

Peatland Code Technical Advisory Board

Terms of Reference

May 2024

Purpose of the Technical Advisory Board (TAB)

The primary purpose of the Technical Advisory Board (TAB) is to advise and support the work of the Peatland Code on behalf of the IUCN UK Peatland Programme and IUCN UK National Committee.

Representation of key partners on the TAB enables the views of these organisations to inform the development and implementation of the Peatland Code, helps communicate the work of the Peatland Code into those organisations.

The Technical Advisory Board works in partnership with the Peatland Code Executive Board, which provides governance for the Peatland Code.

Roles and responsibilities

The TAB has the following roles:

- To provide recommendation on topics such as:
 - Development and revision of the Peatland Code
 - Supporting tools and guidance
 - Interpretation of the Peatland Code requirements
 - Development of validation, monitoring, and verification processes
 - Communication and promotion of the Code
 - Research and evaluation
- To provide a two-way conduit for formal and informal communication between the Peatland Code and the partner organisations to which TAB members are affiliated
- To advise on the strategic direction of the Peatland Code
- To act as a sounding board for Peatland Code staff and the Executive Board

Individual members of the Advisory Board may, as appropriate:

- Represent and report back to the Peatland Code team / Executive Board on other relevant fora

Chairing

A Chair for the meetings shall be appointed by the Peatland Code Executive Board. The TAB may choose to designate one of its number as a Vice Chair.

Membership

Recruitment and appointment

Peatland Code Technical Advisory Board (TAB) members shall be appointed via a selection process carried out by the Peatland Code Manager and agreed by the Executive Board. Appointments are for a period of three years and subject to renewal.

The TAB members shall be representative of the range of Peatland Code stakeholders and scientific experts. Any TAB members with a direct economic interest will not be part of the TAB but are welcome to engage as a member of the market and investment forum.

Members of the Peatland Code Executive Board will automatically also be members of the TAB.

Any potential conflicts of interest shall be stated by the members of the TAB and managed according to the ICUN UK Peatland Programme Conflict of Interest Policy.

The TAB shall be facilitated and supported by the staff of the IUCN UK Peatland Programme.

Organisational and individual membership

Membership may be held by an organisation, or an individual. In the case of organisational membership, members are expected to send one representative to meetings, although a second representative can be sent by prior agreement with the Chair.

Organisational members should make every effort to ensure continuity of representation, though an alternate representative can be sent if essential. Whenever possible representatives should have sufficient delegated responsibility to be able to take executive decisions on behalf of their own organisations.

Expenses

Service on the TAB is voluntary. Organisational members are expected to cover time and expenses required for their representative to participate. Individual members, who are not supported by an institution, may claim reasonable travel expenses from the IUCN UK Peatland Programme necessarily incurred for their participation.

Criteria and diversity

All members are expected to be supportive of the goals of the Peatland Code, and to be broadly aligned with the IUCN mission (to “Influence, encourage and assist societies to conserve the integrity and diversity of nature and ensure that any use of natural resources is equitable and ecologically sustainable”).

Taken collectively, the membership should as far as possible:

- Include stakeholder organisation representatives – e.g., regulators, funders, research partners.
- Include peatland experts
- Be representative of the diversity of the peatland community – including practitioners, academics, and those involved in policy
- Be representative of UK geography, with international links

- Achieve a gender balance and include other forms of personal diversity.

Meeting arrangements

The TAB will normally meet twice a year, online or in person, with dates set well in advance. Additional meetings may be called by the Chair(s) as required.

Papers for TAB will be distributed prior to the meeting, at least one week before the meeting date.

Minutes of the meeting will be taken by the Secretariat or designated person and circulated in due course for agreement. Meetings minutes, once agreed, will be made available to the IUCN UK National Committee, Market and investment forum and other stakeholders on request. Agreed minutes will be made publicly available on the IUCN UK PP website.

Co-opting specialist advice from invited attendees for specific agenda items will be permitted with the Chair(s)' approval.

Decisions between meetings

The TAB may be contacted by e-mail in-between meetings to seek opinion on relevant topics.

- i. All members are requested to respond in as timely a manner as possible.
- ii. The Peatland Code team will review any comments received. If comments cannot be accommodated, the Peatland Code team will respond to the comments, preferably openly, describing why these will not be incorporated in the final version and seeking to resolve any outstanding issues.
- iii. The Executive Board will then review any such material, following TAB input, including any remaining contentions or issues with conflicting comments.

Review

The Technical Advisory Board will conduct or commission a review of its operation and effectiveness every 3 years.