

Fashion Industry Charter for Climate Action

GOVERNANCE

“Delivery of the Fashion Industry Charter for Climate Action is through Working Groups, each having a focus on one or more of the principles in the Fashion Industry Charter for Climate Action.”

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1. BACKGROUND

1. [The Fashion Industry Charter for Climate Action \(Charter\)](#) is an industry led effort, convened by the UN Climate Change.
2. The Fashion Industry Charter for Climate Action (Charter) signatories established Working Groups which will work to create roadmaps of adherence to the principles of the Charter.
3. This document is an addendum to the Modalities of Work of the Charter¹. This document is intended as a living document and will be reviewed and amended periodically.

2. Signatories of Fashion Industry Charter for Climate Action

4. Signatories of the Charter are committed to implement and/or support the implementation of the principles contained in it, both by pursuing the principles within their own organizations and by working collectively with other signatories.
5. The Charter has two categories of signatories:
 - (a) **Brands, retailers and suppliers:** which commit to implementing the principles of the Charter and to working collaboratively with their peers and relevant stakeholders to develop, implement and enhance the climate action agenda in fashion. They are ultimately accountable for quantifying, tracking and publicly reporting GHG emissions, consistent with standards and best practices of measurement and transparency;
 - (b) **Supporting organizations:** NGOs, academia, industry associations, financial institutions, policy bodies, relevant initiatives, etc. which commit to supporting the delivery of the principles in the Charter. These organizations can be invited to become supporting organizations if they meet specific criteria outlined by the Steering Committee of the Charter².
6. Brands and retailers are requested to donate an annual monetary contribution³ of EUR 5,000 to EUR 30,000 to ensure that there is a sustainable funding for Charter streams of work. Depending on experience gained in the first year of operation, the Steering Committee (see below) may decide to revise the contribution levels as may be required to ensure a predictable, sufficient budget for the operation of the Charter. Supporting organizations are also invited to donate a monetary contribution or to provide in-kind support as agreed by the Steering Committee.

2.1. Acceptance of new signatories and supporting organizations

7. The Charter support team in UN Climate Change shall, on behalf of the Charter Steering Committee, conduct due diligence based on UN established practices before accepting a brand, retailer or supplier as a signatory to the Charter. If no concern is identified, the Charter support team will confirm the signatory's application, with the aim of completing the due diligence and confirming the application within one week of receiving the application. Applications for which due diligence has identified a concern shall be forwarded to the Charter Steering Committee with a recommendation to decline.

¹ Appendix 1. Modalities of Work

² Appendix 2. Supporting Organizations Criteria

³ See Appendix 3: Funding Mechanism for the Charter

8. Applications submitted by a supporting organization to join the Charter shall be circulated by the Charter support team to the Steering Committee for advice. Additional information or documentation may be requested from the applying organization by Steering Committee members to help clarify any concerns or issues. Supporting organizations are only accepted if all concerns are resolved. Should no concerns be raised by a Steering Committee member within one month of the application being circulated, the supporting organisation's application will be considered approved and the Charter support team will communicate the approval to the applicant.

3. Role of the UN Climate Change⁴

9. UN Climate Change, through its Charter support team, is committed to facilitate, within its resources and mandates and as part of its work to promote global climate action, the work undertaken by signatories under the Charter. UN Climate Change will, in its support to the Charter, be guided by the UN principles, always dedicated to integrity and accountability, supported by reporting via the best available established practices.
10. UN Climate Change, under its mandate to promote global climate action, offers to the Charter signatories an independent and inclusive platform, together with a framework within which the fashion sector can collaborate on climate action⁵. Work is delivered by signatories and supporting organizations through Working Groups with the guidance of the Steering Committee.
11. The Steering Committee decides, with input from Working Group co-chairs and UN Climate Change, on the core staffing requirements of the Charter support team and incorporate those requirements and corresponding funding needs into the planning of the Charter's work⁶.

4. Working Groups: Roadmap delivery mechanism

12. Working Groups are put together by signatories to initiate, develop and deliver roadmaps to help signatories achieve the goals of the Charter. Each Working Group focuses on one or more principles of the Charter.
13. Substantive direction of the work undertaken in each Working Group is to be decided by consensus among the signatories and organizations that are part of that Working Group. Any substantive decision within the Working Groups must be cleared by the Steering Committee (see Terms of Reference below).
14. Working Group activities requiring resources for their implementation shall be budgeted for by the participating signatories and supporting organizations, either through own sources of funding or through joint fundraising and/or the Charter fund..
15. Signatories and supporting organizations may contribute to the work of one or several Working Groups, of their choice, as defined in the Charter Modalities of Work.
16. Only signatories can participate in Working Groups on a regular basis. However, during deliberations, Working Group Co-Chairs and members may decide, exclusively by consensus, to temporarily add additional expert members in the interest of achieving a quality and informed outcome on a specific matter.

