

SNAB/2024/2/06.Rev.2

SANTIAGO NETWORK

Guidelines for the designation of organizations, bodies, networks and experts as members of the Santiago network

Adopted at the 2nd Advisory Board meeting

04 July 2024

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1. Background

A key element of the Santiago network, established in 2019, is the network of organizations, bodies, networks and experts (OBNEs) through which technical assistance is to be catalyzed. The technical assistance is for relevant approaches at the local, national and regional levels in developing countries that are particularly vulnerable to the adverse effects of climate change, relating to activities for averting, minimizing and addressing loss and damage associated with climate change.

The operationalization of the Santiago network in catalyzing technical assistance is guided by six functions. Among them: facilitating and catalysing collaboration, coordination and coherence for effective technical assistance to be delivered, as well as facilitating the development, provision and dissemination of knowledge and information. The functions also facilitates, through technical assistance catalyzed by OBNEs, access to action and support (finance, technology and capacity-building).

It is envisaged that members of the network would be made up of diverse OBNEs from all geographic regions and cover a wide range of topics relevant to averting, minimizing and addressing loss and damage. A mandate was given to the Advisory Board to approve the modalities for the designation of OBNEs as members of the Santiago network, and to provide guidance on and approve the criteria used to assure relevance and quality of expertise and services by OBNEs.

The guideline was developed in accordance with Decision 12/CMA.4, endorsed by decision 11/CP.27, that decided that the Santiago network secretariat shall elaborate modalities and procedures for the Santiago network under the guidance of and by approval of the Advisory Board (Para 17). It defines the criteria and procedure to be applied for a prospective OBNE to become a member of the network. It draws on lessons learned from existing mechanisms (see Annexes) while being responsive to the views and needs of countries and communities that are vested stakeholders and beneficiaries.

The guideline, as approved by the Advisory Board of the Santiago network, will be implemented by the Santiago network secretariat. Annex I of the guidelines contains the expression of interest that OBNEs can complete and submit to be considered as a member of the Santiago network.

2. OBNEs as members of the Santiago network

The network of OBNEs is critical to achieve the goal and functions of the Santiago network. Members of the Santiago network will be eligible to respond to calls for technical assistance from countries, and benefit from network activities to share knowledge and enhance cooperation.

Besides being eligible for providing technical assistance under the purview of Santiago network, members will be able to:

- Benefit from expertise and experience developed through the Santiago Network
- Be able to showcase services offered by virtue of being in the Santiago network
- Co-share knowledge and learning with other members of the network.
- Benefit from networking opportunities with other OBNEs to facilitate collaboration, including for funding arrangements for responding to loss and damage.
- Contribute to and benefit from the wider landscape of loss and damage associated with climate change.

2.1 Membership categories

Different categories of OBNEs can be designated as members of the Santiago network provided they meet the criteria listed in Section 3. This includes agreement to adhere to core commitments. Interested OBNEs will submit an expression of interest as an organization, body, network, or expert

based using the template ([Annex I](#)). Provided the requirements are met, the OBNEs will then be designated as members of the Santiago network, eligible to respond to requests for technical assistance according to their expertise and the procedures outlined in the guidelines for responding to requests for technical assistance.

OBNEs are providers of technical assistance in line with their capacity and expertise. Key terms and explanations proposed for the purpose of this guideline:

- *Organizations are independent legal entities.*
- *Body is a broader term that can refer to groups that are not necessarily independent legal entities.*
- *Networks refer to interconnected groups of organizations or individuals that collaborate, share resources, or coordinate activities to achieve common goals. These networks can vary in structure, purpose, and scope but do not necessarily have legally established arrangements such as consortiums.*
- *Experts are individuals who are recognized specialists in a specific field.*

Technical assistance provided by the Santiago network will be complemented by a knowledge network. Members will be able to develop, provide and disseminate knowledge and information on averting, minimizing and addressing loss and damage, including comprehensive risk management approaches. Further details will be provided in the guidelines for responding to technical assistance.

3. Designation of OBNEs

For OBNEs to be designated as members of the Santiago network, they must meet a number of criteria. These criteria are outlined below, with further details provided in subsequent sections.

3.1 Core Criteria for Santiago network membership

The topics covered by the Santiago network fall within the broad scope of averting, minimizing, and addressing loss and damage. Within this scope, the criteria outlined in this section will be applied to OBNEs seeking to become members of the Santiago network in accordance with the specific level of engagement.

