



# PECE

# PARTNERS FOR ENVIRONMENTAL COOPERATION IN EUROPE

## **PARTNERS FOR ENVIRONMENTAL COOPERATION IN EUROPE (PECE)**

### **TERMS OF REFERENCE**

1. The Terms of Reference (ToR) apply to all PECE members. The ToR can be reviewed as a whole on an annual basis and specific points amended when necessary, by agreement of the Steering Group.

### **PECE Mission statement**

2. To contribute to the protection and improvement of the environment, an improvement in people's quality of life and the promotion of sustainable development in Eastern Europe, Caucasus and Central Asia (EECCA) through partnership projects involving the public sector, private sector and civil society.

### **Objectives**

3. The objectives of PECE are to:
  - establish a network of UK-based members, from the private and public sectors and civil society, who are committed to contributing to the protection and improvement of the environment and the promotion of sustainable development in the EECCA region;
  - act as a catalyst for the initiation of new partnership projects;
  - improve the sustainability of projects, among other things, by establishing long term co-operation with in-country partners;
  - respond to country/region specific needs, but with priority given to areas where the UK is particularly well-placed to contribute. These include bio-diversity, water, education for sustainable development, sustainable energy, public participation and municipal & community capacity building; and
  - provide a forum for awareness raising, exchange of good practice and replication of projects.

## **Guiding Principles**

4. PECE seeks to demonstrate, by example, the real value of the private sector, public sector and civil society working together. The guiding principles are as follows:

### The Partnership:

- Is guided by principles of openness, honesty, mutual respect, good governance and transparency;
- Is committed to the sustainability of projects and involvement of all relevant stakeholders in the communities in which it is engaged;
- Recognises the importance of working alongside national and municipal programmes and frameworks.

### PECE members:

- Have a belief in the value and benefits of corporate social responsibility;
- Acknowledge the contributions and value of private sector and civil society engagement with government;
- Are committed to contributing to the protection and improvement of the environment and the promotion of sustainable development;
- Recognise the value and importance of capacity building, particularly for the sustainability of projects;
- Will work together in an open, honest and transparent manner.

## **Conditions of membership**

5. An organisation may become a member of PECE if:
  - It is UK based<sup>1</sup> and operates in the public sector, civil society or private sector (other sectors will be considered on a case by case basis) and
  - It confirms its agreement to the mission statement, objectives, guiding principles and the Terms of Reference by signing the joining form (available from the Secretariat or the website <http://www.pece.co.uk>).
6. Joining PECE does not give members any advantage with regard to Government procurement.

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<sup>1</sup> Major international organisations, which are not UK-based, will be considered on a case-by-case basis.

7. Members may not make public statements on behalf of, or representing the views of PECE, without prior agreement from the Secretariat.
8. The member organisation should identify a representative who must:
  - take responsibility for reporting on PECE activities to senior managers and more widely within their organisation;
  - have sufficient authority to be able to commit resources and take decisions on behalf of their organisation;
  - be responsible for ensuring the continuity of their role within PECE should the individual leave or progress within their organisation; and
  - attend meetings of the Steering Group or the Forum, or nominate another representative.
9. All members should make a contribution to PECE, to projects, to other members or to the Secretariat. Possible contributions include:
  - Applying expertise to projects
  - Financial contribution
  - In-kind contribution (e.g. consultancy time)
  - Information sharing
  - Hosting events
  - Publicity
  - Participating in Steering Group meetings
  - Participating in Forum meetings
  - Providing a secondee to the Secretariat
10. Members all agree to the objectives and principles of PECE. However, PECE members do not necessarily endorse the activities of other members, whether that is within the PECE context or otherwise.

### **Resignation process**

11. A member may resign at any time by giving one month's notice in writing to the Chair. They will be expected to have fulfilled or appropriately delegated any outstanding commitments that they may still have to PECE.

### **Breach of conditions**

12. If a member breaches any of the conditions of membership, it may be suspended permanently or temporarily from PECE.
13. The final decision on whether and how to suspend a member will be taken by the Chair, in consultation with the Steering Group and Secretariat where appropriate, on a case by case basis.

## **The Chair**

14. The Chair's function is to provide strategic leadership of the Partnership and ensure that PECE is effectively managed in order to deliver its objectives.
15. The Chair's may take such action as he/she considers appropriate to fulfil this function including:
  - communicating the vision and objectives of PECE to interested organisations and the public including: acting as the public face for the Partnership, giving presentations, attending relevant events and participating in Partnership recruitment activities;
  - approving agendas and chairing meetings of the Forum, Steering Group and any additional Partnership meetings;
  - considering and agreeing papers, minutes of meetings etc. before distribution; and
  - calling additional meetings of the Steering Group or Forum as necessary.
16. In the interval between Steering Group and Forum meetings, the Chair may make decisions as required to progress the work of the Partnership. In doing so, the Chair shall endeavour to seek advice from the Secretariat, Steering Group and Forum members as appropriate.
17. The Chair will not receive any remuneration from the Partnership. PECE will reimburse travel and subsistence expenses for Partnership related activity.
18. The Chair will be elected annually from and by the Steering Group members.

