

Reference Number: SNAB/2024/1/09

Advisory Board Meeting: Agenda 9

Rules of procedure of the Advisory Board of the Santiago network for averting, minimizing and addressing loss and damage associated with the adverse effects of climate change

Draft Outline

[18 March 2024]

(References to decisions have been added where available)

I. Scope

- [Scope of the rules of procedures]
- [References to decisions on the roles and responsibilities of the Advisory Board, as per decision 12/CMA.4, endorsed by decision 11/CP.27 and decision 6/CMA.5, endorsed by decision 2/CP.28)]

II. Definitions

- [Definitions relevant to the rules of procedure to be provided here]

III. Membership

- [As contained in decision 12/CMA.4, endorsed by decision 11/CP.27]
- [Role of the representatives of non-state actors in the Advisory Board]
- [Consideration for leave arrangements and retention of seats]

IV. Conflict of interest and confidentiality

- [Details disclosure of conflicts of interest and confidentiality by members of the Advisory Board in the conduct of their duties]

V. Chairing arrangements

- [Outlines the term of the co-chairs]

VI. Subcommittees and panels

- [Provisions for convening committees and panels where appropriate]

VII. Secretariat

- [Details of the role of the Santiago network secretariat, guided by the relevant decisions of Parties (Decision 12/CMA.4, endorsed by decision 11/CP.27 and Decision 6/CMA.5, endorsed by decision 2/CP.28)]

VIII. Meetings

- [Frequency and other provisions for the meetings of the Advisory Board, including virtual participation, dates of meeting, coordination with other UNFCCC processes]

IX. Quorum

- [Minimum number of Advisory Body members necessary to hold the meeting and take decisions, with potential distribution across regional groups]

X. Agenda and documentation for meetings

- [Details on the preparation of provisional agendas and other documents, including timelines relative to the convening of meetings]
- [Documentation for review in advance of the meetings]

XI. Decision-making

- [Adopted in decision, 12/CMA.4, endorsed by decision 11/CP.27, Annex 1]
- [Procedures on how to adopt decisions in the event that all efforts at reaching consensus have been exhausted (12/CMA.4, endorsed by decision 11/CP.27)]
- [Documentation of decisions]

XII. Use of electronic means of communication

- [Procedures for engagement in meetings and communicating among members through electronic means of communication]

XIII. Participation of observers in meetings

- [Protocols for observers and other stakeholders in meetings, guided by decision 12/CMA.4, endorsed by decision 11/CP.27, and decision 6/CMA.5, endorsed in decision 2/CP.28]

XIV. Transparency

- [Determines the visibility of meetings and sharing of relevant documents and outputs of the Advisory Board]

XV. Working language

- [Confirmation of the working language of the Advisory Board]

XVI. Amendments to the rules of procedure

- [Outlines the modality for changes to be made, if any, to the rules of procedure]

XVII. Overriding authority of the governing body/bodies

- [Determines the relationship between these rules of procedure and the governing body/bodies of the Santiago network]

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Examples of Rules of Procedures:

- Executive Committee (ExCom) of the Warsaw International Mechanism for Loss and Damage [>>](#)
- Advisory Board of Climate Technology Centre and Network (CTCN) [>>](#)
- Adaptation Committee (AC) [>>](#)
- Least Developed Countries Expert Group [>>](#)
- Paris Committee on Capacity Building (PCCB) [>>](#)
- Consultative Group of Experts (CGE) [>>](#)