

**Appendix I: Template Board Subgroup Terms of Reference****UNESCO BIOSPHERE ISLE OF MAN BOARD  
NAME SUBGROUP TERMS OF REFERENCE****1. CONTEXT**

- 1.1. The **name** Subgroup (“the Subgroup”) of the UBIOM Board (“the Board”) has the roles and responsibilities set out in these Subgroup Terms of Reference.

**2. PURPOSE AND GOVERNANCE**

- 2.1. The Subgroup’s purpose is to:
- To be agreed on formation
- 2.2. The Subgroup will connect with the UBIOM Delivery Team as appropriate, keeping them informed of relevant information and decisions; the team should be invited to join meetings where their presence is useful and appropriate. The Biosphere IOM Coordinator (“the Coordinator”) will be included in the agreement of Subgroup Terms of Reference and any subsequent review.
- 2.3. The Subgroup is a permanent subgroup of the board **OR** will be in place include term e.g. until the completion of a specific piece of work, or specific date.
- 2.4. Decisions or proposals of the Subgroup must be put forward to the Board for final decision.
- 2.5. These Terms of Reference will be reviewed **annually** by the Subgroup; any amendments will be agreed by consensus. The Board must approve Subgroup Terms of Reference and any amendments.

**3. MEMBERSHIP**

- 3.1. The Subgroup’s membership will be:
- Name, position – role (Chair)
  - Name, position - role
  - Name, position - role
- 3.2. The Subgroup will appoint a Chair (“the Subgroup Chair”) on formation. In the absence of the designated Subgroup Chair, the remaining members will agree an acting Subgroup Chair.
- 3.3. Membership of the Subgroup will be reviewed **on an annual basis**; membership can be altered between annual reviews, if deemed appropriate and necessary by the Subgroup. Any changes to Subgroup membership must be agreed by the board.
- 3.4. Membership of the Subgroup shall cease:
- by agreement of Subgroup members; or
  - in the event of resignation by the member; or

- in the event that a Subgroup member who is a member of the board leaves the board; or
  - in the event of expulsion or termination by the decision of the Subgroup Chair, the Chair of the Board, or the Department of Environment, Food and Agriculture.
- 3.5. Where a member does not attend two meetings in a row or submit apologies **a week** in advance, the Subgroup may reallocate membership to another representative.

**4. MEETINGS AND MINUTES**

- 4.1. The Subgroup will meet frequency to be agreed on formation.
- 4.2. **Number** attendees are required for the meeting to be quorate.
- 4.3. The Subgroup may invite other parties to attend meetings as the agenda requires.
- 4.4. The Subgroup will minute its meetings.
- 4.5. The Subgroup will submit meeting summary reports and any Subgroup-specific items to be raised at the Board meeting to the Chair of the Board, secretariat, and Coordinator for inclusion in Board papers at least one week ahead of board meetings.
- 4.6. The Subgroup will agree action points and track progress at each meeting.

**5. CONFIDENTIALITY AND CONFLICTS OF INTEREST**

- 5.1. The Subgroup is part of the Board and will adhere to codes of conduct, principles, and acts as detailed in the Board Terms of Reference.
- 5.2. Any issues or disputes should be resolved internally where possible; where not possible, issues or disputes will be raised with the Chair of the Board in good time to minimise impact on the operation of the Subgroup and the Board. Where consensus on a resolution is not reached, the Chair of the Board will have the final decision.
- 5.3. Whilst transparency is important, there are circumstances in which confidentiality must be observed. Subgroup members must be sensitive to communication protocols and disclosures and confirm with the other Subgroup members the timing and nature of information to be shared collectively.
- 5.4. As per the Board Terms of Reference, Subgroup members should declare any potential conflict of interest at the first opportunity in line with the conflicts of interest policy.

**Version table**

<b>Version</b>	<b>Amendments</b>	<b>Accepted</b>
1.0	Original	Sep 2025