## **The Forum**

19. The Forum shall consist of one representative of each Partner organisation.
20. A general meeting of the Forum will be held on an annual basis.
21. Any decisions will be made by a majority vote of those present at Forum meetings.
22. The Forum will sign off the Annual Report, developed by the Steering Group. It will appoint the Steering Group for the following year.
23. The Chair or Steering Group may call additional strategic meetings of the Forum as necessary.

## **The Steering Group**

24. The Steering Group is responsible for overseeing the strategic direction of the Partnership and shall consist of at least two representatives of each of the three sectors (private sector, public sector, civil society).
25. The Steering Group will be appointed annually by the Forum on an individual (not organisational) basis and will be chaired by the PECE Chair. Each sector will agree between themselves at least two representatives.
26. The Steering Group will hold meetings on a quarterly basis. The Chair or Steering Group may call additional meetings as necessary.
27. The Steering Group will prepare an annual report of progress made and plan for the year ahead, for endorsement by the Forum, and be responsible for overseeing its implementation. Decisions will be made by a majority vote of those present at Steering Group meetings.
28. The Steering Group will approve project proposals for PECE branding by assessment against the criteria for PECE projects. A summary of a project proposal will be circulated to the Steering Group once submitted by a PECE member. Decisions will be made by a majority vote.
29. The Steering Group will guide the work of the Secretariat and assist in drafting papers.
30. The Steering Group may call additional Forum meetings as necessary.