⁴ See Appendix 1. Modalities of Work

⁵ Ibid

⁶ See Appendix B: Funding Mechanism for the Charter

4.1. Role and mode of operation of Working Groups

17. Working groups may establish subgroups/task forces as needed to address complex topics or to increase efficiency, productivity and knowledge sharing. The respective Working Group will decide on the scope, structure and participants of any needed subgroups for specific tasks.
18. Working groups will normally convene remotely – via MS Teams or other online platform – unless otherwise decided by the signatories. In-person meetings may be called by the Working Groups as needed, for example on the margins of other relevant industry events. When such meetings are held, they shall report back in a timely manner to the broader Working Group, including with details of any proposed action items.
19. The Working Groups will convene on average once a month unless otherwise decided by the Co-Chairs and Working Groups. The meeting frequency, duration and length is also to be agreed by the each Working Group.
20. In the interest of broad participation, global representation and fairness, Working Group Co-Chairs must always bear in mind time-zones. Co-Chairs may consider alternating the timing of meetings so that inconvenience is minimized and broadly shared.
21. Calls/meetings will be organized by the Charter support team unless otherwise specified. Materials presented or used at the meetings will be based on signatory or supporting organization input and are for the purpose of informing or stimulating discussion. As such, material presented will not necessarily reflect the views of individual Working Group members or UN Climate Change.
22. A recording of discussions will be made available a few days after the meeting. For each Working Group meeting the Charter support team shall prepare high-level summary notes and key next steps for the Working Groups and sub-groups and upload them on SharePoint or share them via email. Unless specifically stated, meeting recordings, notes, or reports will be confidential and shall not be shared beyond signatories to the Charter.
23. Substantive recommendations and outputs agreed within the Working Groups will be forwarded to the Steering Committee for approval. Following Steering Committee approval, final recommendations will then be forwarded to the entire group of signatories for adoption and discussion at annual face-to-face meetings or electronically, as determined to be most practical. Substantive recommendations are recommendations that significantly change the commitments or targets that signatories have agreed to by signing the Charter, such as increase of ambition or new requirements on reporting or other substantial matter related to how the Charter is implemented.
24. The Charter support team will ensure that there is alignment and coordination of communications between the Working Groups by keeping Co-Chairs informed and will aid in the dissemination of Working Group updates and outcomes. The Steering Committee will serve as the main coordination body whereas all written materials will be made available on the Charter SharePoint site.

4.2. Workplans

25. Workplans and timelines for each Working Group shall be proposed and facilitated by the Working Group Co-Chairs (see Terms of Reference below). The Co-Chairs engage the group and delegate tasks as necessary to further develop annual workplan, deliverables and accompanying budget. To ensure proper alignment and coordination, workplans will need to be reviewed and approved by the Steering Committee. The Steering Committee shall be notified in case agreed workplans need to be updated to consider any possible new circumstances.

26. Workplans will be created in a consultative process, defined in the governance of the Working Groups, including the opportunity for the Steering Committee and UN Climate Change to provide comments and inputs to ensure, inter alia, harmonization and consistency with other Working Groups.
27. Activities decided to be pursued in the Working Groups will be delivered by the members of the group. Activities can be delivered as in-kind/self-funded work within the Working Groups but can also be outsourced provided there is sufficient funding, either available from the Charter fund or from own sources.
28. If the Working Groups are not able to raise funds required for their activities, Co-Chairs shall seek approval from the Steering Committee to use Charter funds. UN Climate Change, through its Charter support team and at the request of the Steering Committee, shall administer the collection, accounting and reporting on the use of the funds at the end of each year.
29. Co-chairs should demonstrate to the Steering Committee that they have exhausted options to carry out activities through a) voluntary support from Working Group members or other signatories or b) direct fundraising for activities, before requesting to use Charter funds. Exceptions can be made in cases of urgency or for amounts that are below the threshold of EUR 5,000, at the discretion of the Steering Committee.

4.3. Working Group Members

30. Working Group members are individuals, drawn from the signatories and supporting organizations to the Charter, with a knowledge of the sector and of the topics covered in their Working Groups.
31. Working Groups require diverse representation and a commitment from members to engage actively to ensure that relevant expertise is offered, and challenges and opportunities are thoroughly addressed in discussions. Therefore, Working Group membership is a fundamental vehicle driving the success of workplans.
32. Members must have the ability to understand and respect diverse points of view.

4.3.1. Nomination of the Working Group Members

33. Any Charter signatory can join one or more Working Groups by emailing the Charter support team.

4.3.2. Role of Working Group Members

34. Any member can provide input to the agenda, propose workplan activities and can volunteer to lead particular streams of work.
35. Working Group members are expected to commit approximately 10 working days per Working Group in a year, to prepare and consider meeting inputs and engage actively in the Working Group workplan and activities.
36. Working Group members are expected to participate, contribute and drive the work of the group. It is the responsibility of the Working Group members to make sure that any suggested decisions, drafts or activities represent as much of the diversity of views and expertise as possible.
37. It is the role of a Working Group member to actively engage and:

- (a) Propose agenda items, solutions and practical steps in support of Working Group priority focus areas;
- (b) Prepare input, content, mapping, analysis and messaging as decided in the Working Groups;
- (c) Review materials produced by the Working Group Co-Chairs, external organizations or third parties delivering context as agreed by the Working Groups and the Steering Committee.
- (d) Working Group members shall identify and report any potential duplication of work and in collaboration with other Working Groups and co-chairs actively seek alignment with external organizations and relevant efforts underway outside of the Charter and bring those to the attention of respective Working Groups;
- (e) Contribute ideas and knowledge to working group discussions;
- (f) Occasionally lead and/or contribute to sub-streams of work as decided within Working Groups.

