

Europarc / Eurosite Organisation Development Committee Terms of Reference

Purpose and Context

1. The purpose of the Organisation Development Committee (ODC) is to establish a single European Nature Protection Network Organisation by 1st January 2014 recognising that this network, its legal and governance structures and operational structures may itself be a step in the organisational development toward implementing the final preferred vision, the context for which the 'Network for Nature' document.
2. The Europarc Council has identified that the option of establishing a single network organisation by the objective start date, with most likelihood of delivery within the target timetable, and with least risk, is to build a new governance and organisational structure on the current legal platform of the Europarc Federation. However, the ODC is committed to investigating existing legal constraints and opportunities of both founder organisations, and for a new organisation.
3. The objectives established in this terms of reference for the ODC set out a requirement to ensure delivery of a single network by 1 January 2014, and development of forward plans- in consultation with members- for further change in structures, legal basis of operations, governance and location(s).
4. The ODC will produce a timetabled project plan for delivery of the objectives set out in this Terms of Reference Document.

Composition and Governance

The members of the ODC are;

Andrew Batchell (EPARC/site)
Anita Prosser(EPARC/site)
Eric Baird(EPARC)
Harry Koenders(EPARC/site)
Marian Jager Woltgens(EPARC)
Yves Verilhac(Esite)

5. ODC members shall agree one of their number to lead or chair each meeting. The lead or chair of the meeting may be undertaken by the same ODC member at each meeting, or may rotate between members.
6. The Board and Council of the existing networks shall agree the detailed project plan for the formation of a single network.
7. The Board and Council of the existing networks shall delegate authority to their representatives on the ODC to take whatever operational decisions are necessary to deliver the agreed activities set out in the project plan, and, through this work, to deliver agreed project targets.

8. The individual members of the ODC are expected to network with the respective boards/councils of EUROPARC/Eurosite, but as individuals are expected to act within the bounds of the constitutions of Eurosite and EUROPARC

Exclusions.

9. The ODC is not required to work on wind up arrangements for existing networks.-

Objectives

10. To establish a single, operational network organisation by January 2014,
11. Establishing an agreed vision for the structure and operation for the single Organisation.
12. To develop and implement agreed action plans to achieve changes in financial, staffing, legal and governance arrangements
13. Deliver a single strategy from a single budget and staff group and led by a single governance structure.
14. Produce papers and recommendations for both existing networks' General Assemblies
15. If practical considerations do not allow for the establishment of the single network by 1 January 2014, the OCD will produce a project plan for the longer term implementation of a single organisation
16. Further objectives may be added to these terms of reference by agreed resolution of both EUROPARC council and Eurosite Board.

Targets

17. Review and seek independent legal advice, financial and organisational development material and confirm a recommended option for delivery of a single member network by 1 January 2014.
18. Establish and implement a timetabled project plan for delivery of the objectives set out in this Terms of Reference Document.
19. Consider feedback from the Board and Council of Eurosite and Europarc and members, where the agreed, achievable results by 1 January 2014 diverge from the agreed vision for the new network, establish a timetabled project plan for delivery of the network vision beyond 1 January 2014.
20. Establish agreed and timed project plans to develop all governance, financial, staffing operational and legal aspects of a single network by 1 Jan 2014.
21. Following agreement of these project plans, deliver agreed project plan actions, with stages signed off by both EUROPARC Council and Eurosite Board.

22. Provide regular written project delivery updates to Europarc Council and Eurosite Board, in a form suitable for subsequent publication on websites to maintain communication on process with members.
23. To provide a full briefing to both Presidents within 24 hours of each ODC meeting.- Some of us will just be getting home by then- suggest 48hrs- gives us enough time to revise/agree but not so much we dither.
24. Submit draft General Assembly papers and resolutions for joint approval by both current networks by 15th August 2013