

Terms of Reference

Regional Steering Committees

General Assembly

ABS Capacity Development Initiative

February 2013

funded by



implemented by



Regional Steering Committees

Each of the three regions of intervention of the ABS Capacity Development Initiative – Africa, Caribbean and Pacific – is governed by one Steering Committee.

Members: Representatives of donors and appointed stakeholder representatives but not members of the Secretariat of the ABS Initiative. Stakeholder representatives are selected in their personal capacities based on their function, specialist knowledge and ability to represent the interests of stakeholders.

Observers: Partners involved in ABS related capacity development in the respective region.

Function: Provide general guidance and advice the Secretariat of the Initiative on the capacity development process and the implementation in the respective region.

The Role:

Approve, monitor and suggest changes of the Initiative's work plans, programmes and budgetary strategies.

Help raising additional budget and human resources.

Review and approve project deliverables.

Ensure effort and expenditure are appropriate to the needs and the demands of the stakeholders.

Ensure that activities are aligned and coherent with the overall strategy and the objectives of the Initiative.

Ensure emergent issues are considered and integrated into the activities, goals and outcomes.

Reporting: Each meeting of the SCs shall be protocolled as Minutes. Full copies shall be provided to all SC members and the Secretariat of the ABS Initiative no later than two weeks following each meeting.

Frequency of meetings: The SC shall meet at least once a year ideally back-to-back with a regional workshop.

Joint Steering Committee

Members: All members of the three Regional Steering Committees.

Function: Provide general guidance and advice to the Steering Committees and the Secretariat of the ABS Initiative on regionally overarching matters.

The role:

Decide upon new memberships to the ABS Initiative.

Advice on overall direction of the ABS Initiative and further development of the programme document.

Propose mechanisms, tools and channels to strengthen the South-South exchange.

Ensure that the Initiative's work is well integrated into the CBD and other global processes.

Reporting: Each meeting of the Joint Steering Committee shall be protocolled as Minutes. Full copies shall be provided to all members and the Secretariat of the ABS Initiative no later than two weeks following each meeting.

Frequency of meetings: The Joint Steering Committee will meet only if important and urgent matters occur and agreements cannot be reached among the members via email exchange, telephone or video conferences.

General Assembly

Members: All members of the three Regional Steering Committees and invited observers (representatives from affiliated partners, stakeholders and other experts).

Function: The General Assembly ensures South-South Exchange across the three regions. It operates in a strict consultative mode covering generic and global matters of relevance to the ABS Initiative. Its decisions don't have a binding effect but should nevertheless be considered by the Regional Steering Committees in their own decision making processes and the Secretariat of the Initiative in its planning and implementation of work plans and budgets.

The role: Provide recommendations to the Regional Steering Committees on approaches based on lessons learned and best practices from all three regions.

Reporting: Each meeting of the General Assembly shall be protocolled as Minutes. Full copies shall be provided to all General Assembly members and the Secretariat of the ABS Initiative no later than two weeks following each meeting.

Frequency of meetings: The General Assembly will meet biannually back-to-back with the CBD Conference of the Parties.