OBNEs will be encouraged to provide a statement of their motivation and value addition in keeping with the functions of the Santiago network and their area(s) of expertise.

Common criteria:

- ***Criteria 1: Proven expertise in topics relevant to averting, minimizing and addressing loss and damage***

OBNEs will be required to demonstrate expertise in a topic relevant to averting, minimizing and addressing loss and damage associated with climate change and types of activities for which technical assistance can be provided.

- ***Criteria 2: Demonstrated experience in providing technical assistance in topics relevant to averting, minimizing and addressing loss and damage.***

OBNEs will be required to demonstrate a minimum of three years of experience in a topic relevant to averting, minimizing and addressing loss and damage associated with climate change. However, the Director of the Santiago network secretariat could make exemptions for specific OBNEs, particularly those of local communities, indigenous peoples, youth and children, etc. and communicate such exemptions to the Advisory Board.

These core set of criteria will thus identify the following:

- Core activities of the OBNE such as needs assessments, training, data collection and analysis, preparation of plans, project development, community engagement and mapping, etc.
- Topics for which technical assistance can be provided by the OBNE
- Examples to demonstrate experience and expertise in developing countries, including fostering participation with the most vulnerable communities such as indigenous peoples, women, youth and local communities.

If a member wishes to benefit from resources under the Santiago network, and is successful in competitive processes for the delivery of technical assistance, additional details will be required, particularly in relation to financial management.

- ***Criteria 3: Commitments.***

For interested OBNEs to be designated as members of the Santiago network, irrespective of the level of engagement, they must commit to the following:

- Take into consideration the cross-cutting issues referred to in the eleventh preambular paragraph of the Paris Agreement;¹
- Adhere to the conflict of interest guidelines of the Santiago Network; and
- Adhere to appropriate environmental and social safeguards.

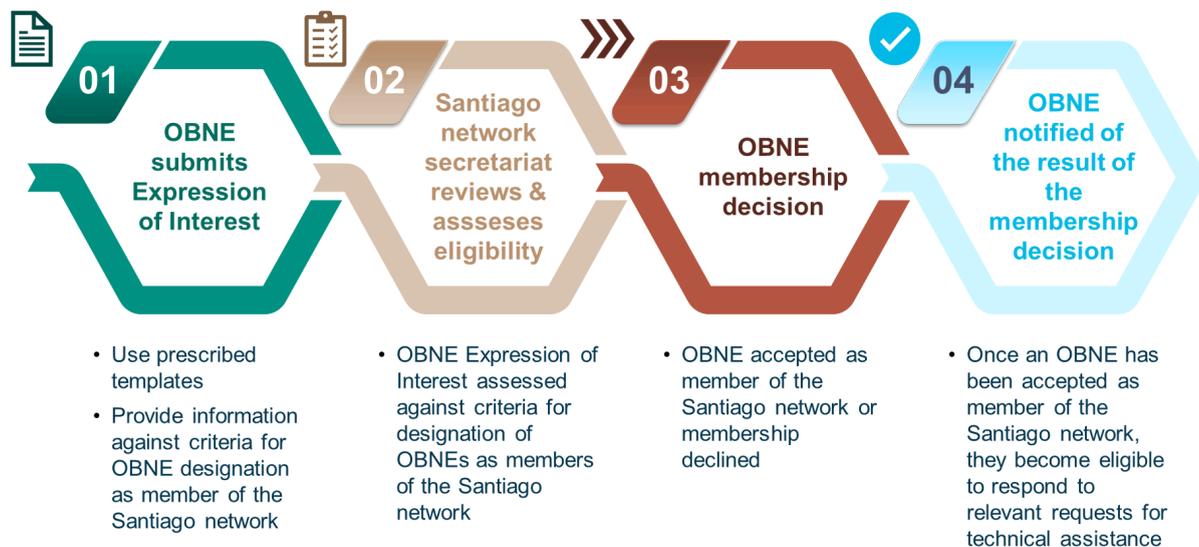
To promote and enhance the capacities of local and community-based organisations in developing countries, international member organisations of the Santiago network will be encouraged to actively collaborate with such organisations while providing technical assistance.

¹ “...respect, promote and consider [Parties] respective obligations on human rights, the right to health, the rights of indigenous peoples, local communities, migrants, children, persons with disabilities and people in vulnerable situations and the right to development, as well as gender equality, empowerment of women and intergenerational equity.”

