Initiative for Climate Action Transparency
Terms of Reference, Pillar 1 Coordination Team
Version 1.0, 17 February 2016

1. BACKGROUND

The objective of the Pillar 1 Coordination Team (the Coordination Team) is to ensure delivery of all Pillar 1 outputs. These outputs are set out in the UNOPS Grant Application document (the Business Plan) submitted to the donors in November 2015, and may be amended and added to over time. They are:

1.1 Framework Guide
1.2 Stakeholder Participation Guidance
1.3 Sustainable Development Guidance
1.4 Transformational Change Guidance
1.5 Sector Guidance – Energy
1.6 Sector Guidance - Transport
1.7 Sector Guidance – Forestry
1.8 Sector Guidance – Agriculture
1.9 Verification Guidance
1.10 Finance Guidance
1.11 Communications and knowledge-sharing platform.

2. TERM

This Terms of Reference is effective from the beginning of the Initiative (2 November 2015) until the completion of all Pillar 1 outputs (anticipated in early 2019 in the Business Plan).

3. MEMBERSHIP

The Coordination Team consists of the main implementing partners UDP, VCS and WRI, with up to two individuals representing each organisation. VCS chairs the Coordination Team and has ultimate responsibility for ensuring that the Coordination Team fulfils its responsibilities.

Each organisation determines the specific individuals who represent it on the Coordination Team, with such determination made bearing in mind the Coordination Team’s purpose and responsibilities. Organizations may rotate individuals in and out of the Coordination Team, though keeping in mind the need for a reasonable level of continuity.
The initial membership of the Coordination Team is anticipated as follows: Sudhir Sharma (UPD), Karen Olsen (UDP), Jerry Seager (VCS, Chair), Carolyn Ching (VCS), David Rich (WRI).

4. RESPONSIBILITIES

Primary responsibilities of the Pillar 1 Coordination Team include the following:

1) Manage and coordinate work of component leads and any other individual or entity to whom work is delegated, to ensure successful delivery of Pillar 1 outputs, including:
   - Provide clear direction to components leads / individuals / entities on nature of the assigned work, way in which the work is to be conducted, expected milestones and schedule, and reporting.
   - Ensure work is progressing according to the schedule set out in the Business Plan, or as otherwise discussed with the component leads and UNOPS.
   - Ensure components are developed in a coherent manner such that they dovetail with each other and collectively form a logical framework.
   - Troubleshoot where issues arise with components or Pillar 1 work more generally.

2) Provide support to component leads, such as provision of guidance and templates for their work.

3) Work closely with the Initiative Coordination Team (ICT) to submit documents, reports or other deliverables that require ICT review, guidance, and/or approval. Respond to requests from ICT.

4) Liaise with Pillar 2 Coordination Team to coordinate activities of the two pillars, both proactively and upon specific request by the ICT.

5) Create and oversee sub-committees, as needed and in accordance with the procedure set out in Appendix 1.

5. MEETINGS

The Coordination Team will convene and run meetings as follows:

1) All major decisions will ideally be undertaken by consensus among the member organizations of the Coordination Team, meaning that the organizations will seek to make decisions in the absence of sustained objection by any organization. If, however, a consensus cannot be reached on any particular topic, the chair (VCS) may take a final decision, bearing in mind the majority viewpoint and noting that the decision will be referred to the Initiative Coordination Team where requested by any organization or the decision is on substantive matters.

2) The Coordination Team will meet at least bi-weekly, and may meet more frequently in the early stages of the Initiative.

3) The Coordination Team will endeavor to meet in-person twice a year.

6. AMENDMENT

This Terms of Reference is approved by the ICT and may only be amended by the ICT.
APPENDIX 1: PROCEDURE FOR ESTABLISHING SUB-COMMITTEES

The Pillar 1 Coordination Team may need to establish sub-committees from time-to-time where a particular thread of work needs the focused attention of a group of individuals from the partner organisations. The procedure for forming sub-committees is as follows:

1) Coordination Team discusses the need for the sub-committee and agrees that one should be formed. The elements of the terms of reference for the sub-committee are discussed and agreed and someone is appointed to draft the terms of reference document.

2) The terms of reference are drafted and presented to the Coordination Team. The terms of reference document uses the same format as for this document (the Pillar 1 Coordination Team Terms of Reference).

3) The Coordination Team discusses and agrees the terms of reference and who should serve on the sub-committee. The sub-committee will draw upon individuals from within the five partner organisations of the Initiative, though may occasionally include individuals from outside these organisations if the requisite expertise is not available from within.

4) Invitations are sent to individuals sought for the sub-committee and the first meeting is held. The business of the sub-committee is then conducted in accordance with the terms of reference.