



Subsidiary Body for Scientific and Technological Advice

Sixty-first session

Baku, 11–16 November 2024

Agenda item 6(a) of the provisional agenda

**Warsaw International Mechanism for Loss and Damage
associated with Climate Change Impacts**

**Joint annual report of the Executive Committee of the
Warsaw International Mechanism for Loss and Damage
associated with Climate Change Impacts and the Santiago
network for averting, minimizing and addressing loss and
damage associated with the adverse effects of climate
change**

Subsidiary Body for Implementation

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Joint annual report of the Executive Committee of the
Warsaw International Mechanism for Loss and
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Joint annual report of the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts and the Santiago network for averting, minimizing and addressing loss and damage associated with the adverse effects of climate change

Revised addendum

Summary

This report covers activities under the Santiago network for averting, minimizing and addressing loss and damage associated with the adverse effects of climate change in the reporting period from 7 March to 6 September 2024, including information on the approval of operational guidelines, financial management, and in-kind and other support provided by the host of the Santiago network secretariat. In addition, it contains recommendations from the Advisory Board of the Santiago network for consideration by the governing body or bodies of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts.



I. Introduction

A. Mandate

1. In the terms of reference of the Santiago network for averting, minimizing and addressing loss and damage associated with the adverse effects of climate change,¹ its secretariat is mandated to prepare an annual report, for consideration and approval by the Advisory Board of the Santiago network, on the activities of the Santiago network and its secretariat, including on:

- (a) Requests received and activities carried out by the Santiago network and their outcomes;
- (b) Responses to requests;
- (c) Ongoing work as well as lessons learned and best practices derived from that work;
- (d) Support delivered in regions, finance disbursed and administrative costs;
- (e) Inclusion of new members in the Santiago network and their engagement therein;
- (f) Assistance to developing country Parties in identifying, prioritizing and communicating their needs for technical assistance;
- (g) Efforts to reach communities that are particularly vulnerable to the adverse effects of climate change;
- (h) Gender considerations, including through the use of gender-disaggregated data, consistently with decision [3/CP.25](#).

B. Scope

2. This addendum to the joint annual report of the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts and the Santiago network for 2024,² submitted to the governing body or bodies through their subsidiary bodies, has been prepared in response to the mandate referred to in paragraph 1 above and covers the reporting period of 7 March to 6 September 2024.

3. It contains recommendations from the Advisory Board of the Santiago network for consideration by the governing body or bodies at the session(s) to be held in November 2024, which take into account lessons learned and challenges encountered in the operation of the Santiago network over the reporting period. In addition, it refers to the draft rules of procedure of the Advisory Board, approved at its 3rd meeting, which are to be recommended through the subsidiary bodies for consideration and adoption by the governing body or bodies at the November 2024 session(s).³

II. Advisory Board of the Santiago network

4. The Advisory Board, supported by an interim secretariat (see para. 6 below), held three meetings. The 1st and 2nd meetings were held from 18 to 20 March 2024 and from 2 to 4 July 2024 respectively. The 3rd meeting was convened from 4 to 6 September 2024 in Bonn in conjunction with the 21st meeting of the Executive Committee, held from 11 to 13 September 2024. All meetings were held in hybrid format, allowing for virtual participation of members, representatives and observers who were unable to participate in person.

¹ Contained in annex I to decision [12/CMA.4](#), endorsed in decision [11/CP.27](#).

² [FCCC/SB/2024/2](#).

³ As per para. 25 of decision [6/CMA.5](#), endorsed in decision [2/CP.28](#).

5. At its 3rd meeting, the Advisory Board approved the revised annual budget of the Santiago network for 2024.⁴ The interim secretariat presented two scenarios for the annual budget for 2025: an indicative budget of USD 9,229,244 that is based on the assumption that pledged contributions will be received,⁵ and a budget of USD 4,966,867 that is based on actual contributions received as at 6 September 2024.⁶ The Advisory Board approved the two versions of the annual budget for 2025; the budget based on the first scenario will apply once the required contributions have been received.

