

Project Central Asian Desert Initiative (CADI)

Steering Committee – Terms of Reference

Background

The project Central Asian Desert Initiative (CADI) aims at preserving biological diversity and the conservation and sustainable use of temperate deserts in Central Asia. Therefore, in close coordination with national partners, a wide package of measures shall be implemented in the main target countries Kazakhstan, Uzbekistan and Turkmenistan.

CADI is jointly implemented by the University of Greifswald (Germany, Project Leader/Coordinator), the Michael Succow Foundation (MSF) (Greifswald, Germany) and the Food and Agriculture Organization of the United Nations, Subregional Office for Central Asia (FAO-SEC) (Ankara, Turkey).

The project (duration 3.5 years from 2016 until 31/12/2019) is part of the International Climate Initiative (IKI). The Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) supports this initiative on the basis of a decision adopted by the German Bundestag.

In the frame of the project, a multi-stakeholder Steering Committee (SC) is being set up. The Steering Committee is expected to assess the development of CADI and make recommendations to enhance its implementation.

Role of the CADI Steering Committee

The role of the Steering Committee is to:

- provide policy guidance and overall orientation to CADI and if necessary, proposing directives to improve or correct implementation of the project;
- evaluate the overall performance and outcomes of CADI, discuss and make recommendations on project status and implementation, especially in terms of deliverables (indicators, milestones), timelines and budget, and recommended conceptual amendments;
- support the project in recommending partners or experts for the implementation of activities;
- ensure that CADI meets the needs of key target groups in partner countries;
- promote policy dialogue on issues identified by the project, especially in regard to the establishment of a CADI interim secretariat;
- promote communication among CADI partners, propose communication channels;
- identify potential risks to the project, and make recommendations to counteract significant risks to CADI;
- promote dissemination of project results;
- review, discuss and make recommendations on sustaining results and impacts of CADI after termination of support by the BMUB;
- review and endorse for circulation the minutes of the Steering Committee meetings.

Membership

The Steering Committee will have members from the University of Greifswald (UoG) as Project Coordinator, the implementing partners (FAO-SEC, MSF) and partner organizations in the three main CADI target countries Kazakhstan, Turkmenistan and Uzbekistan. Each organization appoints responsible persons who shall be member of the Steering Committee. Membership is unpaid.

The Steering Committee may decide to ask parties who are not members of the Steering Committee to participate in a meeting so that they can provide relevant information, material or knowledge to the Steering Committee.

The SC Chair is the Project Coordinator. The responsibilities of the Chair are as follows:

- Invitation of members;
- Setting the agenda for each meeting, based on consultation with members;
- Ensuring that agendas and supporting materials are delivered to members in advance of meetings;
- Recording of the proceedings and decisions.

Quorum and decision-making

The quorum must include a minimum number of 3 from the Project Coordinator and implementing organizations (UoG, FAO-SEC, MSF) and a minimum number of 1 from national partner institutions.

Recommended conceptual amendments to the CADI project, i.e. amendments related to outcome and output level and corresponding indicators, need an official approval of the donor (BMU) and the concerned implementing organization. In this case, an Amendment Request has to be submitted by the University of Greifswald as first beneficiary and Project Leader to the BMU. Decisions related to the preparation and justification of this request can be made by the Steering Committee.

On issues concerning the activity level of the CADI project, the Steering Committee can make binding decisions during the meetings.

The Steering Committee will aim to achieve consensus on decisions made. In the event this proves impossible, decisions may be taken by simple majority vote amongst participating members. In the event of a tie, the Committee Chair will have an additional vote.

Meeting arrangements and logistics

If possible, CADI Steering Committee meetings will be held annually in one of the partner countries Kazakhstan, Uzbekistan or Turkmenistan, or in Germany. Whenever possible, they will take place back to back to other CADI events to reduce travel time and costs. Responsible for the organization is the Project Coordinator in close coordination and possible cooperation with national CADI partners.

For the Project Coordinator and implementing partners, travel costs and accommodation will be paid of the CADI budget according to the respective budget of each party. Coverage of costs for national partners will be agreed individually upon consultation with the Project Coordinator. Each member of the Steering Committee is requested to seek additional funds for participation.

Reporting requirements

All minutes and outputs from the Steering Committee meetings will be passed to the members within four weeks. If agreed, minutes of Steering Committee will be posted on the CADI website.