Fifth Meeting of the Advisory Board of the Santiago network

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SNAB/2025/05/04

18 August 2025

Reports from subcommittees and task force

April 2025 - August 2025

Summary

This document contains the reports on activities that have already been undertaken or are planned to be undertaken by the following subcommittees and task force of the Santiago network during the reporting period from April to August 2025.

(a) Budget Subcommittee
(b) Conflict of Interest Subcommittee
(c) Task Force on Outreach

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I. Introduction

1. At the fourth meeting of the Santiago network Advisory Board (SNAB 4), the Advisory Board agreed to establish the following:

   a. Budget Subcommittee,

   b. Conflict of Interest Subcommittee

   c. Task Force on Outreach.

2. This report provides an update on the progress made by the subcommittees and task force during the period between the fourth and the fifth Advisory Board (AB) meetings.

II. Report on activities of the Budget Subcommittee

A. Background

3. Decision 12/CMA.4, endorsed by decision 11/CP.27, establishes the institutional arrangements of the Santiago network to enable its full operationalization, including to support its mandated role to catalyze the technical assistance of relevant organizations, bodies, networks and experts for the implementation of relevant approaches at the local, national and regional level in developing countries that are particularly vulnerable to the adverse effects of climate change.

4. At its fourth meeting, the Advisory Board established the Budget Subcommittee and invited the subcommittee to develop its Terms of reference for consideration and approval by the Advisory Board at its fifth meeting. The establishment of the subcommittee is consistent with paragraphs 23 and 24 of the Rules of procedure of the Advisory Board (SNAB/2024/3/05.Rev.1).

B. Members of the subcommittee

5. As agreed by the Advisory Board at its fourth meeting, the Budget Subcommittee comprises the following members and representatives: (i) Alpha Kaloga, (ii) Eneida Rabdishta, (iii) Aisha Humera, and (iv) Matthias Bachmann.

C. Activities during the reporting period

6. The Budget Subcommittee convened for the first time on 10 June 2025. During the meeting, subcommittee members discussed the development of the Budget Subcommittee Terms of reference (ToR), as well as the development of the Interim mode of work to guide the work of the subcommittee until the Terms of Reference of the Subcommittee would be approved by the Advisory Board.

7. Subcommittee members requested the Santiago network Secretariat to develop the draft ToR as well as the draft Interim mode of work, taking into consideration the guidance provided related to its mandate, role and function, membership, mode of work, accountability and reporting, duration, review, and amendment.

8. Following the drafting and review period, the Budget Subcommittee agreed on its Interim mode of work, which has been shared with the subcommittee for non-objection by 21 August 2025.

9. The draft Terms of reference were initially prepared by the Secretariat, and following consideration of comments and feedback from the subcommittee, the Secretariat disseminated a subsequent iteration for review by the subcommittee on 31 July 2025. Further comments have been received and several areas still warrant discussion.

D. Next steps

10. The Budget Subcommittee has decided to publish the draft Terms of Reference for consideration by the Advisory Board. This publication includes areas where consensus has already been achieved, with sections still under discussion reserved with a placeholder. These outstanding matters will be further clarified during the forthcoming meeting of the Budget Subcommittee, scheduled to take place prior to the informal Advisory Board meeting on 1 September 2025. Following this meeting, a revised version may be submitted for approval by the Advisory Board during SNAB 5. The Co-Chairs have been duly consulted on this process.

11. Furthermore, the Co-Chairs have invited the subcommittee to consider and informally review the draft revised 2025 annual budget and the draft 2026 annual budget during the week of 18 August 2025, in advance of their publication for SNAB 5.

III. Report on activities of the Conflict of Interest Subcommittee

A. Background

12. Decision 12/CMA.4, endorsed by decision 11/CP.27, establishes the institutional arrangements of the Santiago network to enable its full operationalization, including to support its mandated role in catalyzing technical assistance for the implementation of the relevant approaches at the local, national and regional level in developing countries that are particularly vulnerable to the adverse effects of climate change.

