

CHARTER OF THE WORK GROUP

MMSD PROJECT OBJECTIVES

- First, to assess global mining and minerals use in terms of the transition to sustainable development. This would cover the current contribution – both positive and negative – to economic prosperity, human well-being, ecosystem health and accountable decision-making, and the track record of past practice;
- Second, to identify how the services provided by the minerals’ system can be delivered in accordance with sustainable development in the future;
- Third, to propose key elements for follow-up on how to improve the minerals system; and
- Fourth – and crucial for long-term impact – to build platforms of analysis and engagement for ongoing cooperation and networking between all stakeholders.

1. Purpose

The Work Group is responsible for the day-to-day management of the Project.

The main functions of the Work Group are to:

- Prepare and carry out the Project in accordance with the timetable, budget, and Work Plan.
- Determine, based on the input of stakeholders - and under the overall guidance of the Assurance Group - the main activity themes, processes and structures of the Project.
- Identify research needs and conduct or contract out research.
- Coordinate stakeholder participation and consultation.
- Disseminate information about the Project and solicit feedback.
- Prepare for follow up of the Project’s outputs.
- Coordinate the Mining, Minerals and Sustainable Development (MMSD) regional partnerships.
- Compile information and data through the course of the Project in order to leave an information legacy.
- Produce the final Project report by 15 December 2001.

2. Composition of the Work Group

The Work Group is comprised of the Project Director, the Research Manager, the Assistant Project Manager, the Coordinator of Stakeholder Engagement, the

Communications and External Relations Executive, the Project Administrator, the Personal Assistant to the Project, the Administrative Assistant to the Project, and five research fellows.

The Project Director may appoint additional research fellows and staff in the regions, and contract consultants and other staff as necessary.

3. *Reporting Structure*

The MMSD Project is housed within the International Institute for Environment and Development (IIED), the organization contracted by the World Business Council for Sustainable Development (WBCSD) to manage the Project. The Project Director reports to the Executive Director of IIED and works within the IIED management framework. The Project Coordinator is responsible for overseeing delivery of the MMSD. The Project Director and the Work Group work in close cooperation with the Project Coordinator and report to the sponsors via the Project Coordinator.

The Work Group will engage with the Sponsors Group and the Assurance Group as set out in their respective Charters and herein. This will be recorded and made known. The Work Group will also cooperate with, and engage as stakeholders, other groups both within and without of the mining and minerals industry, NGOs, indigenous groups, labour groups, major international agencies, governments and all other elements of society with an interest in the Project.

4. *Tenure*

With the exception of the Assistant Project Manager, the Work Group members are on fixed-term contracts with IIED that end before May 2002. The details and terms of these contracts are available upon request.

5. *Transparency*

The Work Group will carry out its work in an open, consultative and equitable manner. The Work Group will make the results of its work, including outcomes of engagements with stakeholders, publicly available.

The operating budget, contracts and all other materials will be made available on the World Wide Web or provided upon request. The Project Director may decide to withhold information from disclosure if:

- Disclosure of the information would compromise the personal security of individuals or groups;
- The information is of a proprietary nature; or
- The information concerns Project personnel, subject to the provisions of paragraph 4.

6. *Communications*

The Work Group will respond to all requests for information in an expeditious manner. The basic Project documentation will be made available in English and, to the extent possible, in Spanish and French.

7. Stakeholder Engagement

The Work Group will consult with as many groups in society as possible when defining key issues for research and dialogue. The Work Group will encourage stakeholders with an interest in any stage of the mining, minerals, and metals lifecycles to participate and contribute to discussions on Project outcomes. The Work Group will encourage regional stakeholders to adapt regionally appropriate operating and governance structures for their regional processes and identify relevant research topics at the regional level.

The Work Group is responsible for ensuring that the regional processes operate in a transparent, equitable, consultative, inclusive, and timely manner.

8. Intellectual Property and Rights of Publication

The Work Group will respect the intellectual property rights and the copyright of all parties and commits to fairly acknowledge the contributions from these parties.

IIED and the WBCSD will jointly own copyright to the final Project report and use of the material will not be unreasonably withheld. In accordance with English charity law the report will be freely available to the public.

The Sponsors Group, the Assurance Group, and the Work Group will take all reasonable steps to issue a consensus final Project report. Subject to the provisions of Section 3, if in the sole judgement of IIED this is not possible and providing all conditions relating to performance in the contract dated 27 March 2000 between IIED and WBCSD have been met, IIED will have the right to publish its findings independently. These conditions include, *inter alia*, that an open process has been carried out with broad consideration of relevant views, that disputed matters of fact are represented in a balanced way and that no party's views are misrepresented. Any publication of the final Project report shall include sections presenting the views of the Assurance Group including any minority or reserve positions, and the Sponsors Group, respectively, on the MMSD process and project.

9. Conflict of Interest

Members of the Work Group must notify the Project Director, in writing, of any potential or actual conflict of interest between MMSD activities and their own interests. The Director shall bring this information to the attention of the Assurance Group who will decide whether the notifying Work Group Member should abstain from participating in any activity related to the potential or actual conflict.

10. Benefits

Other than through remuneration provided directly by IIED, members of the Work Group may not benefit personally from any Project activity including research, sponsorship, contracts, publications or other activities.

11. Termination

The contract of a Work Group member may be terminated pursuant to IIED procedures for any breach of contract or failure to perform their duties in accordance with their contract or the terms of the Work Group Charter.

12. Monitoring and Evaluation

The Work Group is responsible for ensuring that its work is carried out according to the terms of this Charter.

The Work Group will establish “mileposts” for the Project and will report regularly on their achievement to the Assurance Group and via the Project Coordinator to the Sponsors Group.

13. Amendments

The Work Group may propose and approve amendments to this Charter and may approve procedures for proposing and approving such amendments; provided, however, that any such amendments must also be approved by the Assurance Group and the Sponsors Group in order to be effective.