4. Process for designation of OBNEs as members of the Santiago network

Interested OBNEs will submit an expression of interest to become a member using prescribed templates. An expression of interest will include an option to provide a statement of motivation with predefined elements, in fulfillment of required criteria. The Santiago network secretariat, including through the regional officers, will ensure adequate outreach to OBNEs, especially local and community-based organisations in developing countries, that may not have access to communication services to submit the expression of interest.

Figure 1: Summary of the process for designating OBNEs as members of the Santiago network



Once an expression of interest has been received, the Santiago network secretariat will review and assess its eligibility against the criteria in a timely manner. The secretariat will report to the Advisory Board on the average time taken in processing and designating membership with means to enhance timeliness, if needed.

Based on the result of the assessment, an OBNE will either be included as a member of the Santiago network or the membership is declined. Once accepted, the OBNE will be notified by the Santiago network secretariat and any relevant guidance related to engaging in the network.

The Santiago network secretariat will share periodic reports on OBNE designation with the Advisory Board for their endorsement on a no-objection basis.

The expression of interest template will be available in all United Nations languages.

5. Modalities of membership

5.1 Duration of membership and termination

No time limit is placed on the duration of membership. Instead, members will be requested to advise of any changes if applying or responding to technical assistance requests. The Santiago network secretariat will also explore ways to enhance the updating of information through OBNE engagement

activities. Membership criteria will be reviewed every two years, if required, in light of lessons and experiences and as approved by the Advisory Board (as per Section 5.3).

Membership can be terminated by the Santiago network secretariat on account of fraud, misconduct, violation of commitments made as part of Santiago network membership including conflict of interest, etc. The Advisory Board will be advised of such instances for any further guidance to be provided.

A member can also voluntarily withdraw as a member of the Santiago network after notifying the secretariat. The members will receive confirmation of their withdrawal from the Santiago network secretariat once the request is processed.

5.2 Transparency

Information on member OBNEs will be shared publicly to enable easy access to relevant information, while respecting privacy and confidentiality as needed. In submitting the expression of interest, the OBNE agrees that the Santiago network secretariat can share relevant information publicly. Information about an OBNE made publicly available may include: name of organization, body, network or expert, summary of expertise related to averting, minimizing and addressing loss and damage, and link to webpage where applicable.

5.3 Amendments in the criteria

Under guidance of the Advisory Board, the Santiago network secretariat will compile lessons and feedback from the roll-out and implementation of the technical assistance under the Santiago network. This will enable the criteria for Santiago network membership to be reviewed in two years from the date of the approval of the guideline by the Advisory Board. Proposed changes will be proposed to the Advisory Board for endorsement.

5.4 Requests for reconsideration of declined expressions of interest for membership

The Santiago network secretariat may seek additional information from applicant OBNEs before designation as a member. In the event that the secretariat has declined membership of an OBNE, because it does not meet the eligibility criteria, which may include omissions or concerns with the information provided, the respective OBNE may wish to make a request for reconsideration in accordance with the following process:

1. An OBNE may submit a request for the membership decision to be reconsidered, and provides additional information based on the reasons provided for declining the membership.
2. The secretariat will review the expression of interest for membership in light of the additional information, and, if required, consult with the OBNE for any additional clarification. Where applicable, the secretariat may make recommendations that if implemented by the respective OBNE may make it eligible for membership. In this case, the OBNE would be encouraged to update and re-submit their expression of interest once the recommendations have been addressed.

The Advisory Board will be informed of any rejections and further actions taken by the Santiago network secretariat for information and necessary guidance.

Annex I: Template for Expression of Interest – Santiago network membership

Organizations, bodies, networks and experts (OBNEs) that can provide technical assistance for relevant approaches for averting, minimizing and addressing loss and damage are invited to become a member of the Santiago network. Interested OBNEs can complete this expression of interest or submit the requisite information to the contact information provided below.

