



PROVISIONAL AGENDA
Financial Resources Working Group (FRWG)
5 October 2023 | 8:30 – 10.30 (GMT+8)

INFORMATION

Contact Person:

CTI-CFF Regional Secretariat

Dr. Mohd Kushairi Mohd Rajuddin

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OBJECTIVES

CFA/WCS elaboration on the Regional Conservation Trust Fund as tasked by the FRWG Meeting on 29 August 2023

FRWG MEETING AGENDA				
NO	ACTIVITY/TOPIC	TIME	FACILITATOR	REMARKS
	Log-in/ Technical Check	8:00 AM– 8:30 AM	Regional Secretariat	RS facilitates log-in/ technical check /registration
1	Welcome Remarks	8:30 AM-8:35AM	RS ED	
	Opening Remarks	8.35 AM - 8:45 AM	FRWG Chair	
	Introduction of Participants	8.35 AM - 8:45 AM	FRWG Chair	
2	Adoption of the Provisional Agenda	8:45 AM- 8:50 AM	Chair/RS	Chair facilitates the adoption of the provisional Agenda for the FRWG meeting
3	CFA/WCS elaboration on the Regional Conservation Trust Fund : <ul style="list-style-type: none"> - Trust Fund Name - Recruiting Process of CEO Trust Fund - Trust Fund Governance Structure (e.g Advisory Board, Grant Committee) - Legal and Tax of the Fund - Logo and Branding 	8:50 AM -10:20 AM	Chair	The Chair invites WCS/CFA to present.

4	Closing	10:20 AM -10:30 AM	<ul style="list-style-type: none">• FRWG Chair• RS ED	
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**CORAL TRIANGLE
INITIATIVE**
ON CORAL REEFS, FISHERIES
AND FOOD SECURITY



Coral Triangle Conservation Fund (CTCF)

TOR for CTCF Advisory Group (AG)

The CTI-CFF is seeking to design, structure and capitalize a Coral Triangle Conservation Fund (CTCF) to finance programs and projects that support the mission of the CTI-CFF. Conservation Trust Funds (CTFs) are private, legally independent institutions that provide sustainable financing for biodiversity conservation. The core business of CTFs is to mobilize resources from diverse sources – including international donors, national governments and the private sector – and to direct them, primarily through grants, to a diverse range of environmental programs and projects through non-governmental organizations (NGOs), community based-organizations and governmental agencies (such as national parks agencies). The CTCF will seek to generate, manage and deploy financial resources towards the CTI-CFF's RPOA2.0 and future CTI-CFF initiatives.

The CTCF Advisory Group (AG) is an informal committee of stakeholders and subject matter experts who provide the CEO and Board of the CTCF with input and expertise on an ad hoc basis.

Advisory Group members may be consulted individually or collectively for their input on specific topics related to the CTCF.

The AG will meet 2 times per year as a group. The members of the AG will also be solicited for their input via emails, phone calls, shared documents/request for comments, and occasionally surveys.

The AG performance a consultative role, rather than a governance role.

Membership in the AG will be by invitation of the Board or CEO of the CTCF. There will be no fixed terms of service.

Topics on which the AG may be invited to provide input include, *inter alia*:

- Official name of the Fund
- Logo and branding
- Programmatic/grant-making strategy (ie “log frame”)
- Scientific and technical topics
- Social topics (including Indigenous People and Local Communities, social safeguards)
- Communication and outreach strategies
- Resource mobilization and funding opportunities

The creation of the AG coincides with the appointment of the Board and the dissolution of the Steering Committee. It functions as a natural successor to the Steering Committee that guided the initial design of the CTCF.

Coral Triangle Conservation Fund (CTCF)

Working Discussion Document

CTCF Board Governance – Excerpts

Board Committees

The Board of Directors can establish Board Committees and delegate certain Board responsibilities to these committees in support of the Board's activity.

