

# **UNEP FI Asia Pacific Task Force Outreach Group**

## **Terms of Operation Outline**

### **Background**

The Asia Pacific Task Force (APTF) started from 2005 with the aim of supporting and expanding sustainable practices in financial institutions in the Asia Pacific Region. In order to set 'sustainability' priorities for the Asia Pacific financial sector, importance has been placed on the creation of a critical mass of Asia Pacific signatories that are able to exchange ideas and best practice facilitated by a UNEP FI network.

### **Formation of an APTF Outreach Group**

The APTF currently acts as an umbrella organization for all country groups in the region.

The aim of the Outreach Group will be to lead and coordinate various outreach programmes within the APTF not operated directly by an established country group such as the Australasia Group. The objective is to maximize the effectiveness and the efficiency of the outreach, especially to facilitate and raise awareness of UNEP FI activities in countries such as China and within South East Asia where there are very little or no UNEP FI signatories and in Korea and the Philippines where UNEP FI has some members but no country groups at present. Already, various programmes are planned for 2005, most of which will have an outreach element, and a coordinated approach is required.

### **Members and Associate Members to the APTF Outreach Group**

UNEP FI signatories and partners involved or interested in involvement in outreach programmes are encouraged to be Members (for UNEP FI signatories) or Associate Members (for UNEP FI partners) to the APTF Outreach Group. The Secretariat suggests the following terms of operation for the Outreach Group:

- Members and associate members act as focal points for UNEP FI APTF, and under mutual agreement with UNEP FI, support and/or host APTF outreach activities. Membership to this Group does not prevent membership in other, already existing, country groups of APTF.
- The APTF Outreach Group will work closely with the established APTF country groups (eg. Australasia group) especially on their outreach activities. Outreach activities organized by APTF country groups are expected to be independent from the Outreach Group. It is anticipated that if an outreach activity is beyond the geographical boundaries of the country group, it will be the responsibility of the APTF Outreach Group.
- Outreach activities may be either bilateral (between members/associate members and UNEP FI) or multilateral (between several members/associate members and UNEP FI).
- The roles of Members and Associate Members are expected to include:
  - 1) Discussing and determining the strategic direction of outreach activities in APTF, including frameworks such as a governance document.
  - 2) Exchanging information on upcoming APTF outreach activities
  - 3) Taking active interest in supporting and/or hosting bilateral and multilateral APTF outreach activities.
  - 4) Assisting in disseminating this information back into country specific activities.
- No financial obligation arises from just being a Member or Associate Member of the Outreach Group. At the same time, members are encouraged to actively participate in

Group activities (eg. volunteer to speak at outreach events organised by other members and/or host events).

- It is expected that the Outreach Group can utilise the UNEP FI budgetary process to apply for funding for 2006 onwards. UNEP FI together with members may also look for sponsorship from third parties.
- It is expected that the Chair of the outreach group (a signatory organisation) is to be rotated on a regular basis (timeframe to be discussed with outreach group members and the secretariat) in order to give a range of organisations an opportunity to assume this role.
- The Chair of the Outreach Group is supported by a Co-chair (either signatory or partner organisations). It is expected that this position will be held for the same period as the Chair of the Group.
- There is no minimum time commitment for member's participation in the group except to show some level of involvement such as participating in group discussions via email and/or conference calls.