AUSTRALASIA NETWORK ADVISORY COMMITTEE TERMS OF REFERENCE

# INTRODUCTION

The Australasia Network Advisory Committee is invaluable in guiding the PRI Executive to provide the right implementation support to signatories, disseminating tools and resources developed at a global level and soliciting feedback from signatories for the development of future global tools. Members also ensure the ways in which ESG is implemented in Australasia are well understood globally. These Terms have been drafted in full accordance with the [PRI Rules for Advisory Committees and Working Groups](https://www.unpri.org/Uploads/s/e/e/2015-7-PRI-Rules-for-Advisory-Committees-and-Working-Groups1.pdf) approved by the PRI Board in June 2015.

# OBJECTIVES

* + - Provide the PRI Executive with advice on how to best implement the PRI’s global strategy locally
		- Bring together signatories (asset owners, investment managers and professional service partners) for education, collaboration and implementation support on ESG issues
		- Provide a formal opportunity for briefings and dialogue between the PRI Board and Australasian signatories via the local representative on the PRI Board.
		- Encourage local signatory participation on the PRI Collaborative Platform, its engagements, webinars and podcasts
		- Provide a forum to assist signatories with problem solving/information sharing on ESG issues.
		- Provide input to the various PRI working groups. The committee will facilitate input to the various PRI working groups.
		- Initiate work on issues and topics of specific interest to Australasian signatories.
		- Provide a point of contact for potential signatories.
		- Provide information to the PRI Executive on the issues and challenges facing Australasian signatories.

# MEMBERS

The Committee is an unelected volunteer group of signatories in Australasia. Its composition seeks to reflect the diversity of signatory categories (asset owners, investment managers and professional service partners) as well as diversity of signatory size, asset class, seniority, gender, level of implementation and geography.

**COMPOSITION**

The Committee will be composed of up to 12 members. Representatives from all 3 categories of signatory can serve on the Committee. The Executive will be mindful of asset owner leadership and the balance of the Committee shall be preserved to the greatest extent possible. For example, an asset owner shall be replaced with an asset owner and an investment manager with an investment manager. The Committee has set a gender diversity target of 30%. Final decisions on Committee composition will be at the discretion of the PRI Executive.

**APPOINTMENT**

Members are appointed for one calendar year and given the option, at the end of every year, to step down or continue in their role. The PRI Executive will aim for approximately 20% turnover of members every two years, balancing the need for continuity, diversity, proportional representation and the opportunity for new signatories to join to share knowledge. The maximum amount of time any signatory can be part of a Committee is 3 years. Open positions will be advertised in the PRI signatory newsletter.

As at August 2018, the members were:

* Andrew Gray, Australian Super, Chair
* Mans Carlsson-Sweeny, Ausbil Investment Management, Member
* Louise Davidson, ACSI, Member
* Talieh Williams, Unisuper, Member
* Adam Kirkman, AMP Capital, Member
* Simon O’Connor, RIAA, Member
* Adrian Trollor, BT Financial, Member
* Emma Jonceski, Christian Super, Member
* Joanne Saleeba, HESTA, Member
* Liza McDonald, First State Super, Member

Individuals who wish to join the Committee may contact the Chair or the Head of Australasia.

# RESPONSIBILITIES

## PRI EXECUTIVE

The PRI Executive commits to:

* Provide expertise from either internal or external sources, convene, facilitate and co- create with signatories.
* Work with the advisory committee by coordinating meetings, providing agendas, producing meeting minutes, outcomes, publications etc.;
* Provide support in the form of background research and presentation slides to any advisory committee members who are speaking at events where the work of the PRI is mentioned;
* Provide support in the form of background research and pitching material for advisory committee members who are undertaking outreach and engagement activities on behalf of the PRI.

## COMMITTEE MEMBERS

Members agree to commit sufficient time to promoting and overseeing the Australasia local network. Typical responsibilities may include, but are not limited to:

* A minimum of 1 quarterly conference calls/meetings of approximately 1 hour in length – Frequency of the calls should be discussed and agreed upon by the Committee.
* Regular guidance/feedback to the Executive on relevant issues. This may include providing advice or feedback on outputs such as publications, topics for working groups, webinars and toolkits. The PRI Executive will project manage, put together first drafts of written work and integrate Committee feedback where appropriate, coordinate meetings, provide suggested agendas, and produce meeting minutes.
* Voluntary speaking commitments on behalf of PRI. The Executive can provide support in the form of background research and presentation slides.
* Outreach and engagement with peers on behalf of PRI. The Executive can provide support in the form of background research and pitching material.

All members are encouraged to commit to undertaking additional work, for example, drafting documents if their schedules enable them to do so.

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## CHAIR

In addition to the role of member, the Committee Chair commits to:

* Designate enough time to fulfil work stream/ local network goals; and
* Provide the Executive with guidance and work with the Executive to provide leadership to the Committee as needed.

# ACTION PLAN AND TIME LINE

An action plan with suggested time frames and milestones that is aligned with the current PRI’s 3-year strategic plan will be established by the Committee each year. The Committee can choose to establish working groups to focus on specific issues or areas of work. The plan should be evaluated on an ongoing basis.

# REPORTING REQUIREMENTS

Committee details are disclosed on the PRI signatory website, including the identity and Terms of Reference, Chair and members. The Head of Australasia will liaise with PRI London to report annually on the signatory website its activities.

# CODE OF CONDUCT, CONFIDENTIALITY AND PUBLIC COMMUNICATIONS PROTOCOL

* A Committee meeting should proceed only if most members can attend (in person and/or on the phone). Due to time differences, separate calls may on occasion be held with members unable to join.
* The proactive involvement of signatories is important to the success of the group. The Executive may terminate individual signatories’ participation and invite other interested signatories to participate if the required level of commitment is not demonstrated.
* Signatories must refrain from using these forums for explicit commercial purposes and should focus on furthering the goals and objectives of the work programme. Failure to meet these requirements may also lead the Executive to terminate signatory participation.
* Committee members participate in the group’s activities in their capacity as representatives of their organisations. However, they commit to make recommendations based on the aims of the PRI and the needs of *all* PRI signatories rather than representing individual interests.
* .If a member is engaged in other professional or private activities that could result in a conflict of interest, or the perception thereof, the member must inform the Committee, and recuse himself/herself from any discussions where the conflict or perceived conflict may arise.

# CONTACT

If you are interested in understanding more about the Australasian Network Advisory Committee, please contact the Head of Australasia, Matthew McAdam, matthew.mcadam@unpri.org.