

# Terms of Reference: EDGE Advisory Board

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**Author:** EDGE Executive Operations and Management (EO&M) Team ([edge@ifc.org](mailto:edge@ifc.org)).

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## 1. Background and Purpose

EDGE (Excellence in Design for Greater Efficiencies) is a green building certification system developed by the International Finance Corporation (IFC), a member of the World Bank Group. The EDGE Green Buildings Advisory Board (hereinafter "the Advisory Board" or "AB") is established to provide strategic guidance, technical expertise, and independent perspective to EDGE Executive Operations and Management (EO&M) Team on matters relevant to the continuous improvement and global relevance of the EDGE program.

The Advisory Board brings together recognized professionals across a broad spectrum of disciplines related to sustainable buildings and the built environment, ensuring that EDGE's standards, tools, and outreach remain rigorous, inclusive, and aligned with evolving global practices.

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## 2. Membership

### **Selection:**

- Open to qualified individuals who apply on their own initiative
- Members are selected by the EDGE EO&M team based on expertise, experience, and geographic balance
- Applications may be submitted through direct channels or in response to an invitation to apply, contingent upon the selection process, application windows and board size.

### **Composition:**

- The Advisory Board consists of about 5 to 10 members, combining expertise in areas such as green buildings, finance, decarbonization, policy, and operations.

### **Term:**

- Standard term: 3 years with the possibility of extension.

### **Ending Membership:**

- Membership can be terminated either through the member's voluntary resignation or by a decision made by the EDGE EO&M team.
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## 3. Roles and Responsibilities

### 3.1 Advisory Board Members

Advisory Board members are expected to:

- Provide independent, practical input on key topics placed before the board
- Review selected documents, when requested
- Participate in board discussions organized by the EDGE EO&M team, having reviewed all distributed materials in advance
- Disclose any actual or potential conflicts of interest to the EDGE EO&M team
- Maintain strict confidentiality on all matters discussed during board meetings
- Disclose any conflicts of interest promptly and in accordance with Section 6.

### 3.2 EDGE Executive Operations and Management (EO&M) Team

The EO&M Team will:

- Convene board meetings and set agendas
  - Share relevant materials in advance
  - Facilitate discussions with the Advisory Board
  - Keep a record of any disclosures and actions relevant to the Advisory Board
  - Receiving and reviewing conflict of interest disclosures
  - Reviewing and updating these Terms of Reference as needed.
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## 4. Meetings and Attendance

- Up to 3 virtual board meetings per year
  - Board meetings are expected to last between one and two hours
  - Members are expected to attend at least one meeting per year, where possible.
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## 5. Formal Documentation Review

Occasionally, the EDGE Executive Operations and Management (EO&M) Team may request a formal review of documents, including protocols or revisions to user guides. Members are expected to provide feedback where feasible. Timelines will typically be around 1–2 weeks, but adjustments may be made as needed.

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## 6. Confidentiality and Conflicts of Interest

- Members should treat non-public materials and board-related discussions as confidential
- All potential conflicts of interest must be disclosed to the EDGE EO&M team. The EDGE EO&M team will review the situation and decide whether any action is required
- Where conflict of interest arises, the member may be asked to refrain from participating in the relevant discussion

- This obligation of confidentiality shall survive the termination or expiry of a member's term on the Advisory Board.
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## 7. Compensation

Advisory Board membership is voluntary with no financial compensation.

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## 8. Review and Updates

These Terms of Reference may be updated by the EDGE EO&M team as needed.

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## 9. Governing Framework

The Advisory Board operates under the policies and guidelines of the International Finance Corporation (IFC) and the broader World Bank Group. Nothing in these Terms of Reference shall be construed as creating an employment, consultancy, or contractual relationship between Advisory Board members and IFC or the World Bank Group.

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