III. Progress in establishing the Santiago network secretariat

6. The United Nations Office for Disaster Risk Reduction (UNDRR) and the United Nations Office for Project Services (UNOPS), as the host of the Santiago network secretariat, established an interim secretariat while advancing the recruitment of the director of the Santiago network secretariat through a merit-based, open and transparent process.

7. At its 1st meeting, the Advisory Board selected Geneva as the location for the head office of the Santiago network secretariat.

8. In August 2024, the Advisory Board endorsed the selection of the director, who is anticipated to commence their term of office in November 2024.

9. The director will facilitate the timely recruitment of the staff of the secretariat of the Santiago network in line with its terms of reference.⁷

IV. Implementation

A. Development of guidelines

10. The Advisory Board approved:

- (a) Guidelines for the designation of organizations, bodies, networks and experts as members of the Santiago network;⁸
- (b) Guidelines and procedures for responding to requests for technical assistance;⁹
- (c) Guidelines for managing funding;¹⁰
- (d) Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network.¹¹

B. Membership of the Santiago network

11. Outreach activities commenced in August 2024 for building the network of members of the Santiago network, in keeping with the guidelines referred to in paragraph 10(a) above, including the creation of a dedicated membership web page¹² that provides information on the process for becoming a member, membership forms and details of the phased roll-out of the outreach strategy. As at 6 September 2024, 9 organizations, bodies, networks and experts had submitted expressions of interest in and 10 had made queries about becoming a member of the Santiago network. Further outreach activities will be undertaken to share information with a broad range of organizations, bodies, networks and experts across different regions, including a series of webinars and information sessions. The Advisory Board acknowledged

⁴ See Advisory Board document [SNAB/2024/03/13.Rev.1](#).

⁵ See Advisory Board document [SNAB/2024/03/14.Rev.1](#).

⁶ See Advisory Board document [SNAB/2024/03/16](#).

⁷ As per para. 16 of decision [6/CMA.5](#), endorsed in decision [2/CP.28](#).

⁸ See Advisory Board document [SNAB/2024/2/06.Rev.2](#).

⁹ See Advisory Board document [SNAB/2024/3/06.Rev.2](#).

¹⁰ See Advisory Board document [SNAB/2024/3/08.Rev.3](#).

¹¹ See Advisory Board document [SNAB/2024/3/04.Rev.1](#).

¹² <https://santiago-network.org/membership>.

the broad range of organizations, bodies, networks and experts that had expressed interest in joining the Santiago network while the UNFCCC secretariat was acting as its interim secretariat. The guidelines referred to in paragraph 10(a) above will be translated into other United Nations languages to facilitate diverse membership and be incorporated into outreach activities accordingly.

C. Technical assistance provided to countries

12. As requested by the Advisory Board, the interim secretariat engaged with Vanuatu to update and refine, in line with the template for request for technical assistance contained in annex 2 to the guidelines referred to in paragraph 10(b) above, the technical assistance request that it had submitted to the UNFCCC secretariat in 2023.

D. Country outreach

13. The Advisory Board approved, as part of the work programme of the Santiago network,¹³ the convening of region-specific workshops on the network for the least developed countries and small island developing States as a continuation of similar scoping workshops convened in 2023 in the Latin America and the Caribbean, Africa and Asia-Pacific regions by the UNFCCC secretariat as the former interim Santiago network secretariat. The first workshop, for the Pacific, took place from 26 to 27 September 2024 in conjunction with Pacific Resilience Week, which was on the topic “Managing Climate and Disaster Risk for a Resilient Pacific”. Other workshops are planned for 2025.

E. Collaboration with relevant bodies

14. The Advisory Board formally notified the Board of the Fund for responding to Loss and Damage of the progress of operationalization of the Santiago network via a letter sent by the Co-Chairs of the Santiago network to the Co-Chairs of the Board of the Fund on 16 August 2024.

