

# NAP Global Network Steering Committee

## Draft Terms of Reference

### Purpose, Mission and Scope

---

The Steering Committee has been established to guide the NAP Global Network. Members will deliberate, make decisions, provide strategic direction, and act as ambassadors for the Network.

The Steering Committee members will provide the following:

### Vision and strategic direction for the Network

- **Network identity:** Develop /refine the overarching problem statement, goal, objectives, membership structure and guiding principles for the Network.
- **Agenda setting:** Assist in prioritizing and determining the strategic focus of the Network. Specifically, ensure the three Network elements address issues of critical importance to NAP coordination and implementation at both the global and national levels.
- **Strategy development:** Help shape the work plan that will enable the Network to meet its stated goal and objectives. This will include providing advice, information and guidance on the audience, positioning, tasks and materials associated with: (i) Building Network membership; (ii) Designing core activities: Targeted Topics Forum; Global Donor Coordination; In-Country Donor Coordination; (iii) Outreach: sharing NAP Global Network's work with different policy makers and practitioners.

### Broad oversight of Network activities

- **Review annual work plans** to ensure they are structured to meet Network goals and objectives, reach intended audiences, etc.
- **Track progress**, using agreed-upon milestones to assess whether the activities are aligned with established aims
- **Review NAP Global Network outputs**, including selected communications materials (e.g. Network brochure) and publications (e.g. factsheets).

### Increased profile of the Network, both nationally and internationally

- **Promote the NAP Global Network** at relevant events and in different fora at the global and/or national level
- **Facilitate links** to relevant initiatives and processes at the global and/or national level

### Targeted assistance for implementation of Network activities

- Support for NAP Global Network activities directly related to SC members' geography, role in the NAP process, or area of expertise. For example, members working on sub-national adaptation planning may be asked to provide inputs for a TTF focused on this issue.

## Guiding principles for the Steering Committee

---

- **Balance:** Between donor countries and developing country partners, between policy makers and practitioners; men and women; global - national - sub-national perspectives.
- **Active participation:** Regularly sharing expertise and offering feedback on Network activities, as well as participating at Network events
- **Collaborative leadership:** Managing relationships and complementary capacities to empower each other and the broader Network membership to accomplish a collective outcome.
- **Clarity of vision:** Developing and communicating a clear, compelling and shared narrative around the value proposition of the NAP process, including what the Network has to offer it.
- **Adaptive management:** Revisiting Network goals, objectives and activities regularly and amended as appropriate, as we build membership and experience.
- **Commitment to joint value creation:** Developing new insights into the NAP process through the interaction of different perspectives and approaches

## Current Membership of the Steering Committee

---

	Name	Affiliation	Country	Expert or Bilateral Agency	Attending SC 1?
1	Laura Avellaneda	Ministry of Environment	Peru	Expert	Yes
2	Teige Cahill	DFID	UK	Bilateral Agency	Yes
3	Albert Daley	MWLECC	Jamaica	Expert	Yes
4	Joy Goco	Climate Change Commission	Philippines	Expert	Yes
5	Christoph Feldkoetter	GIZ	Germany	Bilateral Agency	Yes
6	John Furlow	USAID/ US State	USA	Bilateral Agency	Yes
7	Fred Kossam	Ministry of Environment	Malawi	Expert	Yes
8	Debra Roberts	Government of Durban	South Africa	Expert	No
9	Boundjow Sama	Ministry of Environment	Togo	Expert	Yes
10	Karen Silverwood-Cope	Ministry of Environment	Brazil	Expert	No
11	Akiko Urakami	Ministry of Environment	Japan	Bilateral Agency	No

## What does membership involve?

---

- Initial commitment of 14 months, starting from Lima / COP 20 in December, 2014 (i.e. end of January 2016)
- Participate in regularly scheduled meetings (at least 1 in-person meeting every year, virtually - i.e. phone or video conference - every quarter)
- Read materials prior to meetings and come prepared for engaged discussion, active listening, and respectful dialogue
- Participate in at least one Network activity a year - e.g. Targeted Topics Forum events

Membership on the Steering Committee will be revisited on a regular basis - e.g. every year or two years - to ensure that participation remains representative and active.

## How will the Steering Committee function?

---

- Recommended maximum size of the Committee is 12 members
- Need to have a majority (i.e. 50+1%) of members participating in order to have an official meeting
- Each country represented on the Steering Committee has one vote, even if a country sends more than one participant to the meeting
- The Secretariat will sponsor developing country members (one person per country) to attend Committee meetings
- Committee members are invited to identify “alternates” to represent them at official meetings, although the individual is expected to have knowledge of and experience with national adaptation planning - i.e. able to actively participate in discussions
- Members who are unable to attend the meetings will be sent materials in advance and invited to raise issues and provide feedback, which will then be included in meeting discussions
- All participation - experts, bilateral partners - should be coordinated through the Secretariat
- Decisions will be taken by consensus