

# FIXED INCOME ADVISORY COMMITTEE: TERMS OF REFERENCE 2017

---

## INTRODUCTION

The PRI's signatories are its greatest strength. Advisory committees (formerly known as 'steering committees') and working groups (together known as 'signatory groups') provide opportunities for signatories to convene, share knowledge and collaborate for change and impact. Through work with signatory groups, the PRI Executive ('Executive') aims to deliver practical, action-oriented research, tools, events and support to signatories around the world.

This document is a terms of reference for the PRI Fixed Income Advisory Committee (FIAC). The Executive establishes advisory committees to oversee each of its work streams. As with all PRI committees, the FIAC is made up of representatives from signatory organisations and the Executive.

The broad objectives of the FIAC are to:

- Advise on work stream strategy including goals and objectives for the work stream as a whole, and for on-going and distinct projects
- Oversee activities within the work stream including sub-committee work on the PRI Reporting Framework, stakeholder outreach and creating best practice implementation guidance
- Help the Executive to deliver on its fixed income objectives where possible

## ROLE OF THE ADVISORY COMMITTEE

The FIAC will advise the Executive on overarching goals and objectives at the start of each strategic review – roughly every three to four years.

All work stream objectives should be specific, measurable, achievable, relevant, and time-bounded. Suggested objectives for the next strategic phase of the work stream include:

- Raise awareness and understanding of responsible investment among mainstream capital market stakeholders such as research, portfolio management and risk practitioners
- Help fixed income investors to develop robust processes for implementing the Principles with particular focus on incorporating ESG in investment decisions, investor stewardship and reporting practices
- Identify and share examples of best practice and thought leadership among PRI signatories
- Engage with credit rating agencies and other non-investor stakeholders on ESG integration

## ADVISORY COMMITTEE MEMBERS (AS OF MARCH 2017)

Name	Organisation	HQ country	Signatory type*	Joined FI AC
Adam Kirkman	AMP Capital	Australia	IM	Jan 2013
Doris Kramer & Marion Marinov	KfW Bankengruppe	Germany	AO	Jan 2013
Michael Salvatico	MSCI	USA	SP	Jan 2013
Bram Bos	NN Investment Partners	Netherlands	IM	Jan 2016
Kwame Anochie & Alex Struc	PIMCO	USA	IM	Jan 2016
Florian Sommer	Union Investment	Germany	IM	Jan 2013
Alex Neve	Univest Company (Unilever Pension Funds)	Netherlands	AO	Sep 2014
Phil Strano & Adam Scully	Victorian Funds Management Corporation	Australia	AO	Jan 2016
Malcolm (Mac) Ryerse	Columbia Management Investment Advisers, LLC	USA	IM	Jan 2017
Manuel Canas	Colonial First State Global Asset Management (including First State Investments)	UK	IM	Jan 2017
Simon Beeny	HESTA Super Fund	Australia	AO	Jan 2017
Phil Bauer	Pavilion Advisory Group / Pavilion Alternatives Group	USA	SP	Mar 2017

\* AO – Asset Owner, IM – Investment Manager, SP – Service Provider

## NOTES ON MEMBERSHIP

### Target composition and tenure

- Target composition is 10-14 member organisations
- The FIAC should comprise an even balance of AOs and IMs, and no more than two non-investor organisations (e.g. SPs)
- Asset owners are appointed for a three year term
- Investment managers are appointed for a two year term

- Members have the option to step down at the end of each year
- Members cannot serve two consecutive terms. They may re-apply after two calendar years
- In cases where members are replaced by a colleague, terms relate to the organisation rather than the individual
- The term of the Chair is typically between one and three years. The maximum tenure for a signatory organisation to sit on the FIAC, including a term as Chair, is five years. The Chair is appointed at the start of the calendar year. All members are entitled to submit their names for consideration, however the Executive retains the right to choose the Chair at its discretion based on the skills and experience required for the role.
- The Executive will review the FIAC composition annually, keeping in mind that there should be some degree of continuity from year to year

### **Appointing members**

- The Executive will publicise membership opportunities as they arise, including the criteria for appointment of members and timelines. This will be done via the fixed income and general PRI newsletters for a minimum of four weeks
- The Executive aims for reasonable diversity in terms of the scale, region and type of member organisations and a range of skills among individual members
- The Executive has the discretion to accept two representatives from an organisation to sit on the FIAC; in which case, dual representation should offer complementary strengths from the two individuals rather than a duplication
- Representatives should hold relatively senior management positions within their organisation
- Member organisations will be selected on the strength and engagement of their representative. FIAC members will ideally have demonstrated proactive interest/a history of activity within the FI work stream, leadership in responsible investment (including connections with FI associations and other relevant industry associations).