15. The Advisory Board decided to send a letter to the Co-Chairs of the Executive Committee to provide information, in particular for its expert groups and task force, on the expression of interest in becoming a member of the Santiago network. This is in keeping with the decision of Parties to encourage a broad range of organizations, bodies, networks and experts to engage in the Santiago network, including those that are represented in the expert groups of the Executive Committee.¹⁴

16. The Advisory Board committed to strengthening collaboration with the Executive Committee, which involves holding meetings of the Advisory Board, where possible, in conjunction with meetings of the Executive Committee and exchanging information through the members of the Executive Committee that are represented on the Advisory Board.

17. The Advisory Board took note of the decision of the Board of the Fund for responding to Loss and Damage to launch the annual high-level dialogue on coordination and complementarity¹⁵ during the high-level segment of the November 2024 sessions of the governing body or bodies. The Advisory Board decided to formally communicate with the Board of the Fund in order to enhance collaboration, provide updates on the guidelines approved for operationalizing the Santiago network and enquire about and express interest in participating in the launch of the high-level dialogue and in the first of the high-level dialogues in 2025.

¹³ Available at <https://santiago-network.org/first-advisory-board-meeting>.

¹⁴ Para. 7 of decision [19/CMA.3](#), endorsed in decision [17/CP.26](#).

¹⁵ See chap. II.B of annex II to decisions [1/CP.28](#) and [5/CMA.5](#).

F. Public awareness and advocacy

18. The website of the Santiago network¹⁶ was established to disseminate information on the network. It currently features, inter alia, the outcomes and documents from Advisory Board meetings and a membership page to, inter alia, facilitate the submission of expressions of interest in becoming a member of the Santiago network.

19. A webinar targeting a broad range of organizations, bodies, networks and experts was scheduled for October 2024 for sharing information on expressing interest in becoming a member of the Santiago network.

20. The Advisory Board encouraged the interim secretariat to identify and engage in diverse opportunities to share information about the Santiago network, including at the UNDRR Regional Platforms for Disaster Risk Reduction being held in 2024, and side events at the November 2024 sessions of the governing body or bodies.

V. Financial management system

21. UNDRR and UNOPS, acting as the interim secretariat, conducted activities as approved by the Advisory Board in keeping with the revised annual budget for 2024.

A. Funding overview

22. Pledges made to the Santiago network and cash receipts are presented in tables 1 and 2 respectively.

Table 1

Pledges made to the Santiago network

<i>Donor(s)</i>	<i>Amount (USD)</i>
European Union and member States (Denmark, Germany, Ireland and Luxembourg; and Switzerland and United Kingdom of Great Britain and Northern Ireland)	40 700 000.00
Switzerland (additional contribution)	1 180 638.00
Spain	5 302 227.94
United States of America	1 900 000.00
Total	49 082 865.94

Table 2

Cash receipts for the Santiago network in 2024

<i>Donor</i>	<i>Amount (USD)</i>
Spain	5 302 226.94
United States of America	1 900 000.00
Total	7 202 226.94

23. As at 2 September 2024, USD 728,801 had been spent in implementing the work programme of the Santiago network.

B. In-kind and other support

24. UNDRR and UNOPS were requested to provide in-kind and other support for the Santiago network secretariat to carry out its roles and responsibilities as set out in the terms of reference of the Santiago network, and to provide periodic updates on matters regarding

¹⁶ <https://santiago-network.org>.

the Santiago network secretariat for the information to be included in the annual report referred to in paragraph 1 above.¹⁷

25. The in-kind and other support provided by UNDRR includes:

(a) Supporting the development of the guidelines referred to in paragraph 10(a–b) above and the review of other guidelines and documents;

(b) Supporting the organization of Advisory Board meetings and preparing background documents and meeting reports;

(c) Contributing to the communication strategy and outputs of the Santiago network, including through online articles and the design and development of its website;

(d) Providing technical support for and reviewing the indicative results framework of the Santiago network;

(e) Supporting, including with funding, country outreach activities, including the workshop for the least developed countries and small island developing States convened in September 2024 and events at its Regional Platforms for Disaster Risk Reduction in 2024.

