# **Annex 7. Template for Rules of Procedures and Meeting Report of Project Steering Committee**

**A. Standard Rules of Procedures and Structure of Project Steering Committee**

**Rules of Procedures for the Project Steering Committee for the AFoCO Project entitled: *(insert full title of the project)***

(Project code)

**1. Background**

*(Instruction: Insert a paragraph about brief background of the project, including date of approval by the Assembly, MOU signing date, date of inception, implementing agency profile, etc.)*

This Asian Forest Cooperation Organization (AFoCO) and [……Implementing Agency/Signing party……] (XXXX), have signed the Memorandum of Understanding (MOU) to implement the project titled “**[……project title……] (project code)**” on [date - DD MMM YYYY]. The project, with the commitment of [United states dollars …………………… only **(USD XXX,XXX.XX)**] by AFoCO, was approved by the [……XXth……] Session of the Assembly of the AFoCO, held on [date - DD MMM YYYY], in [……venue……]. The implementing agency (IA) of the project is [……..Implementing Agency…..]. The official starting and completion dates of the project are [……starting date….] and […..ending date…] respectively.

In accordance with AFoCO Project Manual, the Project Steering Committee (**PSC**) is established to decide on **matters** related to the implementation of the project within the framework of the signed MOU. Rules of Procedure (**ROP**) are designed to guide and facilitate the work of the PSC articulating:

* composition of the PSC, vis-à-vis indicative provision in the Project Manual;
* functions and responsibilities of the PSC; and,
* mechanisms and procedures for decision-making.

**2. Composition of the PSC**

*(Instruction: In accordance with Article 9 of the AFoCO Project Manual, the PSC will be established with at least three (3) members in the committee, including the National Focal Point, the representative of the Secretariat, the representatives from relevant ministry, departments and project stakeholders.)*

The PSC will include […..number…] members, in accordance with the Project Inception Report submitted by IA: (1) National Focal Point; (2) the representative of the AFoCO Secretariat, (3) the representative of […..agency…]; (4) the representative of […..agency…]; and….; (**Figure-1**). Likewise, the IA will serve as the PSC Secretariat.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Assembly | | | | | |  |  |  |
|  |  |  |  | |  |  |  | |  |  |  |
|  |  | Project Steering Committee | | | | | | | |  |  |
|  |  |  |  |  |  | |  |  |  |  |  |
|  |  | National Focal Point | |  | Secretariat | |  | Representatives from relevant ministry, departments, and project stakeholders | |  |  |
|  |  |  |  |  |  | |  |  |  |  |  |
|  |  | |  | |  |  |  | |  | |  |
|  |  | | Implementing Agency  (PSC Secretariat) | | | | | |  | |  |

**Figure-1. Structure of the Project Steering Committee**

**3. Functions and responsibilities of the PSC**

The PSC is formed to ensure the timely delivery of project outputs and the achievement of project outcomes. As such, the PSC is tasked to provide guidance, management, and coordination between and among project implementers and stakeholders as well as necessary decision making on the implementation of the Project. In case there is a need for revision of work plan and budget, the PSC is responsible to review and decide on such revision up to 10% of the annual and total budget, in accordance with Article 9 of the AFoCO Project Manual.

The general duties and responsibilities of the PSC will include:

* reviewing/monitoring the progress of implementation of activities;
* ensuring the submission and review of regular reports;
* reviewing and approving the annual work plan and budget;
* addressing operational issues related to the implementation of the project; and,
* any other matters to be mutually agreed from time to time among the PSC.

The PSC is also responsible to form a project monitoring team in accordance with Article 3.4 of the AFoCO Guidelines for Project Monitoring and Evaluation.

**4. Mechanisms and Procedures for Decision-making of PSC Meetings**

4.1 Mechanisms

The PSC Meeting (hereinafter referred to as the “Meeting”) will be held at least once a year on a regular basis, preferably within January to March of each AFoCO fiscal year, until the completion of the Project. Each Meeting will elect the chairperson. Each Meeting will be held at a date and location, fixed by its previous meeting. The Meeting will have a quorum if the PSC will have its chair or his/her designate and at least three member representatives.

The IA, as the Secretariat for the PSC, will prepare and circulate the provisional agenda for each Meeting in consultation with the NFP and Secretariat at least two weeks (10 working days) before the Meeting.

The IA will prepare and circulate the draft Meeting Report to the PSC members for adoption. Accordingly, the IA, in consultation with the Secretariat, will circulate the adopted meeting report to the PSC members immediately after the Meeting.

The Meeting will be organized by the IA as planned in the work plan and budget.

As and when deemed necessary, the Meeting may be convened as a special session.

4.2 Procedures for decision-making

Decisions are made by consensus among the PSC members within the framework of the MOU. The Meeting will adopt any decision or agreement upon reaching a quorum. When there are issues beyond the said framework, the PSC has a responsibility to report on issues through the NFP to the Secretariat and/or the Assembly to seek further approval and guidance. Written communication and approval, such as an e-mail or a letter, can be applied for the issues in case of an emergency or trivial follow-up of the PSC meetings.

**5. Amendment**

The ROP may be amended with the agreement among the PSC members by written notifications, which will be considered to be an integral part of the ROP.

**B. Standard Project Steering Committee Meeting Report Format**

|  |  |  |
| --- | --- | --- |
| (Logo of Implementing Agency) |  |  |

***xx*th Project Steering Committee Meeting of the   
(Title of the Project)**

**(Project number)**

Date, Venue

**Meeting Report**

**(Draft/Final)**

**Introduction**

1. *(Briefly describe in narrative form regarding PSC meeting including the date and venue and key agenda of the meeting. This section may include the name and position of the participants of the meeting.)*

**Opening Session**

xx. *(Specify full name and position in the case of any high-level (prominent person) participation at the opening session, and briefly summarize remarks in one paragraph per person.)*

**Agenda 1: *(Title of agenda item, usually Election of Chair is Agenda 1)***

xx. *(Specify full name and position)* was unanimously elected as the Chairperson of the Meeting.

**Agenda 2: *(Title of agenda item, usually Adoption of Agenda is Agenda 2)***

xx. The Meeting considered and adopted its agenda, which is attached in **ANNEX xx**.

**Agenda xx: *(Title of agenda item)***

xx. *(Summarize the discussion and clearly state any decision made regarding the agenda.)*

**Agenda xx: Adoption of the Record of Discussion of the Meeting**

xx. The Meeting considered and adopted the meeting report of the xxth Project Steering Committee Meeting.

**Closing Session**

xx. *(Briefly describe in narrative form the regarding the closing, closing statement, appreciation to the host etc.)*

*Date, Venue*

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