



Community of Practice of
Direct Access Entities

CHARTER OF GOVERNANCE

Community of Practice of
Direct Access Entities (CPDAE)



Implemented by

giz Deutsche Gesellschaft
für Internationale
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GREEN
CLIMATE
FUND



ADAPTATION FUND

OVERVIEW



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List of abbreviations

AF	Adaptation Fund
CPDAE	Community of Practice of Direct Access Entities
DAE	Direct Access Entity
GCF	Green Climate Fund
IAE	International Accredited Entity
NIE	National Implementing Entity

1. Rationale of the CPDAE Charter

The Charter of Governance of the Community of Practice of Direct Access Entities (CPDAE) (hereinafter referred to as the Charter) provides guidelines which community members agree to, subscribe to and honour for their mutual benefits. The Charter defines the vision, purpose, and objectives of the community and lays down ground rules for engagement and core values of the community.

This Charter originates from a collective decision made by members during the first CPDAE independent meeting in 2019 in Durban, South Africa. It was updated in 2023, in a consultative process with and endorsed by the members and the Committee. It is designed as a living document that can be adjusted to meet the needs of the community (see section 6 on the process for changes to the Charter).

This Charter is public and can be shared with any interested party. The Charter is available In English, French and Spanish language. In case of differences due to translation, the English version is governing.

2. Scope of the CPDAE

2.1. Vision

The shared vision is that the CPDAE empowers and enables its members to exchange and act as the preferred implementers of climate change adaptation and mitigation finance.

2.2. Purpose

The purpose of the CPDAE is to provide an avenue for knowledge exchange, learning and experience sharing, as well as collaboration and peer support within the community of NIEs and DAEs. This includes exchanging on innovations, best practices, guidelines, technical know-how, contemporary research, and strategies that promote development of climate change adaptation and mitigation projects and programs, and their preferred implementation through direct access. The CPDAE will also serve as a platform to influence and persuade climate donors to improve their efficiency of facilitating finance access through DAEs.

2.3. Identity

The CPDAE is an independent, member-driven, global community of DAEs and NIEs serving as an accelerator for mobilizing climate finance.

2.4. Objectives

The specific objectives for the community include, but are not limited to:

- **1. Building Capacity:** Develop in-house capacities to enable successful re-accreditation / accreditation upgrade and submission of transformational projects.
- **2. Communication:** Strengthen the community through communication and experience exchange mechanisms between the members of the CPDAE.
- **3. Cooperation:** Support South-South cooperation between the members and with their in-country partners for implementing climate finance projects.
- **4. Dialogue with and advocate at AF and GCF:** Engage in a continuous dialogue with GCF and AF to improve efficiency of direct access to climate finance through direct access entities.

2.5. Benefits

The CPDAE benefits its members by enabling:

- access to peer exchange and peer support on topics related to climate change adaptation and mitigation, and access to finance;
- identification of innovative approaches and best practices;
- sharing, management and dissemination of knowledge, experiences, and lessons learned;
- building alliances and partnerships;
- communication of interests and challenges of DAEs and NIEs to the GCF and AF to, among others, advocate for policies and procedures;

By delivering these benefits, the CPDAE helps its members to strengthen their institutional and individual staff capacities which ultimately facilitates successful access to the GCF and AF.

2.6. Framework of Activities

The CPDAE engages in a range of activities that are driven by the members. The activities should be defined in line with the community objectives and priorities as listed in the CPDAE Strategic Framework and its **Implementation Roadmap** ([link to the documents](#)) or subsequent updates of these documents endorsed by the members and Committee.

3. Community Structure and Governance

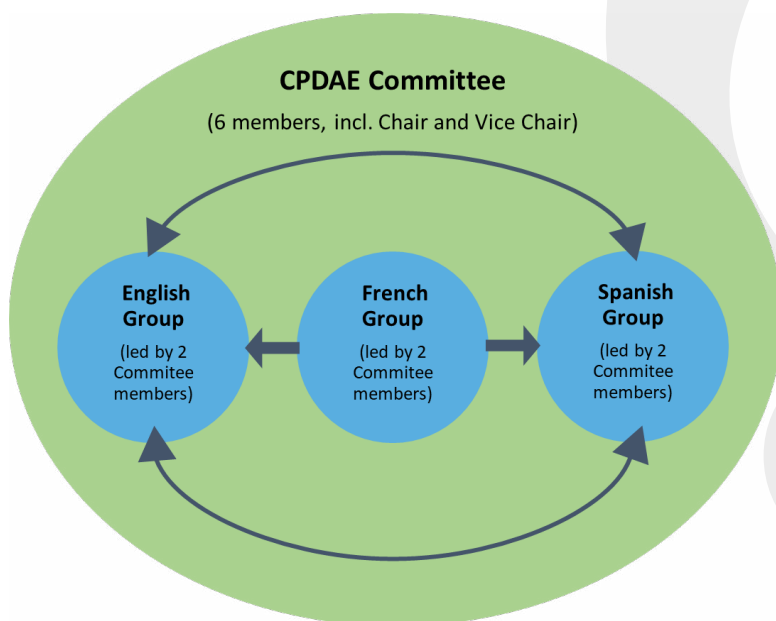
3.1. Governance Principles

The governance of the CPDAE should adhere to the following principles:

- The governance of the CPDAE should be the responsibility of all its members. It should be transparent, inclusive, and democratic.
- All members should be able to equally contribute to the decision-making processes. This includes ensuring that the Annual Meeting remains the highest decision-making body.
- Leadership positions and responsibilities of the CPDAE shall be rotational and distributed on the basis of equity for collective shared management of the community.
- Collective management of the CPDAE by its members is essential to the development of the community.

