

## **United Nations Regional Centre for Expertise Western Australia**

### **DRAFT Terms of Reference**

#### **Background**

United Nations Regional Centres of Expertise (UNRCE) strive to provide and facilitate Education for Sustainable Development in local and regional communities by bringing together formal, non-formal and informal organisations.

The UNRCE global network is co-ordinated by the Global UNRCE Service Centre, headquartered at the United Nations University for the Advanced Study of Sustainability (UNU-IAS) in Japan. There are currently 190 UNRCE's worldwide. These form a global network of institutions and individuals, committed to using education and learning as tools for building a sustainable future.

In 2011, the United Nations Regional Centre of Expertise Western Australia (UNRCE WA) was established and recognised as part of the United Nations University's Global UNRCE Network. Following a period of dormancy the UNRCE WA was reinstated in 2021. UNRCE WA serves as a platform for promoting education for sustainable development (ESD) within the region, fostering collaboration, knowledge-sharing, and innovation towards the achievement of the United Nations Sustainable Development Goals (SDGs).

#### **Our vision:**

UNRCE WA envisions a sustainable and resilient future for Western Australia through transformative education, research, and community engagement. We aspire to use Education for Sustainable Development as a mechanism for implementing and enabling sustainable development, translating global sustainable development goals and issues into local actions in our region.

#### **Our Mission**

UNRCE WA is committed to further generating, accelerating and mainstreaming ESD and contributing to the realisation of the SDGs starting locally through facilitating multi-stakeholder partnerships. UNRCE WA will serve as a hub for ESD, bringing together diverse stakeholders including educators, researchers, government bodies, community organizations, and businesses to co-create and implement sustainable solutions that address local and global challenges.

#### **Our Objectives**

Our objectives are aligned directly to the Roadmap for the UNRCE Community 2021-2030:

- Promote and advance ESD initiatives across the region to foster a culture of sustainability, innovation, and lifelong learning.
- Facilitate interdisciplinary collaboration among stakeholders to enhance the understanding of sustainable development challenges and solutions.
- Support capacity building and knowledge-sharing activities that empower individuals and communities to contribute to the SDGs.
- Develop partnerships and networks to leverage expertise, resources, and best practices towards sustainable development.
- Contribute to the implementation of the 2030 UNRCE roadmap by aligning activities and initiatives with the Global UNRCE Network's goals and priorities.

## **Governance and Structure**

### **[ORGANISATIONAL CHART STRUCTURE]**

#### **United Nations University**

The United Nations University (UNU) coordinates the activities of the Regional Centres of Expertise in Education for Sustainable Development around the world. UNRCE WA follows the reporting requirements to the UNU.

#### **Host and Secretariat: University of Western Australia**

UNRCE WA is hosted by the University of Western Australia.

1. Composition and operation
  1. UWA provides financial, workspace and in-kind support to undertake the Secretariat activities that support the function of the UNRCE including administrative and logistical support
  2. Acts as the custodian and provides a physical and virtual location for the UNRCE.
  3. The University operates the UNRCE as part of its Sustainability strategy and reports to the UWA Sustainability Committee.
2. Functions
  1. Act as a clear, single, point of contact for the WA community with the UNRCE
  2. Facilitate communication, networking and collaboration among UNRCE stakeholders including maintaining regular contact with regional partners, participating in global and regional UNRCE network activities, and fostering partnerships.
  3. Reporting and evaluation: Assist members in monitoring and supporting their project(s) as necessary and compile and submit periodic reports the United Nations University and the global UNRCE network. The Secretariat maintains the UNRCE WA Website.
  4. Build and maintain the UNRCE WA Website and communication mediums
  5. Support research and advocacy

## **UNRCE WA Leadership Committee**

The Leadership Committee exists to set the strategic direction, monitor and evaluate the progress of the UNRCE WA in achieving its objectives and contributing to the advancement of sustainable development and education for sustainable development (ESD) within the region.

1. Composition and operation
  1. The UNRCE WA Leadership Committee constitutes the central leadership of the UNRCE WA network and represents the interests of the participating members.
  2. The steering committee will meet a minimum of twice per year (online and/or F2F), separate to the general stakeholder meetings, and may be called on an ad hoc basis by the secretariat.
  3. The Secretariat will host the operation and provide the administrative support for the UNRCE WA Leadership Committee.
  4. Some matters may be dealt with via email/circular.
2. Functions
  1. Responsible for the strategic direction, decision-making and oversight of the UNRCE's activities
  2. Facilitate, monitor and report the work of UNRCE related projects
  3. Ensure that the achievements of the UNRCE are widely and effectively promoted
  4. Identify and endorse new UNRCE WA member organisations or individual members
  5. Identify potential UNRCE partner projects and potential areas for students to become involved in.
3. Membership
  1. Members must have been a lead partner of an UNRCE WA project.
  2. Representation (minimum 1 member) is required from each regional hub (filled by EOI).
  3. Membership is for a 2 year term, which can be renewed.
  4. The Secretariat is a standing member and the Chair.
4. Quorum
  1. The quorum is half the number of members plus one.
5. Decisions
  1. All questions which come before the committee are decided by a majority of the members present and voting.
  2. The chair of the meeting has an ordinary vote and a casting vote.
6. Frequency of meetings
  1. The steering committee will meet a minimum of twice per year (online and/or F2F) and may be called on an as needs basis by the Secretariat.

