TERMS OF REFERENCE:

STANDARD SECRETARIAT

May 2023

VERSION & REVISION CONTROL

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0.1	14 September 2021	Whole document	First draft	O Tuchten
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CONTENTS

1 PURPOSE

The purpose of the Standard Secretariat of the Inclusive Carbon Standard (ICS) is to undertake all administrative functions and duties of the ICS, in support of the Board of Trustees and the Environmental Integrity Committee. Furthermore, the purpose of the Standard Secretariat also to function as the contact point between respective stakeholders and the Standard and to ensure the continued operation of the ICS in accordance with the decisions of the Board of Trustees and the Environmental Integrity Committee.

2 MANDATE

The mandate of the Standard Secretariat is to oversee the daily operational management of the ICS and to oversee the Online System in accordance with the directions provided by the EIC and the Board of Trustees, as well as the Rules of the ICS. The role of the Standard Secretariat in relation to the operation of the ICS is set out in the figure below.

The Standard Secretariat is the first point of contact between the Environmental Integrity Committee and stakeholders (for example, Project Owners or Component Methodology Owners).
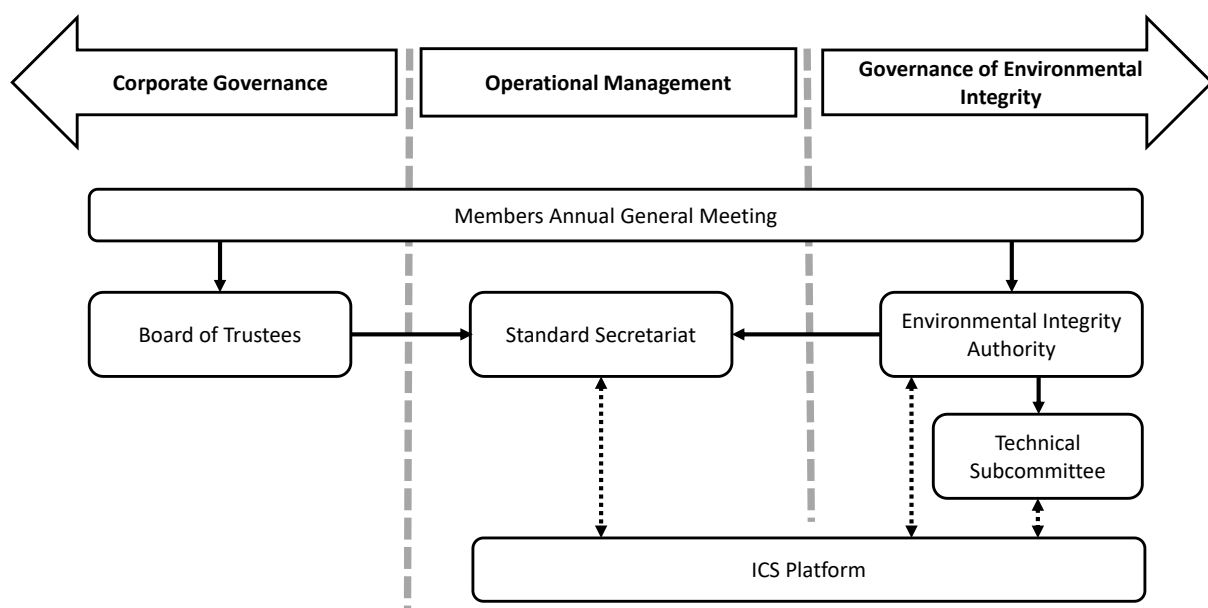

Figure 1: ICS Governance Structure

3 ROLES AND RESPONSIBILITIES

The Secretariat's Roles and Responsibilities are categorised under Governance, Component Methodologies, Projects and Inclusive Carbon Credits. The Standard Secretariat will predominantly fulfil governance related roles and responsibilities.

3.1 Governance

The Standard Secretariat must:

- Maintain of roster of experts that can be accessed by the Board of Trustees and Environmental Integrity Committee when vacancies arise for the appointment of new member of the Environmental Integrity Committee and the Technical Sub-Committee.
- Maintain a roster of ICS Accredited Auditors that can be contacted by Project Owners and Appointed Representatives.
- Draft budgets for the ICS with due consideration of the inputs from the Environmental Integrity Committee for approval by the Board of Trustees.
- Manage and refer queries related to project registrations, methodology approvals and issuance of ICC on the ICS Online Platform to the Environmental Integrity Committee.
- Fulfil Secretarial functions for the Board of Trustees, Environmental Integrity Committee and Technical Sub-Committee such as the arrangement of meetings, etc.
- Act as the main contact point between stakeholders and the ICS and liaise with such stakeholders on behalf of the ICS.
- Launch a call for experts on an annual basis in order to replace outgoing members of the Environmental Integrity Committee and the Technical Sub-Committee. The Secretariat shall post on the ICS website an invitation to experts to submit their applications for becoming a member of the Environmental Integrity Committee and the Technical Sub-Committee.
- Administering the implementation of the ICS processes as determined by the EIC and the Board of Trustees;
- The Secretariat has the following write-rights on the ICS Online Platform:
    i. Adding/removing users:
        a. Accredited Auditors.
        b. Project Owners.
        c. Technical Committee and Technical Sub-committee members.
    ii. Changing statuses of:
        a. Accredited Auditors.
        b. Component Methodologies.
        c. Projects (including reflecting Validation and Verification status).

3.2 Component Methodologies

The Standard Secretariat, in consultation with the respective committee, is responsible for informing stakeholders of the timeframes related to the approval processes associated with Component Methodologies.

3.3 Projects

- The Standard Secretariat, in consultation with the respective committee, is responsible for informing stakeholders of the timeframes related to the registration processes associated with Projects.

3.4 Inclusive Carbon Credits

- The Standard Secretariat must handle all queries related to the issuance, transfer and cancellation of ICCs on the online system.

4 MODALITIES OF OPERATION

The Standard Secretariat is responsible for the daily operation of the Standard in accordance with the decisions made by the EIC. The Standard Secretariat reports to the Board of Trustees. The assignment of tasks in accordance with the above mentioned responsibilities shall be allocated to Standard Secretariat employees in accordance with roles identified by the Board of Trustees and Environmental Integrity Committee.

5 SERVICE LEVEL AGREEMENT

The services of the Secretariat will be outsourced to a service provider in terms of a service level agreement.

The qualification requirements for a service provider to provide the services of the secretariat on an outsourced basis must include:

- A proven track record of providing administrative services and support in the carbon and environmental space.
- Knowledge and understanding of the ICS, its Rules and the Online Platform.
- Strong administrative and organizational skills, including document management, data analysis, meeting coordination, and communication, are necessary for effective secretariat support.
- Effective communication, both written and verbal, as well as the ability to collaborate with diverse stakeholders, are important qualifications for a service provider to fulfill the role of the secretariat.
- Adhere to high ethical standards, demonstrating integrity, professionalism, and a commitment to impartiality and confidentiality.

The service level agreement (SLA) for outsourcing the Secretariat services must cover the topics addressed in this Terms of Reference.