3.2. Structure

The CPDAE consists of its **members** and is governed by a **Committee**. To address the languages spoken within the community, there are **three language groups** (Spanish, English and French), within and across which members exchange and work together. The members of the community distribute and rotate leadership responsibilities among themselves and work together collectively to manage the community.



The Committee is comprised of 6 members, 2 per language group. The CPDAE commits itself to gender equality and thus supports a gender balanced composition of the Committee.

It is led by the Chair and the Vice Chair, which shall be Committee members and are appointed by the same Committee. The Committee is elected for a period of 2 years by the CPDAE members of their own language group. The composition of the Committee, roles and responsibilities of its members, and the election and decision-making processes are laid out in the **Committee Guidelines** ([link to the document](#)).

Figure 1. The structure of the CPDAE

Roles and responsibilities of the Committee and members are defined as follows (details of responsibilities of individual members of the Committee are further detailed out in the Committee Guidelines).

Stakeholder	Responsibilities
Committee	<ul style="list-style-type: none"> • Serve as the central focal point for its members. • Liaise with the GCF and AF on CPDAE matters and direct access modality on the behalf of the community. • Liaise on behalf of the CPDAE with external stakeholders, e.g., interested new members, funders, strategic partners. • Address requests for membership. • Address proposals from CPDAE members to improve and enhance the community. • Steer, manage, and facilitate the community activities overall and within each language group. • Propose, establish and support working groups, task forces, coordination groups and other relevant structures as needed. Each of these structures should have clear terms of references, which articulate how members can participate and be represented. These structures must function on the basis of legitimacy, inclusiveness, transparency, trust, and accountability. • Lead the implementation of the Strategic Framework and its Implementation Roadmap. • Develop new or update existing governance and strategic documents, plans or any other documents that define the community, its priorities, and activities as necessary in consultation with the members. • Monitor and report annually on the community activities to the members, GCF, AF or other funders.

Stakeholder	Responsibilities
Committee	<ul style="list-style-type: none"> • Invite the members and preside over the (in person or virtual) Annual Meetings. • Organize the election of new Committee members. • Systematize and follow up on decisions. • Seek opportunities for financial and technical support for the CPDAE as needed.
Members	<ul style="list-style-type: none"> • Commit to the objectives, principles, and rules of engagement as laid out in this Charter. • Proactively participate in and contribute to the CPDAE activities by: <ul style="list-style-type: none"> • willing to be part of the Committee or to support the Committee in coordination and implementation of the community activities; leading or participating in group activities as needed; • being open to share knowledge and lessons learned, identify expertise, good practices, jointly with other members create knowledge products, tools, or publications. • Identify a Focal Point and alternate as contact persons. • Propose opportunities to financial and technical assistance for the CPDAE and actively engage in implementation as needed.

4. Membership and Community Engagement

4.1. Membership

- Membership is open to all and only accredited DAEs of the GCF and NIEs of the AF, regardless of race, language, geographic location, gender, sexual orientation, or ethnicity.
- To become a member of the CPDAE, an entity shall send a letter (refer to Annex I) addressed to the Committee, indicating the interest to join the community, and designating a focal point and an alternate. The application for membership implies that the entity commits to this Charter and to actively participate in all matters related to the community.
- The requests of new membership are approved by the Committee. The Committee decides with a simple majority of votes to grant membership and will inform the candidate accordingly within 14 working days in writing (by e-mail).
- Membership is granted until:
 - a) a member cancels its membership in writing. A member may withdraw from the CPDAE at any time, by sending a letter to the Committee requesting to end its membership.
 - b) a member ceases to be an accredited entity with the AF or GCF. In such cases, the member is obliged to report to the Committee within 7 working days on the changes in the status of its accreditation.
 - c) the Committee decides to withdraw membership of a member if its conduct is flagrantly contrary to the interests of the community. Reasons for such decision can be, but are not limited to, actions taken against the network (misrepresenting the network and its positions; causing reputational damage), deceptive actions and practices (fraud or corruption; financial embezzlement), or actions taken in disrespect to other CPDAE members. The decision should be taken in line with the Committee decision-making process as stipulated in the Committee Guidelines.
- Interested International Accredited Entities (IAE) can become strategic partners of the CPDAE. Interested IAEs should contact the Committee to first discuss the scope and conditions of such partnership. A partnership agreement, which will be a declaration for mutual collaboration, should then be drafted and signed between the IAE and the CPDAE, represented by its Committee. Either the IAE or the CPDAE has the right to terminate the partnership agreement for any reason upon written notice to the other.

