

Draft Terms of Reference

for the

Commercial Applications Working Group

as mandated by the Expert Group on Resource Management (EGRM), of the United Nations Economic Commission for Europe

Background

The Commercial Applications Working Group (CAWG) has been in place since the Expert Group of Resource Management¹ 9th Session. The main work of the CAWG has been to review and discuss the factors to consider when applying The United Nations Framework Classification for Resources (UNFC) to commercial assessments and to produce a draft report as background for future work.

The CAWG will report through the Technical Assistance Group (TAG), i.e. keep the TAG informed on plans, activities, progress and concerns and seek their advice and support.

The CAWG has been established by the EGRM and can be disbanded by the EGRM.

This document describes the scope and responsibilities of the CAWG and how the CAWG will work.

Scope of the CAWG

The CAWG addresses, within its means issues related to the management of resources in using the UNFC for commercial applications in that regard, including but not limited to:

- Develop, maintain and promote the UNFC (and possibly the emerging UN Resource Management System (UNRMS)) in general, with respect to applications for commercial assessments.
- Provide advice on interpreting the UNFC (and the UNRMS) for commercial applications.
- Work together with stakeholders to develop case studies and research proposals for illustrating and testing specifications and guidelines.

¹ The EGRM is formerly known as EGRC (Expert Group on Resource Classification)

- Assist with document reviews, as agreed with the TAG, and provide expert advice to other Expert Group of Resource Management (EGRM) Working Groups and Task Forces.
- Review and evaluate progress and delivery against the decided work plan on an annual basis, identify issues and opportunities, define solutions, and implement related actions.
- Facilitate appropriate support across EGRM Working Groups e.g. identifying where CAWG experts could provide helpful advice to other groups.

CAWG Membership and Chairpersonship

Individuals affiliated with international organisations, governments, investment firms, foundations, accounting firms, legal firms, industrial companies, universities, research centres, consultants and other relevant legal entities can become a CAWG member based on ascertained mutual benefit. The CAWG develops implements and monitors an inclusiveness policy that balances the geographical coverage, career stages and gender diversity among the CAWG and will take actions if any imbalances arise. The CAWG membership and the appointment of its chairperson may be revised from time to time and in conjunction with the annual sessions of the EGRM. The CAWG shall propose changes in the membership and chairpersonship to the Chairperson of the EGRM for approval. Each CAWG Member is eligible for election as CAWG Chairperson.

Where appropriate, the CAWG may call upon other EGRM members for assistance and advice. The Chairperson of the Bureau and the TAG, or his/her nominated alternate, are invited to attend *ex officio*.

Establishing and revising the programme of work

The CAWG will develop a programme of work that at least leads up to the next annual session of the EGRM and communicate this to its chairperson to confirm alignment with other EGRM activities. The CAWG can discuss this at any of the regularly scheduled teleconferences and meetings of the CAWG and amend it as required at these events.

CAWG Meeting Arrangements

The CAWG will meet at least twice a year, but typically quarterly. Meetings may be in person or conducted via audio or video conference or a similar method as agreed by the members. An in-person meeting will be convened at least at the time of the annual EGRM session in Geneva. The UNECE will provide a secretariat. A notice and draft agenda of a CAWG meeting will be sent to each representative member at least four working days prior to the meeting. The CAWG Chairperson will propose the draft agenda and will invite members to comment and input. Participants will agree the agenda at the start of the meeting.

The Chairperson leads the meetings. If the Chairperson is not available, the Chairperson will nominate a member to be responsible for convening and conducting that meeting. The role and responsibility of the Chairperson is to promote full

participation by all, ensuring consideration is given to the appropriate issues, follow-up and adequate reporting.

For achieving decisions or recommendations, a majority of the CAWG members, including the Chairperson, will constitute a quorum. The CAWG will make every effort to make decisions or recommendations by consensus. When consensus is not possible, the majority view will be accepted, where the Chairperson will have a casting vote in the event votes are spilt equally. The meeting minutes will reflect the diversity of opinions, and this range of views will be reported to the Bureau of the EGRM.

The draft meeting minutes will be prepared by the Chairperson, or nominee, and circulated to the members of the CAWG as soon as possible, preferably within 2 weeks, of the meeting. The minutes will be reviewed and approved at the next meeting and will be made available to the public through the UNECE website.

Resources and Budget

Members of the Group are not paid or funded in any way by the UNECE. A member's time and travel expenses shall be covered personally through that member's employer or through special arrangements made by the UNECE or any other available source of funding.

Responsibilities and Workload

The CAWG may decide to subdivide activities into tasks each having a task leader in order to reduce the demand on each member's time. It is expected that the Chairperson or task leader and members of the CAWG or task as the case may be will actively support and contribute to the work, attending most of the meetings and contributing to email discussion on CAWG business between meetings. However, the intent will be to keep the level of discussion between meetings manageable.

Report

The CAWG will review its work and prepare a report for the TAG based on request.

Review Cycle

The Terms of Reference will be reviewed on a regular basis to ensure they remain appropriate to fulfil the role of the CAWG.

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