26. The total value of UNDRR technical support and backstopping is estimated at approximately USD 200,000, and the value of its co-financing of outreach events and workshops is estimated at approximately USD 90,000.

27. As a self-financing organization with an operating model based on full cost recovery, UNOPS is not able to provide in-kind support.

VI. Recommendations for consideration by the governing body or bodies

28. At the November 2024 session(s) the governing body or bodies may wish to consider the following recommendations, which take into account lessons learned and challenges encountered in the operation of the Santiago network during the reporting period:

(a) *Welcomes* the progress of operationalization of the Santiago network, including implementation of its first work programme and approval of the guidelines for the designation of organizations, bodies, networks and experts as members of the network, guidelines and procedures for responding to requests for technical assistance, guidelines for managing funding, and guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network;

(b) *Also welcomes* the ongoing operationalization of the Santiago network secretariat;

(c) *Further welcomes* the considerable intersessional work undertaken by the Advisory Board and the interim secretariat of the Santiago network to ensure continued progress in the first year of the Santiago network's operations, and the adoption of good practices such as providing regular updates on those operations;

(d) *Acknowledges* the support provided by the UNFCCC secretariat, including for the development of the guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network;

(e) *Expresses appreciation* to all organizations, bodies, networks and experts that have participated as observers in meetings of the Advisory Board;

(f) *Also expresses appreciation* to the organizations, bodies, networks and experts that have expressed interest in the work of the Santiago network and those that have submitted expressions of interest in becoming members of the network, and to the interim secretariat for its efforts to build the network of members;

¹⁷ Paras. 13–14 of the annex to decision [6/CMA.5](#), endorsed in decision [2/CP.28](#).

- (g) *Further expresses appreciation* to the Government of Switzerland for its provision of financial support for the hosting of the Santiago network secretariat;
- (h) *Expresses appreciation* to UNDRR and UNOPS for supporting the Santiago network during its initial phase, including by establishing an interim secretariat and for the in-kind and other support provided to the Santiago network;
- (i) *Invites* Parties to inform the Santiago network secretariat of their liaison to the Santiago network, as appropriate to their national circumstances, in order to support the alignment of technical assistance with national priorities;
- (j) *Encourages* the Advisory Board to collaborate with the Executive Committee on outreach and communication activities, and in the context of enhancing coherence and complementarity relating to the funding arrangements for responding to loss and damage, including through participation in the annual high-level dialogue on coordination and complementarity;
- (k) *Also encourages* the Advisory Board to collaborate on funding arrangements and with the Fund for responding to Loss and Damage, as appropriate, by aligning the technical assistance catalysed under the Santiago network with efforts to build capacity and support the programmatic approaches of the Fund for responding to Loss and Damage and the funding arrangements;
- (l) *Acknowledges and appreciates* the pledges made to the Santiago network totalling USD 49.1 million and the USD 7.2 million in contributions that had already been received as at the date of publication of this report and *looks forward* to all pledges being received as contributions to enable the Santiago network to fulfil its mandate effectively;
- (m) *Requests* the secretariat to facilitate the relevant processes to ensure that contributions are promptly transferred to the Santiago network;
- (n) *Also requests* the secretariat, under the guidance of the Advisory Body, to develop a resource mobilization strategy for the operations of the Santiago network that would encourage further contributions from a wide variety of sources;
- (o) *Further requests* the Santiago network secretariat to continue to develop an outreach plan and to promote the network with a view to engaging a broad range of members, in particular at the local level;
- (p) *Welcomes* the progress of implementation of the guidelines for the designation of organizations, bodies, networks and experts as members of the Santiago network, and *encourages* the Santiago network secretariat to translate these and other guidelines into other United Nations languages in a timely manner;
- (q) *Invites* the governing body or bodies to consider and adopt the draft rules of procedure of the Advisory Board of the Santiago network, as contained in the annex.

Annex

Draft 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*

I. Scope

1. These rules and procedures shall apply to the Advisory Board of the Santiago network (the “Advisory Board”) in accordance with decision 12/CMA.4, endorsed by decision 11/CP.27, and decision 6/CMA.5, endorsed by decision 2/CP.28, as well as any other relevant decisions of the governing body or bodies.