4.4. Working Group Co-Chairs

- 38. Each Working Group is to be led by two Co-Chairs. Co-Chairs will be drawn from among nominees put forward by the Charter signatories (brands, retailers and suppliers) and confirmed by voting from the wider membership. Co-Chairs will be announced on the UN Climate Change website for transparency and public recognition of their efforts.
- 39. Co-Chairs shall have significant interest in the issue and be respected as subject matter experts. It is expected that each Co-Chair will commit up to 20 working days a year to the proceedings of work in their respective Working Groups and participation in the Steering Committee.
- 40. Co-Chairs should meet the following criteria:
 - (a) Co-Chairs are nominated by a signatory (brand, retail or supplier). An individual may not nominate themselves in their personal capacity;
 - (b) They should be the most suitable and relevant candidate available to represent a signatory, should be able to fully represent that company, and should be up to date with all its relevant activities, that concern alignment with the goals of the Charter;
 - (c) They should have the support of their organization to allocate appropriate and sufficient time to the Co-Chair role within their wider role for that organization.
 - (d) Independent individuals and non-signatories cannot be nominated for the role of Co-Chair.
- 41. Co-Chairs can nominate others within their organization to temporary lead or support the work of the Working Groups by approval of the Steering Committee.
- 42. Organizations with limited capacity for contributing to the work of the Charter should not put themselves forward to take the role of the Co-Chair.
- 43. Co-Chairs are responsible for ensuring progress with work as outlined in the Strategy Document of the Charter and as agreed in the Working Groups.
- 44. Co-Chairs must work closely together and take shared responsibility for planning and implementation of activities as decided in the Working Groups, in order to meet the necessary

timeline. As co-chairing is a shared responsibility, to divide the labour Co-Chairs are encouraged to alternate in preparing and leading calls both for their own Working Group and for the Steering Committee. Regular communication between the two Co-Chairs and the Charter support team is important to ensure efficient progress and ensure that Working Groups and its members receive clear and consistent guidance on what needs to be delivered and by when.

45. Co-Chairs will be evaluated once per year by the Steering Committee on the following criteria:
 - (a) Attendance in Working Group meetings
 - (b) Attendance in Steering Committee meetings
 - (c) Progress against Working Group goals
 - (d) Survey results showing satisfaction of Working Group members.
46. This evaluation will help inform co-chairs about their performance, potential opportunities to strengthen their role as co-chair, or other actions/suggestions that may be identified through the evaluation.

4.4.1. Nomination of the Working Group Co-Chairs

47. Co-Chairs can be appointed for a 2-year term, with an opportunity of being re-nominated for a maximum of one additional 2-year term. The Charter support team shall make a call for nomination.
48. The Charter support team will make a call for nomination for the Co-Chairs. UN Climate Change will then forward the list of nominees to the wider membership for voting and decision respectively, following which UN Climate Change will then confirm the new Co-Chairs.
49. If any of the Co-Chairs ceases to be able to carry out the function of Co-Chair, or will be no longer associated with the signatory organization, either the second-most voted-for nominee or an alternative representative from the signatory/organization will be invited to Co-Chair the Working Group for the remainder of the term. The Steering Committee will have final approval to select from these two options.
50. In case there are no Co-Chairs nominated to Co-Chair a specific Working Group, the Steering Committee shall decide to seek nominations outside the Working Group, merge work of that group with other existing streams of work or close the Working Group.
51. The next call for nomination of the Working Group Co-Chairs will be made in the period of March - April 2023-2023. Start of the 2-year term responsibilities of Working Group Co-Chairs shall occur in May.
52. The Co-Chairs' primary responsibility is to guide the work and meetings of the Working Groups, including by:
 - (a) Leading in the development of workplans (detailing deliverables and timeline) and serve as focal points for their respective working groups. Chairs are responsible for ensuring an open, transparent and interactive process so that: i) members remain interested and engaged, and ii) work progresses according to plan;
 - (b) Using the Charter objectives to guide work of the Working Group and being committed to the mission statement of the Charter.
 - (c) Steering discussions and facilitating meetings in an inclusive and transparent way, including by finding agreement on meeting times and locations;

- (d) Setting clear agendas, tasks and timelines, preparing content as required, including plans, presentations, input to reports, mapping, etc;
 - (e) Delegating responsibilities to Working Group members in a clear and concise manner;
 - (f) Facilitating data gathering, liaising with relevant external stakeholders as needed in support of the Working Group workplan, etc;
 - (g) Attending Steering Committee calls on a regular basis and reporting to the Steering Committee as required.
53. Co-chairs will serve as focal point for group members and are tasked with moving the Working Group forward to develop its deliverables and recommendations. Co-Chairs will take operational decisions intended to ensure successful running of their respective Working Groups, such as setting meeting agendas, reports, scheduling of meetings, attendance of experts, setting deadlines, etc. For decision making process on issues affecting the overall Charter activities, see paragraph 5.9.

