

Terms of Reference – SDG Advisory Committee

A. INTRODUCTION

The PRI SDG Advisory Committee is a voluntary body, comprising of members from PRI signatories. This committee provides advice and input to the PRI Executive on areas of activity related to “Investing with SDG outcomes”¹ to support the PRI Executive’s decision making and programme development. The committee acts as a voluntary advisory body and does not, in and of itself, have power or authority in dealing with the matters on which it advises.

B. OBJECTIVES

The committee will work to provide input, advice and insights to the PRI Executive on:

- the substance and implementation of its work programme on SDG outcomes;
- embedding work on outcomes linked to specific SDG targets and indicators and other globally agreed goals on real-world outcomes across PRI’s activities, including where relevant through other PRI Advisory, Working and Reference Groups.

C. MEMBERS

Members of the Advisory Committees are appointed by the PRI following an open invitation to the signatory body.

Target composition and tenure

- Target composition is a 15-20 member committee.
- The committee should comprise PRI signatories who bring expertise knowledge from having implemented activities on sustainability outcomes.
- The committee will also have permanent members from UNEP FI and UNGC.
- Initial term for members will be three years from the date of the first meeting held (for those joining in 2021, it will be three years from 13 July 2021).
- The term for members serving their second tenure will be two years from the date of the first meeting of their second term (for those joining in 2021, it will be two years from 13 July 2021).
- The maximum tenure for any signatory organisation member shall be five years.
- Members have the option at the end of each year to step down.

¹ <https://www.unpri.org/sustainable-development-goals/investing-with-sdg-outcomes-a-five-part-framework/5895.article>

- At the end of the initial term, a member wishing to continue may submit an application during the open recruitment process. The same signatory organisation may not serve more than two consecutive terms.
- Where the PRI Executive elects to appoint a Chair and co-Chair, the term is typically between two and three years from the date of the first meeting after their appointment. The maximum tenure being five years.
- Membership and composition will be reviewed annually, based on identified future needs of the programme and contribution by members.

Appointing members

- The PRI Executive will publicise new membership opportunities, if and when they arise, including the criteria for appointment of new members and timelines.
- Committee members are appointed by the PRI Executive based on the following criteria:
 - Evidence of implementation of activities on investing with sustainability outcomes at a portfolio level
 - Willingness to contribute a case study on investing with sustainability outcomes
 - Ability and commitment to contribute expertise and time
 - Diversity of the group defined by type, size, asset class and location of signatories
- Compatibly with the above criteria, the Executive will also aim at diversity of representation between the SDG and other PRI advisory committees as well as gender balance
- PRI Executive retains the right to choose the Chair and co-Chair at its discretion
- Members join the group in their capacity as representatives of their organisations. If a committee member leaves their role they will be asked to step down from the Committee. In such situation, the PRI Executive may ask the signatory organisation to nominate a replacement.
- Members may be replaced by an appropriate colleague at the PRI's discretion.

Decisions about the composition of the committee, including appointment, chair selection and ongoing membership, lie solely with the PRI Executive. The Executive reserves the right to remove members who fail to comply with this terms of reference.

D. RESPONSIBILITIES

PRI Executive

The PRI Executive commits to:

- Convening, administering and, if relevant, chairing advisory committee meetings.
- Keeping advisory committee members updated on PRI work stream activities in between meetings whenever necessary.
- Developing materials for discussion by the advisory committee.
- Coordinating communication on the activities of the SDG outcomes work programme to signatories and PRI Board.

The PRI Executive at all times retains ownership and final sign-off of any outputs that are published under the name of the PRI, including events, research and any other publication. The

Executive is responsible for the timelines, resources and budget that have been allocated to all programmes and projects.

Advisory committee members

By accepting a role on an advisory committee, members confirm that they are able to devote sufficient time to the role and duties, as defined below. Proactive participation from all members is crucial for an effective signatory group and the Executive has the authority to remove signatory participants that do not abide by the agreed commitment levels.

Committee members agree to:

- Act in an advisory role to the Executive on the implementation of the SDG outcomes work programme, ensuring that in doing so, they represent the PRI's broad signatory base rather than solely the interests of their own organisation.
- Ensure their contributions to the committee reflect the scale and urgency of action needed to achieve the PRI's mission and the SDGs.
- Provide guidance/feedback to the Executive when requested, such as by providing comments on work programmes and outputs such as publications.
- Participate in advisory committee meetings, usually of 1hr to 1hr15 mins duration, 3-4 times a year; noting that calls are likely to be evening/early morning for Australasia and Americas
- Members are not permitted to appoint a delegate for their position on the Committee, given that they commit to attending meetings upon accepting their appointment. If they wish a colleague to participate at a particular meeting, this will need to be agreed in advance with the PRI Executive.
- Outreach and engagement with peers on behalf of the PRI, in support of the work programme and broader organisation's objectives.

Advisory Committee chair:

The PRI Executive may choose to appoint a Chair and co-Chair. Should a Chair be appointed, the Chair commits to:

- Designate the required additional time to the committee beyond that of committee members.
- Provide the Executive with guidance and work with the Executive to provide leadership of the committee as needed.
- Being available to chair committee meetings.

Should the PRI Executive decide to not appoint a Chair, the Executive will fill this role.

PRI Board Oversight

The PRI Board oversees the relationship between the Executive and Signatories as well as acting as a final point of escalation on matters related to the Executive's work to drive signatory implementation of the Principles.

If a signatory has a significant concern with the operations of a signatory group the signatory can escalate the issue(s), firstly to the Chief Sustainability Officer and then to the Chief Executive

Officer of the PRI. If the matter cannot be resolved by the head of the PRI the issue(s) will be escalated to the PRI Board.

E. PLAN AND TIMELINE

A plan and approach for the group will be shared on a regular basis and progress evaluated on an annual basis.

F. CODE OF CONDUCT, CONFIDENTIALITY AND PUBLIC COMMUNICATIONS PROTOCOL

Conduct

Signatories must refrain from using signatory forums for explicit commercial purposes and should focus on furthering the goals and objectives as defined above. Committee members should treat their colleagues and PRI staff with courtesy and respect. Failure to meet these requirements may lead the signatory being removed from the committee.

Diversity

The composition of the committee will try to reflect the diversity of PRI signatories. This should encompass a sufficient mix of relevant skills, competence, and diversity of perspectives as well as geographical diversity to bring regional knowledge and perspectives.

Confidentiality and data sharing

The theme of the committee, and membership of the committee will be available on the public website and/or the Collaboration Platform. By accepting these terms of reference, committee members agree to the publication of their name and organisation name on the PRI website, and may themselves publicise their involvement on their organisation's website and/or social media.

By joining, committee members grant the PRI Executive the right to share their work email address with other members of the group.

The PRI Executive may record advisory committee calls for internal note taking purposes. Recordings are not circulated externally by the PRI Executive. Where recordings of group discussions are taken, PRI staff will state at the start of the call that the call is being recorded for note-taking purposes.

Discussions of the advisory group and material provided to the advisory group by the PRI Executive should be assumed to be confidential unless advised otherwise in writing by the Executive. Members commit to maintaining such confidentiality.

Communication

The PRI Executive is empowered to speak on behalf of a PRI advisory committee, within the terms of any confidentiality agreement in place for the group. For more information on the voice of the PRI see the [PRI Communications Policy](#).

H. CONTACT

If you are interested in understanding more about the committee, please contact: Kaori Shigiya, Senior Specialist, SDGs via kaori.shigiya@unpri.org