II. Definitions

2. For the purpose of these rules:

(a) “Co-chairs” means the members of the Santiago network elected as co-chairs of the Advisory Board of the Santiago network;

(b) “Secretariat” means the secretariat referred to in paragraph 3(a) of decision 12/CMA.4, endorsed by decision 11/CP.27, as a hosted secretariat, and also in the Terms of Reference of the Santiago network, in Annex I of the same decisions.

III. Membership

3. The Advisory Board, with the aim of achieving fair and balanced representation, shall be composed of the following, taking into account the need for gender balance:

(a) Two members from each of the five recognized United Nations regional groups;

(b) One member each from the least developed countries and small island developing States;

(c) Two members of the Executive Committee of the Warsaw International Mechanism (ExCom), nominated by the ExCom from among its members.

4. The Advisory Board will also have three other representatives, one from the Women and Gender constituency, one from Indigenous Peoples organizations, and one from the children and youth non-governmental organizations, who may actively participate in the deliberations of the Advisory Board.

5. Members and representatives elected to the Advisory Board shall serve a term of two years and shall be eligible to serve a maximum of two consecutive terms of office.

6. Half of the members elected in 2023 shall serve a term of three years and half of the members shall serve a term of two years, after which time the governing body or bodies shall elect half of the members every year for a term of two years.

7. The members of the Advisory Board shall remain in office until their successors are elected.

8. The term of office of a member shall start at the first meeting of the Advisory Board in the calendar year following their election and shall end immediately before the first meeting of the Advisory Board in the calendar year in which their term ends.

* Reproduced as adopted by the Advisory Board of the Santiago network at its 3rd meeting, on 6 September 2024, without formal editing.

9. If a member or representative of the Advisory Board resigns or is otherwise unable to complete their term, the regional group or constituency from which the member comes - or the ExCom, for members nominated by it - may decide, bearing in mind the proximity of the next session of the governing body or bodies, to appoint another member from the same group or constituency to replace said member for the remainder of that member's term, in which case the appointment shall count as one term.

10. If a member is temporarily unable to serve in the Advisory Board, the Advisory Board shall, at the request of that member, invite the group, constituency, or the ExCom, to replace said member in an ad interim capacity for a period of up to one year from the date of that request.

IV. Conflicts of interest and confidentiality

11. Advisory Board members must promptly disclose and recuse themselves from any deliberations or decision-making where their personal or financial interests may be affected, in order to avoid a conflict of interest or the appearance of one.

12. Advisory Board members should not disclose any confidential information they receive in the course of their duties, even after leaving the Advisory Board, except as required by national law.

V. Chairing arrangements

13. The Advisory Board shall elect annually two co-chairs from among its members to serve for a term of one year.

14. If one or both co-chairs are absent from a particular meeting, any other member or members designated by the Advisory Board shall serve as co-chair or co-chairs.

15. If a co-chair is unable to complete the term of office, the Advisory Board shall elect a replacement to complete that term of office.

16. The co-chairs shall collaborate in chairing meetings of the Advisory Board and related intersessional work. The co-chairs shall, inter alia, declare the opening and closing of meetings, ensure the observance of these rules of procedure, accord the right to speak and announce decisions. The co-chairs shall rule on points of order and, subject to these rules of procedure, shall have complete control over the proceedings of meetings and the maintenance of order at meetings.

17. The co-chairs shall share and allocate between themselves responsibility for chairing Advisory Board meetings.

18. The co-chairs or any member designated by the Advisory Board shall report to the governing body or bodies on behalf of the Advisory Board.

19. The co-chairs or any member designated by the Advisory Board shall represent the Advisory Board in external meetings and shall report back to the Advisory Board on those meetings.

20. The co-chairs may also jointly delegate tasks to members of the Advisory Board in the interest of expediting and advancing the work of the Advisory Board.

