**National Steering Committee (NSC)/Programme Executive Board (PEB) – Terms of Reference (ToR)**

1. **Objectives**

To provide guidance to, and oversight of, the UN-REDD National Programme, in its effort to support effective and efficient development of measures to engage with the UNFCCC REDD+ mechanism.

2. **Membership and other participants**

The NSC/PEB will be co-chaired by the UNDP country director and the Director-General of the Forest Department. The National Programme Director will serve as the secretary to the NSC/PEB. Core members of the NSC/PEB include MONREC, the 3 participating UN Agencies, a self-selected representative of civil society (MERN\(^1\)), and a self-selected representative of Indigenous Peoples (POINT\(^2\)). Additional organizations, such as representatives of other key government agencies or other organisations and development partners could also be considered and their representatives be invited to assist NSC/PEB meetings either on an ad-hoc basis or as permanent members if the core members of the NSC/PEB decide to do so. These members can be added at a later stage following invitations from both Co-chairs.

All members must designate alternates to attend if they are not available. To ensure continuity of institutional memory, PEB members should submit the names of alternates to the UN-REDD Programme Management Unit (PMU) as early as possible.

Technical support to the NSC/PEB will be provided by the PMU and technical advisors from the three participating UN agencies.

The Co-chairs may also invite relevant technical advisers, such as gender experts or others to attend the meetings as counsellors, as and when the need arises.

3. **Operations**

The PEB will provide overall guidance for effective implementation of the UN-REDD National Programme through:

- Approval of annual work plans (AWP) and budgets, and substantive revision of annual work plans and budgets,
- Approval of key strategic documents, such as Standard Operating Procedures, Operational Strategies, etc.
- Overall monitoring and evaluation of progress made, including review and approval of annual reports.

Meetings will be held initially at least three times a year, and subsequently may be required only two times a year. Meeting dates for subsequent meetings will be decided at each NSC/PEB meeting with confirmation of dates being provided at least 2 weeks in advance of meetings. All meeting documents will be circulated at least one week in advance of the meeting.

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\(^1\) Myanmar Environment Rehabilitation-Conservation Network  
\(^2\) Promotion of Indigenous and Nature Together
NSC/PEB meetings will be valid if a quorum (50%+1) is present.

Simultaneous translation (Myanmar, English) will be provided if deemed necessary by the NSC/PEB members.

NSC/PEB meetings will be documented by the PMU. These meeting minutes will be circulated for comments to all NSC/PEB members and will be available in both English and Myanmar language within two weeks of the meeting. NSC/PEB members will then have one week to raise any issues, and the minutes are adopted on a no-objection basis. Meeting minutes will be signed by both Co-chairs.

4. Decision-making

The NSC/PEB will make decision by consensus.

5. Responsibilities

The NSC/PEB members are responsible for:

i) Ensuring a participatory design of the country programme, in alignment with national priorities and the approved Country Programme;

ii) Approving the full programme document, including output level results, implementation set-up and allocation of funds within the different components;

iii) Requesting fund transfers to the Administrative Agent in the case of earmarked funding (signed off by the UN member);

iv) Overseeing the implementation of the signed programme document;

v) Reviewing and approving periodic project narrative reports submitted by the implementing partner(s);

vi) Approving any necessary programmatic or budgetary programme/project revisions within the limits of the approved Programme Document;

vii) Requesting reviews and mid-term and terminal independent evaluations of the country programme; and

viii) Reviewing risk management strategies and ensuring the programme is managing and proactively mitigating risks.

6. Reporting

The NSC/PEB will ensure that the REDD+ Taskforce is kept fully informed of progress under the UN-REDD National Programme.

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3 Additional information provided in the programming cycle
The NSC/PEB should also coordinate with the REDD+ Taskforce to ensure that the Technical Working groups operate effectively and exchange information openly.

7. Duration and timing

Members will prepare themselves to perform their functions in the NSC/PEB by spending up to 3 working days preparing for, and following up from each meeting.

8. Funding

Financial support will be provided to members of the NSC/PEB or representatives of organizations invited by NSC/PEB members if the venue of the meeting is at locations distant from their home base.

9. NSC/PEB Membership: Core Members

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<thead>
<tr>
<th>No</th>
<th>Name of Agency</th>
<th>Agency Designation, where relevant</th>
<th>NSC/PEB Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ministry of Natural Resources and Environmental Conservation</td>
<td>Director General of Forest Department</td>
<td>Co-Chair</td>
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<tr>
<td>2</td>
<td>Myanmar UN-REDD Programme</td>
<td>National Programme Director</td>
<td>Secretary</td>
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<td>3</td>
<td>FAO</td>
<td>Country Representative</td>
<td>Member</td>
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<td>4</td>
<td>UNDP</td>
<td>Country Director</td>
<td>Co-Chair</td>
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<td>5</td>
<td>UNEP</td>
<td>Regional Advisor</td>
<td>Member</td>
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<tr>
<td>6</td>
<td>MERN (Civil Society Organization)</td>
<td>Representative</td>
<td>Member</td>
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<tr>
<td>7</td>
<td>POINT (Indigenous People Organization)</td>
<td>Representative</td>
<td>Member</td>
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