



# Institutional Arrangements for the Environment for Development Initiative

Accepted by EFD Coordination Committee during the sixth EFD annual meeting, Costa Rica, October, 2012

## 1. EFD Initiative bodies and members

The EFD Initiative is a strategic coalition of the following bodies and members:

1. EFD Initiative bodies:
  - a. EFD Foundation with a Board and an Advisory Board;
  - b. EFD Centers;
  - c. EFD General Assembly
  - d. EFD Secretariat;
  - e. EFD Research Committee and
2. EFD Initiative members
  - a. EFD Senior Research Fellows;
  - b. EFD Research Fellows;
  - c. EFD Research Associates;
  - d. EFD Partners;
  - e. EFD Donors.

This document describes the institutional arrangements for the EFD Initiative – spelling out the rights and obligations of the constituent bodies of the EFD Initiative and its members.

## 2. EFD Foundation

The EFD Foundation should be incorporated in Sweden. The purpose of the EFD Foundation is to contribute to poverty alleviation and sustainable development through increased use of environmental economics' capacity, tools and instruments in policy design and policy-making processes pertaining to management of ecosystems, natural resources and climate change impacts.

The EFD Foundation will be governed by a Board and the decisions of the Board will be implemented by a Secretariat.

## 3. EFD Foundation management Board

The EFD Foundation Board is the highest level governance body for the EFD Initiative and is a forum for identifying a coherent package of work amongst Centers for implementation as well as overseeing the work of the EFD Initiative. The EFD Board will meet at least twice a year to develop the EFD Initiative strategy, ensure legal, fiscal and managerial oversight, and monitor progress in achieving the objectives of the EFD Initiative. The EFD Board consists of one representative each from all approved EFD Centers. The Chair of the EFD Research Committee is an *ex officio* member of the EFD Board with vote while the



EfD Executive Director is an *ex officio* member of the EfD Board without vote. The members of the EfD Foundation Board elect an external Chair for a term of three years that can only be renewed once. The Chair should not be a member (employed) of one of the approved EfD centers. The Board also elects within itself two Deputy Chairs.

Responsibilities of the EfD Board include:

- Consideration, updating and approval of the institutional arrangements of the EfD Initiative;
- Consideration and approval of all major policies, work plans and budgets of EfD Initiative;
- Overseeing the nominations process for Centers;
- Consideration and approval of new Centers who meet all Center criteria and submit a formal request to become an EfD Center;
- Seek input from Center representatives regarding EfD Initiative program and governance;
- Allocation of work amongst Centers and responsibility to represent the EfD Initiative on specific events;
- Allocation of part of the EfD Initiative's annual budgets into a Research Fund;
- Determination of forums and events for full representation of the EfD Initiative;
- Keeper of EfD Initiative brand-name and use of EfD Initiative logo;
- Monitoring the progress of the EfD Initiative on the basis of annual progress reports;
- Monitoring the resources and activities and their adequacy for the emerging challenges;
- Appoint the Chair and other members of the EfD Research Committee;
- Appoint the Executive Director and the other international officers of the EfD Secretariat; and
- Monitoring of the EfD secretariat.

In the interest of efficiency, the Chair and the Deputy Chairs can be constituted into an Executive Committee to meet throughout the year, as deemed necessary, to execute business on behalf of the EfD Board. The EfD Executive Director is an *ex officio* member of the Executive Committee without vote. Representatives of Donors are invited to participate in meetings as non-voting observers. The Board has a quorum when at least half of the Board members are present. All meetings of the Executive Committee shall be considered as the meetings of the EfD Board itself and minutes from these meetings should be attested and circulated to the full EfD Board.

#### **4. EfD Advisory board**

The EfD Advisory board consists of members from outside the EfD network. These members should represent special interest groups related to the EfD and come from eg. business sector, politics eg ex ministers, successful practitioners in environmental economics. Their main task is to give advice and guidance to the EfD Board in the management of the initiative in order to support sustainable growth of activities and greater impact. The members are appointed by the EfD Board for periods of three years, renewable.



## 5. EFD Secretariat

The EFD Secretariat will be headed by an Executive Director appointed by the EFD Board for a five-year term, renewable. The Executive Director is the Chief Operating Officer of the EFD Initiative. The Executive Director is an *ex officio* member of all EFD committees. The EFD Secretariat also consists of supporting staff e.g. Research Coordinator, Communications Officer, Resource Mobilization Officer, Finance Officer, and Administration Officer. The functions of the EFD Secretariat include:

- Raise financial resources for itself and the broader EFD Initiative;
- Coordinate with Centers all EFD Initiative-sanctioned activities and events, ensuring flow of information between Centers and the EFD Initiative and seek to catalyze effective collaboration and synergies among Centers;
- Lead the global information “campaign” of the EFD Initiative, including communications and media work of the EFD Initiative and “championing” the EFD Initiative to other sectors and potential Centers and donors;
- Support the country and region-specific work conducted by the Centers and Collaborating Partners;
- Keep “ears to the ground” on issues relevant to the EFD Initiative agenda and explore strategic opportunities to bring ideas, issues, organizations or constituencies to the attention of the Centers and the EFD Board;
- Build and manage the EFD Initiative brand and logo;
- In collaboration with Centers, represent the EFD Initiative at meetings, public events and forums; and
- Prepare annual plans, budgets and reports on progress for approval by the EFD Board.