21. The Advisory Board may further define additional roles and responsibilities for the co-chairs.

22. The co-chairs, in the exercise of their functions, remain under the authority of the Advisory Board.

VI. Subcommittees and panels

23. The Advisory Board may establish subcommittees, panels, working groups or task forces, if required, to undertake specific tasks assigned by the Advisory Board or to provide expert advice in order to assist the Advisory Board in executing its work.

24. In establishing subcommittees, panels, working groups or task forces, the Advisory Board will determine an appropriate number of participants and ensure that participants have appropriate expertise in the relevant field of work.

VII. Secretariat

25. The director of the Santiago network secretariat shall serve as secretary to the Advisory Board.

26. The secretary shall be responsible for facilitating and providing support to the:

(a) Making of the necessary arrangements for the meetings of the Advisory Board, including announcing meetings, issuing invitations and making available the documents for meetings;

(b) Maintaining of meeting records and arranging for the storage and preservation of documents of meetings;

(c) Making of documents of the meetings of the Advisory Board available to the public, unless otherwise determined by the Advisory Board.

(d) Tracking of the implementation of decisions and actions taken by the Advisory Board and report on the progress of these actions.

27. In addition, the secretary shall facilitate support that the Advisory Board may require or that the governing body or bodies may direct with respect to the Advisory Board

VIII. Meetings

28. The Advisory Board shall meet at least twice a year, where possible in connection with meetings of the ExCom, while retaining its flexibility to adjust the number of meetings to suit its needs.

29. The Advisory Board shall hold its meetings at the location of the Santiago network secretariat head office, unless otherwise decided by the Advisory Board and subject to the necessary arrangements being made, and may hold meetings in hybrid (in person and virtual) format. Decisions on the location of meetings other than the location of the Santiago network secretariat shall take into account the costs and benefits of venue rotation, particularly in developing countries and with respect to facilitating the participation of key stakeholders, as well as the location of the ExCom meetings.

30. The Advisory Board may decide to hold meetings virtually on an exceptional basis and when required to advance its work, as proposed by the co-chairs after consultation with the Advisory Board.

31. In arranging virtual meetings, the Advisory Board shall consider the working modalities of such meetings, including the fair and balanced choice of timing in light of the time zones of members, with the aim of ensuring inclusive and effective participation of all members.

32. At the first Advisory Board meeting of each calendar year, the co-chairs shall propose a schedule of meetings for that calendar year.

33. At each meeting, the Advisory Board will confirm the dates, duration and venue of the following meeting.

34. If changes to the scheduled or additional meetings are required, the co-chairs shall, after consultation with the Advisory Board, request the secretariat to give notice of any

changes in the dates of scheduled meetings and/or of the dates of additional meetings to members and representatives, and observers. To the extent possible, notice of a meeting shall be given at least four weeks before the opening of that meeting.

IX. Quorum

35. At least 10 of the Advisory Board members, as laid out in paragraph 3, must be present at a meeting to constitute a quorum. Members participating in meetings virtually will count towards quorum. A quorum shall be established prior to the commencement of each meeting.

36. A quorum shall be confirmed by the co-chairs immediately prior to the adoption of any decision by the Advisory Board.

37. A member may ask for a confirmation of quorum prior to the commencement of a meeting or prior to the adoption of any decision by the Advisory Board.

X. Agenda and documentation for meetings

38. The co-chairs, assisted by the secretariat, shall prepare the provisional agenda for each meeting as well as a draft report on the meeting.

39. Members and representatives may propose additions or changes to the provisional agenda, in writing, to the secretariat within one week of receiving the provisional agenda, and these additions or changes shall be included in a revised provisional agenda prepared by the secretariat with the approval of the co-chairs.

40. The secretariat shall transmit the revised provisional agenda for a meeting to the members and representatives of the Advisory Board at least four weeks prior to that meeting. The revised provisional agenda may be transmitted after that date with the approval of the co-chairs.

41. Unless otherwise decided by the co-chairs, documents for a meeting of the Advisory Board should be published on the Santiago network website at least two weeks prior to that meeting, to the extent possible.

