



**GGKP Research Committees
Terms of Reference
October 2015**

Overview

In order to mobilise the transition to a green economy it is crucial that policymakers and practitioners have cutting-edge knowledge at their disposal. The Green Growth Knowledge Platform (GGKP) is a global network of international organisations, research institutes, and experts focused on promoting a green economy transition by:

- identifying major knowledge gaps in green growth theory and practice and addressing these gaps by promoting collaboration and coordinated research; and
- using world-class knowledge management and communication tools to provide practitioners, policymakers, and other experts with opportunities to access, share, and utilize green growth policy analysis, guidance, information, and data.

The GGKP was founded in 2012 by the Global Green Growth Institute (GGGI), the Organisation for Economic Co-operation and Development (OECD), the United Nations Environment Programme (UNEP), and the World Bank, on the basis that investing in green growth knowledge generation and sharing leads to lasting impact. The GGKP has since expanded to a global partnership of over 40 international organisations, research institutes, and think tanks.

Key to the GGKP's knowledge generation activities is the establishment of research committees on priority topics. Each research committee is formed around a particular theme, identified by on-the-ground practitioners, as being critical in a green economy transition but where knowledge or data is lacking. The research committees are tasked with assessing the state of knowledge, identifying and prioritising knowledge gaps, and promoting a broader research agenda to ensure the identified gaps are addressed.

Guiding Principles

The work of the research committees is guided by the following core principles:

1. Partnership-centred

The transition to a green economy will only come about through the active engagement of numerous organisations and experts. This principle forms the core of the GGKP, driving forward its efforts to form partnerships with organisations and institutions active in areas related to green growth or green economy in order to expand the scope and depth of its impact. By engaging with a global and diverse

group of “Knowledge Partners,” the GGKP is able to transcend the traditional divide between economy and the environment and extend its impact across borders and disciplines. Moreover, the effectiveness and impact of the partner institutions is enhanced by closely collaborating and coordinating in the development and dissemination of green growth research and other knowledge products. This collaboration helps to increase efficiencies and synergies, reduce redundancies, align thinking, and promote coordinated efforts across the GGKP partners.

2. Mission-led

The GGKP has a shared mission across its partner institutions that provide the framework for its collaborative activities. The GGKP mission is based on the belief that knowledge leads to lasting impact and that investing in its generation, management, and dissemination leads to concrete results.

3. Responsive and Demand-driven

The transition to a green economy requires on-the-ground changes in policies and processes in both developed and developing countries. GGKP offers an important opportunity to work through its partner network to identify and respond to country-specific knowledge and data gaps that can support these changes. The GGKP provides a bridge between policymakers and practitioners on the ground and the international research community to ensure research efforts and investments are relevant, effective, and have meaningful impact. The GGKP operates with the understanding that there is no one-size-fits-all solution for implementing green growth. Rather, specific guidance, and knowledge products, need to respond to the unique national priorities and circumstances of different countries or sectors.

4. Knowledge-based

In order to mobilise the transition to a green economy, it is crucial that policymakers and practitioners have cutting-edge knowledge at their disposal. The GGKP’s distinctive success is grounded in its ability to coordinate, catalyse, and communicate high quality evidence-based research, facilitated by engagement with global experts. In drawing together leading experts to examine key knowledge gaps, the GGKP strives to trigger technical research and support in-depth knowledge exchange across sectors and regions.

5. Community-focused

The transition to a green economy requires solutions from large pools of expertise cutting across disciplines, sectors, and regions. The GGKP is committed to catalysing an international network of green growth experts to facilitate engagement, empower the sharing of best practices, and energise action.

6. Innovative

The GGKP is committed to maximizing efficiency while minimizing transaction costs through the development of innovative approaches. Embracing the latest available technologies and practices, including virtual collaboration tools as well as the GGKP’s state-of-the-art web platform and social

media, the GGKP is able to expand the reach of its partners and ensure best practices and solutions are effectively discussed, debated, and spread across the wider green growth community of practice.

Structure

GGKP research committees are formed around particular priority themes.