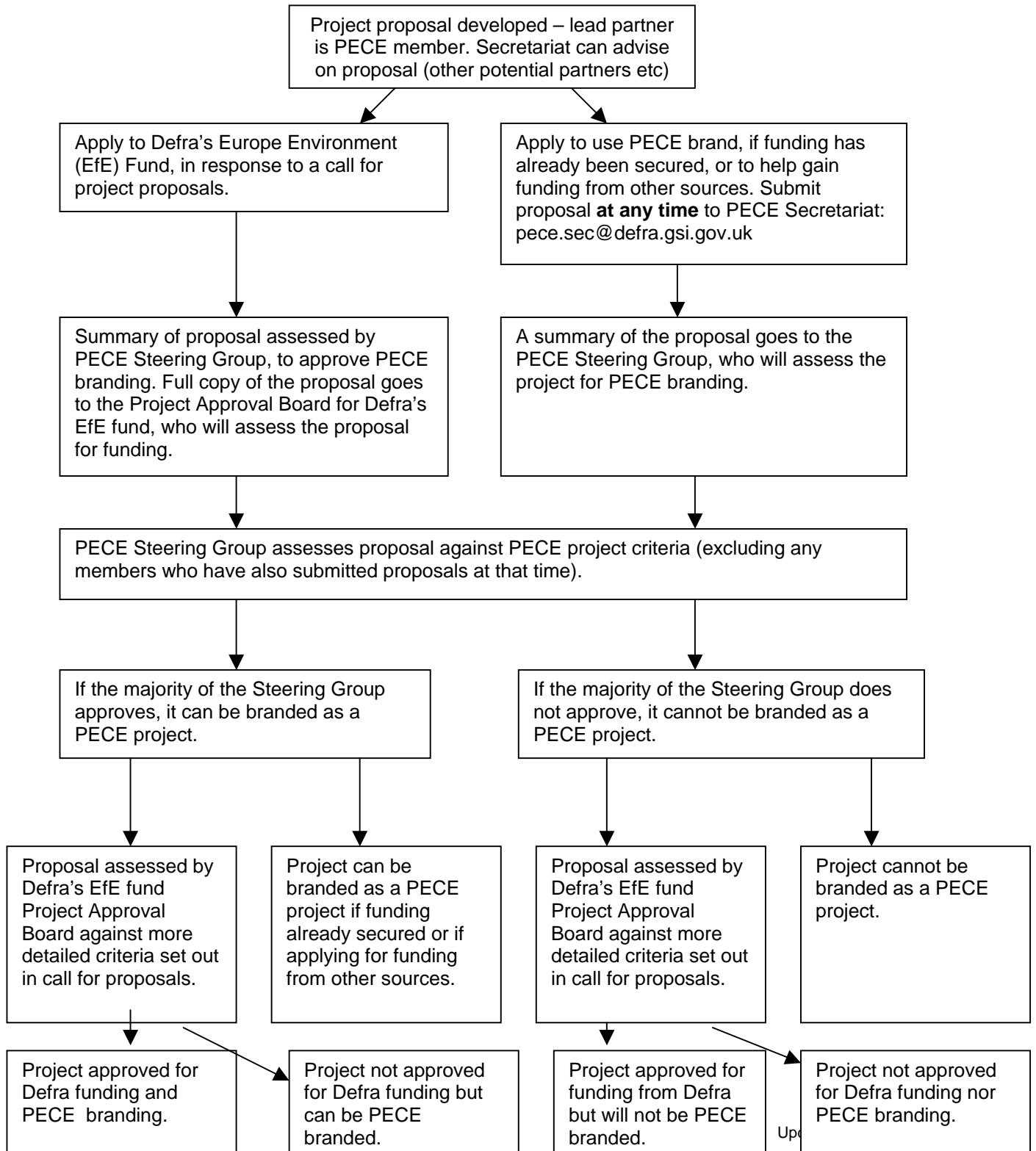
## **The Secretariat**

31. The Secretariat is the central contact point, manages and co-ordinates all activities on behalf of the Partnership and acts as a broker to facilitate partnership projects, matching PECE members to potential partners and project opportunities.
32. The Secretariat is provided and funded by Defra until such time that it decides otherwise. If Defra is offering funding for any PECE project, this process will be kept separate from the Secretariat function to prevent any conflict of interest.
33. There may be opportunities for partner organisations to provide a secondee to the Secretariat.
34. The Secretariat will be represented at any Forum and Steering Group meetings.
35. The Secretariat is responsible for the following activities:
  - Providing a brokering function to facilitate the development of partnership projects between the different sectors;

- Acting as a central contact point for all members and Eastern Europe, Caucasus and Central Asia countries;
- Maintaining and implementing a communications strategy (developed by the Steering Group), including the PECE website, drafting an Annual Report, drafting newsletters (monthly), and circulating relevant documents to the Partnership;
- Facilitating interaction between individual members, the Chair, Forum and Steering Group;
- Managing the Partnership in terms of resource, recruitment and maintenance;
- Maintaining a library of documentation and reports which will be available to all Partners;
- Drafting Partnership policy papers and briefings;
- Advising the Partnership on strategic direction;
- Reporting to Ministers and other relevant stakeholders on progress;
- Supporting Partnership meetings, including co-ordinating all logistics and drafting and circulating agendas, notes/minutes of meetings; and
- Supporting members delivering PECE projects (e.g. advising on reporting arrangements)

## PECE Projects

36. The flow chart below outlines the process for PECE members to initiate projects. Funding can be from any source, but Defra's Environment for Europe fund has been shown as a separate flow to clarify the distinction between Defra's roles as Secretariat and potential donor.



## Project Initiation

37. PECE projects can be proposed at any time (unless applying to a Defra call for project proposals – see paragraph 41). The proposals must meet the criteria for PECE projects and address the purpose of the project, intended outputs and outcomes and timeframe of activity. The project proposal should be circulated to steering group members so that they can approve it for PECE branding. The Secretariat will write to the applicant confirming whether their proposal has been successful or not.
38. A PECE member must lead PECE projects, but other project partners do not have to be PECE members nor UK based. PECE members are encouraged to partner with EECCA-based organisations when carrying out PECE projects.
39. Even if the proposal is approved, project partners will be required to secure the necessary funding.

## PECE Project Criteria

40. All PECE branded projects must comply with the following criteria:
- The project must respond to country/region specific needs but with priority given to areas where the UK is particularly well-placed to contribute. These include bio-diversity, water, education for sustainable development, energy, public participation and municipal and community capacity building;
  - The project must be led by a PECE member;
  - The project partners must be from at least 2 of the 3 sectors (public sector, private sector and civil society);
  - The project must involve in-country partners and
  - The project must be consistent with the principles of PECE.

## Funding

41. PECE members are encouraged to investigate sources of funding and the Secretariat will also identify and share opportunities.
42. Defra may provide co-funding for projects, from its Environment for Europe Fund, in which case calls for project proposals will be circulated

to all Partners with a deadline for submission. However, the availability of funding each year is subject to Minister's decisions and members should not rely upon this as a guaranteed funding source for future PECE projects.

### Monitoring, evaluation and reporting

43. All PECE projects should ensure that adequate arrangements for monitoring and evaluation are put into place and should submit, at minimum, a mid-term and final report to the Secretariat (more frequent reports may be requested e.g. if the project lasts for longer than 12 months). The report should address progress against the objectives of the project proposal and the value added of working in a partnership. Project partners should also report on the outcomes and impacts of their activities.

### Communication

44. Project leaders should provide inputs to the Annual Report, website, newsletter and other forms of communication via the Secretariat, with updates on their projects and any lessons learned which would be of interest to others.

### Insurance

45. Any travel or activity undertaken in the delivery of a PECE project will not be insured by PECE. Partner organisations should ensure that they have the necessary insurance and health and safety procedures in place.

### **Measuring performance and forward planning**

46. An annual report will be developed by the Steering Group and agreed by the Forum at their annual meeting. This will evaluate performance over the year and set out objectives, success measures and activities for the year ahead.

47. The report will also include case studies from members engaged in projects, to share what has been learnt about Partnership work.

### **Communication**

48. The primary method of communication to PECE members and other interested parties will be the website (<http://www.pece.co.uk>), which is developed and maintained by the Secretariat. Other methods of communication include the electronic newsletter and meetings and events. All PECE members should provide the contact details of at least one representative for the Member Directory, which is made available to others via the website.

## **Timescale**

49. PECE was launched on 8<sup>th</sup> March 2005. It will operate for 3 years (until March 2008). Towards the end of this period, there will be a review of whether and how to continue.