

Terms of Reference for the UNFC ADOPTION GROUP

as mandated by the Expert Group on Resource Management (EGRM), of the United Nations Economic Commission for Europe on 28 April 2023.

Background

The UNFC Adoption Group was initiated by the EGRM at its 14th session on 28 April 2023.

The UNFC Adoption Group will report to the Bureau through one of the Vice-Chairs of the Bureau assigned to look after UNFC Adoption.

The UNFC Adoption Group was established by EGRM and can be discontinued by EGRM.

This document describes the scope and responsibilities of the UNFC Adoption Group and how the Group will work.

Scope of the UNFC Adoption Group

The UNFC Adoption Group addresses, within its means issues related to the Adoption of UNFC for decision support, including but not limited to:

- Identify and analyze challenges and barriers to widespread UNFC adoption as decision support for governments, industry and capital allocators
- Propose solutions to the Bureau on how to overcome such challenges, with simplicity & speed, given the urgency and importance of addressing resilience in energy and critical resource management.
- Work together with stakeholders to illustrating and testing the use of the UNFC to compare and contrast projects and portfolios of projects, in different activities and how the UNFC metrics may be applied in support of opportunities and risk based corporate decision making, sustainability financial assessments and national resource and econometric analyses
- Review and evaluate progress and delivery against the decided work plan on an annual basis, identify issues and opportunities, define solutions, and implement related actions.
- Leverage the broad expertise within EGRM and facilitate appropriate support across EGRM Working Groups e.g., identifying where UNFC Adoption Group experts could provide helpful advice to other groups and vice versa. Inform the Technical Advisory Group (TAG) and the Working Groups of key UNFC Adoption Group delivery documents for their comments and support before finalization.

UNFC Adoption Group Membership and Chair

Relevant EGRM experts and individuals affiliated with international organisations, governments, investment firms, foundations, accounting firms, legal firms, industrial companies, universities, research centres, consultants and other relevant legal entities can become an UNFC Adoption Group member based on ascertained mutual benefit.

The UNFC Adoption Group develops, implements and monitors an inclusiveness policy that balances the geographical coverage, career stages and gender diversity among the Group and will take actions if any imbalances arise. The UNFC Adoption Group may propose changes in the membership and chair to the Chair of EGRM for approval. Each UNFC Adoption Group Member is eligible for election as Chair of the Group. The UNFC Adoption Group will normally

have up to 9 members in addition to ex-officio members.

Where appropriate, the UNFC Adoption Group may call upon other EGRM members for assistance and advice. The Chair of EGRM or the EGRM Vice-Chair assigned to follow the Group and the Chair of the UNRMS Sub-Group are invited as ex officio members at their discretion.

Responsibilities and Workload

The UNFC Adoption Group may decide to subdivide activities into tasks each having a task leader in order to reduce the demand on each member's time. It is expected that the Chair or task leader and members of the UNFC Adoption Group or task, as the case may be, will actively support and contribute to the work, attending most of the meetings and contributing to email discussion on UNFC Adoption Group business between meetings. However, the intent will be to keep the level of discussion between meetings manageable.

UNFC Adoption Group Networks

External networks may be formed on an ad-hoc or permanent basis to secure representative input from a sector or an extended group of dedicated experts where their inclusion in the UNFC Adoption Group would not be possible within the limit set for the Group's membership. When this is done, one or more members of the Group will be appointed to guide such networks and ensure the inclusion of their work into the works of the UNFC Adoption Group. An example of such a network could be one dealing with the various ICT standards developed for application of the UNFC and their harmonization into a recommended standard.

Establishing and Revising the Work Plan

The UNFC Adoption Group will develop a work plan that at least leads up to the next annual session of EGRM and communicate this to the EGRM Chair to confirm alignment with other EGRM activities. The Group can discuss this at any of the regularly scheduled teleconferences and meetings and amend it as required at these events.

UNFC Adoption Group Meeting Arrangements

The UNFC Adoption Group will meet at least twice a year, but typically quarterly. Meetings may be in person or conducted via audio or video conference or a similar method as agreed by the members. An in-person meeting will be convened at least at the time of the annual EGRM session in Geneva. UNECE will provide the secretariat. Notice and a draft agenda of a UNFC Adoption Group meeting will be sent to each representative member at least four working days prior to the meeting. The Chair of the Group will propose the draft agenda and will invite members to comment and input. Participants will agree on the agenda at the start of the meeting.

The Chair leads the meetings. If the Chair is not available, the Chair will nominate a member to be responsible for convening and conducting that meeting. The role and responsibility of the Chair is to promote full participation by all, ensuring consideration is given to the appropriate issues follow-up and adequate reporting.

For achieving decisions or recommendations, a majority of the UNFC Adoption Group members, including the Chair, will constitute a quorum. The Group will make every effort to make decisions or recommendations by consensus. The meeting minutes will reflect the diversity of opinions, and this range of views will be reported to the EGRM Chair.

The draft meeting minutes will be prepared by the Chair, or nominee, and circulated to the members of the Group as soon as possible, preferably within 2 weeks, of the meeting. The minutes will be reviewed and approved at the next meeting and will be made available to the public through the UNECE website.

Guests may be invited to meetings of the Group, and in particular key experts from external networks to participate in items on the agenda of mutual interest to the networks and the Group.

Resources and Budget

Members of the UNFC Adoption Group are responsible for financing their own costs related to the work of the Group.

Report

The UNFC Adoption Group will review its work and prepare a report for EGRM based on request.

Review Cycle

The Terms of Reference will be reviewed on a regular basis to ensure they remain appropriate to fulfil the role of the UNFC Adoption Group.

Date of this document: 12 June 2023