Each committee is comprised of leading experts on the subject matter, nominated from the GGKP Knowledge Partners and Advisory Committee. Organisations that join GGKP as new Knowledge Partners after a committee has been established may also nominate experts to join the committee.

Additional experts, such as prominent academics, may also be invited to participate on the research committees to strengthen the expertise within the committee and to ensure strong links with academia.

Participation in the research committee is in a personal capacity in order to maintain committee member consistency and continuity. The GGKP will work to ensure the composition of the research committees reflects geographic diversity.

Each committee has two Co-Chairs who are responsible for convening and chairing the research committee meetings. The Co-Chairs are actively supported in this effort by the GGKP Secretariat.

Organizations sponsoring a research committee are given priority in nominating one of the committee Co-Chairs. Other Co-Chair nominations are drawn from the GGKP Knowledge Partner organisations with the final selection resting with the GGKP Steering Committee. Balanced and diverse geographic representation among the two Co-Chairs will be sought to the extent possible to ensure Knowledge Partners based in developing and emerging economies are represented.

In the case where a Co-Chair must step down, the opportunity to assume this role will be first offered to the existing committee members, and in the absence of a nominee, will then be offered to the broader group of Knowledge Partners.

The committees generally conduct their business through email, audio conferences, and on-line communications tools.

Every effort will be made to launch new committees with an in-person meeting of the committee members. The possibility of organizing additional in-person meetings at the margins of conferences and workshops will also be explored with the objective of convening at least one in-person meeting per year.

Deliverables

The principal deliverable for most GGKP research committees is a 15-30 page scoping report that identifies and prioritises gaps in knowledge on a particular green growth theme and outlines the means and group of actors (e.g. international institutions, research institutes, academics) required to address the gaps. To the extent possible, a research committee identifies knowledge gaps that have the greatest relevance to the most countries and partner organizations, particularly taking into account the green

growth challenges of developing countries and emerging economies face. Research committee members are responsible for the drafting of the scoping reports, under the overall direction of the Co-Chairs.

In some cases, a research committee will be formed to provide substantive support to the convening of GGKP annual conferences or other meetings and workshops. The role of the committee will vary but may include peer review of commissioned papers, serving on a conference technical committee, and identification of experts to participate in the events.

Once a research committee has been formed, the committee members develop terms of reference for their activities, including a detailed outline of their research objectives, with clearly defined outputs and deadlines. To support their effort, a research committee may request the GGKP Secretariat to commission background research. Research committees are encouraged to link their deliverables to the convening of relevant international processes and conferences.

The GGKP will work to publish scoping reports and background papers delivered by a research committee as GGKP working papers on the web platform. The work will be widely disseminated through GGKP outreach channels and committee members are encouraged to circulate the paper through their own organizational working paper series. If the scoping reports and background papers are successful in contributing new ideas to their field of study, the research committee is encouraged to submit their work for publication in a peer-reviewed journal. As follow up, the committee is responsible for developing a “response road map” that clearly sets out a collaborative and coordinated response to the identified knowledge gaps. These responses may take on many forms depending on the knowledge gaps identified and the resources available.

In cases where the steps needed to address the gaps are small or clearly defined, it is anticipated that the research committee may produce the deliverables that respond to the identified gaps, such as working papers, policy tools or data generation. Alternatively, GGKP Knowledge Partner organisations may elect to conduct the follow-up research directly. In cases where larger investments are needed (e.g. creation of global databases), the GGKP will work with its research committee members to develop clear terms of reference to catalyse this research through existing research donor groups and expert networks.

Once the work outlined in the committee’s terms of reference are completed, the Co-Chairs and committee members will evaluate the committee’s continued usefulness. They may decide that further effort is unnecessary and the committee will dissolve, or the Co-Chairs and committee members may decide to prioritise additional knowledge and data gaps, in which case the committee will refocus its terms of reference and continue its efforts. The Co-Chairs and committee members are given wide latitude and flexibility to decide the direction and life of the committee’s work.

