

The International Partnership for the Satoyama Initiative

OPERATIONAL GUIDELINES

Preamble

The Charter of the International Partnership for the Satoyama Initiative (IPSI) is the fundamental basis of the IPSI Operational Guidelines. The present IPSI Operational Guidelines document is subordinate to the IPSI Charter.

Chapter 1 – Membership

- 1.1 Application for membership shall be submitted to the IPSI Secretariat (referred to in Chapter 4), stating the applicant's intention to become a member organization (hereinafter "member") and describing expertise or their activities involving socio-ecological production landscapes and seascapes (SEPLS). Applications shall be submitted using the Application Form for IPSI.
- 1.2 A new member organization is required to contribute at least one case study report on one or more SEPLS or other relevant materials in accordance with the Case Study Guidelines within six months after its entry into IPSI, to demonstrate and share its activities in relation to SEPLS.
- 1.3 Acceptance of membership to IPSI shall be decided by the Steering Committee based on Chapter 1.1 and criteria set by the Steering Committee. Any application for membership shall be transmitted by the Secretariat to the Steering Committee prior to the meeting of the Steering Committee.
- 1.4 Membership shall be effective until either the member withdraws its membership of its own accord, or in case of discontinuation of membership according to Chapters 1.5 and 1.6.
- 1.5 Any member can choose to withdraw its membership with notification provided in writing to the Secretariat. In such cases, the Secretariat shall report the withdrawal to the Steering Committee.
- 1.6 A member may be considered for discontinuation of membership at the discretion of the Steering Committee after a review process pending the consent of the General Assembly. The Steering Committee shall also have the authority to suspend membership pending review by the General Assembly in case of a member organization's actions in serious conflict with the vision and purpose of IPSI.
- 1.7 Membership implies the understanding and agreement that participation and endorsement of IPSI activities are carried out as the member's own responsibility and that membership does not express, in any way whatsoever, endorsement by IPSI of the member's activities, except for those described in Chapter 5.4.

Chapter 2 –General Assembly

- 2.1 The IPSI General Assembly shall be attended by the representative(s) of member organizations.
- 2.2 The IPSI General Assembly shall also receive reports of the Steering Committee and take decisions if sought and deemed necessary by the Steering Committee.

- 2.3 Reaching decisions at the IPSI General Assembly shall be based on consensus in principle. However, in the event of difficulties in deciding a matter based on consensus, voting can be undertaken to make a decision. A two-thirds majority shall be required for matters regarding the IPSI Charter, and a simple majority for all other matters.

Chapter 3 – Steering Committee

- 3.1 The Steering Committee shall (1) review and provide directions on the operation of IPSI activities, (2) make decisions on its own initiative and/or in response to the request from the General Assembly, (3) review and approve membership applications as provided in Chapter 1, (4) provide recommendations for consideration by the General Assembly, (5) give guidance to the IPSI Secretariat, and (6) catalyze partnership building and resource mobilization for IPSI.
- 3.2 Decisions at Steering Committee meetings shall be made in principle on the basis of consensus to the extent possible. However, in the event of difficulties in reaching consensus, voting can be done to make decisions, and a simple majority shall be required.
- 3.3 The Steering Committee shall be composed of at least 11 and not more than 22 representatives from IPSI members. Steering Committee members shall serve two IPSI General Assembly terms which shall be renewable. Rotation of Steering Committee members shall be encouraged in principle.
- 3.4 The Steering Committee members will be selected from among IPSI members, taking into account the balance of organization types and geographical regions.
- 3.5 In the selection of the Steering Committee members by the IPSI General Assembly, priority shall be accorded to those members that have (1) substantive activities related to the Satoyama Initiative, as well as Collaborative Activities of IPSI, (2) strong links to national/sub-national and regional partnerships, (3) capacity to actively participate in the operation of IPSI as the Steering Committee members, and (4) ability to identify and develop potential windows and mechanisms to finance the implementation of IPSI-related projects and activities.
- 3.6 The Steering Committee shall elect its Chair from its members to serve two IPSI General Assembly terms which shall be renewable.
- 3.7 The Steering Committee Chair may nominate Vice-chair(s) as he or she deems necessary.
- 3.8 The Steering Committee Chair shall have the authority to appoint sub-committee(s) for specific purposes or tasks as he or she deems necessary, subject to the approval of the Steering Committee at large.
- 3.9 The Steering Committee shall endeavor to hold at least one face-to-face meeting each year, and also interact through e-mails and other means on a regular basis.