5. Steering Committee of the Fashion Industry Charter for Climate Action

54. To facilitate annual planning, advise on strategic matters, and address any Charter governance matters that might arise, the Working Group Co-Chairs will convene at least quarterly as a Steering Committee, with UN Climate Change. The Steering Committee, based on the feedback from the Working Groups, will report quarterly to all signatories, for example to highlight progress and offer recommendations.
55. The Steering Committee is the key governance body of the Working Groups of the Charter. The Steering Committee facilitates annual planning, advises on strategic matters, and addresses any Charter governance matters that might arise.
56. The Steering Committee also ensures that work undertaken in each Working Group is well aligned and contributes to achieving the principles of the Charter and ultimately realization of the vision outlined in the Charter. The Steering Committee will take measures as necessary to strengthen the Charter to allow it to meet its purpose by, inter alia, facilitating efficiency, cost-effectiveness, and consistency and transparency of decision-making,

5.1. Membership

57. The Steering Committee is comprised of the current Co-Chairs of the Charter Working Groups who serve a two-year term.
58. To ensure a balanced geographical and signatory representation, two seats shall be open for additional members to join Steering Committee as full members.
59. UN Climate Change will serve as an ex-officio member, with full rights to participate in discussions and form/affect consensus.

5.2. Role of the Steering Committee

60. The Steering Committee is mainly responsible for ensuring decisions are in line with Charter principles and mission statement. They will be the ultimate decision-makers with the obligation to sign off on decisions and outputs from the Working Groups.
61. The Steering Committee shall:

- (a) Facilitate and prepare annual planning, advises on strategic matters, and addresses any Charter governance matters that might arise;
- (b) Develop an annual budget for charter support structure and strategy implementation;
- (c) Review progress toward achieving the Charter principles and takes decisions as appropriate;
- (d) Prepare and submit recommendations for adoption by the wider Charter membership;
- (a) Recommend appropriate measures for a functioning governance of the Charter;
- (b) Consider and decide upon resolutions to address special issues of significant interest to the Charter e.g. alignment with external initiatives, role of relevant national bodies etc.
- (c) Review, clear and approve Working Groups workplans, priority focus areas, budget and recommendations as appropriate.
- (d) Collect and share information from Working Groups; Offer advice and guidance to Working Groups;

5.3. Functional sub-committees

62. The Steering Committee may decide to create functional sub-committees for efficiency. For example, Steering Committee may decide to establish a specific sub-committee who can assume specific responsibilities such as recommending strategic, policy, financial or annual actions/workplans, or assume any other relevant responsibilities assigned by the Steering Committee.

5.4. Peer Action Groups

63. The Steering Committee in coordination with the Charter support team, may at the request of likeminded companies, approve the establishment of the Peer Action Groups, that will bring together a limited number of companies which either can come together periodically to exchange on a certain challenge or to collaboratively drive an issue forward (e.g. coal action group, european action group etc.). These groups will define the terms of reference and responsibilities of its members. The UN Climate Change will support with convening and coordination.

5.5. Special projects

64. Charter members are welcomed to identify “white space” areas of work – for which gap is identified - and with Steering Committee approval, run projects to address those gaps; These projects can be run by willing and relevant supporting organisations, or the secretariat can secure third party support, depending on priority and availability of Charter funds;

5.6. Joint Chairs of the Steering Committee of the Charter

65. The Steering Committee is to be convened by two Chairs, selected by consensus by Steering Committee members. Steering Committee members may nominate themselves, or another member of the Steering Committee, for the role of the Steering Committee Chair. Steering Committee Chairs will be confirmed by the Steering Committee in the first meeting of the calendar year.
66. Steering Committee Chairs primary responsibility is to jointly guide the work and meetings of the Steering Committee, including by getting agreement on meeting times and locations, setting

agendas, steering discussions and facilitating meetings and decisions in an inclusive and transparent way.

67. The Steering Committee Chairs will also serve as spokespersons for the Steering Committee (see section 7.2. below). As such Chair nominees would need to be able to credibly and comfortably communicate with the public at large and the Charter community.
68. The Chairs of Steering Committee will also serve as champions for the Charter and have the influence to mobilize fashion community in support of the Charter.
69. The Steering Committee Chairs shall serve their term for two years with the possibility of being re-nominated for a maximum one additional two-years term.
70. If any of the Steering Committee Chairs ceases to be able to carry out function of the Chair, or they will be no longer associated with the signatory they represented when elected, the process to elect a new Chair will begin. .
71. It is expected that each Steering Committee Chair will commit a minimum of 10 working days a year, in addition to Working Group Co-Chair role, working in preparing and managing for the Steering Committee meetings, and perform as Spokespersons for the Charter.
72. The Chairs will be supported by UN Climate Change.

