

The HCV Resource Network will be managed by a Steering Group (SG); this document sets out the terms of reference for the Network SG.

1. Main SG responsibilities

- 1.1 Promotion of consistent and responsible Network interpretation and implementation of the HCV definitions and approach as outlined in the Charter.
- 1.2 Expansion of the understanding and use of the HCV concept beyond the scope of forests and forest certification.
- 1.3 Inclusion of a sufficient range of stakeholder interests and regional representation in its composition to achieve balance in its deliberations.

2. Main SG activities

- 2.1 Identify potential areas of work and agree the work-plan of the Secretariat.
- 2.2 Identify potential sources of funding and agree the budget for the Network, and create and maintain a Financial Sub-Committee.
- 2.3 Identify the need to initiate Discussion Groups.
- 2.4 Identify the need for, and agree the composition of, Working Groups.
- 2.5 Identify and confirm Regional Partners for the Network.

3. Main commitments of SG members

- 3.1 To support the HCV Resource Network Charter.
- 3.2 To consult with their constituencies and to develop and implement an action plan within their respective organisations to promote the Network.
- 3.3 To attend two SG meetings a year, to follow up as agreed to at SG meetings, and to respond to communication from the Secretariat as matters arise.
- 3.4 To nominate an alternate to attend meetings and / or deal with HCV Resource Network matters arising (including participation on sub-committees).
- 3.5 To inform the Secretariat of non-attendance of SG meetings well in advance and either nominate their alternate or comment on the main issues to be discussed.
- 3.6 To strive to take decisions by consensus (defined as absence of strong objections within the SG).

- 3.7 To participate in sub-committees of the SG where this is agreed.
- 3.8 To participate in the replacement of any member who resigns.

4. Rules of appointment and membership

- 4.1 Terms for membership of the group are three years, with the possibility of renewal once, and staggered exits.
- 4.2 SG members are to suggest substitutes from within their own organisations, and to continue to ensure adequate representation from a broad range of stakeholders.
- 4.3 If SG members miss two consecutive meetings without nominating an alternate, they are automatically considered to be withdrawing from the group.
- 4.4 Co-chairs for the Network will be elected by the SG from among its members. Each co-chair will serve for a term of two years, with the possibility of renewal once and staggered exits.
- 4.5 A financial sub-committee comprising three members of the SG will be elected by the SG from among its members. Financial sub-committee members will serve for a term of three years, with the possibility of renewal once and staggered exits.
- 4.6 Other sub-committees may be established by the SG if required.