Chapter 4 – Secretariat

- 4.1 The United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS) shall serve as the Secretariat of IPSI. Relocation of the Secretariat to another member organization may be made upon agreement to do so and upon approval at the IPSI General Assembly.
- 4.2 The Secretariat shall be responsible for (1) the preparation, coordination and arrangement of IPSI General Assembly and Steering Committee meetings, and any other relevant IPSI-related activities, (2) receiving new membership applications and liaising with IPSI members and other

stakeholders in general, (3) facilitating IPSI Collaborative Activities, (4) carrying out awareness-raising and public outreach activities and facilitating knowledge-sharing activities, (5) establishing and managing the portal site of IPSI, and (6) in close collaboration with IPSI members, facilitating partnership-building including resource mobilization for its activities and the activities of IPSI.

4.3 All official communications on behalf of IPSI shall be handled by the Secretariat.

Chapter 5 – Activities

- 5.1 Members shall acknowledge that a wide range of ongoing or planned activities can provide common ground with IPSI.
- 5.2 IPSI activities shall in principle be in accordance with priorities identified in the IPSI Strategy and Plan of Action.
- 5.3 Members shall be encouraged to enhance IPSI's outreach through use of the Satoyama Initiative logo in knowledge and communications materials, including online and printed publications and at events, in accordance with the Satoyama Initiative Logo Guidelines.
- 5.4 IPSI Collaborative Activities are the activities that shall be undertaken by more than one IPSI member and constitute an important part of IPSI activities with the purpose of fostering collaboration within the IPSI membership and implementing the IPSI Strategy and Plan of Action. The IPSI Collaborative Activities shall be developed and implemented with the endorsement of the Steering Committee in accordance with the Collaborative Activity Guidelines. Resource mobilization for IPSI collaborative activities shall be the responsibility of the implementing members in principle.
- 5.5 IPSI will also build on and promote synergies with ongoing and planned activities of the members, relevant to IPSI purposes and activities. Members shall provide inputs on the activities and lessons learned and acknowledge IPSI's contribution where appropriate.
- 5.6 IPSI shall regularly convene a Global Conference, which shall be composed of meetings of the General Assembly and its associated Steering Committee, and a Public Forum.
- 5.7 The Public Forum will be attended by all interested stakeholders, (1) to strengthen collaboration and synergies among members as well as between the Satoyama Initiative and other relevant initiatives and programmes, and (2) to enhance understanding and raise awareness of the importance of SEPLS.
- 5.8 This Chapter does not impose any binding limits upon individual members' mandates or activities.

Chapter 6 – Resource Mobilization

- 6.1 Members shall strive to mobilize resources to undertake their activities in the context of IPSI.
- 6.2 Members shall pursue the financing of their activities under the existing financing mechanisms and programmes while exploring new financing mechanisms.

Chapter 7 - Acceptance, Entry into Force, Amendment and Interpretation

- 7.1 Acceptance of these Operational Guidelines shall be expressed when the application for joining IPSI is submitted.
- 7.2 The present Operational Guidelines shall take effect on 4 October 2014.
- 7.3 Amendments to the present Operational Guidelines may be made by the IPSI Steering Committee, except for the provisions of Chapter 2 – IPSI General Assembly and Chapter 3 – Steering Committee, which shall require a decision of the IPSI General Assembly for amendment.
- 7.4 Interpretation of any provision of the present Operational Guidelines shall be a matter for the Steering Committee and the Secretariat on behalf of the General Assembly.