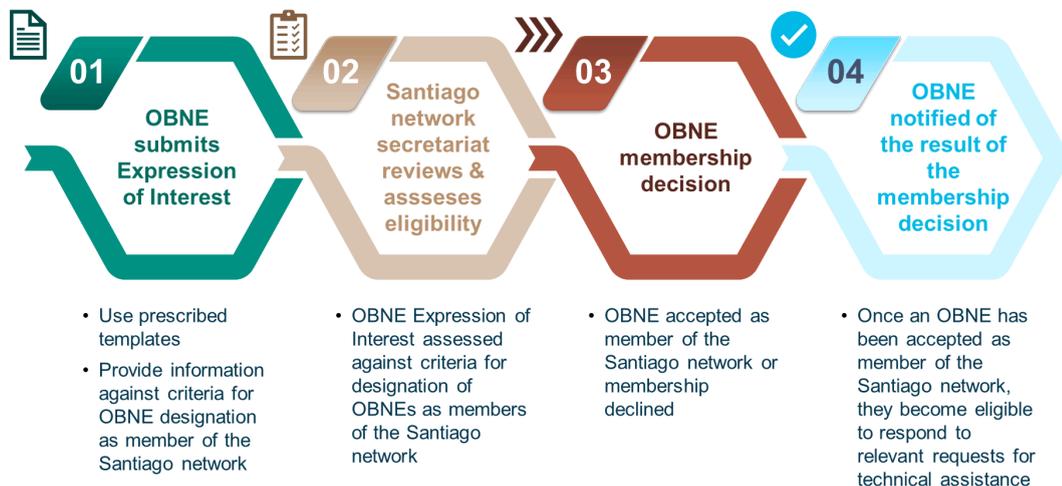
The Santiago network was established in 2019 to catalyze the technical assistance of relevant OBNEs for the implementation of relevant approaches for averting, minimizing and addressing loss and damage associated with the adverse effects of climate change at the local, national and regional level in developing countries that are particularly vulnerable to the adverse effects of climate change.² Technical assistance will be country- and demand-driven, and delivered according to the functions of the Santiago network.³

As a member, an OBNE will be rostered and able to provide technical assistance through resources of the Santiago network or through complementary or own resources. In addition, members will:

- Benefit from expertise and experience developed through the Santiago network
- Be able to showcase services offered by virtue of being in the Santiago network
- Benefit from networking opportunities with other OBNEs and network activities to facilitate collaboration among funding arrangements for responding to loss and damage

This expression of interest is designed for all OBNEs. The relevant sections should be completed according to the designation. Once the information is processed, the Santiago network secretariat will formally advise the applicant of the decision and any other relevant information. Special provisions will be made for OBNEs that may require other options than this template to submit an expression of interest.

The process for membership is as follows:



For further details, please contact members@santiago-network.org, or visit the website <https://santiago-network.org/membership>.

Disclaimer: Completing this expression of interest does not guarantee that an OBNE will become a member of the Santiago network or be selected to respond to technical assistance requests. Due process will be followed according to the relevant guidelines approved by the Advisory Board of the Santiago network. Once approved as a member, information on the OBNE will be made public, while

² Decision 2/CMA.2; noted in 2/CP.25; 12/CMA.4 and 11/CP.27, Annex 1 paragraph 1

³ *ibid*

respecting the privacy and confidentiality of sensitive information provided to the Santiago network secretariat.

<u>Contact Information</u>	
Name of the Organization, Body, Network or Expert (OBNE)	
Mailing Address	
Primary contact for organisations and networks (name, position/role, department (if applicable), phone)	
Website	
Email address	
Statement of motivation and value addition for joining the Santiago network	
OBNEs may provide a statement of motivation and value addition in keeping with the functions of the Santiago network and area(s) of expertise (no more than 300 words) – <i>optional</i>	

Criteria for membership for all OBNEs

Standard Criteria for membership for all interested OBNEs:

<p>1. Proven expertise in topics relevant to averting, minimizing and addressing loss and damage</p> <p><i>To assure relevance and quality of expertise and services delivered by OBNEs, information on current expertise in a topic relevant to averting, minimizing and addressing loss and damage associated with climate change and types of activities for which technical assistance can be supported must be provided. OBNEs are required to provide the professional profiles of the experts or information on the relevant teams/departments/branches in Appendix A.</i></p>
<p>Topics:</p> <p>Activities:</p>

Other:

2. Demonstrated experience in topics and activities relevant to averting, minimizing and addressing loss and damage

OBNE must demonstrate a minimum of three years of experience in a topic relevant to averting, minimizing and addressing loss and damage associated with climate change. Supporting documents can be placed in an appendix or attached to the email when making the application. Information for a maximum of the 10 most relevant initiatives or project should be provided, with supporting documentation in Appendix B.