Note: the leadership committee does not have legal responsibilities, employment or line management responsibilities.

## **UNRCE WA Regional Hubs**

Regional hubs support the development of hyper-local initiatives, while drawing on the strengths of the UNRCE network. As at September 2023 there are two UNRCE WA Regional Hubs; Perth Metro and Great Southern, with scope for additional WA regional hubs in the future.

Applications to create an UNRCE WA Regional hub should be made via EOI to the Secretariat outlining a collaborative project proposal that includes a minimum of two organisations and aligns with the UNRCE WA goals.

1. Composition and operation
  1. Members provide support or expertise to local initiatives that aim to address regional sustainability challenges
  2. Members provide updates on projects and initiatives including to the Leadership committee
  3. The role of the Chair will be appointed by members of the hub following an EOI process.
  4. Members can request and sign letters of support for other members (as appropriate)
2. Functions
  1. Contribute to addressing regional sustainability challenges,
  2. Facilitate, monitor and report the work of RCE related projects including to the Secretariat
  3. Ensure that the achievements of the RCE are widely and effectively promoted
  4. Identify potential member organisations or individual members
  5. Identify potential RCE partner projects
3. Membership
  1. Members are individuals or organisations that can provide support or expertise to local initiatives.
  2. Membership is by invitation or EOI to the Steering Committee.
  3. Membership is reviewed twice a year.
4. Quorum
  1. The quorum is half the number of members plus one.
5. Decisions
  1. All questions which come before the hub are decided by a majority of the members present and voting.
  2. The Chair of the meeting has an ordinary vote and a casting vote.
6. Frequency of meetings
  1. Regional Hubs will meet a minimum of twice per year.
  2. Regional Hub members will attend the two online RCE WA meetings and may be called on an as needs basis by the Secretariat.

## **UNRCE WA Working Groups**

Working groups are formed based on focus areas or themes and allow members to work on education for sustainable development initiatives collaboratively, including across regions in WA.

Example focus areas include Early Years Education for Sustainability, Circular economy, funding and grants, Innovation research and development, transformative education.

1. Composition and operation
  1. Members undertake initiatives that aim to address regional sustainability challenges
  2. Affiliate members are those who have not yet been endorsed by the Leadership Group, who undertake initiatives that aim to address regional sustainability challenges
  3. A project lead, who is also the Chair, provides updates on initiatives to their relevant Regional Hub(s) and the Secretariat.
  4. The group may meet formally or informally.
  5. The group's expertise may be requested by UNRCE WA members.
2. Functions
  1. Contribute to addressing regional sustainability challenges through education for sustainability initiatives.
  2. Facilitate, monitor and report the progress of education for sustainable development initiatives to the regional hub(s) and the Secretariat.
  3. Ensure that the achievements of the RCE are widely and effectively promoted.
  4. Identify potential member organisations or individual members and connect affiliate members with the UNRCE WA Steering Committee for endorsement.
3. Membership
  1. Members and affiliate members are individuals or organisations involved in addressing specific education for sustainability challenges.
  2. Members and affiliate members may be from the same regional hub or may work collaboratively across multiple regions
  3. Membership is voluntary and involves active participation on education for sustainability initiatives.
4. Quorum
  1. The quorum is half the number of members plus one.
5. Decisions
  1. All questions which come before a properly called working group meeting are decided by a majority of the members present and voting.
  2. The Chair of the meeting has an ordinary vote and a casting vote.
6. Frequency of meetings
  1. Working groups meet on an as needs basis.

## **UNRCE WA Member**

The UNRCE WA is strengthened by the diversity of its members and individuals and organisations are invited to become members of the UNRCE WA. Affiliate members are those who have not yet been endorsed by the Leadership Group, who actively undertake education for sustainable development initiatives via the UNRCE WA.

Affiliate members can:

- undertake education for sustainable development initiatives
- access the UNRCE WA Network

Members can:

- undertake education for sustainable development initiatives
- can initiate and/or lead initiatives
- will have their organisation's logo and/or profile featured on the RCE WA website
- can request and sign letters of support
- access the RCE WA Network

## **RCE WA Network**

Individuals and organisations are welcome to subscribe to the network to:

- Keep informed of the UNRCE WA's initiatives.
- Volunteer to support existing projects
- Add your profile to the network
- Search for people and organisations within the network
- Gain expertise from others

You are invited to provide some information about yourself/organisation to be shared with the network and help link likeminded individuals and organisations together.