

JAPAN NETWORK ADVISORY COMMITTEE TERMS OF REFERENCE

A. Introduction

The PRI Japan Network was launched in March 2010 in response to signatory demand for a local Japanese language platform. The PRI Japan Network provides implementation support for signatories and facilitates collaboration on a range of ESG issues as well as sending out the information on the local activities globally and vice versa

B. Objectives

The PRI Japan Network advisory committee will dedicate to an annual work plan for Japan network to bring signatories based in Japan collaboration and development opportunities in ESG practices, aligning with PRI strategic plan. Furthermore, the advisory committee will also work together with the local working groups and PRI Japan Network in expanding ESG market and improving the ESG relevant regulations.

C. Responsibilities

PRI Executive

The PRI Executive commits to:

- Providing expertise from either internal or external sources, convening, facilitating and co-creating with signatories.
- Work with the advisory committee by coordinating meetings, providing agendas, producing meeting minutes, outcomes, publications etc.;
- Provide support in the form of background research and presentation slides to any advisory committee members who are speaking at events where the work of the PRI is mentioned;
- Provide support in the form of background research and pitching material for advisory committee members who are undertaking outreach and engagement activities on behalf of the PRI.

Advisory committee chair

The advisory committee chair commits to:

- Designate enough time to fulfil work stream / local network goals;
- Provide the Executive with guidance and working with the Executive to provide leadership to the advisory committee as needed.

Advisory committee members

Advisory committee members are expected to act in an advisory role to the PRI Executive.

Members of the advisory committee agree to commit sufficient time to promoting and overseeing the work stream/local network.

Typical responsibilities may include, but are not limited to:

- A minimum of three conference calls/meetings per year, between one and two hours duration;
- Regular guidance/feedback to the Executive on relevant issues. This may include providing advice/feedback on outputs such as publications and toolkits;

- Voluntary speaking commitments on behalf of PRI. The Executive can provide support in the form of background research and presentation slides; and
- Outreach and engagement with peers on behalf of PRI. The Executive can provide support in the form of background research and pitching material.

All advisory committee members are welcome to undertake additional work, for example, drafting documents if their schedules enable them to do so.

D. Action plan and time line

An action plan with suggested time frames and milestones will be established at the first advisory committee meeting of each year. The plan should be evaluated during the last meeting of each year.

E. Reporting requirements

The group will report every [quarter] on the signatory website its activities.

F. Contact

If you are interested in understanding more about the Japan network advisory committee, please contact Michiyo Morisawa (michiyo.morisawa@unpri.org).