Modalities for Membership in the DNA Forum Chairing Committee and Working Arrangements

As recommended by the Co-chairs CY 2010 14 January 2011

I. Introduction

- 1. Pursuant to Article 1 of the Provisions for the Operation of the DNA Forum ("Provisions"), the DNA Forum was established by the EB in its first meeting in response to a request by CoP/MoP to broaden participation in the CDM, including through regular meetings with a designated national authority forum.
- 2. Article 2 of the Provisions presents the purpose of the DNA Forum which is to provide opportunities to DNA representatives to exchange views and share experience relating to the CDM. Article 4 introduces the Chairing Committee consisting of representatives from the 5 UN Regions and, as agreed upon in its 5th meeting, each Region may nominate one or two alternates for its region.
- 3. Article 6 stipulates that the DNA Forum will select during each meeting held in conjunction with COP/MOP meetings, the Chairing Committee for the next calendar year, comprising of a representative from each of the five United Nations regional groups. Each representative will be selected for the period of one year. The Committee will be guided by the principle of consensus in its activities.

II. Background

- 4. Since the adoption of the Provisions in March 2006 the Chairing Committee has prepared several formal, informal, regional and sub-regional DNA Forum meetings, The Chairing Committee has gained sufficient experience in performing its functions and in instituting its Provisions.
- 5. The DNA Forum discussed several times since the informal CDM DNA Forum meeting in Poznán explicitly the strengthening of the cooperation between the CDM DNA Forum and the CDM EB, AE/DOEs and Project Developers. The CMP also agreed that inputs will be required from the DNAs on technical, CDM-related matters. This implies that that the work of the CDM DNA Forum has become more significant. As a consequence, the Chairing Committee agreed that it should strengthen its forces to address these issues.
- 6. In order to address the expected increasing workload of the DNA Forum properly and to secure high quality inputs of the CDM DNA Forum in ongoing discussions, the Chairing Committee prepared a few years ago these modalities and working arrangements for its operations during and in between meetings of the DNA Forum.
- 7. At the Chairing Committee meeting in the margins of the 10th DNA Forum meeting in Cancún in November 2010, it was agreed to work on updating of these documents.
- 8. The Chairing Committee confirmed at that meeting its approach that amending the Provisions was not considered as the best way to proceed as it would consume too much of the precious time allocated to DNA Forum meetings. In addition, the modalities and working arrangements are by no means legally binding.
- 9. The modalities for Chairing Committee membership and working arrangements should be considered as a checklist for the UN regions when considering their nominees for the Chairing Committee, and for the potential nominees considering whether or not to accept a nomination on behalf of the region.
- 10. Once discussed and agreed upon by the Chairing Committee, the updated version of the modalities and working arrangements will be published at the CDM DNA Forum website, and will be distributed at the next DNA Forum meeting.

11. The outcome of the various discussions on improving the work carried out by the Chairing Committee is reflected in the revised version of the modalities of membership and working arrangements.

