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Item 5(a) of the provisional agenda

Review of the implementation of the programme of work 2012-2013

Sustainable Housing and Real Estate Markets

Draft Terms of Reference of the Real Estate Market Advisory Group

Note by the secretariat

I. Mandate

1. The Real Estate Market Advisory Group (REM) is an advisory body to the Committee on Housing and Land Management and the Working Party on Land Administration.
2. The objective of the Advisory Group is to provide support to the Committee and the Working Party for the implementation of those elements of their programmes of work that are relevant to improving real estate markets in the UNECE region.
3. The activities of the Advisory Group are aligned with the priorities of the four clusters of work¹ of the Committee.
4. The Advisory Group creates no additional financial implications for the United Nations.

II. Activities

5. The activities of the Advisory Group include, but are not limited to, the following thematic areas:

¹ Sustainable Housing and Real Estate Markets, Sustainable Urban Development, Land Administration and Management, Country Profiles on Housing and Land Management

- (a) Sustainable housing finance;
- (b) Transparent and advanced financial products for real estate in housing;
- (c) Property valuation, registration and taxation;
- (d) Affordable and social housing;
- (e) Energy efficient real estate real estate in housing;
- (f) Environmentally sustainable real estate markets;
- (g) Land markets and land administration.

6. The Advisory Group will, according to the needs expressed by member States and following the decisions taken by the Committee:

(a) Provide practical advice on the challenges addressed by the Committee and the Working Party in order to improve the environment for real estate investments, real estate markets and housing development;

(b) Promote guidelines and best practices that support sustainable real estate markets, including best practices in promoting investment in the national real estate sectors of individual countries;

(c) Assist the Committee and the Working Party to undertake studies and advisory missions, organize seminars and training workshops, draft policy models and guidelines, collect data, and provide information and training kits;

(d) Work with the Committee and the Working Party to assist countries in training and capacity-building within the real estate and land administration sectors. When appropriate, members participate as experts in advisory missions and in workshops, and provide expertise for preparing documentation and studies;

(d) Collect examples of good practice in land administration reform in the UNECE region based on real experience;

(f) Expand the network of experts available to support relevant activities through networking with global and regional financial institutions, lender and donor organizations, non-governmental organizations and the business community.

(g) Assist the Committee and the Working Party with specific real-estate related projects at their request.

7. The Advisory Group may put forward proposals for activities within the framework of the programme of work according to its terms of reference. The final decision on activities to be carried out by the Advisory Group remains with the Committee. The Committee and the Working Party are expected to benefit from the additional expertise on real estate markets that will be provided.

III. Membership and composition of the Group

8. The Advisory Group consists of experts from Governments, the private sector, financial institutions, non-governmental organizations, and professional associations dealing with the promotion of the real estate market, financial services and land administration.

9. The composition of the Group will be in line with the following rules and principles:

- (a) Members of the group will be invited in their personal capacity;

- (b) Functional and geographical representation should be considered in the selection process;
 - (c) A Chair and one or two vice-chairs will be elected;
 - (d) The composition should relate to the substantive needs of the Committee, as reflected in its programme of work.
10. The selection of a new Advisory Group member will be in line with the following rules and principles:
- (a) An expert may be proposed to become a member of the Advisory Group by a member of the Advisory Group, the Committee or its Bureau.
 - (b) A full curriculum vitae of the proposed new member will be circulated to the secretariat and the Advisory Group at least 14 days before that person's candidacy is decided by the Committee;
 - (c) Advisory Group members will, in a scheduled meeting, decide on whether or not to recommend the proposed member to the Bureau of the Committee;
 - (d) The Committee will take the final decision to accept or not to accept the candidate as a member of the Advisory Group.

IV. Modalities of operation

11. The Advisory Group operates in accordance with the guidelines for the establishment and functioning of teams of specialists within UNECE (ECE/EX/2/Rev.1²). It has a two-year duration, which can be extended after the Committee has carefully evaluated a report on the activities carried out during the reporting period and the need for future activities.

12. The Advisory Group reports to and is supervised by the Committee. It works in close cooperation with the secretariat and the Bureau of the Committee and participates in Bureau meetings as observers. Attendance at such meetings is normally delegated to the Chair and/or a vice-chair of the Advisory Group. Other members will be invited as necessary. The secretariat provides the necessary administrative support to the Advisory Group's activities once these have been agreed by the Committee.

13. The Advisory Group identifies resources required for implementing its work plan. For this purpose it may raise funds and/or solicit contributions in kind to support its activities, in compliance with United Nations rules and regulations.

14. Members who have demonstrated active commitment to the work of the Advisory Group and the Committee and the Working Party will be invited to remain members of the Advisory Group during the following biennium. When deciding whether or not to extend such an invitation, the Committee will consider:

- (a) Attendance and participation in both physical and online meetings of the Advisory Group;
- (b) Development of and participation in Advisory Group projects;
- (c) Initiative in developing new projects to support the work of the Committee.

² Available at http://www.unece.org/fileadmin/DAM/hlm/documents/2010/ECE_EX_2_Rev.1.pdf

15. Any Advisory Group member who has missed more than six meetings of the Advisory Group (including teleconferences), or who has missed more than two physical meetings, in the biennium under review will not be invited to remain as a member of the Advisory Group during the following biennium.