Grants Committee

The Grants Committee will have the following Terms of Reference¹:

1. Assist the Secretariat to identify strategic priorities (for 5-year periods) for grantmaking, and formulate a preliminary 5-year strategic plan for approval by the Board of Directors.
2. Review ongoing and future grants to ensure consistency with the goals and objectives of the approved strategic plan; and evaluate the impact of the 5-year strategic plans, while formulating new priorities for grant-making and Board of Director endorsement.
3. Participate in the CTCF grant-making process by collectively reviewing grant applications, and ensuring proposed project activities address the mission, goals and objectives of the CTCF as mandated by its founding documents and subsequent strategic plans. Grant applications that are screened through this review process will be submitted to the Board of Directors for funding decisions.
4. Collectively evaluate completed projects, based on annual progress reports and the project final reports submitted by grantees at the end of the project period.
5. The Grants Committee will be co-chaired by the Chairperson of the Financial Resources Working Group (FRWG) and a Board member appointed by majority from the Board of Directors.
6. The Grants Committee will establish "Rules of Procedure" for all official decisions and recommendations to be passed to the Board for approval.

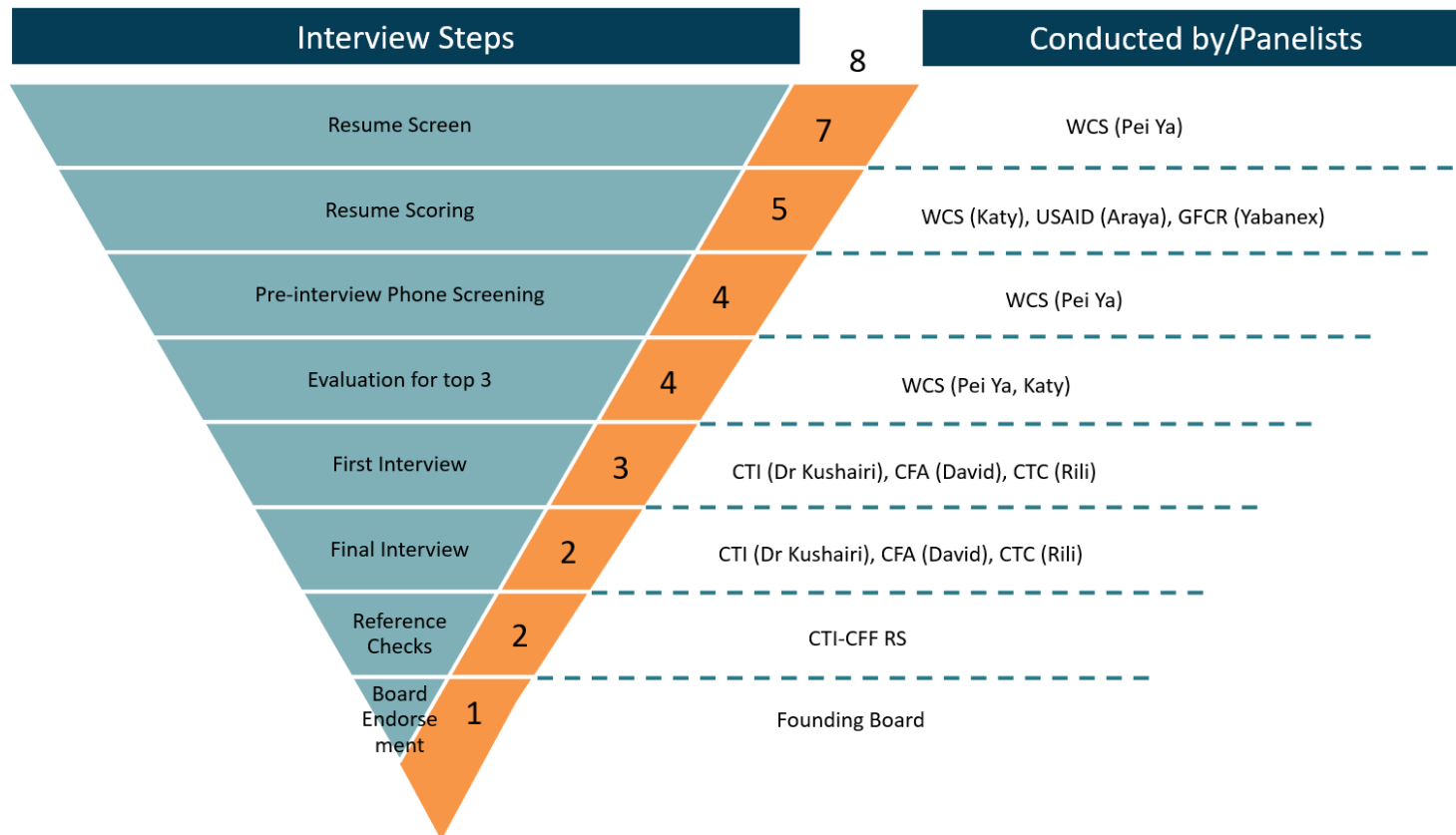
Note: The ongoing work of the FRWG for the CTI-CFF will be additional to the work of the FRWG in their role as members of the Grants Committee.

