



UN Global Compact Network UK Advisory Group Terms of Reference

Advisory Group membership requires a strong commitment to the Ten Principles of the UN Global Compact and the mission of the UN Global Compact Network UK to turn global momentum on sustainability into practical local action.

Advisory Group members are expected to actively support the Network's strategic plan, programme of activity, and membership growth ambitions.

Advisory Group members are expected to abide by the [UN Global Compact Values & Behaviours Model](#).

1. Aims of the Global Compact Network UK

The UN Global Compact Network UK provides a focal point for the UN Global Compact in the UK and seeks to increase the number of signatories from the UK.

We promote practical sustainability leadership, through inspiring business ambition, enabling action that delivers sustainable growth, and actively shaping the responsible business environment to create a world we want to live and do business in.

We will do so through activities under our three strategic pillars:

1. Inspiring Business ambition to deliver the Global Goals
2. Enabling practical action that delivers sustainable business growth
3. Shaping a responsible business environment

2. Role of the Advisory Group

The Advisory Group provides strategic guidance to the Network Chair, Board of Trustees, and Network Secretariat on issues including, but not limited to, the Network's thematic priorities, programme of activity, recruitment efforts, and fee structure.

While the Advisory Group is an important component of the Network's governance model, it does not have legal standing. Group members do not have a formal fiduciary duty to Network members or exposure to any personal liability with regard to the Network.

3. Responsibilities

It is required that Advisory Group members will:

- Complete the Onboarding, Governance, and Financial Management Modules in the UNGC's Local Network Accelerator learning platform.
- Participate in person or by phone in at least half of the scheduled Advisory Group meetings and teleconferences within a 12-month period.

It is expected that Advisory Group members will:

- Attend the Network Annual General Meeting;
- Participate actively in the Network's regular programme of activity;
- Respond promptly to AG-related emails from the Network Secretariat;
- Promote the UN Global Compact and UN Global Compact Network UK within their sphere of influence, actively supporting the Network's recruitment efforts;

- Support the onboarding of new Network members by acting as a “buddy”. This will entail being available for occasional telephone calls;
- Support the Network in creating “content” by making themselves available for an interview discussing the value they get from UNGC.

4. Membership

The Advisory Group will consist of up to 20 individuals, including the Network Chair and Board of Trustees. AG members serve in a personal capacity but must be employed by an organisation that is a member of the UN Global Compact Network UK.

To ensure a diverse range of opinions and that all types of Network member are represented on the AG, membership in the AG should include representatives from at least 2 LEAD companies, 3-6 large companies, 2-4 medium-sized companies, 2 small companies and 3 non-business participants i.e. academic, NGO, business association, etc.

The Network Secretariat will maintain a skills matrix for the Advisory Group to ensure an appropriate range of skills and knowledge are represented. Industry sector diversity will also be sought.

When the Network Board decides to fill a vacancy on the AG, there will be an open call to the Network membership seeking expressions of interest in joining the AG. This call may refer to specific member types, skills or industry sectors that are being sought to address under-representation in the AG.

Before a list of nominations is finalised and presented to the Network Board, the Network Secretariat will inform UN Global Compact HQ, allowing them to check whether it has engaged with any of the candidates under its Integrity Measures, and to make this known to the Network in due time.

All qualified candidates will be considered by the Board. The Board will make appointments with reference to the skills matrix, the current make-up of the AG, and candidates’ level of engagement in UN Global Compact activities both in the UK and abroad.

Preference will be given to representatives from companies that have joined UN Global Compact at the Participant Engagement Tier.

5. Meetings

The Advisory Group will normally convene for 90-minute teleconferences in January, June, October, and December. The Secretariat will aim to facilitate face-to-face meetings where possible.

There is a possibility that “emergency” meetings could be called, but normally urgent matters will be addressed with email.

Teleconferences/meetings will be convened at the request of the Network Chair, though any AG participant may apply to the Chair to convene a teleconference/meeting.

The Network Secretariat will strive to schedule teleconferences to maximise participation by providing as much notice as possible and consulting members on their availability.

If an Advisory Group member cannot join a scheduled teleconference or face-to-face meeting, it is not possible to nominate someone else from their organisation. The aim of these meetings is to have a focus-driven Advisory Group in a trusted forum where a change of people may distract from this aim.

The Network Secretariat will send AG members copies of the minutes to review at their earliest convenience.

6. Term & Dismissal

There is no term limit on membership in the AG. However, the Board will conduct an annual review of AG membership. Members may be asked to step down or be removed from the AG at the discretion of the Network Board.

Reasons for dismissal could include inactivity, a need to diversify the AG, a recommendation from UN Global Compact HQ, or any other reason the Board deems appropriate.

7. Chair

The Advisory Group is Chaired by the Network Chair. In his/her absence, the Network Secretariat will ask another member of the Board of Trustees to act as Chair. Failing that, the longest serving AG member present will be asked to Chair.

8. Decision-making

The AG is not intended to be a decision-making body, but rather a forum for discussion and sharing of views.

When a decision is required, consensus will be sought. If consensus cannot be achieved the Advisory Group will defer to the Board of Trustees. On such occasions, the Board of Trustees quorum rules will apply. The quorum rules are provided in the Board of Trustees TOR.

The AG cannot commit the use of the Network's financial and human resources without approval from the Board of Trustees.

9. Minutes

The Network Secretariat will take minutes of AG meetings and the minutes shall be approved via email to avoid taking time at subsequent meetings. Minutes will be kept and stored in accordance with the Network's practice.