5.7. Meetings

73. The Steering Committee is to meet as a minimum on a quarterly basis, and report, via SharePoint, on deliberations and outcome of all of its meetings. UN Climate Change will prepare the meeting reports.

5.8. Agenda

74. The Steering Committee Chairs are responsible for creating meeting agendas and supporting documents in coordination with the Charter support team. Agendas, plus any relevant supporting/information documents, will be distributed via the Charter shared drive at least five days prior to the meeting.
75. Any Steering Committee member, or Charter signatory may propose to the Steering Committee Chairs items for a Steering Committee meeting agenda.

5.9. Decision making process

76. Recommendations agreed within the working groups that affect Charter signatories will require the decision of the Steering Committee before they are transmitted to the full Charter membership (e.g. communique, funding, increase of ambition etc.). See paragraph 23. If the Steering Committee agrees, the decisions are to be forwarded to the full Charter membership on behalf of the Steering Committee for agreement.
77. Decisions by the Steering Committee shall be taken by consensus, whenever possible. If all efforts at reaching a consensus have been exhausted and no agreement has been reached, decisions shall be taken by a three-fourths majority of the Steering Committee members. The same approach will be followed for decisions required by the full Charter signatory members.
78. The Chairs shall ascertain whether consensus has been reached. The Chairs shall declare that a consensus does not exist if there is a stated objection to the proposed decision under consideration by a member of the Steering Committee.

5.10. Quorum

79. A quorum comprising of one Co-Chair from each Working Group and supplier representation is required for the Steering Committee to take any decision affecting changes to the governance of the Steering Committee, Working Groups and/or Charter. In cases where there is no quorum and the deadlines are tight, the agreed approach will be forwarded to absent Working Group Co-Chairs for electronic consent within 2 working days.

5.11. Evaluation of work

80. The Steering Committee may evaluate progress of all WGs with work on an annual basis through a survey. Results will be communicated with and address at the Steering Committee.

6. Charter Internal Communication Policy

81. A communication mechanism will be put in place to ensure that information is made available and timely shared with all signatories. This will be conducted through:
82. **Charter Forum meetings.** UN Climate Change will convene by-monthly meetings where all signatories will be invited to receive updates from the Working Groups, Peer Action Groups and other task teams. Signatories will also be informed of any relevant information that may be available to share. These forums will have a standing agenda for members to bring up any items they wish discussed, clarified or addressed by the Charter.
83. **Monthly Newsletter.** A newsletter will be sent at the end of each month to members containing highlights, news and information for signatory digest.
84. **Webinars.** UN Climate Change will convene webinars delivered by external organisations to cover a broad range of issues that are of interest to Charter members. These webinars can be for information purpose or constitute a call for action (e.g. an opportunity to join a project or an initiative).

7. External Communication Policy

85. The objective of the communication policy for the Steering Committee is to enhance public awareness about the progress with the fashion charter, inspire action and ambition and correct potential misconceptions. This can best be achieved by engaging consistently with stakeholders, including the media.
86. These guidelines are intended to help:
- (a) Clarify roles and responsibilities vis-à-vis interactions with public including the press/media;
 - (b) Maximize the effectiveness of interactions with the public;
 - (c) Minimize the risk of misunderstanding and misreporting.

7.1. Roles and responsibilities in dealing with the public

- (d) In communication with the public, both the Steering Committee and the Secretariat have a role to play:

- (e) UN Climate Change will pro-actively provide information on the Fashion Industry Charter and the Steering Committee's work when key milestones in the charter are reached;
- (f) UN Climate Change will provide briefings/interviews/information to the press upon request, including in relation to current issues of interest or concern to stakeholders;
- (g) Articles will be authored, and interviews and briefings given, either by the secretariat or the Co-Chairs of the Steering Committee or his/her delegate, on a case-by-case basis, taking into account the subject matter, the specifics of the request made by the reporter/media outlet, and the time requirement.

7.2. Spokesperson/s

- 87. The Steering Committee Chairs are the principal spokespersons for the Steering Committee. They strive to ensure objective and factual messaging and will consult with the Steering Committee on any potentially controversial issues. They will speak on behalf of the Steering Committee and not behalf of the UN Climate Change or of any individual members of the Fashion Charter including their own organisation.
- 88. Steering Committee Chairs shall:
 - (a) Convey the main messages on the Steering Committee (e.g. work is evolving and improving, priority areas, progress with those);
 - (b) Make themselves available for public engagement without taking sides on issues or identifying the views held by individual members.
 - (c) In close coordination with the Charter support team, provide final sign-off on both internal and external communication. (e.g. newsletters, messaging, etc)

