



Green Economy Coalition
Steering Group
Terms of Reference

1. Role

The Steering Group of the Green Economy Coalition is responsible for guiding the overall direction and overseeing the affairs of the Coalition, and reports to Members of the Coalition.

2. Composition

2.1 There shall be at least seven members of the Steering Group representing the major sectors of Coalition membership.¹

2.2 The members of the Steering Group are:

- (i) Host Agency (Permanent)
- (ii) Convenor (By Contract)
- (iii) Business Sector
- (iv) Labour /Social Sector
- (v) Environment Sector
- (vi) Regional Voice
- (vii) Finance Sector
- (viii) UN PAGE
- (ix) Strategic Funders
- (X) Media

2.3 The Steering Group will aim for gender-balance and regional representation.

3. Appointment to the Steering Group

3.1 The Host Agency and Convenor will co-opt the first Members of the Steering Group.²

3.2 Members of the Steering Group are co-opted in their (i) personal capacity,³ as well as their (ii) institutional capacity.⁴

3.3 Coalition Members will be invited to propose candidates for appointment to the Steering Group according to the structure outlined in 2.2.⁵

3.4 Steering Group Members may retain their position, in their personal capacity, for a full-term even if they change job, organization or sector.⁶

¹ Validated by the Coalition 28th October 2009

² Phase I : July 2009 2009- October 2010

³ Criteria for selection on 'personal capacity' include: commitment to vision, gender, region, knowledge, known to the Coalition members.

⁴ Criteria for selection on 'institutional capacity' includes: sector, organization, influence.

⁵ Proposal for Phase II : October 2010-2012

⁶ Steering Group Decision 28th October 2008



3.6 Members of the Steering Group may invite *ex officio*⁷ members from their participating organizations to attend Steering Group meetings.

3.7 Steering Group Members withdraw from the group by submitting their resignation to the Steering Group.

4. Term

4.1 The Steering Group position is generally held for a two-year term, with the exception of the Host Agency which holds a permanent seat.⁸

4.2 Members of the Steering Group may hold a Steering Group position for more than two terms but will need to justify this extension, with the exception of the Host Agency which holds a permanent seat.⁹

5. Functions *inter alia*

5.1 To frame the strategic direction, goals, and work streams of the Green Economy Coalition, for validation by wider Coalition.¹⁰

5.2 To plan global and regional meetings of the Green Economy Coalition. ¹¹

5.3 To admit members to the Green Economy Coalition.¹²

5.6 To co-opt members of the Steering Group

5.3 To report to members on matters of strategic interest related to the objectives of the Green Economy Coalition.

5.4 To publicize statements on significant issues concerning the objectives of the Green Economy Coalition.

5.7 To fundraise for Green Economy Coalition secretariat functions and Coalition activities.

6. Meetings

6.1 The Steering Group will hold one face-to-face business meetings per year usually at the GEC annual summit to conduct its business, and TELECONS every two months.

6.2 Steering Group meetings will be chaired by the Convenor.

⁷ *Ex Officio* means participation by virtue of the office or status held within an organization

⁸ Proposal for Phase II

⁹ Proposal for Phase II

¹⁰ Validated by Coalition 28th October 2009

¹¹ Validated by Coalition 28th October 2009

¹² Validated by Coalition 28th October 2009



6.3 Meetings will have an agenda distributed prior to the gathering, and a summary of the meeting circulated after the event.

7. Decision Making

7.1 Steering Group decisions will be made democratically by aiming for consensus within the group.¹³

7.2 In cases where consensus cannot be reached, members will be invited to vote on particular issues.

7.3 The members of the Steering Group are eligible for one vote each.

8. Chairs

8.1 The Steering Group will be chaired by the Convenor

9. Steering Group Model

9.1 The Steering Group role, composition, procedures will be reviewed on an annual basis with the Members of the Green Economy Coalition.

¹³ Consensus is defined here as decisions that the majority supports and that others can live with.