



Community of Practice of
Direct Access Entities

COMMITTEE GUIDELINES

INTERNAL PROCEDURES FOR THE CPDAE COMMITTEE

Community of Practice of
Direct Access Entities (CPDAE)



Implemented by



Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH



GREEN
CLIMATE
FUND



ADAPTATION FUND

OVERVIEW

Table of Contents

1. INTRODUCTION	3
2. OBJECTIVE	3
3. COMPOSITION AND ITS CHANGE	3
4. ELECTION PROCESS	4
5. ONBOARDING THE NEW ELECTED COMMITTEE	4
6. RESPONSIBILITIES	5
7. DECISION-MAKING PROCESS	5
8. COMMUNICATIONS	6
9. MEETINGS	6
10. CHANGES TO THE GUIDELINES	6
ANNEX	7

List of abbreviations

AF	Adaptation Fund
COP	Conference of Parties
CPDAE	The Community of Practice for Direct Access Entities
GCF	Green Climate Fund
UNFCCC	United Nations Framework Convention on Climate Change

1. Introduction

The Committee Guidelines – in connection to the Charter of Governance – aims to provide guidelines that govern the operations of the Committee and how its members perform their functions. It is a living document that will be improved on the basis of experience (see section 10 on the process for changes to the Guidelines).

2. Objective

The objective of the CPDAE Committee is to provide an independent and community-driven governance body.

3. Composition and its changes

The Committee is comprised of six members and six alternates. The Committee members take on this role as volunteers and represent three language groups as follows:

- Two representatives from two English speaking countries;
- Two representatives from two French speaking countries;
- Two representatives from two Spanish speaking countries.

As CPDAE commits itself to gender equality it supports a gender balanced composition of the Committee.

The Committee members are represented by the respective focal points who are elected as persons; its designation cannot be transferred or delegated to another member of their institution. Each Committee member is nominated by CPDAE members in their language group.

The Committee has a **Chair** and **Vice Chair**. The Chair will lead the Committee and the Vice-Chair will take upon these responsibilities when the Chair is not available.

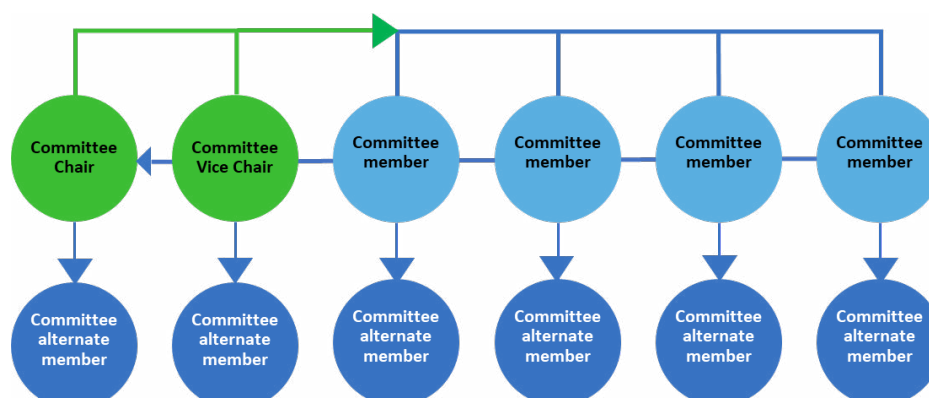


Figure 1. CPDAE Committee structure

Each Committee member needs to designate an **alternate member** from its institution who will be formally designated by an authorised representative of its organization in order to support the main representative in case she / he is not available temporarily. The alternate of the Chair does not have decision-making responsibilities as this is taken upon by the Vice Chair.

If a member of the Committee needs to be replaced, the alternate shall also be replaced. Both positions, (Committee member and the alternate) will be open to another representative of the concerned language group. The Chair should inform the respective language group of the Committee members' intention and ask the group to appoint a replacement. Following this case-by-case analysis, the Committee will have 30 calendar days to solve it and take a decision.

4. Elections Process

Each Committee member is nominated by CPDAE members in their language group. Members can nominate themselves. The Committee and its members serve for a period of two years after which the election of a new Committee takes place.

Language groups are encouraged to nominate members based on gender-balanced considerations.

The Committee will be elected with a simple majority of votes by CPDAE members of their own language group. The Chair and the Vice Chair are then nominated by a majority vote of the newly elected Committee for the term of service of that Committee (2 years). Elections take place during annual meetings. Members of the Committee may be re-elected for another consecutive term of 2 years after the end of the first term .

