



## **CLIMATE VULNERABLE FORUM TRUST FUND (CVFTF) STEERING COMMITTEE TERMS OF REFERENCE**

### **1. Composition:**

The CVFTF Steering Committee (SC) may be comprised of the following:

#### *Chairperson:*

- Incumbent Climate Vulnerable Forum (CVF) Chair representative, acting as Committee Chairperson (hereafter: Chair), with a one-year rotational cycle or as decided by the CVF and/or between incoming/incumbent/outgoing CVF Chair Representatives.

#### *Ordinary members:*

- Two more CVF representatives, from amongst CVF Members<sup>1</sup>, representing the outgoing or designate CVF Chair Representatives with a one-year rotational cycle or as decided by the CVF and/or between incoming/outgoing CVF Chair Representatives;
- Two representatives of key donor countries, with a two-year rotational cycle and right of renewal;
- One representative from each of the participating organizations as permanent members<sup>2</sup> to ensure transparency, but without decision-making role.

#### *Ex-Officio members:*

- One representative of the Multi-Partner Trust Fund Office as Administrative Agent of the CVFTF as a permanent member;
- One representative of the Ad-Hoc (Technical) Secretariat also serving as SC Secretary as a permanent member.

Members of the SC will be represented at the senior, ideally, Executive-level. Other parties, such as prospective donors, may also be invited to attend meetings in an observational capacity.

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<sup>1</sup> CVF membership, provided no contrary decision by the CVF itself, continues in the reference to the Bangladesh circulated non-paper for provisional operational modalities annexed (Annex II) to the CVFTF Programme Framework document that is cited in the 2011 ministerial declaration of the CVF.

<sup>2</sup> A maximum of three Participating Organizations may hold membership in the SC at any one time. If the number of Participating Organizations for the programme exceeds three members, the Participating Organizations will nominate which shall be represented on the SC.

## **2. Key Tasks and Responsibilities:**

- To review and approve their Terms of Reference and Rules of Procedure, updating and/or modifying them, as necessary, in case of compelling requirements;
- To approve the annual and, as appropriate, periodic work plans for implementation of the Programme Framework and in support of evolving CVF-determined priorities;
- To approve the resource mobilization strategy and work collectively and collegially towards the realization of that strategy in order to ensure the necessary financial means are secured to support the effective implementation of agreed activities/work plan;
- To approve resource allocation for activities as per the approved work plan in alignment with the Programme Framework and evolving CVF-determined priorities;
- To approve change in activities and resource allocations, ensuring their alignment with the Programme Framework and evolving CVF-determined priorities;
- To review and approve proposals from Participating Organizations submitted (by thematic clusters/sectoral groups or otherwise, if applicable) for the implementation of agreed activities and ensure their conformity with the requirements of the MoU and SAA;
- To discuss the CVFTF requirements and priorities concerning, inter alia, information management including appropriate CVFTF and donor visibility;
- To define Terms of Reference and composition for the Advisory Panel and Peer Review Committee, as well as any other thematic clusters, sectoral working groups or other similar review bodies, if any;
- To ensure that appropriate consultative processes take place with key stakeholders at the country level so as to avoid duplication or overlap between the CVFTF and other funding mechanisms;
- To review and approve the periodic progress reports (programmatic and financial) consolidated by the Administrative Agent based on the progress reports submitted by the Participating Organizations. Consolidated annual reports should include a section on the activity of the Steering Committee. The standard reporting period is as per the MoU and SAA;
- To highlight lessons learnt and periodically discuss follow up by Participating Organizations on recommended actions that have CVFTF-wide impact;
- To agree on need and timing of the independent “lessons-learned and review” of the CVFTF.

## **3. Decisions:**

- The Steering Committee makes decisions by consensus. However, as may be necessary, the Chair shall make final decisions on issues where the Steering Committee is unable to reach consensus. Decisions of the Steering Committee shall be duly recorded.
- Decisions on programme/project proposals will only be taken upon completion of a review by the appropriate review body (such as thematic clusters, sectoral working groups, a committee of the Advisory Panel and/or Peer Review Committee or ad-hoc or formal sub-committee of the SC and/or CVF members).

- Directives/agreed priorities of a quorum of the CVF's members at senior official level may be subject to direct decision by the SC without further consultation involving other bodies of any kind in accordance with the modalities of the CVF itself.<sup>3</sup>

#### **4. Role of the Technical Secretariat:**

- To ensure that the decisions taken by the Steering Committee are duly recorded and promptly communicated to the members of the Steering Committee, including Participating Organizations, and as appropriate, the programme country and donors;
- To monitor the implementation of the decisions of the Steering Committee;

#### **5. Frequency of Steering Committee Meetings:**

The Steering Committee shall meet at least twice each year and may also hold extraordinary sessions, as may be necessary. Where in-person meetings cannot possibly take place, appropriate communication channels will be made use of.

#### **6. Calling/Hosting of Steering Committee Meetings:**

All sessions of the Steering Committee shall be called by the Chair or on behalf of the Chair with sessions. Steering Committee members may petition to the Chair for convening extraordinary sessions. Any member may host Steering Committee session(s).

#### **7. Quorum**

A quorum of the Steering Committee shall consist of a minimum of five members (including at least two members each from the CVF and the Donor and one from the Participating Organizations) in attendance (including the Chair).

#### **7. Agenda**

The agenda and supporting documentation shall be prepared and disseminated by the CVFTF Technical Secretariat, in consultation with the Steering Committee Chair and Steering Committee members. Any Steering Committee member may make requests for items to be included on the agenda.

#### **8. Public disclosure**

The Steering Committee will ensure that decisions regarding activity/project approvals and periodic reports on the progress of project implementation and associated external evaluations are made available to the public. Such reports and documents may include: records of decisions, summary sheets of both approved and pipeline projects; fund level semi-annual financial and progress reports; and summary of internal and external programmatic evaluation reports. The CVFTF Administrative Agent, the MPTF Office GATEWAY (<http://mptf.undp.org/factsheet/fund/CVFO0>) will

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<sup>3</sup> Ref. - non-paper for provisional operational modalities annexed (Annex II) to the CVFTF Programme Framework document.

be the primary means by which Fund's financial and narrative reports are made available to the public.

Other CVF channels, such as a CVF or CVF partner websites, including websites of Participating Organizations and their partners, will also be used; and encouraged to disclose non-confidential information. The Participating Organizations will also take reasonable steps to ensure the accuracy of their postings on their websites regarding their CVFTF operations and activities.

The Technical Secretariat will take all reasonable steps to ensure the accuracy of such documents and that confidential materials are not disclosed.