42. The Advisory Board shall, at the beginning of each meeting, adopt the meeting agenda.

43. Before the end of each meeting, the co-chairs shall present draft decisions for consideration and approval by the Advisory Board.

XI. Decision-making

44. Decisions of the Advisory Board will be taken by consensus by its members as laid out in paragraph 3.

45. Efforts by the co-chairs to facilitate the reaching of consensus may include:

- (a) Consulting with members on draft documents, including draft decisions, prior to the meeting;
- (b) Consulting with members on the relevant matter during the meeting;
- (c) Providing the opportunity for members to state and/or formally record in the report on the relevant meeting their reservations regarding a particular decision without preventing consensus from being reached.
- (d) Postponing the decision on the matter to a later meeting in order to allow for further exchange on the matter;

46. If all efforts at reaching consensus have been exhausted, and no consensus is reached, decisions will be taken by a four-fifths majority of the members present and voting.

47. The co-chairs, acting together and in good faith, and following consultations with all members, shall determine whether all efforts at reaching consensus in respect of a particular draft decision have been exhausted.

48. In making such a determination the co-chairs shall take into consideration:

(a) Whether consultations on the relevant matter have occurred during and/or between meetings, including between the co-chairs, without consensus being reached;

(b) Whether the subject matter of the draft decision has been considered at prior meetings without consensus being reached;

(c) Whether and how many members have indicated that they cannot join consensus on a decision.

49. Each member shall have one vote. For the purpose of this rule, “members present and voting” means members participating in the meeting (both in person and virtually) at which voting takes place and casting an affirmative or negative vote. Members abstaining from voting shall be considered as not voting for the purpose of determining the four-fifths majority.

XII. Process for intersessional decision making:

50. The Advisory Board may take a decision without meeting on an extraordinary basis when, in the judgment of both co-chairs, such a decision should not be postponed to the next Advisory Board meeting. In such a case, the secretariat, with the approval of the co-chairs, shall transmit to Board members a proposed decision with the invitation to approve the decision on a non-objection basis for a prescribed period (generally 21 days but in urgent cases no less than one week). Copies of such a proposal shall be provided to the representatives for their information.

51. The provisions on quorum and other rules set forth in these rules of procedure shall apply mutatis mutandis to the aforementioned procedure.

52. In the absence of an objection by an Advisory Board member within the prescribed period, the decision will be deemed taken upon the expiration of the prescribed period. If an objection is received within the prescribed period, the co-chairs will work to resolve the concerns of the objecting Board member(s) directly. If the objecting Board member(s) uphold their objection following discussion with the co-chairs, the proposed decision will be considered by the Board at the following Advisory Board meeting. The secretariat shall circulate all written comments and objections to Advisory Board members and representatives and notify all members and representatives of the action taken pursuant to this paragraph.

53. Decisions approved between meetings shall be recorded in the report of the following Board meeting.

XIII. Use of electronic means of communication

54. The Advisory Board may use electronic means of communication to facilitate work and to take decisions in accordance with guidelines to be agreed by the Advisory Board. The secretariat shall ensure that a secure and dedicated web interface is established and maintained to facilitate the work of the Board.

XIV. Participation of observers in meetings

55. Advisory Board meetings will be open to observers, unless otherwise decided by the Advisory Board, and the Advisory Board will invite observers from relevant constituted bodies, civil society organizations and other organizations, bodies, networks and experts to attend its meetings in order to provide technical expertise and inputs, as appropriate, to the Advisory Board for its deliberations.

56. The Advisory Board may decide on additional procedures for the participation of observers.

XV. Transparency

57. The decisions and products of the Advisory Board shall be made publicly available on the Santiago network website unless decided otherwise by the Advisory Board.

XVI. Working language

58. English shall be the working language of the Advisory Board.

XVII. Modifications to the rules of procedure

59. Decisions to propose modifications to these rules of procedure, except with respect to matters decided in decision 12/CMA.4, may be taken by the Advisory Board by consensus with a view to recommending them to the governing body or bodies through the subsidiary bodies for consideration and adoption.
