**Terms of Reference**

**Conference Steering Committee (SC)**

1. **Purpose**
   1. The Conference Steering Committee (SC) will constitute the principal decision-making body for the development and successful implementation of the Sustainable Rice Platform’s flagship event to be held in Q4 2017. The committee will consider issues that meet the needs of the members and prospective participants, with regard to a diversity of interest and positions on sustainable rice.
2. **Membership**
   1. The SC shall comprise at least 3, but no more than 5 members. Wherever possible, the membership should reflect the sectoral and geographical makeup of the SRP.
   2. The SC will be led by the SRP Coordinator or other Secretariat member to be appointed by the Advisory Committee, in close coordination with the Conference Manager.
   3. Except for the lead, all other SC members, representing an institutional member, are invited to volunteer.
   4. The term for all members shall be one (1) year.
3. **Responsibilities of the Steering Committee**
   1. Promote and coordinate the implementation of the SRP’s flagship event in 2017.
   2. Monitor the progress of planning and organization; prepare assessments of progress made and propose priorities for actions, identify issues and propose corrective measures, where appropriate.
   3. Facilitate cross-sectoral coordination and international cooperation of public-private and civil society organizations.
   4. Keep the Advisory Committee and the Secretariat informed about its activities, unless otherwise decided.
4. **Responsibilities of Committee Members**
   1. Conference Manager (provided by Organizing Company)
      1. Schedule, prepare and facilitate meetings
      2. Record and distribute meeting minutes to the members
      3. Develop the Programme based on discussions
      4. Suggest/invite/confirm speakers
      5. Monitors event/project timeline
   2. Lead (SRP Coordinator or other Secretariat member)
      1. Closely works with Conference Manager
      2. Coordinates flow of information to and from the members
   3. Members (provided by SRP members)
      1. Actively contribute time, skills and organizational resources to develop, implement, and manage the event.
5. **Meetings**

The business of the Conference Steering Committee is generally to be conducted by teleconference, e-mail or other agreed means:

* 1. First meeting – Discussion on programme development (topics, themes, etc), and other matters like venue, etc.
  2. Second meeting – Comments on the draft programme and speaker suggestions tabled by the Conference Manager, on the basis of discussions in the first meeting.
  3. Third meeting – Recommend speakers from their organization, other contacts.

1. **Governance**
   1. The Conference Manager shall report to the Advisory Committee.