4.2. Ground Rules for Engagement

Abiding by principles of inclusion, participation, accountability, transparency and integrity, the community and its members will follow the guidelines for engagement listed:

- 1) Membership is **voluntary**, and all members are required to actively participate in activities of the community.
- 2) Members will uphold **high level of integrity** across all activities of the community and within their institutions.
- 3) Members will uphold **transparency and non-disclosure of sensitive information**. Unless specified and agreed beforehand, the meetings and discussions within the community take place under the Chatham House Rule, i.e., members are free to use information from the discussion but are not allowed to reveal who made any particular comment. The level of transparency is to be determined at the discretion of each member, as it is the member's responsibility to filter sensitive information that could bring on legal or other serious consequences if made public.
- 4) Members will foster an **environment of trust** by engaging in discussions in a professional and respectful way, with open and constructive minds, and refraining from personal attacks. Members further commit to strive for consensus and compromise through creative solutions and to contribute to an **atmosphere of problem solving** rather than stating positions.
- 5) **English is the language of communication**, but other languages, in particular, **French or Spanish**, may be used within the respective language groups or in other occasions if agreed upon by members.
- 6) Members will **fully participate in the community activities** by sharing challenges, lessons learned, and success stories. Members will help each other build on strengths and improve areas in need of further development. Members' focal points and alternates are practitioners, who speak from their own experiences and those of their NIEs/DAEs, avoiding generalizations.
- 7) Focal points will immediately **notify the Committee of any changes** that might affect the entity's membership. When a focal point leaves its organization, a replacement must be chosen and communicated to the Committee.

4.3. Annual Meeting

The CPDAE Annual Meeting is a convening of all CPDAE members and the Committee. It takes place in person or virtually once a year or whenever the community's interest may require it.

Each CPDAE member has the opportunity to host and support the organisation of the Annual Meeting in their home country. To express its interest in hosting and / or supporting the organisation of the Annual Meeting, a member shall contact one of the Committee members per email.

The Committee invites members to the Annual Meeting at least 8 weeks before the meeting. The invitation includes a draft agenda and members have the right to propose additional agenda points or modifications/suggestions to the agenda until 14 working days before the meeting.

The Annual Meeting is led by the Committee. In the meeting, the Committee shall provide an annual report to the members. Community decisions at the Annual Meeting require a two thirds majority of the members present in the meeting. Each member has one vote. In case an election of a new Committee takes place at the Annual Meeting, the elections process shall be organized as described in the CPDAE Committee Guidelines. Minutes of the resolutions of the Annual Meeting must be taken down and signed by the Committee Chair and Vice Chair.

5. Funding

All members and the Committee are encouraged to engage in funding and/or (joint) fundraising activities that can support the community. The CPDAE utilizes the funds raised to provide essential services and support the activities that require financial backing, thereby ensuring the smooth functioning of the community.

Any funding the community shall be distributed on the following conditions:

- The allocation of funds is based on clear, transparent, and inclusive processes.
- Decisions on the sourcing, administration, and allocation of funds are to be made by the CPDAE Committee.
- In fundraising efforts, special consideration is given to members who have limited financial resources to enable them to fully participate in the work of the community.
- Regular monitoring is implemented and reporting on the disbursements is provided by the Committee to the members and funding providers. If funder regulations require annual auditing of the provided funding, the CPDAE Committee and members will assist in providing all required data.

6. Changes to this Charter

This Charter may be amended or terminated by the Committee and members of the CPDAE upon the needs of the community. Amendment of the Charter can be initiated either by the members or the Committee and requires a two thirds majority.

ANNEX I

[Template of Letter to join the CPDAE]

[Date]

[NIE's & DAE's Nomenclature]

[Address]

[NIE's/DAE's Focal Point Name]

[Position]

[Email Address]

Dear CPDAE Committee,

Reference No:

As an accredited entity of (i) the Adaptation Fund, (ii) GCF Fund, or (iii) both the Adaptation Fund and Green Climate Fund, we would like to join the Community of Practice of Direct Access Entities (CPDAE) and register "Name of NIE or DAE" as a member of the community from today the xx-xx-xxxx.

By sending this letter, we acknowledge that we have we have reviewed the Charter of Governance. We adhere by it and commit to respect and support the community of practice to the best of our abilities.

Thank you for supporting climate actions.

Sincerely, [Your Name](Representative of the Organisations)

ANNEX II

[Template of Letter to withdraw the CPDAE]

[Date]

[NIE's & DAE's Nomenclature]

[Address]

[NIE's/DAE's Focal Point Name]

[Position]

[Email Address]

Dear CPDAE Committee,

Due to unforeseen circumstances, the "Name of NIE or DAE" would like to leave the Community of Practice for Direct Access Entities from today the xx-xx-xxxx.

We have read the Charter of Governance and as stipulated by it, confirm our withdrawal from the community whilst wishing you all the best.

Thank you for supporting climate actions.

Sincerely, [Your Name]