

Terms of Reference for the operation of the Article 6.4 Designated National Authorities Forum

1. At its tenth meeting, the Supervisory Body agreed to establish a forum of the Article 6.4 designated national authorities (A6.4 DNA Forum) to support the implementation of the Article 6.4 mechanism and to facilitate a dialogue with host Parties and to report to the CMA accordingly.¹ Further, it requested the secretariat to provide support to this forum, including the preparation of a term of reference for the operation of A6.4 DNA Forum.
2. The purpose of the A6.4 DNA Forum is to enable representatives of designated national authorities (DNAs) to exchange views and share experiences relating to the Article 6.4 mechanism as well as to bring common views and issues to the attention of the Supervisory Body.
3. The A6.4 DNA Forum aims to foster peer-to-peer learning and best practice-sharing, and address challenges faced by DNAs, while enhancing national, and regional capacity to host and engage in Article 6.4 mechanism-related activities.
4. The A6.4 DNA Forum may undertake additional tasks as requested by the Supervisory Body, in line with its purpose.
5. Participation in A6.4 DNA Forum activities is open to representatives from DNAs and, if a DNA has not been designated, nominated officials from Parties. Invitations to participate in the A6.4 DNA Forum will be addressed to DNAs or national focal points as appropriate.
6. The A6.4 DNA Forum selects two co-chairs, one from a developing country and the other from a developed country on a rotational basis, striving for regional and gender balance. Co-chairs serve a two-year term, beginning at the start of the calendar year or otherwise decided by the A6.4 DNA Forum.
7. If a co-chair is unable to fulfil its duties for the remainder of the term, the A6.4 DNA Forum selects a replacement. If a co-chair cannot attend a meeting, the A6.4 DNA Forum selects an acting co-chair for that meeting.
8. The co-chairs, in addition to roles assigned by the A6.4 DNA Forum, open and close meetings, preside at meetings, grant speaking rights, and maintain order during meetings.
9. A6.4 DNA Forum meeting is held at least once a year. Subject to resource availability, A6.4 DNA Forum meetings are held alongside other international meetings and held jointly with the clean development mechanism (CDM) DNA Forum meetings, where applicable, either in-person, virtually or in a hybrid mode, in order to account for efficient use of resources. Meetings of the A6.4 DNA Forum may include workshops on the Supervisory Body's latest decisions and any other DNA-specific topics regarding the Article 6.4 mechanism.
10. The co-chairs, with support from the secretariat, and in consultation with the A6.4 DNA Forum, draft a provisional agenda for each A6.4 DNA Forum meeting and distribute it to all DNAs or national focal points if no DNA has been designated at least 20 days

¹ See paragraph 38: https://unfccc.int/sites/default/files/resource/SB010_report.pdf

before the meeting. The secretariat aims to make all other necessary documentation for the meetings available at least 10 days prior to the meeting.

11. An agenda item upon which consideration has not been completed is to be included in the agenda for the next meeting, considered electronically, or addressed as otherwise decided by the A6.4 DNA Forum.
12. The co-chairs, supported by the secretariat, provide meeting summary notes to all DNAs or national focal points if no DNA has been designated within 15 days of the conclusion of a meeting.
13. The A6.4 DNA Forum operates independently of the Supervisory Body.
14. The secretariat supports the A6.4 DNA Forum and, subject to resource availability, undertakes the following:
 - a. Facilitating co-chairs' interaction with the Supervisory Body;
 - b. Maintaining and make publicly available documentation and information related to the A6.4 DNA Forum;
 - c. Receiving, reproducing and distributing documents;
 - d. Establishing and maintaining electronic communications including creation of a designated mailing list; and
 - e. Carrying out the tasks requested by the A6.4 DNA Forum;
15. The secretariat primarily utilizes electronic communication systems for documentation transmission and storage.
16. The A6.4 DNA Forum's working language is English. At the request of the A6.4 DNA Forum, and subject to resources, translations of documentation in other United Nations official languages may be made available.
17. The financial and administrative regulations and procedures of the United Nations and UNFCCC applies.