

Terms of Reference for the Indigenous Peoples and / or Local Communities Engagement Forum

Certain terms used in this document are defined in the Appendix.

Purpose of this Document

- (0) The purpose of this Terms of Reference is to outline who is part of the Indigenous Peoples and / or local communities Engagement Forum (the 'Forum') and its aims.
- (1) This document should be read with the Modalities and Procedures, which outlines how the Forum will operate.

Purpose and role of the Forum

- (2) The purpose of the Forum is to strengthen the contribution of Indigenous Peoples and / or local communities as partners in a high integrity voluntary carbon market (VCM), to contribute to the climate objectives of the Paris Agreement and safeguard the rights of Indigenous Peoples and / or local communities in the VCM.
- (3) The Forum aims to achieve its purpose by:
 - (a) Collectively building policy positions relating to Indigenous Peoples and / or local communities in the VCM;
 - (b) Developing a leadership role for Indigenous Peoples and / or local communities in the evolving high integrity VCM;
 - (c) Working strategically with ICVCM and other VCM self-governing entities and organisations working towards high integrity carbon markets; and
 - (d) Enhancing awareness and understanding of the VCM among Indigenous Peoples and / or local communities.

Scope of Work of the Forum

The Forum

- (4) The Forum will identify key issues, priorities and opportunities for Indigenous Peoples and / or local communities and seek to address them by:
 - (a) Facilitating knowledge exchange and capacity building with experts across the VCM through technical reports, case studies and workshops;
 - (b) Delivering a VCM knowledge platform to inform, engage and support Indigenous Peoples and / or local communities;

- (c) Building a network to support Indigenous Peoples and / or local communities requests for technical assistance, examples of best practice and tools and information to help understand complex paperwork and documents;
 - (d) Creating Indigenous Peoples and / or local communities-led policies and position statements to address common challenges across the carbon credit project development and delivery cycle;
 - (e) Making recommendations to support the development of new versions of the ICVCM Assessment Framework and CCPs and other similar rules and principles to ensure the protection of the rights and interests of Indigenous Peoples and / or local communities in the VCM; and
 - (f) Commissioning technical reports from Forum partners, contributors or external organisations to shape and support the work and decisions of the VCM.
- (5) The Forum will develop a strategy and implementation plan throughout the 24/25 financial year informed, as needed, by engagement and consultation with stakeholders.
- (6) The Forum will aim to promote shared best practices and development on issues related to Indigenous Peoples and / or local communities in the VCM, to support further VCM integrity, transparency and inclusion, and will complement and not replace community consultation and engagement.
- (7) Subject to agreement from the Co-Chairs, the Forum Members may nominate themselves to lead an agenda point or present their work.

General Responsibilities of all Forum Members

- (8) The Co-Chairs shall be responsible for:
- (a) Assisting the Executive Secretariat in the development of draft Governance Documents and obtaining Members' agreement on Governance Documents;
 - (b) Agreeing and delivering strategic plans produced by the Executive Secretariat;
 - (c) Jointly developing the budget for the Forum with the Executive Secretariat, after the ICVCM's Governing Board has defined the budget;
 - (d) Leading the Forum meetings and agreeing draft minutes and meeting agendas;
 - (e) Developing Forum papers;
 - (f) Signing off papers submitted for Forum review and any resulting recommendations;

- (g) Guiding and moderating discussions in Forum meetings;
 - (h) Taking decisions within delegated authority as required; and
 - (i) Obtaining Members' agreement on any proposed outputs.
- (9) The Forum shall be responsible for:
- (a) Developing the Forum Strategy and Work Plan;
 - (b) Defining priority activities for the Forum;
 - (c) Supporting fundraising and partnership development;
 - (d) Identifying and selecting partners / providers;
 - (e) Developing and signing off on communication material for the Forum;
 - (f) Jointly signing off on Forum fundraising proposals with the Executive Secretariat;
 - (g) Attending physical / virtual meetings as required or providing advance notification to the Executive Secretariat when unable to attend;
 - (h) Preparing appropriately for meetings, by reading and reviewing all drafts or other documentation made available;
 - (i) Providing written feedback or inputs within agreed timescales. Providing expert perspectives and inputs into all discussions; and
 - (j) Treating all information disclosed, opinions expressed and materials shared through their role as Forum members as confidential unless public release of the statements or materials is authorised by the Co-Chairs.
- (10) The Executive Secretariat will be responsible for:
- (a) Assisting in the development and delivery of the Forum strategy, under the guidance of the Co-Chairs;
 - (b) Preparing Forum meeting agendas and materials, under the guidance of the Forum Co-Chairs;
 - (c) Preparing minutes of Forum meetings, under the guidance of the Forum Co-Chairs;
 - (d) Tracking and managing the Forum budget;
 - (e) Organising and coordinating the Forum activities, under the guidance of the Co-Chairs;

- (f) Co-ordinating outreach to market participants and stakeholders; and
- (g) Agreeing terms with partner organisations that are supporting the Forum.

Revision of the Indigenous Peoples and / or local communities Terms of Reference

- (11) The Forum may amend or revise these Terms of Reference with the consent of two-thirds of the members of the Forum.
- (12) Upon such revision, the Executive Secretariat will prepare a written version of the revised Terms of Reference and have it initialled by the Co-Chairs.

Appendix

In this document, unless the context requires otherwise:

“Co-Chair” means the Co-Chairs of the Forum;

“Code of Conduct” means a Code of Conduct including, among others, confirmations and undertakings consistent with the duty to disclose conflicts of interest and the duty of confidentiality;

“Constitutional Documents” means the Vision, Values and Ways of Working; the various documents containing the governing principles of the Forum; these Terms of Reference and the Modalities and Procedures;

“Executive Secretariat” means each of the Integrity Council for the Voluntary Carbon Market;

“Fit and Proper Person” means a person who, in the opinion of the Forum, as applicable, is fit and proper for their role in the Forum, and for this purpose, the Forum will consider whether such person: (i) has demonstrated by experience and training that they are suitable for their role; (ii) has adequate time to perform their role in the Forum; (iii) has been convicted of a serious criminal offence in any jurisdiction; (iv) has been found guilty of misconduct or breach of any regulatory, professional or ethical obligations in any jurisdiction.

“Northern Region” refers to the areas of North America, Europe and the Arctic.

“Voluntary carbon market” or “VCM” means a market in which carbon credits are traded apart from the compliance markets.