopt the terms of reference and rules of procedures of the PEB and modify them as necessary.

Working mechanism:

- The PEB will meet at least quarterly for the project lifetime and more frequently if necessary.
- The PEB will make decisions by consensus.
- Minutes of the PEB meetings, co-signed by the Chair and the Co-chair will serve as legal documents to prompt necessary actions (e.g.. revision of work plans and others).
- As Secretariat of the PEB, the PMU headed by the NPD will be arrange PEB meetings, including preparation of agendas and minutes of meetings.