Terms of Reference for IMEO Board and Executive Board

Purpose:

The Board is the strategic governance body of IMEO. It makes recommendations on workplans, strategy, budgets and securing funding consistent with UN regulations, rules and procedures. Its members provide advice in the best interest of the mission of IMEO.

1. Mandate: The IMEO Board (IB) guides the strategic direction of IMEO, ensures its policy relevance, endorses the annual work plan, and oversees the budget.
2. Board membership - The IB is made up of representatives that reflect the multi-stakeholder and global nature of the methane mitigation effort, specifically:
    - The Chair is nominated by the European Commission as the founding donor.
    - All donor governments for a three-year term. This is renewed if they continue to be material donors.
    - Two independent board members, invited by the board. They will provide diversity of experience with an extensive industry, science, philanthropy or civil society background, a strong network and demonstrated independent thinking.
    - The Chair of the Science Oversight Committee in a non-voting capacity.
    - The Head of IMEO in a non-voting capacity serves as the Secretariat of the Board and participates in all.
    - The board meets once a year.
3. Executive Board - To optimize the quality of the strategic conversation, the IMEO Board (IB) will elect an Executive Board (EB). Members are expected to be in a position to dedicate sufficient time beyond the meetings to prepare thoroughly the points on the agenda and consult widely with stakeholders. The members are the following:
    - The IB Chair.
    - Three other donor governments for a three-year term.
    - The two independent board members.
    - The Chair of the Science Oversight Committee in a non-voting capacity.
    - The Head of IMEO in a non-voting capacity.
    - The Executive Board meets at least quarterly or as often as to guarantee adequate treatment of the various subjects.
4. Quorum - The quorum of at least half of the donors by volume of cumulative direct contributions to IMEO shall be verified by the Chair at the time of the adoption of decisions by the Board.
5. Decision - Decisions of the EB and IB will be taken by consensus of its members. If all efforts at reaching a consensus have been exhausted and no agreement has been reached, decisions shall be taken by a majority of the members weighed by cumulative direct contribution to IMEO.
6. Delegation of authority –The IMEO Executive Board will establish a delegation of authority schedule to the Head of IMEO, in line with UN rules and regulations, including UNEP administrative procedures.
7. Transparency - The minutes of the Executive Board shall be circulated to all IB members and published on the IMEO website, with the exception of any confidential sections.
8. Modification of Terms of Reference: The terms of reference can be modified by the IMEO Board.

UN environment programme

IMEO Board

- Guides the strategic direction of IMEO
- Ensures its policy relevance
- Endorses the annual work plan
- Oversees the budget
- Consists of representatives of donor governments, Head of IMEO and 2 independent experts
- Meets quarterly

MEMBERS	AFFILIATION
Andris Piebalgs (Chair)	Professor at the European University Institute, Former EU Energy and Development Commissioner
Tomas Christensen	Principal Adviser & EU Special Coordinator for the Global Clean Transition, European Commission
Shinichi Kihara	Ministry of Economy, Trade and Industry (METI), Japan
Kathleen Patroni	Branch Head, National Inventory Systems and International Reporting, Department of Climate Change, Energy, the Environment and Water, Australia
Andria Sherstone	Director, European and North American Partneships, Strategic Policy and International Affairs Branch, Environment Climate Change Canada
Frank Wolke	Head of Division for International Sectoral Climate Action, Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN)
Steve Hamburg	Chair of IMEO Scientific Oversight Committee
Stephanie Saunier	Managing Director, Carbon Limits
Roland Kupers	Independent Expert
Giulia Ferrini	Head of IMEO