

ClimDev-Africa Program Steering Committee (CDSC) Terms of Reference

1. As specified in the ClimDev-Africa Programme Framework Document (November 2008) the Climate for Development in African (ClimDev-Africa) Programme shall have a Programme Steering Committee (CDSC) that provides principal oversight of the ClimDev-Africa Programme.
2. The CDSC reports to the twice yearly meeting of the Chief Executives of the African Union Commission (AUC), United Nations Economic Commission for Africa (UNECA), and African Development Bank (AfDB) (see the Annex).

Membership

3. Membership of the CDSC consists of:
 - a. The ClimDev-Africa Programme Joint Secretariat Working Group (JSWG) members:
 - i. AUC (Chair)
 - ii. UNECA
 - iii. AfDB
 - b. 1 representative from the AMCEN Bureau;
 - c. United Nations Environment Programme (UNEP);
 - d. United Nations Development Programme (UNDP);
 - e. Global Climate Observing System Secretariat (GCOS);
 - f. World Meteorological Organisation (WMO);
 - g. 1 Regional Economic Community (REC);
 - h. 2 ClimDev-Africa donors; and,
 - i. 2 stakeholder representatives.
4. The Coordinator of the African Climate Policy Centre (ACPC) attends CDSC meetings and acts as its Secretary (see the section on the Secretariat below).
5. The AMCEN bureau is represented by a member of the bureau as selected by the bureau.
6. RECs are represented by a single REC of their own choosing, with membership rotated each year.
7. Donors are represented by two representatives of their own choosing.

8. Two stakeholder representatives are appointed annually by the JSWG placing priority, but not exclusively, on CSO or NGO bodies that represent wider networks of CSOs and NGOs.
9. Special invitations may be made by the Chair of the CDSC inviting other organizations or individuals to attend CDSC meetings.
10. The Joint Secretariat Support Office (JSSO) attends CDSC meetings as observers.

Responsibilities

11. The CDSC is responsible for oversight of the ClimDev-Africa programme, and:
 - a. sets the strategic vision and direction of the ClimDev-Africa programme;
 - b. sets priorities, objectives and milestones for the ClimDev-Africa programme;
 - c. approves:
 - i. annual work plans; and
 - ii. the ClimDev-Africa Annual Report.
 - d. provides advice and make recommendations to the ACPC, CDSF Coordination Unit and CCDU budgets to the different organs of the three institutions
 - e. contributes to advocacy and fundraising for ClimDev-Africa's programmatic activities.
12. The CDSC acts as the Governing Council to the ClimDev Special Fund (CDSF), and:
 - a. decides on relevant policies and project approval procedures for the CDSF;
 - b. contributes to advocacy and fundraising for the CDSF.

Meetings

13. The CDSC meets twice a year. CDSC meetings may be held back to back with other events so long as such arrangements do not create distractions and allow the CDSC to focus on ClimDev-Africa Programme issues.
14. Prior to each CDSC meeting, the Secretariat, with input from the Chair, shall prepare and circulate an agenda and background documents at least two weeks prior to each meeting.
15. If the CDSC can not come to decision on a meeting agenda item through consensus, then the CDSC will defer decisions to the JSWG.
16. The JSWG can meet between CDSC meetings to make decisions necessary for the timely functioning of the ClimDev-Africa Programme. All such meetings and decisions are recorded and reported at the following CDSC meeting. JSWG meetings may be held in the form extraordinary meetings, piggy back meetings to other events, by video conference, telephone conference, or by email as appropriate.

17. The CDSC submits the annual ClimDev-Africa Report to the Chief Executives of the AUC, AfDB and UNECA (see the Annex for the governance structure of ClimDev-Africa).
18. The CDSC submits the annual report to stakeholders at the annual Climate Change and Development in Africa (CCDA) conference.
19. The CDSC may delegate selected issues and decisions to the Secretariat as it sees fit.

Secretariat

20. The ACPC, in its role as the ClimDev-Africa Secretariat, serves as the Secretariat to the CDSC and JSWG, and as such:
 - a. coordinates the collection of work plans, budgets and log-frames from the AUC and AfDB;
 - b. collects reports on the CDSF from the AfDB;
 - c. consolidates ClimDev-Africa Programme Work Plans;
 - d. prepares, with input from the Chair, agendas and invitations for CDSC and JSWG meetings;
 - e. provides background documentation for meetings at least two weeks in advance of CDSC or JSWG meetings;
 - f. prepares and circulates the minutes of JSWG and CDSC meetings no later than two weeks after holding such meetings;
 - g. prepares and circulates draft concept notes for the annual Climate Change and Development in Africa (CCDA) Conference;
 - h. keeps a list of experts, along with their areas of expertise, who may be included in Technical Advisory Panels (TAPs) for ClimDev-Africa;
21. The Secretariat consolidates the ClimDev-Africa Work Plan, budget and accompanying log frame each year for approval by the CDSC.
22. The ACPC also has significant substantive and programmatic functions outside of serving as the Secretariat for ClimDev-Africa.

Annex 1: Governance structure of ClimDev-Africa programme

