



Asia-Pacific Network for Sustainable Forest Management and Rehabilitation

APFNet/Council/ENG/2015/06

Terms of Reference of the APFNet Project Appraisal Panel

1. Purpose

1.1 These Terms of Reference are derived from Article 4.5 of APFNet's Operational Framework which sets out the composition, functions, procedures of meetings and other items of importance to the operation of the Project Appraisal Panel (hereinafter referred to as "Panel").

2. Composition and Selection of the Project Appraisal Panel

2.1 Members of the Panel should be independent experts, regardless of their professional affiliation and home economy. They should also be familiar with APFNet's thematic priority areas, as stated in the Strategic Plan then in force, be experienced in project development and management, and be proficient in oral and written English.

2.2 The Panel should consist of no more than 11 members who do not sit on APFNet's Council or Board of Directors. Its composition should be as follows:

- a) A Chair nominated by the Executive Director and approved by the Board of Directors; and
- b) Up to ten internationally or regionally recognized specialists appointed by the Board of Directors after reviewing Council recommendations.

2.3 The Council will be informed of the opportunity to recommend qualified persons to the Board for its consideration. The Secretariat may also recommend candidates when the number of nominees proposed by the Council is insufficient in specific forestry areas. The Secretariat will screen suitable candidates to the Panel according to the selection criteria (to be provided by APFNet Secretariat later). The Board will then appoint members from a list of suggested names.

2.3 To ensure the continuity of APFNet activities, Panel members will be appointed for three-year terms and not serve more than two consecutively. (The Operational Framework will be amended to reflect this stipulation.)

3. Functions and Main Task of the Project Appraisal Panel

3.1 The Panel's functions are to:

- a) act as the technical appraisal body of APFNet, reviewing and making recommendations to the Executive Director and the Board on the technical feasibility and suitability of project concept notes and project proposals for donors' decision on APFNet funding; and
- b) provide balanced, technically informed comments and suggestions, to project proponents, through the APFNet Secretariat, to improve their submissions.

3.2 The Panel's main task is to participate in meetings and other activities related to project appraisals, as required.

4. Procedures of Meetings for Project Appraisals

4.1 Meetings of the Panel are convened to assess project concept notes and full project proposals.

4.2 The Chair of the Panel presides over meetings during his/her term. Should the Chair not be able to attend a session, he/she should inform Members of the Panel and the APFNet Secretariat at least two weeks in advance and should designate an alternate Chair.

4.3 APFNet Secretariat will appoint a secretary to facilitate meetings.

4.4 The Panel will fulfill the following tasks during meetings:

- a) review, grade and rank project concept notes/proposals, based on criteria provided by the APFNet Secretariat in advance of the meetings;
- b) provide comments and suggestions to improve the concept notes/proposals; and
- c) assist the Chair to prepare a report of the Panel's grades, comments and suggestions for submission to the APFNet Secretariat.

4.5 During meetings, the Chair may designate a member to serve as lead reviewer for one or more concept notes/full proposals, according to his/her expertise and workload. The Chair may also establish a sub-committee to consider individual proposals, as necessary. The lead reviewer shall facilitate discussions, attempt to reach consensus on the comments and suggestions to be submitted, and sign a written summary of these outputs.

4.6 Members who cannot attend meetings should provide detailed comments and suggestions, in writing, to the Secretariat at least two days in advance.

4.7 APFNet Secretariat will financially support, coordinate and facilitate meetings in terms of providing a preliminary review of project concept notes/full proposals as well as compiling and distributing these documents.

4.8 The APFNet Secretariat will inform project applicants of the appraisal results.

4.9 APFNet will cover eligible expenses and provide compensation to Panel members for attending meetings, in line with relevant APFNet regulations.

5. Modifications

5.1 Panel Members may modify these Terms of Reference, including the functions, provided they do so by consensus and the Executive Director endorses them. In addition, proposed modifications must be circulated to Members at least two months in advance.



亞太地區永續性 森林經營與恢復網絡組織

APFNet/Council/ENG/2015/06

APFNet 專案評估小組之職權範圍

1. 目的

1.1 本職權範圍係取自 APFNet 作業框架第 4.5 條之規定，該規定載明專案評估小組（下稱「小組」）之成員、職掌、會議程序及與專案評估小組運作有關之其他重要事項。

2. 專案評估小組之成員及遴選

2.1 小組成員應為獨立之專家，不論其所屬專業及經濟體為何。該等專家應熟悉 APFNet 之主題優先領域（如策略計畫所述），並應具有專案發展及管理之經驗，且須精通英文之口語及書寫。

2.2 小組應由不超過 11 名成員組成，且其等不得在 APFNet 之理事會或董事會中佔有席次。其成員如下：

- a) 由執行董事提名並經董事會核准之主席一名；
- b) 經董事會審查理事會之建議後任命之國際或地區公認專家（最多不超過十名）。

2.3 如有合格人選可供理事會向董事會推薦，將知會理事會。如理事會就特定森林學領域所提案之人數不足，秘書處亦得推薦人選。秘書處將依據遴選標準（待 APFNet 秘書處稍後提供），篩選小組之適當人選，董事會隨後將自建議名單中任命小組成員。

2.3 為確保 APFNet 之持續運作，小組成員之任期為三年，且僅得連任一次（作業框架將進行修訂以符合此項規定）。

3. 專案評估小組之職掌與主要任務

3.1 小組之職掌為：

- a) 擔任 APFNet 之技術評鑑機構，對於計畫大綱及計畫提案之技術可行性與永續性進行審查，並向執行董事及董事會提出建議，以供捐款者決定資助 APFNet 時參考；
- b) 透過 APFNet 秘書處，提供均衡、具技術基礎之意見與建議予計畫提案人，俾利其改進提案。

3.2 小組之主要任務在於（於必要時）參與和專案評估有關之會議及其他活動。

4. 專案評估之會議程序

- 4.1 小組會議之召開旨在評估計畫大綱和整體計畫提案。
- 4.2 小組之主席應於其任期內主持該等會議。若主席未能出席會議，至少應於會議前兩週前，知會小組之成員以及 APFNet 秘書處，並應指派代理主席。
- 4.3 APFNet 秘書處將指派一名秘書來協助會議進行。
- 4.4 小組將於會議中達成下列任務：
- a) 就計畫大綱/提案，根據 APFNet 秘書處在會前所提供之標準，進行審查、評分及分級；
 - b) 就改進計畫大綱/提案，提供意見與建議；
 - c) 協助主席備置小組之評分、意見與建議報告，以提交 APFNet 秘書處。
- 4.5 於會議中，主席得按其專業領域與工作負荷，就一項或多項計畫大綱/整體提案，指派任一名成員擔任主要評審。如有必要，主席亦得設立次級委員會，來審酌個別提案。主要評審應促成討論、嘗試就待提交之意見與建議達成共識，並於此等結果之書面摘要上簽字。
- 4.6 無法出席會議之成員，應至少於兩天前，以書面將其詳盡意見與建議，提交秘書處。
- 4.7 APFNet 秘書處會就計畫大綱/整體提案之初步審查，提供財務上之支持，協調與促成會議之進行，並會彙整及分發相關文件。
- 4.8 APFNet 秘書處會將評鑑結果知會計畫提案人。
- 4.9 APFNet 將承擔符合規定之開支，並將按照 APFNet 之規定，就小組成員出席會議之花費提供津貼。

5. 修訂

- 5.1 經成員一致通過並獲執行董事背書後，小組成員得修訂本職權範圍，包括其職掌。此外，修正之提案必須至少於二個月前分發予成員。