7.3. The role of members of the Steering Committee in public communication

- 89. Members of the Steering Committee have an important role to play in raising awareness about the climate action in fashion e.g. in presentations to stakeholders at external events.
- 90. Prepare public communication messaging on their respective Working Group at least twice a year. This messaging will be for Steering Committee consideration and approval and will be shared with public in the form of a Newsletter. UN Climate Change will provide the necessary feedback to the messaging and will coordinate distribution.
- 91. When approached, Steering Committee members who are invited to speak on subjects that relate to their respective Working Groups, should consider whether the invitation should be directed instead to the Chairs of the Steering Committee as principal spokespersons. When in doubt, the member can seek guidance from the Steering Committee Chairs and the responsible UN Staff member;
- 92. When a Steering Committee member is to speak at a public event on behalf of the Charter, he/she should clarify with the organizers in advance of the event and communicate to the audience at the time of the event, in what capacity the member has been invited to speak.
- 93. When approached by the press, a Fashion Charter member should refer any request for comment/interview to the Steering Committee through the UN Climate Change; The Steering Committee Chairs or UN Climate Change may delegate, on a case-by-case basis, responsibility for speaking to the press;

94. The guidelines that apply to the Steering Committee Chairs apply equally to members of the Steering Committee who are delegated by the Chairs to speak to the press. Members can convey the main messages of the Steering Committee, clarify identified misconceptions, describe/frame current discussions without taking sides on issues or identifying the views held by individual members;
95. Members should, as a courtesy, inform the Steering Committee Chairs, copying the responsible staff in the UN Climate Change, of any major speaking engagements they intend to accept relating to the Charter. Any relevant presentation should be submitted to the UN Climate Change for review ahead of the time.

8. Expert Review Process

96. Expert review in the context of the Charter can be described as a process where substantive deliverables or recommendations of Charter Working Groups with significant importance are reviewed by independent experts from a relevant field.
97. Up to five independent experts may be invited to review strategic outputs as decided by the Co-Chairs and Steering Committee, on an ad-hoc bases. The expertise required will be determined by relevant Working Groups and/or Steering Committee. Such groups will not compose a formal body and shall be convened on an ad-hoc bases as required, depending on issue under review.
98. The goal of such flexible review mechanism is to help Working Groups improve their plans and/or recommendations, avoid duplication of efforts, adopt best practices, and comply with existing best standards and principles. Expert advisory group composition will change depending on the expertise required for the issue under review. This group of advisors will, in addition:
 - (a) Ensure scientific soundness and technical quality for deliverables of Working Groups and the Steering Committee;
 - (b) Advise Steering Committee on potential for alignment including risks, opportunities and priorities;
 - (c) Recommend actions to address priorities;
 - (d) Provide guidance and challenge on progress towards achieving the goals of the Charter.

8.1. Expert Review Group Categories

99. Three categories of expert review groups may be engaged as necessary:
 - (a) **Ad-Hoc Technical Advisory Group(s):** Such groups will be composed by relevant technical/scientific organisations and will be convened on a case by case basis. The relevant Working Group will determine a list of expert organisations who will be invited to be part of a technical expert group;
 - (b) **Regional/Country Advisory Group(s):** this group will be composed of regional bodies/organisations/programmes relevant to the fashion industry and will be consulted for advice and feedback as needed. This groups shall be invited to provide both local and technical feedback; In addition, Steering Committee may decide to invite regional/Country Advisory Group to act as Charter Focal point(s) for that region/country to provide local context, facilitate the substantive work and mobilization efforts within that region/country.

- (c) Steering Committee may decide to, in addition, invite and convene an independent expert group once a year, to review the overall impact strategy on an annual basis.

8.2. Mode of Operation

- 100. Steering Committee, with advice from relevant Working Group Co-Chairs, will suggest items that need to undergo expert review process. The Charter support team will support and stimulate this process in collaboration with Steering Committee.
- 101. Review of recommendations and outputs will mostly be conducted remotely.

9. Collaboration with 3rd parties to deliver on Charter activities

- 101 Working Groups can decide to ‘out-source’ activities to relevant 3rd parties, expert organisations or NGOs. This is permitted with the signoff of the Working Groups and the Steering Committee. **IMPORTANT:** Any tender process run by the UN Climate Change, for which Charter fund is requested, will be conducted in accordance with the rules and regulations of the United Nations. Any solicitation, or public tendering, is put under the exclusive control of the UN Climate Change Procurement team and must not be conducted by anyone else.
- 103 However, a tender process and contract may be handled outside of the UN process, if contracts and funding is issued directly by a Charter signatory.

10. APPENDIX 1. Modalities of Work

Modalities of Work⁷

1. UN Climate Change is committed to facilitate and coordinate, within its resources and mandates and as part of its work on Global Climate Action, the work undertaken by Signatories as part of the fashion industry’s response to UNFCCC Global Climate Action.
2. The Fashion Industry Charter for Climate Action does not constitute a new formal initiative or registered organization, but work is carried out by the Signatories with facilitation from UN Climate Change.
3. Signatories to the Fashion Industry Charter for Climate Action are committed to support the implementation of the principles contained in it, both by pursuing the principles within their own organizations and by working collectively with other Signatories.

⁷ Modalities of work have been agreed when the Charter was launched in 2018. These modalities will always apply and any revision in the governance document shall be guided by the principles included herein.