## 6. EFD Research Committee

The Research Committee is made up of individuals who provide strategic and academic guidance to the EFD Initiative. The Research Committee represents the pool of credible expertise and experience of the EFD Initiative. Members are nominated by Centers or the EFD Secretariat from amongst international leaders in relevant areas of the EFD Initiative’s research themes, and are appointed by the EFD Board for a two-year term, renewable. The EFD Board also appoints the Chair of the Research Committee. The Executive Director is an *ex officio* member of the Research Committee without vote. The Research Committee screens the research programs of the EFD Initiative and makes decisions about the allocation of resources from the Research Fund. More specifically, the Research Committee will decide the allocation of grants to Senior Research Fellows from participating Centers to conduct research on a set of pertinent themes and also decide the allocation of grants to Collaborative Research Programs carried out by teams of Senior Research Fellows on mutually agreed themes.



## 7. EFD Centers

EfD Centers are organizations that are hosted by universities or other research institutions, and whose primary objective is to support poverty alleviation and sustainable development by building environmental economics capacity in policy making processes.

To be eligible for EfD Center membership an organization must:

- demonstrate commitment to the EfD Initiative’s mission, vision, strategic goals and programs;
- demonstrate high quality in research, capacity building and policy interaction;
- demonstrate a long-term sustainability for itself and ability to support the common infrastructure;
- formally request to become a member;
- receive a recommendation for membership by an existing Center or the EfD Secretariat;
- reach an agreement with the EfD Foundation regarding strategic contributions to the EfD network;
- be approved by the EfD Board; and
- sign an MOU with the EfD Foundation.

## 8. EFD Senior Research and Research Fellowship

We want the best environmental economists to be members of EfD. The title should signal excellence, so it comes with expectations of high quality published research. Centers nominate and the EfD Research Committee approves new Senior Research Fellows. In deciding the nomination of an applicant as a Senior Research Fellow, a Center shall be guided by the applicant’s relevant research history and potential. The Senior Research Fellow status shall only be accorded to researchers whose profiles and services will bolster the performance and image of the EfD Initiative for extended periods of time. The EfD Research Committee will approve Senior Research Fellowships according to these guidelines:

- i) Senior Research Fellow: The entry point to this rank is that an individual must have a PhD and at least 3 international publications. To remain in this rank an individual must show continued research activity by having at least one international peer reviewed publication per year on a three-year moving average starting 2011.

Similarly, each center is recommended to appoint Research Fellows according to the following guidelines:

- ii) Research Fellow: The entry point to this rank is that an individual must have *either* a relevant PhD *or* a relevant MSc and at least 2 international peer reviewed publications.

## 9. EFD Research Associate

A Research Associate is an individual who is not a Senior Research Fellow or Research Fellow but with a commitment to the EfD Initiative objectives and participates in the planning and implementation of an



EfD Initiative-sanctioned activity on the basis of Centers' acceptance of their commitment and ability to advance EfD Initiative objectives. A Research Associate must have a PhD and at least 3 international publications. The EfD Initiative has both national and international Research Associates. Research Associates are invited by a Center to support national and regional level EfD Initiative programs on a basis of acceptance from the Research Committee.

## **10. EfD Partner**

A Partner is an organization with a commitment to the EfD Initiative objectives and participates in the planning and implementation of an EfD Initiative-sanctioned activity on the basis of Centers' acceptance of their commitment and ability to advance EfD Initiative objectives. The EfD Initiative has national, regional and global Partners. National and Regional Partners are invited by a Center to support national and regional level EfD Initiative programs on a basis of non-objection from the EfD Secretariat. Global Partners are invited by either Centers or the EfD Secretariat to participate in global programs of the EfD Initiative on a basis of non-objection from the EfD Board. The Partnership is expressed in an MoU and made public on the EfD website.

Research Associates and Partners are entitled to:

- propose projects to the EfD Initiative;
- participate in the planning and oversight of specific EfD Initiative programs involving them;
- be acknowledged on publications and other work products of the EfD Initiative that they participate in; and
- receive funds from the EfD Initiative's budget for the execution of agreed work identified in Center or Initiative-wide planning processes.

## **11. EfD General Assembly**

The General Assembly consists of all EfD Senior Research Fellows, Research Fellows, EfD Research Associates and EfD Partners. It meets at least once a year especially at EfD annual meetings (but could also meet alongside other academic events such as the AERE, EAERE, World Congresses in Environmental and Resource Economics and at webinars) to discuss research and policy interaction strategies. The General Assembly is not intended to be a decision making body but a platform for the EfD Initiative's members to interact and make direct contributions to issues that are strategic to the EfD Initiative for further consideration by the EfD Board. Accordingly, the discussion outcomes from the General Assembly shall be fed directly to the agenda of the EfD Board for consideration. The Chairman of the EfD Board (or the EfD Executive Director) chairs the General Assembly.

## **12. Donors**

Donors are organizations that provide financial resources to the EfD Initiative and EfD Initiative-sanctioned activities. Representatives of donors contributing at least US\$100,000 towards non-earmarked funds are invited to the annual EfD Meetings during the relevant time period, and have the right to participate as observers in all EfD Board meetings.



### **13. Amendments**

These institutional arrangements can be changed by the EfD Board provided that there is a qualified majority of the full board in favor of the change.