

## **Critical Ecosystem Partnership Fund**

Eleventh Meeting of the Donor Council  
World Bank Headquarters, Washington, DC  
18 July 2007

### **CEPF Working Group Terms of Reference**

#### **Recommended Action Item:**

The Donor Council is asked to **review** and **approve** the revised Terms of Reference for the CEPF Working Group, which provide for two new “Specific Tasks” as follows:

Select CEPF Regional Implementation Teams, to be approved by the Donor Council, in accordance with the procedure established in the CEPF Operational Manual. In the event CI applies to become a Regional Implementation Team, the CI representative on the Working Group shall recuse him or her self from such selection process.

By authority granted by the Donor Council, review and approve proposed grants for award to CI under each approved Ecosystem Profile, if and when such application exceeds a total cost of \$20,000. In such cases, the CI Working Group member shall recuse him or her self from the review and approval process.

#### **Background:**

The Donor Council approved the Terms of Reference for the CEPF Working Group in December 2001. Expansion of those Terms of Reference is necessary because of new protocols agreed with the donor partners to avoid potential conflict of interest – see agenda item 7. Specifically:

- The Regional Implementation Team Terms of Reference and Selection Process approved by the Donor Council in April 2007, as well as the new Strategic Framework and revised Operational Manual include that the Donor Council will approve the selection of each Regional Implementation Team based on a recommendation of the CEPF Working Group.
- Protocols in the Strategic Framework and revised Operational Manual provide for the Working Group to review and approve all proposed grants for award to Conservation International when such application exceeds a total cost of \$20,000.

If approved, the CEPF Working Group Terms of Reference will be included in the revised CEPF Operational Manual.

## CEPF Working Group Terms of Reference

**Term Duration:** Permanent or as determined by the Donor Council

**Reports to:** CEPF Donor Council

**Chaired by:** CEPF Executive Director. The Working Group Chair reports to the Donor Council.

**Members:** One representative from each CEPF donor organization. Such representative may invite experts from their organizations as necessary. Guests affiliated with other nongovernmental organizations, multi-lateral and bi-lateral organizations and government agencies may participate as guests as determined by consensus of the CEPF Working Group members. The number of attendees at a Working Group meeting will be at the discretion of the CEPF Executive Director.

**Purpose:** To serve as a resource to CEPF for consultation on CEPF matters such as maximizing the potential to leverage donor organization resources and expertise, and development of ecosystem profiles, and to provide input and guidance on certain operational issues and addressing obstacles and challenges to biodiversity conservation success.

**Frequency of meetings:** Three times a year or as necessary.

### **Specific Tasks:**

Support the mission and objectives of CEPF and leverage CEPF investment by identifying the technical and financial resources that member organizations can contribute in specific geographic regions.

Represent and communicate the CEPF mission, objectives, and investment strategy within respective donor organizations to help leverage and amplify CEPF investment.

Provide support to CEPF in the preparation of the ecosystem profiles by representing Donor Council members in reviewing the draft profile, discussing geographic priorities, providing additional information and constructive input, and assisting in identifying current investment, threats to biodiversity, leveraging opportunities, and gaps that CEPF funding might address.

Provide input and guidance on certain operational matters, such as modifications to the Operational Manual, and monitor and assist in implementation of Council decisions, and other issues as necessary.

Provide support to CEPF and Donor Council members in preparing for meetings of the Donor Council by reviewing documents and recommended actions, resolving any issues, reflecting the position of respective organizations, and briefing Donor Council members.

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