4. Any company or organization professionally engaged in the fashion sector, and which is committing to the principles of the Fashion Industry Charter for Climate Action by signing it, may participate in this work.
5. Other organizations that are in a position to substantially contribute to realization of the Fashion Industry Charter for Climate Action may also participate in the Working Groups subject to meeting specific criteria to be elaborated by the Signatories. It is recognized that the Supporting Organizations are committed to the principles in the Fashion Industry Charter for Climate Action but may not be able to apply all of them to their own organizations.
6. Delivery of the Fashion Industry Charter for Climate Action is through Working Groups, each having a focus on one or more of the principles in the Fashion Industry Charter for Climate Action.
7. Companies/Organizations signing the Fashion Industry Charter for Climate Action, and Supporting Organizations, may contribute to the work of one or several Working Groups of their choice, as defined in the Fashion Industry Charter for Climate Action. UN Climate Change may invite, from among the participating Signatories two co-chairs to facilitate work in each Working Group.
8. Substantive direction of the work undertaken in each Working Group is to be decided by consensus among the companies and organizations that are part of that Working Group.
9. Working Group activities requiring resources for their implementation shall be budgeted for by the participating organizations, either through own sources of funding or through joint fund raising.
10. Any products or outputs resulting from the work of participating organizations will be free of copyright and publicly accessible.
11. No participating Signatory may represent, or make statements on behalf of, the other Signatories of the Fashion Industry Charter for Climate Action unless this has been agreed by all Signatories.
12. The participation of Signatories and Supporting Organizations in the Working Groups will be recognized by UN Climate Change in relevant communications and events. Such participation may also be reflected in the Signatories' own communications, by stating that they are a Signatory to the Fashion Industry Charter for Climate Action as part of fashion industry's response to UN Climate Change Global Climate Action.
13. Signatories of the Fashion Industry Charter for Climate Action and Supporting Organizations are not entitled to use the name or logo of UN Climate Change without the express permission by UN Climate Change in writing. UN Climate Change is not able to authorize the use of the United Nations name or logo and no Signatories of the Fashion Industry Charter for Climate Action may use the UN name or logo.
14. UN Climate Change, Signatories of the Fashion Industry Charter for Climate Action, and Supporting Organizations may not use the name, brand, or logo of any of the other Signatories or Supporting Organizations without express permission.
15. UN Climate Change will facilitate the work by:
 - a. Supporting the delivery of the Working Groups to the extent that they are within UN Climate Change's existing resources and mandates;

- b. Maintaining a list of Signatories and their participation in working groups;
 - c. Facilitating regular online calls and meetings as may be necessary among Signatories;
 - d. Organizing an annual face-to-face meeting with all Signatories to take stock of progress, share lessons learned, and discuss and agree on work to be done in the next year. Signatories will be invited to host the meeting on a rotational basis and attendees will bear their own costs of attendance;
 - e. Coordinating external communication activities by the Signatories;
 - f. Presenting and explaining the work of the Signatories to other entities and organizations, as needed to facilitate delivery of work by the Signatories;
16. In order to ensure the quality and credibility of the work of the Signatories of the Fashion Industry Charter for Climate Action, UN Climate Change, based on consultations with Signatories, may exclude a company or organization from the list of Signatories if its sincerity in participation or ability to participate is reasonably a cause for concern.
17. The UN Climate Change may cease to be associated with or support the Fashion Industry Charter for Climate Action if it is no longer able to meet the resourcing needs of the initiative or if it is no longer within the mandate of the UNFCCC to continue.
18. Signatories and Supporting Organizations may withdraw from the Fashion Industry Charter for Climate Action and associated obligations at any time by notifying UN Climate Change in writing.
19. The Signatories of the Fashion Industry Charter for Climate Action shall take into due account all regulations applicable to them that relate to antitrust or anticompetitive behaviours and shall refrain from any such behaviours during or in relation to their participation in the Fashion Industry Charter for Climate Action meetings, events and related activities.

11. APPENDIX 2. Criteria for Supporting Organisations

CRITERIA FOR SUPPORTING ORGANIZATIONS

Fashion Industry Charter for Climate Action

This document elaborates on the criteria to be applied for supporting organizations in the Fashion Charter for Climate Action.

Paragraph 5 of the Modalities of Work for the Fashion Charter states that “*Other organizations that are in a position to substantially contribute to realization of the Fashion Industry Charter for Climate Action may also participate in the Working Groups subject to meeting specific criteria to be elaborated by the Signatories. It is recognized that the Supporting Organizations are committed to the principles in the Fashion Industry Charter for Climate Action but may not be able to apply all of them to their own organizations.*”

The criteria for supporting organizations are [proposed to be] as follows:

Type of organizations: Supporting organizations are organizations and associations that have significant expertise, capacity and experience in supporting sustainability and climate action in the fashion industry.⁸

Contribution to the Charter: Supporting organizations volunteer their time, knowledge and expertise, and amplify the Charter principles within their networks, to help Charter Signatories meet the goals of the Charter.

