

Document Number 6.1	TITLE W+ Standard Coordinator Terms of Reference	
DOCUMENT MANAGER W+ Standard Coordinator		ORIGINAL DATE January 2017
APPROVAL W+ AC/Standard Committee	FILE LOCATION(S) W+/W+ Team, www.wplus.org	REVISION DATE 27 July 2017

W+ Standard Coordinator Terms of Reference

The W+ Standard Coordinator is accountable to both the WOCAN Executive Director and the W+ Advisory Council, and is responsible for:

W+ Standard Administration, including:

- Receiving Project Idea Notes, Program Design Documents, and other correspondence from Project Developers (Project Proponents) and managing that correspondence and communication.
- Planning for and conducting W+ Standard, Program Guide and other W+ Standard Program Document reviews, including;
 - notices of comment periods,
 - management of notice distributions/lists,
 - stakeholder outreach,
 - management and publication of comments received,
 - integration of comments,
 - publication of the W+ Standard and Program Documents to the W+ Website
 - communicating changes in the Standard to key parties impacted by such changes; verifiers, project implementers, etc. by way of direct email outreach, webinar briefings, and direct communications.
- Convening and facilitating the W+ Advisory Council, including;
 - Coordinating calls or meetings of the W+ Advisory Council (including the W+ Standard Sub-Committee) for purposes of:
 - Providing input on revisions of the W+ Standard and all related program documents (methodologies, program guides, templates, etc.)
 - Creating and reviewing the system for PDD reviews, including identifying, coordinating and communicating with PDD reviewers and project proponents
- Interaction with other Standards and Bodies
 - ISEAL – Ensure W+ Standard documents and all processes associated with W+ Standard administration follow ISEAL’s requirements
 - VCS, Gold Standard, Fair Trade, CDM, etc. – Serve as primary point of contact with other standards organizations to facilitate cooperation and coordination as appropriate.
- Promotion of the W+ Standard through -
 - Social and traditional media and the W+ Website
 - Contributing to WOCAN publications, events, funder and stakeholder outreach

The W+ Standard Coordinator shall possess knowledge of:

Document Number 6.1	TITLE W+ Standard Coordinator Terms of Reference	
DOCUMENT MANAGER W+ Standard Coordinator		ORIGINAL DATE January 2017
APPROVAL W+ AC/Standard Committee	FILE LOCATION(S) W+/W+ Team, www.wplus.org	REVISION DATE 27 July 2017

- The W+ Standard and associated Program Documents
- Standards and their implementation
- Program and project management
- Stakeholder engagement and group facilitation

The W+ Standard Coordinator shall be:

- Proficient in English, both written and spoken
- Able to utilize common software tools for data collection and analysis, contacts, presentations, website communications, email communications, social media and group calls or meetings.
- Have knowledge of markets, corporate demand and other sources of investment to support uptake of the W+ Standard and use of W+ units.

Revision History		
#	Date	Description
1	January 2017	Original
2	27 July 2017	Text additions and language clarifications to conform to other W+ program documents, based on input from AC members.
3		
4		