



**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.

Cleared by

Vice Minister Hua Duc Nhi, Chair \_\_\_\_\_ Date: \_\_\_\_\_

UN Resident Coordinator John Hendra, Co Chair \_\_\_\_\_ Date: \_\_\_\_\_