NB: The Director of the Santiago network secretariat could make exemptions for specific OBNEs, particularly those of local communities, indigenous peoples, youth and children, etc. and communicate such exemptions to the Advisory Board.

Project/initiative 1

Title:

Duration:

Partners:

Location (country/communities):

Topic/focus area:

Project description (max 200 words):

Appendix with supporting documents

Project/initiative 2

Title:

Duration:

Partners:

Location (country/communities):

Topic/focus area:

Project description (max 200 words):

Appendix with supporting documents

Additional information: Organizations

Year of registration	
Country/countries of registration	
Location of main office and other offices	
Mandate	

Type of organization (select all that apply)	<input type="checkbox"/> Government (national) <input type="checkbox"/> Local government <input type="checkbox"/> Private sector <input type="checkbox"/> Academic/research <input type="checkbox"/> Non-governmental organization (NGO) <input type="checkbox"/> Community-based organization (CBO) <input type="checkbox"/> Indigenous peoples organizations (IPO) <input type="checkbox"/> United Nations organization <input type="checkbox"/> International organization <input type="checkbox"/> Financial institution <input type="checkbox"/> Other _____
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Additional information: Bodies

Year of registration, if applicable	
Country/countries of registration	
Location of main office and other offices	
Size and composition	
Mandate	
Type of organization (select all that apply)	<input type="checkbox"/> Government (national) <input type="checkbox"/> Local government <input type="checkbox"/> Private sector <input type="checkbox"/> Academic/research <input type="checkbox"/> Non-governmental organization (NGO) <input type="checkbox"/> Community-based organization (CBO) <input type="checkbox"/> Indigenous peoples organizations (IPO) <input type="checkbox"/> United Nations organization <input type="checkbox"/> International organization <input type="checkbox"/> Financial institution

	<input type="checkbox"/> Multi-sectoral <input type="checkbox"/> Other _____
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Additional information: Networks

Year of registration, if applicable	
Country/countries of registration	
Location of main office and other offices	
Composition of network (list all members)	<p>Member 1: Name: Mandate/Focus areas: Location(s): <input type="checkbox"/> Lead entity (select if applicable) --</p> <p>Member 2: Name: Mandate/Focus areas: Location(s): <input type="checkbox"/> Lead entity (select if applicable) --</p> <p>Member 3: Name: Mandate/Focus areas: Location(s): <input type="checkbox"/> Lead entity (select if applicable)</p>
Other relevant network details	<input type="checkbox"/> Appendix (select if additional documents provided)
Mandate of the network	
Type of network (select all that apply)	<input type="checkbox"/> Government (national) <input type="checkbox"/> Local government <input type="checkbox"/> Private sector

	<input type="checkbox"/> Academic/research <input type="checkbox"/> Non-governmental organization (NGO) <input type="checkbox"/> Community-based organization (CBO) <input type="checkbox"/> Indigenous peoples organizations (IPO) <input type="checkbox"/> United Nations organization <input type="checkbox"/> International organization <input type="checkbox"/> Financial institution <input type="checkbox"/> Multi-sectoral <input type="checkbox"/> Other _____
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Commitments

Each OBNE is required to make commitments in order to be considered members of the Santiago network.

The _____ [insert OBNE name] commit to the following (required):

- Take into consideration the cross-cutting issues referred to in the eleventh preambular paragraph of the Paris Agreement ⁴
- Adhering to the conflict of interest guidelines of the Santiago network
- Adhere to appropriate environmental and social safeguards

Declaration and Signature

Declaration	
I confirm that the information provided in this application is accurate and correct to the best of my knowledge.	
Date (day-month-year):	Signature: Authorizing Officer

Appendix A – Expertise in topics relevant to averting, minimizing and addressing loss and damage

[Supporting documentation relating to Criteria 1]

⁴ “...respect, promote and consider their respective obligations on human rights, the right to health, the rights of indigenous peoples, local communities, migrants, children, persons with disabilities and people in vulnerable situations and the right to development, as well as gender equality, empowerment of women and intergenerational equity”

Appendix B – Demonstrated experience in topics and activities relevant to averting, minimizing and addressing loss and damage

[Supporting documentation relating to Criteria 2]

Appendix C – Other Supporting Documents

[Supporting documentation for other criteria]