The principle of fairness and regional representation is upheld during the election of the Committee.

After elections, the respective DAE/NIE has 14 days after the receipt of the nomination to signal their agreement by signing the Letter of Endorsement. To formalise membership to the Committee, the respective entity's authorised representative should submit the signed Letter of Endorsement (see Annex I) including a signed version of the Charter of Governance. The letter will be sent to the current Chair and Vice Chair copying the AF and GCF Secretariats within 15 calendar days after the election.

5. Onboarding the New Elected Committee

The newly elected Committee will be onboarded by the previous Committee members to handover previous knowledge and experience gathered within the Committee.

The previous Committee members will provide advice to the newly elected Committee members in the first six (6) months of their term.

To ensure continuity, the previous Chair and Vice Chair should prepare a handover document and hold at least one in person (if possible) meeting and virtual meetings with the new Chair and Vice Chair to share lessons learned and key feedback.

6. Responsibilities

The Committee will have responsibilities as outlined in the Charter of Governance. This entails:

- Serve as the central focal point for its members per language group.
- Liaise with GCF and AF on the CPDAE matters and direct access modality on the behalf of the community.
- Liaise on behalf of 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 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.
- Invite the members and preside over the (in person or virtual) Annual Meeting.
- Organize the election of new Committee members.
- Seek opportunities for financial and technical support for the CPDAE as needed.

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.

Committee members are expected to have an active participation.

7. 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 face-to-face or by electronic voting. The Committee operates on the basis of six (6) votes. It is encouraged to have a consensus, otherwise no consensus will be based on absolute majority of the Committee members (whether these are principal or alternate). For electronic/email voting at least seven (7) calendar days must be given to submit the response.

If there is no consensus and the voting is tied, a second round of voting will take place after additional discussions to reach a consensus. In case also the second voting round is tied, the Chair will have two (2) votes to take the final decision. In absence of the Chair, the Vice-Chair will have two (2) votes to take the final decision.

Alternate members can vote just in case of absence of the principal member. This excludes the alternates 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.

8. Communications

The members of the Committee are representatives of their language groups and will have time to share with their language group relevant CPDAE documents and information per email, when it is required. The time for revision and consultation will be at least fourteen (14) calendar days. When no answer is received it will be taken as positive silence. A reminder will be sent three days prior to the due date.

9. Meetings

The Committee will aim to meet in person at least twice a year as feasible on the side-lines of existing climate events such as GCF or AF meetings or regional dialogues, UNFFCC COP, etc. The first meeting should be right after the election of the new Committee members.

Furthermore, the Committee will have virtual sessions at least 6 times a year for planning and coordination purposes. The Committee will coordinate additional meetings as found necessary and always as efficient as possible with the use of the time.

The Committee will invite all members to the Annual Meeting at least 8 weeks before the meeting, including the draft agenda. The Committee will lead the Annual and report to the members on the status of community activities. Minutes of the resolutions of the Annual Meeting must be taken down and signed by the Chair and the Vice Chair.

Observers can participate in any Committee meeting upon prior agreement and invitation.

10. Changes to the Guidelines

This Guidelines may be amended or terminated by the CPDAE Committee, based on mutual agreement with members of the CPDAE.

ANNEX I

[Template of Letter of Endorsement to join the CPDAE Committee]

[Date]

[Entity's Nomenclature]

[Entity's Address]

[Entity's Phone number]

Dear CPDAE Chair and Vice Chair,

As an accredited entity of (i) the Adaptation Fund, (ii) GCF Fund, or (iii) both the Adaptation Fund and Green Climate Fund, we pleased to confirm our support to [Entity's focal point Name and Last Name] to become (Chair/Vice Chair/ Member) of the CPDAE Committee for the election term of the Committee or until any changes to this nomination apply.

Any changes to the information presented in this letter will be communicated to the Committee in written in due time.

As stipulated in the CPDAE Committee Guidelines, this letter is sent to the current Chair and Vice Chair copying the AF and GCF Secretariats within 15 calendar days after the election of the new Committee, which took place on the [Day of Month and Year of committee election].

Attached to this letter: signed Charter of Governance

Sincerely,

[Entity's authorized representative Name]

[Entity's authorized representative Position]

[Entity's authorized representative Email Address]