## **RESPONSIBILITIES**

### **PRI Executive**

The Executive is represented on the FIAC by the manager of the Fixed Income Work Stream who sits in the PRI Investment Practices team. Annual FI work stream objectives are translated into KPIs which the work stream manager is appraised against through an annual performance review. The Executive is committed to ensuring the FI work stream has the appropriate resourcing and capacity. The Executive provides senior oversight of the FI work stream; work stream activities are monitored by the Head of Investment Practices and reported directly to PRI senior management.

The PRI Executive commits to:

- convening, administering and facilitating FIAC meetings and activities; keeping the FIAC members updated on FI work stream activities between meetings
- providing expertise from either internal or external sources, convening, facilitating and co-creating with signatories
- supporting FIAC members by providing background research and pitching material for outreach and engagement activities on behalf of the PRI
- developing the FI work stream action plan for consensus at the first meeting of each year
- managing and delivering FI work stream outputs; setting out the guidelines for the operations of a project, including the establishment of a dedicated working group if required

- coordinating communication on the activities of the FI work stream to signatories and the PRI Board; quarterly reporting on FIAC activities through the PRI signatory portal, publishing FIAC meeting minutes once approved by the FIAC, keeping all references to FIAC membership updated on the PRI signatory portal
- managing communication flow with working group and sub-committees and PRI regional networks on their FI activity and ensuring alignment with FI work stream objectives
- overseeing FIAC composition: reviewing commitment and tenure, managing the application process for open positions

### **Advisory committee chair**

The advisory committee chair commits to:

- designate enough time to fulfil work stream / local network goals
- work with the Executive to provide leadership to the advisory committee as needed
- monthly one-hour meetings with the PRI Executive (in person or by phone) to discuss work stream progress
- provide the Executive with guidance on overarching strategy
- attend and chair quarterly FIAC meetings (by phone)

### **Advisory committee members**

Advisory committee members are expected to act in an advisory role to the PRI Executive. Members 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.
- 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 and participating in sub-committees or working groups if their schedules enable them to do so

## **ACTION PLAN AND TIMELINE**

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

## **REPORTING REQUIREMENTS**

The group will report on its activities every quarter on the signatory-only section of the PRI website. The Executive will post FIAC meeting minutes as a minimum requirement to fulfil this requirement.

## CODE OF CONDUCT, CONFIDENTIALITY AND PUBLIC COMMUNICATIONS PROTOCOL

- FIAC meetings should proceed only if a majority of members can attend (in person and/or on the phone). Due to regional time differences, separate calls may on occasion be held with members unable to join the meetings.
- The proactive involvement of signatories is important to the success of the group. The Executive may cancel individual signatories' participation and invite other interested signatories to participate if the required level of commitment is not demonstrated.
- Signatories must refrain from using these forums for explicit commercial purposes and should focus on furthering the goals and objectives of the FI work stream. Failure to meet these requirements may also lead the Executive to cancel signatory participation.
- Advisory Committee members are welcome to advertise their participation in other forums such as LinkedIn

## CONTACT

If you would like to learn more about the FIAC, please contact [fi@unpri.org](mailto:fi@unpri.org) or the work stream manager or project manager.

Anna Georgieva, Manager, Investment Practices - Fixed Income

Email [anna.georgieva@unpri.org](mailto:anna.georgieva@unpri.org)

DDI +44 (0)20 3714 3203

Archie Beeching, Senior Manager, Investment Practices - Fixed Income & Infrastructure

Email [archie.beeching@unpri.org](mailto:archie.beeching@unpri.org)

DDI +44 (0)20 3714 3167