

TERMS OF REFERENCE

Sustainable Finance Education & Training Working Group

General Mandate & Objectives

The general mandate and aim of this working group are to cover and strengthen the sustainable finance skills and competences of Luxembourg's financial sector players to push sustainable finance. To fulfil its mandate, the working group will work towards achieving its first and second objectives as described below.

- **First objective** – Map and identify gaps and needs, and propose practical solutions to develop suitable sustainable finance-related education path/training:
 - Reflect on skills and knowledge gaps on sustainable finance within the Luxembourg financial sector and propose practical remedial actions.
 - Assess current training offering focusing on Luxembourg's key expertise and needs.
 - Identify key training or propose the development of new ones (by the LSFI or other organisations) based on current offering, analysed gaps, and observed demand, focusing on Luxembourg's key expertise and needs to support it further.
 - Look for synergies between different educational/training initiatives in the sustainable finance sphere.
 - Propose partnerships between the LSFI and Luxembourgish or foreign academic organisations/training institutions.
- **Second objective** – Promote sustainable finance-related trainings:
 - Suggest newly identified relevant trainings with regards to the sustainable finance courses listed on the LSFI website under its Take Action section.
 - Advice communication activities targeting the financial sector to help raise awareness of the importance of sustainable finance education.
- **On a regular basis** - Exchange of information:
 - Share information on the various sustainable finance-related education and training activities in Luxembourg and abroad, targeting both professionals and the wider public.

Note: the working group is not a marketing or advertising platform for any organisation.

Deliverables

Each conclusion and practical solution proposed by the working group members in line with the working group objectives will be supported by an outcome document (e.g., ppt slides, word documents guidelines, ...).

Membership

The working group aims to be composed of professionals with relevant experience and expertise in the field of sustainable finance and education who are willing to contribute actively and regularly to the objectives of this working group. These professionals have to be part of

an organisation which fully supports their attendance at the working group meetings. Working group members include representatives of the:

- Financial industry institutions.
- Financial industry associations.
- Supervisory or regulatory authorities.
- Think tanks, research, and SF education organisations.
- NGOs or civil society organisations.
- International organisations or governmental bodies.

Preferably, candidates should be based in Luxembourg to ensure regular attendance at the working group meetings. However, a candidate based outside Luxembourg with proven vested interests within the Luxembourg financial industry and adequate expertise could also apply and be considered.

Number of Members

The number of members will be limited to 10-12 persons to ensure efficiency in the discussions and ensure the working group's objectives are achieved.

Member Selection

The members are selected by the LSFI team and approved by the LSFI board based on the profile, experience, expertise, and availability of the applicant while ensuring a balanced representation of stakeholders. The selection of the members falls under the full and only discretion of the LSFI based on the above-mentioned criteria.

Selection and Role of the Chair

The LSFI will appoint a Chair (and if relevant Co-chair(s)) based on expertise, commitment to the topic and availability.

The Chair proposes an agenda to the working group, moderates and steers the discussions to ensure the delivery of practical and useful activities aligned with the working group's objectives.

The Chair will be invited to report on the working group's achievements and proposals to the LSFI Board and the LSFI Stakeholder Assembly.

Meeting Calendar

The working group is expected to start at the beginning of November 2022, during the weeks of 7 or 14 November. Considering the working group mandate and objectives, the working group is expected to deliver its first conclusions regarding its "First objective" by the end of April 2023.

Meeting Duration & Frequency

The working group is held regularly, and the meetings are expected to last from 1.5 to 2 hours. To cover the first objective, the working group will convene every 3-4 weeks. To cover the second objective, the working group will meet every 6-8 weeks.

The meetings calendar will be confirmed during the working group's first meeting.

Meeting Format

Ideally, the first meeting and the decisional meetings will be held in person. Besides that, most meetings will be held online for time efficiency purposes. However, if interaction with participants is needed, the chair might require holding them in person

Overall, the secretariat will try to accommodate members' availability and preferences, always considering the evolution of sanitary rules.

Required Attendance

The working group members are required to ensure their availability. Members of the working group can be excluded in case of persistent absence (3 excused or non-excused absences). We recommend applicants to carefully take into account the meeting calendar and frequency when applying to ensure their availability.

Process to become a member

Please send an email to the LSFI at info@lsfi.lu, attaching the filled-out **application form** (see attachment).

Application of interested members must be submitted not later than the 14 / 10 / 2022 at 19 hrs.

The working group call for members will be published on LSFI's website and promoted through the initiative's communication channels, as well as communicated by email to the members of the LSFI Stakeholder Assembly.

The final list of working group members will be made public on LSFI's website once the members have been selected.

Secretariat

The secretariat will be held by the LSFI.

The secretariat supports the working group from an organisational and administrative point of view. Its role is also to ensure the alignment of the working group with the objectives set out in the Terms of Reference.

In case you need additional information please contact: info@lsfi.lu

Sub-Workstreams

This working group is allowed to set up sub-working groups if extremely relevant for its purpose. The secretariat needs to approve the launch of any new sub-working group. If the sub-working group requires a call for new members, the LSFI will take charge of drafting the Terms of Reference, in collaboration with the Chair of the working group, and launching the call for applications. The meetings of these sub-working groups will be held within the same working group's timeline to support the umbrella working group's conclusions in due time.

Date of approval by LSFI's Board of directors: 13 / 09 / 2022