

Global Network for Resource Efficient and Cleaner Production (RECPnet)

Terms of Reference for the RECPnet Executive Committee

1. BACKGROUND

- 1.1. The Global Network for Resource Efficient and Cleaner Production (RECPnet) has been established with the support of *Joint UNIDO-UNEP Resource Efficient and Cleaner Production (RECP) Programme for Developing and Transition Countries*. The main objectives of RECPnet are to contribute to the effective and efficient development, application, adaptation and replication of RECP concepts, methods, policies, practices and technologies in developing and transition countries and to facilitate effective North-South and South-South collaboration and the transfer of RECP-relevant knowledge, experiences and technologies. RECPnet was formally created on 3 November 2010 upon having received endorsements for its Charter and By-Laws from 41 founding members.
- 1.2. Regional Executives are elected from each of RECPnet's Regional Chapters, as per the relevant provisions of the RECPnet Charter, and together constitute the Executive Committee of RECPnet. One of the members of the Executive Committee is elected as its President, in addition to the appointment of a Secretary and Treasurer, as per the relevant provision of the RECPnet Charter. The following are the principal functions of the Executive Committee defined under the RECPnet Charter:
- a) Guides and administers RECPnet under the authority of the Members' Assembly with the support of the Secretariat, taking full consideration of the Charter of RECPnet and in conformity with the mandates and procedures of the Patron Agencies and of those Organizations providing the Secretariat support to RECPnet;
 - b) Constitutes Thematic Working Groups and Regional Chapters for selected topics, regions and/or sectors within the membership of RECPnet and specifies the functioning and organization of such Thematic Working Groups and Regional Chapters;
 - c) Meets at least once a year with interim meetings convened at least six-monthly through tele- and/or videoconferencing to be organized by the Secretariat;

- d) Develops and implements the programme of RECPnet for technical and institutional excellence and leadership, that recognizes Members of RECPnet on the basis of their respective service delivery capacity;
- e) Resolves on By-Laws concerning the convocation and the organization and representation of voting Members in the Members' Assembly; and
- f) Resolves on By-Laws and/or other procedures regulating the business of the Executive Committee.

1.3. These Terms of Reference are prepared in order to guide the functions of the Executive Committee of RECPnet, in accordance with the governing documents of the network.

2. TASKS

2.1. The Executive Committee, with the Secretariat support provided by the Patron Agencies, will undertake the following tasks in order to fulfil the functions given to it by the Members' Assembly:

- a) Assess existing needs and capacities within its membership and develop professional development capacity building programmes that could be implemented in partnership with the Patron Agencies and other development partners;
- b) Identify emerging issues related to the promotion and scaling-up of RECP in developing countries and transition economies and facilitate the active involvement of members in addressing them;
- c) Develop two-year work plans for the network with regional action agendas, in close consultation with the Patron Agencies and other partners, contributing to resource mobilization and ensuring its implementation upon the endorsement of the Members' Assembly;
- d) Create an effective knowledge platform for active knowledge and experience sharing amongst its members including the organization of the Global Network Conference on RECP once every two years;
- e) Advocate the contribution that could be made by the RECPnet and its members for the transition towards a low carbon and resource efficient economy and mobilize both institutional and financial support to the network's activities;
- f) Promote cooperation and synergies with other networks and initiatives that have complementary objectives and activities; and

- g) Oversee the processes and procedures for the administration of membership and expansion of the network in prioritised regions and/or sectors.

3. MODALITIES OF OPERATION

3.1. The Executive Committee of RECPnet shall conduct its activities along the following principal modalities of operation:

- a) Meetings: The Executive Committee of RECPnet will meet twice a year with one of the meetings being a physical meeting which is organized back-to-back with other relevant events.
- b) Quorum: A simple majority of the voting members of the Executive Committee will constitute a quorum for making decisions. Nonetheless, there will be no quorum requirement for having an update and/or review meeting on the activities and achievements of the Secretariat.
- c) Planning cycle: The planning cycle for the work plan of the network will be two years with the work plan of each cycle being approved by the Members' Assembly to be held in the preceding year.
- d) Thematic Working Groups (TWGs): The Executive Committee shall establish the relevant Thematic Working Groups consisting of network members in order to provide input to the implementation of the work plan as required.
- e) Regional Chapters: Each member of the Executive Committee shall be responsible for the Regional Chapter for the region it represents and shall also ensure effective linkages with regional networks, including Roundtables on Sustainable Consumption and Production, that could partner with RECPnet on the promotion and implementation of RECP and related initiatives in each region.
- f) Representation: Formal representation of RECPnet to specific processes and/or events has to be delegated by the President of the network in consultation with members of the Executive Committee and the Secretariat.

4. CODE OF CONDUCT

As members of RECPnet and as elected representatives of the network and its members, the Executive Committee as a group, and as individuals, should fully and strictly abide by the Code of Conduct of the network.