

Terms of Reference for the Integrity Council for the Voluntary Carbon Market Continuous Improvement Work Program Coordination Group

This document sets out the Terms of Reference for the Continuous Improvement Work Program (CIWP) Coordination Group of the Integrity Council for the Voluntary Carbon Market (ICVCM). The document shall be read together with the Modalities and Procedures of the ICVCM, the Terms of Reference of the CIWPs, the Modalities and Procedures of the CIWPs, the Code of Conduct and other policies adopted by the Governing Board or in force from time to time.

1. Purpose of the CIWP Coordination Group

- 1.1. The purpose of the CIWP Coordination Group (the “Coordination Group”) is to provide strategic support and direction to the continuous improvement work programs area of work of the ICVCM, in particular by supporting the Executive Secretariat in its strategic delivery of CIWPs. The Coordination Group is not a decision-making body of the ICVCM per the ICVCM Modalities and Procedures, but provides an important function of ensuring coherent design, planning, implementation and use of the outputs from Continuous Improvement Work Programs and related activities as described in these Terms of Reference.
- 1.2. The ICVCM CIWPs are designed to ensure the carbon market evolves with the latest science, emerging technologies and innovative approaches. The Coordination Group shall aim to ensure that:
 - a. Any work undertaken in the context of a CIWP is aligned to the vision and mission of the ICVCM;
 - b. Each CIWP focuses on a particular challenge or opportunity identified as being a key issue facing the carbon market;
 - c. Each CIWP aims to develop a deep understanding of the issue and the emerging best practices for increased integrity and ambition in relation to that issue;

- d. The outcomes of each CIWP are aligned with relevant provisions of the Terms of Reference for the CIWPs and are appropriately implemented in further work of the ICVCM;
- e. Each CIWP is implemented in a resource-efficient manner and follows ICVCM guidance and policies.

2. Responsibilities of the CIWP Coordination Group

2.1. The Coordination Group is responsible for:

- a. Agreeing general approaches to topic selection, prioritization and delivery modes for CIWP work;
- b. Presenting proposals for CIWPs to the Governing Board through the Governing Board approval process;
- c. Supporting the Executive Secretariat in compiling, reviewing and finalizing participant lists for CIWPs to ensure appropriate geographic and other representation, diversity and high level of expertise;
- d. Providing support to the Executive Secretariat on managing the scope of CIWPs during their operation (e.g. where CIWP participants seek to broaden scope);
- e. Coordinating the CIWP facilitators to ensure capturing of interlinkages between CIWPs;
- f. Providing input to Executive Secretariat in the effective management and delivery of CIWPs, including the outputs (such as reports or other);
- g. Updating the Governing Board, the Market and Communications Committee, the Standards Oversight Committee, The Indigenous Peoples and Local Communities Committee, the Expert Panel and the Indigenous Peoples and local communities Engagement Forum of the progress, outcomes, and strategic alignment of ongoing CIWPs, as needed;
- h. Reviewing and providing input to CIWP reports or other outcome products;
- i. Reporting to the Governing Board on the progress, outcomes, and strategic alignment of ongoing CIWPs;
- j. Advising on and supporting the establishment of partnerships relevant to the implementation of CIWPs.

2.2. Each Coordination Group member should:

- a. Actively provide input on CIWP strategy and implementation;
- b. Ensure they remain informed about key updates and progress in planned, ongoing and completed CIWPs;
- c. Commit to attending all scheduled meetings of the Coordination Group, and if unable to attend, promptly inform the Executive Secretariat;
- d. Prepare appropriately for meetings, by reading and reviewing all drafts or other documentation made available;
- e. Provide written feedback or inputs within agreed-upon timeframes;
- f. Adhere to these Terms of Reference.

3. Composition of the CIWP Coordination Group

3.1. The Coordination Group comprises:

- a. Two Governing Board representatives;
- b. One Expert Panel Co-Chair;
- c. One IPs and LCs Engagement Forum member.

4. Mode of work

4.1. The Coordination Group shall strive to meet:

- a. At least monthly;
- b. At least quarterly with all-batch CIWP facilitators to discuss substantial crossover issues;
- c. Additionally as needed or as otherwise specified by the Governing Board.

4.2. Email communication shall be the main mode of communication between the Executive Secretariat and the Coordination Group between meetings.

4.3. The Coordination Group shall seek to operate by consensus.

- a. If an agreement cannot be reached within a meeting, email will be the format to find agreement.

- b. Disagreements in the Coordination Group that cannot be resolved per 4.3.a. above are escalated to the Chair of the Governing Board, who shall determine the matter.

5. Science and Research Network

5.1. The Coordination Group is responsible for providing strategic input, support and direction to the development and management of the Science and Research Network (the "SRN"):

- a. The SRN supports ICVCM's collaboration with partners to advance solutions-focused science and research and will serve as a dedicated workstream within the continuous improvement process to identify data and research gaps, and to engage academic and research institutions in addressing them.
- b. The purpose of the SRN is to:
 - i. Provide direct feedback to the scientific and academic research communities on areas where primary or additional research would be helpful to provide stronger data and information for the market.
 - ii. Build affiliated groups of academics and practitioners and engage in partnerships, ensuring regional and diversity balance of partners, to undertake relevant areas of research and analysis.

6. Executive Secretariat responsibilities

6.1. The Executive Secretariat is responsible for the day-to-day management and operational delivery of the continuous improvement work programs area of work, with strategic input from the Coordination Group and in alignment with the ICVCM's Modalities and Procedures.

6.2. Specifically, the Executive Secretariat shall, subject to available resources:

- a. Coordinate the planning, design, and implementation of CIWPs, ensuring alignment with ICVCM's strategic objectives and the priorities set by the Coordination Group;
- b. Support the work of the Coordination Group including through scheduling and managing meetings, preparing and circulating agendas, background

- and input materials, keeping records and ensuring timely follow-up on agreed actions;
- c. Support the identification and onboarding of CIWP participants, in consultation with the Coordination Group, to ensure balanced representation and expertise;
 - d. Facilitate communication and collaboration across CIWPs, including between CIWP facilitators and the Coordination Group;
 - e. Manage the documentation and publication of CIWP outputs, including reports, recommendations, and supporting materials;
 - f. Monitor progress across CIWPs and provide regular updates to the Coordination Group and relevant ICVCM bodies;
 - g. Support, subject to the availability of specific resources, the development and operation of the SRN, including the identification of research gaps and engagement with academic and research institutions;
 - h. Ensure transparency and accountability in the CIWP process.

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