Principles for participation: Supporting organization must:

- Align with Charter commitments in their own right.
- Accelerate membership in the Charter; Share knowledge and host events to encourage non-state actors to halve emissions by 2030.
- Demonstrate proven competence in the specific fields of respective Working Groups in terms of research, tools, data, solutions and thought leadership;
- Contribute significantly to the work of one or several working groups with that knowledge to support Signatories in implementing the principles enshrined in the Charter;
- Provide and share for free relevant information, perspectives and experience in an open, honest and straightforward manner to promote informed discussion and agreed actions;
- Enhance diversity in the Charter.
- Respect confidentiality where this has been requested;
- Act in good faith and seek to develop mutual trust and confidence required for effective work;

⁸ This implies that the supporting organization either has climate action in fashion as a key focus area for its work, or that the supporting organization dedicates significant resources to its work on climate action in fashion. Smaller organizations with limited capacity for contributing to the work of the Charter would normally not take the role of a supporting organization, unless special circumstances make their contribution particularly valuable to the work of the Charter.

Exclusion criteria: Supporting organizations may not participate in the Fashion Charter for commercial purposes, such as promoting their own services or products to signatories or by using the Charter as a platform to promote their products or services to external stakeholders.

Acceptance of new supporting organizations: Each application by a supporting organization to join the Fashion Charter shall be circulated by the UN Climate Change Secretariat to the members of the Steering Committee. Unless any concerns have been raised by any member, or the UN Climate Change Secretariat, within one month from when the application has been circulated, at the latest, their application will be considered approved.

If any concerns are raised the matter should be discussed at the next call of the Steering Committee. Additional information or documentation from the applying organization may be requested by the Steering Committee to help clarify any concerns or issues. Supporting organizations are only accepted if all concerns are resolved.

12. APPENDIX 3 – Charter funding mechanism

FASHION INDUSTRY CHARTER FOR CLIMATE ACTION Funding mechanism

The Fashion Industry Charter for Climate Action was launched in December 2018 under the auspices of UN Climate Change, with signatories committing to transforming the fashion industry to net-zero greenhouse gas emissions by 2050 in line with the 1.5-degree goal of the Paris Climate Change Agreement.

Charter funding mechanism

One priority focus area for Charter signatories, identified by the Fashion Charter Steering Committee Steering Committee, is Priority Focus Area 10: *Create a solid and self-sustaining financing model for the Fashion Industry Charter platform*. This is due to that the amount of work required to support and implement the Charter exceeds the resources available in UNFCCC.

In order to support the implementation of the Charter, signatories are requested to make annual contributions to cover core human resources and operational costs for the Charter as well as priority activity costs. Additional activity funding will also be sought from external funders, i.e. non-signatories.

The Steering Committee created a table of suggested contributions (below) based on the size and type of signatory organization. Participation in the Charter is dependent on making a funding contribution in case they fall in the eligible category (see below). Suppliers are not required to make this contribution and their participation in the Charter is free.

Signatories are invited to make a contribution annually to cover the projected expenses.

Administration of funds

The UN Climate Change secretariat, at the request of the Steering Committee, has agreed to administer the collection, accounting and reporting on the use of the funds annually. Audits of the related UN Climate Change account will be conducted in accordance with the rules and regulations of the United Nations.

In case the received fees are insufficient to cover the costs indicated in the annual budget of the Fashion Charter as set by the Steering Committee, the UN Climate Change secretariat will revise the budget in consultation with the Steering Committee. If the annual budget is not fully dispersed in a budget year, the surplus shall be carried over to the budget for the following year.

How funds are to be used

The **Charter contribution mechanism** will support three categories of cost:

- 1. Core human resources needed for smooth operation of the Fashion Charter governance and working group structure;** specifically, staff capacity in UN Climate Change to support the functioning of the Steering Committee and working groups;
- 2. Operational costs;** to cover basic operational costs, such as logistics for meetings;
- 3. Charter deliverables;** priority activities, identified by the Steering Committee and working groups, requiring non-staff funding, such as third-party consultancy time, data access, and on-the-ground activities, particularly those activities that are not easily funded through third-party funding sources.

The budget will be adjusted, depending on the total incoming donations, to ensure continuity in the provision of core human resources.

3. Member contribution

The annual fee for each signatory, based on the above principles and the estimated budget is proposed as follows:

For-profit organizations	
Annual turnover (EUR)	Annual Fee (EUR)
More than 10 billion	30 000
1 billion – 10 billion	20 000
100 million - 1 billion	10 000
10 million – 100 million	5 000
Less than 10 million	Unspecified
Value chain affiliates (companies and organizations supporting the Fashion Charter but without managing commercial operations in the value chain, such as sector associations)	
All	Contributions towards specific products defined as priorities for the Charter are welcome, based on the ability and interest of the affiliate to support financially.
Not-for-profit organizations	
All	Unspecified

Depending on experience gained, the Steering Committee may revise the above tables as may be required to ensure a predictable, sufficient budget for the operation of the Fashion Charter.