

# Terms of Reference

## REDD+ Consultation Group

### 1. Objectives

The REDD+ Consultation Group provides comments to the REDD+ Taskforce on the REDD+ Readiness process and provides a forum to represent the views of local stakeholders, especially civil society and NGOs.

### 2. Scope of Work

The Consultation group is responsible for providing a link between the Cambodia REDD+ Programme and existing networks of stakeholder groups.

### 3. Responsibilities

The REDD+ Consultation Group members are responsible for:

- Providing comments to the REDD+ Taskforce
- Collecting, summarising and collating comments on, draft reports and proposed decisions of the REDD+ Taskforce from their respective constituencies. The Taskforce is required to send these documents to the Consultation Group and to respond to any comments raised on timely basis. Representatives must share this information with their constituents
- Contributing to draft reports and other communications of the REDD+ Taskforce
- Meeting monthly or bi-monthly dependent on need with representatives of the REDD+ Taskforce (REDD+ Taskforce Secretariat) to discuss the REDD+ Readiness process, or more often if required. These meetings will be minuted.
- Sharing information on developments relating to REDD+ within their constituencies with the REDD+ Taskforce, REDD+ Taskforce Secretariat and other members of the consultation group
- Providing written comments or requests to the REDD+ Taskforce on issues of concern on behalf of their constituency
- Providing specific comment on key issues such as consultation and participation or social and environmental safeguards
- Coordinating with and providing information to their respective constituencies. This might require regular meetings of each group
- Providing representatives to the Consultation and Safeguards Technical Team, which will support the consultation and awareness-raising activities under the National REDD+ Readiness process

### 4. Membership

#### a) Composition

The REDD+ Consultation Group would have a membership of 18 including:

- 2 members from international and 2 members from national NGOs. NGO members should be selected by the existing NGO coordination mechanisms, including the Informal REDD+ Working Group, Climate Change Network and the Forest, Livelihoods and Plantation Network.

- 2 members from civil society and 2 members from Indigenous Peoples groups. These members will be selected by existing civil society and Indigenous Peoples and will come from sub-national NGOs, CBOs and community groups
- 2 member from private sector relating to forest management or REDD+ project development
- 2 member from academic institutions
- 6 members representing CF, CFI and CPA networks – representatives should be members of CF or CPA group

b) Alternate or proxy

Each Consultation Group members may nominate one alternate or a proxy. However, this proxy must be also fit the selection criteria. His or her nomination must be accepted by the Consultation Group, prior inform to the Secretariat and REDD+ Taskforce.

c) Duration of service

Consultation Group members will serve a term of 3 years followed by a review process which might result in a further appointment. New Consultation Group members will be identified based on selection by their respective constituencies.

In case, any member of the consultation group does not fulfill the requirement/responsibilities as a representative, reviewing process would be taken by the sector.

d) Selection process

The process for selecting representatives is:

## 5. Operations

The Consultation group will be Co-Chaired by a representative of the REDD Taskforce Secretariat and a member of the Consultation group on a rotational basis.

The group will meet at least once a quarter with representatives of the REDD Taskforce Secretariat to provide feedback on workplans and progress of activities. The group may meet more often than this to discuss feedback from their constituencies and to consolidate feedback if required.

A Consultation Group meeting may be called to order with 60% quorum.

A secretariat will be identified to support the operations of the Consultation group – the Secretariat will be identified by members of the consultation group and will be provided with support to undertake their functions.

## 6. Decision-making

Consultation Group can submit comments to and request clarifications from the Taskforce members. The Consultation Group makes decision by consensus. Objections and abstentions shall be noted in writing.

## 7. Reporting

Individual representatives report to their respective constituencies.

## 8. Duration and timing

REDD+ Consultation Group members would work 3 days per month or more as required.

## **9. Funding**

Financial support will be available if participants are required to travel from their home station to attend meetings.

Further support will be provided to members undertaking the role of consultation group by Secretariat.

Further funding will also be available for specific consultation and participation activities. This funding will not be directly linked to the roles of representatives.