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# INTERNAL PROCEDURES FOR THE CPDAE COMMITTEE

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Community of Practice for Direct Access Entities



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# **Guidelines – Internal Procedure for the CPDAE Committee**

August 2019

## **1. Introduction**

This document has been developed by the first committee established for the CPDAE to provide the basic guidelines for its operation and it is a living document that will be improved on the basis of the experience. This document is complementary to the Charter.

## **2. Committee composition and election process**

The Committee will comprise of 6 countries, 2 per each language group (French, English and Spanish). Committee members are elected as persons, its designation cannot be transferred or delegated to another member of their institution and will rotate every two (2) years, except during the first period (started 2018) that one of the members per language group will rotate within three (3) years (2021).

The Committee will be elected by the CPDAE members of their own language group, and a same country won't be allowed to have a consecutive period as a committee member.

The principle of fairness and regional representation will be upheld during the election of the committee.

If some member of the Committee needs to be replaced, the alternate also needs to leave and the position will be open for the language group. The Chair should inform the Language Group to ask for the replacement.

Following this case by case analysis the Committee will have 30 calendar days to solve it and take decisions.

## **3. Chair and Vice Chair**

The Chair and Vice Chair shall be Committee members and will be appointed annually by the same Committee. The Chair will lead the Committee, coordinate the agendas of meetings and the external communications of the Committee; the Vice-Chair will be the alternate of the Chair when he/she will not be available.

## **4. Representation**

Each Committee member needs to designate an alternate member from its institution who will be formally designated by the legal representative of its organization in order to support the main representative in case it is not available temporarily.

## **5. Endorsement letter**

The Committee members will send an endorsement letter from their institution legal representative accepting the election/ designation for the Committee of the main representative and designating an alternate. The letter will be sent to the elected Chair copying to AF and GCF Secretariats within the next 15 calendar days of the election.

## **6. Decision making process**

A simple majority of the members of the Committee must be present at a meeting to constitute a quorum. A quorum shall be verified by the Chair at the beginning of the meeting and at the time of the adoption of a decision. Quorum for the Committee means simple majority (4 members).

Decisions may be made by face-to-face or electronic voting. The committee operates on the basis of 6 votes, it will be encouraged to have a consensus, otherwise no consensus will be based on absolute majority of the committee members (whether these principal or alternate). For electronic voting at least 7 calendar days must be given to submit the response.

If there is no consensus and the voting is tied, the Chair will have two votes to take the final decision. In absence of the Chair, the Vice-Chair will have two votes to take the final decision.

Alternates members can vote just in case of absence of the main member. This excludes the alternate members of Chair and Vice Chair.

In order to maintain the quorum, the alternate of the Chair will participate in the decision-making process as a Committee member.

### **7. Communications**

The members of the Committee are representatives by language and will have time to share with their region the documents and information, when its required. The time will be at least 14 calendar days. When no answer is received it will be taken as positive silence. A reminder will be sent three days prior the due date.

### **8. Consultation process**

It will be made by groups of language and will take 14 calendar days.

### **9. Meetings**

The committee will meet at least twice a year. The first one when it is elected and the second in the midterm. Also, at least every first Tuesday each two months, the Committee will have a virtual session to update the progress.

The Committee will coordinate additional meetings according to the needs.

### **10. Responsibilities**

The committee will have responsibilities as outlined in the charter.

In fulfilling their collective role, and putting together the building blocks for the community of practice, some essential traits of a successful community of practice should be present. NIE's/DAE's could consider to include:

- Leaders and a facilitator;
- Critical mass of active members;
- Leadership support within member organizations;
- Accessible resource to support joint work;
- Practical application, i.e., problem solving processes;
- Technology to support communication and interaction;
- Knowledge transfer and dissemination mechanisms.

Stakeholder	Responsibilities
Committee	<ul style="list-style-type: none"> <li>• Develop and coordinate the Mid-term Action Plan</li> <li>• Fundraising towards the action plan</li> <li>• Development of the Annual Action Plan, based on the inputs collected from the community members</li> <li>• Following and monitoring of the Annual Action Plan;</li> <li>• Creating sub-committees as required for compliance of Annual Action Plan;</li> <li>• Annual technical progress report to the GCF, AF and community members;</li> <li>• Overseeing access and use of the online platform by members of the CPDAE;</li> <li>• Receiving and addressing requests for membership to the CPDAE and online platform for the CPDAE;</li> <li>• Receiving and addressing requests and improvement proposals from members of the CPDAE to be delivered to the GCF and AF (annual/semester report);</li> <li>• Encouraging and promoting discussion on the CPDAE online platform;</li> <li>• Planning and arranging face to face meetings of the CPDAE, e.g. on the margins of other global climate change events/meetings;</li> <li>• Suggest ideas for future specific activities by the CPDAE in consultation with members;</li> <li>• Make announcements and provide information regarding the CPDAE operations, activities and management to members;</li> <li>• Oversee review and amendment to the draft charter as necessary.</li> </ul>

## 11. Funding

The Committee will approach first to AF and GCF to ask for support/advice for the activities listed in the action plan before approaching other potential donors.

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