

# **Terms of Reference of the DMCSEE International Steering Committee**

**Adopted version**  
*7<sup>th</sup> March 2008*

## **International Steering Committee composition and duration**

1. The International Steering Committee (ISC) is composed by one member from each DMCSEE member country. The basic principle of the ISC membership is balanced representation of the three different channels, i.e., National UNCCD Focal Points, National Designated Researchers on Drought and Permanent Representatives with the WMO.
2. Representatives from the WMO and the UNCCD Secretariat act as permanent observers at the ISC meetings without voting rights.
3. The mandate of the ISC members is for two years. After two years, a rotation procedure starts in order to appoint the members of next ISC. The rotation order is the following: The UNCCD Focal Point -> Permanent Representative with WMO -> Designated Drought Researcher.
4. In case an ISC member cannot personally attend an ISC meeting an alternate from that country, with voting right should be designated in writing.
5. ISC may decide that other observers without voting right may attend the ISC meetings. Information on invited observers should be distributed at least one month in advance.

## **International Steering Committee Mandate**

6. The ISC is the supreme decision making body of the DMCSEE.
7. The ISC:
  - adopts its own Terms of Reference and its amendments as required;
  - elects its Chairperson and Vice-chairperson;
  - decides on the establishment, rules and membership of other subsidiary bodies or ad-hoc working groups to deal with particular issues as appropriate, and on their duration;
  - provides overall guidance for the development of the DMCSEE including the procedures to achieve this goal;
  - decides on strategic cooperation with research institutions and other relevant organizations and associations;
  - approves the long-term strategic plan of the DMCSEE, including financial figures;
  - approves the annual work plans of the DMCSEE and follows up on its execution;

- indicates resource commitments from all member countries;
- accepts new members;
- approves annual budgets and accounts of the DMCSEE.

### **Chairperson and Vice-chairperson**

8. The Chairperson and the Vice-chairperson are elected from ISC members from different DMCSEE channels based on the rotation principle.
9. The Chairperson of the ISC chairs the meetings of the ISC
10. The Chairperson of the ISC, in consultation with the project coordinator, may contact ISC members in between meetings to seek agreement on critical issues that require urgent decisions.
11. In case of absence of the Chairperson, the Vice-chairperson assumes the role of the Chairperson.
12. The responsibility of the Chairperson and Vice-chairperson of the ISC is collectively supported by the DMCSEE Core Contact Group (composed by representative of the three channels in member countries and WMO and UNCCD Secretariat).

### **The ISC quorum**

13. In principle the ISC quorum is defined by the presence of members of all participating countries at a particular meeting.
14. If members from some countries are missing, the members present at the meeting may decide that the meeting has a quorum, if more than two thirds of countries are present. The members who cannot attend a meeting should communicate their position on a given agenda item in writing to the ISC Chairperson before the ISC meeting.

### **Decision making**

15. All meeting documents shall be delivered to the ISC members at least one month in advance of the ISC meeting.
16. The following decisions are taken by iterative consensus process:
  - adoption and amending the ISC Terms of Reference;
  - election of Chairperson and Vice-chairperson;
  - decision on strategic cooperation with research institutions and other relevant organizations and associations ;
  - adoption of the long-term strategic plan of the DMCSEE, including financial figures

- approval of the annual work plans of the DMCSEE;
- accepting new members;
- approval of the annual budgets and accounts.

17. In case when implementation of the working plan, or of a part of it, is supported by a donor, the representative of the donor shall agree on the plan or on the supported part of it.

18. Other decisions taken by the ISC are taken by two third majority of all DMCSEE countries, regardless the number of countries, present at the particular meeting, when decision is taken.

### **Secretarial support**

19. The Project Coordinator of the DMCSEE project, appointed by the host country, acts as Secretary to the ISC.

20. Secretarial support is provided for:

- organization of the meetings;
- preparation of the agenda in co-operation with the ISC Chair;
- preparation of meeting minutes;
- keeping archives of the ISC documents;
- informing the ISC members on project developments through regular communications channels;
- liaison between ISC and Core Contact Group in member countries and circulation of information;
- recording the attendance and designation of alternates in the ISC meeting.

21. The Project Coordinator reports to the ISC on all issues pertinent to the implementation of the activities of the DMCSEE and prepares a progress report for every ISC meeting.

22. Project Coordinator also prepares proposal for covering of travel expenses for participants of ISC meetings at least one month in advance.