

General Guidelines for Committees

I. Membership

1. The Committees shall consist of Board members and alternates.
2. The members of the Committees shall serve for a term of 1 year and shall be eligible to serve a maximum of two consecutive terms. Rotation of members will be made so as to ensure continuity.
3. If a member is not able to carry out her or his functions, or ceases to be a member, a new member shall be appointed by the Board for the remainder of the term.

II. Chairmanship

4. The Chair and Vice-Chair of the Board, in consultation with the Board, will nominate a Chair and a Vice-Chair for each Committee.
5. The Board shall elect the Chair and Vice-Chair of each Committee, with one being a member from an Annex I Party and the other being from a non-Annex I Party. The position of Chair and Vice-Chair shall alternate annually between a member from an Annex I Party and a member from a non-Annex I Party.
6. If the Chair or Vice-Chair is not able to carry out her or his functions, or ceases to be a member, a new Chair or Vice-Chair shall be appointed by the Board for the remainder of the term.

III. Accountability

7. The decisions and work plan of the Board shall clearly state the scope of the issues to be addressed by each Committee and determine which Committee bears primary responsibility on each matter.
8. The Committees shall forward any issues related to their mandate to the Board for discussion and decision-making.

IV. Operating procedures

9. The Committees shall be bound by their terms of reference as adopted by the Board, and these General Guidelines. The Board will revise the terms of reference and these General Guidelines as necessary, following the recommendations by the Committees.
10. The *Rules of Procedure of the Adaptation Fund Board* (the Rules of Procedure) shall apply *mutatis mutandi* to the meetings of the Committees.

11. The Committees shall convene their meetings as decided by the Board, and shall meet simultaneously and back to back to the Board meetings.
12. The Committee meetings will be closed, unless otherwise decided by the Board.
13. The working language of the Committees shall be English.
14. The Secretariat will establish a secure link for each Committee on the Fund website to facilitate the above consultations and to provide Board members with access to the working documents of the Committees.
15. The Chairs of the Committees shall endeavor to reach consensus regarding proposed recommendations to the Board. In circumstances where a Committee cannot reach consensus, it shall forward the different views of the members to the Board.
16. The recommendations of the Committees shall be made publicly available, unless otherwise decided by the Board.
17. The Committees shall report annually to the Board on their performance, including meeting attendance and effectiveness.

V. Experts

18. The Committees, in consultation with the Board Chair, may require assistance and/or advice from experts in the performance of their functions;
19. The Board shall approve terms of reference for the experts, including a mechanism for reporting to the Committee and the criteria for selection.
20. The secretariat will issue a call for experts at international level and will prepare a roster of experts with demonstrated and recognized capacity in their field of work, taking into account the terms of reference for experts as approved by the Board. Consideration will be given to a balanced regional representation. The Committee Chair and Vice-Chair will choose experts from the roster mentioned above.
21. The experts will be subject to the Code of Conduct as approved by the Board and related decisions and policies;
22. The experts who are providing advice to the Committee on a particular issue will be allowed to attend the discussion of the relevant agenda item at Board meetings, unless otherwise decided by the relevant Committee.

VI. Role of the secretariat

23. The secretariat shall coordinate and support the work of the Committees;

24. The Secretariat shall appoint one qualified officer as the secretariat focal point for each Committee.
25. The secretariat's Committee focal point will provide secretarial assistance and support to the work of the Committee, attend its meetings, and assist the Chair and the Vice-Chair in order to prepare, facilitate and coordinate its work and meetings. The focal points will be subject to the guidance of the Chairs and Vice-Chairs, and will be responsive to the tasks assigned to them by the Committee.