Composition of the Grants Committee will be the following:

- CTI-CFF Financial Resources Working Group (FRWG).
- One or more members of the Board of Directors
- One or more external scientific experts as desired by the Grants Committee. External experts will be nominated by the Grants Committee or the Board and will be approved by the Board.

¹ Inspired from the Technical Advisory Committee of the Bhutan Trust Fund for Environmental Conservation

CTCF CEO Recruitment Process



The Coral Triangle Conservation Fund (CTCF) CEO hiring committee consisted of the following people:

- **Dr Mohd. Kushairi Bin Mohd Rajuddin**, Executive Director of CTI-CFF RS, Chair of Founding Board of CTCF
- **Dr David Meyers**, Executive Director of Conservation Finance Alliance, CTCF Technical team
- **Ms Rili Djohani**, Executive Director of Coral Triangle Centre, CTCF Founding Board member
- **Ms Kathryn Mattias**, previous WCS Global Conservation Finance Program Manager (left WCS on 21 July 2023), CTCF Technical team
- **Ms Pei Ya Boon**, WCS South-east Asia Archipelago Regional Conservation Finance Program Manager, CTCF Technical team
- **Ms Araya Poomsaringkarn**, Project Management Specialist USAID RDMA, CTCF Advisory Group member
- **Mr Yabanex Batista**, Deputy Head of Secretariat Global Fund for Coral Reefs, CTCF Advisory Group member

The hiring committee was split into two teams to ensure no bias in each part of the hiring process:

- **An evaluating team** will scored the resumes prior to interview:
 - Kathy, Pei Ya, Araya, Yabanex
- **An interview team** that conducted the full interview:
 - Dr Kushairi, David, Rili

The steps in the hiring process are as below.

No.	Steps	Dates	Description	Conducted by	Results
1	Job advertisement	1 March 2023 – 31 March 2023	Job advertisement was posted on CTI-CFF website on 1 March 2023, with application deadline of 31 March 2023	RS	8 persons applied. See CVs here
2	Resume screen	First week April 2023	Resume screen to eliminate anyone who is clearly not qualified	Pei Ya	1 candidate was eliminated = 7 candidates left
3	Evaluation against matrix	April to first week May 2023	Resume scoring	Katy, Araya, Yabanax	2 candidates were eliminated = 5 candidates left
4	Pre-interview phone screening	23 – 25 May 2023	Phone screen to confirm communication skills, find out salary expectations, and determine willingness to relocate, and notice period	Pei Ya	1 candidate was eliminated = 4 candidates left

5	Evaluation to decide top 3	Early June 2023	Choose top 3 (or more) from phone interview	Katy, Pei Ya	1 candidate was eliminated = 3 candidates left (Bill Marsden, Dr Yang Mee Eng, Mr Jerome Montemayor)
6	First panel interview of top 3	13-15 June 2023	Full panel interview	Dr Kushairi, David, Rili	All three candidates proceeded to final interview
7	Final panel interview of top 3	28 June, 6 July 2023	Candidates prepare and deliver a mock pitch to donors	Dr Kushairi, David, Rili. Evaluating team and Founding Board were invited but only Pei Ya and Araya could make it	Top choice: Bill Marsden 2 nd choice: Dr Yang Mee Eng Recordings of interviews as above (Note Mr Jerome's recording is together with Dr Yang's).
8	Background checks on top 2 (or 3)		Email references and international background check	RS	Completed for Bill Marsden, ongoing for Dr Yang Mee Eng after Bill declined role (see step 10 below)
9	Board endorsement	11 July 2023, 5 Sep 2023		Founding Board	<ul style="list-style-type: none"> • Founding Board was informed of top two candidate choices on 11 July 2023 during 2nd virtual Board meeting. • Board will be updated on status of CEO hiring on next meeting 5 Sep 2023.
10	Finalize offer to candidate			RS	<ul style="list-style-type: none"> • Bill Marsden declined offer on 27 July 2023 • On 8 Aug 2023, Dr Yang has verbally expressed interest to take up role. • Ongoing

Resume screening matrix and results, pre-interview questions and results and final interview questions can be seen [here](#).