III. Modalities and Working Arrangements

- 12. As a guiding principle, it is noted that in the event of any inconsistency, the Provisions for the Operation of the DNA Forum will prevail.
- 13. <u>Tenure of a full member of the Chairing Committee:</u> the Provisions do not limit the tenure of a Chairing Committee member explicitly to one calendar year. Consequently, such tenure could be extended to another calendar year. It is recommended that full membership of the Chairing Committee will be limited to a term of a maximum of three consecutive calendar years. In order to allow for a smooth transition, it is preferable that full members serve as an alternate member of the Committee in the calendar year preceding the calendar year in which he or she resume the task of full member.
- 14. <u>Election of an alternate Chairing Committee member:</u> in order to allow for an effective representation of the UN regions in the Chairing Committee, each UN region will nominate a representative that will be elected at the DNA Forum as an alternate representative, who in the absence of the full representative will replace him or her in performing his/her Chairing Committee's functions. Participation in Chairing Committee meetings is not limited to its full members. Hence, alternate Charing Committee members are allowed to participate in such meetings as well.
- 15. Preparation for meetings: proactive and well prepared participation in organizing DNA Forum meetings, during DNA Forum meetings and in follow-up of DNA Forum meetings: In order to allow for efficient and well prepared DNA Forum meetings, the full and alternate Chairing Committee members are requested to inform the committee timely, foreseen incapability to participate in DNA Forum meetings.
- 16. Participation in conferences calls: preparing for DNA Forum meetings is in principle, limited to the full Chairing Committee member. Chairing Committee members can only participate pro-actively in the preparation and follow-up of DNA Forum meetings by means of sufficiently preparing and by allocating sufficient time for participating in conference calls, and in other means of communication among the and the UN FCCC secretariat. To this end it is recommended that a member of the Chairing Committee consults on a regular basis his or her alternate on the latest developments.
- 17. <u>Role of the Co-Chairs:</u> both Co-chairs (or in the absence of one of them, the remaining Co-chair with another member of the Chairing Committee) will chair the meeting in line with the Provisions. Prior to DNA Forum meetings, the Co-Chairs agree on the division of the tasks during such meetings and inform the other Chairing Committee members and the Secretariat on the division of tasks. In between meetings, the Co-chairs represent the CDM DNA Forum on a daily basis, bearing in mind that they inform the other Chairing Committee members and the Secretariat regularly on on-going business.
- 18. <u>Role of the Chairing Committee:</u> It is the responsibility of the Chairing Committee member to inform his/her alternate as well as his/her constituency on ongoing business.
 - (a) The Chairing Committee Members meet at the location of the CDM DNA Forum one day prior to the meeting to discuss organizational matters and agenda for the forthcoming meeting, as well as other general matters relevant for the CDM DNA Forum. The Chairing Committee members are requested to notify agenda items and, if appropriate, prepare and distribute discussion papers for Chairing Committee meetings among their respective regional groups, prior to such meetings.
 - (b) The Chairing Committee meetings are open for full and alternate members. The participating Chairing Committee member informs his/her constituency about the results of such meetings.
 - (c) <u>Division of tasks/ Identification of issue groups and leaders: Members</u> of the Chairing Committee may individually or jointly be assigned or volunteer as focal person(s) for

- assigned issues/tasks. It should be noted that both Co-chairs remain the first persons to address to, but within the Chairing Committee the "issue leader" will be in the lead for the assigned task, assisted by the second focal person and the Secretariat. The other Chairing Committee members will be informed regularly about the progress made.
- (d) <u>Connecting issues/tasks with (a) focal person(s)</u> assignment of focal person(s) for issues/tasks takes place, preferably in a Chairing Committee meeting, immediately after DNA Forum meetings. Assignment takes place on recommendation of the co-chairs.
- (e) <u>Follow-up actions:</u> It is recommended to use the summary of the follow-up actions usually attached as annex to the Summary Notes of DNA Forum meetings, as reference for assigning issues/tasks to Chairing Committee focal persons.
- (f) Networking with DNAs at the regional level: Chairing Committee members are expected to establish and to maintain a vivid network with DNAs or, in the absence thereof, nominated officials from Parties to the Kyoto Protocol in his or her UN region. Suggestions for agenda items should be timely sought from and shared with the respective DNAs/nominated officials. Items for discussion prepared by the committee in DNA Forum meetings should be consulted timely with the respective DNAs/nominated officials. Chairing Committee members are also expected to encourage DNAs, or, in the absence thereof, nominated officials by the Parties to the Kyoto Protocol, in its UN region to participate in meetings of the DNA Forum.
- (g) Networking with member of the Executive Board: Chairing Committee members are expected to establish and maintain a vivid network with the members of the CDM Executive Board, in particular with those members representing his or her UN region and stakeholders (e.g. technical experts, private companies, NGOs) in his or her UN region relevant for an effective functioning in the Chairing Committee.
- 19. It should be noted that the above modalities does not contain a limitative list of expected activities to be carried out by Chairing Committee members and can be revised and updated periodically as needed.

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