13. Decision 6/CMA.5, endorsed by decision 2/CP.28, requested the UNFCCC Secretariat to develop draft guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network, including any conflicts of interest that may arise when organizations, bodies, networks and experts (OBNEs) are engaged in providing technical support to the Santiago network Secretariat while responding to requests for technical assistance, or when the host of the Santiago network Secretariat is responding as an OBNE to technical assistance requests.

14. At its third meeting, the Advisory Board adopted the guidelines contained in document SNAB/2024/3/04.Rev.1. As per paragraph 39 of the guidelines, the Advisory Board will

address any actual and perceived conflict of interest that will be brought to its attention by the Conflict of Interest (COI) Subcommittee to be established by the Advisory Board pursuant to paragraph 23 of its Rules of procedure. Section V. of the guidelines makes provisions on the composition and work of the subcommittee, including that the subcommittee will comprise four members appointed by the Advisory Board from among its members, with the aim of achieving fair and balanced representation and giving due consideration to gender balance; and that the Subcommittee will develop its Terms of reference for consideration and approval by the Advisory Board.

15. At its fourth meeting, the Advisory Board established the Conflict of Interest Subcommittee and invited the Conflict of Interest Subcommittee to develop its Terms of reference for consideration and approval of the Advisory Board, as per paragraph 44 of the Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network.

B. Members of the subcommittee

16. As agreed by the Advisory Board at its fourth meeting, the Conflict of Interest Subcommittee comprises the following members: (i) Camila Minerva Rodriguez, (ii) Idy Niang, (iii) Rachid Tahiri, and (iv) Valentina Grigoryan.

C. Activities during the reporting period

17. The Conflict of Interest Subcommittee convened once on 17 July 2025. During the meeting, subcommittee members discussed the development of the Conflict of Interest Subcommittee Terms of Reference, as per paragraph 44 of the Guidelines on preventing potential and addressing actual and perceived conflicts of interest in relation to the Santiago network.

18. Subcommittee members discussed and provided guidance to the Santiago network Secretariat on the various elements that should be included in the Terms of reference of the subcommittee, including the mandate, role and function, membership, mode of work, accountability and reporting, and duration, review and amendment. The Subcommittee requested the Santiago network Secretariat to develop the draft Terms of Reference taking into consideration the guidance received by the committee during the meeting.

D. Next steps

19. The members of the Conflict of Interest Subcommittee agreed to work intersessionally on the draft Terms of Reference and decided to re-convene in-person on the informal day ahead of the fifth meeting of the Santiago network Advisory Board.

IV. Report on activities of the Task Force on Outreach

A. Background

20. Decision 12/CMA.4, endorsed by decision 11/CP.27, establishes the institutional arrangements of the Santiago network to enable its full operationalization, including to support its mandated role to catalyse the technical assistance of relevant organizations, bodies, networks and experts for the implementation of relevant approaches at the local, national and regional level in developing countries that are particularly vulnerable to the adverse effects of climate change.

21. At its fourth meeting, the Advisory Board agreed to establish the Task Force on Outreach. It also invited the task force to develop its Terms of Reference for consideration and approval by the Advisory Board. The establishment of the task force is consistent with paragraphs 23 and 24 of the Rules of procedure of the Advisory Board (SNAB/2024/3/05.Rev.1).

B. Members of the task force

22. As agreed by the Advisory Board at its fourth meeting, the Task Force on Outreach comprises the following members and representatives: (i) Camila Minerva Rodríguez, (ii) Akio Takemoto, (iii) Samuel Chijioke Okorie, (iv) Gideon Sanago, (v) Aisha Humera, and (vi) Idy Niang.

C. Activities during the reporting period

23. The first meeting of the Task Force on Outreach took place on 1 July 2025. During the meeting, task force members started exploring the roles and functions of the task force, emphasising the importance of outreach to a wide range of stakeholders, the role of OBNEs and Santiago network Members, and the need for inclusive messaging and strengthened communication efforts in line with relevant Santiago network strategic documents currently under consideration by the Advisory Board.

D. Next steps

24. A second meeting of the Task Force on Outreach is scheduled for 20 August 2025 to further discuss the development of its draft Terms of reference for consideration and approval by the Advisory Board as per the Advisory Board decision taken at its fourth meeting.

25. Furthermore, the Co-Chairs have invited the Task Force to consider and informally review the draft outreach and engagement strategy during the week of 18 August 2025, ahead of its publication for SNAB5.