Responsibilities of the committee members

Research committee members should be willing and able to dedicate a substantial amount of time to the research committee. The committee represents an active, collaborative process, and committee

members are expected to participate in the drafting of deliverables and attend both in-person and virtual committee meetings.

Committee members are also expected to:

- Attend in-person and virtual committee meetings (when attendance at in-person meetings is not possible, committee members are expected to make every effort to join via video or tele-conference);
- Nominate key external experts they would like to invite to participate in the research committee;
- Develop the terms of reference for the research committee for the committee's activities;
- Develop and review the terms of reference for background research commissioned to outside consultants;
- Advise on the selection of outside consultants, as appropriate;
- Review the draft research produced by outside consultants;
- Jointly write and edit the scoping report;
- Jointly develop the "response road map"; and
- Assist in identifying potential opportunities for addressing the identified gaps.

The GGKP Secretariat will make every effort to support the travel costs of research committee members for in-person meetings.

Responsibilities of the Co-Chairs

The research committee Co-Chairs should be willing and able to dedicate a substantial amount of time to the committee process. In addition to the responsibilities placed on committee members, the Co-Chairs are also responsible for:

- Convening and chairing all committee meetings;
- Interviewing consultants to undertake background research;
- Leading the report drafting process, including contributing to the writing of the report, assigning sections to be drafted by individual committee members and reviewing work; and
- Providing quality assurance for the committee's deliverables.

The Co-Chairs will strive to communicate with committee members at least once per month to ensure ongoing engagement.

The Co-Chairs will ensure, at a minimum, that the following review process is met:

- The research committee terms of reference is collaboratively developed and reviewed by the research committee members to ensure they are committed to undertaking the work;
- The terms of reference for commissioned research is collaboratively developed and reviewed by the research committee;
- The scoping report is collaboratively written by the research committee members;
- The scoping report is submitted to an external peer review process;
- The scoping report is circulated to the Advisory Committee for review;
- The scoping report is circulated to the Steering Committee for review;

- The scoping report is made publicly available on the GGKP website for public review and possibly through the use of new social collaborative tools, distributed through existing network channels (e.g. LEDS Global Partnership), or presented at relevant workshops and conferences;
- The scoping report is circulated to the GGKP Secretariat to ensure consistency with other scoping reports being produced; and
- The research committee has incorporated the comments received or provided justification for non-inclusion.

After the scoping report is released, the Co-Chairs are responsible for convening a meeting to discuss opportunities for collaboration in responding to the identified knowledge gaps and developing “response road maps”. While responsibility for the ultimate implementation of the agreed response will lie with the GGKP Secretariat, the Co-Chairs will be asked to provide strategic guidance throughout the process.

The Co-Chairs are also responsible for convening the research committees at six-month intervals to discuss and share ongoing work and efforts to fill the identified knowledge gaps and reflect on whether any new gaps have emerged.

Finally, the Co-Chairs are responsible for recommending to the GGKP Secretariat the dissolution of the research committees once the work is deemed complete.

Responsibilities of the GGKP Secretariat

The Secretariat will provide operational and organizational support to the Co-Chairs in the commission of their duties, including:

- outreach to the Advisory Committee and Knowledge Partners;
- organizing audio and video committee meetings;
- commissioning background research;
- facilitating travel;
- ensuring consistency among research outputs across research committees; and
- publishing final scoping reports.

The Secretariat is responsible for providing final approval of a scoping report in collaboration with the GGKP Steering Committee, which is made up of senior representatives from GGGI, the OECD, UNEP and the World Bank.

In addition, the Secretariat will coordinate the implementation of the “response road maps”, including outreach to donors and research groups.

Term

These Terms of Reference are effective for the duration of the research committee and until its dissolution unless otherwise amended by the GGKP Steering Committee.

Budget

The GGKP Secretariat will allocate a minimum budget of US\$15,000 to each research committee to facilitate its work.

Amendment, Modification or Variation

These Terms of Reference may be amended, varied, or modified in writing after consultation and agreement by the GGKP Secretariat and the GGKP Steering Committee.