Annex I: Draft Terms of Reference of the Budget Subcommittee *(with placeholders)*

Draft Terms of Reference

of the Budget Subcommittee

Revised draft - Version 2 - 31 July 2025

[VERSION WITH PLACEHOLDERS FOR AREAS UNDER CONSIDERATION BY THE BUDGET SUBCOMMITTEE

I. Mandate

1. The Budget Subcommittee was established by the Advisory Board at its fourth meeting in April 2025, pursuant to paragraph 23 of its Rules of Procedure.
2. The mandate of the Budget Subcommittee is to review the annual budget of the Santiago network and to make recommendations to the Advisory Board regarding the discharge of its functions pursuant to paragraph 7(f) of the Terms of Reference of the Santiago Network (12/CMA.4, endorsed by 11/CP.27, Annex I)
3. In the exercise of its mandate, the Budget Subcommittee will have access to information of relevance to its role and functions.

II. Role and functions

4. The role of the Budget Subcommittee is to review the annual budget of the Santiago network and to make recommendations to the Advisory Board on matters related to the annual budget to assist the Advisory Board in executing its work
5. In fulfilling this role, the Budget Subcommittee will:

   (a) Review and make recommendations to the Advisory Board on the proposed budget of the Santiago network developed by the Secretariat, including the budgetary implications of the work programme;

   (b) Review and make recommendations to the Advisory Board on the execution of the expenditures of the budget of the Santiago network;

   (c) Review and make recommendations to the Advisory Board on financial reports and related documents;

   (d) Consider any other matters related to the budget as referred to the Budget Subcommittee by the Advisory Board.

III. Membership

6. *[PLACEHOLDER FOR PROVISION ON APPOINTMENT OF SUBCOMMITTEE MEMBERS]*

7. The Budget Subcommittee will consist of a minimum of four and a maximum of six members, with the aim of achieving fair and balanced representation, and taking into account:

    a. Balanced regional representation.
    b. Gender balance.
    c. Relevant technical expertise in finance, budgeting, or resource management.

8. *[PLACEHOLDER FOR CHAIRING ARRANGEMENTS]*

9. Members of the Budget Subcommittee shall serve for a term of two years, concurrent with the term of their Advisory Board membership. In instances where the Advisory Board membership term is less than two years, the shorter term shall be applicable. *[PLACEHOLDER FOR ADDITIONAL PROVISIONS].*

IV. Mode of work

10. The Budget Subcommittee will conduct its work in an efficient and time-effective manner.

11. The presence of two-thirds of the members of the Budget Subcommittee will constitute a quorum for a meeting.

12. The Budget Subcommittee will meet as necessary, but usually between Advisory Board meetings and more frequently as needed.

13. The Budget Subcommittee will be assisted by the Secretariat. The Director will designate a representative who will participate in the meetings of the subcommittee, as an ex officio member without participating in the taking of decisions that are within the authority of the Budget subcommittee. *[PLACEHOLDER FOR PROVISION OF ADDITIONAL INFORMATION REGARDING THE SCOPE OF THIS SUPPORT]*

14. The *[PLACEHOLDER: Chair / Co-Chairs]* may invite non-members, in an observer capacity, to the meetings of the subcommittee, as deemed necessary.

V. Accountability and reporting

15. The Budget Subcommittee operates under the overall authority and direction of the Advisory Board.

16. The *[PLACEHOLDER: Chair / Co-Chairs]* of the Budget Sub-Committee will report regularly to the Advisory Board on its activities during Advisory Board meetings and on an ad-hoc basis as needed.

17. Actual, perceived and potential conflicts of interest of members of the Budget Subcommittee will be addressed by the Advisory Board, in accordance with paragraph 11 of the rules of procedure.

VI. Duration, review and amendment

18. The Budget Subcommittee will be a standing committee of the Advisory Board.

19. Three years following the approval of the Budget Subcommittee's terms of reference, the Advisory Board will review the terms of reference of the Budget Subcommittee.

20. The Advisory Board, as well as the Budget Subcommittee, may, at any time, propose modifications to these terms of reference for consideration and approval by the Advisory Board.

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